

# JUDICIAL SERVICE

## STAFF CO-OPERATIVE FUND



### ELECTIONS COMMITTEE

|                                                                       |                                        |
|-----------------------------------------------------------------------|----------------------------------------|
| <b><u>ELECTIONS NOMINATION FORMS</u></b><br><b>(Order 16, Rule 6)</b> | PASSPORT<br><br>SIZE<br><br>PHOTOGRAPH |
| <b><u>Part 1: Nominee's information</u></b><br>Surname: _____         |                                        |
| Other name(s) _____                                                   |                                        |

SID: \_\_\_\_\_ JUSCOFund A/C No.: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

### **Part 2: Nominee's Address for Correspondence**

#### Phone and email correspondence

Tel No.: \_\_\_\_\_ WhatsApp No.: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

#### Phone and email correspondence

Postal Address (P. O. Box/PMB No.): \_\_\_\_\_  
 Postal Institution: \_\_\_\_\_  
 Postal Town: \_\_\_\_\_ Postal Region: \_\_\_\_\_

#### Residential address

Digital Address: \_\_\_\_\_ House No.: \_\_\_\_\_  
 Nearest Landmark/Street: \_\_\_\_\_  
 Area: \_\_\_\_\_ Town: \_\_\_\_\_ Region: \_\_\_\_\_

### **Part 3: Nominee's Employment Information**

Job Title: \_\_\_\_\_ Rank: \_\_\_\_\_  
 Institution: \_\_\_\_\_ Registry/Unit \_\_\_\_\_  
 Town: \_\_\_\_\_ Region: \_\_\_\_\_

#### **Part 4: Nominee's Educational Qualifications**

| <u>Sn</u> | <u>Certificate</u> | <u>Awarding institution</u> | <u>Year awarded</u> | <u>Specialization</u> |
|-----------|--------------------|-----------------------------|---------------------|-----------------------|
| (1)       |                    |                             |                     |                       |
|           |                    |                             |                     |                       |
| (2)       |                    |                             |                     |                       |
|           |                    |                             |                     |                       |
| (3)       |                    |                             |                     |                       |
|           |                    |                             |                     |                       |

#### **Part 5: Nominee's Working Experiences**

| <u>Sn</u> | <u>Job Title</u> | <u>Institution</u> | <u>Year</u> | <u>Job Description</u> |
|-----------|------------------|--------------------|-------------|------------------------|
| (1)       |                  |                    |             |                        |
|           |                  |                    |             |                        |
| (2)       |                  |                    |             |                        |
|           |                  |                    |             |                        |
| (3)       |                  |                    |             |                        |
|           |                  |                    |             |                        |

#### **Part 6: Nominee's Agents (for only aspirants for elections)**

*Agent 1*

Name: \_\_\_\_\_

SID: \_\_\_\_\_ Contact No.: \_\_\_\_\_

*Agent 2*

Name: \_\_\_\_\_

SID: \_\_\_\_\_ Contact No.: \_\_\_\_\_

#### **Part 7: Position nominees intends to contest or be appointed.**

*(Tick the position for which the nominee is nominated to contest or be appointed)*

Member of the Board of Directors ☐

Member of the Credit Committee ☐

Member of the Compliance Committee ☐

*If elected or appointed, which position in the Board or Committee do intend to aspire for?*

***For the Aspirants to Membership of the Board:***

Chairman ☐ Vice Chairman ☐ Secretary ☐ Treasurer ☐ Member only ☐

***For the Aspirants to Membership of Credit/Compliance Committee***

Chairman ☐

Secretary ☐

Member Only ☐



**Part 8: Nominators**

**Nominator (1) Details**

Full Name: \_\_\_\_\_

SID: \_\_\_\_\_ Gender: \_\_\_\_\_

Tel: \_\_\_\_\_ Unit/Registry: \_\_\_\_\_

Town of Location of Unit/Registry \_\_\_\_\_ Region of Location of Registry: \_\_\_\_\_

**Declaration by Nominator (1)**

I, \_\_\_\_\_ (nominator's

name) hereby nominate \_\_\_\_\_

(nominee's name) to serve in the Management of JUSCOFund as a member of the \_\_\_\_\_

\_\_\_\_\_ (indicate 'Board of Directors' or 'Credit Committee' or  
'Compliance Committee').

Signature of Nominator (1) \_\_\_\_\_ Date \_\_\_\_\_

**Nominator (2) Details**

Full Name: \_\_\_\_\_

SID: \_\_\_\_\_ Gender: \_\_\_\_\_

Tel: \_\_\_\_\_ Unit/Registry: \_\_\_\_\_

Town of Location of Unit/Registry \_\_\_\_\_ Region of Location of Registry: \_\_\_\_\_

**Declaration by Nominator (2)**

I, \_\_\_\_\_ (nominator's

name) hereby nominate \_\_\_\_\_

(nominee's name) to serve in the Management of JUSCOFund as a member of the \_\_\_\_\_

\_\_\_\_\_ (indicate 'Board of Directors' or 'Credit Committee' or  
'Compliance Committee').

