

# The Irish Pony Club Transfer Request Form 2020

This form can be used for Members transferring from Branch to Branch.

Members requesting a transfer are reminded that the Irish Pony Club strongly believes it is in the best interests of the membership as a whole to discourage transfers between Branches except in the case of change of residence.

Please refer to the full Transfer Rule which is available to download on the IPC website.

<https://irishponyclub.ie/images/pdf/2020/transferrule/irishponyclub-transferrule-updatedfebruary2020.pdf>

- Section 1, 2 and 3 must be completed in full by the Parent or Guardian of the member who is transferring Branches, providing details of the transfer and a brief explanation of the reasons for transferring.
- Section 4 must be completed by the DC's of the Branches involved in the transfer. It is the responsibility of the Parent or Guardian of the member to ensure that this is signed correctly.
- Section 5 must be completed by the Area Representative (s) involved in the transfer. The Parent or Guardian of the member transferring must ensure that this form is sent to the Area Representative (s) once the DC's have signed it.
- The fully completed and signed form must be sent to the Irish Pony Club office to complete the transfer.

## Section 1

<b>Member's Full Name:</b>			
<b>Current Branch:</b>			
<b>Membership Number:</b>		<b>Tests Held:</b>	
<b>Date of Birth:</b>		<b>Age:</b>	
<b>Address and Postcode:</b>			
<b>Parent(s) / Guardian(s) Name(s):</b>			
<b>Contact Number(s):</b>			
<b>E-mail Address(es):</b>			

## Section 2

<b>Request Transfer from:</b> (Name of Branch)		<b>Area:</b>
<b>Request Transfer to:</b> (Name of Branch)		<b>Area:</b>
<b>Reason for Transfer:</b> (Please attach any relevant or supporting letters)		
<b>Date of house move and new address:</b> (if applicable)		

## Section 3

<b>As Parent / Guardian of:</b>	
I accept these terms and conditions as laid out in the Rules of the Irish Pony Club 2019. As a family, we agree to abide by the IPC Code of Conduct and acknowledge the restrictions imposed by the Transfer Rule (if applicable).	
<b>Parent(s) / Guardian(s) Signature(s):</b>	
<b>Print Name:</b>	
<b>Date of Application:</b>	

**Section 4**

**To Be Completed and Signed by Current District Commissioner.**

Accepted	<input type="checkbox"/>	Signature of DC:	
Declined	<input type="checkbox"/>		
By <u>CURRENT</u> District Commissioner:		Date:	
Any relevant comments:			

**To Be Completed and Signed by Prospective District Commissioner.**

Accepted	<input type="checkbox"/>	Signature of DC:	
Declined	<input type="checkbox"/>		
By <u>PROSPECTIVE</u> District Commissioner:		Date:	
Any relevant comments:			

**Section 5**

Where the member is transferring to a Branch outside of their current Area, then the Area Representatives of both Areas must sign this section of the form.

Area:		Area Representative Name:	
Accepted	<input type="checkbox"/>	Signature:	
Declined	<input type="checkbox"/>		
Referred to IPC Office	<input type="checkbox"/>	Date:	
By Area Representative:			

Area:		Area Representative Name:	
Accepted	<input type="checkbox"/>	Signature:	
Declined	<input type="checkbox"/>		
Referred to IPC Office	<input type="checkbox"/>	Date:	
By Area Representative:			

**Section 6 – For IPC Office Use Only**

Date Transfer Received:			
Method of Delivery:			
Result of Transfer:	Approved	<input type="checkbox"/>	
	Declined	<input type="checkbox"/>	
	Further Details Requested	<input type="checkbox"/>	
Comments:			
Does Transfer Rule 8 Apply:	Yes	<input type="checkbox"/>	
	No	<input type="checkbox"/>	
Comments:			
Member Transferred on Its Plain Sailing:	Yes	<input type="checkbox"/>	
	No	<input type="checkbox"/>	
Member Notified of Transfer Completion:	Yes	<input type="checkbox"/>	
	No	<input type="checkbox"/>	

Transfer to take effect from the date of the application on this form.

**Note: Only original copies of the fully completed and signed Transfer Form can be processed in the IPC office. Incomplete copies will be returned to the sender for completion.**