

# TROY

KIYMETLİ MADEN TİCARETİ A.Ş.  
PRECIOUS METALS TRADE INC.

TROY PRECIOUS METALS TRADING INC.  
(TROY KIYMETLİ MADEN TİCARETİ A.Ş.)

KYC POLICY  
2015

## **PURPOSE**

This Know-Your-Customer Policy ("KYC Policy") is developed to prevent money laundering and terrorist financing activity on the Service by meeting the international and domestic legislation requirements and implementation users identification procedure.

As used in the KYC Policy, "troypm.com", "goltakas.com", "we", "us" or "our" refers to the company Troy Precious Metals Trading Inc., including, without limitations, its owners, directors, investors, employees and other related persons. Depending upon the context, may also refer to the services, products, website, content or other materials provided by Troy Precious Metals Trading Inc.

The KYC Policy is an integral part of the Terms of Use. Accepting the Terms of Use you are automatically agreeing with this KYC Policy.

## **KYC PROCEDURE**

### **CUSTOMER ACCEPTANCE POLICY (CAP)**

**The Company will have to ensure that elaborate standard procedures are in place on the following aspects of customer relationships in HFCs.**

- No account is opened in anonymous or fictitious name(s)
- Obtaining comprehensive information depending on the perceived risk and in accordance with the guidelines issued by the TR Treasury, TR Central Bank regarding new customers at the initial stage
- Ascertaining the volume of turnover, social and financial status, etc. to enable categorization of customers into low, medium and high risk
- Collecting information and documents in respect of different categories of customers depending on perceived risk and keeping in mind the requirements of The Prevention of Money Laundering Act published by MASAK ( The Financial Crime Investigation Board) 1996 and guidelines issued from time to time. The Company may apply enhanced due diligence measures based on the risk assessment, thereby requiring intensive 'due diligence' for higher risk customers, especially those for whom the sources of funds are not clear.

### **Examples of customers requiring higher due diligence may include :**

- non-resident customers,
- high net worth individuals,
- trusts, charities, NGOs and organizations receiving donations,
- companies having close family shareholding or beneficial ownership,
- firms with 'sleeping partners',
- politically exposed persons (PEPs) of foreign origin,
- non-face to face customers, and those with dubious reputation as per public information available, etc.
- Taking appropriate steps to verify the identity and /or obtain documents required as per the risk categorization. The Company must refuse to open an account where the prospective customer does not co-operate with the Company in obtaining these details or where the Company is not sure about the reliability of the data furnished by the prospective customer.
- Taking adequate steps to ensure that the identity of the customer does not match with any person with known criminal background or with banned entities such as individual terrorists or terrorist organizations, etc.
- Preparation of a profile for new and existing customers based on risk categorization. The customer profile must contain information relating to the customer's identity, social/financial status, nature of business activity, information about his clients' business and their location, etc. The nature and extent of due diligence will depend on the risk perceived by the company. However, the seeking of such information must not be intrusive and the Company must not use such confidential information cross selling or any other purposes.
- Ensuring that circumstance in which a customer is permitted to act on behalf of another person / entity will be clearly spelt out in conformity with the established law and practice of housing sector as there could be occasions

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when an account is operated by a mandate holder or where an account is opened by an intermediary in the fiduciary capacity.

- If the Company is unable to apply appropriate KYC measures due to non-furnishing of information and /or non-cooperation by the customer, the company may consider closing the account or terminating the business relationship after issuing due notice to the customer explaining the reasons for taking such a decision. Such decisions need to be taken at a reasonably senior level after consulting the Principal Officer.

The Company will subject accounts of such customers to intensive due diligence

In the event of an existing customer subsequently becoming a PEP, the company will obtain necessary approval of the senior management to continue the business relationship with such person and if in the affirmative than the company to undertake enhanced monitoring at regular period.

### **Client Due Diligence procedure shall comprise the following:**

- i. Identification of the client and verification of the client's identity on the basis of information obtained from a reliable and independent source.
- ii. Identification of the beneficial owner and taking risk-based and adequate measures to verify his/her identity on the basis of documents, data or information issued by or received from a reliable and independent source. As regards to legal persons, trusts and similar legal entities, taking risk-based and adequate measures to understand the ownership and control structure of the client.
- iii. Obtaining information on the purpose and intended nature of the business relationship.
- iv. Conducting ongoing monitoring of the business relationship including scrutiny of transactions undertaken throughout the course of the relationship to ensure that the transactions being conducted are consistent with the data and information held by the firm in connection with the client.

### **Timing of identification**

Client and beneficial owner identification must take place before the establishment of a business relationship or the carrying out of a transaction.

By way of derogation, the verification of the identity of the client and the beneficial owner may be completed during the establishment of a business relationship if this is necessary in order not to interrupt the normal conduct of business and where there is limited risk of money laundering or terrorist financing occurring. In such situation, these procedures shall be completed as soon as practicable after the initial contact.

### **Renewal of client identification**

Reviews of existing records must take place on a regular basis, thus ensuring that the documents, data or information held are kept up-to-date. Client due diligence procedures shall be applied not only to all new clients but also at appropriate times to existing clients on a risk sensitive basis.

### **Simplified Client Due Diligence**

Simplified procedures may apply for lower risk clients. More detailed client due diligence measures for lower risk clients shall apply when there is a suspicion of money laundering, regardless of any derogation, exemption or threshold, and not whenever a business relationship is established.

The following types of clients are considered lower risk:

••Credit or financial institutions regulated by the European Directive 2005/60/EC and its relative transposition member countries legislation on the prevention of the use of the financial system for the purpose of money laundering and terrorist financing.

••Credit or financial institutions situated in a third country which imposes requirements equivalent to those laid down by the European Union and are under supervision for compliance with those requirements.

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••Listed companies whose securities are the admitted to trading on a regulated market of an EU member state and listed companies from third countries which are subject to disclosure requirements consistent with Community legislation.

It should be noted that the Company shall gather sufficient information to establish if the client qualifies to be classified as lower risk client.

### **c. Enhanced Client Due Diligence**

The Company should apply enhanced client due diligence measures in situations which by nature can present high risk of money laundering or terrorist financing.

In accordance with the Fourth Appendix of the Directive DI144-2007-08 regarding the prevention of Money Laundering and Terrorist Financing, high risk clients are the following:

1. Non face to face customers
2. Accounts in the names of companies whose shares are in bearer form
3. Trust accounts
4. 'Client accounts' in the name of a third person
5. 'Politically exposed persons' accounts
6. Electronic gambling/gaming through the internet
7. Customers from countries which inadequately apply Financial Action Task Force's recommendations

More specifically, where the client has not been physically presented for identification purposes, the Company shall take specific and adequate measures to compensate for the high risk, by applying one or more of the following measures:

- Ensuring that the client's identity is established by additional documents, data or information.
- Supplementary measures to verify or certify the documents supplied, or requiring confirmatory certification by a credit or financial institution.
- Ensuring that the first payment of the operations is carried out through an account opened in the client's name with a credit institution which operates in a country of the European Economic Area

Politically exposed persons are individuals who are or have been entrusted with prominent public functions in a foreign country and close associate is someone with a close relationship with the political exposed persons.

#### **Company should adopt the following additional due diligence measures to determine whether a prospective client is a politically exposed person:**

- Approval from Senior Management prior to the establishment of a business relationship with the client.
- Take appropriate measures for the establishment of the origin of the client's assets and the source of funds that are related with the establishment of the business relationship or transaction.
- Conduct enhanced and continuous monitoring of the business relationship.

### **CUSTOMER IDENTIFICATION PROCEDURE**

Customer identification means identifying the customer and verifying his/her identity by using reliable, independent source documents, data or information to the satisfaction of the company. The Company will obtain sufficient identification data to verify.

The documents below, will be requested from **INDIVIDUAL CLIENTS**,

- Personal identification documents of the User
  - National and/or international passport;
  - National ID card.
- Proof of permanent address:
  - Copy of a utility bill;

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- Telephone bill; or
- Bank statement.
- Other documents, such as driver license, certificate of residency etc.

\*\*\*The decision to open accounts of a Politically Exposed Person (PEP) will be taken only in consultation with the level of the respective Zonal Managers. The PEPs will be defined as individuals who are or have been entrusted with prominent public functions in a foreign country e.g. Heads of States or of Governments, Senior politicians, Govt./ Judicial/ Military officers, senior executives of State owned corporations, important political party officials etc.

The documents below, will be requested from **CORPORATIONAL CLIENTS**

- 1- Trade Registration and Tax number documents, [Official translation in English](#)
- 2- Authorized Signatory List,,with the Registered Authorized Signature Specimens,, [Official translation in English](#)
- 3 - Commercial Activity Certificate (Official document that shows company is Currently in service)
- 4 - Passport copies of authorized signatories.

In case the mentioned company that is going to be TROY Client is not in the list of 'Convention Abolishing the Requirement for Legalisation for Foreign Public Documents', below mentioned documents will be requested from **CORPORATIONAL CLIENTS** by TROY.

- 1- Trade Registration and Tax number documents, [Official translation in Turkish with sworn translator & certified by Turkish Consulate](#),
- 2- Authorized Signatory List,,with the Registered Authorized Signature Specimens,,[certified true copy of this document in with a certified official translation in Turkish with sworn translator](#)
- 3 - Commercial Activity Certificate (Official document that shows company is Currently in service)
- 4 - Passport copies of authorized signatories.[Certified true copy by Turkish Consulate](#),

Additional documents will be requested from **PEP's ( Politically Exposed Person)**

- 1- Intention of business and proof to trade in good faith
- 2- Source of funds,
- 3- Letter of Bank Guarantee

The company holds the security of documentation at highest priority, and treats all documents it receives with utmost respect and confidentiality. All files we obtain are fully protected using the highest level of encryption possible at every step of the review process.

#### **Lack of Verification**

we cannot form a reasonable belief that we know the true identity of a customer, we will do the following: (1) deactivate the account or keep it in deactivated status; (2) close an account after attempts to verify customer's identity fail; and (3) determine whether it is necessary to inform the FSC or FCU in accordance with applicable laws and regulations.