

ATTESTATION PAPER.

C. Squadron
No. 107480

Folio.

CANADIAN OVER-SEAS EXPEDITIONARY FORCE.

QUESTIONS TO BE PUT BEFORE ATTESTATION.

(ANSWERS).

- 1. What is your name?..... Frederick Norman Payne
- 2. In what Town, Township or Parish, and in what Country were you born?..... Landon Eng.
- 3. What is the name of your next-of-kin?..... Father John Payne
- 4. What is the address of your next-of-kin?..... Park Hill Rd. Wallington Surrey
- 5. What is the date of your birth?..... 13 Oct 1882
- 6. What is your Trade or Calling?..... Accountant
- 7. Are you married?..... no
- 8. Are you willing to be vaccinated or re-vaccinated?..... yes
- 9. Do you now belong to the Active Militia?..... yes
- 10. Have you ever served in any Military Force?..... yes 1st Cheslin. 34yr. Sea L. Lt. 3yr 5th. C. GA.
If so, state particulars of former Service.
- 11. Do you understand the nature and terms of your engagement?..... yes
- 12. Are you willing to be attested to serve in the CANADIAN OVER-SEAS EXPEDITIONARY FORCE?..... yes

F. Norman Payne (Signature of Man).
J. Norman (Signature of Witness).

DECLARATION TO BE MADE BY MAN ON ATTESTATION.

I, Frederick Norman Payne, do solemnly declare that the above answers made by me to the above questions are true, and that I am willing to fulfil the engagements by me now made, and I hereby engage and agree to serve in the Canadian Over-Seas Expeditionary Force, and to be attached to any arm of the service therein, for the term of one year, or during the war now existing between Great Britain and Germany should that war last longer than one year, and for six months after the termination of that war provided His Majesty should so long require my services, or until legally discharged.

Date Nov. 16th 1914. F. Norman Payne (Signature of Recruit)
J. Norman (Signature of Witness)

OATH TO BE TAKEN BY MAN ON ATTESTATION.

I, Frederick Norman Payne, do make Oath, that I will be faithful and bear true Allegiance to His Majesty King George the Fifth, His Heirs and Successors, and that I will as in duty bound honestly and faithfully defend His Majesty, His Heirs and Successors, in Person, Crown and Dignity, against all enemies, and will observe and obey all orders of His Majesty, His Heirs and Successors, and of all the Generals and Officers set over me. So help me God.

Date Nov. 16th 1914. F. Norman Payne (Signature of Recruit)
J. Norman (Signature of Witness)

CERTIFICATE OF MAGISTRATE.

The Recruit above-named was cautioned by me that if he made any false answer to any of the above questions he would be liable to be punished as provided in the Army Act.
The above questions were then read to the Recruit in my presence.
I have taken care that he understands each question, and that his answer to each question has been duly entered as replied to, and the said Recruit has made and signed the declaration and taken the oath before me, at Victoria this 16 day of November 1914.

[Signature] (Signature of Justice)

I certify that the above is a true copy of the Attestation of the above-named Recruit.

[Signature] (Approving Officer)

Description of Payne J. N. on Enlistment.

Apparent Age 32 years - months.
 (To be determined according to the instructions given in the Regulations for Army Medical Services.)

Distinctive marks, and marks indicating congenital peculiarities or previous disease.
 (Should the Medical Officer be of opinion that the recruit has served before, he will, unless the man acknowledges to any previous service, attach a slip to that effect, for the information of the Approving Officer.)

Height 5 ft. 9 ins.
 Chest measurement { Girth when fully expanded 37 1/2 ins.
 Range of expansion 2 1/2 ins.
 Complexion Fair
 Eyes Blue
 Hair Fair
 Religious denominations { Church of England Yes
 Presbyterian
 Wesleyan
 Baptist or Congregationalist
 Other Protestants
 (Denomination to be stated.)
 Roman Catholic
 Jewish

Nil

CERTIFICATE OF MEDICAL EXAMINATION.

I have examined the above-named Recruit and find that he does not present any of the causes of rejection specified in the Regulations for Army Medical Services.

He can see at the required distance with either eye; his heart and lungs are healthy; he has the free use of his joints and limbs, and he declares that he is not subject to fits of any description.

I consider him* fit for the Canadian Over-Seas Expeditionary Force.

Date Nov 11 1914.

Place Victoria B.C.

W. Payne Stano
A. B. ...
 Medical Officer.

*Insert here "fit" or "unfit."

