



RESPONSIBLE
JEWELLERY
COUNCIL

MEMBERSHIP
APPLICATION
REQUIRED DOCUMENTS

October 2024

Instructions

To speed up the processing of your application, please:

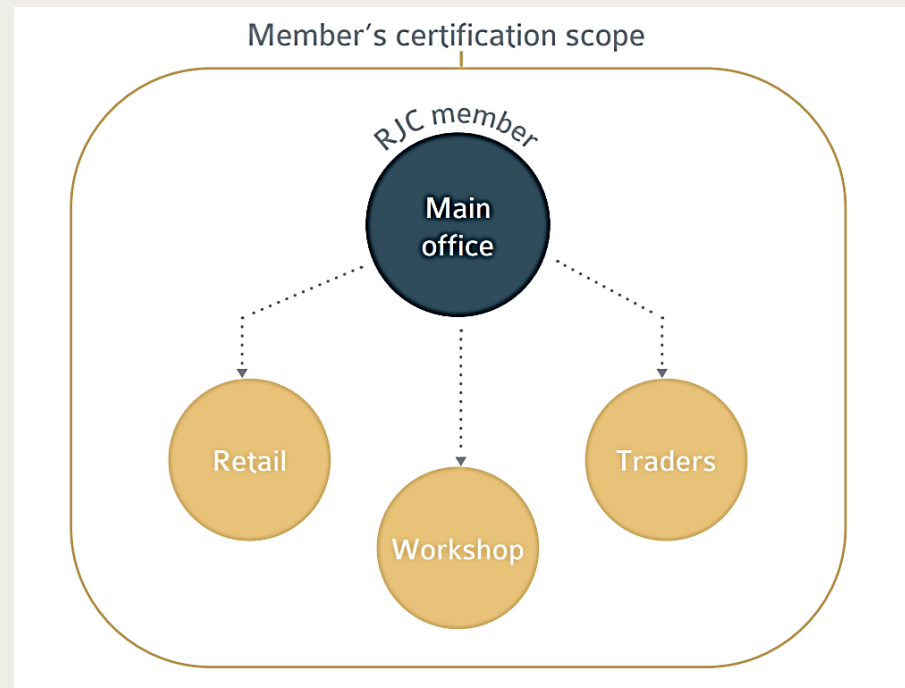
- submit all required documents listed in the checklist below;
- in each document, highlight all **company names**, **director names**, **company tax numbers**, **names** and ownership **percentages** of **shareholders** owning 25% and above;
- **name** each document clearly, in English, for example “Entity Name – Business Registration Doc”.

Checklist Legend

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

	Organogram	
Must include	Names and ownership percentages of shareholders owning 25% and above	
Must include	On company letterhead	
Must include	All facilities, if applicable	
What is a facility	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.



	Passport ID - For all shareholders who own 25% or above and all Board Directors within RJC scope	
Must include	Expiry date , no less than 6 months	
Must include	Attestation from a lawyer, solicitor, barrister or chartered accountant	
<i>If unable to provide</i>	<p>Or, if unable to provide passport, then we will accept</p> <ul style="list-style-type: none"> • ID card • or drivers licence • with an expiry date no less than 6 months 	

	Business registration document	
Must include & please highlight	Company name Address Start date	
<i>If applicable</i>	Translation with attestation. See below guidance.	
<i>Language</i>	Document in original language accepted from all EEA countries and Switzerland. Other non-English documents must be submitted together with a translation including attestation from a lawyer, solicitor, barrister or chartered accountant.	
<i>If unable to provide translation</i>	<p>Or, if unable to provide a translation, the original document will be accepted</p> <ul style="list-style-type: none"> • If submitted with an attestation from a lawyer, solicitor, barrister or chartered accountant, stating in English it is a business registration document in line with local legislation 	
<i>If applicable</i>	Must submit business registration for all parastatal companies or trusts that own 25% or above.	

	Official document confirming name and ownership percentage of shareholders	
Not required if	* Not required if your business registration document includes names and ownership percentages of all shareholders.	
Must include & please highlight	Names and ownership percentages of shareholders who own 25% or above.	
<i>If applicable</i>	Translation with attestation. See below guidance.	

<i>Language</i>	Non-English documents must be submitted with an attestation from a lawyer, solicitor, barrister or chartered accountant.
<i>Alternative</i>	Or, if unable to provide this, we will accept an English letter with: <ul style="list-style-type: none"> • Company name • Names and ownership percentages of directors and/or shareholders • Attestation from a lawyer, solicitor, barrister or chartered accountant
<i>Guidance</i>	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.

	Letter confirming bank details and signatories	
Must include	Bank account number	
Must include	Bank account signatories (authorised individuals)	
Must include	Signed by a Chartered Accountant	
Alternative	Bank reference letter confirming bank account number and signatories.	

	Official document confirming company tax number	
Must include & please highlight	Tax number	
Accepted documents	<ul style="list-style-type: none"> We can accept an invoice on which the tax number is stated. 	

	Word Document Describing RJC Scope	
Not required if	* Not required if other submitted document states the below information	
Must include	One sentence describing business activity	
Must include	Which RJC materials are handled; diamonds, gold, silver, platinum, palladium, rhodium, emeralds, rubies, sapphires.	
Must include	Number of employees	

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

<i>Guidance</i>	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.
------------------------	---

Upon reviewing the application, further information / documentation may be required.

If Applicable:

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



RESPONSIBLE JEWELLERY COUNCIL

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



1st Floor, 11 Gough Square,
London EC4A 3DE,
United Kingdom

www.responsiblejewellery.com

communications@responsiblejewellery.com
+44 (0)20 7321 0992

CONNECT WITH US

Website: www.responsiblejewellery.com

Instagram: [@TheResponsibleJewelleryCouncil](https://www.instagram.com/TheResponsibleJewelleryCouncil)

Twitter: [@RJCjewellery](https://twitter.com/RJCjewellery)

Facebook: [@responsibleJewellery](https://www.facebook.com/responsibleJewellery)

LinkedIn: [/company/responsiblejewellerycouncil](https://www.linkedin.com/company/responsiblejewellerycouncil)

© 2024 Responsible Jewellery Council. All rights reserved.

Please seek written permission from Responsible Jewellery Council before sharing, using or adapting any ideas, information or images contained in this presentation.

The Responsible Jewellery Council is the trading name of the Council for Responsible Jewellery Practices Ltd. The Council for Responsible Jewellery Practices Ltd, 1st Floor, 11 Gough Square, London EC4A 3DE, United Kingdom. The Council for Responsible Jewellery Practices Ltd is registered in England and Wales with company number 05449042.