

V5387
STEPHENS
RICHARD HENRY

MEMORANDUM FOR

P. 64

Mrs. Theas Annear,
20 Wesley Place,
St. Ustell, England.

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

THE SECRETARY,
DEPARTMENT OF NATIONAL DEFENCE,
OTTAWA, ONTARIO
ATTENTION: ADMINISTRATOR OF ESTATES

and the following number quoted:—

H.Q. NS 113-S-354 FD 127

DEPARTMENT OF NATIONAL DEFENCE
OTTAWA, ONT.

43

July 1, 1941

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

Richard H. Stephens, Sto. 1st Class, No. V-5387

H.M.C.S. "MARGAREE"

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 or Local Magistrate, who should be asked to complete and sign the Certificate. This form should then be returned to the above address.

(L.M. Firth) Major,
Administrator of Estates.



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.....	not married			
2	Children of the Deceased and dates of their Births.....	no children			
3	Father of the Deceased.....	died 1920			
4	Mother of the Deceased.....	died 1935			
5	<i>only Brother</i> Brothers of the Deceased	Full Blood	Charles John Merritt Stephens	32	3 rd Bungalow Carluddon Hansell Cornwall, England
		Half Blood	/		
6	<i>only Sister</i> Sisters of the Deceased	Full Blood	Theas. Genavene Ida Annear	22	20 Wesley Place Hansell Cornwall England.
		Half Blood	/		
7	Names of brothers or sisters (whether of the full or the half blood) of the Deceased, who are dead, and date of death of each.	Names and ages of their children (if any)		Address of their children	
		(5)	Ivy Stephens Violet Stephens Lily Stephens Daisy Stephens Lionel Stephens	Date of death unknown	/

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?	Richard Henry Stephens
11	Give the month and year of his birth.	21/10/1910
12	Where and when were his parents married?	unknown
13	Was he ever married? If so, state exact place and date of marriage.	not married 50
14	Did he leave a (later) Will? If so, it should be forwarded.	not to my knowledge
15	Is there any other estate which will necessitate application being made for Probate or Letters of Administration?	nothing known

PARTICULARS OF DOMICILE

16	Where was deceased born?	St Cleer, Lisbeard Cornwall
17	In what Province, Country or State did he reside, and in which last?	Montreal
18	How long in each?	about 12 years
19	What was the nature of his employment?	?
20	Did he own the house or homestead in which he lived? If so, where?	?
21	Did he ever state verbally, or in writing, where he intended to make his permanent home?	
22	State <u>your</u> postal address in full.	20 Wesley Place Newcastle Cornwall

PARTICULARS AS TO CLAIMS

23	Have the funeral expenses been paid? If so, by whom?	?
24	Are there any outstanding claims against the estate? If so, furnish full name and address of each Creditor in this space and enclose his Bill of Account. (See Note Below).	?

NOTE.—Paragraph 24 refers to debts incurred for board and lodging, medical and funeral expenses, money borrowed, goods purchased, etc.; the following information to be embodied in all accounts submitted:—

1. Name and address of Creditor.
2. Detailed statement of particulars of claim with date or dates incurred.
3. At the end of his statement the creditor should certify that the account is just and reasonable, that no payments save as shown, have been made thereon and that he holds no security therefor; the creditor should then sign same, and if you admit that the claim is correct, then you "O.K." the bill and sign same.

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

*.....*Lister*.....of the deceased.

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

Theo. Genavene Ida Annear..... {Signature of Informant

CERTIFICATE

I hereby certify that, to the best of my knowledge and belief.....*Theo J D Annear*

*See above { Name of Informant } is the *.....*Lister*.....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.....*3 Mt Charles Rd. St Austell*.....this.....*17*.....day of.....*August*.....19.....*41*

Signature of Clergyman, Priest or Magistrate }.....*E Mitchell*.....Qualification.....*J P for Cornwall*

Address.....*3 Mt Charles Rd. St Austell Cornwall England*

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 of each surviving Relative enquired after is stated in its proper place in the Statement opposite.



P5699

N. V. 5
2M-232
N.S. 815-11-5

DEPT. OF DEFENSE
NAVY & MARITIME SERVICE
APR 28 1937
N.S. 113-8354
CANADA

ATTESTATION FORM

FOR MEN OF THE ROYAL CANADIAN NAVAL VOLUNTEER RESERVE

SURNAME.....Stephens.....OFFICIAL No.....5387.....

CHRISTIAN NAMES...Richard Henry.....MARRIED, SINGLE or WIDOWER.....Single.....

PERMANENT ADDRESS	RELIGION
<u>2358 Monsabre St, Montreal, Nota Dame Devictories</u>	<u>C of E</u>

DATE OF BIRTH	PLACE OF BIRTH	NAME AND ADDRESS OF NEXT OF KIN
<u>21st October, 1912.</u>	Town <u>Liskeard</u> County <u>Cornwall</u> Province <u>England</u>	<u>Sister, Theao Stephens, 36 Edcumbe Rd, St Ustell, Cornwall, England.</u>

PERSONAL DESCRIPTION ON ENROLMENT

HEIGHT	CHEST MEASUREMENT	HAIR	EYES	COM- PLEXION	WOUNDS, SCARS, MARKS
Feet... <u>5</u>	Inflated..... <u>36½</u>	<u>Brown</u>	<u>Blue</u>	<u>Fresh</u>	<u>Apendix Scar.</u>
Inches... <u>3¼</u>	Deflated..... <u>34½</u>				
.....	Mean..... <u>35</u>				

DATE OF ENROLMENT	RATING ENROLLING FOR	TRADE OR CALLING AND IN WHOSE EMPLOY
<u>28th April, 1937</u>	<u>Stoker 11.</u>	<u>Orderly, Verdun Hospital, 6825 LaSalle Blvd, Verdun</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 ~~XXXXXXXXXXXXXXXXXXXXXXXXXXXX~~ for the period shown, and attach my record of service, in corroboration of this statement.

