



RESPONSIBLE  
JEWELLERY  
COUNCIL

# MEMBERSHIP AT GROUP LEVEL

June 2025



# RJC Membership at Group Level

RJC membership scope for commercial members includes all entities, facilities and business activities that are owned / controlled by the member, handling RJC-scope materials, contributing to the jewellery and watch supply chain.

- “Control” means having the beneficial ownership of 50% or more of the issued share capital of a company or the power to direct or cause the direction of the management of the company.

## **RJC-scope materials**

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

*Note that the RJC shall reject attempts to register just one company out of a group as a member, and require the parent company of a group to become the RJC member and seek RJC certification in its own name.*

# Group Certification Scope vs. Due Diligence Scope

## Group Certification Scope

- All Group activities, entities and facilities handling RJC-scope materials and contributing to the jewellery and watch supply chain.
- The **certificate** lists member name and all in-scope entities.

## Group Due Diligence Scope

Due diligence documents are requested relating to all beneficial owners, ultimate beneficial owners and Group entities with beneficial ownership of 25% and above. See due diligence checklist for more information.

# Can Website Visitors Search Subsidiaries?

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 search bar at the top containing the text 'kalahari'. To the right of the search bar are two view toggles: 'Grid View' (selected) and 'Map View'. Below the search bar is a section titled 'Refine Search Results' with a 'Clear all filters' link. Under 'Membership Status', there are three options: 'All Members (1950)' (selected), 'Certified Members (1589)', and 'Non-Certified Members (361)'. Under 'Certification Status', there are two options: 'Code of Practices Certified (1124)' and 'Chain of Custody and Code of Practices Certified (419)'. On the right side, a box indicates 'Search results by "kalahari"' and '1 Results found'. The result is for 'Leo Schachter Diamonds LLC', which is located in the 'United States', is 'Certified', and is associated with 'Forever Diamond, Kalahari Dream'. A 'Website' link is provided for the result, and a 'More info' link is at the bottom of the result box.

Grid View ☒ Map View

Search results by "kalahari" (X)

1 Results found

**Leo Schachter Diamonds LLC**

United States Website

Certified

Forever Diamond, Kalahari Dream

More info →

# Group Membership Forum

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

# Step 1. Send Group Organogram & Entities List

Please email [membership@responsiblejewellery.com](mailto:membership@responsiblejewellery.com) and attach the following 2 documents:

- **Organogram** - please see requirements described on next 2 pages.
- **List of all entities** under the control of (beneficial ownership of 25% or more) the parent company. Please complete and submit this [excel template](#).

In response, the RJC team will advise you which entities are in RJC Membership Scope.

Next, for each entity in scope, please upload all documents listed in the below checklist.

	Organogram	
Must include	<b>Names</b> of all shareholders owning 25% and above	
Must include	<b>Ownership percentages</b> of all shareholders owning 25% and above	
Must include	All <b>entities</b> and if applicable, all facilities (see clarification below)	
Must include	<b>Jurisdiction</b> 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 and dated in the last 6 months	
Must include	<b>Attestation</b> from a lawyer, solicitor, barrister or chartered accountant, dated in the last 6 months, <b>stating</b> the following wording: “I verify that this is a true and accurate representation of the organisational structure at this present time”.	

<b><i>What is a facility</i></b>	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.
<b><i>What is a shareholder</i></b>	Please include any company, individual or trust, owning 25% and above of any entity in the group

