



APPLICATION FOR RSL NSW CERTIFICATE OF APPRECIATION

INFORMATION REGARDING THE CERTIFICATE OF APPRECIATION APPLICATION

1. Please refer to Standard Operating Procedure 9 - Ceremonies and Memorabilia 4.6 for information as to who should be considered for this certificate and the procedures a sub-Branch must follow for the application process.
2. Applications are checked by the State Secretary when they are received at RSL NSW.
3. Applications may be posted to ANZAC House, Level 5, 341 George Street, Sydney NSW 2000 or scanned and emailed to support@rslnsw.org.au
4. The application must be complete and signed or it will not be processed by RSL NSW.
5. Please be aware that applications may take up to 3 months to process from the date of your email receipt notifying you that the document has been received by RSL NSW. We rely on an external provider to print and frame the certificates.
6. If known, please advise the date your sub-Branch is planning to present the certificate. _____

RECOMMENDATION FOR CERTIFICATE OF APPRECIATION

Thesub-Branch/District Council being duly notified one month in advance by notice of motion and such recommendation subsequently determined by secret ballot at a General Meeting now submits for approval for the award of a Certificate of Appreciation, in the name of:

Name (in full)

(as will be engraved on Certificate)

Citation and details of Service rendered are: (please attach additional document if required).



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STATUTORY DECLARATION

We, (name)(signature)

President

and (name)(signature)

Honorary Secretary

of RSL sub-Branch/District Council

do solemnly and sincerely declare that the foregoing statements are true and correct in all respects to the best of our knowledge, information and belief. We make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act 1900.

Declared at (place)on...../...../.....

In the presence of an authorised witness, who states:

I,, a Justice of the Peace. No,
(name of authorised witness) (Qualification: Legal practitioner/Justice of the Peace – Provide JP number)

certify the following matters concerning the making of this statutory declaration by the person(s) who made it.

(*Please cross out any text that does not apply):

1. *I saw the face of the person OR

*I did not see the face of the person(s) because the person(s) was wearing a face covering, but I am satisfied that the person(s) had a special justification for not removing the covering, and

2. *I have known the person(s) for at least 12 months OR

*I have not known the person(s) for at least 12 months, but I have confirmed the person(s) identity using an identified document and the document I relied on was

(Describe identification document relied on)

...../...../.....

..... (signature of authorised witness) (Date)



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RECOMMENDATION OF DISTRICT COUNCIL PRESIDENT

Recommended/Not Recommended

Date: Signature:

PRICES FOR CERTIFICATE

A4 Certificate only	\$60.00 (incl. GST & admin handling)	<input type="checkbox"/>
A4 Certificate Framed	\$135.00 (incl. GST & admin handling)	<input type="checkbox"/>
A3 Certificate framed	\$150.00 (incl GST & admin handling)	<input type="checkbox"/>

Tick your preferred delivery option:

Collect Post (cost additional)

Letter of Appreciation for the Applicant's wife Yes No

Wife's name:

Address:

.....

For Office Use Only

State Secretary Approved: Date:

Sent for Certificate Preparation On: Received Back from Framer:.....

Sent to sub-Branch On:.....

This form amended: September 2020