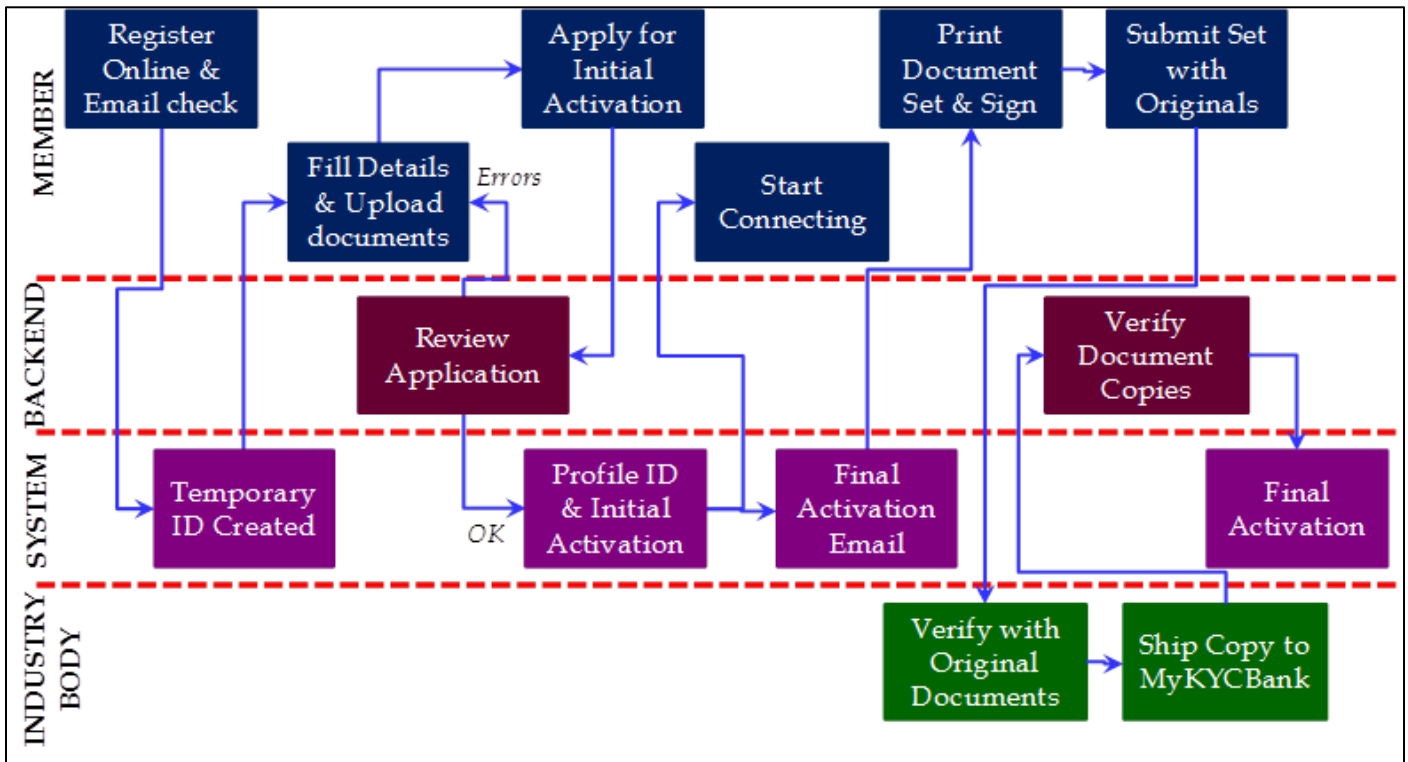


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Registration

1. Click on a 'Register' button on MyKYCBank.com page
2. Fill-in Basic Information such as Name of Company, Address, Contact, Incorporation Details and Trade Body Information
3. Submit the Form and wait for your temporary Login ID, password and a verification link in the email address you have provided
4. Verify your email address by clicking on the Link and proceed to Login for the first time to complete KYC Profile Information

Things to Note:

- ✚ *The email address you provide here has to be unique and you would not be allowed to use that email address while registering for any other company on this website. This email address will be your primary email and all-important messages from MyKYCBank.com to you would be sent on this address, hence please provide an accurate and a regularly used email address. All the communication pertaining to the profile will be sent to provided email address.*
- ✚ *Please ensure that accurate information is entered. Few information such as Company name, Incorporation Date, Company (Incorporation) Type, Trade Body Registration details are never changeable once the profile is created. Hence, please fill details very carefully.*
- ✚ *Affiliation to any one Authorized Trade Body (from your country of Incorporation) is mandatory for registering and using MyKYCBank.com*

KYC Profile Completion

Your KYC Profile consists of Seven Sections (sometimes referred to as Tabs in this documents). You have to fill-up information in ALL of these Sections. Each Section has certain compulsory information and other voluntary information.

