



RESPONSIBLE  
JEWELLERY  
COUNCIL

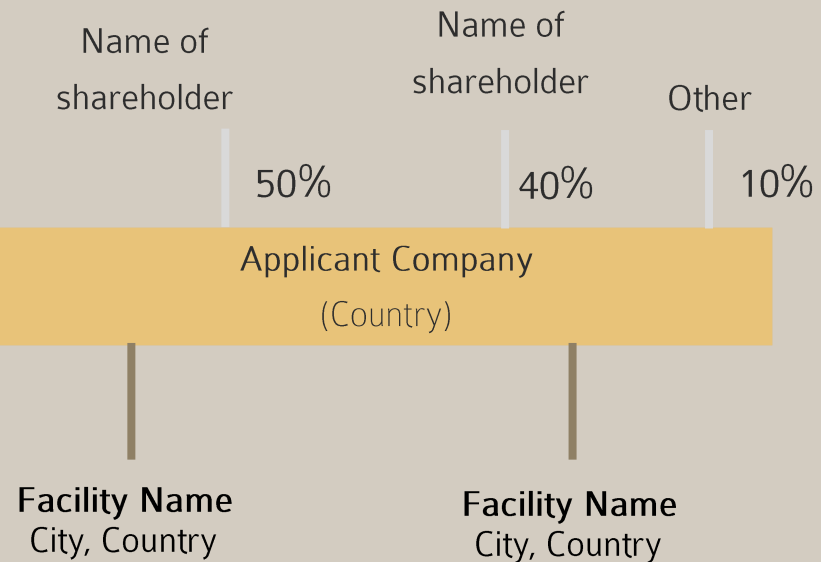
ITALY  
RJC DUE DILIGENCE  
CHECKLIST

September 2025

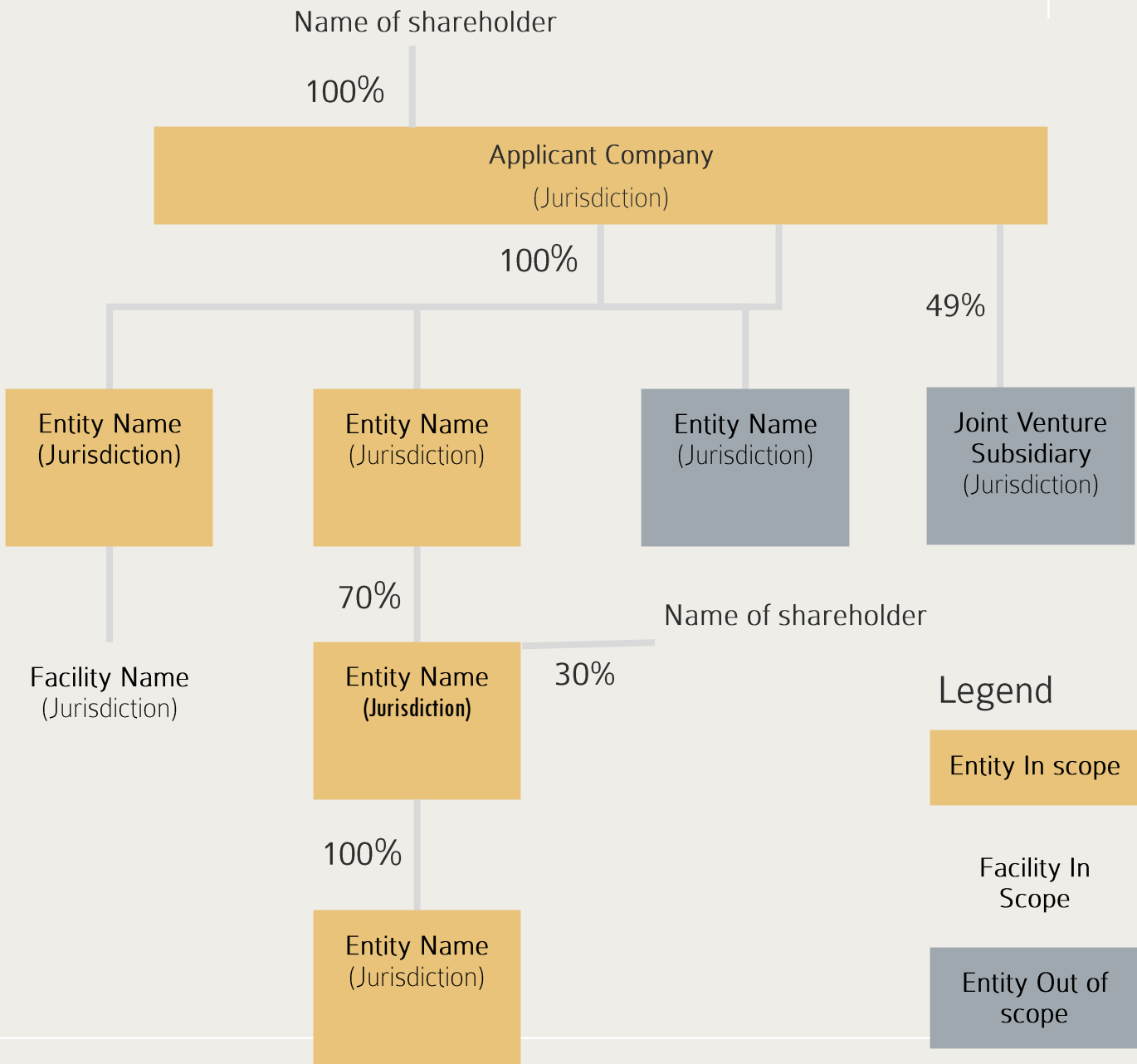
	Organogram	
Must include	Names of all shareholders owning 20% and above	
Must include	Ownership percentages of all shareholders owning 20% and above	
Must include	All facilities and full legal name of all entities. Please distinguish in scope and out of scope	
Must include	Jurisdiction of all entities (country)	
Must include	Attestation from a lawyer, solicitor, barrister or chartered accountant, dated in the last 6 months, <b>stating</b> the following wording: "I verify that this is a true and accurate representation of the organisational structure at this present time".	

