

## APPLICATION FORM

To be used as  
KYC(Know Your Client) Form

## DETAIL UPDATE FORM FOR CLIENTS

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## INTRODUCTION

### IMPORTANT NOTICE

Information provided in response to this application process will be used and processed in accordance with NAMDIA's privacy policy (as amended from time to time).

Thank you for your interest in becoming a client of NAMDIA. We kindly request that you complete this Application Form and submit it with all accompanying documentation [applications@namdia.na](mailto:applications@namdia.na)

A **US\$10,000** non-refundable once off administrative fee is required, along with your application and must be paid in full at time of application submission.

Upon receipt of the Application Form, compulsory internal steps will be taken before NAMDIA can confirm successful Application. NAMDIA reserves the right to refuse an applicant at any time.

If you have any questions about completing the Application Form, please feel free to contact NAMDIA's sales team at [applications@namdia.na](mailto:applications@namdia.na)



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## APPLICATION INFORMATION

***Please read before completing the Application Form***

1. Any registered company who seeks to participate in a NAMDIA sales may apply to become a client of NAMDIA.
2. NAMDIA will not transact with any entity (including, without limitation, in respect of invoicing and delivery) other than NAMDIA registered clients.
3. Unless expressly and formally agreed with NAMDIA for an authorized representative, only employees, directors, shareholders and partners of registered clients will be able to participate in a NAMDIA sale.
4. NAMDIA will only invoice clients that are fully registered.
5. NAMDIA reserves the right to request for any additional information that may be required to complete the Application process. NAMDIA may carry out 'know your client (KYC)' checks on all applicants (including, where relevant, any entities considered to be related parties of such clients).
6. Successful Applications shall be confirmed by NAMDIA in writing and NAMDIA reserves the right to review and/or revoke this confirmation in its absolute discretion and without giving reasons. NAMDIA may review a Client's Application whenever needed and shall be entitled to request further Application information from a Client at its sole discretion at any time.



## SECTION 1. CLIENT DETAILS

Please provide details of the applicant applying to become a client of NAMDIA.

### Address Details

1.1 Full name of applicant: (for a company, this should be the registered company name)	1.5 Physical delivery address (Shipping address):
1.2 Trading name: (if different from above)	1.6 Company Application number:
1.3 Ultimate parent company name <sup>3</sup> (if relevant and if not the same as 1.1)	1.7 Company website:
1.4 Registered business address (Billing address):	1.8 Diamond/jewellery trade organisations:

### Contact Details

	Primary Contact	Secondary Contact
Surname		
Forename		
Email address		
Telephone number (office)		
Telephone number (mobile)		





## SECTION 3. CLIENT GROUP INFORMATION

### Other companies in the Company's Group<sup>1</sup>

Please complete the table below for all members of your Group. Please indicate (if applicable) which of these are also applying to become NAMDIA clients.

Registered company name	Company Application number	Trading name (if different from registered name)	Position in the diamond supply chain <sup>4</sup>	NAMDIA applicant
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

## SECTION 4. AREA(S) OF ROUGH INTEREST

Please indicate which area(s) of rough diamonds you (and any other members of your Group applying to become NAMDIA clients as indicated in Section 3 above) are interested in purchasing:

SIZE	
+10.8ct	<input type="checkbox"/>
5-10ct	<input type="checkbox"/>
10gr-4ct	<input type="checkbox"/>
8gr	<input type="checkbox"/>
6/5gr	<input type="checkbox"/>
4gr	<input type="checkbox"/>
3gr	<input type="checkbox"/>
Smalls	<input type="checkbox"/>

MODEL/QUALITY	
Sawable	<input type="checkbox"/>
Makeable	<input type="checkbox"/>
Fancy shape (long & Flat)	<input type="checkbox"/>
Clivage ( MB)	<input type="checkbox"/>
Near Gem	<input type="checkbox"/>
Industrials	<input type="checkbox"/>
Rejection/Boart	<input type="checkbox"/>
	<input type="checkbox"/>

COLOUR	
White	<input type="checkbox"/>
Coloured	<input type="checkbox"/>
Browns	<input type="checkbox"/>
Frosted	<input type="checkbox"/>
Fancy colours	<input type="checkbox"/>

## SECTION 5. BANK DETAILS

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Note: Bank details for a maximum of two bank accounts per applicant entity may be provided. **These are the bank account(s) the applicant intends to use to make payment for purchases made at NAMDIA sales.**

	Primary bank account	Secondary bank account (if applicable)
Name of bank		
Address of bank		
Bank sort code		
Swift code		
Account number		
IBAN number		
Account relationship manager at bank:		
Surname		
Forename		
Position		
Email address		
Office telephone number		

## SECTION 6. REQUIRED DOCUMENTATION

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Please see Appendix A for the list of required documents to be submitted **electronically** with the Application form.

Unless otherwise advised, all documents submitted to NAMDIA must be in English (or accompanied by an accurate English translation). Copy documents and translations must be **certified** by a qualified external lawyer, chartered accountant or notary public.

## SECTION 7. ANTI-MONEY LAUNDERING (AML) POLICY

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This section should be completed in the capacity in which you are completing the Application form i.e. if you are applying to become a NAMDIA client

1) Do you/ your company (and its associated companies) carry out 'know your client and supplier' checks on business partners e.g. collecting passport details and addresses of the directors and shareholders of your clients and suppliers as well as ensure understanding of their group structures and ultimate beneficially owners.	Yes/No
2) Do you have a nominated person in your organisation responsible for AML and compliance processes?	Yes/No
3) Do you have an ongoing policy to regularly review client/supplier details?	Yes/No
4) Do you have systems in place to identify unusual transactions by clients and suppliers?	Yes/No
5) Do you know which government unit in your country to report unusual transactions should you identify any?	Yes/No

## SECTION 8. DECLARATION

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This section should be completed in the capacity in which you are completing the Application form i.e. if you are applying to become a NAMDIA client

1) Have you/ your company (or any of its associated companies) been convicted of any serious criminal offence in the last 10 years?	Yes/No
2) If you are applying on behalf of a company, have any of the directors /partners of your company (or the directors/partners of any of its associated companies) been convicted of any serious criminal offence in the last 10 years?	Yes/No
3) Have you/ your company (or any of its associated companies) dealt, either directly or indirectly, with any conflict diamonds in the last 10 years?	Yes/No
4) Have you/ your company (or any of its representatives or associated companies) been involved in any money laundering or terrorist financing activities in the last 10 years?	Yes/No
5) Have you/ your company (or any of its representatives or associated companies) sold, either directly or through a third party, any undisclosed synthetic diamonds, undisclosed treated diamonds or undisclosed diamond simulants in the last 10 years?	Yes/No
6) Have you/ your company (or any of its representatives or associated companies) been involved in serious abuses of Human Rights in the last 10 years?	Yes/No
7) Have you/ your company (or any of its representatives or associated companies) used child or forced labour in the last 10 years?	Yes/No
8) Are there any insolvency or bankruptcy proceedings pending against you, your company (or any of its associated companies)?	Yes/No

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## APPLICANT'S SIGNATURE

We/I hereby confirm that all the information contained in this Application Form and supporting documentation is true and correct and that the person who has signed this Application Form is duly authorised to do so as a Director or Partner of the applicant. (Signature and date are required on this form)

\_\_\_\_\_  
Name & Surname

\_\_\_\_\_  
Position

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date



## SECTION 9: REQUIRED DOCUMENTATION

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Please see Appendix A for the list of required documents to be submitted **electronically** with the registration form for each jurisdiction.

Unless otherwise advised, all documents submitted to NAMDIA must be in English (or accompanied by an accurate English translation). Copy documents and translations must be **certified** by a qualified external lawyer, chartered accountant or notary public.



## \*ADDITIONAL INFORMATION FOR CLARIFICATION

Each number below provides further clarification and is reflected on different parts of the application form. Refer to each number indicated for clarification.

1. Including any individuals in accordance with whose directions or instructions the company directors are accustomed to act.
2. A politically exposed person (PEP) is defined by the Financial Action Task Force (FATF) as an individual who is or has been entrusted with a prominent public function.
3. A prominent influential person (PIP) is defined by the Namibia Financial Act as a person who is entrusted with public functions within Namibia or by a foreign country or an international organisation, his or her close associates or immediate member of the family.

## \*APPENDIX A

### REQUIRED DOCUMENTATIONS FOR NAMDIA CLIENT APPLICATIONS

Please submit electronic copies of the following documents, along with the Application Form, based on the requirements in your jurisdiction. Note that the list below may not be exhaustive, and NAMDIA reserves the right to request additional documentation as needed. Unless specified otherwise, all submitted documents must be in English or accompanied by an accurate English translation. Where applicable, documents and translations must be certified or notarized by a qualified external lawyer, chartered accountant, or Notary Public. All certification or notary stamps must be dated within the last three months prior to submission to NAMDIA.

#### Required Documentation for NAMDIA Applicants:

1. A recently notarised/certified copy of the Company Registration document (Certificate of Incorporation or Register of Firms or Certificate of Registration).
2. Where the applicant is a partnership, a notarised/certified copy of the Deed of Partnership. Where the company is a Pty Ltd or Pvt Ltd, a notarised/certified copy of the Articles or Memorandum of Association (AOA/MOA).
3. Latest Audited Financial Report - the most recent, fully audited financial report, prepared by a certified auditing body, to demonstrate the company's financial stability and operational transparency.
4. A notarised/certified copy of a passport for Directors, Individuals, Partners, and Shareholders i.e. for each person listed on the Application form under- Details of Company Representatives.

5. A reference letter from the Bank(s) which confirms that the customer is “*in good standing and fully compliant with the bank’s KYC requirements*”. The letter should further include the account number(s) and the names of the account signatories (if the bank is not willing to confirm this, a letter from a Chartered Accountant may be provided confirming the account number(s) and the names of ALL the account signatories). If two banks or more are listed, we require a letter from each bank.
6. A letter from the Bank(s), stating that they have an AML policy in place (If two or more banks are listed, we require a letter from each bank).
7. A notarised/certified copy of the company tax certificate as issued by the government tax authority or equivalent proof, verifying the company’s compliance with local tax authorities and registration within its operating jurisdiction.
8. Notarised/certified copies of the company “License to Engage in Diamond Trading” as issued by the Diamond Authority or Certificate of Importer Exporter Code document (IEC).
9. Proof of Registered Address an official documentation confirming the legal and physical location of the company’s primary operations.
10. A copy of your company’s policy on Anti Money Laundering/ Countering Financing of Terrorism (AML/CFT) on the company letterhead.
11. An organogram on your company letterhead of the company group structure, including all subsidiary companies, associates and beneficiaries. Please include percentages of holdings. If you are a single entity, please provide an internal company structure indicating that the company is a single entity on your company letterhead.
12. A brief company profile on your company letterhead focusing on the company’s involvement in the diamond industry (size speciality, sourcing profile, operations, key management etc.).
13. A notarised/certified copy of Industry Trade Association E.g. Diamond Bourse membership (if held). If no membership is held of a Trade Association/ Bourse Membership, please indicate so in a letter on your company letterhead.
14. A formal letter from the governing regulatory authority, attesting to the company’s adherence to industry standards and regulations and confirming its status as a compliant, responsible entity.
15. Provide detailed information on company ownership, specifying each owner along with their respective beneficial interest.
16. A certified copy of police clearance certificate of all shareholders (beneficial owners), directors, management and authorised representatives.
17. A self-declaration letter formally affirming the company’s full compliance with the Kimberley Process Certification Scheme (KPCS).