Sections:

Sections		Description	Mandatory	Supporting Documents
Basic Information		You have already filled this while registering earlier	Yes	Yes
Legal Information		A very important section covering your business' Incorporation details, Legal & Tax Identification numbers etc. <i>Please enter all the information correctly to avoid future queries.</i>	Yes	Yes, for all Identification Numbers you fill-in
Ownership & Business Details	Ownership Details	An important section where records of Proprietor, Partners, Directors/Office Bearers of the entity have to be added with their Personal Details like Contact Details, Address etc. and whether they are Ultimate Beneficiaries of the Company. Ultimate Beneficial Ownership is defined as any Entity or Natural Person owning directly or indirectly more than 10% share of Ownership of the firm or company whose KYC is being registered. (see UBO Help Section Below)	Compulsory Yes Only one record for Individual, Proprietorship, HUF type of Firms. Multiple Records for rest.	Yes, for all Persons' Records added
	Key Persons	If you would like to include Contact details of Key Managers (or any similar persons) of your company, this is where you fill-in their information. <i>For small sized firms, the owners could be same as Key Persons.</i>	At least one record	No
	Associate Details	Details of related entities, companies (Example Parent/Subsidiary, Alliance Partner, Joint Venture)	Voluntary (<i>only after Provisional Activation</i>)	No
Bank Information		Bank account Details	Yes, at least one	Yes
Turnover Range		Historical Turnover Details	Compulsory	No
Alternate Offices		If you would like to include more than one of your offices (of SAME Legal Entity and NOT any of your related/sister concerns), you could enter them here.	No	No

<p>Supporting Documents</p>	<p>Soft/scanned Copies of Supporting Documents (originals preferred) that show each of above details to be uploaded here. Based on Country and Type of Incorporation of your Entity, refer to separate table (below) of Supporting Documents required. Only .pdf, .jpg, .png, .tiff files up to size 1 MB allowed for upload, hence please ensure the correct formats and sizes.</p>	<p>Yes</p>	<p>Yes</p>
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Things to note: -

Supporting Documents

For information filled in by you in your KYC profile, supporting documents would be required for each category as described below.

KYC Supporting Documents for **INDIA** based Business Entities & their type of Constitution

Document Category	Type	Proprietor / HUF	Partnership	LLP	Pvt. Ltd. / Ltd.
Company Incorporation	Compulsory	Self-Declaration	Self-Declaration	Certificate of Incorporation	Certificate of Incorporation
Company Address	Any One	Shops & Establishment License IEC Certificate GST Certificate with Address (Form REG-06 with Annex A & B) Utility Bill i.e. Electricity or Landline Telephone Bill (last 02 months)			
Company Tax ID / Legal IDs	Compulsory	Proprietor/HUF PAN Card	Firm PAN Card	LLP PAN Card	Company PAN Card
		IEC Certificate GST Certificate with Address			
Company Bank Account Details	Any One*	Bankers Certificate Company's Bank Statement (Last 02 Months only) *Should contain Account Name (SAME as of Company), Account Number, Address, Bank Logo, Statement period			
Company - Trade-body / Other Details	Compulsory	Trade Body Registration Certificate (GJEPC, BDB)			
Proprietor/Partners/Directors/UBOs Proof	Compulsory	Self-Declaration			
Proprietors, Partners, Directors, UBO - Photo ID / Personal Details***	PAN Compulsory*	Proprietor's PAN Card*	Partner's PAN Cards*	Partner's PAN Cards*	Director's PAN Cards*
Proprietors, Partners, Directors, UBO - Address***	Any One	Passport Pages with Photo & Address (Should be valid for minimum next 6 months) Aadhar Card Driver's License Utility Bill i.e. Electricity or Landline Telephone Bill (last 02 months)			

*In case of Non-Indian UBO, valid Passport is mandatory. ** MOA/AOA need not required to upload at the time of registration, but physical copies required to submit at KYC Desk. *** PAN Card or "ALL" UBO's and Minimum "2" Partners/Directors are mandatory. **** Signed Copy of MOA/AOA, Partnership OR HUF Deed needs to be submitted at the time of Original Documents Verification.

Important:

- File types allowed to upload are .pdf, .jpg, .png, .tiff not exceeding size 1 MB
- DO NOT UPLOAD password protected files
- DO NOT UPLOAD Old Xerox/Photo copies of documents

Direct Ownership and Ultimate Beneficial Ownership (UBO)

What do you mean by Ownership?

