

The Price of Liberty is Eternal Vigilance



CIRCULAR

CIRCULAR

**THE RETURNED AND SERVICES LEAGUE
OF AUSTRALIA
(NEW SOUTH WALES BRANCH)**

ANZAC HOUSE, 245 CASTLEREAGH STREET, SYDNEY NSW 2000

Telephone: (02) 9264 8188

Fax No: (02) 9264 8466

Email: admin@rslnsw.org.au

PATRON

**HIS EXCELLENCY GENERAL THE HONOURABLE DAVID HURLEY AC DSC (Retd)
GOVERNOR OF NEW SOUTH WALES**

CIRCULAR NO: 23/16

FILE NO:JOB: 72

24th August, 2016

TO: ALL HONORARY SECRETARIES AND SECRETARIES OF RSL SUB-BRANCHES,
DISTRICT COUNCILS AND STATE COUNCILLORS

EXPIRY DATE: N/A

Dear Sir/Madam,

New Request for Transfer of Membership Form and Process

After feedback from sub-Branches regarding the form and process for transferring membership, State Branch is implementing the following system for transfer of membership between sub-Branches. This is a slight variation on the previous process and designed to be user-friendly.

The steps for transfer are:

1. A member wishing to transfer membership to a new sub-Branch needs to download the "Request for Transfer of Membership" form (copy attached) from the RSL NSW website <http://www.rslnsw.org.au/membership/>
2. The member needs to fill in all details of the form above the "Acknowledgement Slip" line and take it to the losing sub-Branch Secretary
3. The losing sub-Branch Secretary needs to provide the transferring member with any documents and files the sub-Branch may have on the member and sign off the "Losing sub-Branch" section of the transfer form
4. The member needs to approach the gaining sub-Branch and inform them of an intention to transfer
5. The member needs to take the form and files/documents to the "Gaining sub-Branch"
6. Following the normal process, the "Gaining sub-Branch" Secretary must inform the transferring member of confirmation/rejection of transfer to sub-Branch, sign the transfer form and mail the transfer form to State Branch

(a) rejection of transfer must be done in accordance with By-Law 2 item 23

7. State Branch will process the transfer, send copies of the completed transfer form to both the losing and gaining sub-Branches and issue a new membership card

Please contact ANZAC House if you require any assistance with this process.

Yours sincerely

Jeff O'Brien

OPERATION MANAGER

REQUEST FOR TRANSFER OF MEMBERSHIP - STANDARD FORM

I,

.....
(Please print Given Names and Surname)

hereby request transfer of membership

From:.....Branch/sub-Branch

To:.....Branch/sub-Branch

Reason for transfer :.....

Old Address:.....Post Code.....

New Address:.....Post Code.....

Service No:.....Rank.....

RSL Badge No:.....Membership Type:.....

Current Year's Subscription paid toBranch/sub-Branch ¹

Financial to 31/12/.....Member's sub-Branch file collected: Yes/No (circle)

...../...../.....
Date

.....
Members Signature

-----ACKNOWLEDGEMENT SLIP-----

Losing sub-Branch Secretary

Name:.....Phone/email²:.....

...../...../.....
Date

.....
Honorary Secretary

Gaining sub-Branch Secretary

Name:.....Phone/email:.....

...../...../.....
Date

.....
Honorary Secretary

State Branch

The transfer of has been actioned and the details as provided are correct

...../...../.....
Date

.....
State Branch Staff Signature

¹ The transfer of Service Members will not involve the transfer of any part of their annual subscription.

² To allow gaining sub-Branch to verify RSL service of member