

CHECK LIST WORK STUDY /MINISTRY OF LABOUR LOAN*

Applicant

- Must be a COK member
- Tax Registration Number (TRN) Card and Valid ID (Driver's Licence, Voter's ID, Passport, COK ID)
- Introductory letter from Ministry of Labour
- Completed Application Form with contact information (home & work addresses, telephone number) of 2 relatives & references
- Passport size photograph
- Qualifying Shares (10% of loan amount)

Guarantor

- Job Letter stating *salary, position, length of employment*; plus last two months pay slips
- Credit Reference (if required)
- Print out of savings/current account transactions for last 6 months OR updated bank book (if required)
- IF SELF-EMPLOYED: Financials prepared by a Certified Chartered Accountant & stamped**
 - **Income & Expenditure Statement**
 - **Balance Sheet**
 - **Cash Flow Statement and Cash Flow projections (for at least three years)**
 - **Credit reference**
 - **Print out of savings/current account transactions for at least 12 months OR updated bank book**
- Tax Registration Number (TRN) Card and Valid ID (Driver's Licence, Voter's ID, COK ID)
- Passport size photograph
- Recent utility or any other bill in guarantors name with current address (**Proof of Address**)

Security

For Motor Vehicles

- Current Valuation ******(done in the last 6 months) - Valuations must include front, back, embodied chassis # on vehicle and VIN plate pictures. **Approved Valuators:** Caribbean Loss Adjustors; Management Security Consultants; Automobile Valuators & Consultants; Auto Assessors Ltd. Advance Insurance Adjusters, Orion Loss Adjusters, MVA Motors Consultants Ltd.
- Model year of motor vehicle must be 2004 or newer

For properties

- Valuation completed by a registered real estate valuator (valuator must be on COK panel)
- Surveyors Identification
- Copy of property title
- Mortgage Statement (by first mortgage holder **where a mortgage exists**)**

Other securities may be

- Members savings in C.O.K.
- Co-makers(s) who are members of C.O.K with free shares. Hypothecation to be confirmed before disbursement.
- Assignment of up to 80% of the Cash Surrender Value (CSV) of life insurance policies.
- Hypothecation of deposits in other credit unions and financial institutions where these are transferable and where the period of undertaking covers the duration of the loan.
- Guarantee Deposits
- Assignment of up to 70% of the market value of shares listed on the Jamaica Stock Exchange (JSE) OR units or bonds approved by Financial Services Commission (FSC).

*CONDITIONS APPLY

CROSS ROADS - 66-70 Slipe Road, Kingston 5, Fax: 929-4028; **HALF WAY TREE** - Units 9&10 Winchester Business Center, 15 Hope Road, Kingston 10, Fax: 920-6812; **CENTRAL PLAZA** – Shop #10 15 Constant Spring Road, Kingston 10. Fax: 754-7430

PORTMORE – Shop #3 McMaster Centre, Portmore, Fax: 988-5157; **MONTEGO BAY:** 40 Market Street, Montego Bay, Fax: 952-1334;

MANDEVILLE – Units 1,2 & 8 Mandeville Plaza, Mandeville, FAX: 962-0885

CALL 1-888-CALL-COK (1-888-225-5265) OR 960-I-CAN (960-4226) WEBSITE: www.cokcu.com; EMAIL cokcu@cwjamaica.com