

KYC CHECKLIST: PROOF OF ADDRESS GUIDE

Documents acceptable as proof of address:

Document type	Period	Format
• Utility bill (e.g. an electricity bill)	0-3 months	Original / Electronic / Collected
• Bank statement (other registered bank	0-3 months	Original / Electronic / Collected
• Recent lease or rental agreement	unexpired	Original
• Municipal rates and taxes invoice	0-3 months	Original / Electronic / Collected
• Mortgage statement (other institution)	0-3 months	Original / Electronic / Collected
• Telkom / cellular account	0-3 months	Original / Electronic / Collected
• Recent SARS return / IRP5	0-12 months	Original / Electronic / Collected
• Recent insurance policy document	0-12 months	Original / Electronic / Collected
• A payslip or salary advice	0-3 months	Original / Electronic / Collected
• Recent correspondence from a body corporate or share-block association	0-3 months	Original / Electronic / Collected
• Valid television licence documentation	0-12 months	Original / Electronic / Collected
• Recent motor vehicle licence documentation	0-12 months	Original / Electronic / Collected
• Recent long-term or short-term insurance policy	0-12 months	Original / Electronic / Collected
• Two retail accounts (e.g. Edgars, Foschini)	0-3 months	Original
• Visit to the residential address by senior staff member provided the staff member consults with the client and inspects the premises during such visit and completes Form 366.	0-3 months	Original
• Letter from auditor*	0-3 months	Original
• Traffic fines	0-3 months	Original / Electronic / Collected
• E-Toll statements	0-3 months	Original / Electronic / Collected
<p>If none of the aforementioned are available: Obtain a co-habitant declaration (Form 234, Form 347, Form 348 and Form 349) from another natural person, who shares the address with such a person seeking to establish a business relationship or conclude a single transaction with the Bank. The following must be attached to Form 234:</p> <ul style="list-style-type: none"> • Identity document of the Deponent • Copy of document acceptable as proof of address 		

* Applicable to companies and close corporations. Ensure that the person issuing the letter is a registered auditor/accountant.

At least the following details of the person signing the letter must be provided:

- Full names
- Membership number
- Professional body that issued the membership number

In addition thereto confirm that the auditor/accountant issued the letter e.g. telephone (on number from independent source) the person who issued the letter.