



MASTER
MRS MARSHA RAE RATCLIFF

THE WORSHIPFUL COMPANY OF CARMEN

Plasterers' Hall, 1 London Wall, London, EC2Y 5JU

Tel: 020 7645 1405 (*Clerk Extension 1*) (*Deputy Clerk Extension 2*)
VAT Registration No. 446 9401 35 WEBSITE: www.thecarmen.co.uk E-MAIL: carmencompany@btconnect.com

MEMBERSHIP FORM

All prospective members of Worshipful Company of Carmen are required to complete this registration form. Company membership runs from 1st November to 31st October.

I HEREBY MAKE APPLICATION FOR MEMBERSHIP AS A: LIVERYMAN FREEMAN

SECTION 1: MEMBER CONTACT INFORMATION

TITLE	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other (please state):
NAME				DATE OF BIRTH	
ADDRESS 1				HOME TELEPHONE	
ADDRESS 2				WORK TELEPHONE	
ADDRESS 3				MOBILE PHONE	
TOWN/CITY				PRIMARY EMAIL	
POST CODE				SECONDARY EMAIL	
OCCUPATION AND POSITION:					

SECTION 2: DECLARATION

I declare that I have never been adjudged bankrupt nor made any composition or arrangements with my creditors in respect of which I have not paid 100 pence in the pound and that I have never been convicted of a criminal offence:		
SIGNED:		DATE:
PROPOSER: (NAME IN CAPS)	SIGNATURE:	DATE:
SECONDER: (NAME IN CAPS)	SIGNATURE:	DATE:

Please return to the Clerk, Carmen Company, Plasterers' Hall. 1 London Wall, London EC2Y 5JU **together with the attached page giving details about yourself including details of professional and other qualifications, major business appointments and any connections with City Institutions or organisations as stated in Note 2 of Procedural Notes.**

NAME:

Titles, Honours Distinctions and Post Nominals.	
Business Career including Professional qualifications and any connections with Transport	
Charitable or other public works in which you have been engaged:	
City Institutions to which you belong: (If applicable)	
Service in Armed Forces: (If applicable)	
Hobbies and Interests	
Reason for wanting to join the Carmen Company: (No more than 50 words)	
Any other relevant information: (No more than 50 words)	

Please do not fill more than this one sheet. If you have too much information then only put the most recent details down. You can explain everything else at your interview.



THE WORSHIPFUL COMPANY OF CARMEN
PLAISTERERS' HALL, 1 LONDON WALL, LONDON, EC2Y 5JU

**PROCEDURAL NOTES FOR APPLICANTS TO THE FREEDOM
AND LIVERY OF THE CARMEN COMPANY**

1. There are three ways of joining the Worshipful Company of Carmen:
 - a. **By Patrimony** - if the candidate's father/mother was a Liveryman of The Company at the time of the candidate's birth
 - b. **By Servitude** - if you have served a term of apprenticeship.
 - c. **By Redemption** - by application and interview.

2. **APPLICATION** A candidate either contacts the Company direct or, more usually, a sponsor writes to the office on behalf of a candidate. In either case, the following sequence results;
 - a) An application form, these procedural notes, a schedule of dues, DVD and a brochure about the Company are sent.
 - b) The application form is for completion by you and signature by your two sponsors, both of whom must be current members of the Company. Do not fill in more than what is on the Membership Form
 - c) The Clerk will await the return of the completed form for processing as soon as possible but, in any case, within three months.

3. **INTERVIEW WITH THE MEMBERSHIP COMMITTEE**

The application form will be acknowledged on receipt and you and your sponsor will be invited to attend the next Membership Committee Meeting for a short interview. This will take place at the Company office and will be conducted in a relaxed atmosphere. We can talk about any knowledge you have of the workings of the Company or the City, your reasons for joining and how you see your involvement. We will also be pleased to discuss any charity and voluntary work you might be involved with and answer any questions you have. We will, of course, outline the financial side of joining and being an active member. Family of Carmen members do not need to be interviewed however a ONE page CV is requested along with the application form to give the Membership Committee some notes about the person.

