

GAP PRODUKSİYON ORGANİZASYON İNŞAAT MEDİKAL SANAYİ VE TİCARET LTD ŞİRKETİ

REQUIRED DOCUMENTS FOR CUSTOMER RECOGNITION PROCEDURE

DURING OPENING AN ACCOUNT

* If the usufruct rights holder is different from the customer, the following documents must be provided by the usufruct right holder.

** Any changes made to documents or information should be immediately notified to GAP Produksiyon Organizasyon İnş. Med. San. ve Tic. Ltd. Şti.

*** Additional information may be requested if necessary.

1.	Copy of the Company's Articles of Incorporation
2.	Trade Registry Certificate (Received in the last three months)
3.	Copy of Activity Certificate issued by the Chamber
4.	Copy of The list of authorized signatories / Signature Statement
5.	Copy of Tax Plate
6.	TR ID / Passport Copy (those mentioned as authorized signatories in the Circular and the Members of the Board of Directors)
7.	Business License (Municipality, Mining etc.)
8.	Copy of Last Month's Electricity, Water, Natural Gas or Telephone Billing
9.	Customer Identification Form (Annex 1)
10.	Customer Identification Statement for Institutions (Annex 1.1)
11.	Source-Origin of Gold-Silver, Information Form (Annex 1.2)
12.	Customer General Information Form (Annex 1.3)
13.	Customer Compliance Agreement Form (Annex 1.4)
14.	AKM Letter of Declaration (Annex 2)
15.	Particulars of Real Person / Persons Authorized to Carry Out Transactions on behalf of GAP Produksiyon Organizasyon İnş. Med. San. ve Tic. Ltd. Şti. (Annex 3)
16.	Beneficial Owners Information Form (Annex 4)

Please contact gurkan@kambilgi.com.tr for your questions and/or to send documents.

Annex 1.

A. CUSTOMER IDENTIFICATION FORM

Name	:	
Surname	:	
Nationality	:	
Name of mother	:	
Name of father	:	
Place and Country Birth	:	
ID Type	:	
ID Number	:	
Profession and Title	:	
Principal address	:	
Registered office address	:	
Phone number	:	
Fax number	:	
E-mail	:	
Type of business activities	:	

ANNEX 1.1

CUSTOMER IDENTIFICATION FORM		
Company Name	:	
Company Type	:	
Business Start Date	:	
Tax Administration Office and Tax Number	:	
Correspondence Address	:	
Registered Company Address (if different from that is written above)	:	
Name, TR ID / Passport Numbers, Addresses of Company Shareholders	:	
Phone number	:	
Fax Number	:	
E-mail	:	
Web address	:	
Details of Bank Account	:	
Name, Stamp & Logo of the Refinery	:	

ANNEX 1.2

SOURCE-ORIGIN OF GOLD-SILVER INFORMATION FORM

Acquisition of Gold-Silver

- Was Gold and/or Silver extracted from the Mine
- Was Gold and/or Silver purchased from Collectors
- Received from Gold and/or Silver Refineries
- Received from Individuals or Corporates that
Trades Gold and/or Silver

Origin of Gold-Silver

Country, if the Gold and/or Silver were extracted from the Mine:

Country where Gold and/or Silver has come:

Country of the brokerage company, if there is a brokerage company:

Country where Gold and/or Silver imported from:

Shape of Gold-Silver

- Scrap Gold, Scrap Silver (Non-melted)
- Scrap Gold, Scrap Silver (Melted-Bullion)
- Powder Gold, Powder Silver
- Granule Gold, Granule Silver
- Imported Gold
- Other (Please Explain)

Our company declares that the gold and/or silver of the trade is not Syria, Iran, Sudan, Cuba or North Korea, that the information given above is accurate and complete, In addition, we hereby declare that we consent to the sharing of the information stated in this form and/or details about our company on the basis of compliance risk management with GAP Produksiyon Organizasyon İnş. Med. San. ve Tic. Ltd. Şti. which is the parent company of GAP Produksiyon Organizasyon İnş. Med. San. ve Tic. Ltd. Şti. I have been informed that GAP Produksiyon Organizasyon İnş. Med. San. ve Tic. Ltd. Şti. will not interfere with any of the 5 countries that are under heavy embargo. We will inform you that we will not carry out any commercial transactions with these countries on behalf of ourselves or other persons through GAP Produksiyon Organizasyon İnş. Med. San. ve Tic. Ltd. Şti.

Authorized Signature:

Name / Surname:

Date:

Seal – Signature:

ANNEX 1.3

To the attention of GAP Produksiyon Organizasyon İnş. Med. San. ve Tic. Ltd. Şti.

gurkan@kambilgi.com.tr

Customer Identification Statement for Corporations

1. General Anti-Money Laundering policies, practices and procedures:

Our company / organization has clearly defined the written policies and procedures for combating money laundering and terrorism financing according to local and international laws related to AML, and these policies apply to all of our branches, affiliates and operations.