NOTE.—Should the Medical Officer consider the Recruit unfit, he will fill in the foregoing Certificate only in the case of those who have been attested, and will briefly state below the cause of unfitness:—

CERTIFICATE OF OFFICER COMMANDING UNIT.

F. N. Payne having been finally approved and inspected by me this day, and his Name, Age, Date of Attestation, and every prescribed particular having been recorded, I certify that I am satisfied with the correctness of this Attestation.

Cecil J. B. ... (Signature of Officer)

Date Nov. 16 1914.

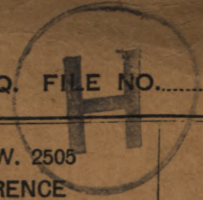
RIGIMENTAL DOCUMENTS

NAME *Payne Frederick Norman*

REGT. NO. *107480*

UNIT

H. Q. FILE NO.



CONTENTS

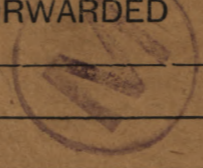
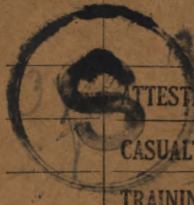
DATE RECEIVED

TO WHOM FORWARDED

DATE FORWARDED

M. F. W. 2505
REFERENCE

NON-EFFECTIVE BY



TESTATION PAPER (M.F.W. 23, 133, or 51)

CASUALTY FORM (M.F.W. 54 or A.F.B. 103)

TRAINING HISTORY SHEET (M.F.W. 113)

FIELD CONDUCT SHEET (M.F.W. 178 or A.F.B. 122)

REGT. CONDUCT SHEET (M.B.W. 263 or A.F.B. 120)

COMPANY CONDUCT SHEET (M.F.B. 263A or A.F.B. 121)

MEDICAL HISTORY SHEET (M.F.B. 313 or A.F.B. 178)

DENTAL HISTORY SHEET (M.F.B. 465)

MEDICAL REPORT (M.F.B. 227 or A.F.B. 179)

MEDICAL EXAMINATION (M.F.W. 129)

TRANSFER CLOTHING STATEMENT (M.F.W. 97 or D.O.S. 2)

PROCEEDINGS, COURT OF INQUIRY (M.F.B. 303 or A.F.A. 2)

DECLARATION, COURT OF INQUIRY (M.F.B. 259 or A.F.B. 115)

LAST PAY CERTIFICATE (M.F.W. 44)

PROCEEDINGS ON DISCHARGE (M.F.W. 218 or A.F.B. 268)

PARTICULARS OF CHARACTER (A.F.W. 3226)

COPY OF PARCHMENT DISCHARGE CERTIFICATE (M.F.W. 39A)