¶ Cross out Clause not applicable.

SERVED IN	RANK	FROM	TO

(c) I have never been rejected 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.

Approved
HK

(5) On being enrolled as a member of the Montreal Division ^{XXXXXX} Company
Royal Canadian Naval Volunteer Reserve, I undertake and bind myself:—

(a) To serve from the date thereof for three consecutive years, 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 ~~Company~~ 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.

Dated this 28th day of April, 1937

Signature of applicant Richard Henry Stephens

(C) CERTIFICATE OF ~~COMPANY~~ COMMANDING 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 28th day of April, 1937

A. R. Coleman
Lt. Comdr. RCNVR
Signature of ~~XX~~ C. O.
(in leave)

(D) OATH OF ALLEGIANCE

I, Robert Henry Stephens do sincerely promise and swear (or solemnly declare) that I will be faithful and bear true allegiance to His Britannic Majesty.

Signature of Applicant Richard Henry Stephens

Witness A. R. Coleman

Date 28th April, 1937 Rank Lt. Comdr. RCNVR

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

(E) CERTIFICATE OF ~~COMPANY~~ COMMANDING OFFICER

Robert Henry Stephens 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 Montreal Division ^{XXXXXX} Company of the R.C.N.V.R.

A. R. Coleman
Lt. Comdr. RCNVR
~~Company~~ Commanding Officer
(in leave)

NOTE—This form when completed and when the particulars on it have been noted in the ~~Company~~ 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.



NAVY OFFICE
 APR 20 1937
 N.S. 113-1354
 CANADA
 Can. B. 207
 2M-2-36
 N. S. 815-2-207

CERTIFICATE OF MEDICAL EXAMINATION FOR THE ENTRY OF OFFICERS, MEN AND BOYS FOR THE NAVAL SERVICE OF CANADA
 (R.C.N. OR RESERVE FORCES) P5702

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

I, the undersigned, have examined Richard Henry Stephens
 candidate for entry as Stoker 11, Montreal Division, RCNVR.
 and I believe him to be in all respects ~~fit~~ ^{Temporarily unfit} for His Majesty's Service. He has signed the Certificate given below in my presence.

Dated at Montreal the 19th of February 1937.

Re-examine 19 April 1937
 Examining Medical Officer
 (Rank).....

This examination has been made in accordance with the Instructions for Recruiting.

(a) Age { Years / Months	(b) Weight without Clothes lbs.	(c) Height with Bare Feet ft. ins.	(d) General Development	(e) Chest Girth inches (a) maximum (b) minimum (c) mean	(f) Vision by— (i) Snellen's Types (ii) Colour Vision	(g) Vaccinated or re-vaccinated for Small Pox (Date)	(h) Lungs, Heart, etc.	(i) Abdomen, Hernia, etc.	(j) Limbs and Joints	(k) Skin	(l) Ears and Hearing	(m) Testes, Varicocele, etc.	(n) Mouth, Teeth (No. deficient and No. defective, if any), Nose, Tonsils, etc.	(o) Anus, Hemorrhoids, etc.
24 4/12 24 7/12	107	5 7/8 3 1/4 14	fair	36 1/2 34 1/2 35	right eye 6/6 left eye 6/6 colour vision normal	chickenpox of 1935 4 marks of scar		Appendix of sigmoid Stomach 20th						

CERTIFICATE TO BE SIGNED BY THE 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 as may be authorized.

.....
 Signature of Candidate

When a Candidate is passed, notwithstanding a slight defect or disability, the following Certificate is to be filled up

This Candidate is the subject of Temporarily unfit
Receive Operation for Appendicitis
Come back in 2 weeks.
~~not considered of sufficient importance to cause his rejection, he being desirable in other respects.~~

.....
 Examining Medical Officer
 (Rank).....

* The exact meaning of this is to be clearly explained to the Candidate by the Examining Medical Officer.

REGISTERED
AIR MAIL

ESTATES BRANCH

October 14, 1941.

57

Mrs. Theas Annear,
20 Wesley Place,
St. Ustell,
Cornwall, England.

STEPHENS, Richard H., Sto.1. (Deceased)
No. V.5387, H.M.C.S. MARGAREE.

Dear Mrs. Annear:

Enclosed herewith please find Dominion of Canada
cheque #17152, dated October 10, 1941, payable to your order
in the amount of £9/9/2. ✓

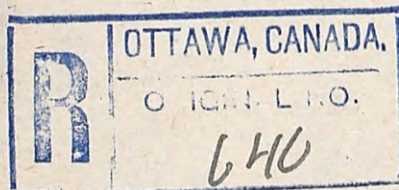
The total of your brother's service estate available
to this Branch for distribution was \$84.58 which was the
balance of wages at his credit at the time of his death.

