



RESPONSIBLE  
JEWELLERY  
COUNCIL

# COMMERCIAL MEMBERSHIP

Application Form and  
Membership Agreement

September 2021

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# INTRODUCTION

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## INTRODUCTION

The mission of the RJC is to be the recognised standards and certification organisation for supply chain integrity and sustainability in the global jewellery and watch industry. The RJC system comprises of a comprehensive set of environmental, societal and governance (ESG) standards (Code of Practices and Chain of Custody) in combination with independent audit of member compliance, and certification.

The public disclosure of relevant company information is also an important principle of governance and transparency. To that end, RJC members commit that the name of the company, scope of membership, certification details, business activity and the date of joining may be published on the RJC's website.

From a legal perspective the RJC is required by the UK Money Laundering and Terrorist Financing (Amendment) Regulations 2019 (MLR 2019) to complete background checks for AML purposes on all member organisations. The identification of beneficial ownership is especially important. Furthermore, as a member of the ISEAL Alliance the RJC is also required to maintain up-to-date records of all members.

In almost all circumstances the RJC will reject attempts to register just one company out of a group, especially if the group companies have similar names (for example; ACME Ltd, ACME (India) Pvt Ltd, ACME DMCC, Dubai, UAE and ACME N.V.). Generally the RJC prefers that the parent company of a group becomes the RJC member and will issue a group certification. However, where appropriate the RJC will allow individual memberships by companies which are part of a group, and will issue individual certifications.

ALL sections must be completed as a condition for the RJC to process the application.

## DEFINITIONS

### **Due Diligence & Risk Assessment**

Due diligence is an on-going, proactive and reactive process through which companies can ensure that they respect human rights and do not contribute to conflict. Due diligence can also help companies ensure they observe international law and comply with domestic law. Risk-based due diligence refers to the steps companies should take to identify and address actual or potential risks in order to prevent or mitigate adverse impacts associated with their activities or sourcing decisions. (OECD Due Diligence Guidance, p13)

### **Data Protection**

The RJC will comply with Applicable Data Protection Law as follows (i) Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (“General Data Protection Regulation” or “GDPR”); (ii) Directive 2002/58/EC of the European Parliament and of the Council of 12 July 2002 concerning the processing of personal data and the protection of privacy in the electronic communications sector (as amended or replaced from time to time) and applicable laws implementing that directive in European Union Member States; (iii) the United Kingdom Data Protection Act 2018; and (iv) any other data protection or privacy legislation that applies to the parties from time to time, including where both parties are located outside of the UK or the European Union.

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## SECTION 1

### Applicant Details

## COMPANY DETAILS

Official Company Name

Trading Name  
(if different to above)

Country of Registration

Company Registration  
Number

Registered Address

Work address  
(if different to above)

Telephone number  
(inc. country code)

Fax number  
(inc. country code)

Email address

Website URL

Social Media:

- Twitter

- Facebook

- LinkedIn

- Other?

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SECTION 1

Applicant  
Details

continued

MAIN CONTACT DETAILS

Full name

Title/Position

Work address

Email address

Telephone number

Fax Number

Mobile number

Full name

Title/Position

Work address

Email address

Telephone number

Fax Number

Mobile number

Full name

Title/Position

Work address

Email address

Telephone number

Fax Number

Mobile number

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## SECTION 2

### Company Details

#### DIRECTORS

(Please supply details for ALL Directors of the applicant entity):

Director 1: Full name

Nationality

Government-issued photo ID  
(Passport/ID Card/Driver's license)

ID Expiry date  
(must have at least 6 months  
validity from current date)

Date of Birth

Title/Position

Director 2: Full name

Nationality

Government-issued photo ID  
(Passport/ID Card/Driver's license)

ID Expiry date  
(must have at least 6 months  
validity from current date)

Date of Birth

Title/Position

Director 3: Full name

Nationality

Government-issued photo ID  
(Passport/ID Card/Driver's license)

ID Expiry date  
(must have at least 6 months  
validity from current date)

Date of Birth

Title/Position

Director 4: Full name

Nationality

Government-issued photo ID  
(Passport/ID Card/Driver's license)

ID Expiry date  
(must have at least 6 months  
validity from current date)

Date of Birth

Title/Position



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## SECTION 2

### Company Details

continued

## OWNERSHIP/SHAREHOLDING

Ultimate beneficial owners: Public Company, Private Company, Parastatal Organisations or Trusts. (Please supply details of ALL owners/shareholders who own 20%<sup>1</sup> or more of the shares, whether they are individuals, companies or trusts). This section refers to the ultimate beneficial owners.

