



LEOMINSTER MUSEUM



16 Etnam Street, Leominster, Herefordshire, HR6 8AQ

Tel 01568 615186

Leominster Museum CIO: Registered Incorporated Charity Number 1162600

www.leominstermuseum.org.uk



&  : leominstermuseum



@leomuseum

Application to join/renew Business Friends Membership of Leominster Museum CIO

Notes:

Being a Friend carries voting membership of the CIO

A **corporate body** (typically a registered company or LLP) can be a voting member in its own right.

For **unincorporated businesses** (partnerships, sole traders), please specify one individual as a member to represent the business.

A. Details of Business

Business Name: ("we/us")

Contact Name:

Address:

..... Postcode:

Telephone: Email:

Type: ☐ Company etc: Please give Registered No *Go to Section C*

☐ Other (not incorporated – partnership/sole trader): *Go to Section B*

B. Unincorporated Businesses Only: Details of Individual Representative Member

First Name(s):

Surname: Title:

Full Home Address:

..... Postcode:

Telephone: Email:

Where applicable, the representative member identified in section B above can ask to transfer that membership as required to a different representative (of the same organisation) – see clause 9.2 of the CIO's Constitution. A form for this purpose is available from the Secretary as above, or from the Downloads page of the Museum website www.leominstermuseum.org.uk/downloads/.

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Please complete the form in BLOCK CAPITALS and return to the Treasurer at the address above.

C. Declarations

- I am/we are interested in furthering the CIO's purposes and I/we apply to become a member(s) of it.
- I am/we are aware that it is the duty of each member of the CIO under the Constitution to exercise their powers as a member of the CIO in the way they decide in good faith would be most likely to further the purposes of the CIO, and I/we accept that duty.
- If I/we have given an email address in section B (if applicable), or otherwise in section A, I/we agree that until further notice the CIO may, to save expense, communicate with me/us in electronic form, on any matter formal or informal, at that address or at such substitute address as I/we may notify to the CIO from time to time.

Signed:

Date:

by above contact person or individual representative member

On behalf of:

[business name]

D. Payment of membership fees (Minimum donation: £50 p.a.)

Our donation for the current year (December-November) of £..... is enclosed/has been made as follows:

- ☐ Cheque payable to *Leominster Museum CIO* ☐ Cash
- ☐ First payment under Standing Order (please enclose completed Standing Order Form *)
- ☐ Existing Standing Order due on (date)
- ☐ Direct transfer, **quoting our business name**, to Leominster Museum CIO's account at CAF Bank Ltd, Account No. 00028709, Sort Code 40-52-40, made on (date)

Membership fees are due for payment on 1st January every year. We encourage all members to set up a Standing Order to pay their membership fees, to make sure their membership does not lapse unintentionally. Standing order forms can be obtained from the Museum or downloaded from the Museum website www.leominstermuseum.org.uk/downloads.

E. Personal data

I (the contact person/individual representative member named above) acknowledge that the CIO, and those working for it, will process my personal data (as notified by me to the CIO from time to time) for the purpose of complying with the CIO's legal and constitutional obligations (whether as to membership, accounting or otherwise). In addition, I am happy for them to communicate with me, on other matters to do with Leominster Museum and the CIO's charity affairs, by (please tick as applicable):

Email: Yes ☐ No ☐Telephone: Yes ☐ No ☐Post: Yes ☐ No ☐

If you are a sole proprietor of a non-incorporated business, please remember that you can increase the value of your Business Friends' subscription further by completing a Gift Aid Declaration form – obtainable as above.

An electronic copy of the Constitution registered with the Charity Commission can be downloaded from the Museum website www.leominstermuseum.org.uk/the-museum-charity/, or you can obtain one by email from secretary@leominstermuseum.org.uk. If you require a hard copy, please write to The Secretary at the Museum address enclosing £1.00 to cover costs.