



APPLICATION PROCEDURE

Of considering applications submitted by companies-buyers for purchase of polished diamonds from DIAMONDS ALROSA, division of ALROSA Company, and making decision on their entering in the list of potential buyers (partners) of the division.

Documents to be submitted by Potential Buyers (Partners) for Pre-qualification

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1

**ALROSA DIAMONDS CLIENT
REGISTRATION DATA**



2

**CONSENT TO PERSONAL DATA
PROCESSING**

**Contact Details for
Submitting Applications
and Documents.**

Rebecca Foerster

Alrosa USA | 580 5th Avenue, New York, NY
+1 212 921-4300

FoersterR@usa.alrosa.ru

For full application procedure please continue to read below



1. General Provisions

- 1.1. Applications of the companies-buyers for the purchase of polished diamonds from DIAMONDS ALROSA are sent to the Director of the division in free-form letters of introduction.
- 1.2. Letters of the companies-buyers must be registered in the division and, with the resolution of the General Director, must be forwarded to the market conjuncture and production committee of the division for consideration, collection of the necessary documents about the company and preparing a decision on entering or not entering the company in the list of potential buyers (partners) of the division (hereinafter referred to as the pre-qualification).
- 1.3. The list of members of the market conjuncture and production committee is approved by order of the Director of DIAMONDS ALROSA.
- 1.4. Legal entities and individual entrepreneurs registered under the legislation of the Russian Federation, located on the territory of the Russian Federation, holding certificates of special purpose registration issued by the territorial inspections of assay supervision, and, pursuant to the legislation of the Russian Federation, entitled to deal in precious stones, are deemed the companies-buyers of the internal market of the Russian Federation.
- 1.5. Legal entities and individual entrepreneurs established and registered under the legislation of a foreign state and located outside the Russian Federation, appertaining to the participant-state of the Kimberley Process and, pursuant to the legislation of these states, entitled to deal in precious stones, are deemed the companies-buyers of the external market of the Russian Federation.



2. Requirements to Potential Buyers (Partners)

- Potential buyers (partners) must comply with the following requirements:
- transparency and availability of the information about potential buyers (partners) and their activities, including:
 - transparency of the corporate management structure, availability of the information about shareholders, management bodies;
 - reliability, financial stability, due performance of duties and obligations, operation in keeping with the rules of corporate responsibility for complying with the accepted standards;
 - reliable business reputation of the company and its management on the market;
 - no reorganization, liquidation or bankruptcy procedures pending against the company or the grounds therefor;
 - activity of the company is not suspended in compliance with the procedure stipulated by the Code of Administrative Offences of the Russian Federation or legislation of other states;
 - no violation of civil, tax, customs or other legislation recognized by the market conjuncture and production committee as substantial.

3. Documents to be Submitted by Potential Buyers (Partners) for Pre-qualification

Potential buyers (partners) of the internal market of the Russian Federation submit the following documents to the market conjuncture and production committee:

- [ALROSA DIAMONDS Clients Registration Data](#)
- [Consent to personal data processing](#)
- certificate of registration in the Unified State Register of Legal Entities of the Russian Federation, extract from the register, the extract not to be more than 1 (one) month old;
- constitutional documents;
- Articles of Association, Memorandum of Association;
- certificate of registration with tax authorities at location;
- certificate of special purpose registration issued by the State Inspectorate for Assay Control under the Russian State Assay Chamber;
- bank statements of accounts issued by banks–residents;
- power of attorney for the persons authorized to carry on negotiations on behalf of a company–potential buyer.



Potential buyers (partners) of the external market of the Russian Federation submit the following documents to the market conjuncture and production committee:

- [ALROSA DIAMONDS Clients Registration Data](#)
- Reference from your bank, not more than 1 (one) month old
- [Consent to personal data processing](#)
- Where appropriate, potential buyers (partners) must notify DIAMONDS ALROSA about all the changes in the submitted documents within 7 (seven) calendar days from the day of change

3.1. When examining applications of potential buyers (partners), the market conjuncture and production committee considers the relationship history of the company and ALROSA Company. If the company is already a customer of the USO of ALROSA branch and passed the relevant inspections, the company can be entered in the list of potential buyers (partners) after the appropriate confirmation is obtained from the USO of ALROSA branch.

4. Requirements to the Form of Submitting the Documents

- 4.1. Potential buyers (partners) of the internal market of the Russian Federation submit original documents signed by the company head and chief accountant.
- 4.2. Potential buyers of the external market of the Russian Federation may submit the documents signed by the company head by fax or e-mail.
- 4.3. By virtue of the decision passed by the market conjuncture and production committee, notarized documents can be requested if necessary (there are doubts as to the authenticity and reliability of the documents submitted, the company-buyer is little known on the market).



5. Procedure of Considering Applications

- 5.1. The Sales Department of DIAMONDS ALROSA keeps record of submitted applications and prepares materials for the market conjuncture and production committee.
- 5.2. The market conjuncture and production committee considers applications received from the companies-buyers and submitted documents within 30 (thirty) calendar days upon submission of all the requisite documents to the committee.
- 5.3. When applications of the companies-buyers and submitted documents are being considered, their conformity to requirements (sufficiency of submitted documents and information, compliance with the form of submitting the documents, etc.) is assessed.
- 5.4. In case errors are found in the submitted documents, the company-potential buyer (partner) is proposed to correct them and the term for consideration of applications is extended for 15 (fifteen) calendar days. If no corrections are made within the specified term, application of the company will not be considered.
- 5.5. The market conjuncture and production committee has the right to request the companies-participants of pre-qualification to submit additional information and documentation in case of ambiguities in the information regarding the company's activity.
- 5.6. On the results of consideration of applications submitted by the companies-potential buyers (partners), the committee makes a decision on entering or not entering the company in the list of potential buyers (partners) of DIAMONDS ALROSA.
- 5.7. The result of consideration of applications by the market conjuncture and production committee is registered in the form of the minutes approved by the Director of DIAMONDS ALROSA.
- 5.8. No claims are considered or accepted from the participants of pre-qualification upon approval of the minutes by the Director.



6. Grounds for Refusal of Entering the Company in the List of Potential Buyers (Partners)

- 6.1. Failure to submit documents or information stipulated hereby.
- 6.2. Submission of forged documents or deliberately misleading information.
- 6.3. USO of ALROSA branch or other ALROSA's divisions refused to enter the company in the list of potential buyers.

7. Procedure of Inviting Buyers to Participate in Trading Sessions of DIAMONDS ALROSA

- 7.1. The companies that passed pre-qualification are entered in the list of potential buyers (partners) of DIAMONDS ALROSA.

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