



RESPONSIBLE  
JEWELLERY  
COUNCIL

NEW SITE  
REQUIRED DOCUMENTS

August 2024

# Instructions

To speed up the processing of your change request, please:

- Highlight all **company names**, **director's names** and **company tax numbers** in the documents submitted to the RJC.
- Give each document a clear name, in English, such as "Business registration document – Company Name".

If you are submitting a full list of entities in a spreadsheet or email, then please clearly indicate which ones are new.

	<b>Group Organogram / Organogram</b>	
	On company letterhead. Must include:	
a	All Parent companies	
b	All subsidiary companies	
c	Ownership (percentages)	
<i>Single entity</i>	Organogram of internal structure	

	<b>Business registration document</b>	
<i>BE, FR, IT, CH</i>	<i>Belgium, France, Italy and Switzerland: original documents.</i>	
<i>English Documents</i>	Original document in English	
Other	<ul style="list-style-type: none"> <li>Translated documents, stamped by a Notary</li> <li>Submitted with original document</li> </ul>	
<i>If unable to provide</i>	<p><b>Or</b>, if unable to provide this, the original document will be accepted</p> <ul style="list-style-type: none"> <li><b>If</b> signed and stamped by Notary, confirming that the document is indeed a business registration document in line with local legislation</li> </ul>	

	<b>Articles of Incorporation or similar*</b> Must include the following information:	
a	Company name	
b	Names of directors and/or shareholders	
<i>English Documents</i>	Original document in English	
Other	Translated document, stamped by Notary, submitted with original document.	
<i>If unable to provide</i>	<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>• Details of directors and/or shareholders</li> <li>• Signed and stamped by a Notary</li> </ul>	
	<b>Document confirming company tax number</b> Must include the following information:	
a	Tax number	
	<ul style="list-style-type: none"> <li>• Official document which confirms the tax number. We can accept an invoice on which the tax number is stated.</li> <li>• If the document does not clearly state the tax number, then it must be translated, signed and stamped by a Notary.</li> </ul>	
<i>If unable to provide</i>	<b>Or</b> , if you are a large group, and are unable to provide this, then please provide: a list of VAT numbers for each company <ul style="list-style-type: none"> <li>• on company letterhead</li> <li>• signed by director/owner or an authorised officer</li> </ul>	

	<b>Passport ID</b> – For all the Group Directors/Owners who fall within RJC scope Must include the following information:	
a	<b>Expiry date</b> , no later than 6 months	
<i>If unable to provide</i>	<b>Or</b> , if unable to provide passport, then we will accept <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>	

\*Articles of Incorporation or similar

May be called Memoranda of Incorporation, Bylaws, Deeds of Partnership. It is a legal document that outlines the rules and regulations of a company or organization. It contains the names of all the subscribers, i.e. the people who were there at the founding point of the company, and the Articles of Association, which are a set of rules that govern how the company is run.

If Applicable:

<b>Point 11</b>	<b>Any national or state licenses to export or import precious stones or precious metals.</b>	
<b>Point 12</b>	<b>Any national or state licenses to mine or trade precious stones or precious metals.</b>	



# RESPONSIBLE JEWELLERY COUNCIL

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



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## CONNECT WITH US

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Instagram: @TheResponsibleJewelleryCouncil

Twitter: @RJCJewellery

Facebook: @responsibleJewellery

LinkedIn: /company/responsiblejewellerycouncil

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