



GENERAL

1.0 Content of this Routine Order

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2.0 Enrolment of Members

- 2.1 It is to be noted that the extensive set of amendments to the AAL Manual set out in F/RO/02/22 have been duly made in the Wiki and take effect from 1 May 2022 as previously advised.
- 2.2 Officers and, especially, Officers Commanding Squadron, need to be fully familiar with all of the above-mentioned changes.
- 2.3 Of particular importance and urgency are those relating to the enrolment of adult members, whether former cadets turning 18 years of age and joining as adults, or adult non-members seeking to join or re-join the League (Section 8 Para 18).
- 2.4 Any queries should be directed to the Federal Administration Commissioner via your Group Executive Commissioner.

3.0 Signing of Documents/Forms

- 3.1 Officers are reminded that all AAL forms, particularly those such as the Form 20 Application for Membership, which contain a legal declaration, must be signed by hand and the names of any persons entered on the forms are to be written in full and as their name appears on government issued identification.
 - 3.1.1 The use of nicknames, preferred names or anglicised names is unacceptable.
- 3.2 Officers responsible for processing such forms are to reject any form which:
 - 3.2.1 Is not completed in full;
 - 3.2.2 Is not legible;
 - 3.2.3 Is a superseded, or unauthorised, version of the form; or
 - 3.2.4 Does not use the person's (or any witness's) legal name.
- 3.3 Any suspicions regarding the legitimacy of signatures appearing on a form are to be reported to your Group Executive Commissioner.

4.0 Communications with the NSW Office of Fair Trading

- 4.1 NSW OFT administers the Associated Incorporations Act 2009 [NSW] under which the Australian Air League Inc. (League) is registered.
- 4.2 For the information of members of the League, a letter from the NSW OFT was received on 23 February 2022.
- 4.3 The Council responded in full to the requests made in this letter, on 25 March 2022.
- 4.4 An emailed response was received from NSW OFT on 11 April 2022 and no further action is required.

4.5 Both items of correspondence from NSW OFT are available for viewing by members on the AAL website (login required) at:

<https://www.airleague.com.au/download/office-of-fair-trading-correspondence-april-2022/>

**Issued for and on behalf of the
Council of the Australian Air League Inc.**

A handwritten signature in blue ink, appearing to read 'Ray King', is positioned above the typed name.

Chief Comr. Ray King, MSA
Chief Commissioner