



16 Etnam Street, Leominster, Herefordshire, HR6 8AQ

Tel 01568 615186

Leominster Museum CIO: Registered Incorporated Charity Number 1162600

www.leominstermuseum.org.uk

f: leominstermuseum

t: @leomuseum

### Application to join/renew Personal Friends Membership of Leominster Museum CIO

#### A. Your Personal Details

First Name(s): .....

Surname: ..... Title: .....

Full Home Address: .....

..... Postcode: .....

Telephone: ..... Email: .....

#### B. Second Member at same address (if applicable)

First Name(s): .....

Surname: ..... Title: .....

Telephone: ..... Email: .....

#### 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(es) in sections A/B, 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/those addresses or at such substitute address(es) as I/we may notify to the CIO from time to time.

Signed: .....  
First/only applicant

Date: .....

Signed: .....  
Second applicant if any

Date: .....

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Please complete **both pages** in BLOCK CAPITALS and return to the Treasurer at the address above.  
**Section F is optional**, but do please complete it wherever possible

**D. Payment method** (Minimum donation: £15 p.a. individual, £20 p.a. two people at same address)

My/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 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 1<sup>st</sup> January every year. We encourage all members to set up a Standing Order to pay their membership fees, to make sure their membership (and, with it, voting rights) does not lapse unintentionally. Standing order forms can be downloaded from the Museum website [www.leominstermuseum.org.uk/downloads](http://www.leominstermuseum.org.uk/downloads), or ask at the Museum.

**E. Personal data**

I/we acknowledge that the CIO, and those working for it, will process my/our personal data (as notified by me/us 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/us, 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

**F. 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 the case of two members at the same address this section must be completed by the one who pays the subscriptions, or (for a joint account) the one who wishes to be treated as paying them for Gift Aid purposes:)*

Subscriptions are paid by  First applicant  Second applicant

**In order to Gift Aid your donations you must tick the box below**

- I want to Gift Aid this donation to Leominster Museum CIO *[and any other donations I make in the future until I notify the Museum 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 Museum 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/](http://www.leominstermuseum.org.uk/the-museum-charity/), or you can obtain one by email from [secretary@leominstermuseum.org.uk](mailto: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.