



VILLE D' OR GOLD TRADING LLC

CORPORATE CUSTOMER PROFILE

2023-2024



COMPANY NAME : _____

CARD NUMBER : _____

BRANCH NAME : _____

UIN : _____



Date :

Dear Valued Customer,

Thank you for your interest in Ville D OR Gold Trading LLC and in our various services we offer. At Ville D OR Gold Trading LLC, we guarantee you with efficient customer service, within the boundaries given by the regulators in UAE.

As a gold trading entity in UAE, it is our prime responsibility to support the government initiatives in combating the funding of terrorism and money laundering activities.

Furthermore, we consider it imperative to emphasize our compliance by stepping up our "Know Your Customer (KYC) process. To ensure a smooth and compliant process flow, we request for your support and co-operation by providing us with all the necessary details as requested in the ensuing pages. It will enhance the transparency and security of transactions and help us to adhere to the laws of the land, for common welfare.

We always strive to bring you the best in the easiest possible manner. In case of any query regarding the completion of your registration booklet, please feel free to contact us any time. We will be happy to assist you.

We welcome you once again to Ville D OR Gold Trading LLC as our valued customer. Together let's work towards building a better future, nurturing a long and strong relationship, which mostly grows beyond business

Regards,

General Manager

Ville D OR Gold Trading

LLC Dubai, UAE

Company Stamp

1. GUIDELINES AND CHECK-LIST



1.1 On boarding documentary Check List: Gold Trading Business:

Sr.	Documentary requirements	YES	NO	NA
1	Trade License			
2	Owner / Partners Identity			
3	MOA / AOA			
4	POA (If Any)			
5	Tenancy Contract			
6	TAX /VAT Registration			
7	Authorization Letter			
8	Authorized Person's Identity			
9	Source of Funds (Invoice, Custom clearance, Bank Statement, Annual Financial Report etc)			
10	Regulator License			
11	Membership Certificate / Chamber of Commerce			
12	Company Structure / Organization Chart			
13	Representatives Identity			
14	Latest External AML Audit Report			
15	AML/CFT Policy & Procedure			
16	Proof of Address (Tenancy Contract, Bank Statement, Utility Bills etc)			
17	Top 5 Customer / Suppliers.			
18	Risk Assessment for the Company			
19	Risk Assessment for the Partners			
20	Risk Assessment for the Authorized Person			
21	Sanction, PEP and Adverse Media Check for the Company.			
22	Sanction, PEP and Adverse Media Check for the Partners			
23	Sanction, PEP and Adverse Media Check for the Authorized Person			
24	Site Visit			
25	Group Companies TL and its Partners KYC Documents			
26	Related Parties (If Any)			
27	Share Certificate (If Any)			
28	Certificate of Incorporation			



1.2 Additional Questions for Gold Trading Arrangements:

Sr. No.	Documentary requirements	Detailed Answer by the Correspondent	NA
1.	Nature of the intended business relationship with Ville D OR Gold Trading LLC		
2.	Purpose of Buying / Selling gold from Ville D OR Gold Trading?		
3.	Source of gold sold to Ville D OR Gold Trading LLC ?		
4.	Separate list of gold intended to purchase / sale and the projected annual value gold for next three (3) year?		
5.	Expected number of transactions for next three (3) year?		
6.	List of similar existing arrangements the company have within UAE		
7.	Could you please confirm if your gold trading business is dealing directly or Indirectly with any Iranian nationals or Companies having connections or owned and controlled by Iranian Nationals (Any Affiliation To Iran)		
8.	Please share with us the Corporate customer Onboarding process and copy of KYC Booklet, check list and Client Visit questionnaire forms		
9.	Documents / procedure followed by your Gold Company while buying from the Individual & corporate customers over the counter, Please elaborate on the documentations and the Procedures applied.		

