

**FIRST HERITAGE CO-OPERATIVE CREDIT UNION LTD.
EASI PAY CHECKLIST**

NAME OF MEMBER: _____ **Account No.** _____

	REQUIRED		Comments
	YES	NO	
Pre-Interview:			
2 Current Pay Slips (last two)	()	()	
Debt Service Ratio (DSR) - 30-35% <i>(Higher limit when applicant owns real estate property)</i>	()	()	
Total Debt Service Ratio TDSR) - 40-45% <i>(Higher limit when applicant owns real estate prop</i>	()	()	
One Year's membership (with consistent savings pattern)	()	()	
Permanently employed for six (6) months or One Year renewable contract	()	()	
Interview:			
Income Verification Letter <i>(If member has changed employment since the last loan; if</i>	()	()	
Last Three (3) Years Audited Financials, Bank Statements & Tax Returns or Letter from Chartered/Public Accountants (Self Employed Applicant)	()	()	
Valid form of Identification (Driver's Licence, Passport, National ID)	()	()	
TRN Card	()	()	
Proof of Address - (Utility Bill, Bank Statement)	()	()	
Credit Reference (first time borrowers)	()	()	
Passport size photograph (first time borrowers)	()	()	
Ordinary Share Requirement - (refer to Policy)	()	()	
Permanent Share Requirement - (refer to Policy)	()	()	
Fee Invoice	()	()	
Member Information Update Form	()	()	
Disbursement:			
Reference Verification (name, address, telephone number etc.)	()	()	
Stamped Salary Deduction Form	()	()	
Access Card	()	()	
One Months's Payment held in Insurance Processing Account	()	()	