Your brother died without having made a Will and
his service estate is distributable in accordance with the
Intestacy Laws of his province of domicile. Accordingly,
it is divided equally between you and your brother, Mr.
Charles J.M. Stephens. The enclosed cheque, therefore,
covers your share in this estate as one of the next of
kin entitled.

There were no personal effects received by this
Branch for distribution.

Will you please complete the enclosed form of
receipt and forward it to this Branch by return mail. ✓

Yours faithfully,



5

(L.M. Firth) Major,
Administrator of Estates.

EQ:FP
Encl.

VIA AIR MAIL

Q

BF

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

3802
 NAVY

BASED ON PAYEE'S NAME
Richard Henry
 (CHRISTIAN NAMES)
 PAYEE **Director of Estates**
 ADDRESS **308 Sparks St.,**
Ottawa, Ont.
 (SURNAME)
STEPHENS
 REGISTER NO. **12952**
 FILE NO. **NS V-5387**
 DATE **31 July/45**
 SERVICE NO. **V-5387**
 FINAL RANK OR RATING **Sto.1/c**
 DATE OF DISCHARGE **22 Oct./40**

DATE OF TERMINATION OF OVERSEAS SERVICE **22 Oct./40**

A. TOTAL QUALIFYING SERVICE
 NO. OF DAYS **408** EQUAL TO **13** COMPLETE PERIODS AT \$7.50 **\$ 97.50**

B. QUALIFYING OVERSEAS SERVICE
 NO. OF DAYS **264** LESS **18** INELIGIBLE DAYS, EQUAL TO **246** DAYS @ 25C. PER DAY **\$ 61.50**

C. SUPPLEMENT FOR OVERSEAS SERVICE

DAILY RATES AT DISCHARGE

PAY	\$	2.00	
SUBSISTENCE OR LODGING AND PROVISION ALLOWANCE	\$	1.45	
ADDITIONAL PAY HLM	\$.13	
	\$		
	\$		
DEPENDENTS' ALLOWANCE 1/30 OF \$ Nil	\$		
TOTAL	\$	3.58 X 7 = \$	25.06
NO. OF DAYS 264	X \$	25.06	36.15

D. WAR SERVICE GRATUITY **195.15**

E. DEDUCTIONS OVERPAYMENT OF PAY AND ALLOWANCES \$
 DEPENDENTS' ALLOWANCE AND ASSIGNED PAY \$
 OTHER DEDUCTIONS \$ **Nil**

F. TOTAL AMOUNT PAYABLE **Nph. Ht.** **195.15**

G. YOUR PORTION OF GRATUITY IS—

DEPENDENTS' ALLOWANCE IN ISSUE TO YOU \$ _____ OF \$ _____ = \$ **195.15**
 TOTAL DEPENDENTS' ALLOWANCE IN ISSUE \$ _____

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 ga	TREASURY CHECKED BY H. Stephens	DATE 1/8/45	SERVICE REPRESENTATIVE J. W. P. A.
--------------------------	-------------------------	--	-----------------------	--

Quebec Intestacy
1/2 Sister - Mrs. Theo Amear
\$91.57 20 Wesley Place
St. Austell,
Cornwall, England.

1/2 Brother - Charles J. M.
\$97.58 Stephens
(I have retained. pend-
ing confirmation of
address.)
\$195.15

DISTRIBUTION OF SERVICE ESTATES GMW

Estates Form "P. 4"

NAVY

Name STEPHENS, Richard H. No. V5387
Surname Christian Names

S/O. 1/O HMCS Margaroo 22-10-40
Rank Unit Date of Death

AMOUNT **W.S.G.** **195.15**
84.58
 L.P.C.....\$
 Other Credits.....
 Total..... **279.73**
 Prev. Dist. **84.58**
 This Dist. **97.57**
 Shares Retn. **97.58**

Date 19-2-46

SHARE	RELATIONSHIP	NAME AND ADDRESS	AMOUNT
$\frac{1}{2}$	Sister	Mrs. Theao Annear 20 Wesley Place St. Austell Cornwall, England	97.57
SHARES RETAINED pending confirmation of address			
$\frac{1}{2}$	Brother	Charles J. M. Stephens (As next of kin entitled)	97.58

F4. JO TREAS.
FEB 23 1946

WSG

AUTHORITY					
H.Q. F.E. No.	VOTE	PRI	H.Q. SUB.	OBJ.	AMOUNT
9999	331	00	50	000	97.57
CLASSIFIED BY			EXAMINED BY		
			For Chief Treasury Officer		

DISTRIBUTION APPROVED AND AUTHORIZED

[Signature]
 (L. M. FIRTH) Colonel
 Director of Estates

AUDITED FOR PAYMENT

For Chief Treasury Officer



Department of National Defence
Naval Service

Ottawa, Canada.

ESTATES BRANCH

OUR FILE HQ NS V-5387 FD 127

YOUR FILE

October 15, 1945.

Mrs. Theo Annear,
20 Wesley Place,
St. Ustell,
CORNWALL, England.

FEB 9 1946

STEPHENS, Richard H. STO. 1/c (Deceased)
No. V-5387 - R.C.N.V.R.

Dear Mrs. Annear:

The War Service Gratuity in respect of your late brother has been passed to this Branch for distribution.

As your brother died without having made a Will, this Gratuity is distributed in accordance with the Intestacy laws of his Province of domicile, accordingly, it is to be divided equally between you and your brother.

