



## APPENDIX A - REQUIRED DOCUMENTATION FOR ODC REGISTRATION

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Depending on your jurisdiction, please submit electronic copies of the following documents to ODC, together with the Registration Form. **The requirements set out below are not exhaustive and additional documentation may be requested at ODC's sole discretion.** Unless otherwise advised, all documents submitted to ODC must be in English (or accompanied by an accurate English translation). Where requested, documents and translations must be certified/notarised by a qualified external lawyer, chartered accountant or Notary Public. **All certification or notary stamps are to bear a date which is not older than 3 months from the date of submission to ODC.**

Where the applicant is an **individual** and is applying in his or her individual capacity as a sole trader or as a consultant, please go to **Section 2** for the list of required documentation.

If you are not already in possession of a valid Botswana **Precious Stones Dealers Licence (PSDL)**, you will also need to complete an application form for this licence, which is available upon request by contacting [register@odc.co.bw](mailto:register@odc.co.bw)

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## SECTION 1 – REQUIRED DOCUMENTATION FOR ODC REGISTRANTS (COMPANIES AND PARTNERSHIPS)

### India

1. A **recently** notarised/certified copy of the Company Registration document (Certificate of Incorporation or Register of Firms or GST Registration Certificate).
2. Where the applicant is a partnership, a notarised/certified copy of the Deed of Partnership. Where the company is a Pty Ltd or Pvt Ltd, a notarised/certified copy of the Articles or Memorandum of Association (AOA/MOA).
3. A notarised/certified copy of a passport for Directors, Individuals, Partners, and Shareholders i.e. for each person listed on the Registration form under Section 2 (Details of Company Representatives). Please ensure that all Directors and Shareholders including Trusts and Societies (holding over 5%) are included. (Shareholder's list to agree to list as per partnership deed or AOA or MOA). For companies whose Ultimate Beneficial Owner is a public listed company, we require a certified/notarised copy of an official document listing all shareholders holding at least 25%.
4. A reference letter from the Bank(s) as detailed in Section 5. (Bank Details) of the ODC Registration Form which confirms that the customer is ***"in good standing and fully compliant with the bank's KYC requirements"***. The letter should further include the account number(s) and the name(s) of the account signatories. If the bank is not willing to confirm this information, an additional letter from a Chartered Accountant may be provided confirming the names of ALL the account signatories linked to the account. If two banks are listed, we require a letter from each bank.
5. A letter from the Bank(s), as detailed in Section 5 (Bank Details) of the ODC Registration Form, stating that they have an AML policy in place (If two banks are listed, we require a letter from each bank).
6. Where the registrant is a Partnership, please provide notarised/certified copies of PAN (Permanent Account Numbers) cards for all designated Partners including the company PAN card.
7. Where the registrant is a Public Limited or Private Limited company, please provide notarised/certified copies of PAN (Permanent Account Numbers) cards and DIN (Director Identification Number) cards for all Directors including the company PAN card.
8. A notarised/certified copy of the Certificate of Importer Exporter Code document (IEC).
9. A copy of your company's policy on Anti Money Laundering/ Countering Financing of Terrorism (AML/CFT) on the company letterhead. If available, please provide a website link to this policy.
10. An organogram on your company letterhead of the company group structure, including all subsidiary companies, associates and beneficiaries. Please include percentages of holdings. If you are a single entity, please provide an internal company structure indicating that the company is a single entity on your company letterhead.
11. A brief company profile on your company letterhead focusing on the company's involvement in the diamond industry (size speciality, sourcing profile, operations, key management etc.).
12. A notarised/certified copy of Industry Trade Association i.e., Gem & Jewellery Export Promotion Council (GJEPC).
13. A notarised/certified copy of a valid Botswana Precious Stones Dealers Licence (PSDL) licence (if held). Please advise if you do not have a PSDL so we facilitate the application on your behalf.

