



RESPONSIBLE
JEWELLERY
COUNCIL

MEMBERSHIP
APPLICATION
REQUIRED DOCUMENTS

S e p t e m b e r 2 0 2 5

Instructions

To speed up the processing of your application, please:

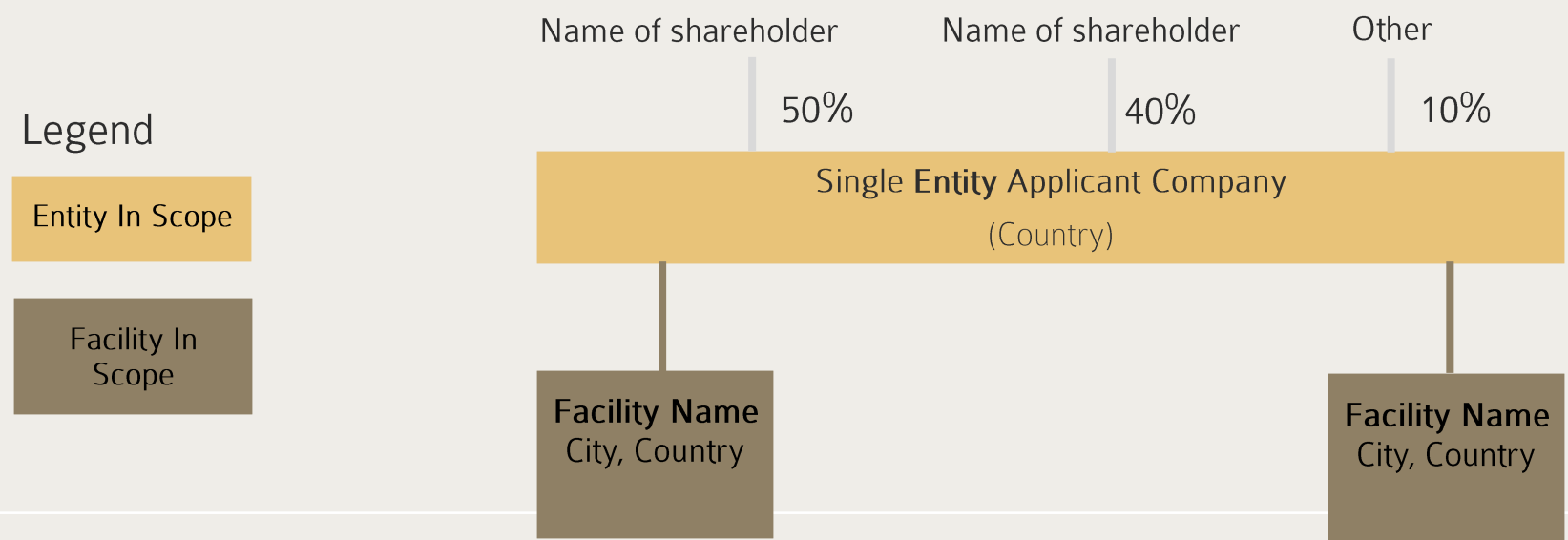
- submit all required documents listed in the checklist below;
- avoid submitting incomplete documents, by double checking the items listed as “must include”;
- **name** each document in English, for example “Entity Name – Visura”; “Passport – James Smith”;

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

| | Organogram | |
|--------------|---|--|
| Must include | Names and ownership percentages of shareholders owning 20% and above | |
| Must include | All entities and if applicable, all facilities | |
| Must include | Attestation from a lawyer, solicitor, barrister or chartered accountant, dated within 6 months of application submission, stating the following wording: “I verify that this is a true and accurate representation of the organisational structure at this present time”. | |

| | |
|----------------------------------|--|
| <i>What is a facility</i> | 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 single entity organogram, with names and ownership percentages of all shareholders owning 20% and above.



| | Visura | |
|--------------|--|--|
| Must include | Company identification Company name Registration date VAT number Registered address | |
| Must include | Economic activity Description of business activity | |
| Must include | All branch offices, or confirmation of zero (0) branch offices | |
| Must include | Employees Number of employees | |
| Must include | Shareholders Names and percentage ownership of all shareholders that own 20% or above | |
| Must include | Company officials Names of all directors | |

| | |
|----------------------|---|
| Guidance | Please submit the full version of the Visura with all of the above listed information. |
| If applicable | Must submit business registration for all parastatal companies or trusts that own 20% or above. |

| | Passport – For all shareholders who own 20% or above and all Directors within RJC scope | |
|-----------------------------|--|--|
| Must include | Expiry date, no less than 6 months | |
| Must include | Attestation from a lawyer, solicitor, barrister or chartered accountant, stating “true copy of original document | |
| <i>If unable to provide</i> | Or, if unable to provide passport, then we will accept <ul style="list-style-type: none"> • ID card • or drivers licence • with an expiry date no less than 6 months | |

| | Word Document or Email Listing RJC Materials | |
|--------------|---|--|
| Must include | Please list which RJC materials are handled by this entity; diamonds, gold, silver, platinum, palladium, rhodium, laboratory grown diamonds, emeralds, rubies, sapphires. | |

| | Anti-Money Laundering policy | |
|-----------------------------|--|--|
| Must include | AML policy on company letterhead and/or website link to policy. | |
| <i>If unable to provide</i> | We can accept a statement <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. | |

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. | |
| Licences | 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



3rd Floor, Hind House
2-3 Hind Court
London
EC4A 3DL
United Kingdom

www.responsiblejewellery.com

communications@responsiblejewellery.com
+44 (0)20 7321 0992

CONNECT WITH US

Website: www.responsiblejewellery.com

Instagram: @TheResponsibleJewelleryCouncil

Twitter: @RJCJewellery

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