



Checklist for the Submission of Documents by External Partners	
	The full name of the company is stated and "Limited" is the last word and spelt out
	The name is acceptable - does not contain any word that requires justification, or that cannot be used
	All items on the form have been completed, or N/A used where relevant
	Signatures have been affixed where necessary
	Seals and stamps have been affixed where necessary
	The document is properly dated at the relevant points
	All pages of the document are present and in order
	Schedules have been referenced and are attached to the back of the form where applicable
	Check for use of correction fluid/tape
	Check for initialing of corrections
	Check quality of paper - must not be thermal (fax) paper or too thin
	Check for black spots/lines on document
	Check for correct margins
	Check for unreadable fonts/penmanship
	Check for photocopied signatures
	Check that the TRN is inserted in required field at that it is consistent with TRN card/ driver's licence
	RESUBMISSION – Proof of Payment attached (Rejection memo and/ or copy of receipt)
	RESUBMISSION – Check document against rejection memorandum to ensure that all items have been addressed.

CHECKED BY:

NAME:

DATE:

SIGNATURE: