



MGGroep Logistics

Required Documents for Gold Mine Owners, Operators & Sellers

To ensure compliance with international trade, AML/KYC, FATF, LBMA Responsible Gold Guidance, and OECD Due Diligence, all gold mine owners, operators, and sellers must submit the following documents before any transaction or shipment with MGGroep.

1. Corporate & Legal Documents

Document	Purpose	Requirements
Certificate of Incorporation / Business Registration	Proof of legal entity	Issued by government authority. Must be current.
Chamber of Commerce / Mines Certificate	Confirms active mining business	Issued within last 6 months.
Tax Identification Number / VAT Certificate	Tax compliance verification	Official document from tax authority.
Articles of Association / Memorandum	Defines company structure & authority	Must show authorized signatories and mining scope.
Board Resolution	Authorization to sell gold	Signed by directors. Must specify quantity and MGGroep.

2. Licensing & Compliance Documents

Document	Purpose	Requirements
Mining License / Exploitation Permit	Legal right to mine gold	Issued by Ministry of Mines. Must include GPS coordinates, commodity 'Gold', and expiry date.
Environmental Permit / EIA Approval	Environmental compliance	Required for all mining operations.
Export License for Precious Metals	Required for cross-border shipments	Issued by Ministry of Trade/Mines. Specify destination and HS Code 7108.
LBMA Good Delivery Compliance / RMI / DMCC Certificate	Proof of responsible sourcing	For refineries/smelters. For mines: OECD Annex II due diligence report.
OECD Due Diligence Report - Annex II Risks	Conflict minerals compliance	Must address risks: conflict financing, human rights, bribery. Updated annually.
AML / KYC Policy Statement	Anti-Money Laundering compliance	Signed on letterhead. Must reference FATF Recommendation 12.

3. Product & Transaction Documents

Document	Purpose	Requirements
Certificate of Origin	Declares country/region of mining	Chamber of Commerce stamped. Must exclude CAHRA zones unless OECD compliant.
Assay Report / Certificate of Analysis	Confirms purity & weight	From LBMA-accredited or ISO 17025 lab. Au purity %, max 30 days old.
Proof of Product (POP)	Product availability confirmation	Mine site photos with GPS/date stamp, or vault statement.
SKR - Safe Keeping Receipt	For gold in secure vault	Issued by recognized vault: Brinks, Loomis, Malca-Amit, Ferrari. Verifiable.
Chain of Custody Documentation	Traceability from mine to export	Per OECD Step 3. Required for LBMA compliance.
Commercial Invoice & Packing List	Customs clearance	With HS Code 7108.12 for unwrought gold. Net/Gross weight. Signed & stamped.

Document	Purpose	Requirements
Air Waybill Draft / FCR	Shipment details	For air cargo. Forwarder Certificate of Receipt if applicable.

4. Identity & Authorization

Document	Purpose	Requirements
Passport Copies of Directors/Beneficial Owners	KYC identity check	Color copy, notarized. All UBOs with >25% ownership.
Proof of Address - Company & Directors	KYC requirement	Utility bill or bank statement < 3 months old.
Power of Attorney	If representative is not director	Notarized & apostilled. Must specify scope: sell/transport gold.
Letter of Authorization on Letterhead	Allows MGGroep to handle cargo	Signed & stamped. Must name MGGroep Logistics explicitly.

Important: All documents must be in English or with certified English translation. Documents must be submitted as color PDF scans. MGGroep reserves the right to request additional documents based on jurisdiction, mine location, and risk assessment per FATF Recommendation 12 and LBMA Responsible Gold Guidance.

APPENDIX A: FATF & OECD COMPLIANCE DECLARATION

This declaration must be completed and signed by the authorized representative of the mining/selling entity.

We, [Company Name], registration number [Number], with registered address [Address], and mining license number [License No], hereby declare and confirm the following:

- SOURCE OF GOLD:** We confirm that all gold offered for sale or transport through MGGroep Logistics is legally mined from our licensed concession at GPS coordinates [Coordinates], free from any lien, and is not derived from or related to any illegal activity, including money laundering, terrorist financing, conflict financing, child labor, or human rights abuses.
- OECD DUE DILIGENCE:** We adhere to the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals. We have conducted risk assessment for Annex II risks and confirm no direct or indirect support to non-state armed groups. Our supply chain is conflict-free.
- SANCTIONS COMPLIANCE:** We confirm that neither the company, its directors, shareholders, beneficial owners, nor any party to this transaction is listed on any sanctions list issued by UN, EU, OFAC, or other relevant authorities.
- ENVIRONMENTAL & LABOR:** Our mining operations comply with national environmental laws and ILO labor standards. No mercury use without proper permits.
- ANTI-BRIBERY:** No part of this transaction involves any form of bribery, kickback, or facilitation payment.
- ACCURACY:** All documents and information provided to MGGroep are true, accurate, and complete. Assay reports reflect actual product.
- AUDIT RIGHTS:** We grant MGGroep and LBMA auditors the right to audit our mine site and records related to this transaction.

We acknowledge that MGGroep will file Suspicious Transaction Reports if required by law.

Authorized Signatory: _____

Name & Title: _____

Date: _____

Company Stamp: _____

APPENDIX B: DRAFT TRANSPORTATION AGREEMENT - KEY TERMS

This is a template of key clauses for precious metals. Final agreement subject to MGGroep legal review.

1. **PARTIES:** This Transportation Agreement is between MGGroep Logistics B.V. ("Carrier") and [Client Name] ("Shipper").
2. **SCOPE:** Carrier agrees to transport gold bullion/doré as described in the Commercial Invoice from [Origin] to [Destination] under Incoterms [INCOTERM].
3. **SHIPPER RESPONSIBILITIES:**
 - a) Provide all documents listed in MGGroep Document Requirements including valid Export License.
 - b) Ensure gold is properly packed in sealed, tamper-evident containers with unique seal numbers.
 - c) Declare accurate weight and purity. Discrepancy >0.5% may result in rejection.
 - d) Declare full value for insurance. Undeclared value limits liability.
4. **CARRIER RESPONSIBILITIES:**
 - a) Provide armored, GPS-tracked, and fully insured transport per LBMA security standards.
 - b) Maintain chain of custody with seal log and dual-custody protocols.
 - c) Handle customs clearance and assay verification at destination if agreed.
 - d) Deliver only against authorized signature, ID verification, and seal integrity check.
5. **INSURANCE & LIABILITY:** Cargo is insured for declared value under Carrier's All-Risk precious metals policy. Liability limited per Montreal Convention unless additional insurance purchased. Shipper must declare if value exceeds EUR 1,000,000.
6. **CONFIDENTIALITY:** All shipment details including routing and timing are strictly confidential and classified.
7. **COMPLIANCE:** Shipper warrants compliance with all AML, KYC, FATF, LBMA, and export control laws. Shipper confirms gold is not from CAHRA unless OECD compliant. Breach results in immediate termination and reporting to FIU.
8. **FORCE MAJEURE:** Carrier not liable for delays due to war, strikes, government action, or acts of nature.
9. **GOVERNING LAW:** This agreement is governed by the laws of The Netherlands. Disputes subject to arbitration in Utrecht under LBMA Arbitration Rules.
10. **TERM:** Valid for shipment [AWB No]. Separate agreement required for each consignment.

Shipper Signature: _____ Date: _____

MGGroep Signature: _____ Date: _____

Contact: compliance@mnggroep.org | www.mnggroep.org