



RESPONSIBLE  
JEWELLERY  
COUNCIL

MEMBERSHIP  
APPLICATION  
REQUIRED DOCUMENTS

October 2024

# Instructions

To speed up the processing of your application, please:

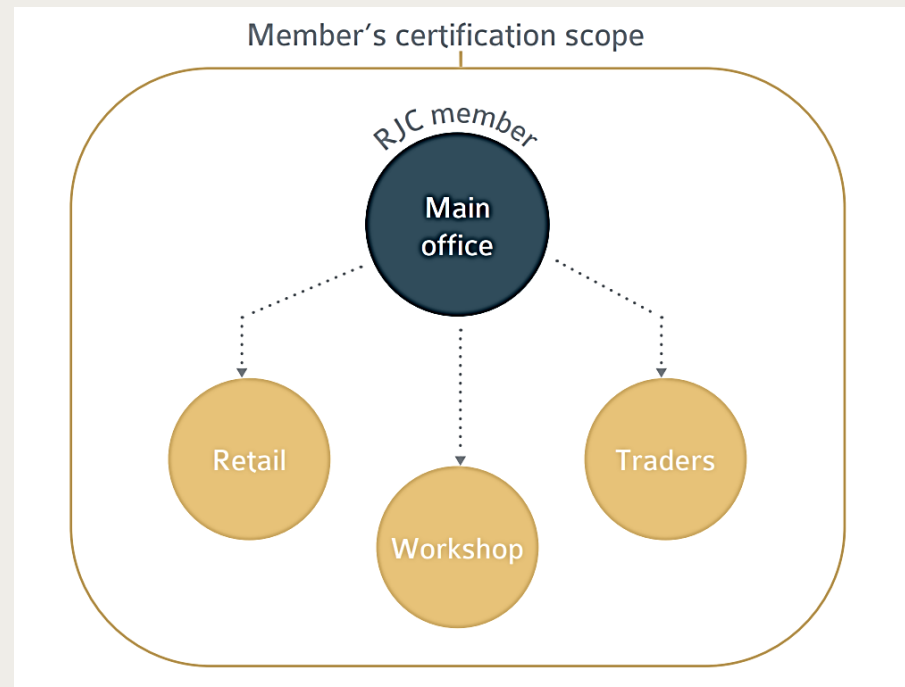
- submit all required documents listed in the checklist below;
- in each document, highlight all **company names**, **director names**, **company tax numbers**, **names** and ownership **percentages** of **shareholders** owning 20% and above;
- **name** each document clearly, in English, for example “Entity Name – Business Registration Doc”.

## Checklist Legend

	Required Document	✓
<b>Must include</b>	Key information which must be present on the document	✓
<b>Must include</b>	Key information which must be present on the document	✓
<b>Guidance</b>	Clarification for your convenience.	

	Organogram	
Must include	Names and ownership percentages of shareholders owning 20% and above	
Must include	On company letterhead	
Must include	All facilities, if applicable	
<b><i>What is a facility</i></b>	See the example below. A facility is a separate site at a different location, but not a separate legal entity. This could be retail stores, trading offices, manufacturing sites, and warehouses.	

*Example of a simple structure typical of small and medium-sized enterprises.*



	<b>Passport ID</b> - For all Board Directors/Owners within RJC scope	
<b>Must include</b>	<b>Expiry date</b> , no later than 6 months	
<b><i>If unable to provide</i></b>	<p><b>Or</b>, if unable to provide passport, then we will accept</p> <ul style="list-style-type: none"> <li>• ID card</li> <li>• or drivers licence</li> <li>• with an <b>expiry date</b> no later than 6 months</li> </ul>	

	<b>Business registration document</b>	
<b>Must include &amp; please highlight</b>	Company name Address Start date	
<b><i>If applicable</i></b>	Notarised translation. See below guidance.	