Before distribution can be effected, it will be necessary for this Branch to receive the present address of both yourself and your brother.

On receipt of the above mentioned information, this Branch will take action to requisition a cheque from Treasury payable to yourself and your brother.

Yours faithfully,

L.M. Firth
(L.M. Firth) Colonel,
Director of Estates.

R.H.
5387



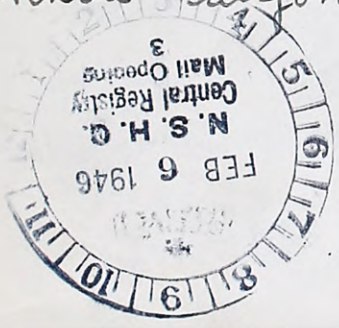
20 Wesley Place,
St Austell,
Cornwall
England.
31-1-46

Dear Sir,

I am writing to you concerning letter
overleaf as I answered it soon after receiving it,
and as I have not received a reply, I thought
it best to write you again in case you had sent
to me and I had not received it. Again I
thought perhaps you may not have received my
letter so I hope you will forgive me writing
again if you have received it. If you did
not get my letter, I gave you in it my
address as above but my brothers address I
have no idea of as I have not heard from
him since he left this county about four
years ago I think. I asked you to deal with
any money due to him as is usual as I don't
know anyone who knows his whereabouts.

Yours Truly

Theo. Annear.



PARTICULARS OF DEAD OR MISSING PERSONNEL
WITH REGARD TO PAYMENT OF WAR SERVICE GRATUITY

NAME of Deceased Member RICHARD H. STEPHENS Rank or Rating Sta 1/c O.No. V-5387

1. Dependents' Allowance and Assigned Pay in force at date of death:
D.A. N
A.P. i
D.A. _____
A.P. _____

2. Pension awarded or being awarded to: no record.

3. War Service Gratuity Application(s) received from: Mrs. Thea ANNAP - sister
20 Wesley Place
St. Austell
Cornwall, England.

In accordance with the War Service Grants Act, 1944 (Part I, Clause 4) and Directive dated 16th December, 1944 issued under authority of the Minister of Veterans Affairs, application(s) for War Service Gratuity in respect of the service of the above named deceased member may be dealt with as follows:

() To be paid to: In the proportion of:

- and -

to: In the proportion of:

(X) To be referred to the Dependents' Allowance Board for decision as to dependency within the spirit and intent of the War Service Grants Act, 1944, observing this application(s) is classed under:

~~Group "B" (ii)~~
* Group "C" of the above mentioned Directive.

Date 25 July 45

[Signature]
for D.N.P.A. (G) mm

W.S.G. Application No. 12952 ✓

TO: D.N.P.A. "G"

FILE NO. N.S. V-5787
5387

"WAR SERVICE GRATUITY"

COMPUTATION OF SERVICE

<u>STEPHENS</u>	<u>RICHARD</u>	<u>HENRY</u>	<u>5387</u>	<u>Sto I</u>
SURNAME	CHRISTIAN NAMES	OFFICIAL	RANK OR RATING	
	IN FULL	NUMBER	ON DISCHARGE	

CAUSE OF DISCHARGE: Dead (Margaret)
(Applicant's Sister - not in receipt of D.A.A.P.)

		<u>418</u>	<u>418</u>
		<u>28</u>	<u>11</u>
		<u>326</u>	<u>407</u>
		<u>32</u>	<u>408</u>
TOTAL SERVICE			
Date of Active Service	<u>11 Sep '39</u>		
	<u>17 Nov '39</u>		
Date of Discharge	<u>22 Oct '40</u>		
Total No. of Days	<u>347</u>	<u>408</u> ✓	
Less non qualifying service	<u>NIL</u>		
			Total Days <u>408</u> ✓
			<u>347</u> ✓

OVERSEAS SERVICE

% Total No. of Days	<u>264</u> ✓		
# Less non Qualifying service	<u>NIL</u>		
			Total Days <u>264</u> ✓

Record of Service in other Forces (per Naval Records)

Branch of Service _____

Date of Active Service _____

Date of Discharge _____

& % Overleaf _____

Computed By L. Cooke

Checked By Williams

Heather
for (R.W. Underhill)
A/Captain (s) R.C.N.V.R.
Director of Naval Pay Accounting

DATE: JUL 18 1945

"D.D."
D.O.F.

NON QUALIFYING SERVICE

(#)	Date	Reason	No. of Days	TOTAL SERVICE	OVERSEAS SERVICE
"		"	"		
"		"	"		
"		"	"		
"		"	"		
"		"	"		
"		"	"		
			Total days		

DATE OF DISCHARGE
 DATE OF REENTRY

(4) OVERSEAS SERVICE:

Where Serving	From	To	No. of Days
Lundy	24 Nov '39 ✓	4 June '40 ✓	194 ✓
Margaret	14 Aug '40 ✓	22 Oct '40 ✓	70 ✓
			<u>264 ✓</u>

278	18
85	30
<u>193</u>	<u>62</u>
194	70

DATE OF DISCHARGE
 DATE OF REENTRY
 NAME OF COMMANDER
 NAME OF VESSEL
 NAME OF SERVICE
 NAME OF COMPANY



BF

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

4
 NAVY

DECEASED MEMBER'S NAME **Richard Henry STEPHENS** REGISTER NO. **12952**
 (CHRISTIAN NAMES) (SURNAME) FILE NO. **NS V-5387**
 PAYEE **Director of Estates for Service Estate of** DATE **31 July/45**
 ADDRESS **308 Sparks St., Ottawa, Ont.** SERVICE NO. **V-5387**
NS V-5387 FINAL RANK OR RATING **Sto.1/c**
22 Oct./40 DATE OF DISCHARGE **22 Oct./40**
 DATE OF TERMINATION OF OVERSEAS SERVICE

A. TOTAL QUALIFYING SERVICE		\$	
NO. OF DAYS	408 EQUAL TO 13 COMPLETE PERIODS AT \$7.50		97.50
B. QUALIFYING OVERSEAS SERVICE			
NO. OF DAYS	264 LESS 18 INELIGIBLE DAYS, EQUAL TO 246 DAYS @ 25c. PER DAY		61.50
C. SUPPLEMENT FOR OVERSEAS SERVICE			
DAILY RATES AT DISCHARGE			
PAY	\$	2.00	
SUBSISTENCE OR LODGING AND PROVISION ALLOWANCE	\$	1.45	
ADDITIONAL PAY	\$.13	
DEPENDENTS' ALLOWANCE 1/30 OF \$ Nil			
TOTAL	\$	3.58	25.06
NO. OF DAYS	264	X \$	25.06
			36.15
D. WAR SERVICE GRATUITY			195.15
E. DEDUCTIONS			
OVERPAYMENT OF PAY AND ALLOWANCES	\$		
DEPENDENTS' ALLOWANCE AND ASSIGNED PAY	\$		
OTHER DEDUCTIONS	\$	Nil	
F. TOTAL AMOUNT PAYABLE			195.15

G. YOUR PORTION OF GRATUITY IS—

DEPENDENTS' ALLOWANCE IN ISSUE TO YOU \$ _____ OF \$ _____ = \$ **195.15**
 TOTAL DEPENDENTS' ALLOWANCE IN ISSUE \$ _____

Voucher No 1732 - Aug. 9/45

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 **DL**

TREASURY
 CHECKED BY **H. Luffman** DATE **1/8/45**

S. D. W. P. H.
 SERVICE REPRESENTATIVE

AT

SERVICE CERTIFICATE

N. V. No. 17
1M-5-35
N.S. 815-11-17

OF

Name in full Richard Henry STEPHENS Company Montreal Division

ROYAL CANADIAN NAVAL VOLUNTEER RESERVE

Training Headquarters

HALIFAX, N. S.

Official Number V5387

Date of Birth 21st October 1912

Place of Birth Liskeard, Cornwall Co., England.

Usual Place of Residence 2358 Montcalm St. Montreal, Que.

Trade brought up to Orderly - Verdun Hospital

Name and Address of next of Kin (Sister) Thelma Stephens 36 Edcumbe Rd. St. Asaph, Eng.

Religious Denomination Church of England

Can Swim _____

PARTICULARS OF SERVICE

DATE OF ACTUAL VOLUNTEERING	DATE OF ENROLMENT	PERIOD VOLUNTEERED FOR	RATING ON ENROLMENT	MEDALS, DECORATIONS, ETC.	
				DATE RECEIVED	NATURE OF DECORATION
<u>17 Feb/37</u>	<u>28 Apr/37</u>	<u>3 years</u>	<u>Sto. II</u>		

PERSONAL DESCRIPTION

	HEIGHT		COMPLEXION	HAIR	EYES	MARKS, WOUNDS, SCARS
	FEET	INCHES				
On Entry	<u>5</u>	<u>3$\frac{1}{4}$</u>	<u>Fresh</u>	<u>Brown</u>	<u>Blue</u>	<u>Appendix Scar</u>
On attaining 28 years						
Further Description if necessary						

P5700

DEPT OF
NATIONAL DEFENCE
APR 30 1957
113-8354
CANADA

QUESTIONNAIRE FOR CANDIDATES

FOR ENTRY IN THE ROYAL CANADIAN NAVAL VOLUNTEER RESERVE

3

Name (in full) Richard Henry Stephens

Date and place of birth 21st Oct 1912. Liskeard Cornwall County, England
(Birth certificate, declaration by parents or affidavit as to date of birth must be attached)

Permanent place of residence 2358 Monsabre St. Notre Dame District

Nearest town to residence (if living in country)

Are you a British subject? English

Are you single, married or a widower? Single

In what capacity do you wish to enrol? Stoker
(See standards of qualifications in attached pamphlet)

Present occupation or trade Orderlies
(Attach any testimonials or recommendations)

Do you belong to any Naval, Military, Reserve or Territorial Force? No

Have you ever served with such forces? Give dates and details None

Have you ever been discharged from any of H. M. Forces as medically unfit? no

Have you ever offered to serve in any of H. M. Forces and been rejected? No

What is your weight? 114 What is your height? 5' 4 1/2"

What is your chest measurement (not inflated)?

Are you free from all physical defects or malformation, and not subject to fits? Yes

Are you willing to be vaccinated or re-vaccinated and inoculated as considered necessary by the appropriate authorities? Yes

I hereby declare that the above answers are true in every respect.

Richard Henry Stephens Signature

Feb 19 Date

2358 Monsabre St. Address

A.R. Glemann
Lt. Comdr. RCNVR
(Witness to Signature)

This is to certify that I have personally seen the birth certificate of this applicant, or a sworn declaration as to his date of birth.

