

Defence Fund Benefits Process

Below is the process followed for each of the Defence Fund benefits for which Associations may have been approved. In summary, the Association must complete the following forms:

- [Strike Headquarters and Banking Information Form](#)
- [Loan – Strike Support](#)
- [Loan – Group Insurance Benefits](#)

1) Daily Strike Benefits

- a) The Association must complete the "**Strike Headquarters and Banking Information Form**" and return **with** a copy of a void cheque to facilitate the payment arrangements.
- b) Advise the Defence Fund Secretary once the strike has started. The Defence Fund Secretary will then advise the Director of Finance copying the Financial Officer. The Financial Officer will prepare the form "**Wire Transfers by RBC to FA**" indicating the applicable period for payment and both the Director of Finance and the Defence Fund Secretary will sign it. The Financial Officer will then send the form to RBC Dominion Security for processing.

Please note that the Association does not receive any Strike Benefits for the first three days of a strike. Payments are done electronically by RBC directly to the Association. The amount paid is for a seven-day period, unless the strike is of a shorter nature.

- c) A subsequent form must be prepared, submitted and signed for each week the Association requests the Strike Benefit.

2) Strike Support Loan

- a) The Association must complete the "**Loan – Strike Support**" form and send it to the Defence Fund Secretary. The Association must sign it and confirm that they will be accepting the conditions of the loan, i.e. six months without interest and interest after that. Repayment must be done within the year after the strike.
- b) The Defence Fund Secretary forwards the completed form along with the completed "**Wire Transfers by RBC to FA**" form to the Director of Finance and copies the Financial Officer.
- c) The Financial Officer then coordinates the EFT loan payment to the Association through RBC. RBC pays the money by EFT to the Association directly.

3) Group Insurance Benefits Loan

- a) The Association must complete the "**Loan – Group Insurance Benefits**" form attached and send it to the Defence Fund Secretary. The Association must sign the form and confirm that they will be accepting the conditions of the loan, i.e. six months without interest, with interest applying after six months. Repayment must be completed within the year after the strike.
- b) The Defence Fund Secretary forwards the completed form along with a completed "**Wire Transfers by RBC to FA**" form to the Director of Finance and copies the Financial Officer.
- c) The Financial Officer then coordinates the EFT loan payment to the Association through RBC. RBC pays the money by EFT to the Association directly.