## Belgium

1. A notarised/certified **(English translated)** copy of an excerpt from the first publication of the Belgian Official Gazette (Belgisch Staatsblad/Moniteur Belge) i.e., "*the Oprichting*".
2. A notarised/certified **(English translated)** copy of the UBO Register document as obtained from [www.fin.belgium.be](http://www.fin.belgium.be) and a recent list of the company shareholders holding over 5%, on the letterhead of your Chartered Accountant (CA). For companies whose Ultimate Beneficial Owner is a public listed company, we require a certified/notarised copy of an official document listing all shareholders holding at least 25%.
3. Notarised/certified copies of a passport and Belgian ID (Rijksregister-nummer) for Directors, Individuals, Partners, Shareholders i.e., for each person listed under Section 2 (Details of Company Representatives) of the Registration form. Please ensure that all Directors and Shareholders including Trusts and Societies (holding over 5%) are included. (Shareholders listed to agree to the CA list and UBO register).
4. A notarised/certified **(English translated)** recent copy of the company Annual Report on the Application of the Anti-Money Laundering Law (Jaarlijks activiteitenverslag toepassing anti-witwaswet). (For more information - <https://www.awdc.be/en/anti-money-laundering-annual-report>. Please note that this should be stamped by the Federal Authority as proof of submission.
5. A notarised/certified **(English Translated)** copy of the full extract of Data of an Enterprise/Legal Entity. i.e., KBO search document.
6. A notarised/certified copy of the company Tax Registration certificate as issued by the government tax authority i.e., the Company Taxe sur la Value Ajoutée (TVA) - Belasting over de Toegevoegde Waarde (BTW).
7. A notarised/certified copy of the unique registered diamond trader's number. (For more information - <http://www.registereddiamondcompanies.be> ).
8. A reference letter from the Bank(s) as detailed in Section 5. (Bank Details) of the ODC Registration Form which confirms that the customer is **"in good standing and fully compliant with the bank's KYC requirements"**. The letter should further include the account number(s) and the name(s) of the account signatories. If the bank is not willing to confirm this information, an additional letter from a Chartered Accountant may be provided confirming the names of ALL the account signatories linked to the account. If two banks are listed, we require a letter from each bank.
9. A letter from the Bank(s), as detailed in Section 5. (Bank Details) of the ODC Registration Form, stating that they have an AML policy in place (If two banks are listed, we require a letter from each bank).
10. A copy of your company's policy on Anti Money Laundering/ Countering Financing of Terrorism (AML/CFT) on the company letterhead. If available, please provide a website link to this policy. There is an AML policy template provided by the AWDC for companies based in Belgium which can be found on the link: <https://www.awdc.be/en/compliance-0>.
11. An organogram on your company letterhead of the company group structure, including all subsidiary companies, associates and beneficiaries. Please include percentages of holdings. If you are a single entity, please provide an internal company structure indicating that the company is a single entity on your company letterhead.
12. A brief company profile on your company letterhead, focusing on the company's involvement in the diamond industry (size speciality, sourcing profile, operations, key management etc.).
13. A notarised/certified copy of Industry Trade Association e.g. Antwerpsche Diamantkring C.V.B.A, Diamantclub van Antwerpen CVBA or Beurs Voor Diamanthandel Diamond Bourse membership. If no membership is held of a Trade Association/ Bourse Membership, please indicate so on a letter on your company letterhead.

14. A notarised/certified copy of a valid Botswana Precious Stones Dealers Licence (PSDL) licence (if held)

For more information see - <https://www.awdc.be/en/obtaining-registration-diamond-trader-0>

## Israel

1. A recently notarised/certified **(English translated)** copy of the company Certificate of Incorporation with the 9-digit corporation number.
2. A notarised/certified copy of the Basic Full Registrar Statement from the Registrar of Companies, Ministry of Justice. An English translated version can be found at [www.kycisrael.com](http://www.kycisrael.com).
3. A notarised/certified copy of a passport for Directors, Individuals, Partners and Shareholders i.e., for each person listed on the Registration form under Section 2. (Details of Company Representatives). Please ensure that all Directors and Shareholders including Trusts and Societies (holding over 5%) are included. (Shareholder's list to agree to list as per Full Registrar Statement). For companies whose Ultimate Beneficial Owner is a public listed company, we require a certified/notarised copy of an official document listing all shareholders holding at least 25%.
4. A reference letter from the Bank(s) as detailed in Section 5. (Bank Details) of the ODC Registration Form which confirms that the customer is **"in good standing and fully compliant with the bank's KYC requirements"**. The letter should further include the account number(s) and the name(s) of the account signatories. If the bank is not willing to confirm this information, an additional letter from a Chartered Accountant may be provided confirming the names of ALL the account signatories linked to the account. If two banks are listed, we require a letter from each bank.
5. A letter from the Bank(s), as detailed in Section 5 (Bank Details) of the ODC Registration Form, stating that they have an AML policy in place. (If two banks are listed, we require a letter from each bank).
6. A notarised/certified **(English translated)** copy of the company Tax Registration document/certificate as issued by the government tax authority.
7. A notarised/certified **(English translated)** copy of the company "License to Engage in Diamond Trading" as issued by the Diamond Controller.
8. A copy of your company's policy on Anti Money Laundering/ Countering Financing of Terrorism (AML/CFT) on the company letterhead. If available, please provide a website link to this policy.
9. An organogram (group structure) on your company letterhead, including all subsidiary companies, associates and beneficiaries. Please include percentages of holdings. If you are a single entity, please provide an internal company structure indicating that the company is a single entity on your company letterhead.
10. A brief company profile on your letterhead, focusing on the company's involvement in the diamond industry (size speciality, sourcing profile, operations, key management etc.).
11. A notarised/certified copy of Industry Trade Association (if held) e.g. Israel Diamond Exchange (IDE) membership. If no membership is held of a Trade Association/ Bourse Membership, please indicate so in a letter on your company letterhead.
12. A notarised/certified copy of a valid Botswana Precious Stones Dealers Licence (PSDL) licence (if held) .

