

Guidelines # 2 for online operations

September 30, 2020

Note: These guidelines supersede those previously issued on June 26, 2020. New information is highlighted in yellow.

1. Forms

- i. Access the forms online through HRMIS or UG website.
- ii. Print, fill out completely and scan to ugcreditforms@gmail.com
- iii. Persons who cannot access forms online, can purchase them from Zintec Copy Centre on UG road and 6th Street. The copy centre is opened weekdays from 9am to 3pm
- iv. The completed forms must clearly state how you intend to receive your funds. (Currently MMG or RBL cheque)
- v. Place the original forms along with any supporting documents in the dropbox at UG Security Lodge.

2. Evaluations

- i. The deadline for submission of forms online and in the dropbox is every Tuesday at 14:30hrs
- ii. Payment of processing fees will be deducted from your special savings, if no special savings exist then your ordinary shares will be used.
- iii. There are no processing fees for withdrawal of special savings
- iv. Payments to members will only be made upon receipt of the completed original forms and any supporting documents
- v. Incomplete forms will not be processed
- vi. There will be no expeditious processing of loans until further notice.
- vii. There will be three (3) ways to disburse funds:-
 - a. MMG – Each member must indicate the mobile number to receive funds, either GTT or Digicel.
 - b. Direct transfer to RBL bank account – Each member must provide a copy of their bank statement with their name, postal address and bank account number. (*This will come on stream in the near future*)
 - c. RBL Cheque – This can be uplifted at Zintec Copy Centre. Each member must walk with a valid form of identification.

3. Processing times

Regular and Special loans – approximately two (2) weeks
Withdrawal of special savings – the Friday in the same week

4. Contact number: 624-3550