I certify his date of birth, according to legal documentary evidence, to be 21st Oct 1912

Signed A.R. Glemann (on leave)
Commanding Officer

V5387

OFFICIAL NUMBER

FILE NUMBER

113-S-354

OFFICIAL NUMBER V5387

NAME STEPHENS (Surname) RICHARD HENRY (Given Names) DATE OF BIRTH 21st October, 1912.

PLACE OF BIRTH Liskeard, England. OCCUPATION Orderly

RELIGION C. of E. EDUCATION

RESIDENCE AT TIME OF ENLISTMENT: Street and No. 2358 Montsabre St., Town Montreal, Province, etc. Quebec.

Date (in figures)			Period	Height	Hair	Eyes	Complexion	Marks or Scars	PREVIOUS SERVICE		
Day	Month	Year							Served in	Rank or Rating	Dates From To
28	4	37	3 yrs. & H.O.	5' 3 1/2	Brown	Blue	Fresh	Appendix scar.			

NEXT OF KIN RELATIONSHIP (in pencil) Sister NAME (in pencil) Miss Helen G. Stephens

ADDRESS (in pencil): Street and No. 315 Weymouth Park Rd. Town Liverpool Province, etc. England

Date (in figures)			Particulars	Date (in figures)			Particulars	Date (in figures)			PARTICULARS
Day	Month	Year		Day	Month	Year		Day	Month	Year	

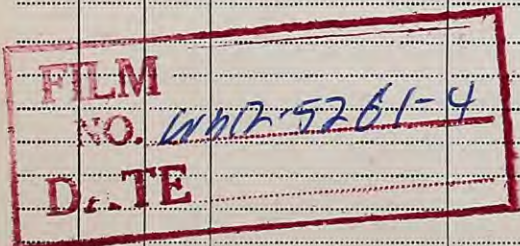
Date (in figures)			1st, 2nd or 3rd G.C. or G.S.	Granted Deprived Restored	SHIP OR ESTABLISHMENT	Wt. No.	Date (in figures)			BRIEF PARTICULARS OF OFFENCE	PUNISHMENT
Day	Month	Year					Day	Month	Year		

Date (in figures)			DAYS FORFEITED					
Day	Month	Year	Prison	Det'n	Cells	C. Power	W. Trial	In diff. Char.

SECOND CLASS FOR CONDUCT

From

To



V5387

OFFICIAL NUMBER

NAME STEPHENS
(Surname)

Richard Henry
(Given Names)

OFFICIAL NUMBER V5387

Ship or Establishment	Rating	From			Remarks	Character	Efficiency	Date			Non-Sub. Rating	Qualified			Qualified		
		Day	Month	Year				Day	Month	Year		Day	Month	Year	Day	Month	Year
Div. Str. Montreal	Stoker 11	28	4	37		V.G.	Sat.	25	6	38							
Stadacona	" "	12	6	38	25/6/38. "Tr"	V.G.	Sat.	24	6	39							
Stadacona	" "	28	5	39	24/6/39. "Tr"												
Duty Div. Hdqtrs.	Stoker 1	11	9	39													
Stadacona	" "	17	11	39													
Fundy	" "	24	11	39													
Stadacona	" "	13	6	40													
Margaree	" "	14	8	40													
DISCHARGED	" "	22	10	40	"Killed in Action" (Margaree Casualty List".)												

GENERAL REMARKS

DATE OF BIRTH	PLACE OF BIRTH	CIVIL OCCUPATION	RELI-GION	PARTY AFFILIATION	RESIDENCE	PREV. SER-VICE	ON ENLIST.
21 0 12	22 7 95	030X	2	2302	0 09	0 15 95	
ENLIST. DATE	ACT. SERV. DATE	STR.	PERIOD	DATE	GNP	OR	RANK OR RATE
28 04 37	11 09 39				0315	015	94
SENIORITY	STR.	NON-SUB.	CODED	CHECKED			
11 8939	09 00	00 20	22-10-40				

APR 16 1941
N.S. 113-2354
CANADA

P 41825

ACCOUNTS OF MEN DISCHARGED

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..... RICHARD H. STEPHENS Rating..... STO. I 44

Official No. V-5387 H.M.C.S. MARGAREE List 5A2/21

Who* was "DD" on the 22nd OCTOBER 19 40

Net sum due on ledger on account of Wages.....	\$	cts.	84	58
Proceeds of sale of Effects charged against Wages, brought from the other side				NIL
CASH—	\$	cts.		
Proceeds of sale of Effects, paid for in Cash, brought from the other side.....			NIL	
Found amongst Effects.....			NIL	
Debts collected \$.....			NIL	
Cash debited in the Accountant Officer's Cash Acct.....				NIL
If in debt in ledger, amount to be stated (in red ink).....				NIL
Rate of allotment (in words)..... NIL..... charged to..... NIL				
Name of ship from which transferred..... H.M.C.S. MARGAREE				
Total BALANCE CREDITOR.....			84	58

noted
DUPACG
26/19/7/45

652

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... H.M.C.S. MARGAREE amounting to a net balance of... CREDITOR of... EIGHTY-FOUR-... dollars... FIFTY-EIGHT... cents.

