

## INFORMATION FOR PROSPECTIVE MEMBERS



We are delighted that you are considering joining the Worshipful Company of Management Consultants. This note answers the most frequent questions we receive from prospective members and summarises our membership process from initially joining our Company (*admitted as a Freeman or Junior Freeman*) to being clothed in (*progressing to*) our Livery.

### Application

Every candidate is asked to complete an application form which may be downloaded [from our website](#), and to which your CV should be attached as a follow-on section in the document. You will note that your application must have a proposer and two seconders. If this poses a problem please let us know. Once the form has been completed we will invite you to meet informally with one of our Membership Committee, if they have not already been involved. Following this, your form will be circulated to The Court, our governing body, which approves all member applications. At this point, an admission fee (*Freedom Fine*), usually £200 (*VAT exempt*), is payable together with the annual subscription (*Quarterage*) or proportion thereof as described in the Fees section below.

### Admission as a Freeman or Junior Freeman

Each Approved Member is fully admitted at a formal Admissions Ceremony preceding one of our major events.

### Joining our Livery

Shortly after joining you will be asked by our Livery Secretary if you wish to progress to our Livery. You can only fully participate in all the Company's activities and enjoy the considerable benefits of the City's Livery Movement if you become a Liveryman; this also requires you first to become *Free of the City of London (a City Freeman)*. Once you have become a City Freeman, our Livery Secretary and Clerk will arrange for you to be clothed as a Liveryman of our Company at a suitable Admissions Ceremony. A *Livery Fine* of £200 (*VAT exempt*) is payable.

### Freedom of the City of London

Our Livery Secretary and our Clerk will guide you through the process of becoming a Freeman of the City of London. You first contact the Clerk to the Chamberlain's Court, by writing to him at the Chamberlain's Office, PO Box 270, Guildhall, London EC2P 2EJ or phoning 020 7606 3030. The Clerk to the Chamberlain's Court will arrange for you to visit his office for an informal meeting and you will be requested to bring your original birth certificate. A fee of £100 is payable. Following this your details will be put on the agenda for the next Court of Aldermen and when passed you will be invited to select a date for your Freedom Ceremony. The City's traditional freedom ceremonies take place in the Chamberlain's Court at Guildhall and are usually conducted by the Clerk of the Court or his Assistant.

### Annual Fees (Quarterage)

Our annual membership fee is £340 and is known as *Quarterage* because it was traditionally payable quarterly. Nowadays we prefer to collect it annually in July by direct debit, to minimise transaction charges and sustain cash flow. Quarterly payment is available on request, at a small additional charge. Junior Freemen pay reduced fees. We apply the quarterly tradition to the initial amount payable on joining, depending on the date of admission as a Freeman or Junior Freeman, in accordance with the table below:

Admission	1 July – 30 Sep	1 Oct – 31 Dec	1 Jan – 31 Mar	1 Apr – 30 June
Quarterage Payable	£330 ( <i>VAT exempt</i> )	£247.50 ( <i>VAT exempt</i> )	£165 ( <i>VAT exempt</i> )	£82.50 ( <i>VAT exempt</i> )

### Charitable Donation

Members are strongly encouraged to make annual contributions to our Company's Charitable Fund which provides grants to support charitable causes associated with the City of London and surrounding Boroughs, and to charities which align with the interests of our members. The suggested amount is £200 (exempt of VAT) and is eligible for Gift Aid. The donation is entirely at your discretion and the Clerk will solicit your wishes before collecting it by Direct Debit at the same time as your Quarterage payments.

### Direct Debit Mandate

All members are required to set up a Direct Debit mandate as this is our normal method of settlement.