

STEP-BY-STEP GUIDE ON HOW TO DOWNLOAD AND COMPLETE A FILLABLE APPLICATION FORM

- 1 Click on the application form you would like to download.
- 2 Once the application form opens, download the PDF and save it to a location or drive on your computer/laptop where you can access it from (e.g. Downloads or My Documents folder).
- 3 Go to the folder where you saved the form, then you can easily complete the light blue fields. It is important to click on 'Save' every so often so that you don't lose any information you have already completed.
- 4 Where your signature is required, use the browse pop-up box to upload your digital signature and insert on the form. Please note that this is an image/picture of your signature, which you can create by signing on a blank piece of paper in a clear black pen or marker, then scan or photograph the image. If you do not have a digital signature (electronic version) saved, you will have to print the form, manually sign it and then scan or photograph it. Remember to click on 'Save' after adding your signature.

Should you need any help in downloading and/or completing any application forms, please do not hesitate to contact the Call Centre on 0861 000 300.

WhatsApp us on **0861000300** or go to **mhcmf.co.za** and click on the help icon to use our web chat facility.