Dated on board H.M.C.S. STADACONA at HALIFAX NOVA SCOTIA this 25th day of MARCH 19 41

Approved *[Signature]* for Accountant Officer
PAYMASTER SUB/LIEUT. R.C.N.V.R.
[Signature] Initials of the Assistant Accountant Officer

[Signature] Commanding Officer.
ACTING CAPTAIN R.C.N.

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.

Ledger { Fair
Rough

P096971

113-B-354

Six copies to be rendered to Naval Service Headquarters

REPORT OF THE DEATH OF AN OFFICER, MAN OR BOY

48
207

H.M.C.S. STADACONA at HALIFAX, N. S.

Name Richard Henry STEPHENS (Christian names in full)

Rank of Rating Stoker Second Class Official No. V5387 (If unknown, date of first entry)

Place of Birth Liskeard, Cornwall Co. England Date of Birth 21st October, 1912

Occupation in Civil Life Orderly Religion Church of England

Number of years service in the Navy (Long Service R.C.N., or mobilized service in case of R.C.N. (Temporary) or Reserve ratings) 3 Years 6 Months

Date of Death 22nd October, 1940 Place of Death At Sea

Cause of Death Lost in collision of H.M.C.S. MARGAREE (If due to accident, violence, or enemy action, particulars to be stated briefly)

Nearest known relative or friend { Name Theas STEPHENS Relationship Sister Address 36 Edcumbe Road, St. Ustell, England

Date on which the above was informed by Ship Informed by N.S.H.Q.

Date on which death was registered with local Officials NK

In the case of Imperial Service men, whether Active Service, Pensioner or Reserve, date on which the prescribed return was rendered to the Registrar General in London, Edinburgh or Dublin, according to Nationality

Place of Burial (if known) Date of Burial (if known)

Location, Number, etc., of grave (if known)

Undertaker employed (if any)

If borne for discipline only, date D.S.Q. or invalidated

Signature of Commander R.C.N., Commanding Officer

5th November 1940

The NAVAL SECRETARY, Department of National Defence, Ottawa, Canada.

In all cases this Form is to be sent in addition to the Report by Telegraph required by the Regulations.

Distribution: File, Imp. W. G. Com., Dom. Stat., Register.

C.N.S. 1121 15M-7-40 (5849) N.S. 815-9-1121

STATEMENT OF ACCOUNT

41

True extract from the ledger of H.M.C.S. "..... MARGAREE....." ending 31 Oct. 19 41

List 5A2 No. 21 (Name) STEPHENS, Richard H. Rank Rating Sto.1 No. V-5387

When entered 1 Oct. Date of appearance ___th Sep. Whither discharged "DD"

		\$	c.																														
CREDIT from former account.....		24	95																														
Pay as Sto.1 (Rank Rating) from 1 Oct. to 31 Oct. (31 days at \$ 2.00 day)		62	00																														
" " " " " " " " " " " "																																	
" " " " " " " " " " " "																																	
" " " " " " " " " " " "																																	
Kit Upkeep Allowance.....		3	33																														
OTHER CREDITS: H.M. G.M.		2	34																														
		1	32																														
Total credits.....		93	94																														
DEBT from former account.....		NIL																															
PAYMENTS:—	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>1st</th> <th>2nd</th> <th>3rd</th> <th>4th</th> <th>5th</th> <th></th> </tr> <tr> <th>\$ c.</th> <th>\$ c.</th> <th>\$ c.</th> <th>\$ c.</th> <th>\$ c.</th> <th></th> </tr> </thead> <tbody> <tr> <td>8.94</td> <td></td> <td></td> <td></td> <td></td> <td>Total..... 8.94</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Total.....</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Total.....</td> </tr> </tbody> </table>	1st	2nd	3rd	4th	5th		\$ c.	\$ c.	\$ c.	\$ c.	\$ c.		8.94					Total..... 8.94						Total.....						Total.....		
1st	2nd	3rd	4th	5th																													
\$ c.	\$ c.	\$ c.	\$ c.	\$ c.																													
8.94					Total..... 8.94																												
					Total.....																												
					Total.....																												
Allotment.....	NIL																																
Pension deduction (Officers) charged to..... of.....																																	
Hospital stoppages.....																																	
Mulcts.....																																	
OTHER CHARGES: G.M. overpaid				42																													
Total debits		9	36																														
Balance Cr. Dr.		84	58																														
(Balance Dr. to be shown in red)																																	

Note Dr Paid 20/7/43 JH

Number of days actually victualled during period mentioned above..... 18

NOT VICTUALLED	LENT, SICK OR LEAVE	INCLUSIVE DATE		No. OF DAYS	SHIP, HOSPITAL, etc., IN WHICH BORNE
		FROM	TO		
	Lent	6 Sep.	4 Oct.	29	Drake

{ For W Rough }

Date..... 1st April 19 41

Bm Watfield

For ACCOUNTANT OFFICER
PAYMASTER SUB/LEIUV.R.C.N.V.R.

NAVAL SERVICE

16th April, 1938. 10


Dear Madam:

With reference to your letter dated the 14th March, 1938, regarding the whereabouts of your brother.

Richard H. Stephens is a member of the Royal Canadian Naval Volunteer Reserve in Montreal. He enrolled with this Division on the 28th April, 1937, giving his address as 2385 Montsabre St., Montreal, Notre Dame, Des Victories. However, a letter addressed c/o the Commanding Officer, R.C.N.V.R., 1057 Mountain Street, Montreal, would be forwarded to him.

His photograph is returned herewith.

