



# MyKYCBank FAQ for Belgian Diamond Traders

Version 04/09/2019

## 1. Tips for optimal use of MyKYCBank

### 1. Browser

The (registration for the) platform works best through the Google Chrome browser. It is recommended to use this browser when you are accessing the platform and completing your registration. If older versions of Internet Explorer are used, there may be practical issues.

### 2. Contact

MyKYCBank has a helpdesk which you can get in touch with to address your questions to. You can contact them at [support@mykycbank.com](mailto:support@mykycbank.com).

AWDC also has a contact point for MyKYCBank related questions which are specific for Belgian diamond traders, which you can contact at [support.mykycbank@awdc.be](mailto:support.mykycbank@awdc.be).

### 3. Uploaded documents

Please note that all documents which you upload in the database, will be part of your KYC file after approval of your profile. This means that all documents which you upload as supporting documents for proof of address, passport copies, bank statements/banker's certificates etc. will be included in your KYC documents, and will be visible to connecting parties if you give them permission to get access to your full KYC file. Thus, make sure not to upload sensitive or confidential documents, or blur parts containing sensitive information (e.g. blur transaction details mentioned on your bank statement) before you upload these documents on the platform.

## 2. Registration

### 1. I have to select my Trade Body. What is this?

MyKYCBank expects all Belgian traders to indicate that they fall under the Antwerp World Diamond Centre as the trade body for the Belgian diamond sector. Normally, once you select 'Belgium' as your country in the first registration page, the Antwerp World Diamond Centre will automatically be suggested as the appropriate trade body in the drop-down menu. Select AWDC as your trade body here.

### 2. I have to fill in my "Trade Body Membership No". Where can I find this?

By your Trade Body Membership No., MyKYCBank refers to the registration number you received through the FPS Economy when your company was registered as a diamond

trader. You can find this number by going to [www.registereddiamondcompanies.be](http://www.registereddiamondcompanies.be) and typing in your company name in the search engine.

**3. I have to fill in the Company formation date. My company was established years ago. Do I have to click on the left arrow to go back in time until I find the correct date?**

No. Once you click in the field to fill in your company formation date, you will get a miniature agenda in which you have to select the year. You can click on the year, and you will get a drop-down menu in which you can select the year when your company was established. As such, it will be easier to indicate the correct date.

**4. I have to fill in a self-declaration relating to my company's ownership. There are two options: an automatically generated one and a Word document. Which one should I use?**

The self-generated self-declaration includes the information entered in the Ownership section in the registration pages. It cannot be customized. This can be used for companies' which shareholding structure is very simple, or in case there are no multiple shareholders with less than 10% shareholding. In the note section, any contingent comments (e.g. information that was not added in the Ownership section, but however relevant to it) can be added.

The Word version of the self-declaration is customizable and is suggested to be used for companies where there are holdings of less than 10%.

***Note that, even though shareholders of less than 10% do not have to be filled in in the fields of the Ownership section, information on their shareholding does need to be provided in the self-declaration.*** In the self-declaration, it ***should be clear how the total 100% of the company's shares are divided***. However, for shareholders of 10% and less, no passport copies or address details need to be provided.

The self-declaration should be signed by those who are mentioned in the form and who are entitled to sign on behalf of the company.

### 3. Uploading supporting documents

**1. I have to upload an FPS certificate / registration extract as proof of my registration as a diamond trader. Which document is referred to?**

You can just search your company through the search engine of [www.registereddiamondcompanies.be](http://www.registereddiamondcompanies.be). On the right side of the result page with your company details, you will see a button 'Print'. You will then get an extract from the proof of registration of the website, which you can save and upload to the MyKYCBank database. (See Attachment 1 to this FAQ)

## **2. I have to upload a KBO extract as proof of incorporation. Which document should I upload?**

You can go to KBO Public Search database (you can type this in your Google search engine). If you click on the link to the database, you can search your company through different options (by searching on your company number, company name etc.). As a result page, you will get an overview where your company details are mentioned, the date of establishment of the company, names of the directors etc.

Make sure you get the English version of this page. In the top left corner, you can select the language in which the page is displayed. Click on 'en' to get the English page. You can print this English page and upload it to MyKYCBank. (See Attachment 2 to this FAQ)

## **3. I have to upload a proof of address and want to upload a utility bill. What do I need to take into account?**

MyKYCBank is strict on that the address mentioned on your utility bill should be exactly the same as the one which you filled in under company information at the registration pages. Even if there are slight differences, there is a risk that documents get rejected.

The utility bill has to be a recent one, of maximum two months old. If the document is older than that, there is a risk that the document gets rejected.

Make sure not to upload any sensitive or confidential invoice as proof of address, as this document will become part of your KYC file on the platform as well. That means that this document will be visible to your connections on the platform, if you give them permission to have access to your full KYC file.

## **4. I have to upload a bank statement or a banker's certificate. Which information should these documents contain?**

The bank statement should contain your company name, account number, company address, bank logo and statement period. You can also ask for a banker's certificate (a declaration by your bank) containing the same information.

The bank statement or banker's certificate has to be a recent one, of maximum two months old. If the document is older than that, there is a risk that the document gets rejected.

Note that all documents which you upload, will become part of your KYC file on the platform, so whatever you upload as supporting document, will also be visible to your connections if you give them permission to access your full KYC information. Make sure not to have any sensitive or confidential information (e.g. transaction details) mentioned on the documents when you upload them. You should blur the sensitive information on the documents that you upload, for example blur the transaction details on the bank statement which you wish to upload as proof of bank account.

