Members Responsibilities

1. Maintain and update the credit union with valid personal documentation including
   a. Identification (upon expiration or name changes)
   b. Change of Address
   c. Change of Employment and Status
2. Maintain updated contact information and advise of any changes to your
   a. Telephone and mobile numbers
   b. Email Address for correspondence
3. Adhere to Credit Union policies for responsible and effective use of financial services.
4. Keep information such as your credit union account numbers, online banking and mobile app usernames and passwords secure, private and confidential.
5. Comply with office policies and procedures for conducting business transactions.
6. Submitting to a Source of Funds as required
7. Provide written notice whether electronically or printed together with valid identification in any instance where you have authorized a third party to transact (withdraw or deposit) on your account.
8. Submit additional information if the member Status is US Resident or a Politically Exposed Person (PEP)
9. Confirm source of income and address upon submission of application for membership for a Minor
10. Submit updated KYM Forms every two (2) years OR immediately upon changes to employment status or expiration of documents (whichever occurs first) when you:
    a. Click to complete the KYM Form Here (link)
    b. Visit our Offices
    c. Complete a Loan Transaction
    d. Attend an Annual General Meeting
    e. Request via electronic mail or postal serviced
11. Reading, and where applicable, clarifying terms and conditions prior to signing documents pertaining to Credit transactions. Retaining copies where necessary for personal records
12. Payment of any Fees and applicable Service Charges prior to the close of a transaction or receiving a service.