Are any individuals' beneficiaries of the applicant company?

Yes

No

## INDIVIDUALS

Full name

Nationality

Government-issued photo ID  
(Passport/ID Card/Driver's license)

ID Expiry date  
(must have at least 6 months  
validity from current date)

Date of Birth

% ownership/shareholding

Full name

Nationality

Government-issued photo ID  
(Passport/ID Card/Driver's license)

ID Expiry date  
(must have at least 6 months  
validity from current date)

Date of Birth

% ownership/shareholding

Full name

Nationality

Government-issued photo ID  
(Passport/ID Card/Driver's license)

ID Expiry date  
(must have at least 6 months  
validity from current date)

Date of Birth

% ownership/shareholding

1. 20% shareholding is the level that requires AML checks under UK law

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## SECTION 2

### Company Details continued

Are any parastatals, companies or trusts beneficiaries of the applicant company?

Yes

No

#### PARASTATAL, COMPANY OR TRUST

Parastatal/Company/Trust Name

Trading Name  
(if different to above)

Country of Registration

Company Registration Number

Registered Address

Work address  
(if different to above)

% ownership/shareholding

#### PARASTATAL, COMPANY OR TRUST

Parastatal/Company/Trust Name

Trading Name  
(if different to above)

Country of Registration

Company Registration Number

Registered Address

Work address  
(if different to above)

% ownership/shareholding

#### PARASTATAL, COMPANY OR TRUST

Parastatal/Company/Trust Name

Trading Name  
(if different to above)

Country of Registration

Company Registration Number

Registered Address

Work address  
(if different to above)

% ownership/shareholding

---

## SECTION 3

### Group Details

#### DEFINITION

A Group of Companies means a collection of parent and subsidiary corporations that function as a single economic entity through a common source of control. A Group Company means any subsidiary or holding company or associate company of the applicant company and any subsidiary of any holding company of the applicant company.

Is the applicant company part of a Group of Companies?

Yes

No

If yes to the above, please answer ALL the questions below, otherwise move to section 5.

#### COMPANIES/ENTITIES WITHIN RJC SCOPE

All companies, entities and all their respective facilities involved in the mining, manufacture, or trading of product within RJC scope.

Please list ALL the companies and facilities in the group that mine, sell, manufacture or buy materials within scope of the RJC Code of Practices (COP). (Note: This information may be provided in the form of an organisation chart, a separate list, or an extract from the company's public listing or website.) (Currently Diamonds, Rubies, Sapphires, Emeralds, Gold, Silver or Platinum Group Metals (PGMs: Platinum, Palladium or Rhodium)).

Company Name

Trading Name  
(if different to above)

Country of Registration

Company Registration Number

Registered Address

Work address  
(if different to above)

Total Number of employees  
including all related facilities(including  
permanent onsite contractors)

Company Name

Trading Name  
(if different to above)

Country of Registration

Company Registration Number

Registered Address:

Work address  
(if different to above)

Total Number of employees  
including all related facilities(including  
permanent onsite contractors)

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## SECTION 3

### Group Details continued

## COMPANIES/ENTITIES OUTSIDE RJC SCOPE

Please list ALL the companies and facilities in the group that fall outside the scope of the RJC Code of Practices (COP). (Note: This information may be provided in the form of an organisation chart, a separate list, or an extract from the company's public listing or website.)

