



**THE ARK**  
PRECIOUS METAL TRADING COMPANY INC.

DUBAI, UAE  
[www.arkpmtdubai.com](http://www.arkpmtdubai.com)

# CHECKLIST OF KYC REQUIREMENTS

THE ARK PRECIOUS METAL TRADING COMPLIANCE DUE DILIGENCE



License No:1004428

## KYC REQUIREMENTS

### Checklist for Clients

Company	Individual
<p><b><u>Basic Requirements:</u></b></p> <ol style="list-style-type: none"> <li>1. Trade license copy / Business registration</li> <li>2. Proof of ownership such as Memorandum of Association (MOA), share certificate or mentioned on the license or online business registry extract.</li> <li>3. Valid ID proof. Such as Passport, Emirates ID</li> <li>4. KYC Form with AML-CFT Declaration</li> <li>5. Contact Details: Phone Number, Email</li> <li>6. Address proof of the company such as utility bill or tenancy contract</li> <li>7. Address proof of the owner/partners such as utility bill or tenancy contract</li> <li>8. Source of funds:               <ul style="list-style-type: none"> <li>• owner/partner(s) to be mentioned in the individual's information sheet.</li> <li>• Initial funding for the company registration and operating funds.</li> <li>• AML Policy and procedures copy (if available)</li> </ul> </li> </ol>	<p><b><u>Basic Requirements</u></b></p> <ol style="list-style-type: none"> <li>1. Valid Photo ID. Such as passport, Emirates ID</li> <li>2. Contact Details: Phone Number, Email</li> <li>3. AML-CFT Declaration</li> <li>4. Address Proof (utility bill or tenancy contract)</li> <li>5. Source of funds (Salary or business or family funds) for each transaction above AED 40,000.00</li> </ol>

### Checklist for Suppliers

<p><b><u>Mined Gold:</u></b></p> <ol style="list-style-type: none"> <li>1. Business Registration certificate</li> <li>2. Export License</li> <li>3. Mining License/Permit</li> <li>4. Valid Photo ID. Such as Passport, Local National ID, Driving License etc.</li> <li>5. Sourcing practice.</li> <li>6. AML-CFT Declaration</li> <li>7. Chain of custody documents of the supply-chain.</li> </ol>	<p><b><u>Recycled Gold:</u></b></p> <ol style="list-style-type: none"> <li>1. Business registration certificate</li> <li>2. Export License</li> <li>3. Valid Photo ID. Such as Passport, Local National ID, Driving License etc. (Optional)</li> <li>4. AML-CFT Declaration</li> </ol>
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**Note:** Compliance Team may ask for additional documents (if required) based on the documents provided. All completed forms should be sent to [compliance@arkpmtdubai.com](mailto:compliance@arkpmtdubai.com)