

GUIDANCE NOTES FOR SECRETARIES AND APPLICANTS.

IMPORTANT Direct Debit Instruction

Please do not separate the Direct Debit Instruction from the Application Form, but send it together with pages 1 and 2 to your Region/County/District office.

For application forms signed and dated* by the Branch between 1 October and 30 June.

Applicants will receive a membership card that expires next 30 September. Cash payers will have to renew from the day after expiry by visiting their Branch. Members paying by Direct Debit will have their renewal card sent to their home address.

For applications forms signed and dated* by the Branch between 1 July and 30 September.

Applicants will be charged the Affiliation Fee agreed by Conference for the year commencing 1 October of the year of joining, thus gaining up to 3 months "free" membership for the remainder of the current year. Cards sent to members will therefore have an expiry date of 30 September of the year after joining.

** If not dated the date of joining will be the date processed by Head Office.*



The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amount to be paid or payment dates change The Royal British Legion will notify you at least 7 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by The Royal British Legion or your Bank or Building Society, you are guaranteed a full and immediate refund from your Bank or Building Society of the amount paid.
- You can cancel your Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

This guarantee should be retained

Data Protection

The Royal British Legion is registered under the Data Protection Act, registration Z5690050. Information on the use of personal data by The Royal British Legion is available from The Royal British Legion, Haig House, 199 Borough High Street, London SE1 1AA.