

# Short Term Paybill Account

## List of Required Documents

PURPOSE	REQUIRED DOCUMENTS (Certified copies)
<b>Medical Fund</b>	<ol style="list-style-type: none"> <li>1) Duly filled and signed Short term pay bill Application form stating purpose and duration.</li> <li>2) Signed Terms and Conditions</li> <li>3) Certified ID and PIN Certificate of the applicant.</li> <li>4) Certified supporting documents from the Hospital / Doctor treating the patient which should confirm the need for the collection e.g. reference to an operation/required treatment (on the institution's letter head, stamped and signed by authorized personnel)</li> <li>5) If applying on behalf of the beneficiary;               <ol style="list-style-type: none"> <li>a. If a minor: the parents/guardian of the child should apply and the child's birth certificate should be attached to the rest of the documents as listed above.</li> <li>b. If the person is incapacitated: certified copies of IDs &amp; PIN Certificates for both parties will be required</li> </ol> </li> </ol>
<b>Educational Fund</b>	<ol style="list-style-type: none"> <li>1) Duly filled and signed Short term pay bill Application form stating purpose and duration.</li> <li>2) Signed Terms and Conditions</li> <li>3) Certified ID and PIN Certificate of the applicant.</li> <li>4) Certified supporting documents from the Education Institution stating the need for an education fund (on the institution's letter head, stamped and signed by authorized personnel)</li> <li>5) If applying on behalf of the beneficiary;               <ol style="list-style-type: none"> <li>a. If a minor: the parents/guardian of the child should apply and the child's birth certificate</li> </ol> </li> </ol>
<b>Funeral</b>	<ol style="list-style-type: none"> <li>1) Duly filled and signed Short term pay bill Application form stating purpose and duration.</li> <li>2) Signed Terms and Conditions</li> <li>3) Certified ID and PIN Certificate of the applicant</li> <li>4) Certified Notice of Death</li> <li>5) Proof of Kin</li> <li>6) Certified copy of ID of the Next-of-Kin (certified by an advocate)</li> </ol>
<b>Wedding</b>	<ol style="list-style-type: none"> <li>1) Duly filled and signed Short term pay bill Application form stating purpose and duration.</li> <li>2) Signed Terms and Conditions</li> <li>3) Certified ID and PIN Certificate of the applicant</li> <li>4) Letter from institution that is to wed the couple</li> <li>5) Clearance letter from AG's office (Registrar of Marriages)</li> <li>6) Certified copies of ID &amp; PIN Certificate for the couple (certified by an advocate)</li> </ol>
<b>Charity or Catastrophe e.g. Fire / drought</b>	<ol style="list-style-type: none"> <li>1) Duly filled and signed Short term pay bill Application form stating purpose and duration.</li> <li>2) An official letter written by the committee members and signed by at least two committee members.</li> <li>3) A letter from the bank showing that an account has been set up for the intended purpose, as specified in the letter.</li> </ol>
<b>Church Fund Raising</b>	<ol style="list-style-type: none"> <li>1) Duly filled and signed Short term pay bill Application form stating purpose and duration.</li> <li>2) An official letter from the Church authorizing the fund raising and also listing the committee members/elders of the church. The letter should be signed by at least two committee members.</li> </ol>

	3) Any other official document from the church.
<b>School Fund Raising</b>	<ol style="list-style-type: none"><li>1) Duly filled and signed Short term pay bill Application form stating purpose and duration.</li><li>2) An official letter from the School authorizing the fund raising and listing the committee members. The letter should be signed by at least two committee members.</li><li>3) A letter from either the Board of Governors (BOG) or Parents Teachers Association (PTA) authorizing the fund raising.</li><li>4) Any other official document from the school.</li></ol>