



RESPONSIBLE
JEWELLERY
COUNCIL

MEMBERSHIP
APPLICATION
REQUIRED DOCUMENTS
FOR LARGE GROUPS

October 2024

Step 1. Send Organogram & Entities List

Please email applications@responsiblejewellery.com and attach an **organogram** and a **list of all entities** under the control of (beneficial ownership of 50% or more) the parent company.

In the list of all entities, please include the following information for each entity.

- one sentence describing business activity;
- all RJC materials handled by the entity (leave empty if n/a);
- country of registration;
- number of employees.

In response, the RJC team will advise you which entities are in RJC Membership Scope.

Next, for each entity in scope, please upload all documents listed in this checklist, via the applications portal.

Step 2. Submit application

- To speed up the processing of your application, in each document, please highlight all **company names, director names, company tax numbers, names** and ownership **percentages** of **shareholders** owning 20% and above, using a yellow highlighting tool.
- Please upload 1 **zip folder** per entity, containing all documents relating to that entity. The folder's name must be the name of the legal entity.
- Please name each document clearly, for example “Entity Name – Business Registration Doc”

Checklist Legend

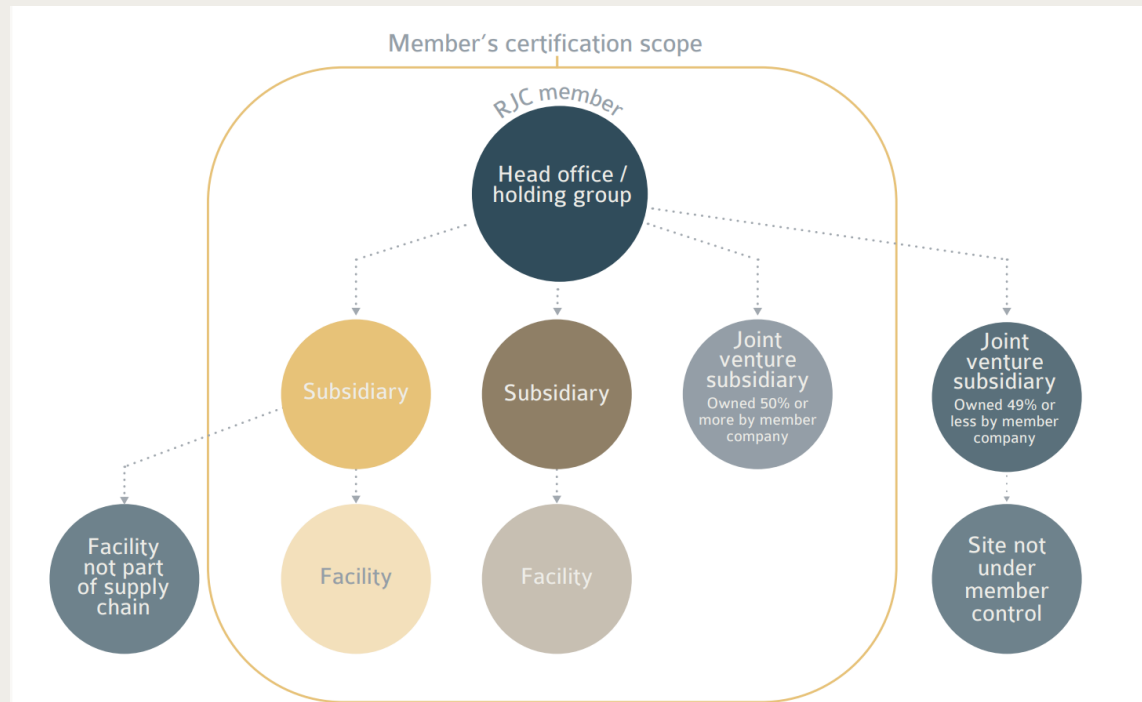
	Required Document	✓
Must include	Key information which must be present on the document	✓
Must include	Key information which must be present on the document	✓
Guidance	Clarification for your convenience.	

Group Organogram	
Must include	All parent companies
Must include	All subsidiary companies under the control of (beneficial ownership of 50% or more) the parent company
Must include	Names and ownership percentages of shareholders owning 20% and above
Must include	All facilities, if applicable

What is a facility

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 multi-layered, complex structure typical of a large organisation.



	Business registration document for each entity in scope	
Must include & please highlight	Entity name Address Start date	
<i>If applicable</i>	Notarised translation. See below guidance.	

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

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

	Passport ID - For all Board Directors/Owners within RJC scope	
Must include	Expiry date , no later than 6 months	
<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 later than 6 months 	

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

<i>If unable to provide</i>	<p>Or, if you are unable to provide this, then we can accept:</p> <ul style="list-style-type: none"> • a list of VAT numbers for each company • on company letterhead • signed by director/owner or an authorised officer 	
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	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 20% or above.	
<i>If applicable</i>	Notarised translation. See below guidance.	

<i>Language</i>	Non-English documents must be signed and stamped by a Notary.
<i>If unable to provide</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 • Signed and stamped by a Notary
<i>If unable to notarise</i>	If unable to submit notarised documents, we can accept an 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.

	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.
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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.	
	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



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