Processing New Member Applications

Rev: Sept 2018

Applicaton is Received by Member

Member examines application to ensure it is complete and \$10 application fee is attached.

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Member signs and dates application (page 4).

Member places application and application fee in Line Clerk Call Box in Watch Room.

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Company secretary shall:

Notify examining board of the receipt of application.

• Forward application fee to company Treasure.

• Forward application in the 'first reading' section of the application binder.

Examining board reviewing application, prior to first reading:

• Ensure completeness.

Following the reading, the Secretary shall send a letter to the applicant (cc the examining board) instructing them (and their parent and/or legal guardian if Inder 18) to appear before the examining board at the next scheduled meeting.

