

Membership Application Due Diligence Categories

Section 1: Your Organisation Info	Section 2: Contact Details	Section 3: Purpose/Objectives/ Services	Section 4: Governance	Section 5: Safeguarding	Section 6: Finance/ Sustainability	Section 7: Collaboration/A dditional Info	Section 8: Mental Health/Clinical Intervention	Section 9: Final Agreement
Organisation type	Person completing the form	Purpose, objectives, core activities and services – are these clear and consistent between application, website and social channels	No late filing in the last 3 years (less than 3 years' operating – no late filing to date)	Policy and procedures – are these clear	Gross annual income and expenditure	Other organisations you work with	Ensure organisation provides services safely and in accordance with best practice	Transparent in application
Registration details and Charity / Company number	CEO and other key contact info	Organisation makes a significant contribution to the armed forces community – is this clear	Number of Trustees/ Directors in line with best practice outlined in the Charity Governance Code or CIC Regulator	Safeguarding policy transparency – is this available on the website	Primary source of income	Why you want to be a member	Registered with appropriate body / regulator	Authorised to apply for membership on behalf of organisation
Website / social media			Are relevant policies in place	Relevant checks, training, understanding of safeguarding responsibilities	Reserves policy		Appropriate training / CPD / safeguards in accordance with national guidance	Correct information provided

			Privacy policy and complaints policy transparency – are these available on the website					

Last updated: Aug 2025