



RESPONSIBLE
JEWELLERY
COUNCIL

MEMBERSHIP
APPLICATION
REQUIRED DOCUMENTS

October 2024

Instructions

To speed up the processing of your application, please:

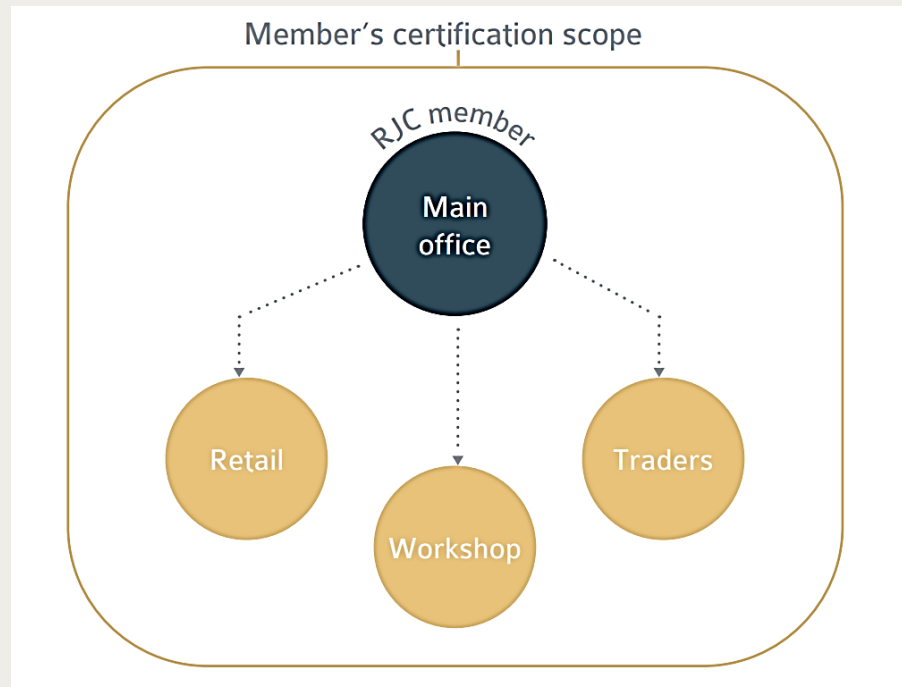
- submit all required documents listed in the checklist below;
- in each document, highlight all **company names**, **director names**, **company tax numbers**, **names** and ownership **percentages** of **shareholders** owning 20% and above;
- **name** each document clearly, in English, for example “Entity Name – Business Registration Doc”.

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.	

Organogram		
Must include	Names and ownership percentages of shareholders owning 20% and above	
Must include	On company letterhead	
Must include	All facilities, if applicable	
What is a facility	See the example below. 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 simple structure typical of small and medium-sized enterprises.



	Passport ID – For all Board Directors/Owners within RJC scope	
Must include	Expiry date, no later than 6 months	
<i>If unable to provide</i>	<p>Or, if unable to provide passport, then we will accept</p> <ul style="list-style-type: none"> • ID card • or drivers licence • with an expiry date no later than 6 months 	

	Business registration document	
Must include & please highlight	Company name Address Start date	
<i>If applicable</i>	Notarised translation. See below guidance.	

<i>Language</i>	Document in original language accepted from Belgium, France, Italy, Switzerland and the Netherlands. Other non-English documents must be submitted together with a notarised translation .
<i>If unable to provide translation</i>	<p>Or, if unable to provide a translation, the original document will be accepted</p> <ul style="list-style-type: none"> • If signed and stamped by Notary, confirming in English that the document is indeed a business registration document in line with local legislation
<i>If unable to notarise</i>	If unable to submit notarised documents, we can accept an attestation from a lawyer, solicitor, barrister or chartered accountant.
<i>If applicable</i>	Must submit business registration for all parastatal companies or trusts that own 20% or above.

	Official document confirming name and ownership percentage of shareholders	
Not required if	* Not required if your business registration document includes names and ownership percentages of all shareholders.	
Must include & please highlight	Names and ownership percentages of shareholders who own 20% or above.	
<i>If applicable</i>	Notarised translation. See below guidance.	

<i>Language</i>	Non-English documents must be signed and stamped by a Notary.
<i>If unable to provide</i>	<p>Or, if unable to provide this, we will accept an English letter with:</p> <ul style="list-style-type: none"> • Company name • Names and ownership percentages of directors and/or shareholders • Signed and stamped by a Notary
<i>If unable to notarise</i>	If unable to submit notarised documents, we can accept an attestation from a lawyer, solicitor, barrister or chartered accountant.
<i>Guidance</i>	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.

	Bank reference letter	
Must include	Bank account number	
Must include	Bank account signatories (authorised individuals)	
<i>If unable to provide</i>	<p>Or, if the bank is unwilling to provide a letter, we will accept</p> <ul style="list-style-type: none"> a letter from a Chartered Accountant confirming the account number and bank account signatories 	

	Official document confirming company tax number	
Must include & please highlight	Tax number	
<i>Accepted documents</i>	<ul style="list-style-type: none"> Please submit an official document which confirms the tax number. We can accept an invoice on which the tax number is stated. 	

	Word Document Describing RJC Scope	
Must include	One sentence describing business activity	
Must include	Which RJC materials are handled; diamonds, gold, silver, platinum, palladium, rhodium, emeralds, rubies, sapphires.	
Must include	Number of employees	

	Anti-Money Laundering policy	
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"> • 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.
------------------------	---

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



1st Floor, 11 Gough Square,
London EC4A 3DE,
United Kingdom

www.responsiblejewellery.com

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

CONNECT WITH US

Website: www.responsiblejewellery.com

Instagram: @TheResponsibleJewelleryCouncil

Twitter: @RJCJewellery

Facebook: @responsibleJewellery

LinkedIn: /company/responsiblejewellerycouncil

© 2024 Responsible Jewellery Council. All rights reserved.

Please seek written permission from Responsible Jewellery Council before sharing, using or adapting any ideas, information or images contained in this presentation.

The Responsible Jewellery Council is the trading name of the Council for Responsible Jewellery Practices Ltd. The Council for Responsible Jewellery Practices Ltd, 1st Floor, 11 Gough Square, London EC4A 3DE, United Kingdom. The Council for Responsible Jewellery Practices Ltd is registered in England and Wales with company number 05449042.