

# CLOSURE OF A LODGE/CHAPTER

## Appendix IX

### CLEARANCE CERTIFICATE

NOTE. Every member of a Lodge/Chapter is entitled, free of charge, to a letter of Good Standing (as per Rule 175 in the Book of Constitutions and Rule 70 of Royal Arch Regulations). Should a Brother/Companion still be indebted to the Lode/Chapter this can be stated on the certificate at the time of issue.

A personal copy to be given to every member at the Closure meeting of a Lodge/Chapter.

#### **Suggested format for a certificate of Good Standing (Clearance Certificate).**

(This should be printed on Lodge/Chapter headed paper)

We the undersigned WM/1<sup>st</sup> Principal, Secretary/Scribe E and Treasurer of the above named Lodge/Chapter, *[insert the name of the Lodge/chapter here if not on headed paper]* do hereby certify that WBro/Bro/EComp/Comp. .... previous to the closure of the Lodge/Chapter has paid all dues, satisfied the demands against him and that he is up to this date in the full enjoyment of every Masonic privilege.

Given under our hands this day *[insert the date here]*

..... Worshipful Master/ First Principal

..... Secretary/Scribe E

..... Treasurer

NB. A **SIGNED** copy of the Clearance Certificate with the name of the Brother/Companion left blank should be given to the Provincial Office with the Final Letter to the Provincial Grand Secretary/SE. Together with a list of those to whom it was issued and identifying those there were in debt, and by how much.