PROCEDURAL NOTES (continued)

4. FREEDOM OF THE COMPANY

- a) Subject to a satisfactory recommendation from the Membership Committee your name will then be placed before the Court of Assistants at its next quarterly meeting. Meetings of the Court are held in January, April, July and October.
- b) After that, The Clerk will write to you inviting you to attend the office to receive your Company Freedom at a mutually convenient time and date. This ceremony takes about twenty minutes and involves payment of the Freedom Fee (currently £157.50) as well as the formal reading of a declaration. Candidates will also be asked to make a voluntary payment to the Carmen Benevolent Trust.
- c) When this ceremony is complete, you will be a corporate member of the Company and known as a Participating Freeman. As soon as you can thereafter, you will be invited to attend at the Chamberlain's Court at Guildhall (we will accompany you) where you make application for your City Freedom. You must bring your FULL Birth Certificate, a copy of the Company Freedom Certificate (obtained in the office) and the fee of £100 payable at the Chamberlain's Court. If you are already a Freeman of the City of London it will only be necessary to record your Freedom in the Company (for a fee of £10).

5. FREEDOM OF THE CITY OF LONDON

In order to become a Liveryman, you must first obtain your Freedom of the City of London. We will assist you with this process which is not complex. After application has been made, your name will go forward for consideration at the next meeting of the Court of Aldermen of the City of London. The Chamberlain's Court then contacts you direct and invites you to come to Guildhall again to receive the Freedom of the City of London. This is a more formal, but delightful ceremony, to which you may bring guests. The Clerk requires a copy of the City Freedom Certificate presented on this occasion and you are asked either to call in at the Company office where a copy can be made, or else to send a copy as soon as possible.

6. CLOTHING WITH THE LIVERY

For those who want to go forward to the Livery of the Company this is the climax of the whole process and can only take place once all the stages referred to above have been completed. Clothings take place four times a year at Court Meetings after which a Luncheon or a Dinner takes place. Prior to clothing, you will be asked to pay your Livery Fine (joining fee, see below), sign a Banker's Order for your Annual Quarterage (annual subscription) and make a voluntary annual contribution (preferably under gift aid) to the Carmen Benevolent Trust.

7. GENERAL

- a) On joining the Company, you will be invited to purchase Company merchandise which currently includes ties, cufflinks and shields. You will also be given a Livery List, an Events' List for the current year, details of City Courses and Briefings and an illuminated copy of your Freedom declaration.
- b) On being clothed as a Liveryman, you will be handed your Livery Warrant and the Company History. You will be able to attend your inaugural luncheon or dinner after clothing on your own or with guests.
- c) Being a Liveryman is considered to be a long term commitment and it is hoped that you will support and assist the Company in any way you can.

For any query, however small, please contact The Clerk by whichever means are most convenient to you as per the contact details on the 'Membership Application' form.



**THE WORSHIPFUL COMPANY OF CARMEN LIST OF JOINING CHARGES
AND ANNUAL MEMBERSHIP SUBSCRIPTIONS
EFFECTIVE FROM FEBRUARY 2016 (INCLUDES VAT UNLESS OTHERWISE STATED)**

1 JOINING CHARGES (FEES AND FINES)

- Fee for the Freedom of the Company (all routes) £ 160.00 (a)
- Fine for the Livery of the Company by Patrimony and Servitude £ 320.00
- Fine for the Livery of the Company by Redemption £ 800.00
- Fine on Election to the Court of Assistants £ 500.00 (b)

2 ANNUAL MEMBERSHIP SUBSCRIPTION (QUARTERAGE)

- Livery Quarterage £ 320.00
- Freeman's Quarterage (by Patrimony or Redemption) £160.00
- Freeman's Quarterage (by Servitude) £ 80.00 (c)

3 VOLUNTARY CONTRIBUTION TO THE CARMEN BENEVOLENT TRUST

All Carmen are invited to make a voluntary annual subscription to the Company's charity, The Carmen Benevolent Trust. The Clerk will arrange the administration of any subscriptions you feel you may be able to make and can guide you as to an appropriate amount.

4 METHOD OF PAYMENT

- Joining Charges (Fees and Fines) above are payable by cheque or cash or Direct Debit
- Annual Membership Subscriptions (Quarterage) above are payable by Direct Debit

5 NOTES

- a. For admissions by Servitude, £50.00 payable on Binding and £110.00 on Admission.
- b. To include a deposit of £50.00, non-returnable if not elected. Neither full Fine nor deposit is subject to Value Added Tax at present.
- c) Applicable up to age 35. £160.00 applies thereafter

Note: Separate list of fees applicable to the Company's Sword of honour winner and serving officers of The Armed Services.

VAT registration number of the Company (if needed): 446 9401 35

**Walter Gill
Clerk to the Company**