

HUBBARD COMMUNICATIONS OFFICE
Saint Hill Manor, East Grinstead, Sussex

Gen Non-
Remimeo
CF Hat
Address Hat

HCO POLICY LETTER OF 9 JANUARY 1966

Issue II

INTERNATIONAL CHANGES OR AREA
CHANGES OF ADDRESS

When someone on your central files moves out of your org area (like from Australia to South Africa) notify Address and CF of the org nearest to where the person is located. Send the person's folder, complete with all correspondence, info on their training and processing, memberships and Ethics matters, if any. Route this to Address, then CF of the org nearest to where the person is going.

Delete the person's name from your own Auditor mailing list.

Notify the Letter Registrar of the person's name and address and advise they are moving.

Notify Saint Hill Address of the change of address.

LRH:ml:gmh
Copyright (c) 1966
by L. Ron Hubbard
ALL RIGHTS RESERVED

L. RON HUBBARD