

**V2589**  
**RICHARDS**  
DONALD

PATTE







1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37

V2589

OFFICIAL NUMBER

NAME RICHARDS

Donald P.  
(Given Names)

OFFICIAL NUMBER V2589

Ship or Establishment	Rating	From			Remarks	Character	Efficiency	Date			Non-Sub. Rating	Qualified			Re-Qualified																																																																																																																																			
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Div. Str. St. John	Prob. A.	14	11	40		V.G.	Sat.	31	12	40																																																																																																																																								
Duty Div. Hdqtrs	" "	18	11	40		V.G.	Sat.	31	12	41																																																																																																																																								
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Venture	" "	22	1	41																																																																																																																																														
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Spikenard	"	9	8	41																																																																																																																																														
<u>DISCHARGED</u>	<u>"</u>	<u>10</u>	<u>2</u>	<u>42</u>	<u>"Spikenard Casualty"</u>																																																																																																																																													
GENERAL REMARKS																																																																																																																																																		
X-ray App. Memorial Cross to Wife: Mrs. Doris J. Richards. R.R.#1. Rothesay, N.B. Memorial Cross to MOTHER: Mrs Richards, Rockingham, Halifax Co., N.S.																																																																																																																																																		
<i>He has been awarded a pension with effect from 11-2-42 with a deposit allowance for the same.</i>																																																																																																																																																		
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[illegible]

VERIFIED BY C. Caine Forget

VERIFIED BY .....



VERIFICATION FORM

AIGN STARS, DEFENCE MEDAL, WAR MEDAL, C.V.S.M. and CLASP.

NAVAL GENERAL SERVICE MEDAL (1915).

[illegible]





N. V. 5

P085914

25M-9-40 (6793)  
N.S. 815-11-5

NOV 20 1940

N.S. 113-R-616  
CANADA

2

## ATTESTATION FORM

(HOSTILITIES FORM)

FOR MEN OF THE ROYAL CANADIAN NAVAL VOLUNTEER RESERVE

SURNAME Richards OFFICIAL NO. V2589  
CHRISTIAN NAMES Donald P. Patterson MARRIED, SINGLE OR WIDOWER MarriedPERMANENT ADDRESS 10 1/2 Cherry Street  
Halifax N.S. RELIGION AnglicanDATE OF BIRTH April 3rd 1913 \*PLACE OF BIRTH  
Town St John NAME AND ADDRESS OF NEXT OF KIN Mrs Donald P. Richards (wife)  
County St John 10 1/2 Cherry St  
Province N.B. Halifax  
\*Original Nationality of:  
Father } Canadians  
Mother }

\*If not the son of natural born British parents, particulars to be given at foot of next page.

## PERSONAL DESCRIPTION ON ENROLMENT

HEIGHT	CHEST MEASUREMENT	HAIR	EYES	COMPLEXION	WOUNDS, SCARS, MARKS
Feet <u>5</u>	Inflated <u>37</u>	<u>Red</u>	<u>Brown</u>	<u>Med</u>	<u>Nil</u>
Inches <u>7</u>	Deflated <u>34</u>				
	Mean <u>36</u>				

DATE OF ENROLMENT	RATING ENROLLING FOR	TRADE OR CALLING AND IN WHOSE EMPLOY
<u>14 / 11 / 40</u>	<u>V.A</u>	<u>Commercial Traveller</u> <u>H. G. Marshall</u>
R.C.N.V.R. Division (or other establishment) at which enrolled <u>St John.</u>		

## (B) DECLARATION TO BE MADE BY APPLICANT

I hereby declare as follows:—

- (1) That I am a British Subject domiciled in Canada.
- (2) That I am desirous of being enrolled as a member of the Royal Canadian Naval Volunteer Reserve Force, and that I accept and agree to abide by the rules of the said Force.
- (3) That \* (a) I have never served, and am not serving in any Naval, Military, Reserve, or Territorial Force.

\* (b) I served in \_\_\_\_\_ for the period shown, and attach my record of service, in corroboration of this statement.

\*Cross out Clause not applicable.

SERVED IN	RANK	FROM

(c) I have never been rejected for or discharged from any of His Majesty's Forces on account of unfitness.

(4) That the particulars contained above are correct and true according to the best of my knowledge and belief.

ROUGH

Personnel Records	
Division.	
TO	
1.	Noted in Records <u>LS</u>
2.	Index Card <u>LS</u>
3.	Non-Sub. Card <u>LS</u>
4.	Statistical Card <u>LS</u>
5.	Roneo Strip <u>LS</u>
6.	Pension Card <u>LS</u>
7.	
DATE <u>23-11-40</u>	



(3) On being enrolled as a member of the St John N.B. Division of the Royal Canadian Naval Volunteer Reserve, I undertake to bind myself:—

(a) To serve from the date thereof for the duration of hostilities, being subject to the provisions of the Naval Service Act, and of the Regulations made in pursuance thereof for the government of the Royal Canadian Naval Volunteer Reserve, and to the customs and usages of His Majesty's Canadian Naval Service.

(b) To report for active service if called upon in time of war or emergency, and, if called into active service, to serve ashore or afloat as may be directed, according to where my services are required.

(c) To keep in good repair and condition the articles of uniform and any articles of outfit which may be issued to me and to return them to the nearest Divisional Commanding Officer or to Training Headquarters prior to my discharge or when required so to do by any authorized person, or to pay compensation for any loss or damage thereto other than fair wear and tear; and also not to wear such uniform or outfit (which is and remains the property of the Crown) except when on naval duty.

(d) To undergo vaccination or re-vaccination, or inoculation, as considered necessary by the appropriate authorities.

Dated this 14th day of November 1940

Signature of applicant D. Richards

(C) CERTIFICATE OF ATTESTING OFFICER

I hereby certify that all the foregoing statements were made by the volunteer above named, in my presence, and that he has made and signed the above declaration in my presence on this 14th day of November 1940

A/Sub Lieut Wm Mackay V.R (Temp)  
Signature of and rank of Attesting Officer.

(D) OATH OF ALLEGIANCE

I, Donald Richards do sincerely promise and swear (or solemnly declare) that I will be faithful and bear true allegiance to His Britannic Majesty, His heirs and successors according to law.

Signature of Applicant D. Richards

Witness William Mackay

Date Nov 14th 1940 Rank A/Sub Lieut V.R (Temp)

The Oath of Allegiance may be administered by a Commissioned Officer of the Naval Service.

(E) CERTIFICATE OF ATTESTING OFFICER

Donald Richards having been duly enrolled to serve in the Royal Canadian Naval Volunteer Reserve Force, I have caused his name and every prescribed particular to be recorded in the Record Book of the St John Division of the R.C.N.V.R. or in the appropriate official documents.

A/Sub LT Wm Mackay V.R (Temp)  
Attesting Officer.

Nov 14th 1940 R.C.N.V.R. Division St John N.B.  
(or other establishment)

NOTE.—This form when completed and when the particulars on it have been noted in the Divisional Commanding Officer's Record Book, is to be forwarded to Headquarters, Ottawa, for custody.

The Certificate of medical examination, B-207, and certificates of previous service are to be sent to Headquarters, Ottawa, with this form.

Certificates of previous service will be returned after they have been examined at Headquarters, Ottawa.



# TRUE COPY

OF THE

## CERTIFICATE of the Service of

*RICHARDS, Donald Paterson*

IN THE ROYAL CANADIAN ~~NAVY~~

*Naval Volunteer Reserve*

The corner of this Certificate is to be cut off if the man is discharged with a "Bad" character or with disgrace, or if specially directed by the Department of National Defence (Naval Service). If the corner is cut off, the fact is to be noted in the Ledger.

*Port Division*

*Halifax, N.S.*

JCNS 601

Official Number *V-2589*

Date of birth *3 April 1913*

Nearest known Relative or Friend  
(To be noted in pencil)

Where born { Province *New Brunswick*  
Town or county *Saint John*

Name: *Mrs D.P. Richards*

Relationship: *wife*

Trade brought up to *Commercial Traveller*

Address: *Rothsay,  
New Brunswick*

Religious denomination *Anglican*

Date passed swimming test

Man's signature on discharge to pension }

All Engagements, including N.C.S., to be noted in these Columns

Date of actually volunteering	Commencement of time	Period volunteered for	Date of actually volunteering	Commencement of time	Period volunteered for
1.	<i>14 Nov '40</i>	<i>Hostilities</i>	5.		
2.			6.		
3.			7.		
4.			8.		

### Medals, Clasps, Etc.

Date received or forfeited	Nature of decoration	Date received or forfeited	Nature of decoration

Description of Person	Stature		Chest, In.	Colour of			Marks, Wounds and Scars
	Feet	In.		Hair	Eyes	Complexion	
On entry <del>as a boy</del>	<i>5</i>	<i>7</i>	<i>36</i>	<i>Red brown</i>	<i>Medium</i>	<i>Nil</i>	
On advancement to man's rating or on entry under 28 years							
On re-entry for C.S. or for Non-C.S. after attaining 28 years							
Further description if necessary							



## Name \_\_\_\_\_

[illegible][illegible]



Examinations passed and Notations or Qualifications other than those entered on History Sheets[illegible]









CANADA

NATIONAL DEFENCE

NOV 20 1940

Certificate of Medical Examination of Officers, Men and Boys  
NAVAL SERVICE OF CANADA  
(R.C.N. OR RESERVE FORCES)

N.S.

P085915

NOTE—This Certificate is to be completed by the Examining Medical Officer and forwarded to the Naval Secretary, Department of National Defence, Ottawa.

I, the undersigned, have examined Donald P. Richards  
candidate for entry as V.A.  
and I believe him to be \* in all respects fit for His Majesty's Service.  
the Certificate given below in my presence. He has signed  
unfit for His Majesty's Service for the reason stated below.

†Strike out if inapplicable. \* Delete one.

This examination has been made in accordance with the current Instructions as to Medical Standards.

Age (Years / Months)	Weight without Clothes	Height with Bare Feet	General Development	Chest Girth	Vision by— (i) Snellen's Types (ii) Colour Vision	Vaccinated or revaccinated for Small Pox (Date)	Lungs, Heart, etc.	Abdomen, Hernia, etc.	Limbs and Joints	Skin	Ears and Hearing	Testes, Varicocele, etc.	Mouth, Teeth (No. deficient and No. defective, if any), Nose, Tonsils, etc.	Anus, Hemorrhoids, etc.
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(k)	(l)	(m)	(n)	(o)	(p)
27. 7.	131.	5. 7.	Good	inches (a) maximum 37. (b) minimum 34. (c) mean 36.	right eye 6.12 left eye 6.9 colour vision N	1919 one me d. up 1940	*X-Ray Ap. R. Good.	Good	Good	Good	Good	Good	Healthy. 24 teeth 4 carious.	Good

\*Insert either:—NT (not taken) App. (approved) Pos. (positive) or Doubt. (doubtful)

If colour vision is not normal by Ishihara test, degree of colour blindness to be indicated.

CERTIFICATE TO BE SIGNED BY CANDIDATE

I hereby certify that to the best of my belief I have never suffered from Fits, †Incontinence of Urine, Discharge from the Ears, or any other disease likely to render me unfit for His Majesty's Service. ‡I am willing to undergo, after entry, such dental treatment, vaccination, or inoculations as may be authorized.

†The exact meaning of this is to be clearly explained to the Candidate by the Examining Medical Officer.  
‡Strike out if inapplicable.

Signature of Candidate

When a Candidate is subject to a defect or disability, the following information is to be inserted:

This Candidate is the subject of Nil

\* which renders him medically unfit for service,  
not considered of sufficient importance to cause his rejection, he being desirable in other respects.

\*Delete one.

IF REJECTED  
insert here  
UNFIT  
in block letters

Dated at San Jose the 12 of November 19 40

J. L. R. Hughes  
Examining Medical Officer  
(Rank) Surgeon. Captain



Name ..... RICHARDS, DONALD, P. ....  
Sub-Rating and Seniority *V.A.* ..... *V.R.* Non-Sub. ....  
O.N. *V* - 2589 ..... S.B. No. .... W.B. No. ....  
Joined Ship *2nd Dec 1940* ..... from *Saint John* .....  
Engagement: Period Duration ..... Expires .....  
Date of Birth *3rd April 1913* ..... Religion *Anglican* .....  
Character ..... Efficiency ..... Date .....  
Badges ..... Class for Conduct ..... Class for Leave .....  
Date due for: Next Badge .....  
Progressive Pay .....  
L.S. & G.C. Recommended .....  
Advancement. Wishes to Pass? Recommended? Date Qualified?  
Educ. Test Pt. 1 *Yes* .....  
Higher Educ. Test. ....  
Professional for  
higher Sub-rating .....  
do Non-Sub. ....  
(For Ordinary Seamen Form T.S. 34 must be used in addition)

Any Non-Service Attainments *Commercial Traveller* .....

Swimming Qualification *Can swim* .....

Athletic Capabilities *Basket-ball* .....

General Remarks (including intelligence, energy, initiative, powers of command).  
*See rating card for details*

*Quite satisfactory work done in R.C.N.B.*

H.M.C.S. " .....



Date .....

*H. Buchanan*  
*Pay S/Lt. RCNVR*

.....  
Officer of Division.

- Notes:—(1) This form is to be kept for each rating by the Officer of his Division.  
(2) The form is to be completed to date, and signed by the Officer of the Division before the rating changes his Division or Ship.  
(3) On a rating changing his Ship or Establishment, Form S.264 is to be transferred with his other papers for the information of the next Officer of Division.



BF

DEPARTMENT OF NATIONAL DEFENCE  
NAVY        ARMY        AIR FORCE  
STATEMENT OF WAR SERVICE GRATUITY

4  
NAVYDECEASED  
MEMBER'S  
NAME

Donald Patterson

RICHARDS

PAYEE  
ADDRESS

(CHRISTIAN NAMES)  
Mrs Doris J. RICHARDS,  
256 King St.W.,  
Saint John, N.B.