2. CORPORATE CUSTOMER RELATIONSHIP FORM



SECTION A – COMPANY DETAILS

A1. Name (as per Trade License)

Company Name

A2. Legal Status

Sole Proprietorship

Public Limited Company

Partnership Company

Private Limited Company

Limited Liability Company

Branch of a Foreign Company

Free Zone Company

Trust/Club/Society/Association

Others (please specify)

A3. Company Information

Country of Establishment

Date of Establishment

Licence No.

Issuing Authority

Licence Issue Date

Licence Expiry Date

A4. Tax Information

Tax Registration Date

Tax Registration Number

A5. Contact Details

Primary Contact Name

Designation

Telephone (Office)

Mobile

Email

Website

A6. Address Details

Registered Business Address

Address (Line 1)

Address (Line 2)

City

P.O. Box / Postal Code

State / Province

Country

Primary Business Address (if different from the Registered Business Address)

Address (Line 1)

Address (Line 2)

City

P.O. Box / Postal Code

State / Province

Country


A7. Details of Individual Shareholders / Ownership (if applicable)

Name	Nationality	Passport/ID No.	Address	Ownership %

A8. Details of Corporate Shareholders / Ownership (if applicable)

Company Name	Country	Licensing Authority	Trade License No.	Ownership %

A9. Details of Beneficial Owners (at least 25 per cent shares and voting rights of a company)

Name	Nationality	ID/Passport No.	Address	Ownership %

A10. Details of Key Managerial Person (List names of Directors/Key Senior Management)

Name	Nationality	ID/Passport No.	Address	Ownership %



A11. Details of Authorized Signatories (List names all individuals who are authorized to sign and transact for and on behalf of the Company)

Name	Nationality	ID/Passport No.	Address	Job Title

A12. Politically Exposed Person (PEP)

Is any of the shareholder / beneficial owner / key managerial person Politically Exposed?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Person's Name				
Position				
Is any of the shareholder / beneficial owner / key managerial person related to a PEP?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Person's Name:				
Person's Country:				
Person's Position:				

B. BUSINESS INFORMATION

Type of Business Activities	<input type="checkbox"/> Refinery <input type="checkbox"/> Wholesaler / Manufacturer (Jewellers) <input type="checkbox"/> Bank <input type="checkbox"/> Scrap Dealer <input type="checkbox"/> Miner - Large Scale Mining <input type="checkbox"/> Miner – Artisanal Miners (Representative) <input type="checkbox"/> Others (please specify)	<input type="checkbox"/> Precious Metals Trader/Dealer <input type="checkbox"/> Retailer (Jewellers) <input type="checkbox"/> Industrial <input type="checkbox"/> Coins Dealer <input type="checkbox"/> Miner – Small Scale Mining <input type="checkbox"/> Exporter
License Type	<input type="checkbox"/> Trading <input type="checkbox"/> Industrial <input type="checkbox"/> Others (please specify)	<input type="checkbox"/> Commercial <input type="checkbox"/> Professional
Total No. of Employees		
No. of Years of experience in the Precious Metals Industry		



