

DUE DILIGENCE CHECKLIST

2026



RESPONSIBLE
JEWELLERY
COUNCIL

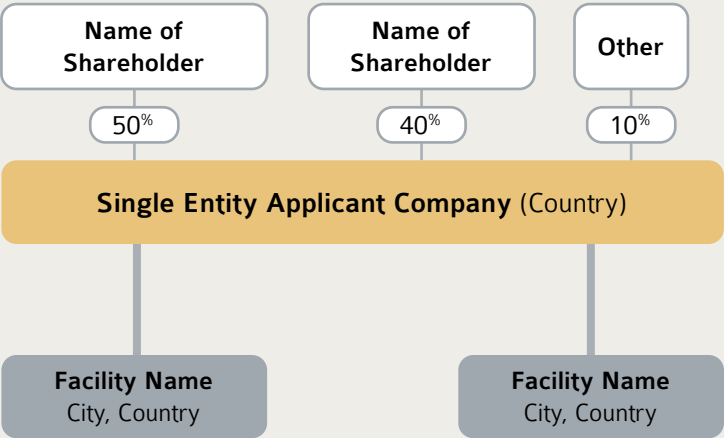


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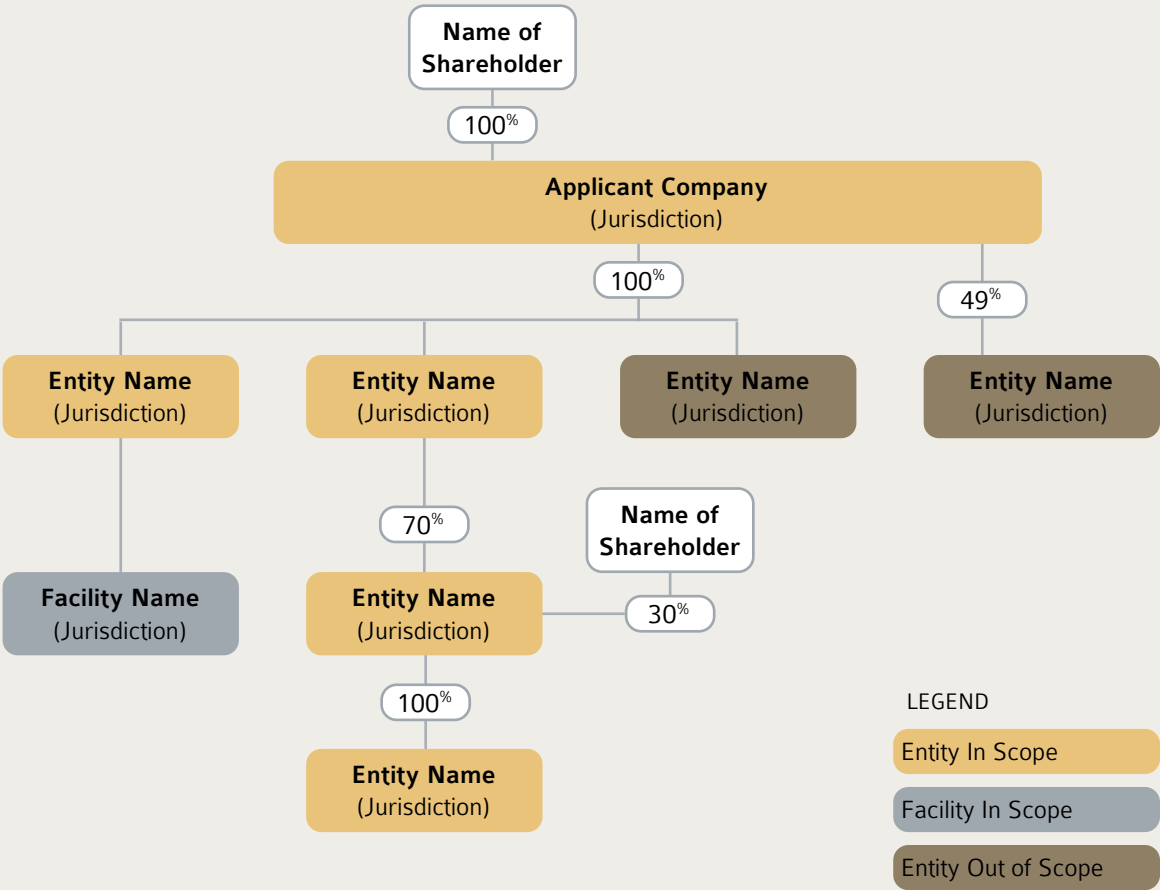
SEND ORGANOGRAM & ENTITIES LIST

	Organogram	
Must include	Names of all shareholders owning 20% & above up until the Ultimate Beneficial Owners	
Must include	Ownership percentages of all shareholders owning 20% & above	
Must include	All entities and if applicable, all facilities	
Must include	Jurisdiction 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	Attestation from a lawyer, solicitor, barrister or chartered accountant, dated within 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".	
What is a facility	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.	
What is a shareholder	Please include any company, individual or trust, owning 20% and above of any entity in the group	

Example single entity organogram, with names and ownership percentages of all shareholders owning 20% and above.



Example group organogram, with entities and facilities.



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APPLICATION GUIDANCE

- Please name each document clearly, in English, 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, 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	
Must include & please highlight	Entity name Address Start date	
If applicable	Translate 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 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. 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.	
If applicable	Must submit business registration for all parastatal companies or trusts that own 20% or above.	

	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	Non-English documents must be submitted with a letter in English, with: • Company name • Names and ownership percentages of all shareholders who own 20% or above • Attestation from a lawyer, solicitor, barrister or chartered accountant	
Guidance	May be called Articles/Memoranda of Incorporation, By-laws, Deeds of Partnership. It is a legal document that outlines the rules and regulations of an organisation. It contains the names of all 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.	

	Passport ID - For all shareholders who own 20% or above and all Directors of all entities in scope and Ultimate Beneficial Owners who own 20% or above	
Must include	Expiry date , no less than 6 months	
Must include	Attestation from a lawyer, solicitor, barrister or chartered accountant	
If unable to provide	Or, if unable to provide a passport, then we will accept. • ID card • or drivers licence • with and expiry date no less than six months	
	Anti-Money Laundering Policy of applicant company	
Must include	AML policy on company letterhead and/or website link to policy	
Must include	We can accept a statement • on company letterhead • stating the applicant follows AML requirements • signed by director/owner	
Guidance	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	

	Register of Directors, for all entities in scope	
Must include	Full legal name of current Directors	
Must include	Full legal name of entity	
Must include	Attestation from a lawyer, solicitor, barrister or chartered accountant	

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

If applicable:

Licences	National or state licences to export, import, trade or mine precious stones or metals.	
Reports	Copy of electronic link to any recent reports, financial or otherwise, published by applicant company.	

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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 membership scope and each Ultimate Beneficial Owner, please provide the due diligence documents listed above.

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MEMBERSHIP SCOPE

The RJC team can advise you which entities are in RJC Membership Scope, by reviewing your Organogram and List of Entities and Facilities.

Please email applications@responsiblejewellery.com and attach the following 2 documents:

- **Organogram** - please see requirements described in the above checklist.
- **List of Entities and Facilities** under the control of (beneficial ownership of 20% or more) the parent company. Please use our excel template, available to download here: [Applications Guidance - Responsible Jewellery Council](#)



For more details:
applications@responsiblejewellery.com

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