(SURNAME)

REGISTER NO. 13207  
FILE NO. NS V-2589  
DATE 20 Aug./45  
SERVICE NO. V-2589  
FINAL RANK OR RATING V.A.  
DATE OF DISCHARGE 10 Feb./42

DATE OF TERMINATION OF OVERSEAS SERVICE

10 Feb./42

DATE OF DISCHARGE

## A. TOTAL QUALIFYING SERVICE

NO. OF DAYS 450 EQUAL TO 15 COMPLETE PERIODS AT \$7.50  
30

\$ 112.50

## B. QUALIFYING OVERSEAS SERVICE

NO. OF DAYS 208 LESS 111 INELIGIBLE DAYS, EQUAL TO 208 DAYS @ 25C. PER DAY

\$ 52.00

## C. SUPPLEMENT FOR OVERSEAS SERVICE

## DAILY RATES AT DISCHARGE

PAY \$ 1.95  
SUBSISTENCE OR LODGING  
AND PROVISION ALLOWANCE \$ 1.45  
ADDITIONAL PAY HLM \$ .25

DEPENDENTS' ALLOWANCE 1/30 OF \$

\$ 1.50  
TOTAL \$ 5.15 X 7 = \$ 36.05  
NO. OF DAYS 208 X \$ 36.05  
183

\$ 40.98

## D. WAR SERVICE GRATUITY

\$ 205.48

## E. DEDUCTIONS

OVERPAYMENT OF

PAY AND ALLOWANCES \$ 5.59  
DEPENDENTS' ALLOWANCE  
AND ASSIGNED PAY \$

\$ 5.59

OTHER DEDUCTIONS \$

## F. TOTAL AMOUNT PAYABLE

\$ 199.89

## G. YOUR PORTION OF GRATUITY IS—

DEPENDENTS' ALLOWANCE IN ISSUE TO YOU \$ \_\_\_\_\_ OF \$  
TOTAL DEPENDENTS' ALLOWANCE IN ISSUE \$

\$ 199.89

CERTIFICATE I CERTIFY THAT THE AMOUNT HAS BEEN CORRECTLY COMPUTED AND IS PAYABLE IN ACCORDANCE WITH  
THE TERMS OF THE WAR SERVICE GRANTS ACT, 1944 AND THE REGULATIONS ISSUED THEREUNDER.

PREPARED BY

YN

CHECKED BY

L. Michelin

TREASURY

CHECKED BY

DATE

24/8/45

for Dir Naval Pay Acctg. SERVICE REPRESENTATIVE

AT



MEMORANDUM FOR

NATIONAL DEFENCE

APR 23 1942

P. 64

Mrs. Doris J. Richards,

N.S. CANADA

Any further communication on this subject should be addressed to:—

R.R. #1,

Rothesay, N.B.

THE ADMINISTRATOR OF ESTATES,  
DEPARTMENT OF NATIONAL DEFENCE,  
OTTAWA, ONTARIO.

and the following number quoted:—

H.Q. N.S. 113-R-616 FD.329.

DEPARTMENT OF NATIONAL DEFENCE  
OTTAWA, ONT.

March 10th, 1942

For the purpose of record and in the event of there being any balance of pay, medals or memorials available for distribution (according to law) on account of the late

V.A. Donald P. RICHARDS, No. V-2589, RCNVR,

H.M.C.S. "Spikenard".

it is necessary that the requisite information regarding the deceased and his relatives should be furnished on the inside of this form in strict accordance with the printed instructions. The particulars required are to be carefully filled in and the Declaration on the back should then be signed in the presence of a Clergyman, Priest, Local Magistrate, Commissioner for Oaths or Notary Public, who should be asked to complete and sign the Certificate. This form should then be returned to the above address.

*H.R. Wade*  
for (H.R. Wade) Lieut. Cdr., RCNVR,  
(L.M. Firth) Major,  
Administrator of Estates.





## ANSWER IN FULL ALL APPLICABLE QUESTIONS

STATEMENT of the Names, Ages and Addresses or Dates of Death, of all the relatives that the deceased ever had in each of the degrees specified below.

Degrees of Relationship	RELATIVES required to be accounted for	INFORMANT'S STATEMENT		
		NAME IN FULL of any Relative, if any, in each degree inquired for	Age	ADDRESS IN FULL of each surviving Relative, opposite his or her name, and date of death of each deceased relative
1	Widow of the Deceased.....	<i>Louis J. Richards</i>	<i>24</i>	<i>Rothesay N.B.</i>
2	Children of the Deceased and dates of their Births.....	<i>Diane Beverley Richards</i> <i>Donna Patricia Richards</i> <i>Dale Carolyn Richards</i>	<i>6 yrs</i> <i>3 "</i> <i>3 months</i>	<i>Rothesay</i> <i>N.B.</i>
3	Father of the Deceased.....	<i>Edward Lyon Richards</i>	<i>45 yrs</i>	<i>Ottawa</i> <i>Federal Dist. Comm.</i>
4	Mother of the Deceased.....	<i>Elsie Marion Richards</i>	<i>52</i>	<i>Rockingham</i> <i>N.S.</i>
5	Brothers of the Deceased	Full Blood	<i>Lieut James P. Richards</i>	<i>24</i>  <i>Middleton</i> <i>N.S.</i>
		Half Blood		
6	Sisters of the Deceased	Full Blood	<i>Mrs Henry Perry</i> <i>Miss Phyllis Richards</i>	<i>13</i> <i>27</i> <i>Rockingham</i> <i>N.S.</i> <i>Rockingham</i> <i>N.S.</i>
		Half Blood		
7	Names of brothers or sisters (whether of the full or the half blood) of the De- ceased, who are dead, and date of death of each.	Names and ages of their children (if any)	Address of their children	

