



Responsible Jewellery Council

Commercial Membership Application

September 2010

Part 1: Application Information

Membership eligibility requirements

To be eligible for Commercial Membership in the Responsible Jewellery Council (RJC, the Council)¹ the applicant⁶ must:

1. Be actively involved for commercial reasons in the Diamond², Gold³ and/or Platinum Metals⁴ jewellery⁵ supply chain; and
2. Be exempt from the role of consultant, advisor, third party auditor or any other similar entity; and
3. Agree to allow the Council to place the applicant's name on the Council's website, accompanied by the date of joining and the applicable Certification status; and
4. Submit to the Council's head office in London, UK:
 - a) a complete and accurate Commercial Membership application form (Part 2);
 - b) a signed Statement of Commitment (Part 3);
 - c) evidence that the applicant is actively involved for commercial reasons in the Diamond, Gold and/or Platinum Metals jewellery industry; and
5. Make payment of the annual membership fee within 30 days of receipt of invoice. Please note that only RJC Members in good standing with paid fees are eligible for RJC Certification and eligible to vote at Annual General Meetings.

Commercial Members of the RJC commit to:

- a) Support the Mission of the Council;
- b) Implement continuous improvement processes to achieve increased performance and higher standards for responsible business practices;
- c) Endorse the Principles and Code of Practices⁷ of the Council and endeavour to implement them into your own business practices;
- d) Commit to achieve Certification under the RJC Member Certification System within two years after joining the Council;
- e) Comply with the Antitrust Policy and Rules⁸ adopted by the Council in its dealings with the Council and other Council members; and
- f) Comply with the Rules⁸ adopted by the Council for the use of its logo and intellectual property.

How to apply

The Membership Application form (Parts 2 and 3) should be submitted together with evidence that the applicant is actively involved for commercial reasons in the diamond, gold and/or platinum metals jewellery supply chain. Evidence may include websites, annual reports, and incorporation documentation. If such evidence is not available, please provide trade references from two of the main diamond, gold and/or platinum metals jewellery partners with whom you deal regularly, including if possible the name and address of your business contact.

DEFINITIONS:

¹ **The Responsible Jewellery Council** is a trading name of the Council for Responsible Jewellery Practices Ltd, which is registered in England and Wales with a company number 05449042, First Floor Dudley House, 34-38 Southampton Street, London, UK, WC2E 7HF.

² **Diamond:** a natural mineral consisting essentially of pure carbon crystallised with a cubic structure in the isometric system. Its hardness on the Mohs scale is 10; its specific gravity is approximately 3.52; it has a refractive index of approximately 2.42 and it can be found in many colours.

A Laboratory-grown/synthetic diamond is any object or product that has been either partially or wholly crystallised or re-crystallised due to human intervention such that it meets the requirements specified in the definition Diamond, with the exception of being non-natural.

³ **Gold:** a rare yellow metallic element with the chemical symbol "Au". It is a mineral with specific hardness of 2.5-3 on the Mohs scale of hardness and the atomic number 79. Gold purity is measured by karat: one karat being 1/24th part by weight of pure gold.

⁴ **Platinum Metals:** Precious metallic elements, also known as the Platinum Group, that have similar physical and chemical properties and tend to occur together in the same mineral deposits. Platinum Metals' purity is measured in parts per thousand. Platinum Metals within the scope of the RJC are: Rhodium: chemical symbol 'Rh', Mohs hardness 6, atomic number 45; Palladium: chemical symbol 'Pd', Mohs hardness 5, atomic number 46; Platinum: chemical symbol 'Pt', Mohs hardness 4-4.5, atomic number 78.

⁵ **Jewellery:** an adornment made of precious metals (including gold and platinum) and set with gem stones (including diamonds). Jewellery includes, but is not limited to, bracelets, rings, necklaces and watches.

⁶ **Applicant:** means any body or person eligible for membership in accordance with the Articles and that wishes to be considered for membership of the Council.

⁷ **Principles and Code of Practices** of the RJC can be found on the website www.responsiblejewellery.com

⁸ **Antitrust Policy and Rules:** full details on the RJC's Policies including the Articles of Association can be found on the website www.responsiblejewellery.com

Note: The Certification Scope of the RJC System includes Gold, Platinum Group Metals, Diamonds and Laboratory-grown diamonds.

