Authority for Recovery of Subscriptions to: Corps/Regimental Associations/Benevolent Funds – Officers/Other Ranks

Please read the notes before completing this form

RESTRICTED–STAFF (when completed)

In accordance with the Data Protection Act 1988, the Ministry of Defence will collect, use, protect and retain the information on this form in connection to all matters relating to personnel administration and policy.

JPA Form
JPA E014
(Introduced 01/07)

From:

(Unit Address Stamp)

To: The Fund Secretary

Part 1: Personal Details

Number | Name | Initials

Rank | UIN | Regt/Corps | Service RN/Army/RAF* | Gender M/F*

* Delete as applicable

Part 2: Authority for Deductions

*1. I hereby request that an Annual subscription as shown at Part 3 opposite, be deducted from my pay for the benefit of the stated Fund. The deductions and payments should be made in accordance with the administrative policy of the Fund.

*2. I request you to Stop deductions in respect of the subscriptions shown in Part 3 opposite.

3. This request is to be effective from 01 (mth) (yr)

* Delete as applicable

Date | Signature

Part 3: Details of Subscription

*1. A Percentage Rate subscription of % of a day's gross basic pay annually.

2. The subscription is payable to: (Details of Fund)

* Delete as applicable

Part 4: To be completed by the Regimental Secretary

1. I have noted the request in respect of this subscription in my records.
2. I have completed the necessary notification to CAF regarding the commencement/cessation* of deductions.

* Delete as applicable

Date | Signature of the Fund Secretary

Notes:

1. **Effective Date**

   a. This is to be shown as:

   (1) For Starts – as the first of the month and year following the date on which the form was signed.

   (2) For Stops – as the first of the month and year from and including which no further deductions are to be made; eg a stop effective from 01 Aug 07 means that the final deduction for subscriptions would be for the month of Jul 07. This must be a date after the form is signed.

2. Subscriptions will be deducted by the CoI PPPA monthly in arrears at 1/12th of the annual percentage of a day's gross pay as notified by the administrators of the fund. Percentage subscriptions will be based on the rate of pay recorded as in issue at the time the deduction is made.

3. When there is a variation in the type of subscription required (eg on transfer to a new Regt/Corps), one form is required to stop the current subscription and another form is required to start the new subscription.

4. To ensure that a subscription is started or stopped from the month indicated at Part 2, this form must be received by the Regimental Secretary not later than the **First** day of that month.