

Thank you for choosing Orange Credit Union for your Club or Association. In order to process/amend your membership we need the following items (as applicable):

### **Change of signatories form:**

- Each time an amendment is made to signatories, a new form is required.
- Signatories STAYING on the account and new signatories being ADDED all need to complete and sign their individual sections on the new change of signatories form.
- On reverse of form, signatories being REMOVED from the account must be listed.
- An existing signatory (or two, if the account is two to sign) – preferably executive committee member/s – need to sign off on the changes.
- If new signatories are not already members of OCU, they will need to come in with driver's licence or equivalent ID to be verified.

### **Minutes of meeting:**

- Minutes must specify which signatories are to be removed and which added.
- Minutes must be SIGNED and a copy provided for OCU.

### **Cheque book:**

- If there is a cheque book on the account, a cheque signature card must be completed with specimen signatures for all STAYING and NEW signatories.