



RESPONSIBLE
JEWELLERY
COUNCIL

MEMBERSHIP SCOPE GUIDANCE

September 2025



Membership Scope

The RJC requires auditing of all entities, facilities and business activities owned / controlled by the member's group, handling RJC-scope materials, contributing to the jewellery and watch supply chain.

- Beneficial ownership of 50%+ or the power to cause the direction of company management.

RJC materials

- Diamonds, rubies, sapphires, emeralds, gold, silver, platinum group metals
- Laboratory grown diamonds, emeralds, rubies, sapphires.

If more than one group entity is in scope, then the parent company is in membership scope by default.

The RJC team can advise you which entities are in RJC Membership Scope, if you submit your Organogram and List of Entities and Facilities. You can view and download our excel template List of Entities and Facilities here: [Applications guidance • Responsible Jewellery Council](#).

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.

Can Website Visitors Search Subsidiaries or Brands?

Upon request, Group subsidiaries can be visible and searchable on the website.

In the example on the right, the subsidiary name Kalahari is searchable.

<https://www.responsiblejewellery.com/membership/find-an-rjc-member/>

The screenshot displays a search interface with a dark blue search bar at the top containing the text 'KALAHARI'. Below the search bar, the results are organized into two main columns. The left column, titled 'Refine Search Results' with a 'CLEAR ALL' link, contains two sections: 'MEMBERSHIP STATUS' and 'CERTIFICATION STATUS'. Under 'MEMBERSHIP STATUS', there are three options: 'All Members (1890)' (checked), 'Certified Members (1587)', and 'Non-Certified Members (303)'. Under 'CERTIFICATION STATUS', there are two options: 'Chain of Custody and Code of Practices Certified (444)' and 'Code of Practices Certified (1078)'. The right column shows 'Search results by "kalahari" x' and '1 Results found'. The result is a card for 'Leo Schachter Diamonds LLC', located in the 'United States'. It includes links for 'WEBSITE →' (pointing to 'Kalahari Dream') and 'MORE INFO →'.

Refine Search Results	CLEAR ALL
MEMBERSHIP STATUS	
<input checked="" type="checkbox"/> All Members (1890)	
<input type="checkbox"/> Certified Members (1587)	
<input type="checkbox"/> Non-Certified Members (303)	
CERTIFICATION STATUS	
<input type="checkbox"/> Chain of Custody and Code of Practices Certified (444)	
<input type="checkbox"/> Code of Practices Certified (1078)	

Search results by "kalahari" x
1 Results found

Leo Schachter Diamonds LLC
United States
WEBSITE →
Kalahari Dream
MORE INFO →

Membership Forum Type

In cases where a member's business activities cut across multiple sectors of the jewellery and watch supply chain, the member must specify the one **forum** (sector) **from which it derives the most significant portion of its Annual Relevant Sales (ARS)**.

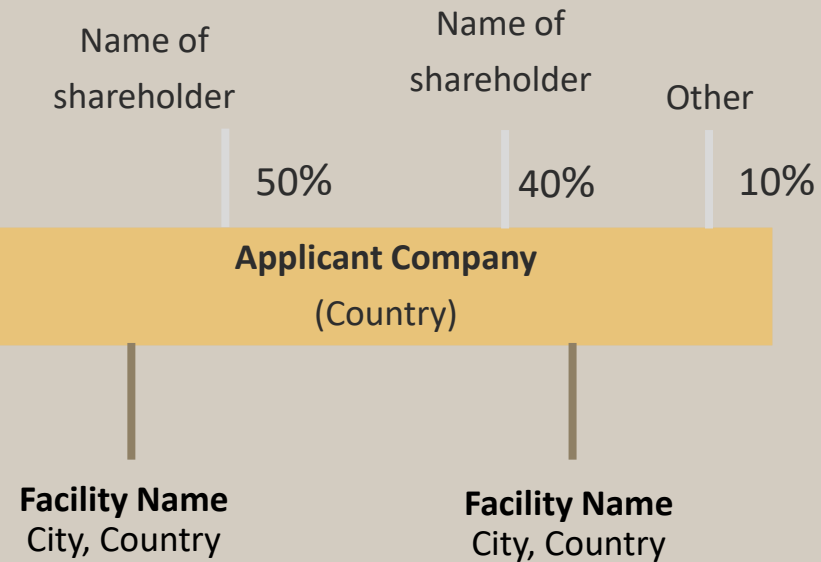
ARS is:

- turnover for the **latest filed accounts year**
- that applies to the RJC materials
 - *(diamonds, gold, silver, platinum, palladium, rhodium, emeralds, rubies, sapphires, laboratory grown diamonds, emeralds, rubies and sapphires)*
- in the watch and jewellery supply chain

