



## Gold Purchase Procedures

### Purchase of Gold CIF by DKE Gold General Trading FZC

After receipt of the completed Client Information Sheet/Know Your Client (CIS/KYC), including all requested attachments, by downloading it from [CIS for Sellers.doc](#) together with all the documents in the Required Documentation section, and receipt of your Full or Soft Corporate Offer (FCO/SCO) stating quantity and discount based on Purity and LBMA price offered, we will proceed with the evaluation and if we find them of interest, we will then send you our Sales & Purchase Agreement (SPA) for review and approval.

Please see below the steps in further detail:

- Seller (Miner or Owner) sends to the Buyer, Eka Gold General Trading FZC, a Full or Soft Corporate Offer (FCO or SCO) as per the sample on our website: [FCO Sellers.doc](#)
  - Buyer reviews the FCO/SCO, and makes comments, if any, and if both Buyer and Seller agree on principle, then the Buyer asks the Seller to complete and return this CIS/KYC.
  - Seller completes and sends the CIS/KYC and if due diligence and compliance are cleared by the Buyer, then
  - Seller sends all required documentation for importing the gold, for the Buyer to perform his due diligence.
  - Buyer sends the Sales & Purchase Agreement (SPA) for review and approval, as per the verbiage sample found in the following link: [SPA Sellers.doc](#).
  - The buyer sends sample verbiage of the Proof of Funds (PoF) that must be issued by the Buyer's Bank.
  - The seller and his bank approve the sample verbiage of the PoF, and both parties sign the SPA.
  - Seller, after paying all export document processing, taxes, duties, freight & insurance costs, and other expenses imposed on or required up to delivery of the Gold Bars to the Nominated International Airport, notifies the Buyer three days before the date of transport with all the details of the shipment. Failure to do so would result in delays in Customs Clearance, smelting, weighing, and assaying, and the Buyer shall be held harmless and blameless.
  - Seller ships the gold in raw bars - any purity - or bullion bars - over 99.95% purity – (no nuggets or gold dust are allowed to enter Dubai Customs) to the Buyer's Nominated Airport in the name of the Buyer and Consignee, either the Buyer or G4S or Brinks, for the shipment to be cleared through Customs as cargo "believed to contain gold" and cargo will be transported by the Buyer or G4S or Brinks to the nominated Refinery or nominated Assayer where the smelting or refining, weighing and assay will take place.
- Buyer pays for Customs Clearance, Security Transport, Storage, Smelting or Refining, and Assay costs in the United Kingdom or any Nominated Airport and deducts all these expenses from the final price.
- Buyer assays the gold, and if not homogenous, also smelts it. If the bars are not homogeneous and need to be smelted, then for each 100 kg, it will take one additional business day prior to being able to do the assay. Any associated costs incurred for the transfer of the Gold Bars to the smelting facility, their smelting, and their return to the Bonded Warehouse shall be borne and paid by the Buyer on behalf of the Seller and shall be set off and deducted from the Final Commercial Invoice Price.
  - After smelting the Gold will be placed in sealed boxes and the Seller from that point on will not be able to touch the gold in case the seal has been tampered with, the smelting and weighing process will have to

be done again. The smelting and weighing can be done in the presence of the Seller or one (and only one) of his representatives if the Seller so requires

- Upon receipt of the refining results and/or the assay results from the Buyer's Nominated Refinery and/or Assayer, the Seller issues a Final Commercial Invoice, which must be signed by the Seller and the Buyer (or their authorized representatives) in the presence of one of the Buyer's Bank Officers certifying the amount on the invoice and that payment will be sent by swift within the next three banking days. The ownership of the gold automatically transfers to the Buyer, while the Seller has the security of payment within 3 Business Banking Days signed and confirmed by the Buyer's Bank Officer.
- In case any advance payment has been transferred or expenses paid, like turning the bars to a homogeneous form, from the Buyer to the Seller or on behalf of the Seller, this amount will be deducted from the amount owed as per the Final Commercial Invoice.