

SECRETARIAT & COMMUNICATION DEPARTMENT

GENERAL GUIDELINES AND PROCEDURES

The Zone Secretariat & Communication Department shall be responsible to update and submit all relevant Brigade Forms for endorsement by National St. John Headquarters.

1. Annual Returns (BF 1)

- Corps is to refer to the “Instructions for Filling the BF1”.
- Corps is to include the names of the Corps President; Corps Surgeon and Corps Nursing Officer (if any) in the BF1.
- Corps is to complete and submit the BF 1 before 15 January.
- The BF1 should be completed in duplicate and submit to the Head, Secretariat & Communications at :

Zone 6 Secretariat & Communications

National St. John Headquarters

420 Beach Road

Singapore 199582

2. Annual General Inspection (BF18)

- Corps is to include the names of the Corps President; Corps Surgeon and Corps Nursing Officer (if any) in the BF18.
- Corps is to complete and submit the BF18 in duplicate on the day of inspection to the Head, Secretariat & Communications.