

**MFA 604**

**NOTIFICATION OF DEPARTURE FOR ALL STAFF MEMBERS**

**(Including Cessation of Employment)**

This form must be completed for all seconded staff members and domestic staff on completion of assignment in New Zealand or when they cease to be employed by either a mission or post or diplomatic employer. This form must be sent to the Ministry of Foreign Affairs and Trade, Protocol Division, within one week of departure from New Zealand or cessation of employment.

**1. FULL NAME OF MISSION/POST:**....................................................................................

**2. FULL NAME OF STAFF MEMBER AND STATUS:**

..........................................................................................................................................

**3. DATE DUTIES CEASED:** ........./........../............... *(day/month/year)*

**4. STAFF MEMBER AND HOUSEHOLD:**

 **Date of departure from New Zealand:** .........../.........../.........

**Please list family members who departed with staff member:**

 ***…………………………………………………..……………………………………………………………..***

 ***…………………………………………………..……………………………………………………………..***

 **……………………………………………………………………………………………………….**

 **If some family members did not depart with staff member, please provide names and details:**

 **…………………………………………………………………………………………………….**

 **……………………………………………………………………………………………….…....**

**Did the staff member employ domestic staff?**  **YES / NO**

 **If yes, please list below:**

 **Name of domestic staff Date of Departure from NZ**

 **…………………………………………….. ........./........../..........**

 **…………………………………………….. ........./........../..........**

*(If any dependant family member or domestic staff member is to remain in New Zealand after the staff member ceases duties and/or leaves NZ, prior arrangements must be made with the Ministry of Foreign Affairs and Trade, Protocol Division).*

 **Mission/Post Seal:** ...............................................

 **Date:** ............../............/............

 ***For MFAT Use Only:***

*Identity card returned: ........................................................................*

 *Car/s sold: ..........................................................................................*

 *Statistics entered: ...............................................................................*