## South Africa

1.
  - (a) Where the applicant is a South African **company** a recently notarised/certified copy of the company Certificate of Incorporation (CM1) and Notice of Registered Office and Postal Address (CM22). The document must reflect a recent stamp of the Registrar of Companies and carry the signature of the company secretary. Please list and detail % of shareholding of shareholders over 5%.
  - (b) Where the applicant is a South African **Close Corporation** please provide a recent notarised/certified copy of the Founding Statement and Certificate of Incorporation (CK1) or amended Founding Statement (CK2).
  - (c) Where the applicant is a **partnership** please provide a recently notarised/certified copy of the Partnership Agreement.
2. A notarised/certified copy of a document issued by SARS and reflecting the income tax number and a notarised/certified copy of a document issued by SARS reflecting the VAT registration number (where applicable).
3. A notarised/certified copy of a passport and ID for Directors, Individuals, Partners and Shareholders i.e. for each person listed on the Registration form under Section 2. (Details of Company Representatives). Please ensure that all Directors and Shareholders including Trusts and Societies (holding over 5%) are included. (Shareholder's list to agree to list as per requirement 1 above). For companies whose Ultimate Beneficial Owner is a public listed company, we require a certified/notarised copy of an official document listing all shareholders holding at least 25%.
4. A reference letter from the Bank(s) as detailed in Section 5. (Bank Details) of the ODC Registration Form which confirms that the customer is **"in good standing and fully compliant with the bank's KYC requirements"**. The letter should further include the account number(s) and the name(s) of the account signatories. If the bank is not willing to confirm this information, an additional letter from a Chartered Accountant may be provided confirming the names of ALL the account signatories linked to the account. If two banks are listed, we require a letter from each bank.
5. A letter from the Bank(s), as detailed in Section 5 (Bank Details) of the ODC Registration Form, stating that they have an AML policy in place. (If two banks are listed, we require a letter from each bank).
6. A notarised/certified copy of the company's valid Diamond Dealers or Diamond Beneficiation License.
7. A copy of your company's policy on Anti Money Laundering/ Countering Financing of Terrorism (AML/CFT) on the company letterhead. If available, please provide a website link to this policy.
8. An organogram on your company letterhead of the company group structure, including all subsidiary companies, associates and beneficiaries. Please include percentages of holdings. If you are a single entity, please provide an internal company structure indicating that the company is a single entity on your company letterhead.
9. A brief company profile on your letterhead, focusing on the company's involvement in the diamond industry (size speciality, sourcing profile, operations, key management etc.).
10. A notarised/certified copy of Industry Trade Association e.g. South African Diamond Producers Organisation, South African Diamond Manufacturers Association or Diamond Dealers Club of South Africa. If no membership is held of a Trade Association/ Bourse Membership, please indicate so in a letter on your company letterhead.
11. A notarised/certified copy of a valid Botswana Precious Stones Dealers Licence (PSDL) licence (if held) .

### United Arab Emirates (Dubai)

1. A recently notarised/certified **(English translated)** copy of the Company Registration document (e.g. Certificate of Registration).
2. A notarised/certified copy of the company '*Extract of Registry*' from the DMCC Legal Registrar, Dubai Commercial Registration System, as administered by the Legal Registration of DMCCA.
3. A notarised/certified copy of a passport for Directors, Individuals, Partners and Shareholders i.e. for each person listed on the Registration form under Section 2. (Details of Company Representatives). Please ensure that all Directors and Shareholders including Trusts and Societies (holding over 5%) are included. (Shareholder's list to agree to list as per Extract of Registry). For companies whose Ultimate Beneficial Owner is a public listed company, we require a certified/notarised copy of an official document listing all shareholders holding at least 25%.
4. A reference letter from the Bank(s) as detailed in Section 5. (Bank Details) of the ODC Registration Form which confirms that the customer is **"in good standing and fully compliant with the bank's KYC requirements"**. The letter should further include the account number(s) and the name(s) of the account signatories. If the bank is not willing to confirm this information, an additional letter from a Chartered Accountant may be provided confirming the names of ALL the account signatories linked to the account. If two banks are listed, we require a letter from each bank.
5. A letter from the Bank(s), as detailed in Section 5 (Bank Details) of the ODC Registration Form, stating that they have an AML policy in place. (If two banks are listed, we require a letter from each bank).
6. A copy of your company's policy on Anti Money Laundering/ Countering Financing of Terrorism (AML/CFT) on the company letterhead. If available, please provide a website link to this policy.
7. A notarised/certified copy of the company Tax Registration Number (TRN) documentation as issued by the government tax authority.
8. A notarised/certified **(English translated)** copy of a valid company Trading License.
9. An organogram on your company letterhead of the company group structure, including all subsidiary companies, associates and beneficiaries. Please include percentages of holdings. If you are a single entity, please provide an internal company structure indicating that the company is a single entity on your company letterhead.
10. Brief company profile on your letterhead including a brief history of the company, focusing on the company's involvement in the diamond industry (size speciality, sourcing profile, operations, key management etc.)
11. A notarised/certified copy of Industry Trade Association i.e., Dubai Diamond Exchange (DDE) Diamond Bourse membership.
12. A notarised/certified copy of a valid Botswana Precious Stones Dealers Licence (PSDL) licence (if held).