Signature of Nominator (2)\_\_\_\_\_Date\_\_\_\_\_



**Part 9: Fit and Proper Test of Nominee**

- (a) Have you ever been arrested on suspicion of any criminal offence? Yes/No\_\_\_\_\_
- If 'Yes', state the offence\_\_\_\_\_
- (b) Have you ever been charged of any criminal offence before any court Yes/No\_\_\_\_\_
- If 'Yes', state the offence\_\_\_\_\_
- (c) Have you ever been convicted of any criminal offence by a Court? Yes/No\_\_\_\_\_
- If 'Yes', state the offence and the penalty\_\_\_\_\_
- \_\_\_\_\_
- (d) Have you ever been investigated of any disciplinary misconduct at your work place? Yes/No\_\_\_\_\_
- \_\_\_\_\_
- If 'Yes', state the suspicious misconduct\_\_\_\_\_
- \_\_\_\_\_
- (e) Have you ever been found guilty of any misconduct at your work place? Yes/No\_\_\_\_\_
- If 'Yes', state the following:
- Year:\_\_\_\_\_Nature of misconduct\_\_\_\_\_
- Penalty\_\_\_\_\_

**Part 10: Declaration by Nominee**

I, \_\_\_\_\_ (the nominee herein) hereby declare that the information provided in this form are accurate and complete about me. I hereby consent to my nomination to contest and serve in the position of member of the \_\_\_\_\_ of JUSCOFund.

I agree to abide by the Bye-Laws, Standing Orders of Meetings and Elections, and other Policies of JUSCOFund. I further agree that I may be disqualified or removed from office or penalized by the Management of the Fund base on the criteria or where I am found to have provided inaccurate information or violated any of the provisions of the Bye-Laws or the Standing Orders.

Declared at \_\_\_\_\_] Date: \_\_\_\_\_

BEFORE ME,

.....  
Signature of Nominee

.....  
COMMISSIONER FOR OATHS

**Part 11: Assessment by General Manager**

*FOR OFFICE USE ONLY (Assessment by the General Manager)*



**NOMINEES' ASSESSMENT FORM**

**Member Details**

Name of the Nominee \_\_\_\_\_

SID: \_\_\_\_\_ Position: \_\_\_\_\_

Date of receipt of Form: \_\_\_\_\_ Time of receipt of Form: \_\_\_\_\_

**Share Details** (*Attach Share Statement*)

Share A/C No. \_\_\_\_\_ Current balance in share account: Ghs \_\_\_\_\_

Balance in Share Account as at 15<sup>th</sup> April, 2025? Ghs \_\_\_\_\_

Date of last purchase of share \_\_\_\_\_

**Saving Account** (*Attach Savings/Contribution Statement*)

Savings A/C No. \_\_\_\_\_ Current balance in savings account: Ghs \_\_\_\_\_

Balance in savings account as at 15<sup>th</sup> April, 2025? Ghs \_\_\_\_\_

Date of last deposit into the Savings A/c: \_\_\_\_\_

**Other Investment Account (FD, JUSCOFund, Smart Saver)** (*Attach Other Investment Statement*)

A/C No. \_\_\_\_\_ Current balance in savings account: Ghs \_\_\_\_\_

Date of last deposit into the investment a/c: \_\_\_\_\_

Status of the account (withdrawn/terminated/mature) \_\_\_\_\_

**Nominee's Loan Information** (*Attach Loan Statement*)

- Has the nominee taken a loan? Yes/No \_\_\_\_\_. If your answer to (a) is 'Yes', answer the following:

Loan Principal: Ghs \_\_\_\_\_ Date of disbursement: \_\_\_\_\_

Monthly PMT: Ghs \_\_\_\_\_ Duration/Tenure: \_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Has the Nominee defaulted in the repayment of any loan instalment due? Yes/No \_\_\_\_\_

### Nominee Guarantees for Loan (1)



- Has the nominee guaranteed loan for any member? Yes/No \_\_\_\_\_.] *...your fund for life!* is  
'Yes', answer the following:

Name of the Principal Borrower: \_\_\_\_\_

Loan Principal: Ghs \_\_\_\_\_ Date of disbursement: \_\_\_\_\_

Monthly PMT: Ghs \_\_\_\_\_ Duration/Tenure: \_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Has the Principal Borrower defaulted in the repayment of any loan instalment due? Yes/No \_\_\_\_\_

If 'Yes', has the Nominee been notified to pay the default amount? Yes/No \_\_\_\_\_

Has the nominee defaulted in payment of any loan guarantee upon been ordered by the Board to pay?

### Nominee Guarantees for Loan (2)

- Has the nominee guaranteed loan for any member? Yes/No \_\_\_\_\_. If your answer to (a) is  
'Yes', answer the following:

Name of the Principal Borrower: \_\_\_\_\_

Loan Principal: Ghs \_\_\_\_\_ Date of disbursement: \_\_\_\_\_

Monthly PMT: Ghs \_\_\_\_\_ Duration/Tenure: \_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Has the Principal Borrower defaulted in the repayment of any loan instalment due? Yes/No \_\_\_\_\_

If 'Yes', has the Nominee been notified to pay the default amount? Yes/No \_\_\_\_\_

Has the nominee defaulted in payment of any loan guarantee upon been ordered by the Board to pay?

### Nominators Assessment

(1) Share Ghs \_\_\_\_\_ Savings Ghs \_\_\_\_\_ Months Contributed \_\_\_\_\_ Qualified? \_\_\_\_\_

(2) Share Ghs \_\_\_\_\_ Savings Ghs \_\_\_\_\_ Months Contributed \_\_\_\_\_ Qualified? \_\_\_\_\_

### Declaration by the General Manager

I, \_\_\_\_\_, the General Manager of JUSCOFund do hereby declare that I have thoroughly conducted an inquiry into the account of the nominee (\_\_\_\_\_), based on which I provide the above information. I further declare that the information provided about the nominee are true and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date