

GUIDANCE NOTES & RELEVANT MEMBERSHIP RULES

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THE SOCIETY OF LICENSED CONVEYANCERS

1. **MEMBERSHIP** - Membership of the Society is available only to licensed conveyancers. In the same way as licences are granted personally by the CLC, membership of the Society is personal to individual licensed conveyancers. The Society does not provide group or corporate membership. There are two classes of member, Practising Members - licensed conveyancers who are principals of conveyancing practices, and Employed Members - all other licensed conveyancers. The membership year is from 1st January to 31st December.
2. **SUBSCRIPTION TERMS** - Membership subscriptions are payable annually in advance and are due on the first day of January. An application for membership is a commitment to pay the relevant subscription for that membership year. No part of the year's subscription is refundable under any circumstances. As a concession, subscriptions may be paid by monthly instalments by direct debit at the beginning of each month, subject to a surcharge to take account of the additional administration, bank charges, loss of interest and accounting work created. It is emphasised that payment by instalments is concessionary, and should any instalment not be able to be collected from the member's bank account on the due date then the whole of the outstanding payments for the membership year will forthwith become payable and, if not paid upon demand, the Society shall be entitled to recover the same together with any costs, fees and expenses incurred.
3. **APPORTIONED MEMBERSHIP SUBSCRIPTIONS (NEW MEMBERS ONLY)** - Should an applicant, who has not previously been a member, wish to join the Society after January and pay the membership subscription as a single payment (by direct debit or cheque), the subscription should be apportioned. The apportionment should be calculated (to the nearest pound) by dividing the relevant annual subscription by twelve and then multiplying by the number of months (to include the month in which the application is made) remaining in the membership (i.e. calendar) year. An applicant wishing to pay by monthly instalments should complete the direct debit mandate to give a start date to include the month of application, or admittance will be delayed until the start date given on the mandate.
4. **REINSTATEMENT FEES** - Former members who allow membership of the Society to lapse, upon applying to rejoin will be liable to pay either (as decided by the Board of Management) the outstanding subscription since the month of lapse, or a reinstatement fee of £50 for intended Practising Members, or £25 for intended Employed Members. These fees must be paid by cheque or direct debit on application and before membership is reinstated.
5. **VAT** - Membership subscriptions and reinstatement fees are not subject to Value Added Tax.
6. **TAX RELIEF** - The Society's subscription is allowable as a business expense if paid by a practice, or by an employer on the member's behalf. If paid from a member's taxed income, it is allowable against income tax under S.343 Income Tax (Earnings and Pensions) Act 2003.
7. **DISCLOSURE** - Members' names and addresses are stored electronically subject to the terms of the Data Protection Act 1998. They are treated as confidential and are not normally made available to third parties. However, on occasion the Board supplies the members' names and addresses to approved bodies on the strict condition that they are used once only for a specific purpose which the Board considers to the benefit of members or the profession. If you wish your name to be withheld on these occasions, please advise the Administrative Secretary in writing.