### Hong Kong

1. A recently notarised/certified **(English translated)** copy of the Company Registration document (e.g. Certificate of Incorporation).
2. A notarised/certified copy of the company Annual Return Form (NAR1). For companies whose Ultimate Beneficial Owner is a public listed company, we require a certified/notarised copy of an official document listing all shareholders holding at least 25%.

3. A notarised/certified copy of a passport and ID for Directors, Individuals, Partners and Shareholders i.e. for each person listed on the Registration form under Section 2. (Details of Company Representatives). Please ensure that all Directors and Shareholders including Trusts and Societies (holding over 5%) are included. (Shareholder's list to agree to list as per Annual Return Form).
4. A reference letter from the Bank(s) as detailed in Section 5. (Bank Details) of the ODC Registration Form which confirms that the customer is ***"in good standing and fully compliant with the bank's KYC requirements"***. The letter should further include the account number(s) and the name(s) of the account signatories. If the bank is not willing to confirm this information, an additional letter from a Chartered Accountant may be provided confirming the names of ALL the account signatories linked to the account. If two banks are listed, we require a letter from each bank.
5. A letter from the Bank(s), as detailed in Section 5 (Bank Details) of the ODC Registration Form, stating that they have an AML policy in place. (If two banks are listed, we require a letter from each bank).
6. A notarised/certified copy of the company 'Business Registration Certificate'.
7. A notarised/certified copy of the 'Rough Diamond Trader Registration Document'. (For more information see [http://www.tid.gov.hk/english/import\\_export/nontextiles/nt\\_rd/nt\\_rd\\_cer\\_reg.html](http://www.tid.gov.hk/english/import_export/nontextiles/nt_rd/nt_rd_cer_reg.html)).
8. A copy of your company's policy on Anti Money Laundering/ Countering Financing of Terrorism (AML/CFT) on the company letterhead. If available, please provide a website link to this policy.
9. An organogram on your company letterhead of the company group structure, including all subsidiary companies, associates and beneficiaries. Please include percentages of holdings. If you are a single entity, please provide an internal company structure indicating that the company is a single entity on your company letterhead.
10. Brief company profile on your company letterhead including a brief history of the company, focusing on the company's involvement in the diamond industry (size speciality, sourcing profile, operations, key management etc.)
11. A notarised/certified copy of Industry Trade Association e.g. Hong Kong Indian Diamond Association Limited. If no membership is held of a Trade Association/ Bourse Membership, please indicate so in a letter on your company letterhead.
12. A notarised/certified copy of a valid Botswana Precious Stones Dealers Licence (PSDL) licence (if held).

#### **Botswana**

1. A copy of the company Certificate of Incorporation reflecting the Unique Identification Number (UIN) and the Company Extract document as issued by Companies and Intellectual Property Authority (CIPA). For companies whose Ultimate Beneficial Owner is a public listed company, we require a certified/notarised copy of an official document listing all shareholders holding at least 25%.
2. A notarised/certified copy of a passport for Directors, Individuals, Partners and Shareholders i.e. for each person listed on the Registration form under Section 2. (Details of Company Representatives). Please ensure that all Directors and Shareholders including Trusts and Societies (holding over 5%) are included. **Where individuals are Botswana Citizens please also provide notarised/certified copies of the National Identity Cards (Omang).**
3. A reference letter from the Bank(s) as detailed in Section 5. (Bank Details) of the ODC Registration Form which confirms that the customer is ***"in good standing and fully compliant with the bank's KYC requirements"***. The letter should further include the account number(s) and the name(s) of the account signatories. If the bank is not willing to confirm this information, an additional letter

from a Chartered Accountant may be provided confirming the names of ALL the account signatories linked to the account. If two banks are listed, we require a letter from each bank.

