

# ITALTEC GHANA LIMITED



## ACCOUNT OPENING FORM

### SERVICES

ASSAYING

DORE BAR  
TRADING

BULLION  
TRADING

SMELTING

VAULT  
STORAGE

TRANSPORTATION

EXPORTATION &  
DOCUMENTATION

Website: [www.Italtecgold.com](http://www.Italtecgold.com)

## **DOCUMENTATION REQUIREMENTS**

### **Corporate Clients**

1. Proof of Legal Good standing of the company ( One of the following documents is required)
  - I. Bank reference letter
  - II. Certified extract from the Commercial Register
  - III. Valid trade licence or Mining licence
  - IV. Confirmation from a lawyer or a Notary Public
2. Verification of Client operational Address (One of the following is acceptable)
  - I. Utility Bill
  - II. Tenancy contract
  - III. Trade Licence
3. Identification of Beneficial owners / stakeholders with a controlling interest in the company (One document required)
  - I. Share register
  - II. Incorporation Memorandum of Association
4. Authorised Signature / Beneficial Owner ( All documents required)
  - I. Valid Passport ( copy)
  - II. Detailed address and contact information
  - III. Specimen signature
5. Signed Application form for account opening, trading agreement and its annexes

### **INDIVIDUAL CLIENTS**

1. Valid, Original ID Card or passport clearing showing
  - I. Legal Name
  - II. Date and place of Birth
  - III. Nationality
2. Verification of Clients operational Address (One of the following is acceptable)
  - I. Utility Bills
  - I. Tenancy Contract
  - I. Confirmation from third party (Notary Public, bank or lawyer)
3. Signed application forms for account opening trading agreement and refinery agreement.



## SECTION (A) COMPANY INFORMATION

Company Name (as Shown In Trade Licence)

Country of establishment

Trade Licence No.

Year of Incorporation

Beneficial Owner / Authorized Signature 1:

Beneficial Owner / Authorized Signature 2:

Beneficial Owner / Authorized Signature 3:

Beneficial Owner / Authorized Signature 4:

Address: main office:

Telephone:

fax:

Website:

Other Branches (If any):

Telephone:

Fax:

E-mail:

Website:





## SECTION B1 PERSONAL INFORMATION

☐ Beneficial Owner      ☐ Authorized Signature      ☐ Both

Family Name (As shown in passport)

First or given name (As shown in passport)

Mr ☐ / Mrs ☐ / Ms ☐ / Miss ☐ / Dr. ☐

### Any other names

Gender      Male ☐      Female ☐

Date of Birth

Country of Citizenship

Passport number

Issued date

Expiry Date

Other Citizenship Currently held

Current home address

Telephone

Telephone (mobile)

Fax

E-mail

Current office or work address

Telephone

Telephone (Mobile)

Fax

E-mail

## SECTION B 2 BUSINESS EXPERIENCE

How many years of business experience do you have? \_\_\_\_\_ years

Most of your work has been in?

Refining ☐      Bullion ☐      Jewellery Trading ☐      Dore ☐

Risk Type?      Conservative ☐      Moderate ☐      Aggressive ☐

Knowledge of trading

Spot ☐

Futures ☐

Options and Derivatives ☐

Authorised signature:



## SECTION C1 PERSONAL INFORMATION

☐ Beneficial Owner ☐ Authorized Signature ☐ Both

Family Name (As shown in passport)

First or given name( As shown in passport)

Mr ☐ / Mrs ☐ / Ms ☐ / Miss ☐ / Dr. ☐

### Any other names

Gender Male ☐ Female ☐

Date of Birth

Country of Citizenship

Passport number

Issued date

Expiry Date

Other Citizenship Currently held

Current home address

Telephone

Telephone (mobile)

Fax

E-mail

Current office or work address

Telephone

Telephone (Mobile)

Fax

E-mail

## SECTION C 2 BUSINESS EXPERIENCE

How many years of business experience do you have? \_\_\_\_\_ years

most of your work has been in?

