

MEMORANDUM FOR 51 FSS/FSR

DATE

FROM:

(PO or UA Name)

SUBJECT: Dissolution of a Private Org / Unofficial Activity

1. Subject activity no longer wishes to have authority to operate on Osan Air Force Base. At a general membership meeting held on _____ members voted to dissolve.
2. Dissolution is effective from _____.
3. We will clear any outstanding liabilities with the PO/UA funds and ensure that these are satisfied before dissolution. If any assets remain we will dispose of them by _____.
4. Our organizational bank account at _____, will be closed effective _____ *(Bank Name)*.
5. Should any further questions or concerns arise, please contact _____.

POC Name:

Phone Number:

Email:

President Print Name

President Signature