3/ Copy of Medal Book

DEATH

Category

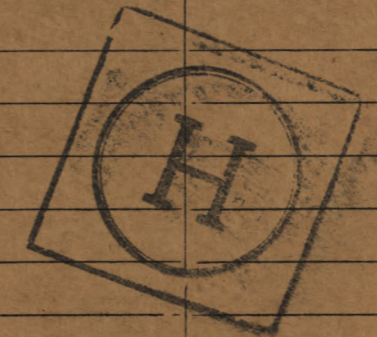
*Capt. General Wash
Dies 14 Nov 17*

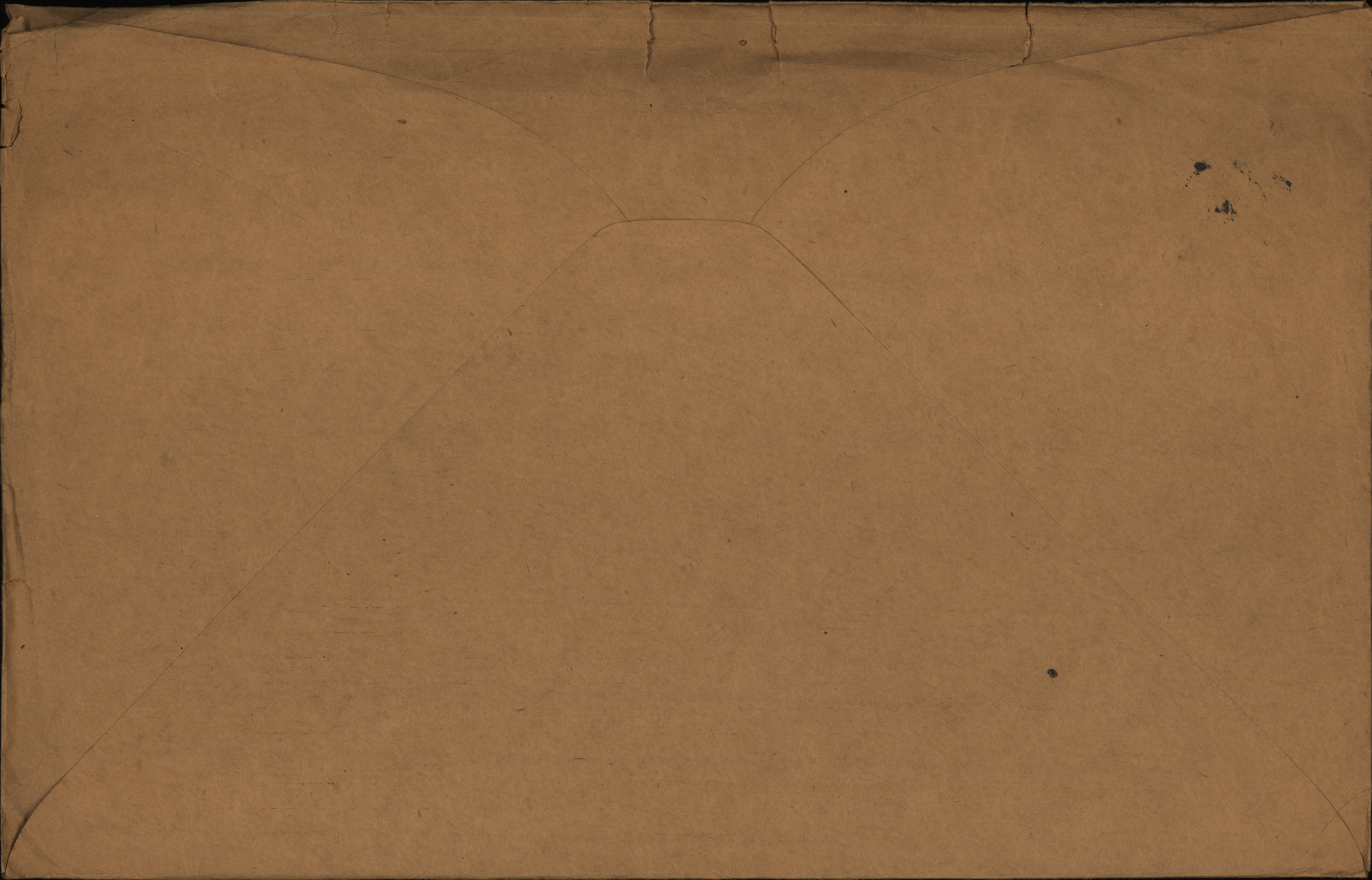
DISCHARGE

Category

8721.

DESERTION





Number 107480 Rank L/cpl. *Wil*

Surname PAYNE.

Christian Name Frederick Norman

Units 2nd C.M.R. Theatre of War England

Date of Service S.O.S. appointed to a Comm. Imp. Army. 11.10.15.
AUTH. C.C.D. PER. D.O. No 254. d/ 16.10.15

Remarks W.O. Roll #2 Page 158.

Latest Address W.O. N/W/9^c 1783 of. 5/5/20.

Roll No A. Page 5078.

No.

RANK

NAME

T. O. S.

UNIT

M. D.

PAID FROM	PAID TO	SIG. OR REC'T	PROMOTIONS, TRANSFERS, DISCHARGES, ETC.	
			PARTICULARS	AUTHORITY

NAME

Payne, Frederick Norman

S.O.S Com Imp. Army 11-10-15

RANK & No.

L/6pl.

16-25-3
8-6-18

5

107480

CORPS

2nd. B. M. R.

ENLISTMENT, PLACE

Victoria, B. C.

DATE

November 16/14 S.

FORMER CORPS

Sas. L. H., 5th. B. S. A., 1st Sheshire

COUNTRY OF BIRTH

England, London

NEXT OF KIN

Payne, John (Father)

ADDRESS OF NEXT OF KIN

Park Hill Rd., Wallington, Surrey.

DISCHARGE, PLACE

DATE

Q/S 12-6-15 109/8

L. L. 85093-M. & D. 5952.

M. F. W. 22.-50m.-9-15.
H. Q. 1772-39-839.

REMARKS:

Casualty Form—Active Service.

Regiment or Corps 2nd C.M.R.

Regimental No. 107480. Rank 1st Corp. Name Payne M.

Enlisted (a) 16/10/14 Terms of Service (a) War Service reckons from (a) Captain & Adjutant

Date of promotion } _____ Date of appointment } 6/6/15 Numerical position on } _____
to present rank } to lance rank } roll of N.C.Os. }

Extended _____ Re-engaged _____ Qualification (b) _____

Report		Record of promotions, reductions, transfers, casualties, etc., during active service, as reported on Army Form B. 213, Army Form A. 36, or in other official documents. The authority to be quoted in each case.	Place	Date	Remarks taken from Army Form B. 213, Army Form A. 36, or other official documents.
Date	From whom received				
		<u>Trans. C.C.D</u>	<u>Shorncliffe</u>		<u>W. J. G.</u>
		<u>Discharged and struck off strength on appointment to new Army.</u>	<u>Shorncliffe</u>	<u>11-10-15</u>	
		<u>D. Hayes</u>	<u>major.</u>		
		<u>Comdg. Can. Cav. Depôt.</u>			

(a) In the case of a man who has re-engaged for, or enlisted into Section D, Army Reserve, particulars of such re-engagement or enlistment will be entered.
(b) e.g., Signaller, Shoeing Smith, etc., etc., also special qualifications in technical Corps duties.

Report		Record of promotions, reductions, transfers, casualties, etc., during active service, as reported on Army Form B. 213, Army Form A. 36, or in other official documents. The authority to be quoted in each case.	Place	Date	Remarks taken from Army Form B. 213, Army Form A. 36, or other official documents.
Date	From whom received				

2484.

MEDICAL HISTORY SHEET.

Surname *Lt Col Payne* Christian Name *Fredk Korman*

Examined { on *16* day of *Nov* 191*4*
 at *Victoria B.C.*
 Birthplace { City or Town *London*
 County *Eng*

Approved by *W. H. ...*
 Rank *St. Lt. Col.* M.O.

Apparent age *37*
 Trade or occupation *Accountant*
 Height *5* Feet *9* Inches
 Weight _____ Lbs.
 Chest measurement { Minimum *35* inches
 Maximum expansion *37 1/2* inches
 Physical development _____
 Small-Pox Marks _____

Date	Fit or Unfit	EXAMINED FOR RE-ENGAGEMENT,
		M.O.
		M.O.
		M.O.
		M.O.
		M.O.
		M.O.
		M.O.

Vaccination Marks { Arm Right Left
 Number _____

Date	Result	VACCINATIONS.
<i>30/1/14</i>		<i>D. Kennedy</i> M.O.
		M.O.
		M.O.

When Vaccinated last _____
 (a) Marks indicating congenital peculiarities or previous disease _____
 (b) Slight defects but not sufficient to cause rejection _____

Date	Result	ANTI-TYPHOID INOCULATIONS, ETC.
<i>8/12/14</i>		<i>D. Raynot</i> M.O.
		M.O.
		M.O.

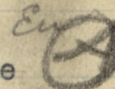
Enlisted on *16th* day of *November* 191*4* at *Victoria*

	CORPS.	REG'T NUMBER.	HABITS.	DATE.
Joined on enlistment	<i>2nd CWR</i>	<i>107480</i>		
Transferred to..				

EXAMINED OR DISCHARGED BY A MEDICAL BOARD.

STATION.	DATE.	DISEASE.	RESULT.

N. B.—This sheet to be disposed of in accordance with instructions in the Regulations for Army Medical Service, on the man becoming non-effective; the date and cause being stated on next page.

Rank *S/C.M.* Name PAYNE Frederick Norman Reg'l No. 107479 ^{80.} R-122
 Unit 2nd C.M.R. If in perm. Corps, }
 What Unit? } Married or Single *Single* 

Place and Date of Enlistment Victoria 16th Nov 1914 Place of Birth England

Name and Address, Next-of-Kin John Payne, Park Hill Rd Wallington Surrey
 Relationship Father

Assigned Pay Monthly \$ Payable to Relationship

Separation Allowance \$ Payable to Relationship

Discharge, Date and Place *11.10.15 Shorncliffe* Reason *App't new army* Character

Report		Record of promotions, reductions, transfers, casualties, etc., during active service. The authority to be quoted in each case.	Place	Date	REMARKS Taken from Official Documents
Date	From whom received				
<i>16. 10. 15</i>	<i>T.C.C.D.</i>	<i>app't new army</i>	<i>Shorncliffe</i>	<i>11. 10. 15</i>	<i>Pl 20 # 254</i>
<i>30. 9. 15</i>	<i>do</i>	<i>taken on sth</i>	<i>do</i>	<i>22. 9. 15</i>	<i>do 243</i>
<i>A 4 B 268. Received Disch from C.E.F.</i>					

Com. etc.

