

Documents Required for the Upload Page

APPLICANT DOCUMENTS:

- **One Passport sized photograph, certified by a JP, the photo should be:**
 - In colour with a matte/dull finish, against a plain background;
 - The dimension of the photograph should be 45mm in length and 35mm in width;
 - Taken within the last six (6) months to reflect the applicant's current appearance;
 - Taken in full-face view directly facing the camera (facial image clear and visible);
 - Taken in proper attire (no sleeveless or spaghetti straps);
 - No hat or head covering, unless worn daily for a religious purpose. The applicant's full face must be visible; the head covering must not cast any shadows on his/her face;
 - Hair should not prevent full view of face/features.

- **Identification**
 - a. Must be the same as selected during Registration/SLB Portal Creation;
 - b. Must be a valid, Government Issued-**Passport, Driver's Licence** or **National Identification/Voter's ID**;
 - c. If the applicant is not in possession of a government issued ID, a **Certified Passport sized Photograph** is required. **NB. This is a temporary requirement and you will be required to submit a valid ID for future applications**);

- **Proof of Address**
Methods of address verification include:
 - **SLB Address Verification Form**;
 - **Utility bill** such as FLOW, JPS, NWC, DIGICEL which must be in the name of customer (applicant/guarantor);
 - **Bank Statement.**

- **Birth Certificate** (*certified copy*)

- **Credit Bureau Consent Form** (*printed and signed by the applicant*)

- **Ward of State Letter** (*where applicable*)

- **Proof of Customer Classification** *which includes:*
 - **Public Sector Employment Verification Form** and **Declaration of Parentage and Guardianship Form** (*where applicable*);
 - **Letter of Employment for SLB Staff** (*where applicable*)

- **Proof of Income** *required for the following:*
 - a. Person(s) financially responsible for Targeted applicants;
 - b. Employed Targeted applicants;
 - c. PAYS and Postgrad applicants
Methods of income verification include:
 - For Formal – PAYE Employed Persons- Letter from employer stating job title, date of employment and gross salary earned whether annually, monthly, fortnightly or weekly; or last three (3) consecutive pay slips



NB: For persons who are employed to basic schools that are governed by the Ministry of Education (MOE), they will be required to submit the three (3) last pay slips from the Ministry of Education (MOE) and job letter signed and stamped by the basic school. Letter must state income and frequency of earnings.

- For Informal –none PAYE persons– Declaration of Self-Employment Form;
- For formal Self Employed persons/ Business operators– a current audited financial statement from a certified Accountant;
- If the person(s) financially responsible for the applicant is unemployed, a Zero Income Household Form must be completed and notarized by a Justice of the Peace.

Proof of Additional Income Sources:

- For Pensioners (last three (3) pension slips)
- Remittances (Last three (3) remittance receipts)
- Investments (Current statement from institution)

NB. All slips (pay, pension or remittance) must be uploaded as one document.

- **Medical Report** confirming chronic/terminal illness (*where applicable*)
- **Scholarship/JAMVAT Letter** (*where applicable*)

GUARANTOR DOCUMENTS:

- **Passport sized photograph** (*See requirements above*)
- **Identification** (*See requirements above*)
- **Proof of Address** (see requirements above)
- **Credit Bureau Consent Form** (*printed and signed by the guarantor*)
- **Proof of Income** (*See requirements above*)
- **Guarantor Declaration Form** (*printed, signed by the guarantor and witnessed by a Justice of the Peace, Medical Doctor or Attorney-at-law*).
NB. *This is a temporary requirement and will be removed from the upload page for future applications).*
- **Guarantor Indemnity Form** (*To be signed by the guarantor if applicant is uninsurable based on medical report*)

If you have any questions or require further information, please feel free to email us at info@slbj.com.

Note that general Loan Supporting Documents are available on the SLB website at <https://www.slbj.com/resource-centre/>