New Request for Transfer of Membership Form and Process

The steps for transfer are:

1. 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.
2. 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.
3. The member needs to approach the gaining sub-Branch and inform them of an intention to transfer.
4. The member needs to take the form and files/documents to the "Gaining sub-Branch".
5. 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.
6. 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.

Please see the form on the page below.

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 to ………………..…………..Branch/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/email[2]:…………………………………………….

………/……../…….   ………………………………………………..
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

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[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