

**FIRST HERITAGE CO-OPERATIVE CREDIT UNION LTD.  
PAY 1 CHECKLIST**

**NAME OF MEMBER:** \_\_\_\_\_ **Account No.** \_\_\_\_\_

	REQUIRED		Comments
	YES	NO	
<b>Pre-Interview:</b>			
2 Current Pay Slips (last two)	( )	( )	
Debt Service Ratio (DSR) - 35% <i>(Higher limit when applicant owns real estate property)</i>	( )	( )	
Total Debt Service Ratio TDSR - 45% <i>(Higher limit when applicant owns real estate property)</i>	( )	( )	
Permanently employed for six (6) months or One Year renewable contract	( )	( )	
<b>Interview:</b>	( )	( )	
Proof of Debt(s) Being Consolidated			
Collateral Documentation - (refer to SOP - Collateral)			
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	( )	( )	
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	( )	( )	
<b>Disbursement:</b>			
Reference Verification (name, address, telephone number etc.)	( )	( )	
Stamped Salary Deduction Form	( )	( )	
Access Card	( )	( )	
<i>N.B. Loans secured by <b>internal</b> savings do not require proof of income</i>			

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