

Documents Required for New Medical Aid Applications		✓
1.	ID documents / birth certificates of all members	
2.	Proof of bank account of the account to be used for the debit order (not older than 3 months)	
3.	Proof of address for FICA Purposes	
4.	Should a third party be paying for the medical aid, the following is required: <ul style="list-style-type: none"> • ID document of account holder • Proof of bank account for the debit order (Not older than 3 months) • Signed and dated permission letter for the payer's account to be used for the medical scheme contributions • Third party signature on the application forms for the debit order 	
5.	Should an employer be the payer of the medical aid or a business account be used for the debit order, the following is required: <ul style="list-style-type: none"> • ID document of account holder • Proof of bank account for the debit order (Not older than 3 months) • Signed and dated permission letter on the company letterhead for the company's account to be used for the medical scheme contributions • Third party / company owner signature on the application forms for the debit order 	
6.	For child dependents who are students, student registration letters from the University or Collage	
7.	Membership Certificates from all previous medical scheme memberships. Should membership certificates not be available, affidavit confirming previous cover with the name of the scheme and the date of membership commencement and end dates (month and year)	
8.	Completed and Signed Intermediary Disclosure	
9.	Completed and Signed Medical Needs Analysis	
10.	Completed and Signed Waiting Periods and Exclusions Notice	
11.	Completed and Signed Access to Information Forms	
12.	If applying for the following options, 3 months bank statements required: <ul style="list-style-type: none"> • Discovery KeyCare • Health Squared Foundation • Medihelp Necesses • Fedhealth MyFed • Bestmed Pulse 1 • Bonitas BonCap 	
13.	If applying for the following options, completed income verification forms are required: <ul style="list-style-type: none"> • Discovery KeyCare • Health Squared Foundation • Medihelp Necesses • Fedhealth MyFed • Bestmed Pulse 1 • Bonitas BonCap 	
14.	If applying for the following options, proof of income is required: <ul style="list-style-type: none"> • Discovery KeyCare • Health Squared Foundation • Medihelp Necesses • Fedhealth MyFed • Bestmed Pulse 1 • Bonitas BonCap 	

Documents accepted:	
For members who earn monthly salary or salary with commission	<ul style="list-style-type: none"> • Three months commission statement / salary advise
For members who get paid weekly/fortnightly wages	<ul style="list-style-type: none"> • Four latest weekly salary advise or two latest fortnightly salary advise <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • A letter from your employer/company confirming your income
For members who are self-employed	<ul style="list-style-type: none"> • A copy of latest IT34A (SARS notice of assessment) and <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • A recent letter from an external auditor/accounting firm confirming your income <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Certified affidavit confirming the self-employment and the income received monthly
For members who are unemployed	<ul style="list-style-type: none"> • UIF statement <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Certified affidavit confirming unemployment <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • A retrenchment letter, dismissal letter or letter of service from the employer <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • A letter from the person paying the contributions, confirming their relationship to the applicant and that they are paying for the medical aid
For members who are full-time students (tertiary education)	<ul style="list-style-type: none"> • Proof of registration from the tertiary institution (student card only will not be accepted) <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • A letter from the person paying the contributions, confirming their relationship to the applicant and that they are paying for the medical aid
For members who are pensioners receiving Government Grants	<ul style="list-style-type: none"> • Letter from Sassa Offices confirming the income received
For new Gap cover applications	<ul style="list-style-type: none"> • Policy schedule from previous gap cover provider if applicable