ACCOUNT OPENING  
REQUIREMENTS

The Ophir Refinery Corporate management hereby acknowledging potential customers who are interested in having access to our wide range of services and products must open an account with us. All requirements are as follows:

10.

OPHIR REFINERY Grievance and Whistleblowing Policy **DOWNLOAD PDF**

09.

OPHIR REFINERY duly Completed Account Opening Form   
**DOWNLOAD PDF**

07.

OPHIR REFINERY Supply ChainQuestionnaires **DOWNLOAD PDF**

06.

Authorization Letter-   
  
for the people who are authorized by the company to communicate with the refinery for any services or to give instructions of pick up/delivery of metals or other minerals. (see attached draft to be printed on your company letterhead

05.

Latest Utility Bill or Tenancy Contract of the following:  
a. Registered Address (as per the license)  
b. Office/Principal Address (primary address where the business activity is performed)  
c. Each beneficial owners/directors/signatories of the company

04.

Board Resolution-

stating the intention to open an account and its purpose, with information of the person who will operate the account.

03.

Passport Copy of the following:  
a. Beneficial Owners/Shareholders  
b. Authorized Signatory/ies  
c. Person/s who will operate the account

01.

Company Registration Documents  
a. Memorandum of Association (including amendments, if any)  
b. Article of Incorporation  
c. Business Registration Certificate  
d. Certificate of Incorporation/Share Certificate

02.

Valid Trade License

Minimum of 3 months before expiration

08.

OPHIR REFINERY duly Completed Supply Chain Policy **DOWNLOAD PDF**

11.

UNDERTAKINGS

OECD Due Diligence Guidance RLC Code practice LBMA Gold Guidance  
Chains of Minerals from **DOWNLOAD PDF DOWNLOAD PDF**  
Conflict-Affected and High-Risk Areas  
**DOWNLOAD PDF**

13.

Kindly send the scanned copies of the required documents to [support@ophirrefinery.com](mailto:support@ophirrefinery.com) for initial assessment.

12.

VAT REGISTRATION CERTIFICATE/TRN NUMBER

**Important Information:**

We only accept documents in English.

The list above are basic minimum requirements,   
we may request for additional supporting documents   
if deemed necessary during the account opening procedure

Please be informed that documents and information including   
the company, shareholders, beneficial owners, and person/s   
who will operate the account are processed and checked against   
the World-Check database and other third-party due diligence  
software and service providers as part of our compliance procedure.

For further assistance and clarification, please contact the   
Compliance Department by phone at **+231555239229** or  
by email at [**support@ophirrefinery.com**](mailto:support@ophirrefinery.com)

All client's information will remain confidential and not to disclose it to anyone.

OPHIR REFINERY should acknowledge the recipient of all account opening document and reserve the right to accept or reject the application without disclosing the reasons.

**OPHIR Jewelry** service is a pride to us and our customers worldwide. Ophir Jewelry Service manufactures and markets both hand-made and machine-made jewelry in gold, diamond, silver and other previous minerals and stones. We manufacture indigenous 18kt, 22kt and 24kt gold jewelry valuing our Liberian style and designs to promote and market Liberia rich gold in the Nation cultural art of craft designs to the world at large.  
  
All our products are genuine and can meet up with international standards.

**OPHIR MANAGEMENT**

Henry Qualah, CEO  
Juliet Keam, CFO  
Sekou Kanneh, COO  
Anthony Davids, Head of Security  
Bendu Johnson, Head of Sales  
Amaray Swaray, Head of Production