

**Commercial Member**

**Update in membership details from original application**

1. If you have any changes or updates in your membership details, please complete the relevant sections in the table below.

|  |  |
| --- | --- |
| Name of member company on original application |  |
| **New** name of member company (if applicable) |  |
| Membership forum on original application |  |
| **New** membership forum of member (if applicable) |  |

|  |  |
| --- | --- |
| **New** Address (If applicable): | **New** Postcode:  |
| **New** Website:  |
| **New** Tel:  |

|  |  |
| --- | --- |
| Annual Relevant Sales (ARS) given for last invoice: |  |
| **New** Annual Relevant Sales (ARS) if changed: |  |

**CONTACT DETAILS**

1. If the details of the main contact have changed, please fill in new details below:

|  |  |
| --- | --- |
| **Contact name:**  | **Job title:** |
| **Email:** | **Tel:** |
| **Website:** | **Mobile:** |

|  |  |
| --- | --- |
| **Contact name:**  | **Job title:** |
| **Email:** | **Tel:** |
| **Website:** | **Mobile:** |

**CERTIFICATION SCOPE DETAILS**

1. If you have had any changes to the entities that are owned by or under the member’s control, please complete the section below.

The information in this section assists the RJC to understand which entities are covered within your membership scope. This also allows us to ensure that your company and all its referenced entities receive access to RJC member benefits including training on the certification system.

* Please list the individual premises, facilities or entities that are owned by or under your member company’s control and which actively contribute to the jewellery and watch supply chain of the materials currently within the scope of the RJC Code of Practices (COP), namely diamonds, coloured gemstones (rubies, sapphires and emeralds) gold, platinum group metals and silver. Individual stores under chain retail businesses may be grouped.
* For each business or entity, please indicate the country where it is located, their business activity, No. of employees and all materials used (in and out of scope).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of facility, business or entity** | **City & Country** | **Supply chain category/business activity** | **No. of Employees** | **Materials** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

If more space is needed to complete this section, please continue on a separate attachment.

**DIRECTORS & ULTIMATE BENEFICIAL OWNERS**

1. Please enter the details for all Directors and Ultimate Beneficial Owners that own 20% or more shares of the new entities.

|  |  |
| --- | --- |
| **Contact name:**  | **Job title:** |
| **DOB:** | **Email:** |

|  |  |
| --- | --- |
| **Contact name:**  | **Job title:** |
| **DOB:** | **Email:** |

|  |  |
| --- | --- |
| **Contact name:**  | **Job title:** |
| **DOB:** | **Email:** |

|  |  |
| --- | --- |
| **Contact name:**  | **Job title:** |
| **DOB:** | **Email:** |

**If the member company is part of a group structure, please attach a group structure chart (company organogram)**

**Please provide the following documents in English. The RJC cannot process your change request without the required documents.**

1. Certificate of Business Registration/Incorporation
2. Articles of Memorandum, By Laws, Partnership Deed (Whichever is applicable)
3. Official Government ID of all directors and ultimate beneficial owners (expiry date no later than 6 months)
4. Company Tax Numbers
5. Any national or state licences to mine or trade and/or to export or import precious stones or precious metals. (If applicable)

**4. Declaration**

I declare that to the best of my knowledge and belief the information provided is complete, accurate and up to date.

I confirm that I have provided all the applicable documents in English.

Signed: Name:

Position: Date: