

OFFICE USE ONLY

CF1#

Date entered in Prophet: _____

FOR OFFICE USE

IN: DM NR Prophet Dist List

* online in clearances only Email Mbr

MESS IN-CLEARANCE INFORMATION SHEET

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

Mess dues are calculated based on your location on the 1st of the month, and are billed on the last day of each month.

Your mess dues will begin in the month following your COS date.

Mess dues for RegForce and ResClassC Members will automatically deduct from your pay.

ResClass A and B members must arrange payment through the Mess Administrative Office, or through their unit HRA.

COS Date: _____ (Report Date) Date of Birth _____ mth/day/yr

Regular <input type="checkbox"/>	Reserve <input type="checkbox"/>	A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>	(C Class payments are deducted automatically DMIL PAY)
Payment Methods for A and B: RPSR <input type="checkbox"/> (Set-up by Unit HRA)					
CASH <input type="checkbox"/> PAD-30 <input type="checkbox"/> void cheque or banking details required					

Posted In Att Posted Course (TD) Pre-Deployment Trg

Have you recently changed from Reserve to Reg Force? No Yes When: _____

SN _____ Rank _____

Last Name _____ First Name _____

Losing Unit (If Applicable) _____ Gaining Unit _____

Home Address _____

Preferred Phone _____

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

Mandatory to be completed by all Members:

IAW PSP Policy Manual Chapter 9-4 para 49. I hereby authorize my Mess Charges to be deducted from my pay account on my behalf to the Kyrenia Club Junior Ranks' Mess, Grn Petawawa

Reserve Members acknowledge that mess dues will be billed for each applicable month according to their chosen payment method.

Signature

Date

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: _____