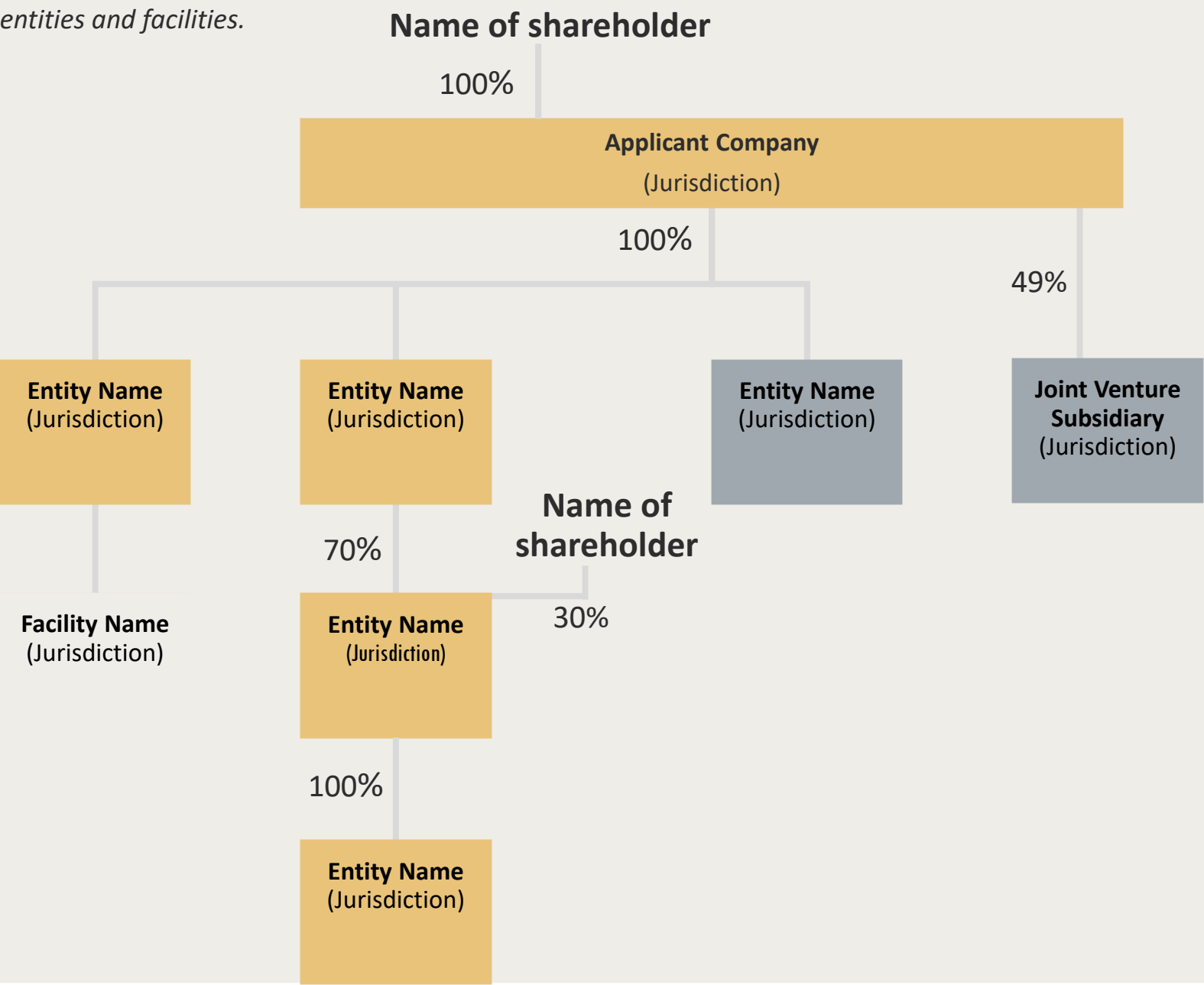
Example group organogram with entities and facilities.

Legend

Entity In scope

Facility In Scope

Entity Out of scope





## Step 2. Submit Due Diligence documents

- To speed up the processing of your application, in each document, please highlight all **company names**, **director names**, **company tax numbers**, **names** and ownership **percentages** of **shareholders** owning 25% and above, using a yellow highlighting tool.
- 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.
- Please name each document clearly, 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	✓
Guidance	Clarification for your convenience.	

	Business registration document, for each entity in scope	
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 <b>translation</b> including <b>attestation</b> from a lawyer, solicitor, barrister or chartered accountant.
If unable to provide translation	Or, if unable to provide a translation, the original document will be accepted <ul style="list-style-type: none"> <li>If submitted with an <b>attestation</b> from a lawyer, solicitor, barrister or chartered accountant, stating in English it is a business registration document in line with local legislation</li> </ul>
If applicable	Must submit business registration for all parastatal companies or trusts that own 25% or above.

	Letter confirming bank details and signatories, of applicant company	
Must include	Bank account number	
Must include	Bank account <b>signatories</b> (authorised individuals)	
Must include	Signed by a Chartered Accountant	
If unable to provide	Letter from the bank confirming bank details and all bank account signatories.	

	<b>Passport ID</b> - For all shareholders who own 25% or above and all Board Directors in scope	
<b>Must include</b>	<b>Expiry date</b> , no less than 6 months	
<b>Must include</b>	<b>Attestation</b> from a lawyer, solicitor, barrister or chartered accountant	
<b><i>If unable to provide</i></b>	<b>Or</b> , if unable to provide passport, then we will accept <ul style="list-style-type: none"> <li>• ID card</li> <li>• or drivers licence</li> <li>• with an <b>expiry date</b> no less than 6 months</li> </ul>	

	<b>List of tax numbers</b>	
<b>Must include</b>	<ul style="list-style-type: none"> <li>• List of tax numbers for each entity in scope</li> <li>• On company letterhead</li> <li>• Signed by director/owner or an authorised officer</li> </ul>	

<b><i>If unable to provide</i></b>	Invoice on which the tax number is stated, or, other official document confirming company tax number, for each entity in scope.
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	<b>Official document confirming name and ownership percentage of shareholders, for each entity in scope</b>	
<b>Not required if</b>	* Not required if your business registration document includes names and ownership percentages of all shareholders.	
<b>Must include &amp; please highlight</b>	Names and ownership percentages of shareholders who own 25% or above.	
<b><i>If applicable</i></b>	Translation with attestation. See below guidance.	

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



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#### CONNECT WITH US

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Twitter: [@RJCjewellery](https://twitter.com/RJCjewellery)

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