

## **EXPLANATORY NOTES: CHANGE OF PERSONAL DETAILS FOR GUILD MEMBERS**

If a member of your Guild needs to change any of her personal details, please copy and complete the enclosed form and send it to TGHQ, at any time throughout the year, so that her details can be updated and amended on the database.

Members will not receive their magazine, or other correspondence, if TGHQ does not have their correct and full address details, including postcode. It is therefore imperative that TGHQ is notified if a member moves or discovers an error in her address as held by TGHQ.

Please note that the sections marked with a \* are mandatory. This will allow TGHQ to locate the member on the database and ensure that we amend the correct member record.

Please be aware that if you only provide new details for a member and do not provide us with her ID number and Guild name, we will not be able to trace and verify her record on TGHQ's national database.

You only need to complete the section(s) of the table where the member is changing her details. For example, if a member is changing her telephone number but not her address you only need to insert her new telephone number.

Please do not use the AF2 Member Payment form in the Affiliation Payment Pack to notify TGHQ of a change of personal details for members – always use the **Notification: Change of Personal Details for Guild Members form** enclosed in this pack and the Affiliation Payment Pack.

### **Townswomen**

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