**Change of Status**

As we are now using more and more electronic forms could you please use the following link:

<https://www.westridingfreemasons.info/>

This will take you onto the new Provincial website.

At the top click onto **Secretary/Scribe E**.  Then click onto **Forms & Downloads.**

This then gives the forms or applications that you will need.

At the bottom left there is a **Change of Status** Form which you will need to click onto to open.  This form is for any Change of Status, whether it is for **Death, Resignation, Exclusion etc** and is the same form for **Craft and Chapter**.

In the **‘Change In’** drop down arrow on the right select **Craft or Chapter**, fill in the **Lodge or Chapter Number and the Members first and last name.**

Then **Select a Choice**.  This gives all the different Choices – select which is required.

If **Death** to add the date of **Death** click onto the calendar at the right-hand side, then enter your own details, name and email address, current date in **‘Submitted by’** and press **Submit**.

If **Resignation** to add the date of **Resignation** click into the box titled **‘I have to advise you that the above Member has resigned on’** then onto the calendar at the right-hand side, then add the **‘Reason for Resignation’** if one is given. Click into the box **‘Was he in Arrears?**’ and select **Yes or No.** There is an optional field enabling you to upload a resignation letter if wished. Then enter your own details, name and email address, current date in **‘Submitted by’** and press **Submit**.

If **Made** **Honorary** **Member** then add the Lodge Name and Number in the box **‘Lodge Details if not a Subscribing Member of your Lodge before Honorary membership bestowed’.** Click into **‘Date of Ballot’** box then onto the calendar at the right-hand side to add the date. If a Member of your own Lodge a Certificate can be produced if required, just click into **Yes or No** box. Then enter your own details, name and email address, current date in **‘Submitted by’** and press **Submit**.

If **Cessation** click into the box **‘Select a Reason’** choose **Cessation (2 years in arrears).** Cessation is under Rule 148 when the member is 2 years in arrears with his subscriptions and his membership is automatically ceased. To enter the date that he became 2 years in arrears click into **‘Date of Cessation’** box then onto the calendar at the right-hand side to add the date. Then enter your own details, name and email address, current date in **‘Submitted by’** and press **Submit**.

If **Exclusion** click into the box **‘I have to advise you that the above Member has been Excluded on’** then onto the calendar at the right-hand side to add the date. In the **‘Reason for Exclusion’** box give the reason for the Exclusion. Click into the box **‘Was he in Arrears?’** and select **Yes** **or No.** Click into **‘Date of Ballot’** box then onto the calendar at the right-hand side to add the date. Then enter your own details, name and email address, current date in **‘Submitted by’** and press **Submit**.

If the Member has changed his **Address, Phone Number or Email** choose **Change of Details.** In the ‘**I have to advise you that the above member has changed his details on’** clickonto the calendar at the right-hand side to add the date. Add the amended details in the relevant box – **New Address, New Phone Number or New Email.** Then enter your own details, name and email address, current date in **‘Submitted by’** and press **Submit**.