Ownership is act, state or right of possessing something. In the business context of an entity (company or firm), ownership refers to the person or entity who either controls or enjoys the benefits from the activity of the firm.

Ownership of an entity can be either direct, where the shares/units/percentage holding is directly held by the parent person or entity, or indirect, where the shares/units/percentage holding is through additional entity(ies). The latter is prevalent in large corporate groups.

For KYC purposes, there are 2 types of ownership which needs to be understood and documented. This is “Direct Ownership” and “Ultimate Beneficial Ownership”.

What is Direct Owner?

Direct owner refers to individuals and entities who directly own shares or are partners in any legal entity. E.g. If you own 10% of the shares in a particular entity, you become a direct owner. A direct owner need not necessarily be an individual (natural person) and can also be another entity as in the case where the parent company is a direct owner in its direct subsidiary.

Indirect ownership is also possible. A person X can be an indirect owner, if other entities, in which he has shares, owns the entity e.g. if you own 50% shares of company A which owns 20% shares of company B then you are an indirect owner of company B.

What do you mean by Beneficial Owner (UBO)?

According to the Financial Action Task Force on Money Laundering (FATF), “**beneficial owner**” refers to the natural person who ultimately **own or control** a legal entity and/or the natural person on whose behalf a business is being conducted.

It also includes those persons who exercise ultimate effective control over a legal entity or who ultimately enjoy a share of its profits. A UBO must always refer to a natural human. **A UBO has to be a person and cannot be legal entity**, and follows the ownership chain upwards till all persons having the ownership have been identified. The terms ‘ultimately owns or controls’ and ‘ultimate effective control’ refer to situations in which ownership/control is exercised through a chain of ownership or by means of control other than direct control.

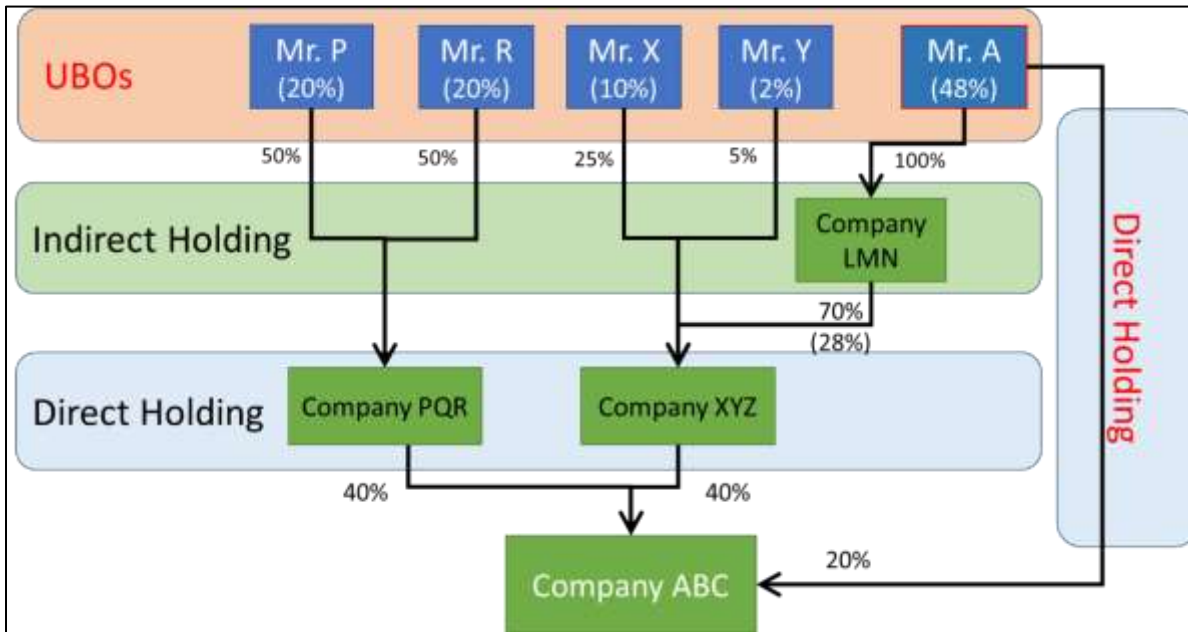
In the above-mentioned case, X is an indirect owner of company B. Based on ownership, he is also an Ultimate Beneficial Owner of company B and has a 10% holding (i.e. 50% of 20% holding).

Why is it relevant to the Gems & Jewellery Industry?

