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Ministry of Labour and National Service,  
Claims and Record Office,  
Bromyard Avenue,  
Acton, London, W.3.

.....4.....7..... 194/.

Sir/~~Madam~~,

UNEMPLOYMENT INSURANCE ACTS.

Information has recently been received in this Department to the effect that you have been granted a commission in the Armed Forces. The special arrangement under which you will have received a credit of contributions under the Unemployment Insurance Acts in respect of your service in the ranks is not applicable to commissioned officers, but for the first four months of commissioned service, contributions are paid by means of stamps affixed to unemployment books, the appropriate deductions being made from the officers' pay.

...  
An unemployment book is, therefore, enclosed herewith and it should be sent to your Paymaster (or agent from whom pay is received).

You are advised to make a careful note of your unemployment book number as shown on the enclosed book. This information will be important in the event of a claim for benefit being made by you in the future.

I have also to inform you that a free credit of contributions has been placed to your unemployment insurance account on the basis of one contribution for each week of service prior to the date of your commission, excluding any week in respect of which all ordinary service pay has been forfeited.

I am, Sir/~~Madam~~,  
Your obedient Servant,

*J.W.*  
J.W. TODD,

Accountant General.

*Charles McLean Esq.*.....

*Ga. Air Ministry (S.7)*.....

*Admiral House W.C. 2.*.....

Q.104.  
(4/3/B/2)