<p>Does any shareholder / Beneficial Owner / Key Managerial Person has any other business?</p>	<table border="0"> <tr> <td><input type="checkbox"/> Casino</td> <td><input type="checkbox"/> Restaurants</td> </tr> <tr> <td><input type="checkbox"/> Currency Dealer or Exchanger</td> <td><input type="checkbox"/> Used Car or Motorcycle Dealers</td> </tr> <tr> <td><input type="checkbox"/> Movie Theatres</td> <td><input type="checkbox"/> Travel Agencies</td> </tr> <tr> <td><input type="checkbox"/> Apartment Houses</td> <td><input type="checkbox"/> Hotels</td> </tr> <tr> <td><input type="checkbox"/> Gaming</td> <td><input type="checkbox"/> Retail stores</td> </tr> <tr> <td><input type="checkbox"/> Art and Antique Dealers</td> <td><input type="checkbox"/> General Trading</td> </tr> <tr> <td><input type="checkbox"/> Liquor Stores</td> <td><input type="checkbox"/> Lawyers & Accountants</td> </tr> <tr> <td><input type="checkbox"/> Luxury Good Dealers</td> <td><input type="checkbox"/> Auction Houses</td> </tr> <tr> <td><input type="checkbox"/> Gambling Services</td> <td><input type="checkbox"/> Constructions Companies</td> </tr> <tr> <td><input type="checkbox"/> Car Washes</td> <td><input type="checkbox"/> Beauty Shops</td> </tr> <tr> <td><input type="checkbox"/> Taxicabs</td> <td><input type="checkbox"/> None</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Others (please specify)</td> </tr> </table>	<input type="checkbox"/> Casino	<input type="checkbox"/> Restaurants	<input type="checkbox"/> Currency Dealer or Exchanger	<input type="checkbox"/> Used Car or Motorcycle Dealers	<input type="checkbox"/> Movie Theatres	<input type="checkbox"/> Travel Agencies	<input type="checkbox"/> Apartment Houses	<input type="checkbox"/> Hotels	<input type="checkbox"/> Gaming	<input type="checkbox"/> Retail stores	<input type="checkbox"/> Art and Antique Dealers	<input type="checkbox"/> General Trading	<input type="checkbox"/> Liquor Stores	<input type="checkbox"/> Lawyers & Accountants	<input type="checkbox"/> Luxury Good Dealers	<input type="checkbox"/> Auction Houses	<input type="checkbox"/> Gambling Services	<input type="checkbox"/> Constructions Companies	<input type="checkbox"/> Car Washes	<input type="checkbox"/> Beauty Shops	<input type="checkbox"/> Taxicabs	<input type="checkbox"/> None	<input type="checkbox"/> Others (please specify)	
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<p>Mention the metals that you work with</p>	<table border="0"> <tr> <td><input type="checkbox"/> Gold</td> <td><input type="checkbox"/> Silver</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Others (please specify)</td> </tr> </table>	<input type="checkbox"/> Gold	<input type="checkbox"/> Silver	<input type="checkbox"/> Others (please specify)																					
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<p>From whom do you purchase the Precious Metals?</p>	<table border="0"> <tr> <td><input type="checkbox"/> UAE Suppliers</td> <td><input type="checkbox"/> International Suppliers</td> </tr> </table>	<input type="checkbox"/> UAE Suppliers	<input type="checkbox"/> International Suppliers																						
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<p>Who are your counterparties and suppliers?</p>	<table border="0"> <tr> <td><input type="checkbox"/> Small / Medium Scale Traders</td> <td><input type="checkbox"/> Wholesalers</td> </tr> <tr> <td><input type="checkbox"/> Jewellers</td> <td><input type="checkbox"/> Individuals</td> </tr> <tr> <td><input type="checkbox"/> Mines</td> <td><input type="checkbox"/> Refinery</td> </tr> <tr> <td><input type="checkbox"/> Banks</td> <td><input type="checkbox"/> Funds</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Others (please specify)</td> </tr> </table>	<input type="checkbox"/> Small / Medium Scale Traders	<input type="checkbox"/> Wholesalers	<input type="checkbox"/> Jewellers	<input type="checkbox"/> Individuals	<input type="checkbox"/> Mines	<input type="checkbox"/> Refinery	<input type="checkbox"/> Banks	<input type="checkbox"/> Funds	<input type="checkbox"/> Others (please specify)															
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<p>Mention all Countries of Origin of your precious metals</p>																									
<p>Mention all Countries in which you sell your precious metals</p>																									
<p>Do you have the license / authorization to import/export precious metals?</p>	<table border="0"> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> <tr> <td colspan="2">If Yes, mention the Import-Export Licence No. / Customs Code:</td> </tr> </table>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, mention the Import-Export Licence No. / Customs Code:																					
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How do you intend to transport the metal from its country of origin to Dubai?	<input type="checkbox"/> Transporter / Secured logistic company <input type="checkbox"/> Hand carry <input type="checkbox"/> Others (please specify)
Do you have an account with an internationally recognized transporter/ secured logistic company?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, which one : <input type="checkbox"/> Brinks <input type="checkbox"/> Transguard <input type="checkbox"/> Armaguard <input type="checkbox"/> Ferrari <input type="checkbox"/> Other (please specify)