(If yes, please include your policies on Money Laundering and Financing Terrorism) Yes No

2. Your customer identification system and Gold Supply Chain Due Diligence procedures:

Our company / organization has a customer identification system and Gold Supply Chain Due Diligence procedures and related processes to recognize the customers / suppliers that it is engaged with.

(If Yes, please add your Customer Acceptance Policy) Yes No

Our Company / institution is regularly audited by independent auditors on these issues.

(If yes, please include the independent audit report for the last year) Yes No

3. Responsible Gold Procedures

Our enterprise / institution has established Gold Supply Chain policies and procedures based on the OECD / LBMA / DMCC / BIST Responsible Gold Supply Chain directives. LBMA Responsible Gold Guidance

(If yes, please include your written policies on Gold Supply Chain Policy) Yes No

4. Is there any Compliance Officer / Responsible Officer of your company / Institution responsible for the Responsible Gold Supply Chain? Please specify credentials.

Name Surname:

Duty:

Telephone:

E-mail:

5. Attachments:

The appendix includes a copy of the following documents:

- Our policies and procedures on Anti-Money Laundering / Anti-Terrorism
- Customer Acceptance Policy
- Our Independent Audit Report for the Last Year
- Our Gold Supply Chain Policy

6. Commercial Information

Company name:

Address:

E-mail / Web address

We hereby declare that the information provided here is correct and that we have approved it to be registered to the database of GAP Produksiyon Organizasyon İnş. Med. San. ve Tic. Ltd. Şti.

Name / Title

Signature

Place and Date

Company Seal

ANNEX 1.4

CUSTOMER COMPLIANCE AGREEMENT FORM

Name / Company Name:

Address:

E-mail address:

Telephone:

GAP Produksiyon Organizasyon İnş. Med. San. ve Tic. Ltd. Şti. has established a number of ethical rules in relation to customer relations and has introduced Due Diligence procedures in order to maintain its industrial success and to maintain its international accreditations and commercial reputation.

GAP Produksiyon Organizasyon İnş. Med. San. ve Tic. Ltd. Şti. accepts the principle that precious metals it purchases come from their legitimate and ethical sources, do not constitute a criminal offense and are not related to armed conflict or human rights violations in the activities they cooperate with and develop in the field of gold imports, gold trade and gold refining.

GAP Produksiyon Organizasyon İnş. Med. San. ve Tic. Ltd. Şti. only works with legitimate and lawful customers / suppliers.

GAP Produksiyon Organizasyon İnş. Med. San. ve Tic. Ltd. Şti. declares that the precious minerals imported to Turkey by its customers are not related to a government, political parties, military organizations, criminal networks, illegitimate armed groups or private security forces. The owner of the transporting company and the mine agrees that the precious metal is not involved in any way, the labor force against inhumane practices, the misuse of child labor, war crimes, crimes against humanity and genocide in the operation of the mine and in the transportation phase of the precious metal.

You will be asked to verify the above mentioned points and provide all necessary information / documents as stated in the Customer Due Diligence form. If necessary, you will be subject to the audit by GAP Produksiyon Organizasyon İnş. Med. San. ve Tic. Ltd. Şti.

Do you declare that you are in compliance with the Compliance Procedures, Gold Supply Chain Responsibility Policy and Due Diligence of GAP Produksiyon Organizasyon İnş. Med. San. ve Tic. Ltd. Şti. ? (Mark the appropriate choice)

_____ Yes, We are in compliance with GAP Produksiyon Organizasyon İnş. Med. San. ve Tic. Ltd. Şti.

_____ No, We are not compatible with GAP Produksiyon Organizasyon İnş. Med. San. ve Tic. Ltd. Şti.

_____ Yes, we are exempt from the issued mentioned by GAP Produksiyon Organizasyon İnş. Med. San. ve Tic. Ltd. Şti.

Reason for Exemption:

DESCRIPTION

We hereby declare that we have read and understood the Gold Supply Chain Responsibility Policy Compliance Rules and Customer Identification System and Due Diligence procedures of GAP Produksiyon Organizasyon İnş. Med. San. ve Tic. Ltd. Şti. We hereby declare that all of the information given here is true, correct and within our knowledge, and that the documents provided are actual, not violating the policies and rules of GAP Produksiyon Organizasyon İnş. Med. San. ve Tic. Ltd. Şti. We declare that we shall carry out all our business transactions officially and as registered, away from money laundering etc. and in accordance with the law.

We undertake to provide additional documents and certificates to be requested by authorized persons about this disclosure and compliance.

AUTHORIZED SIGNATURE:

Name and Title:

Date:

Seal and Signature:

ANNEX - 2

DECLARATION

Client / Holder of rights, declares that he is the holder of the right on the goods to be delivered to GAP Produksiyon Organizasyon İnş. Med. San. ve Tic. Ltd. Şti.

