



Freemasons' Hall, Great Queen Street, London WC2B 5AZ
Telephone: 020 7831 9811
Fax: 020 7831 6021

LETTER OF INSTRUCTION - 2022

ANNUAL RETURN OF MEMBERS. A Return becomes due each year and will be **emailed** to you, in the first instance. It should be checked, updated and returned, **in its entirety** (via your Provincial Grand Scribe E if applicable), duly signed and **accompanied by a remittance for the appropriate Annual Dues.** We recommend that the following email addresses are added to your safe senders list: acroc@ugle.org.uk and registration@ugle.org.uk. **The full amount is payable for every Companion whose name appears on the Return, whether they are clear on the Chapter books or not and includes those whose membership commenced or ceased during the year covered by the Return.**

REGISTRATION FORM P. This form requires all the relevant information to be completed to enable the successful registration of a member. Once completed, it should be forwarded (via your Provincial Grand Scribe E if applicable), **immediately after their admission**, with the appropriate and current fee. This form is now available electronically and can be obtained by emailing your Provincial Office [or registration@ugle.org.uk](mailto:or.registration@ugle.org.uk)

In the case of a candidate who is a member only of a Lodge or Chapter not under the English Constitution, the Certificate of Eligibility previously issued by the Grand Scribe E. in accordance with Royal Arch Regulation 67 must be attached.

LP&A4 (INSTALLATION RETURN - PRINCIPALS AND PAST PRINCIPALS). The LP&A4 form must be completed and returned **immediately after the Installation Convocation.** This form is available electronically and will be emailed to you shortly before the Installation Meeting.

ALL THE ABOVE ITEMS SHOULD BE SENT VIA YOUR PROVINCIAL OFFICE, IF APPLICABLE

DUES AND FEES FOR 2022	
ANNUAL CONTRIBUTIONS (<i>per member inclusive of VAT at a partial zero rating</i>)	£5.50
REGISTRATION FEES (<i>All Exaltees and/or Joiners from other Constitutions</i>) *	£30.00
REPLACEMENT GRAND CHAPTER CERTIFICATE *	£48.50
DISPENSATION (<i>granted by the First Grand Principal</i>)*	£18.00
DISPENSATION (<i>granted by the First Grand Principal</i>) "Nunc pro tunc"*	£36.00
* VAT at the Full Standard Rate must be added to these items No fee is payable for the registration of a Companion who joins a Chapter from another under the Grand Chapter	

PAYMENTS TO SUPREME GRAND CHAPTER. Cheques for SGC should be made payable to 'Supreme Grand Chapter of England'. You may also pay for the above items by bank transfer.

Account name: Supreme Grand Chapter of England **Sort Code:** 20-32-37 **Account No:** 70875104.

When paying by bank transfer the reference to be used **must** be your Chapter number and what the payment is for, e.g. CXXXX AR 2022 (*for Annual Dues*), CXXXX RF (*for Registration Fees*), CXXXX Disp (*for Dispensations*) and CXXXX RC (*for Replacement Grand Chapter Certificates*). It is **imperative** that when sending in a hard copy of the relevant form or letter (if applying for a Replacement Grand Chapter certificate) you clearly state that payment for SGC has been made by bank transfer and provide relevant details i.e. the amount paid, date and reference used.