CONFIDENTIALITY NOTE:

Application forms, and any financial or other commercially sensitive information provided to the Council as part of this application form will be treated as confidential and will be used for the sole purpose of processing Membership applications and assessing Membership fees.

The RJC will not disclose or release this or any other confidential information to any third party (including other Members of the Council) unless such information is absolutely required to be disclosed by a court, mandatory provision of law, governmental or other authority or regulatory body.

We will contact you in writing to confirm receipt of your application. Please note it may be necessary for us to seek clarification of information provided in your application form. We will endeavour to process your application within 30 working days.

On acceptance of your application, we will issue you with a membership fee invoice based on the information provided in Part 2, Question 10 and 11. Please note that membership fees will become payable within 30 days of the date of the invoice.

On receipt of your membership fee, we will contact you again in writing to confirm your membership in the Council, to provide you with RJC logo material and to confirm your company's listing on the Member page of the RJC website. You will also be invited to join the RJC's online training sessions for Member Certification.

Membership fee calculation

A key principle of the Council is to be inclusive, encouraging organisations of all sizes to contribute to the overall aim of promoting responsible ethical, social, human rights and environmental practices throughout the diamond, gold and platinum group metals jewellery supply chain. To achieve this, annual membership fees for organisations trading on a commercial basis in the jewellery supply chain are calculated as a percentage of their Annual Relevant Sales, as defined below, subject to a minimum fee of £100 GBP or \$170 USD.

*** Annual Relevant Sales (ARS)** are defined as the total sales derived from those parts of the Applicant's business that are directly involved in the diamond, gold and/or platinum metals jewellery supply chain, for the financial year immediately preceding the date of the application or renewal date.

Jewellery includes, but is not limited to, bracelets, rings, necklaces and watches that contain diamonds, gold and platinum group metals. Gold and platinum metals that are by-products of mining activity must be included. Sales derived from non-diamond and/or gold and/or platinum metals jewellery products may be excluded.

The Council reserves the right to request additional information about an applicant's declared ARS figure to ensure consistency of fee payments across the Council's membership.

The membership year starts on 1 January. Membership fees for members joining part way through a membership year will be pro-rated on a monthly basis, subject to a minimum fee of £100GBP or \$170USD.

In the case of start-up companies that have been in business for less than one year, the minimum fee shall apply. Registration details to confirm the date when the business was established must be provided with your application.

Please note the Council's rules on Membership resignations:

1. If a member resigns within the calendar year, the annual fee is non-refundable;
2. If a member wishes to re-join RJC during a subsequent calendar year, the recalcitrant fee is payable to the RJC;
3. If remitting the annual fee on a quarterly basis (for annual fees over GBP£5,000) the full annual fee is still payable if the member resigns its RJC membership within the calendar year.

Current Membership fee rates

Membership fee rates are set annually by the RJC's elected Board of Directors. The current fee rates are set out in the table below.

The Council recognises that applicants may have commercial activities in more than one part of the diamond, gold and/or platinum metals jewellery supply chain (for example, in both diamond manufacturing and retail activities). For the purposes of determining the applicable membership category, you should identify that part of the supply chain from which your company derives the largest proportion of its diamond, gold and/or platinum metals-related sales revenue.

For example, if the applicant derives more income from its manufacturing activities than from its retail activities, then you should select 'Jewellery Manufacturer' as your Membership category. However calculation of your annual membership fee will still be based on the total Annual Relevant Sales for the applicant.

Membership Category	Annual Membership fee rates
<ul style="list-style-type: none"> • Diamond, gold and/or platinum metals producer; or • Jewellery retailer; or 	0.0045% of Annual Relevant Sales*, (minimum fee £100 GBP or \$170 USD)
<ul style="list-style-type: none"> • Wholesaler; or • Gold and/or platinum metals trader, refiner or hedger; or • Diamond trader, cutter and polisher; or • Jewellery manufacturer; or • Service Industry (eg gem laboratory) 	0.003% of Annual Relevant Sales*, (minimum fee £100 GBP or \$170 USD)

Your ongoing involvement with the Responsible Jewellery Council

RJC Members are invited to participate in the governance of the organisation and contribute to the on-going development and improvement of the Council's Certification system.

Once your membership has been confirmed, we will contact you with further information regarding opportunities for involvement. Whatever your choice, we will ensure that you are kept up to date with progress, training opportunities, RJC events such as AGMs and workshops, and key industry developments.

