



NEW MEMBER REFERENCE FORM

ACCOUNT #: _____ BRANCH _____

APPLICANT'S NAME: _____
Surname First Name Middle Initial

APPLICANT'S ADDRESS: _____

TELEPHONE NUMBER: _____ (HOME/CELL) _____ (WORK)

REFEREE #1

REFEREE'S NAME: _____

REFEREE'S ADDRESS: _____

OCCUPATION/JOB TITLE: _____

TEL. NO. (HOME) _____ (CELL) _____

(WORK) _____

Please tick the appropriate box:

- Employer* Attorney
- Justice of the Peace Police**
- Minister of Religion MCCU Member***
- Principal Medical Doctor
- Manager/Director of MCCU Bank or Credit Union Manager
- Notary Public

*Employer is defined as the Human Resource Manager or Higher or Owner/Operator
**Rank of Sergeant or higher; must affix stamp of the station assigned
***Should not be related to applicant (SEE OVERLEAF)

1. For how long have you known the applicant? _____ year (s)
2. Do you consider him/her a suitable person to be a member? YES/ NO
3. Do you consider him/her to be trustworthy? YES/ NO

REFEREE'S SIGNATURE _____
DATE _____

Affix
Stamp
Here

REFEREE #2

REFEREE'S NAME: _____

REFEREE'S ADDRESS: _____

OCCUPATION/JOB TITLE: _____

TEL. NO. (HOME) _____ (CELL) _____

(WORK) _____

Please tick the appropriate box:

- Employer* Attorney
- Justice of the Peace Police**
- Minister of Religion MCCU Member***
- Principal Medical Doctor
- Manager/Director of MCCU Bank or Credit Union Manager
- Notary Public

*Employer is defined as the Human Resource Manager or Higher or Owner/Operator
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1. For how long have you known the applicant? _____ year (s)
2. Do you consider him/her a suitable person to be a member? YES/ NO
3. Do you consider him/her to be trustworthy? YES/ NO

REFEREE'S SIGNATURE _____
DATE _____

Affix
Stamp
Here

FOR OFFICE USE ONLY:	
MEMBER SERVICE REPRESENTATIVE: _____	DATE: _____
SUPERVISOR: _____	DATE: _____
VERIFIED BY: _____	DATE: _____

Requirements for membership (What you need to become a Member):

1. A valid Photo I.D.
 - a. Driver's License
 - b. Passport
 - c. Electoral/Voter's I.D.
2. Taxpayer Registration Number (TRN)
3. Proof of Residential Address (*not older than 3 months*) are:
 - a. Utility Bills (such as telephone bill, water bill and cable bill).
 - b. Bank Statements or Credit Card Statements bearing the applicant's name and address.
 - c. Correspondence from the Government of Jamaica bearing the applicant's name and address.
 - d. Post-marked envelope bearing the applicant's name and address.
 - e. A completed Address Verification form which may be completed by any two persons from the categories listed overleaf. ***The Address Verification should only be completed if the applicant does not have any proof of address (listed at 3 a-d above) and must be from the authorized list***.***
4. Proof of Income/Employment/Source of Funds Information (e.g. Job Letter, Salary Statement, pay slip (if self-employed, the nature of the self-employment/business, Income Statement, Occupation, etc.).)
5. Applicants aged 16-18 years must provide the following:
 - a. Birth Certificate;
 - b. Tax Registration Number (TRN)
 - c. Passport or Students enrolled in a secondary/tertiary institution may use a valid school ID which must bear the following features:
 - (i) the name of the relevant school
 - (ii) student's signature, number
 - (iii) an expiration date and the authorized signature of the Principal/Bursar/Vice Principal); **or**
 - d. A photograph of the student certified by one the following persons who **MUST** affix stamp or seal as applicable: ***Justice of the Peace (JP), Minister of Religion, Attorney-at-Law, Member of Parliament, Municipal Councillor or Notary Public;***
6. Minimum required to open account: **Adult \$2,500, Minors 0- 9 years \$200 & 10-15 years \$500**
7. Applicants aged 0-15 years should provide at minimum the following:
 - a. Birth Certificate
 - b. A photo ID (Passport or school ID)/photograph certified by one the persons listed overleaf****
 - c. Proof of address for Parent/Guardian (proof of guardianship or letter of permission from the parent(s) required granting permission)
 - d. TRN is desirable (not mandatory)

Who can become a Member?

1. Persons residing in the parish of Manchester;
2. Persons working in the parish of Manchester;
3. Residents within a twenty (20) miles radius from Christiana;
4. Persons born in the parish of Manchester;
5. Relatives of members of Manchester Co-operative Credit Union as mentioned at (a), (b) and (c) above; Provided that relatives shall be restricted to spouses (include a single woman or man who has been cohabiting (living together) as if they were in law wife or husband for a period of five or more years), parents, brothers, sisters, children and grandchildren;
6. A Registered Society under the Co-operative Societies Act (and any amendments therein); and
7. Members and persons eligible to become members of Credit Unions that have been merged with Manchester Co-operative Credit Union (1977) Limited.

**** Relatives are defined as spouse, parents, siblings, children and grandchildren.**

Members completing reference form on behalf of the applicant should:

- Not be a relative (as defined above) of the applicant.
- Be a member for at least 6 months.
- Have used account within the last 6 months prior to signing reference form.
- Know applicant for at least 1 year.
- Only one MCCU member can sign as referee for an applicant.

