

Procedure 1.02.0 - Club Records Request Form (CRRF)

For Access to the Register of Members, see page 2 of this form.

I, _____ (full name) request the NKC provide the
following records: _____ between the dates of _____ and

_____,
_____ and _____ : _____ between the dates of
_____ and _____ : _____ between the dates of
_____ and _____.

This information will be used for:

(A statement clearly outlining the specific purpose must be provided in order for the club to determine if it is allowable under the Personal Information Protection Act, BC Societies Act, and NKC Bylaws.)

I wish to: inspect the records receive an emailed copy receive a paper copy **(circle one)**.

I am ___ or am not ___ currently a member of the Nanaimo Kennel Club.

You will be provided with the assessed fee (see Policy 1.02) within 30 days. An additional 14 days after payment is received may be needed to provide the documents.

The time allotted to inspect the records will be based on the number of pages to be viewed. There is no time limit for Directors.

I understand that the information requested is for my use only and will not be shared or used in any publications or for any reason other than the one that is stated in this form.

Signature: _____ Date: _____

Address or email address if your request is for disclosure; phone number if for inspection:

Send the completed form to the Club Secretary at:

Nanaimo Kennel Club

Box # 537, 101 - 5170 Dunster Rd., Nanaimo, BC V9T 6M4

or info@nanaimokennelclub.ca

Access to the Register of Members

Register of Members – Is required by the BC Societies Act and is not readily available to members, as per the BC Personal Information Protection Act. It has every member's name, one form of contact, and voting or non-voting status.

Club Contact List – Is created using the information the member has agreed to share, and includes the name of the member and the preferred contact information. This list will be available to club members without this form.

Access to the **Register of Members** must comply with Part 1.8 of the NKC Bylaws, and the Societies Act Sec 25 (3, 4, 7).

The request for the **Register of Members** must be in writing, with an original signature.

Send the completed letter to the Club Secretary at:

Nanaimo Kennel Club

Box # 537

101 - 5170 Dunster Rd., Nanaimo, BC

V9T 6M4