



RESPONSIBLE  
JEWELLERY  
COUNCIL

NEW SITE  
REQUIRED DOCUMENTS

October 2024

# Instructions

To add a new **entity** to scope, please submit the required documents listed in the checklist below.

These documents are not required if the new site is a facility. A facility is part of an existing legal **entity**, for example, often retail stores and warehouses are facilities.

- In each document, highlight all **company names**, **director's names** and **company tax numbers**
- Name each document clearly in English, such as “Business registration document – Company Name”.

## Checklist Legend

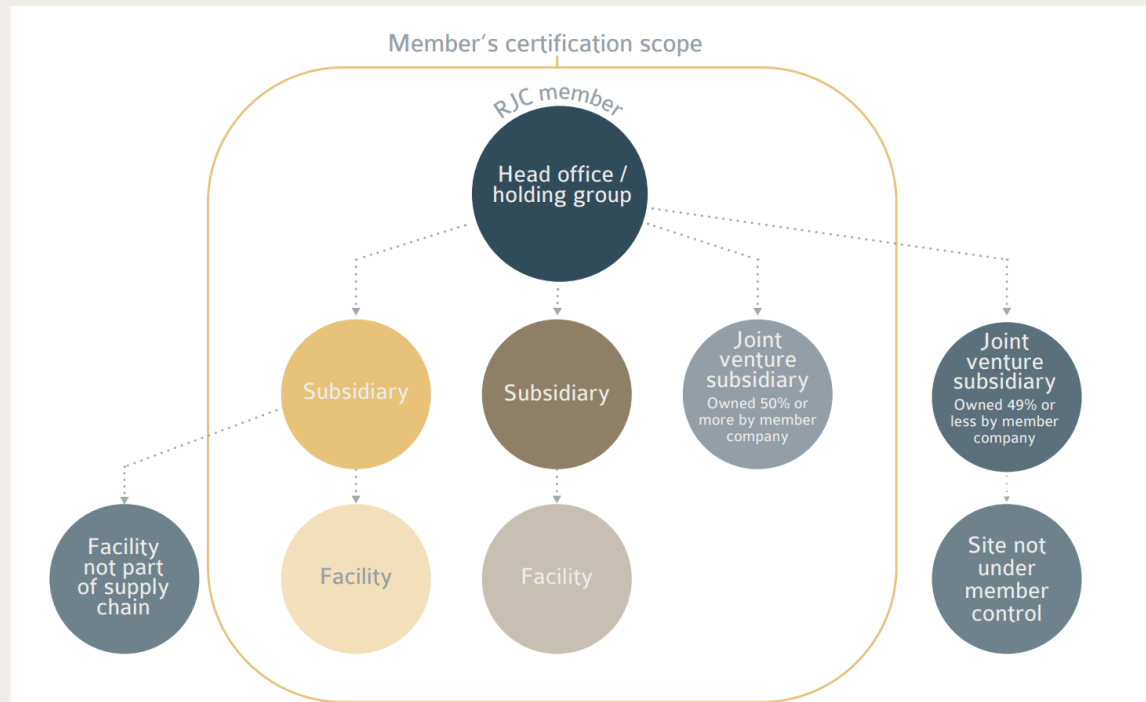
	Required Document	✓
Must include	Key information which must be present on the document	✓
Must include	Key information which must be present on the document	✓
<b>Guidance</b>	Clarification for your convenience.	

Group Organogram	
<b>Must include</b>	All parent companies
<b>Must include</b>	All subsidiary companies under the control of (beneficial ownership of 50% or more) the parent company
<b>Must include</b>	<b>Names and ownership percentages</b> of shareholders owning 20% and above
<b>Must include</b>	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.*



	<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>	<b>Or</b> , if unable to provide a translation, the original document will be accepted <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>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>Or, 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>Official document confirming company tax number of new entity</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>	

**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>	



# RESPONSIBLE JEWELLERY COUNCIL

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



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## CONNECT WITH US

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