Overview of RJC Member Certification:

Upon joining the RJC, all Commercial Members commit to be audited by RJC-accredited, third party auditors to verify conformance with the RJC's Code of Practices and become certified under the RJC System. RJC Members commit to achieve certification under the RJC Certification system within two years of joining the Council. Following confirmation of your membership, we will send you information about our online training sessions. These are free of charge for RJC Members and have been designed to assist our Members with the RJC Certification process.

We recommend that you designate someone at a senior level within your company to act as the "coordinator" for the RJC Certification process. A coordinator's role might include:

- overseeing the completion of the self assessment;
- being a central point of contact for assembling documentation and tracking corrective actions;
- co-ordinating the engagement of the auditor/s;
- assisting the auditors during the Verification Assessment; and
- liaising as necessary with the RJC management team.

We encourage you to visit the RJC's website for a comprehensive library of information about RJC Member Certification, and frequently asked questions on all stages of the certification process: www.responsiblejewellery.com/certification.html#faqs.

Questions?

Please email any questions to us at applications@responsiblejewellery.com, or call the RJC London office on +44 (0) 20 7836 6376.

Part 2: Commercial Membership Application Form

Dear Applicant:

Thank you for your interest in joining the Responsible Jewellery Council and for demonstrating your commitment to advancing responsible ethical, social and environmental practices in the jewellery supply chain. Please complete and submit your application form together with:

- a signed Statement of Commitment from the CEO or equivalent (see Part 3); and
- evidence that the applicant is actively involved for commercial reasons in the diamond, gold and/or platinum metals jewellery industry.

Before completing the application form, I encourage you to read Part 1: Application Information (attached to this document) and to review the material we have on the Council's website at www.responsiblejewellery.com, to ensure your full understanding of the Council's mission and Member Certification system.

Michael Rae, CEO

Responsible Jewellery Council

Section I: Member Contact Information

1. Name of Applicant for RJC Membership (the name of the company, business or similar)	
2. Full address of applicant's head office	
3. Telephone number of head office, including country code	
4. Applicant's website address, if applicable	
5. VAT number for all EU and VAT registered companies	
6. CEO or equivalent	Name:
	Position:
7. Primary contact (if different from above) to receive RJC correspondence on certification, fees, industry developments, and training	Name:
	Position:
8. Contact details of primary contact	Address:
	Work telephone number:
	Mobile / cell phone number:
	Email address:

Section II: Company Information

9. List of Entities and/or Facilities covered under Application

The information in this section assists the RJC to understand which Entities and/or Facilities are covered within your Commercial Membership of the Council. This allows us to ensure that all relevant parts of the applicant's business receive access to RJC Member benefits, including training on the Certification System.

In the table below, list all business Entities and/or Facilities that are owned by, or are under the control of, the applicant and which actively contribute to the gold, diamond and/or platinum metals jewellery supply chain.

- *Column 1:* A name/description of each business Entity and/or Facility covered by this application. (Note that individual retail stores can be grouped);
- *Column 2:* The country in which each Entity and/or Facility is located or headquartered;
- *Column 3:* The supply chain category for each Entity and/or Facility by reference to the following list.

Supply chain category codes:

1. Diamond, gold, platinum group metals producer;
2. Gold, platinum metals trader, or refiner, or hedger;
3. Diamond trader and/or cutter and polisher;
4. Jewellery manufacturer or wholesaler;
5. Jewellery retailer;
6. Service industry eg: gem laboratory

Entity: A business or similar which operates one or more Facilities where there is ownership or control of that Entity by the Member. The Entity can constitute part or whole of the Member.

Facility/Facilities: Premises that are owned by or under the Control of a Member; and actively contributes to the Diamond and/or Gold and/or Platinum Metals Jewellery supply chain.

As an example please see the following table:

Example Name of Business Entity and/or Facility	Location	Category
"Buttercup Mine"	South Africa	1
"Grand Refinery"	Switzerland	2
"Global Co.Trading Office"	Belgium	3
"Hanrahan Inc. Factories & Workshops" (if more than one please name each)	India	4
"Sparkleshine Retail Stores (56 stores in 20 States)"	USA	5
"Crown and Star Gem Laboratory"	Canada	6

If more space is needed to complete this section please continue on separate attachments. If available, please supplement the information requested in this question by attaching a group structure chart.

