



U.W.I. Credit Union Co-operative Society Limited
118 Eastern Main Road, St. Augustine, Trinidad, W.I.
Tel: (868) 645-8526 Website: www.uwicu.tt

Dear Members

Trinidad and Tobago has now joined the international community in the fight against the spread of the Coronavirus (COVID-19); having four (4) confirmed cases as at 15th March, 2020. Additionally, on Monday 16th March, 2020, the Prime Minister announced that all places of learning inclusive of schools and universities will remain closed until 20th April 2020, in order to slow the potential spread of COVID-19.

Prior to the Prime Minister's announcement, Pro-Vice Chancellor and Campus Principal, Professor Brian Copeland, issued an internal communication to members of the UWI St Augustine Campus advising *inter alia*, that there should be no large gathering on the campus, such as lectures, seminars and conferences. Both Professor Copeland and the Prime Minister's statements directly impact the membership and operations of U.W.I. Credit Union Co-operative Society Limited (UWICU). As such, the Executive Committee has been holding discussions on a plan of action to ensure that UWICU continues to provide our members with liberal access to financial services and that the operations of UWICU are not negatively impacted.

The Board of Directors, on the recommendation of the Executive Committee has taken the following decisions in relation to the respective activities:

	Activity	Decision
1	Basic Auto Repair Course	Postponed until further notice
2	Financial Reality Fair originally scheduled for Thursday 19 th March, 2020, at the JFK Auditorium, UWI St Augustine Campus;	Postponed until further notice
3	Back Pay Seminar originally scheduled for Monday 23 rd March, 2020, at UWI St Augustine Campus	To be replaced by a short video promotion

With respect to our 54th AGM, the Board of Directors are actively exploring the option of holding an online meeting, due to the advisory issued by the Ministry of National Security against large gatherings and the national efforts to reduce the spread of COVID-19. We are in discussions with our service providers and will keep you informed. The tentative date for the AGM is Saturday 18th April, 2020.

With respect to the plan of action to ensure continuity of the business operations of UWICU, we have considered and agreed the following:

1. Our members will be encouraged to carry out their requests **online** as far as practicable. Use of our Online platform has been expanded to include:
 - a. Transfers to other members accounts within the Credit Union.
 - b. Transfers via ACH
 - c. Online loan applications.

The Credit Union continues to accept email requests for ACH Transactions.

2. For ACH requests members will send email to credit@uwicu.tt
3. For general information members will be asked to email : info@uwicu.tt
4. In an effort to manage/control the number of persons visiting the office, we request that only in emergency cases should Members visit the office. The preferred option should be online or via email. In the interim, Members will also have the option to make deposits if required, up to **\$15,000.00** into the

Credit Union's Savings Account NO. 160-284-290-031 at any Republic Bank Branch in order to reduce the need to visit the office.

Deposits can be done by either **direct deposit** at any Republic Bank Branch or **via online**. The following information must be clearly stated when depositing funds.

- a. Name
- b. Purpose of the deposit (loan payment, deposit to shares, deposit to target)
- c. Finally, Email receipt to accounting@uwicu.tt with a copy to finmanager@uwicu.tt.

5. Business hours at the Credit Union will continue to be 8:00am to 2:00pm unless advised otherwise.

Members are asked to remain calm and positive and to observe the instructions and information update issued by the Ministry of Health and Trinidad and Tobago Police Service (TTPS). Please exercise due care and attention and personal hygiene in an effort to reduce the spread of COVID-19.

We believe that we can overcome this dreaded pandemic and return our beloved country and beautiful world to a place of life and tremendous hope. Be safe and exercise caution.

Co-operatively yours,



Dorwin Manzano

President

March 17, 2020