

The
**Organization Executive
Course**

AN ENCYCLOPEDIA OF SCIENTOLOGY POLICY

by
L. Ron Hubbard

FOUNDER OF DIANETICS AND SCIENTOLOGY

**EXECUTIVE
DIVISION**

7

The Executive's Handbook

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Scientology is an Applied Religious Philosophy

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HCO POLICY LETTER OF 4 JUNE 1959

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INSTRUCTIONS TO ATTORNEY OR SOLICITORS

HCO AREA SEC
ENFORCE

It is my prerogative to instruct attorneys, lawyers, barristers and solicitors and to hold correspondence and conferences with them and to advise them.

PENALTY

Any Scientology Organization personnel seeking advices from attorneys, etc. without obtaining permission from me or passing them through me, shall be subject to loss of 50% of units each week for 10 weeks.

REASON

No Attorney or solicitor has materially assisted us when not instructed by me and money has been lost and organizations damaged by approaching attorneys or solicitors without authorization on behalf of the organization.

DEPUTY PERMISSION

In my absence only a member of the International Council or his deputy may approach attorneys or solicitors and either myself or the International Chairman must be fully informed before any action of importance may be undertaken.

LRH:mp.rd

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L. RON HUBBARD

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HCO POLICY LETTER OF 20 DECEMBER 1960

S.A. Only

DUPLICATES OF CONTRACTS, RELEASES AND PROMISSORY NOTES

Any staff member signing up a preclear, student, or PE attendee should get one original and one carbon copy of each contract, release, and promissory note necessary to be signed.

This can be easily done by the insertion of a piece of carbon paper between two contracts etc.

The original contract, release, and promissory note after completion is routed instantly to Valuable Documents for proper safekeeping.

The carbon copy of the contract and release along with the yellow invoice is routed to the Assoc Sec's Sec and from him to the Department Head concerned—the Director of Processing, the Dir of Training, or the PE Foundation Director. After being reviewed by the Department Head, these are then routed for filing in the Administrative Division of each Department.

The carbon copy of the promissory note is routed to the Director of Accounts.

This policy must be rigidly enforced as it saves much expense and administrative time.

MSH:des.rd

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MARY SUE HUBBARD
Assn Secretary—Africa

for

L. RON HUBBARD