<b><i>What is a facility</i></b>	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.
<b><i>What is a shareholder</i></b>	Please include any company, individual or trust, owning 20% and above of any entity in the group

Example Single Entity Organogram



Example Group Organogram



# Instructions

- Please name each document clearly, for example “Entity Name – Business Registration Doc”
- Please upload 1 **zip folder** per entity, containing all documents relating to that entity. The folder’s name must be the name of the legal entity.
- In each document, please highlight all **company names**, **Director names**, **names** and ownership **percentages** of **shareholders** owning 20% and above, using a yellow highlighting tool.

## 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	✓
<i>Guidance</i>	Clarification for your convenience.	

	Full copy of Visura Camerale, for all entities in scope and parents	
Must include	<b>Company identification</b> Company name Registration date VAT number Registered address	
Must include	<b>Economic activity</b> Description of business activity	
Must include	All branch offices, or confirmation of zero (0) branch offices	
Must include	<b>Employees</b> Number of employees	
Must include	<b>Shareholders</b> Names and percentage ownership of all shareholders that own 20% or above	
Must include	<b>Company officials</b> Names of all directors	

<i>Guidance</i>	Please submit the full version of the Visura with all of the above listed information.
<i>If applicable</i>	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"> <li>• ID card</li> <li>• or drivers licence</li> <li>• with an <b>expiry date</b> no less than 6 months</li> </ul>	

	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.	

	Register of Directors, for all entities in scope and parents	
Must include	Full legal name of current Directors	
Must include	Full legal name of entity	
Must include	Attestation from a lawyer, solicitor, barrister or chartered accountant	

	Anti-Money Laundering policy of applicant / group	
Must include	AML policy on company letterhead and/or website link to policy.	
<i>If unable to provide</i>	<p>Or, if you do not have an AML policy, we will accept a statement</p> <ul style="list-style-type: none"> <li>• on company letterhead</li> <li>• stating that the applicant follows AML requirements</li> <li>• signed by director/owner</li> </ul>	
<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	National or state licenses to export, import, trade or mine precious stones / metals.	
Reports	Copy of or electronic link to any recent reports, financial or otherwise, published by applicant company.	

# Due Diligence Scope

The RJC in accordance with its KYC and AML obligations under UK law cannot establish a business relationship with a prospective member without completing a robust due diligence process on;

- The applicant company
- All parent entities up until the ultimate parent
- Ultimate beneficial owner(s)
- All in-scope group entities
- All Directors and all shareholders owning 20% and above of any in-scope group entities

For each entity, Director and shareholder in due diligence scope, please provide the due diligence documents listed below.



# Membership Scope

If more than one group entity handles RJC materials and contributes to the watch and jewellery supply chain, then the parent company is included in certification scope by default.

The RJC team can advise you which entities are in RJC Membership Scope, by reviewing your Organogram and List of Entities and Facilities.

Please email [applications@responsiblejewellery.com](mailto:applications@responsiblejewellery.com) and attach the following 2 documents:

- **Organogram** – please see requirements described on next 2 pages.
- **List of all Entities and Facilities** under the control of (beneficial ownership of 20% or more) the parent company. Please use our excel template, available to download here: [Applications guidance • Responsible Jewellery Council](#).



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LEAD WITH PURPOSE . INSPIRE WITH TRUST  
CONTRIBUTE TO DEVELOPMENT



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#### CONNECT WITH US

Website: [www.responsiblejewellery.com](http://www.responsiblejewellery.com)

Instagram: @TheResponsibleJewelleryCouncil

Twitter: @RJCJewellery

Facebook: @responsibleJewellery

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