

**DOCUMENTATION CHECKLIST FOR MANDATORY TO VC**

S/n	Document	Tick If attached
1	Request Letter	
2	Application Letter from the RSA Holder	
3	Letter of Appointment	
4	Letter of Disengagement/Resignation	
5	Means of Identification	
6	International Passport (Foreigners only)	
7	Bank Statement Showing receipt of Monthly Pension	
8	RSA Statement	
9	Other Supporting Documents (if any)	

**FOR OFFICIAL USE:**

DOCUMENTS CHECKED & VERIFIED BY: .....

LOCATION: .....

OFFICER'S MOBILE NUMBER: .....

SIGNATURE/DATE: .....