C. BANK INFORMATION

Account name / Beneficiary name			
Bank Name			
Bank Address			
	City		Country
IBAN Number			
Account No.			
Swift Code		Currency	

D. FINANCIAL INFORMATION

Do you keep records and accounts for your transactions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have external independent financial auditors?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, mention the name of your auditors:
Mention the source of operating funds	<input type="checkbox"/> Own Capital <input type="checkbox"/> Bank Loan (mention name) <input type="checkbox"/> Government Entity (mention name) <input type="checkbox"/> Third Party Loan (mention name) <input type="checkbox"/> Others (please specify)



E. COMPLIANCE INFORMATION

E1. RESPONSIBLE PRECIOUS METAL SUPPLY CHAIN POLICY

Did your institution establish a responsible supply chain of gold from conflict-affected and high-risk areas policy which is consistent with the standards set forth in the model supply chain policy in Annex II of the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas? If yes, please provide a copy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your company comply or plan to comply with the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas?	<input type="checkbox"/> Complies	<input type="checkbox"/> Plans to Comply <input type="checkbox"/> No
Does your company have policies and procedures that covers human rights? If yes, please provide a copy.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your company have an anti-bribery and corruption policy? If yes, please provide a copy.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your company have a whistle-blower policy in place? If yes, please provide a copy.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your company have Data Protection Policy? If yes, please provide a copy.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your company have a policy consistent with the standards set forth in the LBMA Gold Guidance? If yes, please provide a copy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your company have a policy consistent with the standards set forth in the DMCC Practical Guidance for Market Participants in the Gold and Precious Metals Industry? If yes, please provide a copy	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your company have a policy consistent with the standards set forth in the Responsible jewelry Council's Code of Practices and Chain of Custody? If yes, please provide a copy	<input type="checkbox"/> Yes	<input type="checkbox"/> No

E2. AML / CFT POLICY AND PROCEDURES

Is money laundering and terrorist financing a criminal offence in the country where your company is located?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any anti-money laundering and combating terrorist financing laws and regulations in place in your country and are these laws applicable to your Company?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, mention the laws:		



Did your company prepare a documented set of Policies and Procedures with regards to combating money laundering and terrorist financing according to FATF standards and controls? If yes, please provide a copy	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did your company carry out and document an internal risk assessment to understand its money laundering and terrorist financing risks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your organization implemented processes for the identification and verification of your customers and beneficial owners?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization have procedures to establish a record for each customer noting their respective identification documents and Know Your Customer Information?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the Company have a risk-based assessment of its clients (e.g. low, medium or high risks)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the Company conduct enhanced due diligence for high-risk clients?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your establishment have checks in place to identify if its customers/ clients and their beneficial Owners are 'Politically Exposed Persons' (PEPs)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization have policies to conduct enhanced due diligence which includes obtaining senior management approval for establishing business relationship or one-off transaction with PEPs, their Family and close associates?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your institution collect information relating to customers and beneficial owner(s)' source of wealth and source of funds?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your organization appointed a designated compliance officer with sufficient experience / expertise?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the following information: Name: Designation: Contact No.: Email ID:
Does the compliance officer have the necessary power and independence to perform his duties?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your institution have a monitoring program for The identification and reporting of suspicious or unusual activity/transaction?	<input type="checkbox"/> Yes <input type="checkbox"/> No



