**USER GUIDE MANDATORY GUIDELINES ON DISCLOSURE OF SYNTHETICS, TREATED NATURAL AND NATURAL DIAMONDS**

**(from 01/01/2017)**

**Please copy and paste the exact wording in the texts below on each and every invoice, memo or similar document issued.**

**Description**

**Member's invoice and memos must state** - In the field "**description**":

"rough natural diamonds", or

"polished natural diamonds", or

"polished treated natural diamonds”, or

"rough synthetic diamonds" or

"polished synthetic diamonds" or

“rough treated natural diamonds”

**Declaration**

Invoice

Every member shall also state on every issued **invoice** or similar document issued of natural diamonds –

***"The diamonds herein invoiced are exclusively of natural origin and untreated based on* *personal knowledge and/or written guarantees provided by the supplier of these diamonds."***

Memo / Consignment

Every member shall state on every **memo** note or similar document issued of natural diamonds –

***"The diamonds herein on memo are exclusively of natural origin and untreated based on personal knowledge and/or written guarantees provided by the supplier of these diamonds."***

Supporting statement

In those cases where a client/retailer insists on every stone being tested and wishes a **supporting statement**, the following text may be used –

***"On behalf of (Fill in Supplier name), and with its full authority, I declare by way of this written assurance that the diamonds (invoiced/sent by memo) and contained herein are exclusively natural diamonds meaning that the referenced (parcel/box) contains no synthetic diamonds or diamonds that have been treated."***