



*Modification to the Core Document of the*

**KIMBERLEY PROCESS CERTIFICATION SCHEME**

*For approval by Plenary pursuant to Section VI, paras 17-19*

Plenary approves the following changes to the KPCS Core Document, in accordance with Section VI, paras 17-19.

These changes would apply from 1 January 2015.

**(1) In SECTION IV, “Internal Controls”, the following point (g) is added:**

“(g) ensure that their system of internal controls meets the requirements elaborated in Annex IV.”

**(2) The following Annex IV is added:**

**“Annex IV**

**Additional requirements for establishing internal controls as provided for in Section IV, paragraph (g)**

1. Participants should appoint an official focal point(s) to deal with the implementation of the Certification Scheme. In accordance with Section V (a), Participants should regularly communicate the name(s), e-mail address(es) and physical address(es) of the KP focal point(s).
2. Participants should maintain, in a structured manner, the information on statistical data required by Section V in an electronic format with provisions for a compatible back up system which could include paper copies that are placed in a safe and secure place.
3. The Exporting Authority should record, in a structured manner, all details of rough diamond shipments in an electronic format with provisions for a compatible back up system which could include paper copies that are placed in a safe and secure place.
4. The Importing Authority should record, in a structured manner, all details of rough diamond shipments in an electronic format with provisions for a compatible back up system which could include paper copies that are placed in a safe and secure place.
5. Participants should transmit and receive electronic messages as the main form of communication in order to support the Certification Scheme.

6. Participants should ensure that exporters submit the details of a rough diamond shipment to the relevant Exporting Authority.
7. Prior to validating a Certificate by the Exporting Authority, an exporter should be required to provide a declaration that the rough diamonds being exported are not conflict diamonds. Participants may decide on the format and the content of the declaration themselves.
8. Rough diamonds should be sealed in a tamper resistant container with the Certificate placed inside or on the outside of the container.
9. Shipments of rough diamonds to and from free trade zones should be processed by the designated authorities in the same manner as any other rough diamond shipment.”

**(3) Annex II is modified as follows:**

- a) *Recommendations 3, 4, 17, 18, 20, 25 and 26 are deleted.*
- b) *All references to “should” in Annex II are replaced by “are encouraged to” or “is encouraged to”, as appropriate.*
- c) *Recommendation 1 is replaced with the following:*

“1. Participants are encouraged to create functional and customized e-mail addresses for electronic communication among their focal points; it is suggested that these e-mail addresses contain the term “Kimberley Process” or “KP” and a clear identification of the Participant.”
- d) *Recommendation 19 is replaced with the following:*

“19. The Exporting Authority is encouraged to transmit a detailed (preferably encrypted) e-mail message to the relevant Importing Authority containing information on the carat weight, value, country of origin or provenance, importer name and address, exporter name and address, the date of issue, the date of expiry and the serial number of the Certificate.”
- e) *Recommendation 21 is modified as follows:*

“21. If a rough diamond shipment does not arrive at the destination within the period of validity of the KP Certificate, the Importing Authority is encouraged to notify the Exporting Authority and request more information on the shipment such as the carat weight, value, country of origin or provenance, exporter name and address, importer name and address, the date of issue, the date of expiry and the serial number of the Certificate.”

Approved by Plenary in Johannesburg, November 2013