



CHECKLIST

NAME OF MEMBER:

Account No.

Requires YES / NO Comments

Pre-Interview:

2 Current Pay Slips

Immediate membership

Post Probation Employment or One Year Contract

Employer on Approved Salary Deduction Listing

Interview:

Income Verification Letter

Valid form of Identification

TRN Card

Proof of Address

Permanent Share Requirement - (refer to Policy)

Fee Invoice

Member Information Update Form

Disbursement:

Stamped Salary Deduction Form

Access Card

Employer Confirmation of Salary Deduction