### Are there companies in the group outside of RJC's Scope?

Yes  No

Company Name

Trading Name  
(if different to above)

Country of Registration

Company Registration Number

Registered Address:

Work address  
(if different to above)

Total Number of employees  
including all related facilities(including  
permanent onsite contractors)

Company Name

Trading Name  
(if different to above)

Country of Registration

Company Registration Number:

Registered Address:

Work address  
(if different to above)

Total Number of employees  
including all related facilities(including  
permanent onsite contractors)

## GROUP ORGANOGRAM

Please include an organogram of the group, including ownership percentages. Please highlight where the applicant company sits within the group. If the applicant company is **NOT** the parent company of the Group, please explain why.

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## SECTION 3

### Group Details continued

## DIRECTORS

Please supply details for ALL Directors of ALL the Group companies that fall within the RJC scope.

Director 1: Full name

Nationality

Government-issued photo ID  
(Passport/ID Card/Driver's license)

ID Expiry date  
(must have at least 6 months  
validity from current date)

Date of Birth

Title/Position

Director 2: Full name

Nationality

Government-issued photo ID  
(Passport/ID Card/Driver's license)

ID Expiry date  
(must have at least 6 months  
validity from current date)

Date of Birth

Title/Position

Director 3: Full name

Nationality

Government-issued photo ID  
(Passport/ID Card/Driver's license)

ID Expiry date  
(must have at least 6 months  
validity from current date)

Date of Birth

Title/Position

Director 4: Full name

Nationality

Government-issued photo ID  
(Passport/ID Card/Driver's license)

ID Expiry date  
(must have at least 6 months  
validity from current date)

Date of Birth

Title/Position

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## SECTION 4

### Control Details

#### DEFINITION:

“Control”: An RJC member controls a business or other organisation if it:

- directly or indirectly owns or controls 50 per cent or more of the business voting rights;
- directly or indirectly has the power to remove, nominate or appoint at least half the business’s board members or managers; or
- has day-to-day or executive management of the business (for example, by setting and enforcing workplace standards).

#### CONTROL OF APPLICANT COMPANY

Do any individuals have “Control” of the applicant company?

Yes

No

If yes to the above, please supply details (including directors) below, otherwise move to section 6.

#### INDIVIDUAL

Full name

Nationality

Government-issued photo ID  
(Passport/ID Card/Driver’s license)

ID Expiry date  
(must have at least 6 months  
validity from current date)

Date of Birth

Do any companies or trusts have “Control” of the applicant company?

Yes

No

#### COMPANY/TRUST

Company/Trust Name

Trading Name  
(if different to above)

Country of Registration

Company Registration Number:

Registered Address:

Work address  
(if different to above)

SECTION 4

Control  
Details  
continued

**CONTROL BY APPLICANT COMPANY**

Does the applicant company have "Control" over any other companies?

Yes  No

If yes to the above, please list these below.

Company/Trust Name

Trading Name  
(if different to above)

Country of Registration

Company Registration Number:

Registered Address:

Work address  
(if different to above)

Type of Control:	<input type="checkbox"/> Beneficial ownership control	<input type="checkbox"/> Directorial control	<input type="checkbox"/> Management control
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Company/Trust Name

Trading Name  
(if different to above)

Country of Registration

Company Registration Number:

Registered Address:

Work address  
(if different to above)

Type of Control:	<input type="checkbox"/> Beneficial ownership control	<input type="checkbox"/> Directorial control	<input type="checkbox"/> Management control
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Company/Trust Name

Trading Name  
(if different to above)

Country of Registration

Company Registration Number:

Registered Address:

Work address  
(if different to above)

Type of Control:	<input type="checkbox"/> Beneficial ownership control	<input type="checkbox"/> Directorial control	<input type="checkbox"/> Management control
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## SECTION 4

### Control Details

continued

## CONTROL OF THE GROUP

Do any individuals have "Control" of the Group?

Yes

No

If yes to the above, please list these below.

Full name

Nationality

Government-issued photo ID  
(Passport/ID Card/Driver's license)

ID Expiry date  
(must have at least 6 months  
validity from current date)

Date of Birth

Full name

Nationality

Government-issued photo ID  
(Passport/ID Card/Driver's license)

ID Expiry date  
(must have at least 6 months  
validity from current date)

Date of Birth

Do any companies or trusts have "Control" of the Group?

Yes

No

Company/Trust Name

Trading Name  
(if different to above)

Country of Registration

Company Registration Number:

Registered Address:

Work address  
(if different to above)



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## SECTION 5

### Membership Fora

Please select the business activities of the applicant company.

Refer to page three of the application guidance for further information on RJC forums.

#### BUSINESS ACTIVITIES

Miner	Wholesaler
Refiner	Cutter
Manufacturer	Services
Hedger	- Security Services
Retailer	- Grading/Appraisal
Trader (including online)	- Other service industry
- Precious Metals	Polisher
- Diamonds & Coloured Gemstones	Association
	Other (please specify)

Select one membership forum that best describes your category in the supply chain, and then the divisions that apply within your forum.

#### MEMBERSHIP FORUMS AND DIVISIONS

##### Diamonds, Coloured Gemstones and Precious Metals Miner

Diamond Producer / Miner	Platinum Producer / Miner
Coloured Gemstone Producer / Miner	Silver Producer / Miner
Gold Producer / Miner	Diamond / Coloured Gemstone / Gold / Platinum / Silver Exploration

##### Precious Metals Trader, Refiner and / or Hedger

Gold Refiner	Bullion Banking
Gold Trader / Hedger	Master Alloy Producers
Platinum Refiner	Palladium Refiner
Platinum Trader / Hedger	Palladium Trader / Hedger
Silver Refiner	Other Precious Metals Trader
Silver Trader / Hedger	Other Precious Metals Refiner

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SECTION 5  
Membership  
Fora  
continued

### Diamonds and Coloured Gemstones Trader, Cutter and /or Polisher

Diamond Cutter & Polisher	Gemstone brokerage
Diamond Trader	Online Auctions
Diamond Sorting & Valuation	Diamond Polished Dealer
Coloured Gemstone Cutter & Polisher	Diamond Rough Dealer
Coloured Gemstone Trader	Coloured Gemstone Polished Dealer
	Coloured Gemstone Rough Dealer

### Jewellery and Watch Manufacturer and/or Wholesaler

Jewellery Manufacturer	Jewellery Designer
Jewellery Wholesaler	Coloured Gemstones Jewellery Designer
Coloured Gemstone Jewellery Manufacturer	Mould Maker / Caster / Stone Setter / Polisher / Finisher
Coloured Gemstone Jewellery Wholesaler	Bespoke Jewellery Maker (made to order- small volume, high value / returns)
Watch Manufacturer (Specify parts below if applicable: Hands, Dials, Straps, Movements & Components, Cases)	Jewellery Repair
	Specialist Watch Repair

### Jewellery and Watch Retailer

Specialist Jewellery and / or Watch Retailer	Online Retailer
Big Box Retailers	Informal Retailer
Department Stores (concessions in big stores)	Auction House or Sales Platform Company
Owner Designer Retailer	Retailer of pre-owned Jewellery and / or Watches

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SECTION 5  
Membership  
Fora  
continued

**Service Industry**

Gemmology (Gem Labs,  
Grading, Valuation etc)

Assay Offices

Secure Transport

Warehouse Owner / Storage  
Facility Owner

Jewellery and / or Watch Authentication

Other Service (specify service provided)

Other Laboratory  
(specify Laboratory type)

**Association**

Retailers' Association

Manufacturers' Association

Traders' Association

Miners' Association

Bullion Banking Association

Association of Associations

Refiners' Association

Other Association (specify type)

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## SECTION 6

### Annual Relevant Sales & Membership Fee Calculation

Please indicate the total combined Annual Relevant Sales (ARS) of the businesses and entities that are part of the applicant Entity or Group.

Annual Relevant Sales are those that consist of materials currently within scope of the RJC Code of Practices.

