



## RED RIBBON COOP CLEARANCE FORM

**INSTRUCTIONS:**

1. This form should be accomplished in one (1) copy.
2. Total Due to Employee shall be released after 60 days (Coop's shall release the total due thru Bank Fund Transfer).
3. Total Due from Employees shall be deducted from Employee's Quit Claim.
4. All clearing officers shall see to it that no further purchases, loans and / or issuance shall be given to the employee named below after the clearing date.

*\*Documents to be attached - Coop stock certificate.*

**To certify that the employee below has cleared all accountabilities from RR COOP as of date indicated:**

<b>√ Name:</b>	<b>√ Date:</b>
<b>√ Branch/Location:</b>	<b>√ Employee no.:</b>
<b>√ Date separated (from company):</b>	<b>√ Contact no.:</b>
<b>√ Email Address:</b>	
<b>√ City Address:</b>	
<b>√ Provincial address:</b>	

**Note: Please Mark (X)**

<b>√ Resignation From:</b>	Cooperative <input type="checkbox"/>	Company <input type="checkbox"/>
<b>√ Will Retain Membership:</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>√ With Coop Certificate Return:</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>√ Releasing Thru:</b>	Fund Transfer <input type="checkbox"/> (Please put account number below)	
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<b>√ REASON OF MEMBERSHIP TERMINATION:</b>	
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I  \_\_\_\_\_, hereby authorize Jollibee Worldwide Services to deduct from my company Quit Claim my total due from RR COOP which includes but not limited to full payment of loan, including interest, charges/fines thereon. After which, I hereby forever release and discharge RR COOP from any liability or responsibility arising out of and in connection with my membership the same having been fully settled and paid to me fully and to my satisfaction.

\_\_\_\_\_  
**Member's Signature over Printed Name**

**To be Filled-out by RR COOP Staff**

ACCOUNTABILITIES		
Due to Member	As of	
Share Capital <span style="float: right;">P</span>		
Special Savings		
Regular Savings		
Paluwagan Savings		
<b>Total</b>		<b>P</b>
Due from Member	Principal	Interest
Loans <span style="float: right;">P</span>		
Regular Loan		
ATM Loan		
Appliance/Cellphone/Motorcycle		
Petty Cash Loan/Emergency Loan		
ATM Buster Loan		
<b>Total</b>		<b>(                    )</b>
<b>Net Due to / (from) Member</b>		<b>P</b>

-----For Coop Clearing Officer Only-----		
Name/Signature	Date	Remarks