4. A letter from the Bank(s), as detailed in Section 5 (Bank Details) of the ODC Registration Form, stating that they have an AML policy in place (If two banks are listed, we require a letter from each bank).
5. A notarised/certified copy of the company Tax Clearance certificate as issued by Botswana Unified Service Revenue (BURS).
6. Notarised/certified copies of Notice of Registration for Value Added Tax and Income Tax registration issued by BURS.
7. A copy of the Value Added Tax Manufacturing Warehouse Certificate.
8. A notarised/certified copy of the company's valid Precious Stones Dealers License (PSDL).
9. A copy of your company's policy on Anti Money Laundering/ Countering Financing of Terrorism (AML/CFT) on the company letterhead. If available, please provide a website link to this policy.
10. An organogram on your company letterhead of the company group structure, including all subsidiary companies, associates and beneficiaries. Please include percentages of holdings. If you are a single entity, please provide an internal company structure indicating that the company is a single entity on your company letterhead.
11. A company profile including a brief history of the company, focusing on the company's involvement in the diamond industry (size speciality, sourcing profile, operations, key management etc.).
12. A notarized/certified passport copy of your proposed diamond expert and a detailed CV with evidence of rough diamond buying and valuation skills appropriate to buying at auctions and tenders including the name(s) of companies that they have previously traded rough with.

## USA

1. A notarised/certified copy of the company Business Certificate. e.g. Certificate of Incorporation. Please list and detail % of shareholding of shareholders over 5%.
2. A recent list of the company shareholders holding over 5%, on the letterhead of your Chartered Accountant (CA). For companies whose Ultimate Beneficial Owner is a public listed company, we require a certified/notarised copy of an official document listing all shareholders holding at least 25%.
3. A notarised/certified copy of the company's Federal Tax ID Number.
4. A notarised/certified copy of a passport and ID for Directors, Individuals, Partners and Shareholders i.e. for each person listed on the Registration form under Section 2. (Details of Company Representatives). Please ensure that all Directors and Shareholders including Trusts and Societies (holding over 5%) are included. (Shareholder's list to agree to list as per requirement 1 above).
5. A reference letter from the Bank(s) as detailed in Section 5. (Bank Details) of the ODC Registration Form which confirms that the customer is ***"in good standing and fully compliant with the bank's KYC requirements"***. The letter should further include the account number(s) and the name(s) of the account signatories. If the bank is not willing to confirm this information, an additional letter from a Chartered Accountant may be provided confirming the names of ALL the account signatories linked to the account. If two banks are listed, we require a letter from each bank.
6. A letter from the Bank(s), as detailed in Section 5 (Bank Details) of the ODC Registration Form, stating that they have an AML policy in place. (If two banks are listed, we require a letter from each bank).
7. A notarised/certified copy of the company Business Tax Registration document/certificate.



8. A copy of your company's policy on Anti Money Laundering/ Countering Financing of Terrorism (AML/CFT) on the company letterhead. If available, please provide a website link to this policy.
9. An organogram on your company letterhead of the company group structure, including all subsidiary companies, associates and beneficiaries. Please include percentages of holdings. If you are a single entity, please provide an internal company structure indicating that the company is a single entity on your company letterhead.
10. A company profile including a brief history of the company, focusing on the company's involvement in the diamond industry (size speciality, sourcing profile, operations, key management etc.)
11. A notarised/certified copy of Industry Trade Association e.g. Diamond Bourse membership (if held). If no membership is held of a Trade Association/ Bourse Membership, please indicate so in a letter on your company letterhead.
12. A notarised/certified copy of a valid Botswana Precious Stones Dealers Licence (PSDL) licence (if held)

#### **All other countries.**

1. A recently notarised/certified (**English translated**) copy of the Company Registration document and /or other Federal/ Government documents showing current details of directors and shareholders. Please list and detail % of shareholding for shareholders over 5%.
2. A recent list of the company shareholders holding over 5%, on the letterhead of your Chartered Accountant (CA). For companies whose Ultimate Beneficial Owner is a public listed company, we require a certified/notarised copy of an official document listing all shareholders holding at least 25%. Where the applicant is a partnership, a notarised/certified copy of the Deed of Partnership.
3. A notarised/certified copy of a passport for Directors, Individuals, Partners, and Shareholders i.e. for each person listed on the Registration form under Section 2 "Details of Company Representatives". Please ensure that all Directors and Shareholders including Trusts and Societies (holding over 5%) are included.
4. A reference letter from the Bank(s) as detailed in Section 5. (Bank Details) of the ODC Registration Form which confirms that the customer is **"in good standing and fully compliant with the bank's KYC requirements"**. The letter should further include the account number(s) and the name(s) of the account signatories. If the bank is not willing to confirm this information, an additional letter from a Chartered Accountant may be provided confirming the names of ALL the account signatories linked to the account. If two banks are listed, we require a letter from each bank.
5. A letter from the Bank(s), as detailed in Section 5 (Bank Details) of the ODC Registration Form, stating that they have an AML policy in place. (If two banks are listed, we require a letter from each bank).
6. A notarised/certified copy of the company Tax Registration document/certificate as issued by the government tax authority.
7. A notarised/certified (**English translated**) copy of a license to import/export and/or trade in diamonds issued by a Diamond Regulator in the country you operate from.
8. A copy of your company's policy on Anti Money Laundering/ Countering Financing of Terrorism (AML/CFT) on the company letterhead. If available, please provide a website link to this policy.
9. An organogram on your company letterhead of the company group structure, including all subsidiary companies, associates and beneficiaries. Please include percentages of holdings. If you are a single entity, please provide an internal company structure indicating that the company is a single entity on your company letterhead.