Does your institution screen customers and transactions against lists of persons, entities or countries issued by government/international bodies?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, mention the list: <input type="checkbox"/> UN Sanctions <input type="checkbox"/> UAE (Local Terrorist List) <input type="checkbox"/> Other local regulations (please mention) :
Did your establishment sign up to the goAML system of the FIU?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your establishment created and documented red flags to provide reasonable grounds for reporting of any suspicious transaction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the Company perform a risk-based assessment to understand the normal and expected transactions of its clients (in order to identify the unusual transactions)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the establishment keep records of customers and transaction?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, then mention the number of years for which the record is kept:
Does your establishment conduct regular ongoing AML/CFT training for staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the Company have a maximum amount allowed for cash payment as per internal policy or regulatory framework?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, mention the amount:

E3. SUPPLY CHAIN DUE DILIGENCE									
What is the typical profile of your precious metals' suppliers?	<input type="checkbox"/> Corporate (____%) <input type="checkbox"/> Individual (____%)								
What type of information does the Company request from its precious metals suppliers?	<table border="0"> <tr> <td>Company Identification (Name, Address, etc.)</td> <td>Registration Documents (Trade License, TaxCertificate, etc.)</td> </tr> <tr> <td>Ultimate beneficial ownership including ID/Passport copies of owners</td> <td>Business, activity, and financial details</td> </tr> <tr> <td>License (Export, Mine)</td> <td>AML/CFT Policy</td> </tr> <tr> <td colspan="2">Other (please specify)</td> </tr> </table>	Company Identification (Name, Address, etc.)	Registration Documents (Trade License, TaxCertificate, etc.)	Ultimate beneficial ownership including ID/Passport copies of owners	Business, activity, and financial details	License (Export, Mine)	AML/CFT Policy	Other (please specify)	
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Other (please specify)									
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Invoice	Customs document								
Certificate of Origin	Assay Report								
Other (please specify)									



Do you monitor your suppliers for inconsistent transactions? (Unusual weight, purity, transfers, third party payments etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the Company assess its corporate precious metals suppliers' Supply Chain Policy and purchase procedures and practices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

DECLARATION

- I hereby acknowledge and declare that all the information provided in this Know Your Customer (KYC) form is true and complete and I undertake to inform you of any changes.
- I/We hereby confirm that we have read and understood the following the guidance and policies listed below, and we undertake to review it thoroughly and to comply with its provisions.
 - OECD Due Diligence Guidance for Responsible Supply Chain of Minerals from Conflict-Affected and High-Risk Areas
 - LBMA Responsible Gold Guidance
 - DMCC Practical Guidance for Market Participants in the Gold and Precious Metals Industry
- I/We hereby warrant to VILLO D'OR GOLD TRADING L.L.C. that the Metals/Stones/Funds to be delivered to VILLO D'OR GOLD TRADING L.L.C. for treatment or trading have been procured through legal means and have been acquired from legitimate sources not involved in funding conflict or non-compliance with any United Nations sanctions, resolutions, or human rights violations.
- I/We hereby undertake that our sources of precious metals and stones are free from conflict financing, criminal funding, worst forms of child labour and human rights abuses, and have been sourced through proper channels.
- I/We confirm that we are observing and complying with domestic and international laws, rules, and regulations, including those governing the illicit trade in precious metals and the United Nation Security Council (UNSC) Sanctions.
- I hereby give unconditional and irrevocable written consent to VILLO D'OR GOLD TRADING L.L.C., its subsidiaries, agents and authorized staff and any third-party service providers for disclosure, sharing, usage, processing and searching of my information and records as required by UAE Anti Money Laundering and Combatting of Terrorism Laws.
- I agree that any duplication and any copy, photocopy, electronic data, or facsimile which have been made as a copy from this original consent by means of photocopying, image scanning, or recording in whatever forms shall be deemed as evidence of consent with the same effect as its original.
- I shall indemnify and hold VILLO D'OR GOLD TRADING L.L.C. safe from any claims howsoever arising from as a result of such sharing, searching, usage, processing or disclosure of account information and data.

