

To : All employee-members  
From : KOLIN EMPLOYEE COOPERATIVE  
Date : September 23, 2024  
Re : Temporary Non-acceptance of new loan application and share investment  
Ref No. : Coop-000-24-09-001  
CC : HR-Benefits, concerned department/section, bulletin board, file

Please be informed that the acceptance of new loan application and share investment will temporary stop starting September 25, 2024 (payroll cut-off), the purpose of which is to give way for the computation of earnings and control the outgoing of cash and inclusion of new members for about 1 month within the cut-off period while the computation is on going.

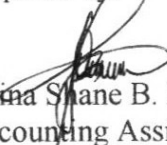
Any submitted loan application and share investment before September 25, 2024 will automatically start deduction on September 30 pay period.

Moreover, the acceptance of new loan application and share investment will resume after the earnings were already released to all members by November 25, 2024 or later or earlier which ever comes first after all members responses if invest/withdraw.

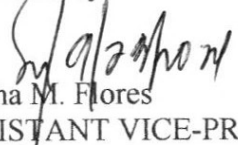
For inquiries regarding this matter, please feel free to contact the undersigned.

Thanks you and keep safe everyone!

Prepared by:

 11/23/2024  
Rhina Shane B. Ducusin  
Accounting Assistant III – (Payroll/Importation)

Approved by:

 9/24/2024  
Editha M. Flores  
ASSISTANT VICE-PRESIDENT