According to World Bank and The Financial Action Task Force (FATF) (FATF is an intergovernmental organization founded in 1989 and is responsible for developing policies to combat money laundering and terrorist financing.) had identified our sector (Dealers in Precious Metals and Stones) as a DNFBP (Designated Non-Financial Business or Profession). And FATF has recommended following measures for DNFBPs:

- Customer due diligence is mandatory (including beneficial owner)
- Implement a AML/CFT program with a risk based approach
- Enhanced due diligence based on risk assessment & country risks
- Transactions to be scrutinized regularly and reporting of suspicious & cash transactions

How do I Determine Direct and UBO Holdings?



In above structure, the ultimate beneficial ownership is as follows

- Mr. X 10% shareholder in ABC via company XYZ [25% of 40%],
- Mr. R 20% shareholder in Company ABC via Company PQR [50% of 40%]
- Mr. P 20% shareholder in Company ABC via Company PQR [50% of 40%]
- **Mr. A is a highest shareholder with 48%** (i.e. 20 % Direct in ABC + 28% via Company PQR & XYZ), hence he is an UBO.

MyKYCBank will need to be provided Identity and Address proof (both) for all shareholders. All UBO/Direct/Indirect Owners holding 10% and above will need to be declared. (See below)

***If required, we may ask you for full and 100% details of shareholding to evaluate and help you provide correct and fair details to everyone to be included in self-declaration (word formatted)*

To be printed on Company's Letterhead
(DO NOT EDIT ANY CONTENT)

To,
G&J KYC Information Centre,
AW 1010, Tower A, Bharat Diamond Bourse,
Bandra Kurla Complex,
Bandra (E), Mumbai 400051

Sub: Self-declaration for nature of incorporation and identification of Ultimate Beneficiaries of Private Limited Company

We the undersigned are authorised to sign and hereby certify that the abovementioned firm is a Private Limited company and following persons are Ultimate Beneficial Owners holding respective % stake as mentioned below.

Name	Date of Birth	Nationality	Designation	Direct Holding %	UBO Holding %	Is a PEP?
Company PQR	16-Aug-47	India	Parent Company	40	-	
Company XYZ	16-Aug-47	India	Parent Company	40	-	
Mr. A	1-Jan-71	Indian	UBO, Director	20	48	
Mr. P	1-Jan-81	Indian	UBO, Director	-	20	
Mr. R	1-Jan-91	Indian	UBO, Director	-	20	
Mr. X	1-Jan-92	Indian	UBO, Director	-	10	

**Information in table not applicable for Public Listed Company where no single Person holds more than 10% stake. *PEP = Politically Exposed Person.*

We are also responsible to inform you in reasonable time about any future changes in constitution, ownership and/or any other details provided as part of our KYC.

For <Company Name>,

For <Company Name>,

<Name>, Authorised Signatory/Director
(Signature & Stamp)

<Name>, Authorised Signatory/Director
(Signature & Stamp)