<b><i>Language</i></b>	Document in original language accepted from all EEA countries. Other non-English documents must be submitted together with a <b>notarised translation</b> .
<b><i>If unable to provide translation</i></b>	<p><b>Or</b>, if unable to provide a translation, the original document will be accepted</p> <ul style="list-style-type: none"> <li>• <b>If</b> signed and stamped by Notary, confirming in English that the document is indeed a business registration document in line with local legislation</li> </ul>
<b><i>If unable to notarise</i></b>	If unable to submit notarised documents, we can accept an attestation from a lawyer, solicitor, barrister or chartered accountant.
<b><i>If applicable</i></b>	Must submit business registration for all parastatal companies or trusts that own 20% or above.

	<b>Official document confirming name and ownership percentage of shareholders</b>	
<b>Not required if</b>	* Not required if your business registration document includes names and ownership percentages of all shareholders.	
<b>Must include &amp; please highlight</b>	<b>Names and ownership percentages</b> of shareholders who own 20% or above.	
<b><i>If applicable</i></b>	Notarised translation. See below guidance.	

<b><i>Language</i></b>	Non-English documents must be signed and stamped by a Notary.
<b><i>If unable to provide</i></b>	<b>Or</b> , if unable to provide this, we will accept an English letter with: <ul style="list-style-type: none"> <li>• Company name</li> <li>• Names and ownership percentages of directors and/or shareholders</li> <li>• Signed and stamped by a Notary</li> </ul>
<b><i>If unable to notarise</i></b>	If unable to submit notarised documents, we can accept an attestation from a lawyer, solicitor, barrister or chartered accountant.
<b><i>Guidance</i></b>	May be called Articles / Memoranda of Incorporation, Bylaws, Deeds of Partnership. It is a legal document that outlines the rules and regulations of an organization. It contains the names of all the subscribers, i.e. the people who were there at the founding point of the company, and a set of rules that govern how the company is run.

	<b>Bank reference letter</b>	
<b>Must include</b>	Bank account number	
<b>Must include</b>	Bank account <b>signatories</b> (authorised individuals	
<b><i>If unable to provide</i></b>	<b>Or</b> , if the bank is unwilling to provide a letter, we will accept <ul style="list-style-type: none"> <li>a letter from a Chartered Accountant confirming the <b>account number</b> and bank account <b>signatories</b></li> </ul>	

	<b>Official document confirming company tax number</b>	
<b>Must include &amp; please highlight</b>	Tax number	
<b><i>Accepted documents</i></b>	<ul style="list-style-type: none"> <li>Please submit an <b>official</b> document which confirms the tax number.</li> <li>We can accept an <b>invoice</b> on which the tax number is stated.</li> </ul>	

	<b>Word Document Describing RJC Scope</b>	
<b>Must include</b>	One sentence describing business activity	
<b>Must include</b>	Which RJC materials are handled; diamonds, gold, silver, platinum, palladium, rhodium, emeralds, rubies, sapphires.	
<b>Must include</b>	Number of employees	

	<b>Anti-Money Laundering policy</b>	
<b>Must include</b>	AML policy on company letterhead and/or website link to policy.	
<b><i>If unable to provide</i></b>	<p><b>Or</b>, if you do not have an AML policy, we will accept a statement</p> <ul style="list-style-type: none"> <li>• on company letterhead</li> <li>• stating that the applicant follows AML requirements</li> <li>• signed by director/owner</li> </ul>	

<b><i>Guidance</i></b>	An AML policy describes procedures to prevent and detect money laundering or terrorist financing. AML may be referred to by different names or acronyms in various countries.
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**Upon reviewing the application, further information / documentation may be required.**

**If Applicable:**

<b>Licences</b>	<b>Any national or state licenses to export or import precious stones or precious metals.</b>	
<b>Licences</b>	<b>Any national or state licenses to mine or trade precious stones or precious metals.</b>	
<b>Reports</b>	<b>Copy of or electronic link to any recent reports, financial or otherwise, published by applicant company.</b>	



# RESPONSIBLE JEWELLERY COUNCIL

LEAD WITH PURPOSE . . . INSPIRE WITH TRUST  
CONTRIBUTE TO DEVELOPMENT



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## CONNECT WITH US

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