

## Undertaking to UNFCU and ADB

Asian Development Bank  
6 ADB Avenue,  
Mandaluyong City  
1550 Metro Manila  
Philippines

1. I, \_\_\_\_\_, am a staff member of the Asian Development Bank (ADB) and wish to join the United Nations Federal Credit Union (UNFCU) as a member.

2. I agree that prior to my separation from ADB, I should promptly settle all outstanding credit card balances and loans from UNFCU to avoid ADB having to make any direct residual final settlement payments to UNFCU. Upon discharging my payment obligations to UNFCU, I will obtain a payment confirmation from UNFCU which I will promptly provide to ADB for its records. I understand that if I do not provide this confirmation to ADB in a timely manner, ADB will make the residual final settlement payments to UNFCU in accordance with paragraph 4 below without seeking any further consent or permission from me.

3. I understand that as part of the arrangement between ADB and UNFCU, ADB has agreed to make any residual final settlement payments<sup>1</sup> to UNFCU if I have any outstanding credit card balances or loans to UNFCU upon my separation from ADB for whatever reason.

4. Based on my understanding as set out in paragraphs 2 and 3 above, I hereby authorize (i) UNFCU to provide a signed copy of this undertaking to ADB; (ii) UNFCU to provide information to ADB on my outstanding credit card balances and loans from UNFCU at the time of, or immediately prior to my separation from ADB and ADB to receive and process such information; and (iii) ADB to make any residual final settlement payments to UNFCU in relation to my outstanding credit card balance and loans from UNFCU at the time of my separation from ADB for and on my behalf. This authorization grants ADB the full and absolute authority to transfer any due and outstanding amounts to UNFCU, as communicated by UNFCU to ADB without requiring my further consent or permission.

5. This authorization is effective immediately and will remain in full force and effect until the earlier of (i) all residual final settlement payments have been made by ADB to UNFCU; or (ii) I have cleared all my payment obligations to UNFCU and have provided the payment confirmation from UNFCU to ADB.

Yours sincerely,

\_\_\_\_\_  
Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Received and acknowledged for and on behalf of ADB on (date) \_\_\_\_\_:

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

Designation: \_\_\_\_\_

<sup>1</sup> "residual final settlement payments" shall mean any payments due to such member from ADB after ADB has deducted any and all amounts that may be due to itself and subject to a maximum of outstanding amounts due to UNFCU for the outstanding credit card balances or loans of such Member. For avoidance of doubt, ADB does not include any pension payments including any payments under ADB's Staff Retirement Plan (SRP) and the Defined Contribution Plan including but not limited to lump sum payments of any kind, annuity payments, commutation payments and insurance benefits due to a staff member in any final settlement deductions.