



## APPLICATION FOR NEW OF AN AUTHORISATION TO POSSESS, SELL OR EXPORT GOLD- REGISTERED BUSINESS



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

All persons desirous of obtaining a Gold Dealer's Licence must complete this application form for an Authorization to Possess, Sell or Export Gold and submit all information herein requested and be assessed by the “**fit & proper**” criteria which can be found in Section 9B of the Guyana Gold Board Act.<sup>1</sup>

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 \$75,000.00 (Seventy-Five Thousand Dollars), license fee of \$3,000,000.00 (Three 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 until December 31<sup>st</sup> of the year in which it was issued.

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### **GENERAL INSTRUCTIONS**

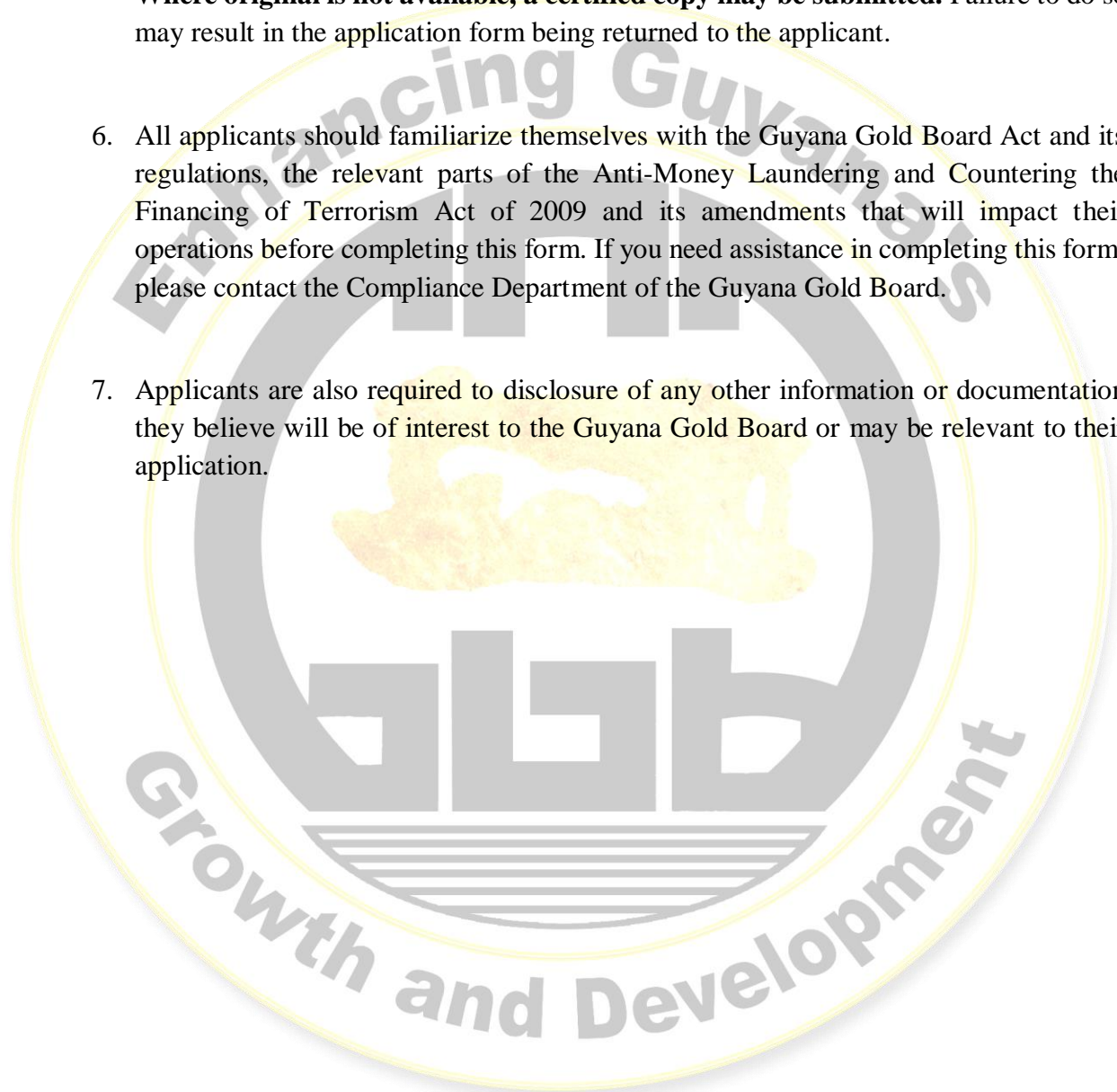
#### **IMPORTANT: READ CAREFULLY BEFORE COMPLETING THIS APPLICATION FORM.**

1. This application form must be completed in **BLOCK LETTERS OR BE 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.

