



## 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.

All persons desirous of obtaining a new or renewed authorization must complete the application form for an authorization to possess, sell or export gold and submit all information herein requested and to be assessed by the “**fit & proper**” criteria, as outlined in the AML/CFT Act of 2009 and its amendments.

An application for an authorization to possess sell or export gold, which has been approved by the Guyana Gold Board, includes a processing fee of \$50,000.00 (Fifty Thousand dollars), license fee of \$2,000,000.00 (two million dollars) and for new applicants a security deposit of 10 (ten) ounces of gold or the equivalent multiplied by the first fix of the year in which the application is made, payable before issuance of the authorization. Once issued, an authorization is valid up until 31<sup>st</sup> December of the year in which authorization was issued.

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### GENERAL INSTRUCTIONS

#### **IMPORTANT: READ CAREFULLY BEFORE COMPLETING THIS APPLICATION FORM.**

1. This application form must be completed in **BLOCK LETTERS OR TYPE WRITTEN**.
2. **ALL** questions contained herein must be answered by the applicant. However, where a question does not apply, please do not leave the space blank, instead indicate “not applicable” or N/A.
3. The applicant must complete the application form in full and ensure that the relevant declaration is signed before submission.
4. Where there is insufficient space to provide a response, please provide and attach hereto the information on additional paper(s) and ensure each sheet clearly illustrates the name of the applicant and refers to the appropriate question.
5. Documents requested herein must be submitted in **DUPLICATE** (certified copy or original and photocopy) along with the application form. Failure to do so may result in the application form being returned to the applicant.
6. All applicants should familiarize themselves with the Guyana Gold Board Act and its regulations, the relevant parts of the Anti-Money Laundering and Countering the Financing of Terrorism Act of 2009 and its amendments that will impact their operations before completing this form. If you need assistance in completing this form please contact the Compliance Department of the Guyana Gold Board.
7. Any other information or documentation you believe will be of interest to the Guyana Gold Board or relevant to your application.

**COMPANY**

Name of Company:	
Date of Incorporation:	
Nature of Business:	
Address of Registered Office:	
Branches:	Telephone No.
1.	
2.	
Company Phone No:	Company E-mail:
Company Fax No.	Company Website:
Company T.I.N.:	

**DIRECTOR'S INFORMATION:**

Name	Address	Contact Number	Email Address

**SHAREHOLDER'S INFORMATION** (Details of all major shareholders of the company with 25% shares or greater including the exact percent of shares in their holding):

Name	Address	Contact Number	Email Address

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**MANAGERS AND SENIOR OFFICERS INFORMATION:**

Name	Address	Designation	Contact Number	Email Address

**GENERAL**

1. All Directors, Shareholders, Managers and Senior Officers are required to submit a certified copy of the following documents in a clear and legible manner along with the application form:

- (a) Valid Identification (ID Card, National Passport or Driver's License)
- (b) One (1) recent Passport-size photograph
- (c) T.I.N. Certificate
- (d) Proof of Address: Please submit any one of the following issued within the last three (3) months (Telephone Bill -landline only, Electricity bill, Water bill and Bank Statement)
- (e) A recent Police Clearance
- (f) One (1) Character Reference from an individual other than a relative who has personally known the undersigned for at least five (5) years, please disclose the nature of the relationship. This reference should address the applicant's honesty, integrity and reputation.

2. The Company must submit the following documents in **DUPLICATE (Original or a certified copy and photocopy)** along with the application form:

- (a) T.I.N. Certificate
- (b) Proof of Address: Please submit any one of the following issued within the last three (3) months (Telephone Bill -landline only, Electricity bill, Water bill and Bank Statement)
- (c) Audited Financial Statements (if applicable)
- (d) Certificate of Good Standing (required only if the company has been in existence for 12 months or more).
- (e) Certified copy of Share Register
- (f) Certified copy of Corporate Resolution of Appointment of Directors and Consent of Directors.
- (g) A certified copy of the resolution of the company or body corporate authorizing the application for authorization or renewal of authorization, to possess, sell or export gold.
- (h) Incorporation Documents (including Certificate of Incorporation, Articles of Incorporation, By-laws, Notice of Shareholders, Notice of Directors, Notice of Secretary and Notice of Address)
- (i) One (1) Financial Reference from a financial institution, with whom the applicant has had dealings for the last three (3) years, on the performance of past and present accounts such as but not limited to unauthorized overdraft on deposit accounts, past due or delinquent accounts.
- (j) Proof of Financial Capability
- (k) Guyana Revenue Authority (GRA) Tax Compliance Certificate
- (l) National Insurance Scheme (NIS) Compliance Certificate

- (m) A detailed Business Plan outlining all aspects of the operations and strategies of the business. The business plan should include but not be limited to:
- Organizational Chart of business- showing all major departments with the names and position titles of officers heading each department. A brief summary of the functions and responsibilities for each department listed in the organizational chart and the number of staff assigned to each department.
  - Executive Summary and the Mission Statement
  - Three (3) year projection. It should reflect income and expenditures, cash and capital positions including a breakdown of projected assets and liabilities.
  - Sources of funding available to the applicant
  - SWOT analysis of Company – (strength, weakness, opportunities, threat.)
- (n) Statement disclosing whether any Director, Majority Shareholder or Senior Officers would be considered a Politically Exposed Person (PEP).
- (o) Statement declaring interest or ownership in any other gold trading/mining businesses or companies.
- (p) Statement declaring interest or ownership in any other business not stated at 14 above, whether direct or indirect. This statement should include the following:
- Name of Business
  - Nature of Affiliation i.e Director, Officer or Shareholder (please specified the exact % of holdings).
  - Commencement date of affiliation

<b><u>All APPLICANTS</u></b>
Would you be exporting gold?
If, yes, to whom would you be exporting? <b>N.B</b> Please uplift and complete the International Purchaser's Form from the Compliance Unit.
Please state the amount of gold purchased by the Applicant within past 12 months.
Please state the amount of gold exported by the Applicant within past 12 months.
Are you willing to lodge a performance bond?

**Declaration**

- (a) I hereby apply for an authorization to possess, sell and export gold under section 9 of the Guyana Gold Board Act Cap 66:01 of the Laws of Guyana on the basis of information supplied with this application, and any additional information supplied to the Guyana Gold Board in the course of the application.
- (b) I acknowledge that the Guyana Gold Board may disclose/verify the information provided in the performance of its statutory function as the Supervisory Authority for Gold Trading in Guyana or otherwise as may be authorized by law.
- (c) I hereby declare that I have truthfully answered the relevant questions in this form and have disclosed all information which might reasonably be considered relevant for the purpose of this application.
- (d) I do declare that the structure of this form has not been altered.

(e) I am aware that it may be an offence and grounds for refusal of my application or grounds for the revocation of an authorization to possess, sell and export gold approved and granted to me, if I knowingly or recklessly:

- i. Provide false or misleading information or make a false or misleading statement (which I acknowledge may include the withholding by me of relevant information) in this application for approval;
- ii. Fail to disclose to the Guyana Gold Board details of any material change(s) in circumstances or new information to this application.

**I warrant that I will promptly notify the Guyana Gold Board of any changes in the information I have provided and supply any other relevant information which may come to light in the period during the time this application is being considered or thereafter approved.**

**Signature of Applicant:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_

