



# VIETNAM VETERANS ASSOCIATION OF AUSTRALIA SOUTH AUSTRALIA BRANCH INCORPORATED

## Administrative Instruction 29/2011

### Member Transfers

#### Introduction

1. Members change their address from time to time, leaving their original locality and moving to another South Australia Branch zone or perhaps even interstate.

#### Detail

2. To ensure that members are not lost to the Association, it is important that their forwarding address is obtained when possible and their particulars passed on to the State Secretary. A member transfer form should be used on these occasions (sample below).
3. On receipt of this form, the State Secretary will take the appropriate action to inform a sub-branch near the member's new address so that an approach can be made for the member to join. Additionally, State membership records need to be updated to eliminate unnecessary postage and other expenditure.

#### Authority

4. State Council meeting :20<sup>th</sup> Feb.2011

SURNAME

Given Names:

OLD ADDRESS:

POSTCODE

PHONE NO (If Known):

D.O.B: ...../...../.....

To: Sub-Branch:

State:

NEW ADDRESS:

POSTCODE:

UNIT or SHIP IN VIETNAM:

YEAR/S:

SERVICE NUMBER:

RAS BADGE NO:

DATE JOINED: ...../...../.....

FINANCIAL TO: ...../...../.....

COMMITTEE POSITION (If any)/Remarks

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