10. A company profile including a brief history of the company, focusing on the company's involvement in the diamond industry (size speciality, sourcing profile, operations, key management etc.).
11. A notarised/certified copy of Industry Trade Association E.g. Diamond Bourse membership (if held). If no membership is held of a Trade Association/ Bourse Membership, please indicate so in a letter on your company letterhead.
12. A notarised/certified copy of a valid Botswana Precious Stones Dealers Licence (PSDL) licence (if held).

## SECTION 2 - REQUIRED DOCUMENTATION FOR ODC REGISTRANTS (SOLE TRADERS & INDIVIDUALS)

Please complete the ODC Customer Registration form and submit the following documentation along with the completed registration form. This list is not exhaustive and additional documentation may be requested, as needed, at ODC's sole discretion. All certification or notary stamps are to bear a date which is not older than 3 months from the date of submission to ODC.

### India

1. A notarised/certified copy of the Registration Certificate (GST) as issued by the government tax authority.
2. A notarised/certified copy of the Principal's passport.
3. A reference letter from the Bank(s) as detailed in Section 5. (Bank Details) of the ODC Registration Form which confirms that the customer is **"in good standing and fully compliant with the bank's KYC requirements"**. The letter should further include the account number(s) and the name(s) of the account signatories. If the bank is not willing to confirm this information, an additional letter from a Chartered Accountant may be provided confirming the names of ALL the account signatories linked to the account. If two banks are listed, we require a letter from each bank.
4. A letter from the Bank(s), as detailed in Section 5 (Bank Details) of the ODC Registration Form, stating that they have an AML policy in place. (If two banks are listed, we require a letter from each bank).
5. A copy of the principal's policy on Anti Money Laundering/ Countering Financing of Terrorism (AML/CFT). If available, please provide a website link to this policy.
6. A notarised/certified copy of the principal's PAN Card (Permanent Account Number).
7. A notarised/certified copy of the Certificate of Importer Exporter Code document (IEC).
8. A notarised/certified copy of the Gem & Jewellery Export Promotion Council (GJEPC) certificate.
9. A brief profile of the individual or consultant's diamond experience.

### Belgium

1. A notarised/certified copy of the sole trader/proprietor registration from the Central Enterprise Databank (*Kruispuntbank van Ondernemingen (KBO)/Banque Carrefour des Entreprises (BCE)*).
2. Notarised/certified copies of the Principal's passport and Belgian ID.
3. A reference letter from the Bank(s) as detailed in Section 5. (Bank Details) of the ODC Registration Form which confirms that the customer is **"in good standing and fully compliant with the bank's KYC requirements"**. The letter should further include the account number(s) and the name(s) of the account signatories. If the bank is not willing to confirm this information, an additional letter from a Chartered Accountant may be provided confirming the names of ALL the account signatories linked to the account. If two banks are listed, we require a letter from each bank.
4. A letter from the Bank(s), as detailed in Section 5 (Bank Details) of the ODC Registration Form, stating that they have an AML policy in place. (If two banks are listed, we require a letter from each bank).
5. A copy of the principal's policy on Anti Money Laundering/ Countering Financing of Terrorism (AML/CFT). If available, please provide a website link to this policy.
6. A notarised/certified copy of a Diamond Bourse membership e.g., Antwerpsche Diamantkring C.V.B.A, Diamantclub van Antwerpen CVBA or Beurs Voor Diamanthandel.

7. A notarised/certified copy of the principal's Tax Registration document/certificate as issued by the government tax authority.
8. Notarised/certified copy of the unique registered diamond trader's number. (For more information - <http://www.registereddiamondcompanies.be> ).
9. A brief profile of the individual or consultant's diamond experience.