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<sup>1</sup> Inserted into the Guyana Gold Board Act by the Fourth Schedule of the Anti-Money Laundering and Countering the Financing of Terrorism (AML/CFT) (Amendment) Act No. 17 of 2018.

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. Photocopied documents must be submitted **along with the original for verification. Where original is not available, a certified copy may be submitted.** 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. Applicants are also required to disclosure of any other information or documentation they believe will be of interest to the Guyana Gold Board or may be relevant to their application.



**PART 1-BUSINESS INFORMATION**

1. Name of Business

2. Business Registration No.

3. Business Address

Proof of address to be provided. Please submit **ANY ONE** of the following documents issued within the last three (3) months and (✓) against the relevant option.

Telephone Bill (Landline only)       Electricity Bill       Water Bill   
Bank Statement

4. Taxpayer Identification Number (TIN) for Business

5. Branches

Location:	Telephone No.
1.	
2.	
3.	

**PART 2-BUSINESS OWNER'S INFORMATION**

1. Full Name

2. Home Address

Proof of address to be provided. Please submit **ANY ONE** of the following documents issued within the last three (3) months and (✓) against the relevant option:

Telephone Bill (landline only)  Electricity Bill  Water Bill  Bank Statement

3. Foreign Address (If Any)

4. Phone No.

Home:

Cell:

5. Email Address

6. Marital Status

Married  Single  Widowed  Divorced  other: \_\_\_\_\_

7. Nationality

8. Date of Birth

Place of birth

Country:

City/Town:

9. National ID No.

Date Issued

10. Passport No.

Date Issued

11. Issuing Country of Passport

Expiration Date of Passport

12. Taxpayer Identification Number (TIN) of Business (If separate from Business TIN)

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**PART 3- MANAGERS AND SENIOR OFFICERS INFORMATION:**

Name	Address	Designation	Contact Number	Email Address

**PART 4 -EXPORTING**

Would you be exporting gold?
If, yes, to whom would you be exporting?
<b>N.B -Please uplift and complete the International Purchaser's Form from the Compliance Unit.</b>
Are you willing to lodge a performance bond?



## **PART 5- DOCUMENTS TO BE SUBMITTED**

**A.** All applicants are required to submit the following documents with the completed application form:

1. Valid Identification (ID Card, National Passport or Driver's Licence)
2. One (1) recent Passport-size photograph
3. T.I.N. Certificate
4. 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 or Bank Statement)
5. A recent Police Clearance
6. Declaration of Legal Proceedings (Please state whether the Business owner, any manager or senior officer has any current civil or criminal matter).
7. Proof of Financial Capability (Bank Statement or Letter of Credit)
8. Audited Financial Statement
9. Tax Compliance Certificate (GRA Certificate of Compliance)
10. NIS Compliance Certificate
11. Business TIN Certificate (if available)
12. Updated Business Registration
13. 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:
  - (a) Organizational Chart of business- showing all major departments with the names and position titles of officers heading each department. A summary of the functions and responsibilities for each department listed in the organizational chart and the number of staff assigned to each department.
  - (b) Executive Summary and the mission statement
  - (c) Three (3) year projection. It should reflect income and expenditures, cash and capital positions including breakdown of projected assets and liabilities.
  - (d) Sources of funding available to applicant
  - (e) Policies on investment
  - (f) SWOT Analysis of the business– (strengths, weaknesses, opportunities, threats.)
14. Statement disclosing whether any the Business Owner or any Senior Manager or Officer would be considered a Politically Exposed Person (PEP).

15. Statement declaring interest or ownership in any other gold trading and/or mining businesses or companies.

16. Statement declaring interest or ownership in any other business not stated at 14 above, whether direct or indirect. This statement should include the following:

- (a) Name of Business
- (b) Nature of Affiliation i.e., Director, Officer or Shareholder (please specify the exact percentage (%) of holdings).
- (c) Commencement date of affiliation

**B. ALL** Managers and Senior Officers are required to submit the following documents along with the application form:

- a) One (1) recent Passport-size photograph
- 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 or Bank Statement).
- c) A recent Police Clearance- issued within the last three (3) months.

**Declaration:**

- (a) I hereby apply for an Authorization to Possess, Sell and Export Gold under section 9 of the Guyana Gold Board Act Chapter 66:01 of the Laws of Guyana on the basis of the 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 or 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:** \_\_\_\_\_

