## **PROPER COMPLETION OF FORM 4**

At the request of the Worthy District Master of Connecticut, please review these instructions on completing a Form 4 properly.

Please note that all the (X) marks indicated below are areas that must be completely filled out before submitting a completed form for the Exemplification. Section 1, 2, 4 and 6 are to be filled out by the candidate. After which the proper signature of the Financial Secretary of the CANDIDATE'S HOME COUNCIL is to be filled out in Section 7. Finally the Faithful Navigator and the Faithful Comptroller of the Assembly of which the candidate is joining are to be affixed to the Form 4 in Section 5. Then the COMPLETED Form 4 with payment must be forwarded to the Assembly that is assisting The District Master who is Hosting the Exemplification. All payments/checks are to be made out to Allyn Temple, District Master.

To Summarize Sections 1, 2, 4, 5, 6 and 7 are to be completely filled out before the Form 4 application is to be submitted with the proper payment.

PLEASE NOTE if the Form 4 is not completed as directed, it could be returned to the Assembly to be corrected, which will result in a delay in the process. Please, Please take note to make this procedure proceed as smoothly as possible for your candidates and submit your paperwork as early as possible.

Your care and cooperation in this matter is greatly appreciated.

Thank you