RJC issues invoices in United States Dollars (USD) or Great British Pounds (GBP). Kindly indicate your preferred currency by completing your ARS in the appropriate box below:

ARS in USD

ARS in GBP

\*\*If you have been trading for less than 12 months, with no sales figures from the previous financial year, kindly put an (x) in the appropriate ARS currency box above and submit your business registration documentation as part of your application to confirm the date when the business was established.

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## SECTION 7

### Bank Details

Please supply the details of the bank from which you will be paying your RJC Membership Fees. (If paying by Credit Card, please give details of bank account to which the card is linked.)

Bank Name

Bank Address

Sort Code

Account Number

IBAN Number

Swift Number

Name of Bank  
Relationship Manager

Email address:

Telephone Number

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## SECTION 8

### Industry Participation

Please list the names of all industry trade organisations that the company or members of its group belong to:

Association Name

Geographical scope of the association

Does the association provide guidance to its members on responsible business practices?

Yes

No

Association Name

Geographical scope of the association

Does the association provide guidance to its members on responsible business practices?

Yes

No

Association Name

Geographical scope of the association

Does the association provide guidance to its members on responsible business practices?

Yes

No

Association Name

Geographical scope of the association

Does the association provide guidance to its members on responsible business practices?

Yes

No

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## SECTION 9

### Required Documentation

Please supply copies of all relevant documentary proof. All documents should be submitted electronically together with the application form.

Unless otherwise stated, all documents should be submitted in English (or accompanied by an accurate English translation).

All copies of documents or translations must be certified (within the past 12 months) by the company secretary, company legal officer, a qualified external lawyer, chartered accountant or notary public.

1. An organogram on the company letterhead of the company group structure (as in section 4 above), including all subsidiary companies, associates and beneficiaries. Please include percentages of holdings. If the company is a single entity, please provide an internal company structure indicating that the company is a single entity on company letterhead.
2. A brief company profile of the company/group on company letterhead, focusing on the company's involvement in the jewellery industry (size speciality, sourcing profile, operations, key management etc.).
3. Certificate of Registration/Incorporation for each group company.
4. Articles/Memoranda/Bylaws of Incorporation or Deeds of Partnership for each group company.
5. Company tax numbers for each group company that falls within RJC certification scope.
6. Government-issued photo ID (Passport/ID documentation/drivers license) for all directors that fall within RJC certification scope and government issued photo ID for all +20% shareholders of all group companies, **including Ultimate Beneficial Owners** (ID must have at least 6 months validity from submission date).
7. Any national or state licences to mine or trade precious stones or precious metals.
8. Any national or state licences to export or import precious stones or precious metals.
9. The company/group's Anti Money Laundering/ Countering Financing of Terrorism (AML) policy on company letterhead. If available, please provide a website link to this policy.
10. A reference letter from the Bank (see Section 8) which confirms that the applicant is **"in good standing and fully compliant with the bank's KYC requirements"**. The letter should further include the account number and the names of the account signatories (if the bank is not willing to confirm this, a letter from a Chartered Accountant may be provided confirming the same).
11. A letter from the Bank, as detailed in Section 8 above, stating that the Bank has an AML policy in place.
12. Certificates of any Industry Trade Association membership. If no memberships are held of a Trade Association/Bourse Membership, please indicate so in a letter on company letterhead.
13. A copy of, or electronic link to, any recently published company/group reports, financial or otherwise.

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## SECTION 10

### Related Information

How did you hear about the RJC? Your answer will not affect your application. Select all that apply.

- RJC member
- Customer/Supplier
- RJC communication and social media
- Trade association
- Trade show or Industry event  
Please state which one
- Other

Why are you joining the RJC? Your answer will not affect your application. Select all that apply.

- Gain competitive advantage
- Access information and support to improve business practices and manage risks
- Demonstrate responsible business practices
- Customer/supplier request
- To be part of a community of confidence promoting responsibility across the jewellery supply chain
- Other

Do you understand the requirement to complete your [RJC Code of Practices \(COP\)](#) certification which includes a third party audit, within the first two years of joining?

Yes  No

Have you assigned an RJC Coordinator or other member of staff who will take responsibility for your RJC certification?