**At least 2 Authorised Signatories/Directors need to Sign*

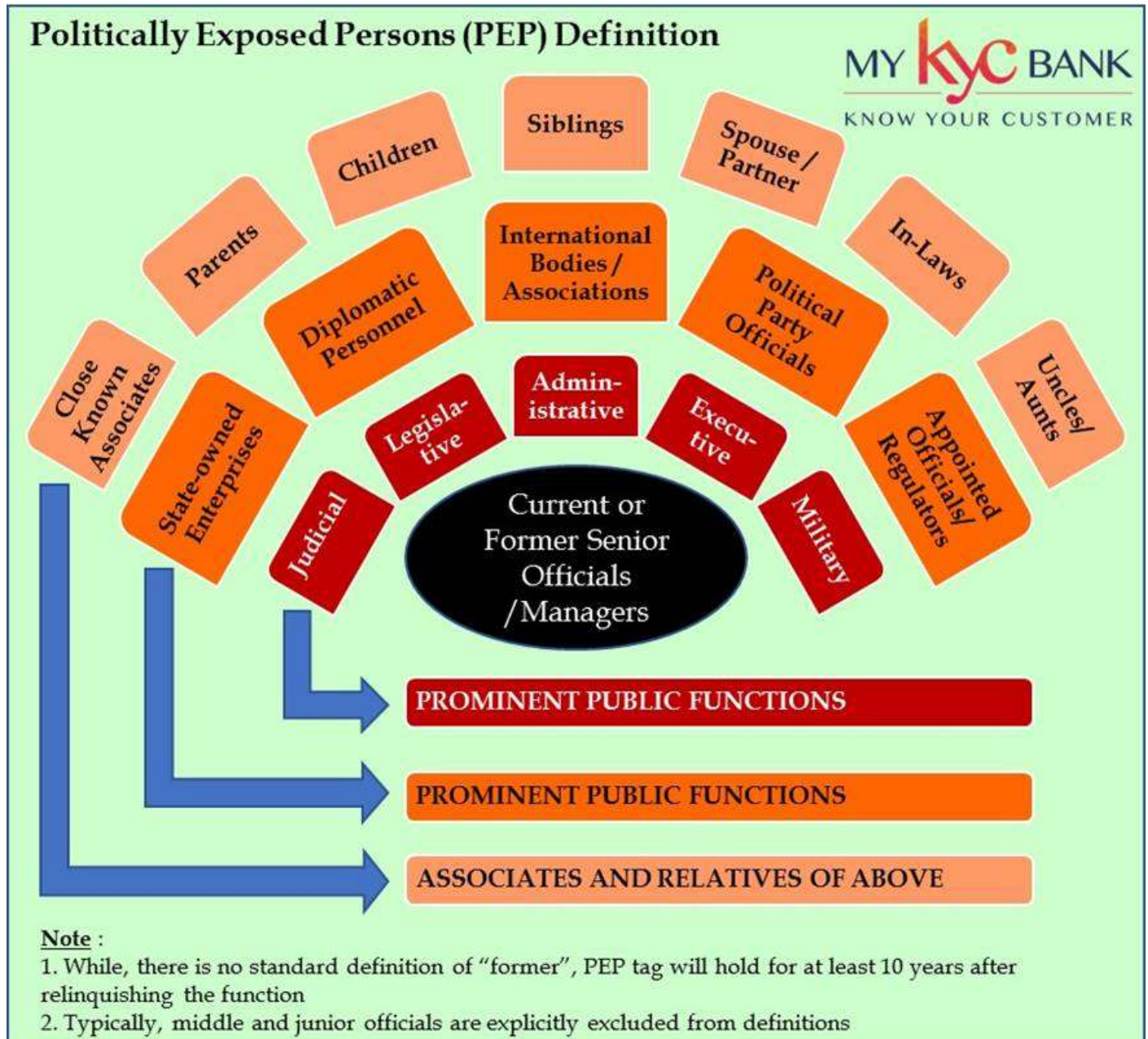
Place: _____

Date: _____

Name/Company	Date of Birth/Incorporation	Nationality	Designation	Direct Holding %	UBO Holding %	Is a PEP?
Company PQR	16-Aug-47	India	Parent Company	40	-	NA
Company XYZ	16-Aug-47	India	Parent Company	40	-	NA
Mr. A	1-Jan-71	Indian	UBO	20	48 (20% direct +28% Indirect/UBO)	YES
Mr. P	1-Jan-81	Indian	UBO, Director	-	20	NO
Mr. R	1-Jan-91	Indian	UBO, Director	-	20	NO
Mr. X	1-Jan-92	Indian	UBO	-	10	NO

In case of further query, please contact support@MyKYCBank.com

What is PEP (Politically Exposed Persons)?



Apply for Provisional Activation

Once you have updated correct information and uploaded all the relevant supporting documents, you can apply for provisional activation of your profile. Under temporary profile your inputted details will be verified against your uploaded documents. Once these details are verified you will get an email notification on your registered email id about profile completion. The same email will contain your permanent profile id which will be used across the industry around the globe.

Submit Attested Documents

Upon successful generation of your permanent profile ID, you will receive an email containing your profile in a secured, password protected pdf thereafter follow below mentioned action points:

- ◆ Print, attachment on an A4 size paper
- ◆ Sign (by anyone who has sign the original Self-Declaration) and Stamp all pages on the declaration provided at the bottom of the page.
- ◆ Attach already uploaded, signed and stamped Original Self-Declaration
- ◆ Take this entire bunch of printed copy **along with Original supporting documents** (only those documents which are uploaded in your profile) for verification and submit printed copies to your nearest MyKYCBank desk at your primary trade body office.
- ◆ We will keep a copy of your signed profile and Original Self declaration along with self-attested copy of MOA-AOA/ Partnership / HUF /LLP deed
- ◆ You will receive an acknowledgement for document submission via email.

Apply for Final Activation / Seal of Trust

The Documents that you have submitted at the trade body will be verified against the originals and scanned copies. Once they are successfully verified you will receive final activation email. Your profile will get **Seal of Trust** which will be visible to others when they add you in their connection.

Recommended KYC Process for a Transaction

