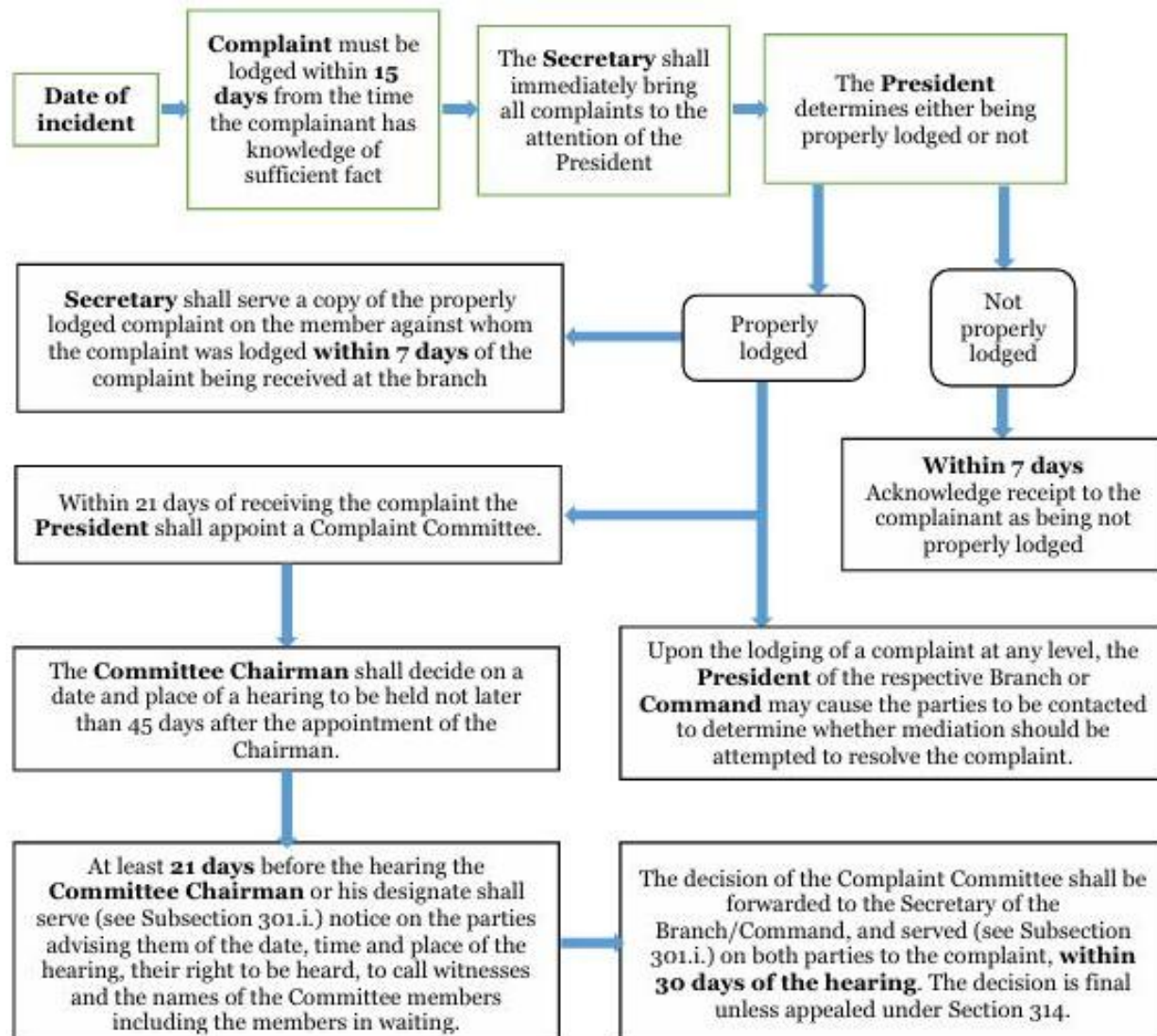
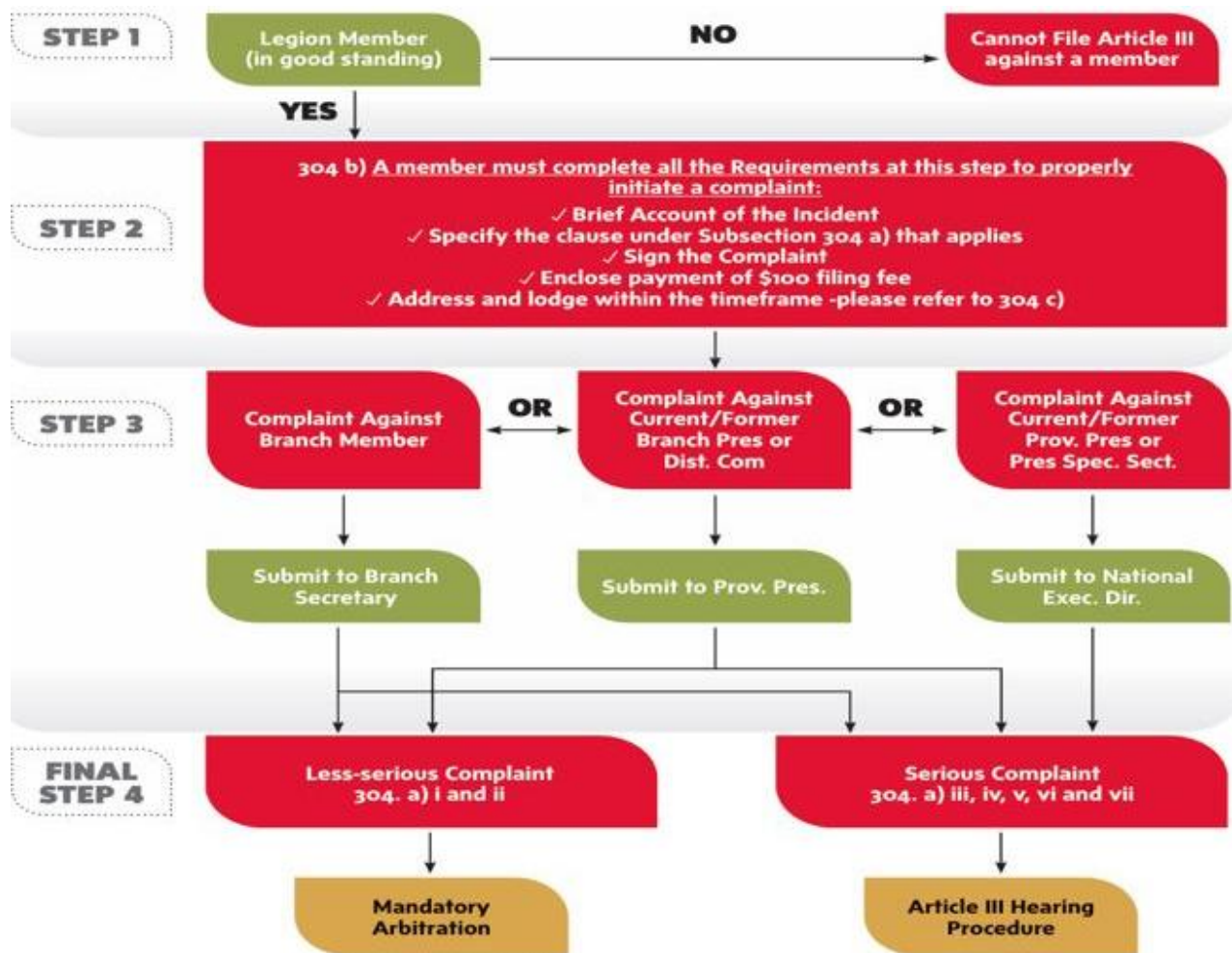


## Processing a Complaint Application



### 304 To properly initiate complaint proceedings, a member must:

- i. ensure that the complaint contains a brief account of the incident or circumstances which forms the basis of the complaint;
- ii. specify the clause under Subsection 304.a. that applies;
- iii. sign the complaint;
- iv. enclose payment of a complaint filing fee in the amount of \$100 payable to the Branch or Command with which the complaint is filed. The complainant will have the \$100 returned in all but one circumstance. That circumstance is where there is a final disposition at a hearing (after all appeals, if any, are heard) and at that hearing the entire complaint is completely dismissed. Then and only then will the \$100 filing fee be forfeited; and
- v. address it to and lodge it with the Secretary of the appropriate branch or command within 15 days from the date the complainant in good faith, first had knowledge of sufficient facts of the alleged offence having been committed.



\*Please see further Arbitration details on the next page

Revised: NOV2024