ONLY IF NO RELATIVES IN THE DEGREES ABOVE ARE NOW LIVING, THE FOLLOWING PARTICULARS SHOULD BE GIVEN

		NAMES OF THOSE LIVING	Age	ADDRESS IN FULL
8	Grand-Parents of the Deceased....			
9	Uncles and Aunts by blood of the Deceased (not Uncles and Aunts by marriage).....		Age	



# FULL PARTICULARS AS TO IDENTITY

10	What is the full name of the deceased?	Donald Patterson Richards
11	Give the month and year of his birth.	April third, 1912
12	Where and when were his parents married?	St John N.B. Sept 11 <sup>th</sup> 1900
13	If deceased was married, state place and date of marriage.	St John N.B. April 3 <sup>rd</sup>
14	Did he leave a Will? If so, a copy should be attached hereto.	(no)
15	Did he leave a bank account? If so, give full particulars.	(no)
16	Is there any other estate which will necessitate application being made for Probate of the Will or Letters of Administration of the estate?	
17	State your own postal address in full.	Qothersay N.B.

## PARTICULARS OF DOMICILE

18	Where was deceased born?	St John N.B.
19	State, in order, the Province (or State) and country in which the deceased resided and the period of time in each, and in which last.	St John N.B. 16 yrs Halifax N.S. 13 yrs
20	What was the nature of his employment?	Commercial Traveller.
21	Did he own the premises in which he lived? If so, where?	(no)
22	Did he ever state verbally, or in writing, where he intended to make his permanent home?	(no)

## OTHER PARTICULARS

23	Did the deceased after enlistment incur any debts for:— (a) His own separate board and lodging while on service. (b) Service clothing and equipment. An itemized account for each such debt should be attached hereto, and if same is correct you should mark the bill "approved" and sign same. If believed incorrect, give particulars.	(no) (no)
24	Have you or any other relative paid the funeral expenses or any part thereof? If so, attach itemized accounts showing amount paid, and by whom.  (NOTE:—The Government pays funeral expenses within the amounts authorized in the Regulations, where death occurs and burial is made Overseas as well as where death occurs and burial is made in Canada, and if a relative has already paid those expenses the Government will reimburse such relative to the extent of the amount authorized in the Regulations. Any amount of such expenses in excess of those authorized in the Regulations is not payable by the Government nor is it chargeable against the service estate of the deceased.)	Sunk at sea:

(PLEASE TURN OVER)



# DECLARATION

\*Insert degree of relationship for example, "Widow," "Father," "Brother," etc

I hereby declare that the foregoing particulars are correct, and a true and complete statement of all the relatives that the deceased ever had in the degrees inquired for ; and that I am the

\* Widow of the deceased.

N.B. To be signed in full in the presence of a Clergyman, Priest, Local Magistrate, Commissioner or Notary Public.

Louise Josephine Richards

{ Signature of Informant

# CERTIFICATE

I hereby certify that, to the best of my knowledge and belief.....

\*See above { Name of Informant } is the \* ..... of the Deceased above described, and I believe the above Declaration and the Statement of Relatives made by the Informant and signed in my presence to be complete and correct.

Dated at Rotheray, King's Co., N.B. this twentieth day of April 19 42:-

Signature of Clergyman, Priest, Magistrate, Commissioner or Notary Public

Henri D. Bachelard Qualification Clergyman

Address H. Paul's Rectory, Rotheray, King's Co., N.B.

NOTE.—Before granting the above Certificate, care should be taken to see that the Informant gives particulars concerning the death of any Relative stated by him or her to have died, and that the full name and address and age of each surviving Relative enquired after is stated in its proper place in the Statement opposite.

USE SPACE BELOW FOR ANY ADDITIONAL REMARKS YOU MAY WISH TO MAKE

Edward Saxon Richards, Step-Father of Donald Patterson Richards. (legally adopted)



P064943

NATIONAL DEFENSE

APR - 4 1942

# ACCOUNTS OF MEN DISCHARGED

113-R-616  
CANADA

SEW

Account of the Balance of Wages, the Sale of Clothes and Effects  
and the other Credits of Men Discharged to the  
Shore, D. D. or Run

Name RICHARDS, Donald P. Rating V.A.  
Official No V-2589 H.M.C.S. "SPIKENARD" Lis 12-2-109  
Who\* Was Discharged Dead on the 10 th February P.M. 1942.

Net sum due on ledger on account of Wages.....	\$	cts.
Proceeds of sale of Effects charged against Wages, brought from the other side	-	-
CASH—		
Proceeds of sale of Effects, paid for in Cash, brought from the other side.....	\$	cts.
Found amongst Effects.....	-	-
Debts collected \$.....	-	-
Cash debited in the Accountant Officer's Cash Acct.....	-	-
If in debt in ledger, amount to be stated (in red ink).....	10.	99
Rate of allotment (in words) <u>Seventy- Seven Dollars</u> charged to <u>28 th</u> <u>Feb 42.</u>		
Name of ship from which transferred <u>HMCS. "SPIKENARD"</u>		
Total† <u>Debtor</u>	10.	99

We hereby certify that we have every reason to believe that the above account contains a true statement of all wages, Effects, and other Credits or Debts on the Ledger of.....  
HMCS "SPIKENARD" amounting to a net balance†..... Debtor  
of..... Ten ..... dollars Ninety-Nine ..... cents.

Dated on board H.M.C.S. AVALON at St. John's,  
Newfoundland this 23 rd. day of March 1942

Approved R. Schwed Accountant Officer  
CAPTAIN, R.C.N. Pay. Lieut. Cdr. RCNVR  
Pay. Lieut RCNVR  
Commanding Officer.

For Use at Headquarters. \$.....cts.....credited on Inspector's certificate

No.....to.....

Signature.....

Date.....19.....

\*State whether discharged on shore, D.D. or Run. †State whether "debtor" or "creditor".  
§Subscription for Charitable or other purposes should not be shown hereon, but on a Remittance List, and dealt with as laid down in the King's Regulations.

C.N.S. 46

10M-10-40 (7450)  
H.Q. N.S. 815-9-45



## ACCOUNT OF SALE OF THE EFFECTS

SOLD before the Mast, the..... day of..... 19.....

[illegible]

Lieutenant or Officer who attended at the sale of the Effects.

The whole of the Effects which were left by the person named on the other side, are enumerated in the above Account and on the other side thereof.\*

.....Signature	.....Signature
.....Rank	.....Rank

When the effects are those of an Officer, this statement is to be signed by two of his messmates; when they are those of a Petty Officer, Seaman or Boy, it is to be signed by the Executive Officer and by the Master at Arms or a Ship's Corporal.



ESTATES BRANCH

April 7th, 1942.

Mrs. Doris J. Richards,  
R.R. #1,  
Rothesay, N.B.

67

RICHARDS, Donald P., V.A. (Deceased)  
V-2589, H.M.C.S. "Spikenard" RCNVR.

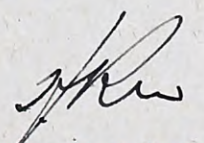
Dear Mrs. Richards:

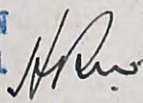
The regretted death of your husband, above named, has been reported to this Branch which is responsible for the administration and distribution of his Service estate.

In order that Headquarters records concerning him may be complete and so that proper distribution may be enabled to be made of his estate, including any balance of pay outstanding, it is necessary to ask you to complete and return to this Branch the enclosed Form P.64. Kindly oblige, therefore, as soon as possible. ✓

When all documents and reports concerning the Service estate are received here (a reasonable time must be allowed for this purpose) a further communication will be sent to you.

Yours faithfully,

  
(H.R. Wade) Lieut. Cdr. RCNVR,  
for (L.M. Firth) Major,  
Administrator of Estates.

HRW/JN  
Encl. 1 





CANADA

Department of National Defence  
Naval Service

Ottawa, Canada.

February 25, 1942.

IN REPLY PLEASE QUOTE  
No. N.S. 113-R-616

36596

NATIONAL DEFENCE

FEB 28 1942

N.S.  
CANADA

65

Sir:

In accordance with Naval Order No. 839, it is notified for your information that the following casualty in the Naval Forces of Canada has been reported:

<u>NAME, RANK/RATING NO.</u>	<u>PLACE, DATE &amp; CAUSE of DEATH</u>	<u>NEXT OF KIN</u>
RICHARDS, Donald P. Victualling Assistant, V-2589, R.C.N.V.R.	High Seas. 10 February, 1942. Missing, presumed lost on Active Service. He was serving in H.M.C.S. "SPIKENARD" which was torpedoed and sunk.	Wife: Mrs. Doris J. Richards, R.R. #1, ROTHESAY, N.B.

ALLOTMENTS IN FORCEIn favour of:

Mrs. Doris Richards,  
R.R. #1.  
Rothsay, N.B.  
(Wife)

Amount

\$77.00

Initials.

MR

WILL: No record.

Yours truly,

*R. A. [Signature]*  
SECRETARY, NAVAL BOARD.

Administrator of Estates,  
Estates Branch,  
Department of National Defence,  
OTTAWA.





NATIONAL DEFENCE

1942

13-R-616

50089

Number

57

WVM

Can. 204  
25M-4-40 (4789)  
N.S. 815-9-2041

B...202

ORIGINAL

# APPLICATION FOR PAYMENT OF MARRIAGE ALLOWANCE

List and Number in Ledger	NAME	Rank or Rating	Official No.	Daily Rate of Pay
AVALON for SPIKENARD 12-2/109	Surname..... RICHARDS	V.A.	V-2589	1.95 ✓
	DONALD P.			1.25 M.A. ✓
	Christian Names.....			

NAME OF WIFE <del>OR GUARDIAN</del>	ADDRESS
Surname..... RICHARDS	Rothsay,
MRS. DORIS J.	New Brunswick. ✓
Christian Names.....	

## CHILD OR CHILDREN

Name	Sex	Date of Birth	Attains majority
(1).....		Initials..... Date.....	
(2).....		Initials..... Date.....	
Carolyn Dale Richards	Female	22 Dec '41	1958

I do hereby solemnly declare that the above particulars are correct.

ed in the presence of:

*W. Milson*  
ter

Signature...Not available...rating "D.D."...  
Rank or Rating.....V.A.....

ge Allowance in force per diem.....1.25.....  
ge Allowance claimed per diem.....1.50.....

claim has been supported with the necessary documentary evidence and the above amount has been approved

*R. Schu*  
*F. J. Schu*

*for R. Schu*  
CAPTAIN, R.C.N.

Commanding Officer.

amount per day has been credited from.....22 December.....19.41

R-2.....No.....109.....Ledger ending.....31 March.....19.42

ment of \$.....77.00.....Stopped paid in force from the month of 28 Feb '42 19 in accordance

MENT OF 68.00 INCREASED  
in January 1942

*W. B. Sutton*  
PAY. SUB. LIEUT., R.C.N.V.R.

Accountant Officer.

RETARY,  
of National Defence,  
Ottawa.

H. M. C. S.....AVALON

Forwarded.....12 March, 1942

Noted in Service  
Records by.....



NOTE

- (1) All applications for Marriage Allowance must be supported by Certificate of Marriage, Birth Certificates in the case of children, or other unimpeachable evidences as to marriage, birth or guardianship.
- (2) The Allotment should be equivalent to the nearest dollar of 15 days' pay of rank or rating, and the Marriage Allowance based on a thirty day month.

FOR USE AT HEADQUARTERS ONLY	INITIALS	DATE
Application received.....		
Entered in Birth Record Ledger.....		
Entered on M/A Card.....		
Entered in Allotment Ledger.....		



COPY TO REMAIN ON FILEM E M O R A N D U MTO - ADMINISTRATOR OF ESTATES

Donald P. Richards, S.A., O.No. V-2589  
D.D. 10 February, 1942 - H.M.C.S. "SPIKENARD"

*Following removed and placed in*

*Estates FD*

*No. 329.*

The Service Estate of the above  
 named is now ready for disposal.

- (1) Report of death at folio 53.
- (2) Balance of wages, per form C.N.S. 46, is \$10.99 Debtor Balance. It is requested that this amount be considered as a first charge against the Service Estate of rating.
- ✓ (3) Service Certificate not on hand.
- ✓ (4) No record of a Will
- ✓ (5) Funeral expenses - Nil
- ✓ (6) Allotment stopped last payment made February 28, 1942 - \$77.00 to Mrs. Doris Richards (wife).

*DEBIT*

*22.4.42*

*J. W. Wachs*

*W. C. Kenyon*

*Estates Branch*

*[Signature]*

(V. Barbes)

Superintendent of Naval Pay Accounting.

PREPARED BY

*G. B. Barry*

CHECKED BY

*P. L. Lenehan*

OTTAWA, April 20, 1942.



S. 2053  
30M-10-40 (7513)  
N.S. 815-9-2063

SEW

Action Taken

MAR 17 1942 B... 445

42762

Cheque Making Section

STOP NOTICE

(Navy Allotments)

NATIONAL DEFENCE  
MAR 10 1942  
ORIGINAL

LIST NUMBER	ALLOTOR'S SURNAME	CHRISTIAN NAME	RANK OR OFF. No.
AVALON for "SPIKENARD" 12-21109	RICHARDS	Donald F.	V.A. V-2589

PARTICULARS OF ALLOTMENT BEING STOPPED

RATE PER MONTH	DATE (Inclusive to which Allotment is to be paid)	NAME OF ALLOTTEE	RELATIONSHIP TO ALLOTOR	ADDRESS
77.00	28 th February 1942.	Mrs. Doris Richards	Wife	R.R. no.1. Rothsay, N.B.

Entered in:-

Fair Ledger.....

Rough Ledger.....

Not Available - D.D.

Signature of Allotter

Cause of Stoppage

(When an Allotment in favour of an Allottee, on whose account M.A. is credited has to be stopped, information regarding the stoppage of M.A. should be also inserted here.)

Discharged Dead to AD te 11th February 1942

THE CHIEF TREASURY OFFICER  
DEPARTMENT OF NATIONAL DEFENCE  
(Naval Service)  
OTTAWA, CANADA

Pay Sub- Lieut RCVNR for Accountant Officer

H.M.C.S. AVALON

Date forwarded.....

MAR 5 1942

FOR USE AT HEADQUARTERS ONLY

1. Index Card Destroyed.....
2. Noted in Birth Record Ledger.....
3. M./A. Card Destroyed.....
4. Ledger Account Closed.....