Signature			Company Stamp									
Name of the Authorised Signatory												
Title / Designation of the Authorised Signatory												
Date			D	D	M	M	Y	Y	Y	Y	Place	



DOCUMENTS REQUIRED AND CHECKLIST

	Document / Information	Completed
1	Proof of legal existence of the Company:	
	• Trade License	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	• Certificate of Incorporation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	• Share Certificates / Shareholders Register	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	• Memorandum of Association (MOA)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	• Articles of Association (AOA)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	• Full Details of Beneficial Owners if not mentioned in MOA / AOA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	• List of Directors (if not mentioned in MOA / AOA)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	• Tax Registration Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	Document / Information	Completed
2	Proof of the company's Registered Address and Office/Principal Address (primary address where the business activity is performed) in the country of origin and/or physical address within the UAE:	
	• Utility bill (e.g. electricity, water, phone)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	• Tenancy contract / purchase agreement	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	• Local authority tax bill	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3	Compliance Policies (if available) :	
	• AML/CFT policies and procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	• Responsible Supply Chain Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	• Anti-bribery Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	• Whistleblower Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A



4	Board Resolution	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5	List of Authorized Traders (with their specimen signature)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6	For all Shareholders / Ultimate Beneficiary Owner / Key Managerial People / Authorized Signatories / Powers of Attorney Holders / Third party mandate holders, provide the following documents :	
	• Passport	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	• National ID	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	• Visa for the Country of Residence (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	• Address Proof	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7	Financial Information:	
	• Latest Audited Financial Statement	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

FOR VILLE D OR GOLD TRADING L.L.C. USE ONLY:

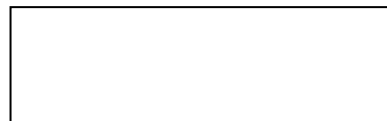
Client Reference No.												
Form Reviewed By								Signature				
Date	D	D	M	M	Y	Y	Y	Y	Place			
Form Approved By								Signature				
Date	D	D	M	M	Y	Y	Y	Y	Place			

Account Opening Date	D	D	M	M	Y	Y	Y	Y	Account Code			
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4. UNDERTAKING LETTER



We hereby certify that the details furnished above are true and correct. We assure Ville D OR Gold Trading LLC that the gold we sale purchase through Ville D OR Gold Trading LLC relates to our legitimate business interests only and free from any terrorist financing or money laundering. We abide by AML/KYC policy guidelines issued by the UAE and international regulators. We will be fully responsible for any of our gold sale purchase by UAE/UN authorities, any govt. authorities and we indemnify Ville D OR Gold Trading LLC for any loss due to such trading. We will provide all necessary documents as and when required by Ville D OR Gold Trading LLC. We further certify that the authorized representatives of gold sale / purchases are well known to us and their record can be provided whenever required by yourselves/ regulatory body. We undertake to intimate **Ville D OR Gold Trading LLC** of any changes in the above details furnished.



Company Stamp

Name

Designation.....

Signature.....

Date.....

DISCLAIMER

The terms and conditions, including the rates and charges enlisted in the proposal submitted on behalf of Ville D OR Gold Trading LLC are subject to changes in relation to the market fluctuations.

Further, the transaction executed by Ville D OR Gold Trading LLC is subject to the condition that it will not be held liable for delay / nonpayment / underpayment or non-delivery, due to reasons beyond its control and / or disruption of communication systems.

Ville D OR Gold Trading LLC shall not be held responsible for any inadequacy or inaccuracy of the information provided by the customer.

[Type text]

5. LETTER OF AUTHORIZED REPRESENTATIVE



To
The Manager
Ville D OR Gold Trading
LLC Dubai, U.A.E.

Date: _____

Dear Sir,

Undertaking for Business Transactions

We hereby authorize the following person to sale/purchase of gold on behalf of our company and to sign the necessary transaction vouchers. His /her original identity documents will be produced by him / her at the time of transaction.

Name of the Employee	ID Details of the Employee	Expiry of ID	Specimen Signature

Any Changes in the status of our above representatives will immediately be intimated to you, in writing.