Yours faithfully,



(J.O. COSSETTE),
Naval Secretary.

JMR

Miss Theao Stephens,
20 Wesley Place,
St. Austell,
Cornwall, Eng.

113.8354

20

1st November, 1940.

Dear Madam,

It is with deep regret that I must confirm the telegram sent out by the Minister of National Defence, reporting that your brother, Richard H. Stephens, Stoker I, O.N. V.5387, R.C.N.V.R., was missing, believed killed.

Few details are available, but it is known that H.M.C.S. "MARGAREE" was sunk in collision in the North Atlantic whilst steaming without lights, on convoy duty, and in the submarine zone. 142 officers and ratings are missing and must be presumed lost at sea.

I am requested to express to you the sincere sympathy of the Minister of National Defence for Naval Services and the Chief of the Naval Staff in your bereavement.

Any further information, which is received, will be at once communicated to you.

Yours very truly,



(J.O. Cossette)
NAVAL SECRETARY.

Miss Theao G. Stephens,
c/o Mrs. Tickle,
315 Dingol Park Rd.,
LIVERPOOL, England.



Department of National Defence
Naval Service

Ottawa, Canada.

IN REPLY PLEASE QUOTE
No. 113-S-354
NOV 8 1940

23

STATEMENT OF SERVICE OF

Richard Henry Stephens

Stoker I R.C.N.V.R. V5387

Entered as Stoker II 28 April, 1937

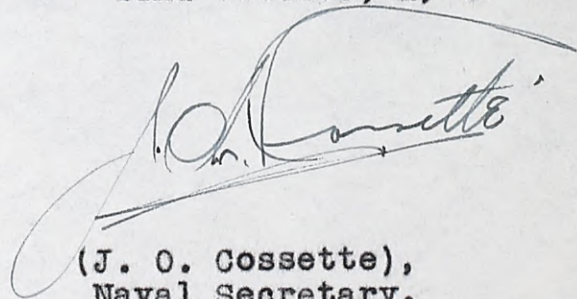
H.M.C.S. "STADACONA" Stoker II Performed Naval Training
in 1938 and 1939.

Active Service

<u>Ship or Establishment</u>	<u>Rating</u>	<u>From</u>	<u>To</u>
Div. H.Q. Montreal	Stoker I	11 Sept. 1939	- 15 Oct. 1939
H.M.C.S. "STADACONA"	"	17 Nov. 1939	- 23 Nov. 1939
H.M.C.S. "FUNDY"	"	24 Nov. 1939	- 12 June 1940
H.M.C.S. "STADACONA"	"	13 June 1940	- 13 Aug. 1940
H.M.C.S. "MARGAREE"	"	14 Aug. 1940	- 22 Oct. 1940

Character Assessment for whole of time - "Very Good".

DISCHARGED "DEAD" - 22nd October, 1940.


(J. O. Cossette),
Naval Secretary.

P092301

98. ... Road
NATIONAL LETTER
DEC - 9 1940
CANADA
1138354
England

Dear Sir,

*N.J.L.
See letter of 10.5.40
I wrote to the War Office*

London about my brother who lost his life in the accident of H.M.C.S. Margerie and they kindly sent the address for me to write direct to you. It is about my brother Richard Henry Stephens Stoker. 1 R.C.V.R. Official Number V 5348 when he came to England I saw him on his leave in August the first time for sixteen years during that time I had lost my mother my dad being killed during the last war when I was only ten months old but my brother told me when I saw him that all he had was made over to me in case anything happened to him as he had been unable to help me after my mother died only it was made over to me at the address 315^A Park Road Liverpool since then I have shifted to the above address as I have been married my name before marriage was Ida Stephens now Mrs. J. Annett If you could help me in any way I should be very

~~grateful~~ as I know if there is
 anything of my brothers he would
 wish me to do this. Shall
 await a reply soon. I thank
 you so much if you can
 help me at all. I know a
 girl named Colons Jardiff of
 1572 City Hall Facts Montreal
 who looked after my brother
 and who may give you
 any information.

yours Very Sincerely
Therese

P.S Please excuse writing but
 the shock has upset my nerves
 a good bit.

STEPHENS	Richard Henry	V-5387	Sto. 1	FILE No.
SURNAME (IN BLOCK LETTERS)	CHRISTIAN NAMES	REG. No.	RANK ON DISCHARGE	C.A.S.F. UNIT

WAR SERVICEBADGE

CLASS)

No. Nil

DATE DESPATCHED:

ADDRESS:

CAMPAIGN MEDALS	REGISTRATION NUMBER AND DATE DESPATCHED
1939-45 Star	1546 17/1/50
Atlantic Star	
C.V.S.M. & Clasp	
War Medal	

(THE REVERSE TO BE USED FOR ESTATE PURPOSES)

MEDALS AND MEMORIALS—DECEASED PERSONNEL

RCNVR Oct. 41 "MARGAREE"

REGISTRATION No. DATE OF DESPATCH

MEMORIAL BAR

(1) MEDALS
PERSON

ENTITLED TO Mr. Charles J.M. Stephens - Brother

ADDRESS: c/o 20 Clarence Place,
Lower Weston,
Bath, Somerset, England.

DATE DESP.....

(1)

REGN. NO.....

588

(2) MEMORIAL CROSS

WIDOW

ADDRESS:

(2)

(3) MEMORIAL CROSS

MOTHER deceased

ADDRESS:

(3)