



Personal Details			
Surname	Forenames/Initials	Rank	Service Number
Address		Postcode	
		Date of Appointment as Officer in the Sea Cadet Corps	

For Completion by the Unit		
Unit Name (not TS Name)	District	Area

**DECLARATION BY OFFICER**

I declare that the items of Uniform or services listed below have been obtained solely for the purpose of Uniform upkeep and payment receipts totalling £ \_\_\_\_\_ are attached to cover each item.

Description of item	Cost	Description of item	Cost

**Signature:**       **Date**       I claim the following amount for this claim year

**NOTES:** 1. Uniform Upkeep allowance up to the maximum permitted annually will be paid against receipts for purchases and services made to maintain the appropriate standard of Uniform only. Receipts must not be more than 6 months old.

**PLEASE NOTE:** This does not include "Mess Undress", which is not required dress but is optional for individuals. Other costs such as postage or delivery will be acceptable with receipts but personal travel costs for collection of uniform items will not normally be allowed (written authorisation should be sought from MSSC HQ indicating the reasons why standard delivery or postage services are not appropriate)

2. On completion to this point, the form should be sent to the following address:  
**Administration Department, MSSC Headquarters, 202 Lambeth Road, LONDON SE1 7JW**

PAYMENT AUTHORISATION		FOR COMPLETION BY MSSCHQ	
For MSSC HQ USE ONLY		For MSSC HQ USE ONLY	
Date	<input type="text"/>	TOTAL TO PAY	£ <input type="text"/>
Signature	<input type="text"/>		
for Captain Sea Cadets			