## 4. Validation of documents

### 1. I have filled in everything in MyKYCBank and uploaded the supporting documents. When can I come to AWDC to have my documents validated?

Once you have uploaded everything into the system, the back-end of MyKYCBank will first check all the information which you have registered and uploaded. It is possible that certain information is unclear to them or that they will ask you to provide more information or other supporting documents. They will get in touch with you should that be the case.

If they have checked everything and approved on their end, you will receive a notification from MyKYCBank that everything has been approved. You will receive a Pdf file containing all information that has been submitted as well as the supporting documents which have been uploaded. You will have to print this document and make an appointment with AWDC to have all documents validated.

That means that you will have to bring the signed and stamped Pdf file, the originals of **all** the documents that you uploaded in the system (e.g. original passports and IDs need to be brought, or else an apostilled copy needs to be presented), as well as a signed and stamped copy of your coordinated statutes/articles of association/bylaws.

When all original documents have been checked against the uploaded copies by AWDC, you will get a final approved profile on the platform.

You can schedule an appointment for validation through [support.mykycbank@awdc.be](mailto:support.mykycbank@awdc.be) / 03 222 05 06 or 03 222 05 55.

## Attachment 1: Example FPS certificate/registration extract

Search Results

30-07-2018 11:00:09

Every diamond trader based in Belgium needs to have a registration number with the Licensing Service of the Federal Public Service Economy in Antwerp. According to the Royal Decree of April 30, 2004, one should register as a diamond trader when conducting a commercial activity with regard to diamonds as main occupation or on the side (including producers using diamonds when manufacturing equipment), except if one is exclusively dealing with insurance and/or financing of the diamond trade.

The Federal Public Service Economy is the competent federal government authority in Belgium for several regulatory and monitoring aspects related to the supervision of the diamond trade in Belgium.

To identify Belgian clients (or suppliers when the payment was made in cash) according to the Belgian Anti-money legislation of October 7 2013, the identification is considered sufficient by the Licensing Service of the Federal Public Service Economy when an outprint is made via the website [www.registereddiamondcompanies.be](http://www.registereddiamondcompanies.be)

Hereby can be confirmed that the following company is a diamond trader, officially registered with the Federal Public Service of Economy :

Antwerp World Diamond Centre

Registration number: 10168

Address: Hoveniersstraat 22

Zip / postal code: 2018

Location: Antwerpen

Vat number: 0-885-969-987

Commercial name:

Statute: -

If the displayed information is not entirely up-to-date, please contact F.P.S. Economy to provide them with the correct information via 02/277.99.24 or [Daniel.daeyaert@economie.fgov.be](mailto:Daniel.daeyaert@economie.fgov.be).

## Attachment 2: KBO Extract

14-2-2019

Registered entity data | CBE Public Search

[nl](#) [fr](#) [de](#) [en](#)

Other official information and services: [www.belgium.be](http://www.belgium.be)

[Home](#) | [New](#) | [Info Public Search](#) | [Info CBE](#) | [Disclaimer](#) | [Contact](#)

<a href="#">New search by number</a>	<a href="#">New search by name</a>	<a href="#">New search by activity</a>	<a href="#">New search by authorisation</a>	<a href="#">New search by address</a>	
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### Registered entity data

#### In general

Enterprise number:	0885.969.987
Status:	<b>Active</b>
Legal situation:	<b>Normal situation</b>
Start date:	Since December 22, 2006
Legal name:	December 22, 2006
Abbreviation:	ANTWERP WORLD DIAMOND CENTRE
Head office's address:	Denomination in Dutch, since December 22, 2006
Phone number:	AWDC
Fax:	Denomination in Dutch, since December 22, 2006
Email address:	Hoveniersstraat 22
Web Address:	2018 Antwerpen
Entity type:	Since December 22, 2006
Legal form:	No data included in CBE.
Number of establishment units (EU):	No data included in CBE.
	No data included in CBE.
	No data included in CBE.
	Legal person
	Private foundation
	Since December 22, 2006
	<b>1</b> <a href="#">Information and activities for each establishment unit</a>

#### Legal functions

There are 13 legal functions for this entity. [Hide the legal functions.](#)

General agent	<a href="#">0818.510.447</a>	Since January 1, 2011
Board member	Claes , Jacques	Since June 7, 2018
Board member	Kothari , Rajiv	Since June 27, 2016
Board member	Lakhani , Vimal	Since June 27, 2016
Board member	Mehta , Samir	Since June 16, 2010
Board member	Nazielski , Michel	Since June 7, 2018
Board member	Parikh , Nishit	Since June 27, 2016
Board member	Pluczenik , Chaim	Since June 7, 2018
Board member	Reijnaers , Martine	Since October 18, 2018
Board member	Shah , Chetankumar	Since June 27, 2016
Board member	Van Strydonck , Jean-Louis	Since June 7, 2018
Board member	Weisz , Jacques	Since June 13, 2012
Permanent representative legal person	Epstein , Ari ( <a href="#">0818.510.447</a> )	Since January 1, 2011

#### Proof of professional skills and basic knowledge of enterprise governance

No data included in CBE.

#### Characteristics

Employer National Social Security Office

Since August 1, 2007

Subject to VAT

Since August 1, 2007

#### Licences

Registered diamond dealer

Since January 7, 2008