

KYC Form

Dear Madam/Sir,

Please be advised that **Belgian diamond traders** are subject to Belgian anti-money laundering legislation and obliged to fully cooperate with the implementation of the Law and the Regulations.

Diamond traders are legally obliged by the law of 18 September 2017 preventing money laundering and financing of terrorism and limiting the use of cash to process your personal data to comply with our "know-your-customer" obligations. For more information on the processing of your personal data, please contact us so that we could provide you of our privacy statement/policy.

As a basic principle, Belgian diamond dealers are obliged to **identify their clients and, in case of an elevated risk, also their suppliers** and verify the identification documents received **before entering in a business relationship or executing a transaction.**

Therefore please provide your Belgian diamond supplier (or client) with the requested documentation including the completed form below:

Company details

Name of company: *

Name of company

Type of company: *

Type of company

Date of incorporation: *

Company Registration Number

VAT-number or official company registration number *

VAT-number

Registered office address: *

Registered office address

Operational address (if different):

Operational address (if different)

Telephone number: *

Telephone number

E-mail: *

E-mail

Name(s) of official representative(s): *

Name(s) of official representative(s)

Membership of professional organization(s): *

Membership of professional organization(s)

List of the names and first names of the board of directors: together with other documents (e.g. official publications) by means of which can be demonstrated/proven that the person (persons) in question is (are) (a) director(s) (if not already mentioned in the legal incorporation documents (below))

Name + first name director(s): *

Name + first name director(s)

List of the names and first names of the ultimate beneficial owner(s) of your company and if possible, documents proving that these are the ultimate beneficiaries (such as the shareholder register, organizational chart, bylaws...). You need not fill this in if your company is a public company.

Name + first name (and if possible, date of birth, place of birth and address) of ultimate beneficiary(ies)

Name + first name

Politically exposed persons : is one of the company members related to a politically exposed person or is one of the company members a politically exposed person ?

- No
- Yes. Please clarify title and function :

Please attach enclosed legal incorporation documentation of your company (statutes / by-laws)

The most recent version of your company's certificate of incorporation or articles of association (or equivalent documentation depending on the jurisdiction which at least sets out company name and registered office).

• **Please attach enclosed a proof of identity of an official representative of your company:**

1. For Belgian citizens: copy of his/her ID, or a valid proof of registration in the foreigners' register, or a valid document issued by a Belgian public authority which states that this person is legally residing in Belgium, which contains at least, surname, first name, date & place of birth, and if possible address.
2. For foreign citizens: valid proof of ID, a valid passport, or possibly driving license or any other official document with photo which can be used as identification which contains at least, surname, first name, date & place of birth, and if possible address.(The Belgian government accepts "PAN-cards" and "Certificates of IEC Codes" for Indian citizens. For other alternatives, contact the AML helpdesk.)
3. A document that indicates that the official representative of your company has the power to represent the company, e.g. through a proxy (if not already mentioned in the legal incorporation documents)

I declare to the best of my knowledge that the above completed information and the documents enclosed are true and correct.

Place and date : *

Place and date

Authorized signature : *



Draw your Signature

SUBMIT