

## **NEW MEMBER APPLICATION FORM REQUIREMENTS**

Please ensure all the below mentioned documentation is attached and relevant sections on the application are completed and signed where applicable, before submitting to the new Business Department:

1. Membership certificate from previous medical aids
2. ID numbers and documents
3. Birth certificates for all child dependants. Unabridged birth certificates will be required for children with different surname to principle member
4. Marriage certificates
5. Affidavits (co-habiting & financial dependency) for partners, parents and children over the age of 21 years, appointment of court & adoption certificates where necessary
6. Proof of income for all footprint comprehensive options to prove salary bands
7. Bank verification for proof of banking details

Please ensure that the following sections of the application are signed by the member:

1. Section 4 - Banking details
2. Section 5 - Benefit option selection
3. Section 7 - Employer Warranty – must be signed and stamped by company
4. Section 10 – Conditions, Undertakings and Warranties

**Please note:** Any incomplete application forms received in the New Business Department will be suspended until all relevant information is received.

## **DEPENDANTS ADD APPLICATION REQUIREMENTS**

Please ensure all the below mentioned documentation is attached and relevant sections on the Dependant Add Application Form are completed and signed where applicable, before submitting to the New Business Department:

### **1**

#### **Addition of principal members parents ( ie-mother or father )**

- Completed dependant add application form
- Affidavit for financial dependency
- Copy of ID docs

**Please Note:** In-Laws will not be accepted onto the scheme as a dependant, only blood relatives

### **2**

#### **Addition of fiance / partners with different surname to principal member**

- Completed dependant add application form
- Affidavit for proof of co-habiting
- Copy of ID document
- Certificate from previous medical aid

### **3**

#### **Addition of child dependants**

- Completed dependant add application form
- Birth certificates
- Certificate from previous medical aid

### **4**

#### **Addition of husband/wife**

- Completed dependant add application form
- Copy of marriage certificate
- Certificate from previous medical aid

### **5**

#### **Addition of a new born baby**

- Completed change form
- Copy of birth certificate
- **Please note:** All change forms must be submitted within 30 days of child's date of birth. Underwriting will be applied to any new born's whose change forms are received after the 30 day period.

Please ensure that that all forms are signed by either the payroll or HR departments for all company funds before submitting to New Business.

**Please note:** Any incomplete dependant application forms received in the New Business Department will be suspended until all relevant information is received.