



GUSTAV BARKHUYSEN
ATTORNEYS

SCHEDULE OF ACCEPTABLE ADDRESS VERIFICATION DOCUMENTS

DOCUMENT TYPE	VALIDITY PERIOD	DOCUMENT REQUIREMENTS
BANK STATEMENT/ CORRESPONDENCE	Less than 3 months	<ul style="list-style-type: none">✧ Only acceptable from a bank operating from, or incorporated in, a Financial Action Task Force (FATF) member country✧ Must indicate an existing product relationship with the institution, excluding marketing material✧ If obtained from a bank directly, it must include the bank enquiries stamp✧ Please note that transaction history is not considered a bank statement
EXPATRIATE DECLARATION	Less than 3 months	<ul style="list-style-type: none">✧ Letter on a company letterhead from the employer confirming employment, contract period (if not permanent) and address. Must be accompanied by a valid residency permit and/or work visa (template available, if required)
INSURANCE COMPANY CONTRACT OR LETTER	Less than 1 year	<ul style="list-style-type: none">✧ Must be on the letterhead of the insurance company✧ Letter or contract must confirm the existence of a long-term or short-term insurance policy
LEASE OR RENTAL AGREEMENT	Must still be within lease period	<ul style="list-style-type: none">✧ Must be signed by the client (tenant/lessee) and the landlord/lessor✧ If the lease has expired and the residential address is as per the lease, the terms must be reviewed to confirm that the lease allows for continued occupancy. Confirmation of occupancy must be obtained from the landlord/lessor
LEVY CERTIFICATE ISSUED BY A BODY CORPORATE, HOME OWNERS ASSOCIATION OR MANAGING AGENT	Less than 3 months	<ul style="list-style-type: none">✧ Applicable for properties in sectional title, cluster or share-block developments✧ Must be on the letterhead of the applicable body corporate, home owner's association or managing agent
MOBILE PHONE ACCOUNT OR TELKOM ACCOUNT	Less than 3 months	<ul style="list-style-type: none">✧ Mobile phone accounts only from South African mobile phone companies (eg MTN, Vodacom, Cell C, etc), the United Kingdom and Australia will also be accepted
UTILITY BILL	Less than 3 months	<ul style="list-style-type: none">✧ Municipal water and lights account or property managing agent statement✧ Can include pre-paid and metering services
MOTOR VEHICLE REGISTRATION/LICENCE DOCUMENTS	Less than 1 year	<ul style="list-style-type: none">✧
TELEVISION LICENCE RENEWAL CONFIRMATION LETTER	Less than 1 year	<ul style="list-style-type: none">✧
All address verification documents must: <ul style="list-style-type: none">• Be valid• Reflect your name• Reflect your current physical street address• Be a clear scanned copy, electronic copy or a clear photograph of the original document		Where proof of address is in the name of: <ul style="list-style-type: none">• Your spouse or partner, it must be accompanied by a marriage certificate, proof of marital contract or a co-habitant declaration form• Your parent or guardian, it must be accompanied by a completed co-habitant declaration form