Rank *21st Lt*

Name

PAYNE Frederick Norman

Reg'l No.

107479⁸⁰

P-56

Unit

*2nd C.M.R.*If in perm. Corps,
What Unit?

Married or Single

Single

Place and Date of Enlistment

Victoria 16th Nov 1914

Place of Birth

England

Name and Address, Next-of-Kin

John Payne, Park Hill Rd Wallington Surrey

Relationship

Father

Assigned Pay Monthly \$

Payable to

Relationship

Separation Allowance \$

Payable to

Relationship

Discharge, Date and Place

England

Reason

Comm Impl Army

Character



Date		PAY			Field Allowance			Other Credits	Total Credits	Voucher		Cash Payments	Assigned pay	Other Charges	Total Debits	Balance	Remarks, Casualties, etc.	
From	To	No. of Days	Rate	Amount	No. of Days	Rate	Amount			No.	Date							
Jul	31	31	1.05	32 55	31	10	3 10		35 65			10			10	25 65		
																25 92		
																25 92		
Aug	31	31	1.05	32 55	31	10	3 10		35 65			38 93			38 93	22 64		
Sept	30	30	1.05	31 50	30	10	3		34 50			29 20			29 20	27 94		
Oct	31	31	1.05	32 55	31	10	3 10		35 65			34 04			34 04	29 52	Transferred to C.C.D. Bo. 3012 5	
1.11.15	30.11.15	30		31 50	30		3		34 50						64 02			
Dec	31			32 55	31		3 10		35 65							99 68		
Jan	31			31 55	31		3 10		35 65							135 32		
17 Feb	29	29		30 45	29		2 90		33 35							168 67		
Mar	31		1.05	32 55	31		3 10		35 65							169 12		
																203 32		
			288 75		27 50			-27 316 52				112 20		112 20		204 32		

Carried forward to
Large Ledger sheetChecked *[Signature]*

MARRIED OR SINGLE *Single*
 PLACE OF BIRTH *England*
 NAME AND ADDRESS OF NEXT OF KIN *John Payne
 Park Hill Rd. Wallington, Surrey, England.*
 RELATIONSHIP OF NEXT OF KIN *Father*
 NAME AND ADDRESS OF NEXT OF KIN
 RELATIONSHIP OF NEXT OF KIN
 SEPARATION ALLOWANCE MONTHLY \$ EFFECTIVE (DATE)
 PAYABLE TO
 RELATIONSHIP OF DEPENDANT

CASUALTIES, PROMOTIONS, &c.

PARTICULARS	EFFECTIVE DATE	AUTHORITY
<i>Suspense a/c Test No 2</i>		

ADMISSIONS TO HOSPITAL, &c.

DATE ADMITTED	DATE DISCHARGED	V. OR A.	NAME OF HOSPITAL
<i>Commission</i>			

REG'L NO. *107480* RANK *Lieut* NAME *Jayne Frederick Norman*
 IF IN PERM. CORPS | UNIT *2nd Cnr* | TRANSFERRED TO *C.C.D.* DATE *30.10.15* AUTHORITY
 PERMANENT FORCE ALLOWANCES TRANSFERRED TO *Non-Effect* DATE *11/10/15* AUTHORITY *D.O. 254 16-10-15*
 PLACE OF ATTESTATION *Victoria* TRANSFERRED TO DATE AUTHORITY
 DATE OF ATTESTATION *November 16, 1914* TRANSFERRED TO DATE AUTHORITY
 ASSIGNED PAY MONTHLY \$ DATE EFFECTIVE
 PAYABLE TO RELATIONSHIP
 ASSIGNED PAY MONTHLY \$ DATE EFFECTIVE
 PAYABLE TO RELATIONSHIP
 STOP-PAYMENT FORM (ASSIGNED PAY) RENDERED (DATE) EFFECTIVE REASON
 DISCHARGE DATE AND PLACE *Shorncliffe* *6 Oct. /15* REASON AND AUTHORITY *Appointment New Army, Austl.
 D.O. 254 16-10-15*
 ACCOUNT TRANSFERRED TO NON-EFFECTIVE BRANCH (DATE)
 ACCOUNT TRANSFERRED TO OFFICERS' PAY BRANCH (DATE)



