

# TRIMORO CO., LTD.

211/11-14 NONSI ROAD, CHONG NONSI, YANNAWA, BANGKOK 10120 THAILAND

TEL : (662) 295.30.78, 295.29.43, 681.30.15 FAX : (662) 295.30.79 Email : [office@trimoro.com](mailto:office@trimoro.com)

## Know Your Customer (KYC) Policy

### 1. Purpose & Scope

Trimoro is committed to ethical business practices and compliance with the **Responsible Jewellery Council (RJC) Code of Practices (COP)**. This Know Your Customer (KYC) policy establishes due diligence procedures to prevent illegal activities such as money laundering, terrorism financing, and the trade of conflict minerals.

This policy applies to all customers, suppliers, and business partners engaging with Trimoro.

### 2. Customer Due Diligence (CDD)

Trimoro shall conduct due diligence before establishing a business relationship and on an ongoing basis. This includes:

#### 2.1 Identification & Verification

- Collect official identification documents (passport, national ID, or business registration).
- Verify beneficial ownership and control of corporate customers.
- Confirm the nature and purpose of the business relationship.

#### 2.2 Risk Assessment

- Assess the risk level of each customer based on geographic location, transaction type, and business activity.
- Conduct enhanced due diligence (EDD) for high-risk customers, such as those operating in high-risk jurisdictions or dealing with high-value transactions.

### 3. Transaction Monitoring

- Monitor transactions for unusual activity, including large cash payments or inconsistent buying patterns.
- Report suspicious transactions in compliance with applicable anti-money laundering (AML) laws.

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## 4. Record-Keeping

- Maintain KYC records (identification, due diligence, and transaction data) for at least **five years** after the business relationship ends.

## 5. Compliance & Reporting

- Appoint a **Compliance Officer** responsible for implementing this policy.
- Ensure all employees handling transactions are trained in KYC and AML requirements.
- Report suspicious activity to relevant authorities in compliance with Thai and international laws.

## 6. Review & Updates

This policy shall be reviewed annually and updated in line with RJC standards and regulatory changes.



Vincent Livet

