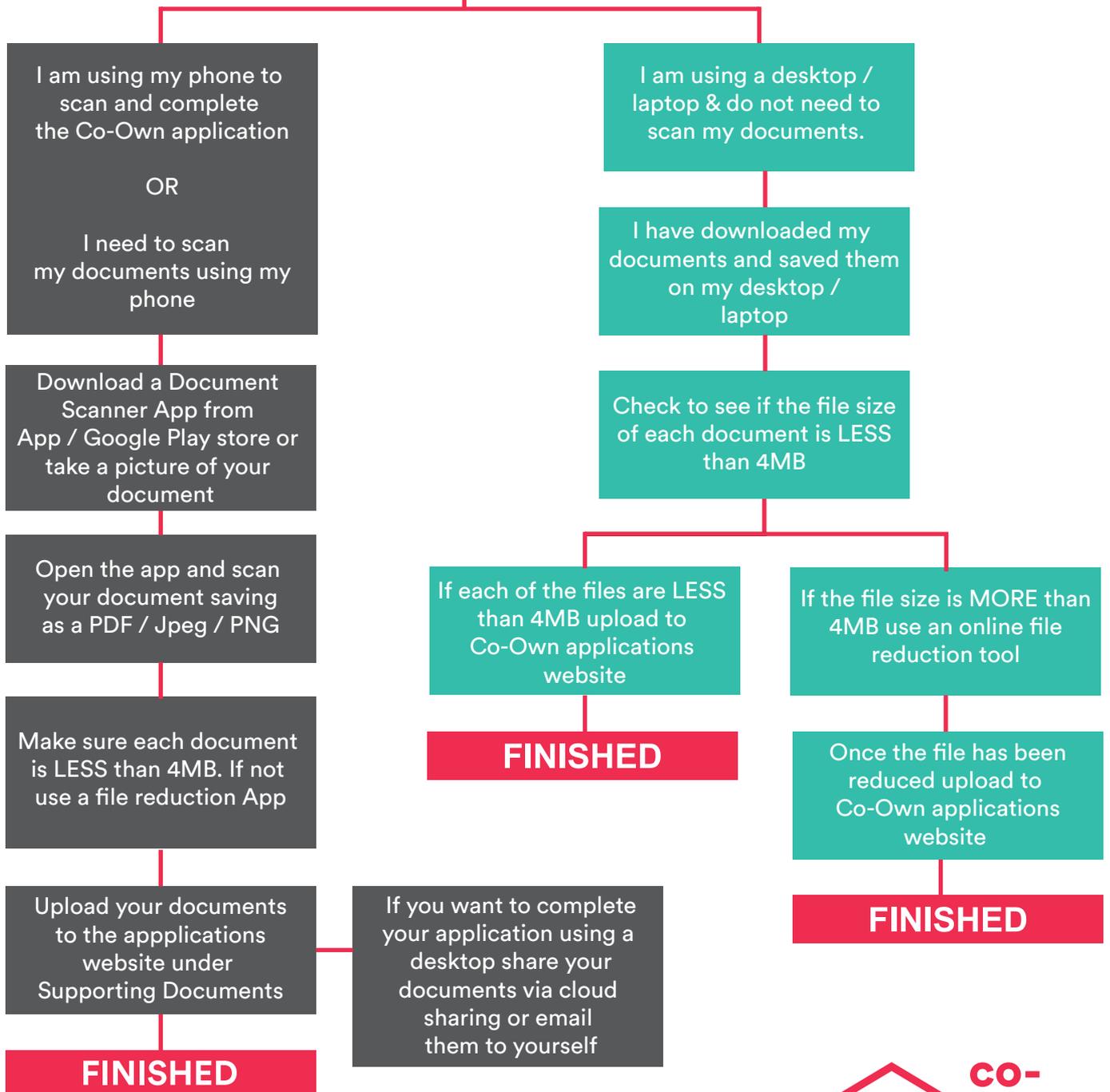


HOW TO...

upload supporting documents to the Co-Own Applications Website.

Documents include:

1. Proof of ID
2. Bank Statements
3. Payslips or for Self Employed SA302



FAQs

Q) What documents do I need to submit with my application?

A) We will require: 1. Proof of ID, this must be the same as the document selected in 'my details', either a passport or driver's license; 2. The last 3 months' bank statements for each applicant; 3. The last 3 months' payslips for each applicant (if employed); 4. If you're self-employed, the last 3 years tax calculation summaries (SA302s) and corresponding tax year overviews. In addition Company Directors must also supply their last 3 months' payslips. You may have to provide additional documentation to support your application such as proof of other incomes.

Q) How do I upload my supporting documents?

A) After keying in your information you will be taken to the Supporting Documents section. From here you will be asked to upload the relevant documentation for each applicant. Each document is uploaded individually.

Q) What format of uploaded documents will you accept?

A) You can upload your documents to our Supporting Documents section in PDF, JPEG, TIFF or PNG. The maximum file size is 4MB.

Q) How do I find out my file size if I am using a desktop / laptop?

A) Right click on the file and select 'Properties'. The file size will be displayed.

Q) How do I find out my file size if I am using my mobile?

A) This may vary depending on your device, but generally select the document and hit properties, the file size will then be displayed.

Q) My file size is in KB and not MB, how do I work this out?

A) 4MB = 4,000KB



Top Tips

- 1) Upload the image the right way around.
- 2) Make sure it is legible and that you can see the full document with nothing cut off.
- 3) Make sure bank statements clearly show your name and account number to avoid having to resend.
- 4) If you have access to a scanner you can scan multiple documents e.g. payslips into 1 file which will make it quicker to upload rather than uploading each payslip individually.