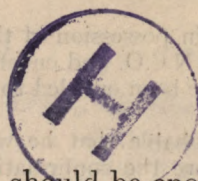
DATE	PAY				FIELD ALLOWANCE				WORKING OR SPECIAL PAY				ASSIGNED PAY CREDITS	OTHER CREDITS	TOTAL CREDITS	ACQUITTANCE ROLLS				CASH PAYMENTS				ASSIGNED PAY	OTHER CHARGES	TOTAL DEBITS	BALANCE		PAY WITHHELD OR DEFERRED	PAY AVAILABLE FOR ISSUE	REMARKS					
	NO. OF DAYS	RATE	AMOUNT		NO. OF DAYS	RATE	AMOUNT		NO. OF DAYS	RATE	AMOUNT					1	2	3	4	1	2	3	4				CREDIT	DEBIT								
			\$	c.			\$	c.			\$	c.																				NO.	DATE	NO.	DATE	NO.
<i>1916</i>															<i>316 52</i>									<i>112 20</i>	<i>204 77</i>	<i>- 45</i>										
<i>Apr 1-30</i>	<i>30</i>	<i>1 05</i>	<i>31 50</i>	<i>30</i>	<i>1 0</i>	<i>3 00</i>									<i>34 50</i>														<i>✓</i>							
<i>May 1-31</i>	<i>31</i>		<i>32 55</i>	<i>31</i>		<i>3 10</i>									<i>35 65</i>														<i>✓</i>							
<i>June 30</i>	<i>30</i>		<i>31 50</i>	<i>30</i>		<i>3 00</i>									<i>34 50</i>														<i>✓</i>							
<i>July</i>	<i>1</i>		<i>1 05</i>	<i>1</i>		<i>- 10</i>									<i>1 15</i>									<i>278 25</i>	<i>26 50</i>	<i>304 75</i>	<i>5 37</i>		<i>✓</i>							
<i>1917</i>															<i>422 31</i>																					
<i>Nov</i>															<i>416 95</i>									<i>304 75</i>	<i>416 95</i>	<i>5 37</i>		<i>✓</i>								
															<i>31</i>									<i>460</i>	<i>460</i>	<i>- 77</i>										
<i>1918 June</i>		<i>Transferred to Pay # 0.</i>																																		

Army List Dec 1915. Col 1056 H.
Carried in error from 11 Oct 15 to 1 Jul 16, 265 days @ 1 05 = 265 days @ 10 cents
Discharged on Appointment to New Army Austl. D.O. 254 16-10-15.
Records. No Discharge Papers & Records Sent to New Army. 11/10/15. 2nd Cnr 12. No Records.
Central Registry. No Records 31/9/17
460 = 4 days @ 1 15 = 4 60 day to correct date of discharge 6/10/15.
Auth. Army List Dec 1915. Col 1056 H. a.k.a. to Advancer 6/10/15 4 77

77
Section Aug/15

(Died)

Proceedings on Discharge.



(When forwarded for confirmation the documents named on page 4 should be enclosed.)

