



# Military Brotherhood MMC

SOP 19 – Rev 29NOV2023

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## Standard Operating Procedure (SOP) 19

### Member Transfer between Sub-Branches

#### **General:**

1. In accordance with paragraph 140 of the MBMMC Constitution, where a member wishes to transfer between Sub Branches, that member may apply to the Sub Branch Executive in writing to transfer.
2. Transfers between Sub-Branches can be requested at any time due to changes in geographical circumstances, i.e. purchase of a new house, posting of serving member.
3. Receiving Sub-Branch can veto the transfer request if there is a perception that the applicant will jeopardise the prerogatives of SOP13.
4. The form (Annex A) is to be completed by the losing Sub-Branch, forwarded to gaining Sub-Branch and a receipt copy sent back to losing sub-branch to be held in their membership files.
5. A completed copy is to be sent by gaining Sub-Branch to NAT SEC so the national membership register can be updated.
6. The form is to be signed by at least three members of the Sub-Branch Executives of each Sub-branch.



**Military Brotherhood MMC**  
**Member Sub-Branch Transfer Form**

Service Member	Sierra Squad Member	Junior Member
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Strike through non applicable

**Losing Sub-Branch (retain copy)**

Sub-Branch			
Members Surname		First Name	
AKA		Joining Date	
Reason for Transfer			

**Documents attached**

Document	Yes/ No	comments
Membership form		
Copy of Record of service		
Others		

**Clearance**

	AKA	Full Name	Date	Signature
President				
VIP				
Secretary				
Treasurer				
SSM				
QM				

**Gaining Sub-Branch (return completed copy to Losing Sub-Branch)**

Document	Yes/ No	comments
Membership form		
Copy of Record of service		
Others		

**Acceptance**

	AKA	Full Name	Date	Signature
President				
VIP				
Secretary				
Treasurer				
SSM				
QM				