

Guyana Gold Board



APPLICATION FOR AUTHORISATION TO POSSESS, SELL OR EXPORT GOLD

The Guyana Gold Board authorizes agents (dealers) to possess, sell or export gold in accordance with section 9 of the Guyana Gold Board Act Cap 66:01 of the Laws of Guyana.

The application package for authorization to possess sell or export gold, includes a processing fee of Fifty Thousand dollars (\$50,000.00), and a licence fee of two million dollars (\$2,000,000.00), payable before issuance of the authorisation. Once issued, authorization is valid up until 31st December of the year the authorization was issued. Authorised agents exporting gold will be required to pay a sealing fee of thirty six thousand dollars (\$36,000.00) for each shipment of gold.

All persons desirous of obtaining a new or renewed authorization must complete the application form for authorisation to possess, sell or export gold and submit all information herein requested. Below is the guidance on completing the application form, detailing the information that must be submitted as part of the application process for a gold dealership licence.

APPLICATION FORM GUIDANCE

1. Applicant's name in full and, whether application is made in the capacity of individual, partnership, company or other body corporate.
2. If application is made by an individual, the following information is required.
 - (a) Address of applicant – A certified copy of a recent utility bill
 - (b) Identification - a clearly legible certified copy of a passport photo identification **or** National ID Card
 - (c) Date of Birth
 - (d) Occupation
 - (e) Certified copy of Business Registration
 - (f) Certified copy of Tax Identification Number Certificate
3. If the application is made by the partners of a partnership, the following is required.
 - (a) Address of Applicant partners - A certified copy of a recent utility bill
 - (b) Identification of each partner- a clearly legible certified copy of a passport photo identification **or** National ID Card
 - (c) Certified copy of Business Registration
 - (d) Certified copy of Tax Identification Number Certificate for each partner
 - (e) Date of birth of each partner
 - (f) A certified copy of the partnership agreement.

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4. If application is made by a director or officer of a company or body corporate, the following information is required:
 - (a) Address of its registered or principal office - a certified copy of a recent utility bill
 - (b) Nature of Business
 - (c) List of officers showing names, addresses and designations
 - (d) Identification of each director and majority shareholder- a clearly legible certified copy of a passport photo identification **or** National ID Card
 - (e) Date of Birth of all officers
 - (f) Certified copy of Certificate of Incorporation
 - (g) Certified copy of Articles of incorporation
 - (h) Certified copy of Share Register
 - (i) Certified copy of Corporate Resolution of the Appointment of Directors and Consent of Directors
 - (j) Certificate of Good Standing (required only if the company has been in existence for 12 months or more).
 - (k) A certified copy of the resolution of the company or body corporate authorising the application for authorisation or renewal of authorization, to possess, sell or export gold.
 5. Proof of financial capability
 6. Tax compliance certificate (GRA certificate of compliance) (if applicable)
 7. NIS compliance certificate (if applicable)
 8. Business plan (if updated)
 9. Confirmation upon receipt of metal by receiving Party (if applicable)
 10. Amount of gold purchased within the past 12 months (if applicable)
 11. Amount of gold exported within the past 12 months (if applicable)
 12. Declaration indicating willingness to lodge a performance bond.
- NEW APPLICANTS** are required to provide the following additional documents:
13. Recommendations:
 - a) One original letter, from a financial institution, with whom the applicant has had dealings for the last two years, on the performance of past and present accounts.
 - b) One letter of character reference certified and duly notarised from a certified public accountant or a licensed attorney or other such individual, other than relatives, who have personally known the applicant for at least five years.
 14. Police clearance.
 15. Business plan showing organizational chart.
 16. Statement declaring interest or ownership in other gold trading businesses or companies.