No. <u>107480</u>	Army Rank <u>Lee/Cpl</u>
Name <u>Payne, Frederick Norman</u> <small>(The name must agree strictly with that on enlistment, unless changed subsequently by authority.)</small>	
Corps <u>2nd. C.M.R.R. (1st. Cm.R. Bde.)</u> Battalion, Battery, Company, Depot, &c. <u>Can. Cav. Depot.</u> <small>(If attached to the Regular Establishment of the Special Reserve or Permanent Staff of the Territorial Force, &c., or to General Staff of the Army, it should be so stated.)</small>	
Date of discharge <u>Oct. 11th. '15.</u>	
Place of discharge <u>Stromcliffe, Kent.</u>	
1. Description at the time of discharge.	
Age <u>33</u> years <u>—</u> months	Descriptive marks. <u>Nil</u>
Height <u>5</u> feet <u>9 1/2</u> inches	
Chest measurement { girth when fully expanded <u>39</u> ins. range of expansion <u>3</u> ins.	
Complexion <u>Dark</u>	
Eyes <u>Grey</u>	
Hair <u>Brown</u>	
Trade <u>Accountant.</u>	
Intended place of residence <u>33 Lark Hill Rd. Wallington.</u> <small>(To be given as fully as practicable)</small>	
<small>(The measurements and description should be carefully taken on the day the man leaves his unit, but in the case of men sent home from abroad for discharge, the age and intended place of residence should be left blank to be filled in by the Officer who confirms the discharge at home.)</small>	
2. The above-named man is discharged in consequence of <u>being appointed to Commission in new Army.</u>	
<small>(The cause of discharge must be worded as prescribed in the King's Regulations and be identical with that on the discharge certificate. If discharged by superior authority, the No. and date of the letter to be quoted.)</small>	
To be filled in on the soldier quitting the Colours.	3. Military character :— <u>Very good.</u>
	4. Character awarded in accordance with King's Regulations :— <u>Very good.</u>
Certified that the above is an accurate copy of the character given by me on Army Form B. 2067* and that Army Form D. 489 was awarded in this case. <u>H. H. Mayes</u> <u>Sc. Col.</u> Initials of Commanding Officer. <u>Can. Cav. Depot</u>	
Army Form B. 2088 has been issued to*	

5. He is in possession of the following number of G.C. badges (if the man is a N.C.O. and enlisted prior to 1st July, 1881, the number he would have been entitled to had he not been promoted should be stated).

Is it probable that he will be entitled to another good conduct badge before the confirmation of these proceedings? ✓

Classification for service, or proficiency pay Class _____

6. Campaigns, Medals and Decorations

Certificate of education

7. His accounts are correctly balanced, and I have impartially inquired into all matters brought before me in accordance with Regulations.

(Place) Shorncliffe

(Date) Oct. 14th '15.

A. J. Hayes *Major Dep't.*
Commanding Co. Battn. Co. Regiment.

8. *Certificate to be signed by the soldier on discharge.*

I hereby acknowledge that I have received all my pay and allowances (including clothing allowance), and all just demands up to the present date, subject to the reservations of the claims noted on the 3rd page.

(Place) Shorncliffe

(Date) Oct. 14th '15.

J. Norman Payne (Signature of Soldier.)
F. R. Barber (Signature of Witness.)
Serge.

(When a soldier is absent through illness or any other cause, and it is not desirable to forward these proceedings to him for signature, a manuscript copy should be sent for the man to sign, and when returned should be attached here.)

9. *Additional certificate in the case of a soldier who takes his discharge at his own request.*

I hereby declare that I do of my own free will request to be discharged from His Majesty's Service.

J. Norman Payne (Signature of Soldier.)

10. *Statement of service.*

Service towards engagement to 14/19/15 (the date to which the record of service is completed) — years 363 days.

Further service " " (the date of confirmation of discharge) " " "

Total 363 "

11. *Confirmation of discharge.*

The discharge of the above-named man is hereby confirmed for Oct. 14th. (date) 1915.

(Place) Shorncliffe

(Date) Oct. 14th '15.

Signature A. J. Hayes *Major Dep't.*
Comdg. Co. Co. Regiment.

Commanding officers (or the Paymaster, if at Netley) will issue to every discharged soldier whose claim to pension, either on account of service or disability, is to be brought under the consideration of the Chelsea Board, a memorandum for his guidance on Army Form D. 401, and will at the same time transmit to the Secretary, Royal Hospital, Chelsea, a descriptive return of the man on Army Form D. 400.

RESERVATIONS REFERRED TO AT PARA. 8.

(To be signed by the soldier. When there are none, it is to be so stated, and signed by the soldier.)

[Faint, illegible text, likely bleed-through from the reverse side of the page.]

- 1. Reservation of rights...
- 2. Reservation of rights...
- 3. Reservation of rights...
- 4. Reservation of rights...
- 5. Reservation of rights...
- 6. Reservation of rights...
- 7. Reservation of rights...
- 8. Reservation of rights...
- 9. Reservation of rights...
- 10. Reservation of rights...
- 11. Reservation of rights...
- 12. Reservation of rights...
- 13. Reservation of rights...
- 14. Reservation of rights...
- 15. Reservation of rights...
- 16. Reservation of rights...
- 17. Reservation of rights...
- 18. Reservation of rights...
- 19. Reservation of rights...
- 20. Reservation of rights...