Refining ☐

Bullion ☐

Trading ☐

Risk Type? ☐ Conservative ☐ Moderate ☐ Aggressive

Knowledge of trading

Spot ☐

Futures ☐

Options and Derivatives ☐

Authorised signature:



## SECTION D1 PERSONAL INFORMATION

☐ Beneficial Owner ☐ Authorized Signature ☐ Both

Family Name (As shown in passport)

First or given name (As shown in passport)

Mr ☐ / Mrs ☐ / Ms ☐ / Miss ☐ / Dr. ☐

### Any other names

Gender Male ☐ Female ☐

Date of Birth

Country of Citizenship

Passport number

Issued date:  Expiry Date

Other Citizenship Currently held

Current home address

Telephone  Telephone (mobile)

Fax  E-mail

Current office or work address

Telephone  Telephone (Mobile)

Fax  E-mail

## SECTION D 2 BUSINESS EXPERIENCE

How many years of business experience do you have? \_\_\_\_\_ years

### Most of your work has been in?

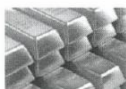
Refining ☐ Bullion ☐ Jewellery Trading ☐ Dore ☐

Risk Type? Conservative ☐ Moderate ☐ Aggressive ☐

### Knowledge of trading

Spot ☐ Futures ☐ Options and Derivatives ☐

Authorised signature:





## SECTION E1 PERSONAL INFORMATION

☐ Beneficial Owner ☐ Authorized Signature ☐ Both

Family Name (As shown in passport)

First or given name( As shown in passport)

Mr ☐ / Mrs ☐ / Ms ☐ / Miss ☐ / Dr. ☐

### Any other names

Gender Male ☐ Female ☐

Date of Birth

Country of Citizenship

Passport number

Issued date:  Expiry Date:

Other Citizenship Currently held

Current home address

Telephone  Telephone (mobile)

Fax  E-mail

Current office or work address

Telephone  Telephone (Mobile)

Fax  E-mail

## SECTION E 2 BUSINESS EXPERIENCE

How many years of business experience do you have? \_\_\_\_\_ years

### Most of your work has been in?

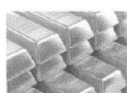
Refining ☐ Bullion ☐ Jewellery Trading ☐ Dore ☐

Risk Type? Conservative ☐ Moderate ☐ Aggressive ☐

### Knowledge of trading

Spot ☐ Futures ☐ Options and Derivatives ☐

Authorised signature:



## SECTION F :PROPOSED BUSINESS DETAIL

### Physical Business

- ☐ Refining service  
☐ Gold ☐ Silver ☐ PGMS (Please specify \_\_\_\_\_)  
☐ Jewellery scrap Bullion Trading
- ☐ Dore bars (Mines Originated) trading
- ☐ Pure Gold Bar 99.95 / 99.99
- ☐ Purchase ☐ Sales
- ☐ PGMs Scrap and dore trading
- ☐ Trading Business
- ☐ Precious Metals and forex trading
- ☐ Forex trading for settlement
- ☐ Euro ☐ GBP ☐ CHF ☐ US\$ ☐ Others

### Type of Delivery

Cargo ☐ hand Cary ☐ Both ☐

### Expected Quality Per Delivery / Pick Up

Gold ( Oz)	Silver (Oz)	Platinum (Oz)	
Euro <input type="checkbox"/>	GBP <input type="checkbox"/>	CHF <input type="checkbox"/>	us\$ <input type="checkbox"/>
Other <input type="checkbox"/>	Others <input type="checkbox"/>	Others <input type="checkbox"/>	

### expected frequency of deliveries / pick ups

☐ Daily (total \_\_\_\_\_ Kg) ☐ weekly (total \_\_\_\_\_ kg) ☐ Monthly (total \_\_\_\_\_ kg)

### List of previous companies you have dealt with

Company name

1	
2	
3	
4	
5	

Country


### Source of Metal / Funds

- ☐ are you a gold miner representative  
☐ are you a gold Jewellery manufacturer or wholesaler  
☐ Bullion bar consolidator ☐ Yes ☐ No

If yes \_\_\_\_\_ ☐ Scrap Jewellery Bars ☐ Mine Orginated Bullion bars

Authorised signature:

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## SECTION G : SOURCE OF METALS / FUNDS

If bars originated from consolidating dore bars ( mines as origin)  
Please list the name of your primary supplier along with their address

--

List the region where dore is mined as well as the expected yearly volume  
Region Country expected volume / year

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Please describe your chain procedure and policy for verifying the source of metal

--

What is your policy regarding Anti money laundering and combating the financial terrorism

--

Do you keep records of companies that you usually buy metals from?

