

1. Annexure 1 – Corporate KYC Form

DMCC Tea Centre Membership Application Form

Application Type: New Membership Membership Renewal

Membership Category: Tea Seller Buyer International Raw Material supplier

Facility Type: DMCC Tea Centre (No company to formed) DMCC registered Company to be formed

Section A - APPLICANT DETAILS:

Legal Name: _____

Trade License/Company Registration Number: _____

Issuing Authority: _____

Description of Main Licensed Activity (if applicable): _____

Registered Company (Physical) Address: (Door / Floor No, Building Name / Street / Road Name, Region/ Area, Province / State, Country)

PO Box / Postal / Zip Code: _____ Main Telephone No: (+) _____

➤ **Is your company fully owned by any government / semi government bodies:** Yes No

If yes*, please specify the details of holding bodies: _____

➤ **Are your company shares listed on regulated stock exchange:** Yes No

If yes*, please specify the stock exchange details: _____

* If the company is state owned or publicly listed, mention the government authority or the Exchange on which the shares are traded, further not necessary to provide UBO details.

Brief description of proposed activities: _____

Please state if the applicant currently conducts business in any commodity other than tea, in his/her country of residence/base: _____

How did you find out about us? (Please tick more than one, if applicable give details of names/dates as per below)

Event (exhibition/roadshow/seminar), Where? _____

Contacted by DMCC Tea Centre staff, who? _____

Media (newspaper/radio/TV/website), Please name _____

Referral, Who? _____

Section B – DECLARATION OF ULTIMATE BENEFICIAL OWNER (s) (UBOs)

One of the authorized signatory of the applicant’s company must fill this form

POLICY

The UAE federal regulations require institutions to capture and identify the details of the ultimate individual beneficial Owner (s) (UBOs) of an applying corporate. An Ultimate Beneficial Owner is normally an individual who ultimately owns or controls 25% or more of the company or group of companies, or on whose behalf a transaction or an activity is being conducted.

DMCC/ Applicant Company Name: _____

a) If applicant is DMCC Free Zone Licensed member: Please tick box

I / We hereby declare that, our shareholder(s) and beneficial owner(s) details are the same as our existing records with DMCC Free Zone Authority. In future if there is any change in our registration and shareholder / beneficial owner(s) details we will immediately update the information with DMCC Free Zone registration and licensing authority.

b) If applicant is not DMCC Free Zone Licensed member:

Details of Beneficial Owners (BO’s) – Corporate Entities

I/We declare the above company is ultimately owned by the following listed entity/s:

Holding Company Name	Address of Registered Office	% of Shares in Applicant Company

***If the company is state owned or publicly listed, mention the government authority or the Exchange on which the shares are traded.**

Details of Ultimate Beneficial Owners (UBO’s) – Individuals

I/We declare the above company is ultimately owned by the following listed entity/s:

Full Name (as per Passport / Legal Document)	UBO 1	UBO 2	UBO 3
Date of Birth (DD/MM/YYYY)			
Passport Number			
Nationality			
Detailed Residential Address			
Percentage (%) of shares in the holding Company			
Name of Holding Company			

<p>Are you a PEP (Politically Exposed Person)? (Y/N)</p> <p>a) If yes, please specify Name:</p> <p>b) Position held:</p> <p>c) Period:</p> <p>d) Relationship / Association:</p>			
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Please copy & replicate the above table for multiple UBO's

I/We hereby declare that today, no single individual shareholder/partner holds 25% or more of the company's or group of companies' equity.

Required Supporting Documents (only if your company is registered in an offshore jurisdiction)

Please attach supporting documents to confirm the above mentioned information: Share Certificates / Registry Extract / Memorandum and Articles of Association / Confirmation from an Auditor Lawyer or Government Authority.

I/We hereby declare that the information provided is true and accurate and if such information changes, I/We will promptly notify DMCC compliance department in writing. I/We acknowledge that if any information provided by me/us is subsequently found to be untrue, inaccurate or misleading DMCC shall terminate / revoke my DMCC Tea Centre membership. I/We hereby authorize DMCCA to make any enquiries from any person or entity, it may deem necessary in connection with this declaration. I/We understand that DMCCA may decline my application without being required to provide any reason.

➤ Has your entity ever been subject to any disciplinary action (including those against shareholder, director, employees) for regulatory non-compliance / International sanction breach/ law violation / criminal proceedings by a government body or agency or any self-regulatory organization or other professional body? YES NO
 If yes, please specify the details: _____

SANCTION CLAUSE: I / we declare to be aware of all economic sanctions laws, anti-boycott laws and trade restrictions imposed by the US, UN and EU, as may be amended from time to time, and warrant to comply with them in all respects related to the performance of this membership.

GENERAL CONDITIONS: This form is an application for membership of the Tea Centre, nothing in its terms shall be deemed as an acceptance of membership by the DMCC Tea Centre. The DMCC Team Centre has the right to reject any application for membership, it in its absolute discretion. The DMCC Tea Centre has the right to revoke any membership in its absolute discretion without prior notice. The DMCC Tea Centre membership is not a license to transact business in Dubai and does not give a member any legal right to do so.

UNDERTAKINGS: We the undersigned do hereby agree to be liable for any all the transactions conducted by me/us and by my/our representative as member of the DMCC Tea Centre. We further confirm that the representative whose name is specified on the application shall be the sole representative acting on my/our behalf as a member of the DMCC Tea Centre. We agree to be bound by the policies and procedures of the DMCC Tea Centre, as may be from time to time. I/we further confirm that all information provided herein is true and accurate and undertake to update you with any changes in respect thereof. DMCC reserves the right to request any legal or financial status and business history of the prospective member (including, without limitation, its trade license), in form and substance satisfactory to DMCC

The person signing the document has all necessary authority to enter into the agreement for and on behalf of the applicant company.

Signature: _____

Name: _____ Designation: _____

Date: _____ Company Stamp: _____

Please attach as applicable (all documents must be in Arabic / English, otherwise requires legal translation)

- ❖ Company registration certificate / Valid Trade license.
- ❖ Latest, Certificate of incumbency / Letter of authorized signatory
- ❖ Valid passport copy of person signing DMCC Tea Centre Membership Application Form
- ❖ Proof of Address for signatory of DMCC Tea Centre Membership Application Form.
- ❖ Acceptable proof of address with complete physical address (Any one)
 - Utility Bill (not older than 6 months on the date of verification);
 - Valid Tenancy Contract or Lease Agreement (should not be expired as on the date of verification);
 - Bank Letter or Statement with bank stamp (not older than 6 months on the date of verification);
 - Government issued document-showing physical address. The document should have an expiry date and be valid / not expired as on the date of verification (for example Passport copy, Driving License, Ejari and the likes).
 - Should the address proof be in any other person's name, the "Proof of Address" should be accompanied with:
 - A residence confirmation letter from the person in whose name the "Proof of Address" exists;
 - Relationship with the person;
 - For Company / Employer furnished accommodation, the residence confirmation letter should be on Company Letterhead, signed & stamped.
 - Identification document (Passport copy) of the person in whose name "Proof of Address" exists.