LIST OF DISCHARGE
DOCUMENTS.

1. Proceedings on discharge.
(Army Form B. 268.)
2. Proceedings on transfer to reserve (if any).
(Army Form B. 2056.)
3. Duplicate attestation.
4. Army Form B. 97 (if any).
5. Declaration of change of name (if any).
6. Re-engagement paper (if any).
(Army Form B. 136.)
7. Authority for continuance, or extension, of service (if any).
(Army Form B. 221.)
8. Court of Inquiry on an injury (if any).
(Army Form A. 2.)
9. Regimental conduct sheet.
(Army Form B. 120.)
10. Company conduct sheet.
(Army Form B. 121.)
11. Copies of convictions by Civil Power (if any).
12. Medical history sheet.
(Army Form B. 178.)
13. Medical report on invalid (if any).
(Army Form B. 179.)
14. Copy of receipt for purchase money (if any).
15. Attestation of fraudulently enlisted man for corps in which he has not been held to serve (if any).
16. Detailed statement of former service allowed to reckon towards pension (if any).
17. Copy of 3rd page attestation (in the case of men from abroad entitled to deferred pay who go to Netley or the discharge depôt for discharge).
18. Descriptive return (Army Form D. 400), where required.
See section 11 on second page.
19. Active service casualty form.
(Army Form B. 103.)
20. Employment sheet.
(Army Form B. 2066.)

In the case of recruits who are rejected before, or on, final approval, the discharge documents will consist of—

1. Duplicate attestation.
(On third page the date and cause of discharge will be entered and signed by the competent military authority.)
2. Medical history sheet (if any).
(Army Form B. 178.)

Instructions as to the preparation, despatch,
and custody, of discharge documents.

1. When a soldier is to be discharged, the documents retained with the duplicate attestation will be placed inside this form. Should any of the documents be missing, an explanation of the deficiency, signed by the commanding officer, must be substituted for the missing document. The officer in charge of records will then extract from the original attestation, any documents required to complete the list of discharge documents enumerated in the margin, which will then be placed in this form in the sequence given.

2. When men are discharged from the colours at home as medically unfit, or with claims to pension, Army Form B. 268 will be sent confirmed, together with the duplicate attestation and documents retained therein to the officer in charge of records 10 days in advance of the date for discharge in the case of invalids, and 14 days in other cases. This officer will then extract from the original attestation any documents required to complete the list of discharge documents enumerated in the margin, place them in this form, and after carefully checking the duplicate attestation with the original forward the whole to the Secretary, Royal Hospital, Chelsea. When such men are discharged abroad, the same procedure will be adopted as above, with the exception that the discharge documents will be sent to the officer in charge of records immediately after discharge takes place (except in the case of men who are granted gratuities on discharge from local battalions or companies, Royal Artillery).

3. When soldiers are sent home from abroad for discharge, the documents retained with the duplicate attestation will be placed inside this form and sent home with the men for transmission to the officer who carries out the discharge, together with the following additional forms:—

- (a) Discharge certificate (Army Form B. 2079 or Army Form B. 264).
- (b) Character certificate (Army Form B. 2067) if entitled.
- (c) Copy company conduct sheet (Army Form B. 121) when required under King's Regulations.

The duplicate attestation and documents retained therein will be sent to the officer in charge of records, who will extract from the original attestation any documents required to complete the list of discharge documents enumerated in the margin and place them in this form.

4. The discharge documents of re-enlisted pensioners, on re-discharge, will be sent to the officer in charge of records, who will extract from the original attestation any documents required to complete the list of discharge documents enumerated in the margin, place them inside this form, and forward the whole to the Secretary, Royal Hospital, Chelsea, irrespective of the cause of discharge.

5. The original and duplicate attestations of recruits who are rejected before, or on, final approval will be retained by the approving officer for one year, when they will be destroyed.

6. In all other cases the discharge documents will be sent, directly the discharge is carried out, to the officer in charge of records of the unit concerned.

7. Postage need not be paid, and receipts are not required, in the case of documents sent to Chelsea or to the War Office.

8. When the discharge documents of men not entitled to pension are sent to the officer who will have final charge of them, they are to be accompanied by Army Form B. 279, and that officer will, if they are found to be correct, sign and return Army Form B. 279. Should any document be missing, he must at once apply for it.

9. The officers having final charge of the discharge documents will arrange them according to regimental numbers, and enter the names in the alphabetical index, Army Book No. 129.