
ASSOCIATION APPLICATION REQUIRED DOCUMENTS

April 2026



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JEWELLERY
COUNCIL



02

APPLICATION INSTRUCTIONS

To speed up the processing of your application, please:

- submit all required documents listed in the checklist below;
- Please name each document clearly, in English, 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	Company name Address Incorporation date	
If applicable	Translate with attestation. see below guidance.	
Language	Document in original language accepted from all EEA countries and Switzerland. <ul style="list-style-type: none"> Other non-English documents must be submitted together with a translation including attestation 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"> 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. 	

	Official document confirming name and ownership percentage of shareholders, for each entity in scope	
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 all shareholders who own 20% or above.	
Must include	Full legal entity name.	
If applicable	Translate with attestation. see below guidance.	
English translation	<p>Document of original language accepted from all EEA countries and Switzerland.</p> <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 	
	Copy of Human Rights Due Diligence Policy.	

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



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