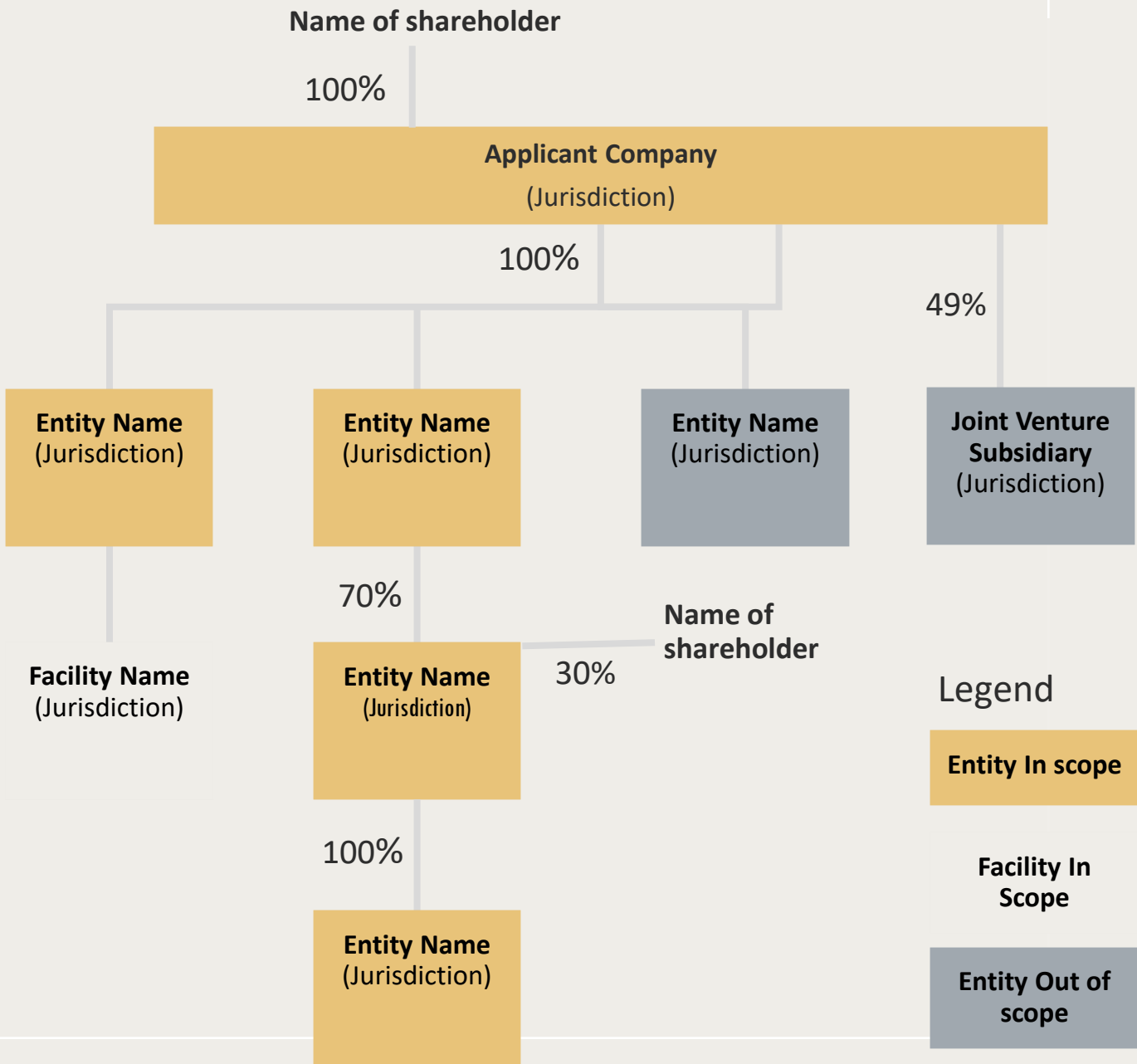
	Organogram	
Must include	Names of all shareholders owning 20% and above	
Must include	Ownership percentages of all shareholders owning 20% and above	
Must include	All entities and facilities. Please distinguish in scope and out of scope	
Must include	Jurisdiction of all entities	
Must include	Attestation 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 parent	
Must include & please highlight	Entity name Address Start date	
If applicable	Translation with attestation. See below guidance.	

Language	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.
If applicable	Must submit business registration for all parastatal companies or trusts that own 20% or above.

	Passport ID - For all shareholders who own 20% or above and all Directors of all entities in scope and parent	
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.	

	Official document confirming name and ownership percentage of current shareholders, for each entity in scope and parent	
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	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
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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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	Document confirming tax number of the applicant	
Must include	<ul style="list-style-type: none"> • Tax number of the applicant • On company letterhead • Signed by director/owner or an authorised officer 	

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

If Applicable:

Licences	Any national or state licenses to export or import precious stones or precious metals.	
	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.	



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COUNCIL

LEAD WITH PURPOSE . INSPIRE WITH TRUST
CONTRIBUTE TO DEVELOPMENT



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