## Israel

1. A notarised/certified copy of registration as a sole trader/proprietor from the Ministry of Economy and Industry (Diamond Trade Permit) as required by the Israel Diamond Decree.
2. A notarised/certified copy of the Principal's passport.
3. A reference letter from the Bank(s) as detailed in Section 5. (Bank Details) of the ODC Registration Form which confirms that the customer is ***"in good standing and fully compliant with the bank's KYC requirements"***. The letter should further include the account number(s) and the name(s) of the account signatories. If the bank is not willing to confirm this information, an additional letter from a Chartered Accountant may be provided confirming the names of ALL the account signatories linked to the account. If two banks are listed, we require a letter from each bank.
4. A letter from the Bank(s), as detailed in Section 5 (Bank Details) of the ODC Registration Form, stating that they have an AML policy in place. (If two banks are listed, we require a letter from each bank).
5. A copy of the principal's policy on Anti Money Laundering/ Countering Financing of Terrorism (AML/CFT). If available, please provide a website link to this policy.
6. A notarised/certified **(English translated)** copy of a "License to Engage in Diamond Trading" as issued by the Diamond Controller.
7. A notarised/certified copy of a Diamond Bourse membership.
8. A notarised/certified copy of the principal's Tax Registration document/certificate as issued by the government tax authority.
9. A brief profile of the individual or consultant's diamond experience.

## South Africa

1. A notarised/certified copy of registration as a sole trader/proprietor as issued by Companies and Intellectual Property Commission (CIPC).
2. A notarised/certified copy of the Principal's passport.
3. A reference letter from the Bank(s) as detailed in Section 5. (Bank Details) of the ODC Registration Form which confirms that the customer is ***"in good standing and fully compliant with the bank's KYC requirements"***. The letter should further include the account number(s) and the name(s) of the account signatories. If the bank is not willing to confirm this information, an additional letter from a Chartered Accountant may be provided confirming the names of ALL the account signatories linked to the account. If two banks are listed, we require a letter from each bank.
4. A letter from the Bank(s), as detailed in Section 5 (Bank Details) of the ODC Registration Form, stating that they have an AML policy in place. (If two banks are listed, we require a letter from each bank).
5. A copy of the principal's policy on Anti Money Laundering/ Countering Financing of Terrorism (AML/CFT). If available, please provide a website link to this policy.
6. A notarised/certified copy of a Diamond Dealers License or Diamond Beneficiation License.

7. A notarised/certified copy of a document issued by SARS and reflecting the income tax number and a notarised/certified copy of a document issued by SARS reflecting the VAT registration number (where applicable).
8. A notarised/certified copy of a Diamond Bourse membership e.g. South African Diamond Producers Organisation, South African Diamond Manufacturers Association or Diamond Dealers Club of South Africa.
9. A brief profile of the individual or consultant's diamond experience.

#### Dubai

1. A recently notarised/certified (**English translated**) copy of the Company Registration document (e.g., Certificate of Registration).
2. A notarised/certified copy of the company '*Extract of Registry*' from the DMCC Legal Registrar, Dubai Commercial Registration System, as administered by the Legal Registration of DMCCA.
3. A notarised/certified copy of the Principal's passport.
4. A reference letter from the Bank(s) as detailed in Section 5. (Bank Details) of the ODC Registration Form which confirms that the customer is **"in good standing and fully compliant with the bank's KYC requirements"**. The letter should further include the account number(s) and the name(s) of the account signatories. If the bank is not willing to confirm this information, an additional letter from a Chartered Accountant may be provided confirming the names of ALL the account signatories linked to the account. If two banks are listed, we require a letter from each bank.
5. A letter from the Bank(s), as detailed in Section 5 (Bank Details) of the ODC Registration Form, stating that they have an AML policy in place. (If two banks are listed, we require a letter from each bank).
6. A copy of the principal's policy on Anti Money Laundering/ Countering Financing of Terrorism (AML/CFT). If available, please provide a website link to this policy.
7. A notarised/certified copy of the principal's Tax Registration document/certificate as issued by the tax authority.
8. A notarised/certified copy of a valid company Trading License.
9. A notarised/certified copy of Industry Trade Association i.e., Dubai Diamond Exchange (DDE) membership.
10. A brief profile of the individual or consultant's diamond experience.

#### Hong Kong

1. A notarised/certified copy of the '*Business Registration Certificate*'.
2. A notarised/certified copy of the Principal's passport.
3. A notarised/certified copy of the company Annual Return Form (NAR1).
4. A reference letter from the Bank(s) as detailed in Section 5. (Bank Details) of the ODC Registration Form which confirms that the customer is **"in good standing and fully compliant with the bank's KYC requirements"**. The letter should further include the account number(s) and the name(s) of the account signatories. If the bank is not willing to confirm this information, an additional letter from a Chartered Accountant may be provided confirming the names of ALL the account signatories linked to the account. If two banks are listed, we require a letter from each bank.
5. A letter from the Bank(s), as detailed in Section 5 (Bank Details) of the ODC Registration Form, stating that they have an AML policy in place. (If two banks are listed, we require a letter from each bank).

