



HUGGINS CREDIT UNION CO-OPERATIVE SOCIETY LIMITED

NOMINATION PROCEDURES AND FORM - AGM 2023

Nomination Procedures

1. Carefully read the Nomination Procedures/ Guidelines and the Nomination Form.
2. All fields of the Nomination Form **MUST** be completed.
3. The Form must be signed by the **Nominee, Proposer and Seconder,** *all of whom must be Members of Huggins Credit Union in accordance with Bye-Law 1x "Member in good standing" means a member who has not violated the terms of his Loan Contract neither is he delinquent nor inactive.*
4. Members shall be nominated for the Board of Directors **ONLY**.
5. Qualifications For Eligibility : No Member shall be eligible for nomination or election to the Board of Directors of Huggins Credit Union unless that person:
 - a. is a member of Huggins Credit Union
 - b. is of good standing
 - c. is of the age of 18 years or over
 - d. is not an employee of Huggins Credit Union
 - e. is not an undischarged bankrupt
 - f. is of sound mind
 - g. has not been convicted of a criminal offence
 - h. is not a member of the Board, Credit or Supervisory Committees nor the General Manager or Internal Auditor of another Credit Union
 - i. time and commitment to serve

All elected officers will be required to do all such lawful things to ensure that the Huggins Credit Union achieves its objects in accordance with BYE-LAW 3(a-d).

6. Submit completed and signed Form to Huggins Credit Union Cooperative Society Limited's by email to **nominations@hugginscu.com**

OR place a hard copy in a specially marked box at Huggins Credit Union office located at 35 Roberts Street, Woodbrook, Port of Spain in a sealed envelope addressed to:

**The Secretary
Nominations Committee
Huggins Credit Union Co-operative Society Limited
35 Roberts Street, Woodbrook, Port of Spain.**

7. The completed form must be submitted by **Friday 21st April, 2023, by 12:00 noon in the dropbox and 4.00 p.m. for electronic submissions.**
LATE and/or INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED.
8. Non-adherence to the Nomination Procedures of Huggins Credit Union may result in the disqualification of your nomination.

NOMINATION FORM – AGM 2023

- BOARD OF DIRECTORS -

The Duties and Responsibilities of the **Board of Directors** are specified at Huggins Credit Union Bye-Law 25.3 and 25.4 which can be sourced at the office or online at <https://hugginscu.com>.

SECTION 1. NOMINEE - AGM 2023

This section is to be completed by the Member wishing to serve.

The Nominee, the Proposer and the Secunder are required to be Members in” good standing”

ALL fields are mandatory.

Name of Nominee (Block letters):

Account No:

Date of Birth: Date (Year) Joined Huggins C.U.:

Address:

Residential:

Mailing Address if different from above:

Place of Employment:.....

Address:.....

Position held/Job Title:.....

Telephone No. (Home)..... (Cell)..... (Office).....

Email address:

Training:.....

Skills:.....

Experience:.....

- Are you a Politically Exposed Person (PEP)? Yes No

if Yes, please explain

- Close associate of a Politically Exposed Person? Yes No

if Yes, please explain.....

- Relative of a politically exposed Person? Yes No

If Yes, please explain.....

SECTION 2. NOMINATION - AGM 2023

This Section is to be completed by the Proposer and Seconder

ALL fields are mandatory.

PROPOSER: (Print Name in BLOCK LETTERS)

Name: Account No:

Telephone: Office/Mobile: Email address:

Place of Employment/ Address:

.....

Residential Address:

Mailing Address if different from above:

.....

- Are you a Politically Exposed Person? Yes No

if Yes please explain

.....

- Close associate of a Politically Exposed Person? Yes No

if Yes please explain:

.....

- Relative of a politically exposed Person? Yes No

if Yes please explain:

.....

SECONDER: (Print Name in BLOCK LETTERS)

Name : **Account No:**

Telephone: Email address:

Place of Employment/ Address:

Residential Address:

Mailing Address if different from above:

.....

- Are you a Politically Exposed Person? Yes No

if Yes, please explain:

.....

- Close associate of a Politically Exposed Person? Yes No

if Yes, please explain:

.....

- Relative of a politically exposed Person? Yes No

if Yes, please explain:

.....

SECTION 3. DECLARATION

I (Name of Nominee) do declare as follows:

1. That I am duly qualified to be elected as a Member to the **BOARD OF DIRECTORS**
2. That:-
 - i. I am a citizen of Trinidad and Tobago
 - ii. I am over the age of eighteen (18) years
 - iii. I am not an employee of Huggins Credit Union
 - iv. I am not a member of the Board or Statutory Committee of any **other** Credit Union nor the General Manager or Internal Auditor of **another** Credit Union
 - v. To the best of my knowledge and belief, I am in good financial standing (not delinquent or inactive)
 - vi. I am not an undischarged bankrupt under any laws in Trinidad and Tobago
 - vii. I am not a person certified to be insane or otherwise adjudged to be of unsound mind
 - viii. I have not been convicted of a criminal offence
 - ix. I have the time and is committed to serve

I have done all such lawful things incidental or conducive to the attainment of the objects and exercise of the powers of Huggins Credit Union in accordance with BYE-LAW 3(a-d).

I make this declaration conscientiously believing the same to be true and if evidence is produced to the contrary, I understand that my nomination will be rejected.

Nominee Signature: Date:

We, the Undersigned Members of Huggins Credit Union Co-operative Society Limited do hereby nominate (Name of Nominee)..... as a Fit and Proper Person to serve

Proposer Name: Signature: Date:

Secunder Name: Signature: Date: