

The attention of all secretaries, treasurers or others doing capitation returns is drawn to the following by-law.

### **3.1.3 Payment of Capitation**

*At the end of each month, a sub-section must:*

- a. forward completed prescribed Forms F2A and F3 to the National Membership Registrar;*
- b. enclose EITHER a cheque for the amount shown on prescribed Form F2A OR documentation verifying a bank deposit for the amount shown on F2A;*
- c. forward completed prescribed Form F2B, cheque for the amount shown and completed prescribed Form 3 to Section Secretary; and*
- d. enclose any new members applications or approved transfers with the forms being sent to National Membership Registrar and the Section Secretary.*
- e. Nil returns are not required.*

A few pointers.

Do not keep stock of forms, download as required from [WWW](http://WWW) and you will always be using the current version. They are in word and PDF format and can be filled in on screen if desired.

Send in returns monthly, if you have accumulated a backlog then put it all on one set of forms and one money transaction.

If paying by cheque, then send it with the forms but this not a preferred option;  
if paying by bank transfer or deposit ensure the transaction is completed **before** sending the forms and include remittance advice or other evidence with the forms.

Capitation to National can be deposited directly into national's bank account at any branch of NAB. Deposit slip filled in to "Naval Association of Australia" BSB = 833205 Acc = 20435110. Stub should then be sent with the return.

Ensure **ALL** supporting forms (applications, transfers) are included with the forms.

I am more than happy to get everything by email to [nationalmembershipregistrar@navalassoc.org.au](mailto:nationalmembershipregistrar@navalassoc.org.au) (except for cheques of course) and save your postage. Everything I get in hard copy is recorded, scanned, stored electronically and then shredded.

Members who pay subs via the web site and Life Subscribers must NOT be on capitation returns. National has the money and details and will send correct share of funds to Section and Sub-section.

And one final reminder that membership is per calendar year. Members who have not paid their subs for the current year are unfinancial. Unfinancial members are not eligible to hold office or vote at meetings.