

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 or proof of insurance policy / bank account
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 applicant:**
 - **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) **All adult applications should complete the 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.**
- (7) **References on page 3 of Membership Application Form are no longer required.**