Thanking you
Yours truly,

Authorized Signatory

Name:

Designation:

Date:



[Type text]



The General Manager,
Ville D OR Gold
TradingLLC Dubai,
U.A.E.

Date: _____

REF: **UNDERTAKING FOR 'COMPLIANCE AND DUE DILIGENCE'**

Dear Sir,

We confirm and undertake that the gold sales/purchases are made by us, and the record of such sales/purchases can be provided to you on demand in case of any query from your regulators or yourself.

We confirm that we would be collecting Custom Declaration from our clients who are non- resident of UAE for any business transaction and supporting documents such as Airway bill, invoices, Bill of lading and certificate of origins etc.

We assure Ville D OR Gold Trading LLC that our gold trading business is free from any terrorist financing or money laundering & free from all criminal activities. We will abide by AML/KYC policy guidelines issued by the UAE and international regulators. We indemnify Ville D OR Gold Trading LLC for any loss due to such gold sale purchase transactions blocked by any govt. authorities. We will provide all necessary documents as and when required by Ville D OR Gold Trading LLC.

We undertake to intimate VILLE D OR GOLD TRADING LLC of any changes in the above details furnished. We assure you again that we shall take care of due Diligence and KYC measures.For,

1. Authorized Signatory

Name -
Designation-

2. Authorized Signatory

Name-
Designation-

(Company stamp)

[Type text]

7. UNDERTAKING FOR OPEN POSITION



The General Manager
Ville D OR Gold Trading LLC
Dubai, UAE

Date: _____

UNDERTAKING FOR OPEN POSITION

Dear Sir,

We confirm and undertake that during our unfixed position with Ville D OR Gold Trading LLC due to the prevailing market volatility prices declines from the breakeven prices we will deposit immediately the difference between agreed margin percentage with the present margin percentage multiply by our total funds on unfixed position.

In case of non-Compliance, we will be responsible for all the consequences liquidation of open position raised due to nonpayment of above said difference and Ville D OR Gold Trading LLC will not be held responsible for any losses occurred due to non-monitoring of our account equity and available margin.

1. Authorized Signatory

Name -
Designation-

2. Authorized Signatory

Name-
Designation-

(Company stamp)

[Type text]



Prepared by:	Verified and Approved by:
Name:	Name:
Position: Branch/ Operation Manager	Position: Compliance Manager
Sign:	Sign:
Date:	Date:
Approved by:	Approved by Owner *
Name:	Sign:
Position: General Manager	
Sign:	Date:
Date:	

***Where an Ultimate Beneficial Owner is FPEP, Owner approval shall be required.**

Notes:

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[Type text]

Appendix III: Site Visit Report



Visit Report

(For Office Use Only)

Customer Name: _____

Contact Person: _____ Designation: _____

Visited by: _____ Visited on: _____

- Have you visited the address given on the TL?
Yes ☐ No ☐
- Has customer provided copies of requested invoices/other support documents?
Yes ☐ No ☐
- Is client briefed about AML & DD procedures applicable to their transactions?
Yes ☐ No ☐
- Is customer explained and/or reminded of all the KYC/Due Diligence requirements?
Yes ☐ No ☐

Gold Sale/Purchases will be in ☐ Cash ☐ Bank Cheques ☐ Combination of both

Visiting official's 'First Hand Report' on AML compliance level of the customer:

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.....

.....

.....

Name and signature of Visiting Officer: _____

Name and signature of Compliance Manager: _____

[Type text]



Follow-up 'Visit Report' Summary

(For Office Use Only)

Customer Name: _____

Card No. _____

Re-visited on	Visited By:	Brief update on the new/latest observations

Name and signature of Visiting Officer: _____

Name and signature of Compliance Manager: _____

[Type text]



VILLE D' O R

GOLD TRADING LLC

Mob: ++971 58 683 6212, Tel: +971 43551730

Email: compliance@villedor-gold.com. Web: www.villedor-gold.com

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