Yes ☐ No ☐

Passport copies for company's representative ☐ Trade Licence ☐

Mining Licence ☐ others

Authorized signature

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## SECTION H:DUE DILIGENCE IN THE MINERAL SUPPLY CHAIN

1. Does your company have a strong management system?

Yes ☐

No ☐

Do you have company policy?

Yes ☐

No ☐

If yes, does your policy comply with VECD guidelines for responsible supply chains of minerals from

conflict affected and high-risk areas? Yes: ☐ No: ☐

Do you have an informal management to support supply chain due diligence?

Yes ☐

No ☐

Do you have contracts and agreements with your suppliers?

Yes ☐

No ☐

2. Does your company identify, assess risk in your supply chain?

Yes ☐

No ☐

3. Do you have a designed and implementation strategy to respond to identified risks?

Yes ☐

No ☐

If yes, please provide some details regarding your procedures

4. Does your company carry out third party audit of supply chain due diligence?

Yes ☐

No ☐

If yes, please provide latest audit

5. Do you have the company policy on your website?

Yes ☐

No ☐

If yes, please provide us with your website or other links that we can obtain this policy.

If no please provide us with a copy of your company policy

Authorized signature



## Section I: Declaration

### *Source of funds, metals and equities*

We / I undersigned do hereby warrants under the penalty of perjury that the funds / metals to be delivered to Italtec Ghana Limited for Trading have been procured, sourced, secured through legal means and or investment channels. we further attest that such funds / metals have been purchased and or sourced from legitimate investment sources not involved or related to conflict funding, illicit gains from narcotic and or drug related businesses, including human right violations neither from profits accrued in contravention of any laid down international laws including money laundering. We state here to the best of my / our knowledge that the undersigned hereby guarantee that the source of funds have been properly sourced from legal and legitimate means to be used in trading with Italtec Ghana Limited.

Authorized person (s) name:

Authorized person (s) signature:

Date:





## Section J: Specimen Signature

Each Signature to be signed in one box

1. Authorized Signatory

Name :

2. Authorized Signatory

Name:

3. Authorized Signatory

Name

4. Authorized Signatory

Name:

I hereby warrant that the information provided herein is to the best of my knowledge an accurate statement of fact and that it is my (our duty) to update Italtec Ghana Limited in writing with any and all changes with regards to the legal status of the company, it's share holders, beneficial owners, and any Authorized signatory

Company name

Company Stamp

Authorized signature



## Section K : For Italtel Ghana Limited Use Only

### 1. Compliance Department

Name

Are all requirement submitted:

☐

Yes

☐

No

If no kindly specify

Signature:

Date

### 2. Management Approval

Name

Approved

Yes

☐

No

☐

If no kindly specify

Signature

Date

### 3. Account Opened by

Name:

Signature:

Date:

Client's account name:

Client's account number:



## 1. Company Details

Company Name:

Introduced to ITALTEC by

Contact Person

Type of company (please check on): Limited by Guarantee Other

Nature of business

Secondary line of business

Planned devesification

Postal address:

Website

Email Address

Physical address

Telephone/fax

Telephone 1

Telephone 2

Facsimile

## 2. Ownership/ Management Details

### Ownership

Name	Nationality	Share holding(%)

### Management/Directors:

Name			
Place/date of birth			
Nationality			
Position			
# of years in above position			
# of years with company			
# of years working life			
Academic background			





<b>Professional background</b>			
Telephone(s)			
Landline			
Mobile Phone 1			
Mobile phone 2			
Residential address			
Accommodation rented or owned			
mailing address (box #)			
E-mail address			
ID Type ( passport /Driver's licence / voter's ID)			
Place / Issued date			
Expiry date			

### 3. Banking Relationship Details

#### Current Banker

Bank	Branch	Address

#### Authorised signatories to bank accounts

Name	Bank	Branch address

#### Previous Bankers in the Past 10 Years

Bank	Branch	Address

### 4. Sources of Finance (Past two years)

Name Of Lending Institution	Nature Of Finance	Total Amount	Status



**ITALTEC  
GOLD  
EXPRESSIONS**

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**THE PHILOSOPHY OF WEALTH**

