

**Documents Required for Membership for Individuals  
Employed or are clients in the Insurance, Building Society and Financial Services  
Including Minors**

1. Completed Membership Application Form
2. Proof of address (Utility bill in your name (*must include your parish*), credit card statement, bank or hire purchase statement in your name; post marked envelope addressed to you; registered mail addressed to you; **rent receipt or copy** of lease agreement; cable receipt from a recognized cable company or completed Address Verification Form).
3. Valid Identification (Passport, Driver's License, **Voters or Company ID**)
4. Job Letter from employer and/or last pay slip.
5. If applicant is a client: Copy of policy, account, or contract
6. Tax Registration Number (TRN or other unique reference number issued in another country as follows: SSN/TIN – (US Resident /SIN- Canadian Resident/NIN- UK Resident)
7. To open account: Minimum \$4,200.00

**Documents Required for Membership for Individuals Outside  
of the Insurance, Building Society and Financial Services Including Minors**

1. Completed Membership Application Form
2. Proof of address (Utility bill in your name (*must include your parish*), credit card statement, bank or hire purchase statement in your name; post marked envelope addressed to you; registered mail addressed to you; rent/property tax receipt or copy of lease agreement; cable receipt from a recognized cable company or Completed Address Verification Form).
3. Valid Identification (Passport, Driver's License, Voters ID)
4. Evidence of relationship with member or statement from connected member.
5. **Self-employed proof of income: Completed IECCU Self Employment Verification Form along with Invoices/receipts, contracts and income statements for the previous financial year to substantiate information.**
6. Tax Registration Number (TRN or other unique reference number issued in another country as follows: SSN/TIN – (US Resident /SIN- Canadian Resident/NIN- UK Resident)
7. To open account: Minimum \$4,200.00
8. Job Letter from employer and/or last pay slip.
9. **Self-employed with registered business should submit the following in addition to the items 1,2,3,5,7,&8 above:**
  - **TRN for business**
  - **Submit proof of business address (utility bills).**
  - **Memorandum and Articles of Association**
  - **GCT Certificate**
10. If unemployed, letter addressed to The General Manager, IECCU - from the individual who is financially responsible for you stating same, along with a copy of their government issued I.D. and proof of employment (payslip/job letter, IECCU Self Employment Verification Form or Bank Statement) to provide proof of source of funding.

**\*\*\*\*\*NB: Please note the following:**

- (1) For minors without school identification or passport, a certified photograph is required**
- (2) A certified copy of birth certificate is required for minor's accounts.**
- (3) A non-facing applicants:**
  - **Local residents, all documents must be witnessed by a Justice of the Peace (JP)**
  - **If residing overseas, all documents must be notarized by a Notary Public (NP)**
- (4) Individuals with Non-Jamaican address and/or Non-Jamaican Citizenship should **complete** Individual Self-Certification Form**
- (5) All supporting documents should not be older than three (3) months.**
- (6) IECCU reserves the right to request from prospective members additional information to those stated above.**