




# SHORT TERM INVESTMENT PRODUCTS (STIP) 2016

## FINAL PAYMENT REQUEST APPLICATION

### CHECKLIST

Kindly ensure that the following documents are completed, signed and presented at the Processing Centre

Completed Payment Request Application Form	
Two (2) valid forms of ID - National ID/Passport/DP <i>(Original and copies)</i>	
Original Policy Contract <i>(If lost, Declaration of Lost Policy Form duly completed and witnessed by a Commissioner of Affidavit)</i> . Client must be advised that the law requires the loss to be advertised in the media before any transaction can be processed against this policy.	
Signed Third Party Declaration Form duly witnessed by a Commissioner of Affidavit or Notary Public	
Notarized letter requesting payment and two (2) valid forms of ID for clients residing abroad <i>(required if applicant is not appearing in person)</i>	
Power of Attorney Registered in Trinidad & Tobago <i>(where applicable)</i>	
Release of Assignment duly stamped by Board of Inland Revenue <i>(where applicable)</i>	
Signature of all parties to policies where there are Multiple Owners <i>(Where "AND" &amp; "AND/OR" appears on policies - <b>ALL parties must sign</b>)</i>	
Signature of one Party to policies where there are Multiple Owners <i>(Where "OR" appears on policies)</i>	
Copy of a bank statement or an official document indicating the name of your bank and branch, as well as type of account, account number and account holder's name	
Wire Transfer instructions <i>(where applicable)</i> . <b>All related fees will be for the account of the Payee</b>	
STIP holders are required to complete a Source of Funds Form for all payments TT\$90,000.00 and over to ensure compliance to financial requirements	
Corporate STIP holders are required to submit Articles of Incorporation and current Board Resolution of authorized signatories of the company	