




# SHORT TERM INVESTMENT PRODUCTS - (STIPs)

## CREDIT UNIONS & TRADE UNIONS

### PAYMENT REQUEST APPLICATION

#### CHECKLIST

Kindly ensure that the following documents are completed, signed and presented at the Processing Centre.

<b>The following forms are applicable to EFPA contract holders exclusively</b>	
<b>Original Policy Contract (If lost, Statutory Declaration of Lost Policy Form)</b>  <b>This form must be completed by eligible credit unions and trade unions which have lost their original STIPs contract and must be witnessed by a Commissioner of Affidavits. The policy will be advertised in the press and final processing will begin six weeks thereafter</b>	
<b>Schedule 1: Deed of Assignment and Declaration of Trust - STIPs</b>  <i>(to be completed in triplicate in the presence of a CLICO Officer)</i>	
<b>Schedule 2: Prior Assignment – Institutional Investors - STIPs</b>  <i>(applicable to assigned policies and to be completed in quadruplicate)</i>	
<b>Schedule 3: Acceptance of Government Payment - STIPs</b>  <i>(to be signed by duly authorized officer (s) of Credit Union or Trade Union)</i>	
<b>Schedule 4: Acceptance of Government Payment – Prior Assignment - STIPs</b>  <i>(to be signed by duly authorized officer (s) of Credit Union or Trade Union and Assignee)</i>	
<b>The following forms are applicable to Mutual Funds - CSI 6 contract holders exclusively</b>	
<b>Original Certificate (If lost, Mutual Fund Statutory Declaration as to Lost of Certificate Form)</b>  <b>This form must be completed by eligible credit unions and trade unions which have lost their original STIPs certificate and must be witnessed by a Commissioner of Affidavits. The policy will be advertised in the press and final processing will begin six weeks thereafter</b>	
<b>Schedule 1: Deed of Trust – CSI 6</b>  <i>(to be completed in triplicate in the presence of a CLICO Officer)</i>	
<b>Schedule 2: CLICO Prior Assignment – CSI 6</b>  <i>(applicable to assigned policies and to be completed in quadruplicate)</i>	
<b>Schedule 3: Acceptance of Government Payments – CSI 6</b>  <i>(to be signed by duly authorized officer (s) of Credit Union or Trade Union)</i>	
<b>Schedule 4: Acceptance of Government Payment – Prior Assignment – CSI 6</b>  <i>(to be signed by duly authorized officer (s) of Credit Union or Trade Union and Assignee)</i>	
<b>The following requirements are applicable to both EFPA and Mutual Funds CSI 6 contract holders</b>	
<b>Valid ID of Authorized Signatories - National ID/Passport/DP (Original and a copy)</b>	
<b>Payment Request Application Form</b>	
<b>Release of Assignment duly stamped by Board of Inland Revenue</b>  <i>(where applicable)</i>	
<b>Signature of Authorized Signatories duly affixed with organisation's stamp</b>	
<b>Current Board Resolution of Authorised Signatories</b>	

**PLEASE NOTE THE FOLLOWING FOR ASSIGNED POLICIES ONLY:**

- ❖ Assignee must complete a Prior Assignment Form.