Name of Business Entity and/or Facility	Location	Category

10. Annual Relevant Sales

Please indicate the total combined Annual Relevant Sales of the businesses and entities identified for the purpose of Question 9. (The definition of Annual Relevant Sales is defined in Part 1: Application Notes).

Annual Relevant Sales (please specify currency): _____

Please note the Council issues Membership invoices in GBP or USD. If the Annual Relevant Sales provided above are not in one of these currencies, please indicate which currency you would prefer to be invoiced in:

Great British Pounds Sterling – GBP United States Dollars – USD

11. Start-ups

If the applicant is in a “start-up” phase and accordingly does not have results from its initial financial year, please tick the box below. The minimum commercial membership fee of £100GBP (or \$170USD) will apply. Please note that registration details to confirm the date when the business was established must be provided.

Business is in a ‘start up’ phase.

12. Membership Forum

RJC’s Members are grouped into forums representing different parts of the diamond, gold and platinum metals jewellery supply chain. The membership category determines voting rights within the Council, and the applicable membership fee rate (see table in Part 1 of this document).

Using the list below, please select one of the following membership categories, based on where the applicant derives the largest proportion of its diamond, and/or gold and/or platinum group metals-related sales revenue.

For example, if the applicant derives more income from its manufacturing activities than from its retail activities, then you should select ‘Jewellery manufacturer’ as your membership category:

- Diamond, gold and/or platinum group metals producer;
- Gold and/or platinum metals trader, refiner, hedger;
- Diamond trader and/or cutter and polisher;
- Jewellery manufacturer or wholesaler;
- Jewellery retailer;
- Service Industry (eg: gem laboratory)

13. Trade association memberships (optional)

If the applicant is a member of a trade association, please let us know which association(s) these are:

I declare that to the best of my knowledge and belief that the information provided is complete, accurate and up to date.

Signature: _____ Dated: _____ / _____ / _____

Position: _____

For or on behalf of: _____

A signed copy of this form should be scanned and electronically sent to applications@responsiblejewellery.com together with:

- The signed Statement of Commitment from your CEO or equivalent (see Part 3); and
- Evidence that the applicant is actively involved for commercial reasons in the diamond, gold and/or platinum metals jewellery supply chain. In the case of start-up companies, evidence of date of company registration should be provided.

Alternatively your application can be submitted by post to The Responsible Jewellery Council, First Floor, Dudley House, 34-38 Southampton Street, London, WC2E 7HF, United Kingdom.

Part 3: Statement of Commitment

Please copy the below Statement of Commitment, signed by the applicant's CEO or equivalent, onto your company letterhead and return a signed copy with your application to the Responsible Jewellery Council.

Responsible Jewellery Council

First Floor, Dudley House
34-38 Southampton Street
LONDON WC2E 7HF
United Kingdom

Dated: ____ / ____ / ____

To the Responsible Jewellery Council,

Through our application for Commercial Membership in the Responsible Jewellery Council ("the Council"), **[insert the applicant's name]** is demonstrating its commitment to advance responsible ethical, social and environmental practices in a transparent and accountable manner throughout the diamond, gold and platinum metals jewellery supply chain, from mine to retail.

[insert the applicant's name] commits to:

- Support the Mission of the Council;
- Implement continuous improvement processes to achieve increased performance and higher standards for responsible business practices;
- Endorse the Principles and Code of Practices of the Council and endeavour to implement them into our own business practices;
- Achieve Certification under the RJC Member Certification system within two years after joining the Council;
- Comply with the Antitrust Policy and Rules adopted by the Council in its dealings with the Council and other Council members;
- Comply with the Rules adopted by the Council for the use of its logo and intellectual property.

We confirm that we are actively involved for commercial reasons in the diamond, gold and/or platinum group metals jewellery supply chain and will pay the annual Council membership fee.

We agree to provide commercially sensitive information to the Council where such information is needed by the Council for operational, legal or other reasons, and understand that such information will be kept confidential and will never be disclosed to other members of the Council.

We are not currently engaged in any activity which would be likely to bring the Council into material disrepute, and we accept that membership of the Council may be withdrawn or suspended if we fail to comply with the undertakings given by us or in any other way our actions or omissions threaten to bring the Council into material disrepute.

We agree to the name of our company, the date of joining and applicable Certification status, being listed on the Council's website if it is accepted as a Member.

Name of organisation: _____

Name of CEO or equivalent: _____

Title of CEO or equivalent: _____

Signature: _____ Dated: ____ / ____ / ____