

Jamaica Civil Service Association



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MOTOR VEHICLE HELP DESK APPLICATION FORM

(The rules and eligibility are printed at the back. Please read carefully before completing this form.)

Name:

Surname

First name

Middle

Date of Birth: Age: Sex: M F
 Day Month Year

Home Address:

Marital Status:

Single Married Divorced Separated Widowed Other.....

TRN/Membership#: NIS.....

Telephone: Work.....Mobile.....Home:.....

Min/Dept/Agency:

Work Address:

Type of Employment: Permanent/Temporary/Contract Pay Station:

Date of employment: Work ID #.....

Substantive Post or Grade: Basic Salary:

Details for Motor Vehicle Required:

Type of Vehicle..... Make..... Year..... Colour.....

Body Type..... Model/Mfg. Type.....Right Hand Drive/Left Hand Drive.....

Will you be requiring a Bridging Loan from First Heritage Co Operative Credit Union Ltd? If yes, please complete below.

Ihereby apply for a bridging loan from the Jamaica Civil Service Association (JCSA)/ First Heritage Co-operative Credit Union Ltd (FHC). I declare that all the information provided by me is true and correct. I understand that if any of the information provided is found to be false or intentionally misleading, the Jamaica Civil Service Association (JCSA)/First Heritage (FHC) reserves the right to retract/withdraw the decision to grant the loan.

Signature of Applicant: Date:

(The Committee reserves the right to withdraw the decision to award the loan)

FOR OFFICIAL USE ONLY

Status of application

Approved

Not Approved

Authorized Signature
 (President/General Secretary)

Date

Receipt of application and submitted documents

- Performa Invoice
- Pre-Inspection Report

CRITERIA FOR SELECTION

RULES

1. All applicants will be vetted by the Committee/Help Desk Clerk
2. Applicants are eligible for this service once every five (5) years
3. Applicants must inform the JCSA if they have transferred from one Ministry/Department/Agency to another.
4. Ministry/Department/Agency must approve salary deduction.
5. Vehicles will not be eligible for sale until after five (5) years with expressed permission of JCSA/FHC
6. Applicants shall maintain membership with the JCSA for the life of the benefit
7. Applicants must submit a Proforma Invoice.
8. Applicants must submit a Pre-Inspection Report from the freight forwarder.

ELIGIBILITY

1. Applicants must be a member of JCSA for 2 years or more and in good financial standing.
2. Applicants must be or become a member of FHC to obtain loan.
3. Applicants must demonstrate the ability to repay loan

DOCUMENTS TO BE SUBMITTED

1. Proforma Invoice
2. Pre-Inspection Report
3. Completed application form
4. Government issued ID.
5. Last two (2) payslips showing the correct JCSA dues.
6. A recent Utility bill
7. Letter of Authorisation for JCSA and its agents to act on member’s behalf

Committee Due Diligence Check List

Car Make.....	Car Year
Model	Engine capacity
Chassis.....	Colour
Transmission	Milage.....
No. of Fixed Seats	Fuel Type
Weight	Gross Weight
Country of Origin.....	Dimensions

Documents Outstanding:

(Kindly list the any outstanding document below.)
