

OFFICE USE ONLY

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NR Cease Dues MD Dist List

FOR OFFICE USE

* online out clearances only

Email Mbr

Email NPF

Departure Gift: _____

MESS OUT-CLEARANCE INFORMATION SHEET

*Online Clearance Requests will receive a response from the Mess within 3 business days.
If you require confirmation immediately, please visit the Mess Administrative Office in person.*

Reason for Out-Clearance:

Posting Release Promotion Commission

Effective Date: _____

Member Information:

Regular Reserve A B C

Date of Birth _____
mth/day/yr

SN _____

Rank _____

Last Name _____

First Name _____

Current Unit _____

Gaining Unit _____

Forwarding Address _____

Preferred Phone _____

Preferred Email _____
(preferred email for NPF statements/Mess communique)

Signature

Date

Your mess dues will cease in the month of your departure. Dues owed by Reg Force Members who are posted will see the balance deduct from their pay; Reserve Members, Reg Force Members who are releasing, or Reg Force Members who are posted OUTCAN must pay any balance owing upon out-clearance

Privacy Notice

Personal information is collected under the authority of the National Defence Act. The information is required by the Canadian Forces Morale and Welfare Services (CFMWS) for mess administration purposes, including mess membership and distribution lists, and payment of dues. The information is also used to update your contact information in the CFMWS databases to ensure that it is accurate and up-to-date. The information may also be used for statistical, evaluation and reporting purposes. Personal information is protected, and is only used and disclosed in accordance with the Privacy Act. Under the Act, you have rights of access to and correction of your personal information, and the right to file a complaint to the Privacy Commissioner of Canada regarding the institution's handling of personal information. If you require clarification about this statement, contact our privacy coordinator at ATIP.AIPRP@cfmws.com. For more information on the Privacy Act, consult the Office of the Privacy Commissioner of Canada.

Notes: _____

