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Leominster Museum CIO: Registered Incorporated Charity Number 1162600

www.leominstermuseum.org.uk

f: leominstermuseum

t: @leomuseum

Application to join/renew Ordinary Voting Membership of Leominster Museum CIO

A. Your Personal Details

Each person should complete a separate application form: no joint membership

First Name(s):

Surname: Title:

Full Home Address:

..... Postcode:

Telephone: Email:

Tick here if applying as representative of an organisation which is *not* a corporate body, and in this case identify the organisation you represent:

B. Declarations

- I am interested in furthering the CIO's purposes and I apply to become an ordinary voting member of it.
- I am 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 accept that duty.
- If I have given an email address in section A, I agree that until further notice the CIO may, to save expense, communicate with me in electronic form, on any matter formal or informal, at that address or at such substitute address as I may notify to the CIO from time to time.

Signed: Date:

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Notes: If applying to join/renew **Friends Membership** please use the Personal Friends form or Business Friends form instead.

Companies and other corporate bodies should also use the Corporate Membership, or Business Friends, form instead. **Organisations which are not corporate bodies** cannot themselves be members, but an individual may be a member to represent the organisation.

C. Payment of membership fees

My membership fee for the current year (December-November) of £3.00 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 my initial(s) and surname**, to Leominster Museum CIO's account with 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 downloaded from the Museum website www.leominstermuseum.org.uk/downloads, or ask at the Museum.

D. Personal data

I 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

E. Gift Aid

Boost your donation by 25p of Gift Aid for every £1 you donate

(optional – do not tick/sign if you cannot use Gift Aid; in order to Gift Aid your donations you must tick the box below)

Important note for representative members of organisations: except where the organisation is a trading name of you as a personal sole trader, you cannot Gift Aid your membership fees unless you pay them personally and are not reimbursed by the organisation.

- I want to Gift Aid this donation to Leominster Museum CIO *[and any other donations I make in the future until I notify the CIO otherwise]*.

[Delete words in italics if not applicable]

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference to HMRC.

Signed: **Date:**

Gift Aid is reclaimed by the CIO from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

Please notify the Museum Treasurer at the above address if you:

- *Want to cancel this declaration*
- *Change your name or home address*
- *No longer pay sufficient tax on your income and/or capital gains.*

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

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.

If you are applying as a representative member for a non-incorporated organisation as shown in Section A, you 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/.