

SOCIETY'S LETTERHEAD

Date

Commissioner for Co-operative Development  
ANVA Plaza  
16-20 Eastern Main Road  
Tunapuna

Dear Sir/Madam

**REFERRAL OF DISPUTE – FAILURE TO REPAY LOAN/INTEREST DUE TO THE SOCIETY**

The Board of Directors has taken a decision to refer a dispute between the above mentioned Society and a member:

Member's Name .....  
Residential Address .....  
Work/Employment Address .....  
Telephone Numbers .....  
Principal Outstanding .....  
Interest Outstanding (as at date of referral) .....  
TOTAL .....  
Amount of Last Loan .....  
Share Balance (as at date of referral) .....  
Purpose of Loan .....  
.....  
Date on which loan was contracted .....  
Registered/Not registered Security .....  
Date of Last Payment .....

We wish to advise also that numerous efforts have been expended, which includes ..... letters send and ..... telephone calls made to the member to have this matter resolved

This matter is therefore referred as a dispute in accordance with Section 67 (1) of the Co-operative Societies Act Chapter 81:03 of the Laws of Trinidad and Tobago.

Yours Respectfully

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/f/ Board of Directors