6. A copy of the principal's policy on Anti Money Laundering/ Countering Financing of Terrorism (AML/CFT). If available, please provide a website link to this policy.
7. A notarised/certified copy of the 'Rough Diamond Trader' registration document. (For more information see- [http://www.tid.gov.hk/english/import\\_export/nontextiles/nt\\_rd/nt\\_rd\\_cer\\_reg.html](http://www.tid.gov.hk/english/import_export/nontextiles/nt_rd/nt_rd_cer_reg.html))
8. A notarised/certified copy of a Diamond Bourse membership e.g., Hong Kong Indian Diamond Association Limited.
9. A brief profile of the individual or consultant's diamond experience.

## Botswana

1. A copy of the company Certificate of Incorporation reflecting the Unique Identification Number (UIN) and the Company Extract document as issued by Companies and Intellectual Property Authority (CIPA).
2. A notarised/certified copy of the principal's passport and Botswana National ID (Oman) where the individual is a Botswana Citizen. Please include a notarised/certified copy of the principal's work and resident permits for foreign nationals.
3. A reference letter from the Bank(s) as detailed in Section 5. (Bank Details) of the ODC Registration Form which confirms that the customer is **"in good standing and fully compliant with the bank's KYC requirements"**. The letter should further include the account number(s) and the name(s) of the account signatories. If the bank is not willing to confirm this information, an additional letter from a Chartered Accountant may be provided confirming the names of ALL the account signatories linked to the account. If two banks are listed, we require a letter from each bank.
4. A letter from the Bank(s), as detailed in Section 5 (Bank Details) of the ODC Registration Form, stating that they have an AML policy in place. (If two banks are listed, we require a letter from each bank).
5. A copy of the principal's policy on Anti Money Laundering/ Countering Financing of Terrorism (AML/CFT). If available, please provide a website link to this policy.
6. A notarised/ certified copy of the Individual's Precious Stones Dealers License (PSDL).
7. Notarised/certified copies of Notice of Registration for Value Added Tax and Income Tax Registration issued by BURS.
8. A notarised/certified copy of the principal's Tax Clearance Certificate as issued by BURS.
9. A copy of the Value Added Tax Manufacturing Warehouse Certificate.
10. A company profile including a brief history of the company, focusing on the company's involvement in the diamond industry (size speciality, sourcing profile, operations, key management etc.).
11. A notarized/certified passport copy of your proposed diamond expert and a detailed CV with evidence of rough diamond buying and valuation skills appropriate to buying at auctions and tenders including the name(s) of companies that they have previously traded rough with.

## USA

1. A notarised/certified copy of a business license.
2. A notarised/certified copy of the Principal's passport.
3. A reference letter from the Bank(s) as detailed in Section 5. (Bank Details) of the ODC Registration Form which confirms that the customer is **"in good standing and fully compliant with the bank's KYC requirements"**. The letter should further include the account number(s) and the name(s) of the account signatories. If the bank is not willing to confirm this information, an additional letter

from a Chartered Accountant may be provided confirming the names of ALL the account signatories linked to the account. If two banks are listed, we require a letter from each bank.

4. A letter from the Bank(s), as detailed in Section 5 (Bank Details) of the ODC Registration Form, stating that they have an AML policy in place. (If two banks are listed, we require a letter from each bank).
5. A notarised/certified copy of the principal's Business Tax Registration certificate as issued by the government tax authority.
6. A brief profile of the individual or consultant's diamond experience including their policy on Anti Money Laundering/ Countering Financing Terrorism (AML/CFT).
7. A notarised/certified copy of a Diamond Bourse Membership.

### **All Other Countries**

1. A notarised/certified copy of a business license.
2. A notarised/certified copy of the Principal's passport.
3. A reference letter from the Bank(s) as detailed in Section 5. (Bank Details) of the ODC Registration Form which confirms that the customer is ***"in good standing and fully compliant with the bank's KYC requirements"***. The letter should further include the account number(s) and the name(s) of the account signatories. If the bank is not willing to confirm this information, an additional letter from a Chartered Accountant may be provided confirming the names of ALL the account signatories linked to the account. If two banks are listed, we require a letter from each bank.
4. A letter from the Bank(s), as detailed in Section 5 (Bank Details) of the ODC Registration Form, stating that they have an AML policy in place (If two banks are listed, we require a letter from each bank).
5. A notarised/certified copy of all legally required business operating license to import or trade in diamonds.
6. A notarised/certified copy of the principal's Tax Registration documentation/certificate as issued by the government tax authority.
7. A notarised/certified copy of a Diamond Bourse membership.
8. A brief profile of the individual or consultant's diamond experience including their policy on Anti Money Laundering/ Countering Financing Terrorism (AML/CFT).