



Responsible Jewellery Council

# Association Membership Application

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October 2010

# Part 1: Application Information

## Association Membership eligibility requirements

To be eligible for Association Membership in the Responsible Jewellery Council (RJC, the Council)<sup>1</sup> the applicant<sup>6</sup> must:

1. Be a trade association representing persons actively involved for commercial reasons in the diamond<sup>2</sup>, gold<sup>3</sup> and/or platinum metals jewellery<sup>5</sup> supply chain; and
2. Pay an annual Association Membership fee; and
3. Agree to allow the Council to place the Association's name on the Council's website; and
4. Submit to the Council's head office in London, UK
  - a) a complete and accurate Association Membership Application Form (Part 2);
  - b) evidence that your association represents persons actively involved for commercial reasons in the diamond, gold and/or platinum metals jewellery supply chain; and
  - c) a signed Statement of Commitment (Part 3).

## Role and Commitment of Association Members

- a) Support the Mission of the Council;
- b) Promote Council Membership and compliance with the Principles and Code of Practices<sup>7</sup> of the Council;
- c) Educate your members about the ethical, social, human rights and environmental challenges that are faced by the diamond, gold and/or platinum metals jewellery industry;
- d) Educate your members about the Council's Member Certification system;
- e) Comply with the Antitrust Policy and Rules<sup>8</sup> adopted by the Council in its dealings with the Council and other Council members; and
- f) Comply with the Rules<sup>8</sup> adopted by the Council for the use of its logo and intellectual property.

Note that an Association Member is not entitled to authorise its individual members to use the Council's logo or other intellectual property.

### DEFINITIONS:

<sup>1</sup> **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.

<sup>2</sup> **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.

<sup>3</sup> **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.

<sup>4</sup> **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.

<sup>5</sup> **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.

<sup>6</sup> **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.

<sup>7</sup> **Principles and Code of Practices** of the RJC can be found on the website [www.responsiblejewellery.com](http://www.responsiblejewellery.com)

<sup>8</sup> **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](http://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.

## Fees

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

The annual (flat rate) fee for Association Membership is £1,500GBP or \$2,450USD.

The membership year starts on 1 January.

Please note the Council issues Membership invoices in GBP or USD, please indicate which currency you would prefer to be invoiced in:

- Great British Pounds Sterling – GBP
- United States Dollars – USD

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 £5,000 GBP) the full annual fee is still payable if the member resigns its RJC membership within the calendar year.

## Application process

We will contact you in writing to confirm receipt of your application. 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. 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 association's listing on the Member page of the RJC website. You will also be invited to join the RJC's online training sessions.

**Your association is strongly encouraged to familiarise itself with the Council's Mission, Principles and Code of Practices, Antitrust Policy and Rules, and the requirements of the Council's Member Certification system, before submitting an application for Association Membership. Please note, however, that Association Members are not required to achieve RJC Member Certification, only Commercial Members.**

Information may be found on the Council's website: [www.responsiblejewellery.com](http://www.responsiblejewellery.com)

## Your 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.

## Questions?

Please email any questions to us at [applications@responsiblejewellery.com](mailto:applications@responsiblejewellery.com), or call the RJC London office on +44 (0) 20 7321 0992.

# Part 2. Association Membership Application Form

Dear Applicant:

Thank you for your interest in joining the Responsible Jewellery Council (the "Council", "RJC"), and demonstrating your commitment to advancing responsible ethical, social and environmental practices in the diamond, gold and/or platinum metals jewellery supply chain. Please complete this application form along with:

- a signed Statement of Commitment from the CEO or equivalent of the Association (see Part 3); and
- evidence that your association represents persons actively involved for commercial reasons in the diamond, gold and/or platinum metals jewellery supply chain.

I encourage you to review the Council's website [www.responsiblejewellery.com](http://www.responsiblejewellery.com) before completing this form to ensure a full understanding of the Council's mission and certification system.

**Ashish Deo, CEO**

Responsible Jewellery Council

## Contact Information

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

9. Using the list below, please select the applicable box  to specify the level of the supply chain where the association derives the largest proportion of its membership.

- 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

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](mailto:applications@responsiblejewellery.com) together with:

- The signed Statement of Commitment from your CEO or equivalent (see Part 3); and
- Evidence that your association represents persons actively involved for commercial reasons in the diamond, gold and/or platinum metals jewellery supply chain. Evidence may include marketing material, websites, annual reports or incorporation documentation.

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 insert the applicant's company name into the below Statement of Commitment. This must be signed by the applicant's CEO or equivalent and returned with your application to the Responsible Jewellery Council.

**Responsible Jewellery Council**  
 First Floor Front, 9 Whitehall  
 London, SW1A 2DD  
 United Kingdom

Dated: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

To the Responsible Jewellery Council,

### Statement of Commitment

Through our application for Association Membership in the Responsible Jewellery Council ("the Council"),

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is demonstrating its commitment to advance responsible ethical, social and environmental practices a transparent and accountable manner throughout the diamond, gold and/or platinum metals jewellery supply chain, from mine to retail.

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commits to:

- Support the Mission of the Council;
- Promote Council Membership and compliance with the Principles and Code of Practices;
- Educate our members about the ethical, social, human rights and environmental challenges that are faced by the diamond, gold and/or platinum metals jewellery industry;
- Educate our members about the Council's Member Certification system;
- 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 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 understand that Association Membership in the Council does not entitle our association to authorise its individual members to use the Council's logo or other intellectual property.

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 association being listed on the Council's website if it is accepted as a Member. 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 Association Membership fee.

Name of organisation: \_\_\_\_\_

Name of CEO or equivalent: \_\_\_\_\_

Title of CEO or equivalent: \_\_\_\_\_

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_