

MS1 BRANCH INFORMATION

FOR THE YEAR COMMENCING 1ST OCTOBER 2026



All sections of this form must be completed IN CAPITALS at or after the branch Annual General Meeting. Completed forms must be sent to the Membership Engagement Officer by 31st December (hard copy by post—recorded delivery, or scanned copy by email). One copy must be retained by the branch for their records.

SECTION 1 – BRANCH INFORMATION

BRANCH NAME:		BR CODE:	BR
WEBSITE ADDRESS:			
MEETING ADDRESS:			
MEETING DETAILS:		TIME:	
Monthly/Bi-monthly/Quarterly/Other (please specify):			

SECTION 2 – BRANCH ACCOUNTS CONTACT DETAILS

Please confirm below the branch contact that the information for the completion of branch Accounts and the information should be sent to. In the first instance, this should be the Treasurer and Chair respectively and should be the rbl.community email address.

If the email box is left blank, paper copies will be sent to the nominated contact.

Branch Accounts email address contact:	
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SECTION 3 – BRANCH OFFICERS AND APPOINTMENTS

BRANCH OFFICERS

Please note that the following positions must be fulfilled – Chair, Treasurer, Secretary (except for a Vice Chair who is not a compulsory Officer) – and one person cannot hold more than one of the Branch Officer positions. Close family members, as well as any individuals in a personal or other relationship where a conflict of interest could reasonably be perceived, must not approve each other's expenses, authorise bank account transactions or supervise, review, or otherwise evaluate each other's activities.

By completing the form below, I confirm that I am eligible for election to the Branch Committee and I have been duly elected or appointed. I acknowledge my responsibility as a Branch Officer/Committee Member and agree to follow in every respect the duties and responsibilities as contained in the Royal Charter and the Membership Handbook and as required by the Board of Trustees, and the Membership Council. I have never worn medals I am not entitled to, nor falsely claimed to have been a member of Armed Forces nor lied about my Service. I will be vigilant in serving the interests of the Royal British Legion at all times. I will adhere to the data protection rules outlined in GDPR.

The contact details you have provided on the form will be used for communications between Branch Officer/Committee Members, and for communications from RBL staff relevant to your role via the rbl.community email addresses. These contact details may be shared with individuals within RBL who need to contact you in relation to branch matters. We would like to ensure that your contact details are accurate and up-to-date and would ask that you inform your Membership Engagement Officer (MEO) if there are any changes.

SAFEGUARDING SELF DECLARATION

As your role is one on which the reputation of the RBL will rest or you may be managing RBL finances, all roles are required to read the MS1 Self Declaration document and must sign below to say that they confirm that the statements are correct.

By signing below, I confirm that: the statements in the MS1 Self Declaration to be true and, where a statement is not true, I have made a disclosure(s) to the Safeguarding Team via my MEO which has been accepted by the RBL and does not prevent me from carrying out this role.

I will inform RBL of any changes in my circumstances which would affect the veracity of this declaration.

BRANCH CHAIR									
MEMBERSHIP NUMBER									
NAME									
ADDRESS									
TELEPHONE									
EMAIL (<i>Personal</i>)									
EMAIL (<i>RBL Community</i>)									
Name:				Signature:		Date:			
Are you happy for your telephone number to be published on the branch website so members of the public can contact you about branch matters.						YES		NO	
BRANCH VICE-CHAIR (OPTIONAL)									
MEMBERSHIP NUMBER									
NAME									
ADDRESS									
TELEPHONE									
EMAIL (<i>Personal</i>)									
EMAIL (<i>RBL Community</i>)									
Name:				Signature:		Date:			
Are you happy for your telephone number to be published on the branch website so members of the public can contact you about branch matters.						YES		NO	
BRANCH SECRETARY									
MEMBERSHIP NUMBER									
NAME									
ADDRESS									
TELEPHONE									
EMAIL (<i>Personal</i>)									
EMAIL (<i>RBL Community</i>)									
Name:				Signature:		Date:			
Are you happy for your telephone number to be published on the branch website so members of the public can contact you about branch matters.						YES		NO	

BRANCH TREASURER (APPOINTED, NOT ELECTED)				
MEMBERSHIP NUMBER				
NAME				
ADDRESS				
TELEPHONE				
EMAIL (Personal)				
EMAIL (RBL Community)				
Name:		Signature:		Date:
Are you happy for your telephone number to be published on the branch website so members of the public can contact you about branch matters.		YES		NO
BRANCH PARADE MARSHAL				
MEMBERSHIP NUMBER				
NAME				
ADDRESS				
TELEPHONE				
EMAIL (Personal)				
EMAIL (RBL Community)				
Name:		Signature:		Date:
Are you happy for your telephone number to be published on the branch website so members of the public can contact you about branch matters.		YES		NO
REMAINDER OF COMMITTEE				
The committee members listed below are aware of their responsibilities detailed above and have read the Safeguarding Self-Declaration, are aware of the Safeguarding Statement, and confirm that they have nothing to declare. Where members are appointed to the roles, the list below must include Branch President, Membership Secretary, BCC and general committee member.				
COMMITTEE ROLE	MEMBERSHIP NUMBER	NAME		

PLEASE PRINT DUPLICATES OF THIS SHEET IF REQUIRED

BANK SIGNATORIES		
Branch Chairs must ensure that the bank signatories are Branch Officers, one of which must be the Treasurer.		
1.	NAME	
	MEMBERSHIP NUMBER	
	EMAIL ADDRESS	
2.	NAME	
	MEMBERSHIP NUMBER	
	EMAIL ADDRESS	
3.	NAME	
	MEMBERSHIP NUMBER	
	EMAIL ADDRESS	
4.	NAME	
	MEMBERSHIP NUMBER	
	EMAIL ADDRESS	