

Annexure C

**Employee Checklist**

Name of Employee

Persal Number

Tick box **FOR NEW OR EXISTING IN SERVICE EMPLOYEE**

- Fully completed Entity Maintenance Form.
- Certified copy of I.D. document.  
Marriage certificate
- Original letter requesting the update/change from employee.
- PERSAL printout confirming correct banking details. Bank stamp must not be more than three months old.
- Choice 4.3.1 confirming personal particulars of an employee

**FOR NEW OR EXISTING EX EMPLOYEE**

- Fully completed Entity Maintenance Form. Bank stamp must not be three months old.
- Certified copy of I.D. document of ex employee and/or beneficiary.
- Original letter requesting the update/change from employee.(If not deceased)
- Certified copy of Death Certificate if deceased.
- Certified copy of Appointment Letter from Magistrate if a beneficiaries involved.
- Original letter from financial institution confirming banking details or bank statement stamped and signed by financial institution's official or PERSAL printout confirming banking details.
- Choice 4.3.1 confirming personal particulars of an employee

Checked  
(Compiler)

Checked & Verified by  
(Salary Section)

Head Office Approval

CFO Approval

Signature

Signature

Signature

Signature

Rank

Rank

Rank

Date

Date

Date

Date