

**A SIMPLE GUIDE TO THE MEMBERSHIP PROCESS**

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| **Applicant** | **Proposer** | **Seconder** | **Tick**  |
|  | Would this person be an appropriate and active member? |  |  |
|  | Have I explained the process and the financial requirements? |  |  |
| Have downloaded the form and completed it with a photograph? | Have I known the applicant over two years? Have they attend any events? Have I signed the form?  | Have I known the applicant over two years? Have I signed the form? |  |
|  | Has a member of the Court met the Applicant and counter signed the form? |  |  |
|  | Have I sent it to the Clerk with a suitable covering letter addressed to the Upper Warden? | Have I sent the Clerk a suitable covering letter addressed to the Upper Warden? |  |

**Applicant approved by the Applications Committee**

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| **Applicant/Freeman** | **Tick** |
| Have I received a letter of welcome from the Clerk comprehensively explaining the next stage of the process and including my certificate as a Freeman of the Company? |  |
| Have I visited the website and updated and completed my entry? |  |
| Have I received a letter from the Financial Controller and have I paid the invoice and returned he Direct Debit mandate? |  |
| Have I phoned the City Chamberlain’s office to make my first visit? |  |
| Have I now booked my Freedom Ceremony and invited my proposer, seconder, friends and family to witness the ceremony? |  |
| I am now a Freeman of the City of London and after one year I can apply to become a Liveryman of the Company |  |

**Freeman of the Company and of the City wishes to be clothed in Livery**

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| **Freeman** | **Proposer** | **Seconder** | **Tick** |
| Have I attended events and taken an active role in the Companies events/activities/aims and objectives? |  |  |  |
| Have I discussed this with my proposer? |  |  |  |
| Have I written to the Upper Warden (care of the Clerk) asking to be admitted, along with a a copy of my Freedom of the City of London?  | Have I sent a letter of support for this application to the Upper Warden? | Have I sent a letter of support for this application to the Upper Warden? |  |
| Is it three weeks before a meeting of the Applications Committee and have I updated my website entry? |  |  |  |
| Has the Clerk confirmed he has all the paperwork and it is all in order? |  |  |  |

**Freeman of the Company approved by the Applications Committee**

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| Have I received notification from the Clerk informing me that I can be clothed in the Livery? |  |  |  |
| Have I informed my proposer and seconder? |  |  |  |
| Have I selected a date for my admission and have I told the Clerk? |  |  |  |
| Have I received a letter from the Clerk with a copy of the oath and the procedure for the ceremony? |  |  |  |
| Are my proposer and seconder aware of the date and can they attend as my supporters? |  |  |  |

**The Big Day**

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| Have I arrived in time? Met the Beadle and rehearsed the gowning procedure.  |  |  |  |
| Have I got the oath to read and prepared a 30-60 second speech for the Court? |  |  |  |
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| I am good to go! |  |  |  |