



## UNITED GRAND LODGE OF ENGLAND

### CORONAVIRUS

#### Annual Returns – Provincial Lodges

During the period for which meetings are suspended, Annual Returns must continue to be submitted together with the requisite payments for dues and MCF contributions.

In the present circumstances, however, the requirement in Rule 146 that the Return shall be signed by the Master and the Secretary will be sufficiently complied with, **so long as the period of suspension continues**, if the following procedure is adopted:

1. The Secretary completes the Return, including – if appropriate – the part relating to payment by BACS, and signs it;
2. Meanwhile the Treasurer either (a) makes payment by BACS, or (b) sends a cheque for the amount of the dues and MCF contribution, together with a printed copy of the first page only of the Annual Return, to the Provincial office. He then confirms to the Secretary that he has done so.
3. The Secretary, when he has received confirmation of payment from the Treasurer, scans the completed document, naming the file 2020AR-Lxxxx (e.g. L1234);
4. He sends the scanned file by e-mail, with a copy to the Master, to the Provincial office;
5. The Master, if satisfied that the Return is in order, forwards the scan of the Return by e-mail to the Provincial office with the covering statement “I, as Master, confirm that the attached Return is in order”;

The Provincial office will then forward the Return electronically to the Registration Department at Freemasons’ Hall for processing, and send on any cheques received.

(Please note that Installation Returns should *not* be submitted for Installations that should have taken place during the period for which meetings are suspended. However, Returns which are *overdue* for Installation meetings held before the suspension took effect should be submitted electronically as soon as possible.)

United Grand Lodge of England  
3<sup>rd</sup> April 2020