



RESPONSIBLE
JEWELLERY
COUNCIL

NEW ENTITY REQUIRED DOCUMENTS

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

Instructions

To add a new **entity** to scope, please submit all required documents listed in the checklist below.

These documents are not required if the new site is a facility. A facility is a separate site at a different location, but not a separate legal entity.

- Name each document clearly in English, such as “Business registration document – Company Name”.
- In each document, highlight all **company names**, **Director names**

Checklist Legend

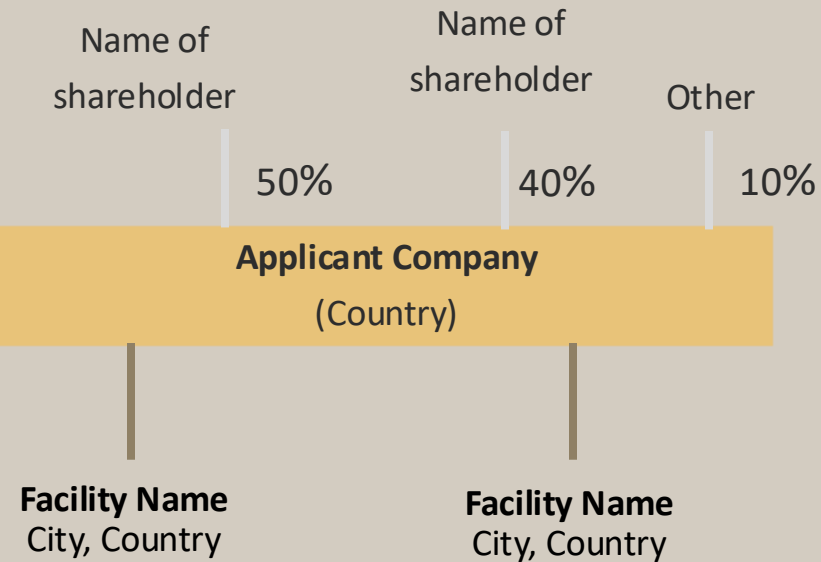
	Required Document	✓
Must include	Key information which must be present on the document	✓
Must include	Key information which must be present on the document	✓

Guidance	Clarification for your convenience.
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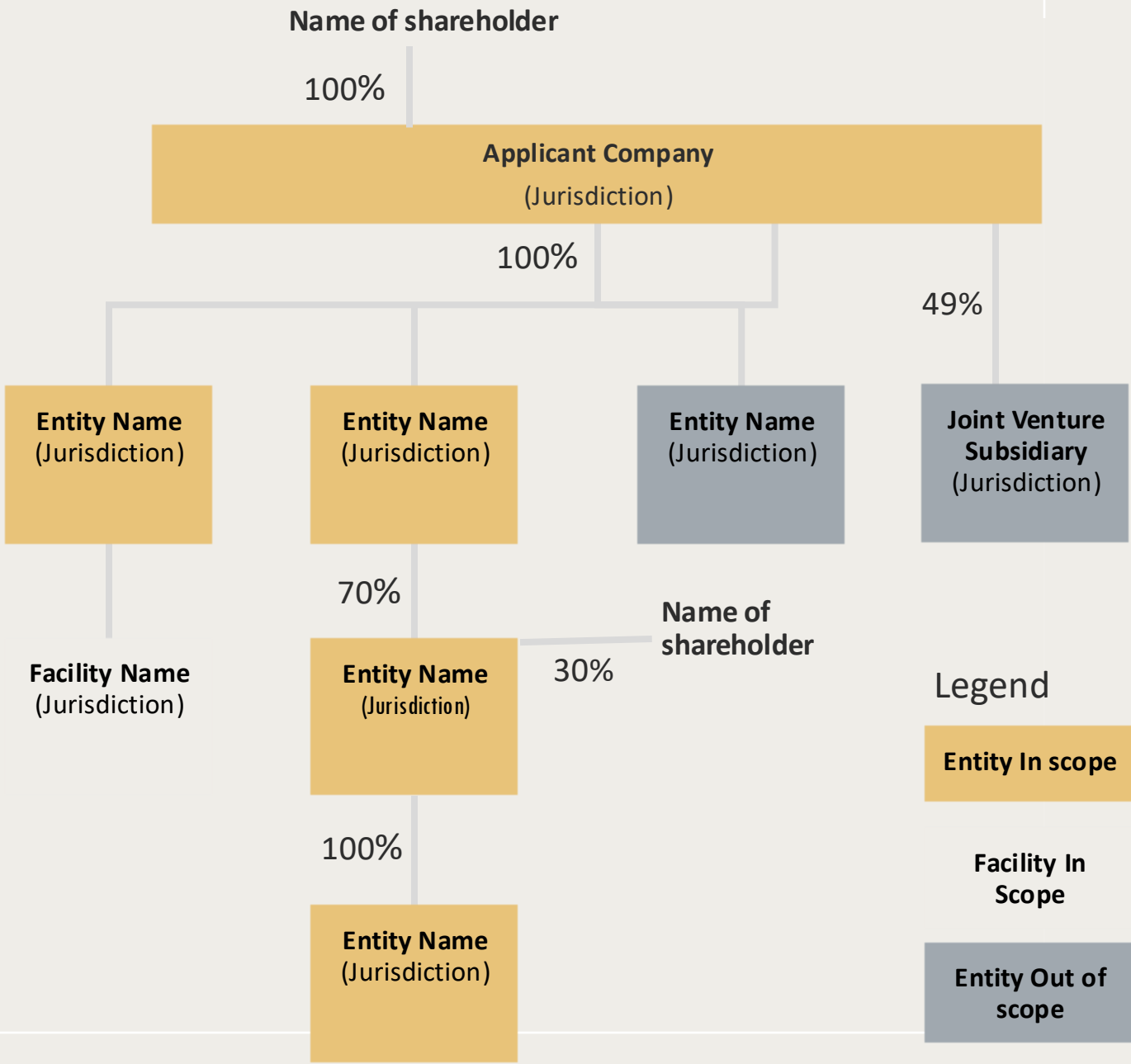
	Organogram	
Must include	Names of all shareholders owning 20% and above	
Must include	Ownership percentages of all shareholders owning 20% and above	
Must include	All entities and facilities. Please distinguish in scope and out of scope	
Must include	Jurisdiction of all entities (country)	
Must include	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



Legend

Entity In scope

Facility In Scope

Entity Out of scope

	Business registration document of new entity	
Must include & please highlight	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, of new entity	
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>	Translation with attestation. See below guidance.	

English translation	<p>Non-English documents must be submitted with a letter in English, with:</p> <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
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Guidance	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.
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	Passport ID - For all shareholders who own 25% or above and all Board Directors of the new entity	
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 	

Upon reviewing the documents, further information / documentation may be required.

If Applicable:

	Licences	
Must include	National or state licenses to export, import, trade or mine precious stones / metals.	



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LEAD WITH PURPOSE . . . INSPIRE WITH TRUST
CONTRIBUTE TO DEVELOPMENT



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