Yes  No

Is your company familiar with conducting due diligence, risk assessments and developing management system policies and procedures?

Yes  No

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## SECTION 10

### Related Information

continued

Which of the following materials does your company use?  
(Please select all that apply).

Diamonds

- Rough

- Polished

Coloured Gemstones

- Rubies

- Sapphires

- Emeralds

Gold

Silver

Platinum group metals

- Platinum

- Palladium

- Rhodium

Pearls

Other coloured gemstones  
and gem materials

Laboratory Grown Diamonds

Laboratory Grown Gemstones

Other, please state which one(s)

Applicable for: REFINER / MINER MEMBERS ONLY

a. Are you now or have been in the past a member of sustainability standard, similar to RJC?

Yes

No

b. If yes, and your organisation is no longer participating with another sustainability standard, please detail why and the date that your organisation stopped participating.

c. If yes, please detail the name of this organisation or standard and provide any copies of audit reports / certifications that are applicable.



SECTION 11  
Corporate  
Responsibility  
and  
Sustainability

As part of our mission to help companies of all sizes throughout the jewellery supply chain meet the rising ethical demands of peers, consumers, financial institutions and civil society, we would like to gather some information on your current corporate responsibility/sustainability performance and impacts, including as they relate to the 17 United Nations Sustainable Development Goals. These goals provide a shared blueprint for peace and prosperity for people and the planet, now and into the future. **Your answers in this section will not affect your application.**

Does your company have a written corporate responsibility/sustainability strategy or policy?

Yes No

Does your company have a set of corporate responsibility/sustainability goals?

Yes No

If yes, please list your corporate responsibility/sustainability goals.

Has your company evaluated the United Nations Sustainable Development Goals (SDGs) and determined how your company impacts them?

Yes No

Select SDGs that your company impacts, tracks and/or sets goals for. (Select the SDGs that apply).

- |   |   |
|---|---|
| GOAL 1: No Poverty                              | GOAL 10: Reduced Inequality                     |
| GOAL 2: Zero Hunger                             | GOAL 11: Sustainable Cities and Communities     |
| GOAL 3: Good Health and Well-being              | GOAL 12: Responsible Consumption and Production |
| GOAL 4: Quality Education                       | GOAL 13: Climate Action                         |
| GOAL 5: Gender Equality                         | GOAL 14: Life Below Water                       |
| GOAL 6: Clean Water and Sanitation              | GOAL 15: Life on Land                           |
| GOAL 7: Affordable and Clean Energy             | GOAL 16: Peace and Justice Strong Institutions  |
| GOAL 8: Decent Work and Economic Growth         | GOAL 17: Partnerships to achieve the Goal       |
| GOAL 9: Industry, Innovation and Infrastructure | Unknown   |

SECTION 11  
Corporate  
Responsibility  
and  
Sustainability  
continued

Select SDGs your company would be unlikely to impact.  
(Select the SDGs that apply).

- |   |   |
|---|---|
| GOAL 1: No Poverty                              | GOAL 10: Reduced Inequality                     |
| GOAL 2: Zero Hunger                             | GOAL 11: Sustainable Cities and Communities     |
| GOAL 3: Good Health and Well-being              | GOAL 12: Responsible Consumption and Production |
| GOAL 4: Quality Education                       | GOAL 13: Climate Action                         |
| GOAL 5: Gender Equality                         | GOAL 14: Life Below Water                       |
| GOAL 6: Clean Water and Sanitation              | GOAL 15: Life on Land                           |
| GOAL 7: Affordable and Clean Energy             | GOAL 16: Peace and Justice Strong Institutions  |
| GOAL 8: Decent Work and Economic Growth         | GOAL 17: Partnerships to achieve the Goal       |
| GOAL 9: Industry, Innovation and Infrastructure | Unknown   |

Is your company a signatory of any corporate responsibility/sustainability focused organisations?

Yes  No

If yes, please list the organisations:

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SECTION 11  
Corporate  
Responsibility  
and  
Sustainability

continued

Does any industry trade organisation provide your sustainability insight?