- hereby declares that he is the holder of the rights and that the rights holder's information (*name/company name, address, country/nationality*) is true if he or she is not the holder of the rights,
- Declares that the funds are kept in the bank and their companies are not directly or indirectly subject to any sanctions by the United Nations Security Council and it has not violated any sanctions of the United Nations Security Council and not to violate money laundering laws of any jurisdiction in the world and that such funds are not affiliated with the sanctions imposed by official decisions of the United Nations Security Council, and the goods are purchased from those those already proved to be the legitimate owner of the goods.
- Declares that it does not finance conflicts in any ring of supply chain, it does not interfere with human rights violations, money laundering and financing of terrorism, it does not support non-state armed groups or public and private security forces; they have received the goods from the country of origin in accordance with the relevant legislation, and that there is no false statement of origin.
- Declares that he is in compliance with OECD Gold Supply rules and The OECD's Guidance on Due Diligence and the LBMA Responsible Gold Guide for supplying the mines from those regions involved with disputes and in high-risk areas with responsibility, and that it is not a party to systematic or general human rights violations in the transportation or trade of gold.
- Declares that it fulfills the applications specified for the obligations under the Financial Crimes Investigation Board (MASAK) and maintains the records related to the subject within the legal processes,
- Declares that all measures have been taken to prevent the admission of goods acquired through criminal activity or related to the crime or which provide funds for criminal activities, which cover or support them;
- Declares that all KYC (Know Your Customer) procedures have been applied and the outcome of these procedures have been apprised to all concerning legal authorities and filed within the legal framework,
- Declares acceptance of goods in compliance with the relevant laws of the country of origin, that no child labor was used to carry out any service or work, that it is in compliance with relevant environmental regulations and that it fulfills all legal provisions regarding the protection and sustainable development of the environment,
- Declares that you will be informed on the Company's shareholding structure if the persons who have political influence (PEP) would join the company; besides all the measures have been taken in accordance with the KYC principles,
- Declares that all policies and procedures on childhood labour have been applied
- Declares that you will be informed on the Company's shareholding structure if the persons who have political influence (PEP) would join the company,
- Declares that he has not offered, promised or given an unlawful gain or bribe to a foreign government official or private sector employee directly or through intermediaries to obtain any profit or work,
- If the customer / rights holder is a legal entity, all shareholders, board members, workers and their representatives declare that they have signed the present declaration, and that it will undertake all activities under this declaration, and that its suppliers, consultants, customers and other partners will comply with these principles and ensure compliance and, if there are any changes to this statement, it shall inform GAP Produksiyon Organizasyon İnş. Med. San. ve Tic. Ltd. Şti.

In the event that any of the above statements are found to be inaccurate, the Client/Rights Holder acknowledges and undertakes that he shall pay the direct or indirect losses and damages to be incurred by GAP Produksiyon Organizasyon İnş. Med. San. ve Tic. Ltd. Şti. and that he has the sole responsibility regarding thereof.

Authorised Signature

Name / Surname / Title:

Date:

Seal and Signature:

ANNEX 3

Information on Real Person/Persons Authorized to Carry Out Transactions on behalf of the clients with GAP Produksiyon Organizasyon İnş. Med. San. ve Tic. Ltd. Şti.

Position	Name Surname	T.R ID / Passport ID	Address	E-mail	Phone / Cell Phone Number	Signature	Copy of the passport including the photograph (* please deliver in the annex)
1							
2							
3							
4							

Identity / Address Information of the Authorizing Person

TR ID / Tax Identification Number :
Name, Surname / Title :
Phone Number :
Address :
E-mail Address :

1. The person (s) whose identity information is given above is authorized to act in relation to current account of our company with your company.
2. I acknowledge and commit that the information given above is complete and Accurate.
3. That the transactions carried out by aforementioned real or corporate body on behalf of our company or institution are made by our company or institution.
4. That I would inform the GAP Produksiyon Organizasyon İnş. Med. San. ve Tic. Ltd. Şti. (GAP) within 1 (one) working day if there is a change in the information declared above.
5. That I will not hold GAP Produksiyon Organizasyon İnş. Med. San. ve Tic. Ltd. Şti. accountable for any damage, loss, etc. that may arise out of the transactions carried out by the person / persons authorized above.

Title (Seal - Signature)

Annex 4.

F. BENEFICIAL OWNER INFORMATION

Please provide the list of person(s) who do control your Company.

- Owning individually at least 5% of the capital shares or the voting rights or;
- Owning at least 5% of the capital shares or the voting rights jointly by means of a convention (i.e. shareholder agreement)

Name/ Surname/ Passport ID No	Address	(%) Voting Rights	(%) Of Shareholding	Date of Establishment/ Date of Birth

Please attach a simple copy of the passport or ID card, or certified copy dated less than 12 months of any other identification document for each of the persons listed above and a scheme of your shareholding structure.

All indications given in this form regarding voting rights and shares will be valid unless otherwise agreed by the Company in writing.

Customer/ Beneficial Owner Name:

Signature, Company seal:

Date:
