**Due Diligence Pre-Clearance Questionnaire**

盡責調查問卷

1. **Registered Name of trading entity**註冊交易名稱
2. **Registered Address of trading entity (no P.O. Box)**.註冊交易地址
3. **Entity registration number as in official entity register (please indicate country)**

註冊號碼（請註明國家）

1. **Members of the Board of Directors[[1]](#footnote-1)**董事會成員
2. **Date of incorporation AND date of commencement of business[[2]](#footnote-2)**成立日期和開始營業日期
3. **Professional memberships (e.g. LBMA, CGSE, Chambers of Commerce, etc.)**專業會員資格（如倫敦金銀市場協會，金銀業貿易場，商會等）
4. **Banking Institution(s) used (please include country)**交往銀行（國家）
5. **Multi-currency Accounts availability**是否多種貨幣的賬戶
6. **Preferred currency for trading**請註明交易時使用的貨幣
7. **Same day transfer capability to HSBC Hong Kong or UBS Switzerland**能否於即日轉賬到香港匯豐銀行或UBS瑞士

**Yes / No (prior experience: Yes / No )**

能/否（曾否用轉賬交易：有/否）

1. **Precious metal products required (please circle)**需要購買的貴重金屬產品（請圈出）

**Gold** / **Silver** / **Platinum** / **Palladium**

金/銀/鉑金/鈀金

1. **Which range of precious metals products required (please circle)**

 需要哪一種貴重金屬產品（請圈）

**Cast** / **Minted**

澆鑄金條/壓鑄金牌

1. **Daily / weekly / monthly offtake ability**

**每天/週/月**

Gold (cast): Kilo per day / week / month[[3]](#footnote-3)

澆鑄金條: \_\_\_\_\_\_\_\_\_\_\_公斤 每天/週/月

Gold (minted): pieces of 100g per day / week / month

壓鑄金牌:\_\_\_\_\_\_\_\_\_\_ 件(每100克) 每天/週/月

 pieces of 50g per day / week / month

\_\_\_\_\_\_\_\_\_\_件(每50克) 每天/週/月

 pieces of 20g per day / week / month

\_\_\_\_\_\_\_\_\_\_\_件(每20克) 每天/週/月

 pieces of 10g per day / week / month

\_\_\_\_\_\_\_\_\_\_\_件(每10克) 每天/週/月

 pieces of 5g per day / week / month

\_\_\_\_\_\_\_\_\_\_\_件(每5克) 每天/週/月

 pieces of 2g per day / week / month

\_\_\_\_\_\_\_\_\_\_\_件(每2克) 每天/週/月

 pieces of 1g per day / week / month

\_\_\_\_\_\_\_\_\_\_\_件(每1克) 每天/週/月

 pieces of China Gold Tael per day / week / month

\_\_\_\_\_\_\_\_\_\_件(中國足金兩 ) 每天/週/月

 pieces of Helvetia 1 ounce per day / week / month

\_\_\_\_\_\_\_\_\_\_\_\_件(1盎司海爾維金幣) 每天/週/月

 pieces of Helvetia 1/5 ounce per day / week / month

\_\_\_\_\_\_\_\_\_\_\_件(1/5盎司海爾維金幣)每天/週/月

Silver (cast): Kilo per day / week / month

澆鑄銀條:\_\_\_\_\_\_\_\_\_\_ 公斤 (每天/週/月)

Silver (minted): pieces of 5 ounce round-bar per day / week / month

壓鑄銀牌: \_\_\_\_\_\_\_\_\_\_\_\_件(5盎司銀幣) 每天/週/月

 pieces of 1 ounce round-bar per day / week / month

\_\_\_\_\_\_\_\_\_\_\_\_\_件(1盎司銀幣) 每天/週/月

 pieces of 100g per day / week / month

\_\_\_\_\_\_\_\_\_\_\_\_件(100克)每天/週/月

 pieces of 50g per day / week / month

\_\_\_\_\_\_\_\_\_\_\_\_件(50克)每天/週/月

Platinum (cast): Kilo per day / week / month

澆鑄鉑金條 公斤 每天/週/月

Platinum (minted): pieces of 100g per day / week / month

 pieces of 50g per day / week / month

壓鑄鉑金牌件 件(100克) 每天/週/月

 件(50克) 每天/週/月

Palladium (cast): Kilo per day / week / month

澆鑄鈀金條:\_\_\_\_\_\_\_\_\_\_\_ 公斤 每天/週/月

Palladium (minted): pieces of 100g per day / week / month

壓鑄鈀金牌: \_\_\_\_\_\_\_\_\_\_\_件(100克) 每天/週/月

 pieces of 50g per day / week / month

\_\_\_\_\_\_\_\_\_\_\_\_\_件(50克) 每天/週/月

1. **KINEGRAM Technology required for minted products**壓鑄產品是否需要KINEGRAM防偽標誌

Yes / No

是/否

1. **Anticipated date for commencement of trade relationship**

預期開始交易貿日期

1. **Delivery Addresses**

送貨地址

1. **Customer base**.

客戶群組

* 1. **Are you a wholesale vendor / reseller or are you a retail vendor with own high-street shop(s) (if retailer please indicate number of shops including franchise)**

你是批發銷售商/經銷商或你是擁有商鋪的零售供應商?（如果是零售商,請註明商店數量，包括特許經營權其下的商店）

Wholesale Vendor / Retail Vendor (no. of shops:\_\_\_\_\_)

批發銷售商 / 零售供應商（店鋪數量：\_\_\_\_\_）

* 1. **How many regular customers do you have (please circle)** 有多少固定顧客（請圈出）

0 – 10 / 11 – 20 / 21 – 30 / 31 – 40 / >40

* 1. **Current active in which countries (please circle)** 目前營業國家（請圈出）

China / Taiwan / Hong Kong / Macau / Malaysia / Thailand / Japan

Vietnam / Indonesia / Philippines / Singapore / Cambodia / Other:\_\_\_\_\_\_\_\_\_\_中國/ 台灣/ 香港/ 澳門/ 馬來西亞/ 泰國/ 日本

越南/ 印尼/ 菲律賓/ 新加坡/ 柬埔寨/ 其他：\_\_\_\_\_\_\_\_\_\_

* 1. **Expansion plans (broad strokes, including countries)**擴張計劃（宏觀計劃，請包括國家）
1. **Which other suppliers are currently used** 請註明目前在使用的其他供應商
2. **English speaking staff employed**

有聘用能說英語的員工嗎

**Yes / No**

有/無

1. Please include *de facto* directors, if any.請提供,實則董事名冊，。 [↑](#footnote-ref-1)
2. Please also include if the company has been purchased within the last 5 years 請註明過去5年內公司有否購買貴金屬. [↑](#footnote-ref-2)
3. Please delete as appropriate請刪去不適用 [↑](#footnote-ref-3)