



RESPONSIBLE
JEWELLERY
COUNCIL

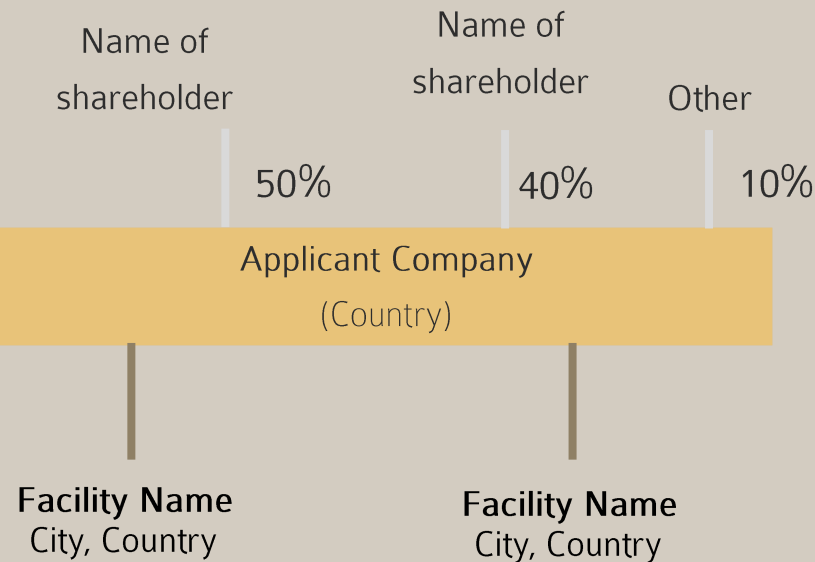
RJC APPLICATION REQUIRED DOCUMENTS

A u g u s t 2 0 2 5

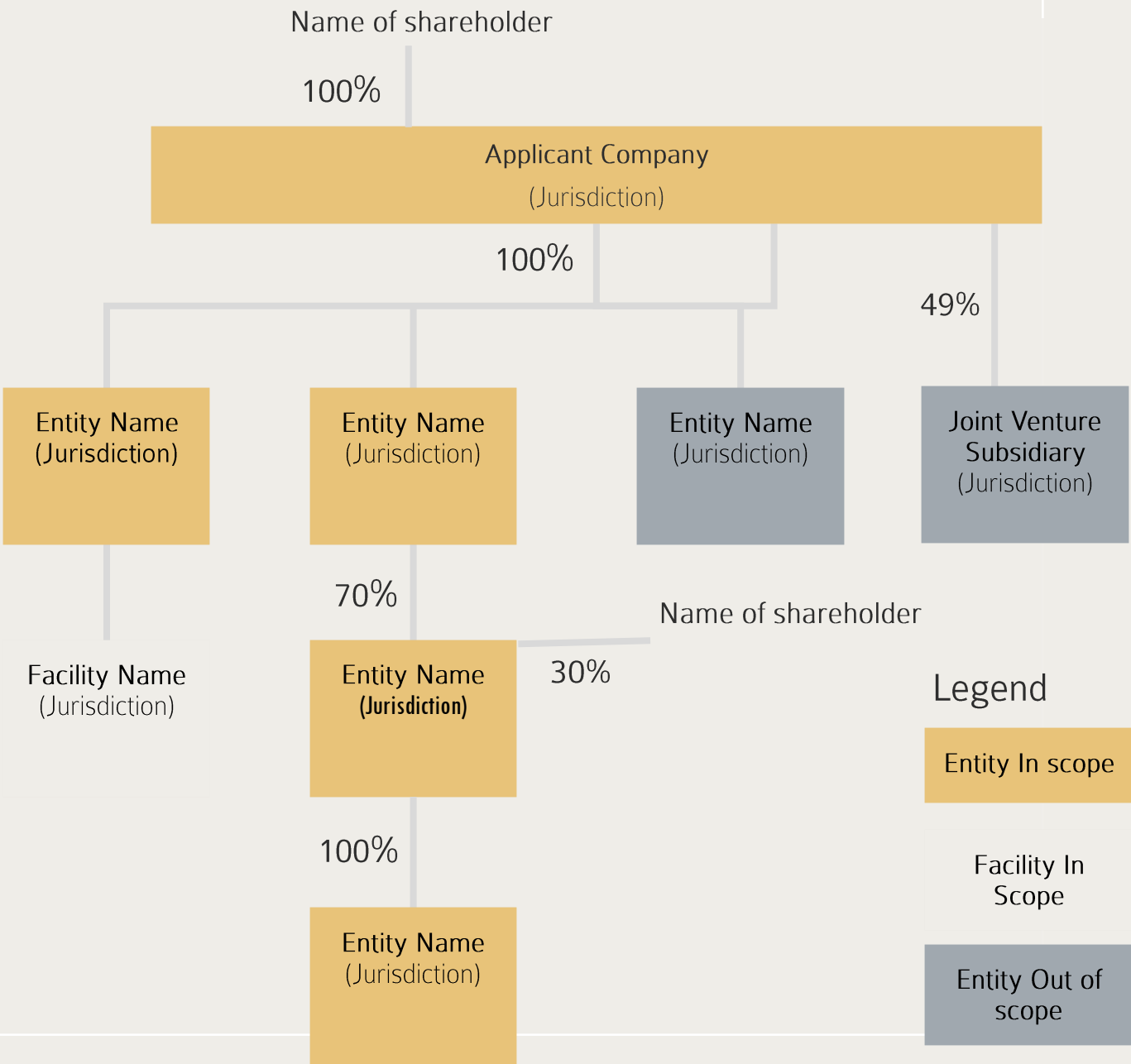
	Organogram	
Must include	Names of all shareholders owning 20% and above	
Must include	Ownership percentages of all shareholders owning 20% and above	
Must include	All facilities and full legal name of all entities. Please distinguish in scope and out of scope	
Must include	Jurisdiction of all entities (country)	
Must include	Attestation from a lawyer, solicitor, barrister or chartered accountant, dated in the last 6 months, 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.
<i>What is a shareholder</i>	Please include any company, individual or trust, owning 20% and above of any entity in the group

Example Single Entity Organogram



Example Group Organogram



Application Guidance

- 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.
- To speed up the processing of your application, 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	✓
Guidance	Clarification for your convenience.	

	Business registration document, for each entity in scope and parents	
Must include & please highlight	Full legal entity name Address Start date	
<i>If applicable</i>	Translation with attestation. See below guidance.	

<i>Language</i>	Document in original language accepted from all EEA countries and Switzerland. Other non-English documents must be submitted together with a letter in English attested by a lawyer, solicitor, barrister or chartered accountant, stating it is a business registration document in line with local legislation and listing entity name, address and start date.
<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 current shareholders, for each entity in scope and parents	
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.	
Must include	Full legal entity name	
<i>If applicable</i>	Translation with attestation. See below guidance.	

<i>English translation</i>	Non-English documents must be submitted with a letter in English, with: <ul style="list-style-type: none"> • Company name • Names and ownership percentages of all shareholders who own 20% or above • 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.
-----------------	---

	Passport ID - For all shareholders who own 20% or above and all Directors of all entities in scope and parents	
Must include	Expiry date , no less than 6 months	
Must include	Attestation from a lawyer, solicitor, barrister or chartered accountant	
<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 	

	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>	Or , if you do not have an AML policy, we will 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.	

	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	

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 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](#).



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

Facebook: @responsibleJewellery

LinkedIn: /company/responsiblejewellerycouncil

© 2025 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, 3rd Floor, Hind House, 2-3 Hind Court, London, EC4A 3DL, United Kingdom. The Council for Responsible Jewellery Practices Ltd is registered in England and Wales with company number 05449042.