

MEMBER NUMBER							
FIRM NUMBER							



FORM 00

HOME LOAN APPLICATION CHECKLIST

CONFIDENTIAL

Required documentation		Completed by	Attached
01	Pension-backed home loan application <i>TCS Form 01 - For signature by applicant and spouse (where applicable)</i> <i>This form Includes the income and expenditure analysis</i>	Member	
02	Reason for the loan <i>A written explanation from the applicant describing what the intended use of the loan is, signed by the applicant</i>	Member	
03	Proof of ownership <i>It could be any one of the following:</i> <ul style="list-style-type: none"> • Stamped letter from Tribal Leader/Chief • Bond statement not older than 3 months • Title Deed • Tax invoice from Municipality that reflects rates (Rates and taxes statement) • Letter from the Local Municipality 	Member	
04	Quotation for the intended use of the loan <i>It must be an official quotation from the intended supplier(s)/contractor</i>	Member	
05	Building plans <i>Building plans would be required for construction work to be performed on a property. Normal renovations / non-structural changes e.g. paving, cupboards, tiling/carpeting, bathroom/kitchen renovations, replacing doors/windows etc. would not require plans. For these, mark the block as 'N/A' (Not applicable)</i>	Member	
06	Copy of green bar-coded Identity document or Passport <i>FICA requirement - Clear copy required for both the employee and spouse (where applicable)</i>	Member	
07	Proof of residence / Declaration of Residential Address <i>FICA requirement - not older than 3 (three) months. Any account statement from an NCR registered company that reflects your physical address / e.g. Utility bill, account statement mailed to home address (It should not be from TCS or Woolworths), if such a document is not available, TCS Form 02 is required</i>	Member	
08	Pay slips for 3 months for salaried staff / 4 weeks for weekly wage earners <i>Not older than 3 months</i>	Member	
09	Bank statements for 3 months (statements must reflect salary deposit) <i>Not older than 3 months</i>	Member	
10	Copy of marital certificate / Divorce order <i>If applicable</i>	Member	
11	Personal information form <i>TCS Form 03 - For signature by applicant and spouse (where applicable)</i>	Member	
12	Debit Order Instruction Form <i>TCS Form 04 - For signature by applicant and spouse (where applicable)</i>	Member	
13	Pledge and cession undertaking <i>TCS Form 05 - For signature by applicant(s)</i>	Member	
14	Compliance certificate from firm <i>TCS Form 06 - Letter from firm confirming employment of applicant and that to the best of the company's knowledge the applicant will use the loan for housing purposes in respect of the immovable property specified</i>	Firm via Member	