

**High-valued Goods Onboarding Questionnaire**

**Appendix A: Questionnaire**

| **Ref** | **Required Information** | **Response** |
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| 1 | **Understanding your business** |  |
| 1.1 | *Please provide a copy of your Responsible Sourcing Protocol (or equivalent document).* |  |
| 1.2 | *Do you buy/sell gold or rough diamonds?**If yes, do you keep as per national relevant legal requirements, or (if not set) at least for a period of three years, the daily buying, selling or exporting records listing the names of suppliers and/or buyers, their license number and the amount and value of diamonds sold, exported or purchased?* |  |
| 1.3 | *Do all rough diamond imports and exports made have a Kimberley Process Certificate? If so, please provide.* |  |
| 1.4 | *Does your business source rough diamonds which originate in countries that are not members of the KP; or have not duly implemented and/or enforced the KPCS regulations prohibiting the trade in conflict diamonds?* |  |
| 1.5 | *If polished diamonds or jewelry are being purchased from other sources (e.g. from private individuals, the secondary market or auction houses), does your business carry out the necessary due diligence to confirm that the goods purchased are in compliance with the System of Warranties regulations?* |  |
| 1.6 | *How does your business ensure that all company employees who buy or sell diamonds within the diamond trade are well informed regarding government regulations prohibiting the trade in conflict diamonds?* |  |
| 1.7 | *Does your business make World Diamond Council (“WDC”) System of Warranty (“SoW”) statements on all its invoices and memos?* |  |
| 1.8 | *What part of the jewelry supply chain are you engaged in? (i.e. Dealers; retailer; wholesaler etc)* |  |
| 1.9 | *[For Dealers in precious metals and stones only]: Please confirm whether you have the required license to deal in precious metals and stones.* |  |
| 2 | **Supporting information** |  |
| 2.1 | *Please provide a copy of your most up-to-date AML policy.* |  |
| 2.2 | *Please outline your internal procedure for reporting suspicious activity to the relevant authorities, and provide any corresponding policy or procedure where these steps are documented* |  |
| 2.3 | *Please provide a comprehensive list of countries where all your suppliers are based.* |  |
| 2.4 | *Please provide a list of countries where you expect to send payments to, using your Airwallex account.* |  |
| 2.5 | *Please provide an estimation of how much money you expect to receive per month/year via an AWX account;* *OR* *How much revenue do you expect to generate per month/year via an AWX account?* |  |
| 2.6 | *Please provide examples of 3 invoices issued to you by your suppliers in the last 3 months.* |  |
| 2.7 | *Please provide a comprehensive list of countries where all your customers are based.* |  |
| 2.8 | *Please provide a list of countries where you expect to receive payments from, using your Airwallex account.* |  |

| Completed by:  | Approved by Company Director:  |
| --- | --- |
| Designation:   | Designation:  |