



RESPONSIBLE
JEWELLERY
COUNCIL

NEW SITE
REQUIRED DOCUMENTS

October 2024

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.

- In each document, highlight all **company names**, **director's names** and **company tax numbers**
- Name each document clearly in English, such as “Business registration document – Company Name”.

Checklist Legend

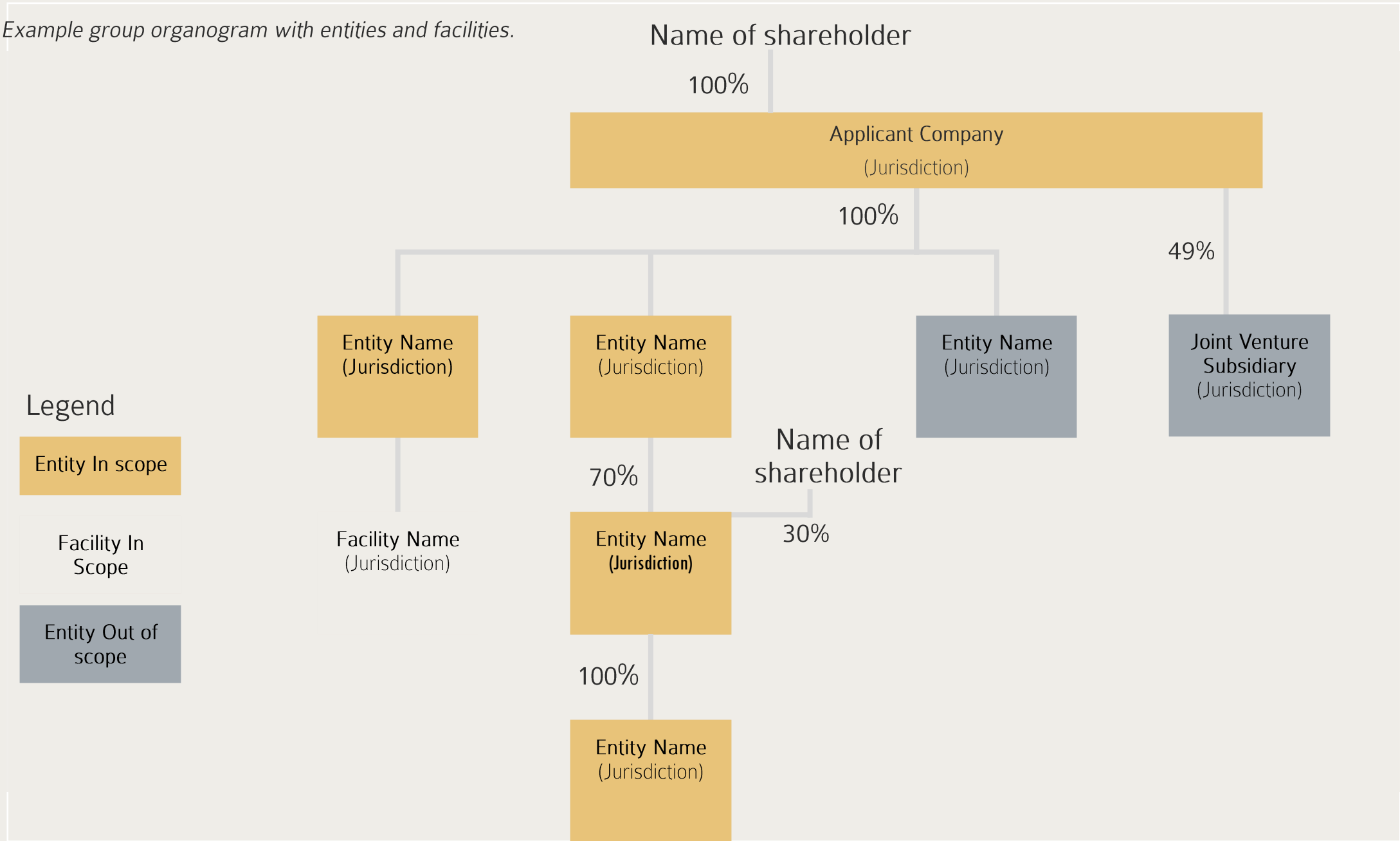
	Required Document	✓
Must include	Key information which must be present on the document	✓
Must include	Key information which must be present on the document	✓

<i>Guidance</i>	Clarification for your convenience.
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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 if applicable, all facilities (see clarification below)	
Must include	Jurisdiction of all entities	
Must include	Please distinguish between a) entities in scope, b) facilities in scope and c) entities out of scope, ideally by colour coding as per the example on the next page	
Must include	On company letterhead	

<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 group organogram with entities and facilities.



	Business registration document, of the new entity	
Must include & please highlight	Entity name Address Start date	
If applicable	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 translation including attestation from a lawyer, solicitor, barrister or chartered accountant.
<i>If unable to provide translation</i>	Or, if unable to provide a translation, the original document will be accepted <ul style="list-style-type: none"> If submitted with an attestation from a lawyer, solicitor, barrister or chartered accountant, stating in English it is a business registration document in line with local legislation
<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, of the 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.	
If applicable	Translation with attestation. See below guidance.	

Language	Non-English documents must be submitted with an attestation from a lawyer, solicitor, barrister or chartered accountant.
If unable to provide translation	Or, if unable to provide this, we will accept an English letter with: <ul style="list-style-type: none"> • Company name • Names and ownership percentages of directors and/or shareholders • Attestation from a lawyer, solicitor, barrister or chartered accountant
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.

	Passport ID – For all shareholders who own 20% 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 	

	Official document confirming company tax number , of new entity	
Must include & please highlight	Tax number	
<i>Accepted documents</i>	<ul style="list-style-type: none"> • We can accept an invoice on which the tax number is stated. • We can accept a list of VAT numbers for each entity of the group, on company letterhead, signed by director/owner or an authorised officer 	

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.	



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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

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