Yes  No

If yes, please state which:

Have you signed the UN Women Empowerment Principles?

Yes  No

Is your company a member of the UN Global Compact?

Yes  No

If yes, please state which year and add a link to the report:

Do you have a corporate responsibility/sustainability section on your website?

Yes  No

If yes, please add a URL link:

Do you issue a report or newsletter? Please select applicable box(es) and add link to last publication.

Report  Newsletter

Please add link(s) to last publication(s):

Does your company use the Global Reporting Initiative (GRI) report format?

Yes  No

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## SECTION 12 Declarations

Has the company, any member of its group, any of its Directors or its Ultimate Beneficial Owners been convicted of any serious criminal offence\* within the last 10 years?

Yes No

Is the company, any member of its group, any of its Directors or its Ultimate Beneficial Owners under indictment or currently subject to court proceedings for any serious criminal offence?

Yes No

Has the company, any member of its group, or any of its Directors or its Ultimate Beneficial Owners been placed under sanctions by the United Nations, United States of America, EU or UK Governments within the last 10 years?

Yes No

Has the company, any member of its group, any of its Directors or its Ultimate Beneficial Owners been accused of or prosecuted for serious abuses of Human Rights within the last 10 years?

Yes No

Has the company, any member of its group, any of its Directors or its Ultimate Beneficial Owners been accused of or prosecuted for Child Labour or forced Labour within the last 10 years?

Yes No

Has the company, any member of its group, any of its Directors or its Ultimate Beneficial Owners been accused of or prosecuted for trading with any conflict minerals within the last 10 years?

Yes No

The company confirms that the company's membership scope and any subsequent certification scope will fully comply with the requirements relating to membership scope established by the RJC. The entities and facilities over which the company has control that are included in the company's membership scope will be duly and publicly disclosed in any RJC certification documents.

Confirmed

\* Definition: "serious criminal offence" means any offence that results in a prison sentence of longer than 1 year or a financial fine of over \$500,000

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## SECTION 13

### Signatures

If the application is for a group of companies, please ensure that at least two of the following sign the application form (and they cannot be the same individual):

1. Chair of the Parent Group Company
2. CEO/President of the Group
3. CFO of the Group
4. COO of the Group
5. Secretary to the Group Board

If the application is for an individual company, please ensure that at least two of the following sign the application form (and they cannot be the same individual):

1. Chair of the Company
2. CEO/President of the Company
3. Secretary to the Company Board

If the application is for Partnership, please ensure that at least two of the following sign the application form (and they cannot be the same individual):

1. Partnership Chair
2. Managing Partner
3. Partnership's legal counsel

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## Declaration

I (Name)

(Job title)

declare that to the best of my knowledge and belief that the information provided is complete, accurate and up to date.

Signature

Date

I (Name)

(Job title)

declare that to the best of my knowledge and belief that the information provided is complete, accurate and up to date.

Signature

Date

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# MEMBERSHIP AGREEMENT

To the Responsible Jewellery Council,

Through our application for commercial membership in the Responsible Jewellery Council (RJC),

Company name

is demonstrating its commitment to advance responsible ethical, social and environmental practices in a transparent and accountable manner throughout the RJC scope materials supply chain, from mine to retail. In consideration of the RJC agreeing to our membership we agree as follows:

- We commit to support the mission of the RJC.
- We shall implement continuous improvement processes to achieve increased performance and higher standards for responsible business practices.
- We shall endorse the vision, mission and mandatory standards of the RJC and endeavour to implement them into our own business practices.
- We shall achieve certification under the RJC member certification system within two years after joining the RJC.
- We shall comply with the policies and rules of the RJC applicable to members (“Member Policies”) and agree that the RJC reserves the right, at any time, to update and change any or all of the Member Policies, in its sole discretion. The RJC will post any updated versions of Member Policies on the website, [www.responsiblejewellery.com](http://www.responsiblejewellery.com) and we agree that our continued membership of the RJC after any such changes have been made shall constitute our consent to such changes. We agree we are responsible for regularly reviewing the most current version of the Membership Policies, which are currently available at: [www.responsiblejewellery.com](http://www.responsiblejewellery.com)
- We confirm that we are actively involved for commercial reasons in the RJC scope materials supply chain and will pay the annual RJC membership fee.
- We agree to provide commercially sensitive information to the RJC where such information is needed by the RJC for operational, legal or other reasons, and understand that such information will be kept confidential and will never be disclosed to any third party, including other members of the RJC.
- We are not currently engaged in any activity that might bring the RJC into disrepute.
- We agree to the name of our company, scope of membership, business activity and the date of joining being listed on the RJC’s website, if we are accepted as an RJC member.

- We agree that upon certification, our certification status, certificate and certification scope will be published on the RJC website.
- We understand that RJC membership and certification cannot be used to encompass elements beyond the current RJC scope materials supply chain.
- We agree and understand that the compulsory COP certification is a management systems certification based on a third-party audit of our business practices in accordance with the provisions contained therein.
- We will not use the RJC name and/or logo in any way that conveys a false impression about what areas and entities of our business are covered by the RJC membership and certification.
- We will not use the RJC name and/or certified member logo in any way that implies that a jewellery product or jewellery materials, or the supply chain for the product or materials, are certified or endorsed by the RJC.
- We agree and understand that only RJC members who are Chain-of-Custody (CoC) Certified are authorised to use the RJC logo, CoC Stamp or CoC Certificate on or in conjunction with CoC Material, as defined by the RJC CoC Standard.
- We will not allow affiliated non-RJC certified business partners to use the RJC logo or designs incorporating the RJC logo.
- We agree and understand that having paid all money due from us to the RJC, we may terminate our membership on giving one month's notice in writing to the Executive Director of our intention to do so and we shall be removed from the Register of Members once the termination is confirmed.
- We agree and understand that should our membership cease for any reason; our certification will be rendered invalid and withdrawn by the RJC.
- We understand that the RJC membership fee is payable upon acceptance of membership, that the annual membership fee is calculated on the basis of Annual Relevant Sales, and we commit to pay the annual membership fee when invoiced for same by the RJC.
- We agree and confirm that upon termination, we will remove all reference to the RJC from our company documentation and website and any other place(s) where our membership was previously mentioned.
- We accept that our membership of the RJC and certification may be withdrawn or suspended at the RJC's sole discretion, including (without limitation) if we fail to comply with this Membership Agreement or any other undertakings given by us or in any other way our actions or omissions threaten to bring the RJC into disrepute.
- We agree that under no circumstances shall the RJC be liable to us or to anyone claiming through us for any loss of profits or revenue, or for any losses in contract, tort (including negligence or breach of statutory duty), misrepresentation, restitution or otherwise under this Membership Agreement for termination of membership or certification or otherwise, however arising, and even if the RJC has been advised of the possibility of such loss.

- We agree that the essential purpose of the paragraph above is to allocate the risks under this Membership Agreement and that the membership fees would have been substantially higher if the RJC assumed any further liability. We agree that this liability section shall be enforceable to the maximum extent permitted under English law. Nothing in this Membership Agreement excludes the liability of the RJC for any other liability which cannot be excluded or limited by law.
- This Membership Agreement and any dispute or claim arising out of or in connection with it (including non-contractual disputes or claims) shall be governed by and construed in accordance with English law and the courts of England shall have exclusive jurisdiction.

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## Declaration

Name of Business Owner,  
CEO or equivalent

Job title of Business Owner,  
CEO or equivalent

Signature

Date





RESPONSIBLE  
JEWELLERY  
COUNCIL

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THE COUNCIL FOR RESPONSIBLE JEWELLERY  
PRACTICES LTD.

Second Floor, Quality House, 5-9 Quality  
Court, Chancery Lane, London, WC2A 1HP.

The Responsible Jewellery Council is the  
trading name of the Council for Responsible  
Jewellery Practices Ltd.

Registered in England and Wales with  
company number 05449042.