# Tool 1C.2: Example request for information template

Dear *[insert recipient’s name]*

I am writing to inform you that as a member of the Responsible Jewellery Council (RJC), *[insert company name]* is required to carry out due diligence on our supply chain to ensure that we source diamonds/coloured gemstones responsibly, in a way that respects human rights and does not contribute to conflict.

As part of our commitment to responsible sourcing, we are now working with our suppliers to understand their sources of supply and due diligence procedures for managing risks in their supply chain.

To fulfil our obligations, we ask that you share the following information with us (where available) by *[date]*:

1. The sources of diamonds/coloured gemstones, in aggregate, that you supply to our company. This is specifically the furthest upstream point in the supply chain that the diamonds/coloured gemstones can be identified as originating from e.g. company, mine or specific geographical area of production.
2. List the percentage of diamonds/coloured gemstones that you supply to us that fall into the following categories:
   1. Rough/polished diamonds/coloured gemstones from known large-scale mining or artisanal and small-scale mining producers that provide information on the original source of production (e.g. company, mine or specific geographical area of production is known)
   2. Rough/polished diamonds/coloured gemstones from established suppliers or open market where there is some, but limited, information on the original source of production (e.g. country of origin is known)
   3. Rough/polished diamonds/coloured gemstones from established suppliers or open market where there is no information available on the original source of production.
3. Evidence that you have undertaken due diligence on the source of diamonds/coloured gemstones supplied to our company. This could include, for example, copies of any supply chain risk assessments, reports or audits you have done, copies of any company policies you have on responsible sourcing, evidence of participation in responsible sourcing initiatives or programmes.

If you are not in a position to share such information for whatever reason, we will be happy to discuss this with you and find a solution that addresses your concerns and still satisfies our needs.

If you would like to learn more about responsible supply chains or minerals from conflict-affected and high-risks areas, please visit: [www.oecd.org/fr/daf/inv/mne/mining.htm](http://www.oecd.org/fr/daf/inv/mne/mining.htm).

Feel free to contact me at *[insert telephone number]* or alternatively at *[insert email address].*

Regards,

*[insert name and signature]*

Note: You may wish to include the questions above in a standardised form that the supplier can complete and return to you.