INITIALS	DATE
11-11-5	11-11-5
16-3-4	16-3-4



### INSTRUCTIONS FOR ACCOUNTANT OFFICERS

---

When an Officer or Rating has two or more allotments in force they are not to be combined but treated as two or more allotments, and therefore Stop Notices should be dealt with accordingly.

A Stop Notice form should be filled out immediately an allotment has to be stopped, numbered consecutively and despatched at once to Headquarters.

A night-letter giving the Stop Notice number and other required particulars should be sent when it is impossible to forward this form in time to reach Headquarters by the 16th of the month.

This night-letter should be immediately confirmed by a Stop Notice form.

Canadian Allotments, if any, of R.N. ranks or ratings returning to R. N. should be stopped and debited prior to discharge.

Allotments continue to be paid by Headquarters until a Stop Notice is received. A Stop Notice should, therefore, be sent whenever an allotment has to be discontinued for reasons such as discharge, etc.



26A

February 20, 1942.

AIR MAIL

## Memorandum:

With reference to Naval Service  
Headquarters Memorandum N.S. 30-17-1 of the 5th  
November, 1941, you are informed with regret  
(casualty has )  
that the following (casualties have) been reported  
to the Next-of-kin in your area:

<u>NAME</u>	<u>RANK/RATING &amp; OFFICIAL NO.</u>	<u>NAME &amp; ADDRESS OF NEXT-OF-KIN.</u>
CONNOR, John Walter	Stoker I, V-2408, R.C.N.V.R.	Wife: Mrs. Alice Helena Connor, 83 Ludlow Street, ST. JOHN, West, N.B.
SEAMAN, William John	Stoker I, V-2412, R.C.N.V.R.	Father: Mr. William J. Seaman, 90 Somerset Street, ST. JOHN, N.B.
RICHARDS, Donald P.	V.A., V-2589, R.C.N.V.R.	Wife: Mrs. Doris J. Richards, R.R. No. 1, ROTHESAY, N.B.

Cause of Death: Loss of H.M.C.S. "SPIKENARD"  
on 10 February, 1942.

By Order,

*R. A. ...*

SECRETARY, NAVAL BOARD.

The Commanding Officer,  
H.M.C.S. "BRUNSWICKER",  
McPartland Building,  
221 Prince William Street,  
ST. JOHN, N.B.



AIR MAIL

19th February, 1942

26

Dear Madam:

It is with deepest regret that I must confirm the telegram of the 18th February from the Minister of National Defence for Naval Services informing you that your husband, Donald Paterson Richards, Victualling Assistant, R.C.N.V.R., O.N. V.2589, is missing and must be presumed lost on Active Service.

Your husband was serving in H. M. C. S. "SPIKENARD" which was torpedoed and sunk by enemy action on the 10th February, 1942. Details of the action are not, however, available at this time.

The possibility of your husband having been rescued by other ships cannot be estimated but it has been established that he was not among the survivors landed at a United Kingdom port and very little hope is held out for the survival of the remainder. You will be informed immediately should any further information be received.

I wish to express the sincere sympathy of the Chief of the Naval Staff, Officers and men of the Royal Canadian Navy, the high traditions of which your husband has helped to maintain.

Yours sincerely,

R. A.

CWD SECRETARY, NAVAL BOARD.

Mrs. Doris J. Richards,  
R. R. 1,  
ROTHESAY, N.B.



OFFICIAL COPY

NAVAL MESSAGE

S. 1320D

10 Mil. 5-40 (5005)

N.S. 815-9-1320D

L.M.F.

DRAFTED BY D.P.A. 113-R-616

To:

CAPTAIN IN CHARGE  
H.M.C. DOCKYARD  
HALIFAX, N.S.

From:

N.S.H.Q. OTTAWA

YOUR SUBMISSION FILE C.C.22-2-6 DATED 3TH JULY, D.P. RICHARDS,  
V.A., O. NO. V-2589 WHILE ON ACTIVE SERVICE AT ST. JOHN DIVISION  
R.C.N.V.R. DECLARED IN FAVOUR OF AMERICAN CLOTHING HOUSE ALLOTMENT  
OF \$5.00 EFFECTIVE DECEMBER. DECEMBER ALLOTMENT CHARGED ON  
HEADQUARTERS LEDGERS. RATING TRANSFERRED STADACONA IN DECEMBER.  
NO RECOVERY OF THIS ALLOTMENT HAS BEEN EFFECTED FROM JANUARY,  
1941. TO ADJUST \$30.00 ARREARS FROM JANUARY TO JUNE INCL. TO BE  
CHARGED IN CURRENT LEDGER. SIGNAL ACTION TAKEN AND ADVISE BY SIGNAL  
WHETHER RATING WISHES PAYMENT OF ALLOTMENT CONTINUED.

1615Z/18

AIR MAIL P/L

REC'D S.D.O.  
1717/18

FEM

18.7.41

5153