

**9B2**

FIJI NATIONAL PROVIDENT FUND



## ADVICE OF DEATH

### Who completes this Advice of Death Form

This Advice of Death Form is to be completed by the deceased's next of kin, preferably the spouse, or one of the children of the deceased, or parent in case the member is unmarried. After receipt of this completed form together with documentary evidence claim form will be sent to the informant. If there is no nominee, a letter will be sent to the informant.

\* Before you fill this form, read the **Explanatory Notes** on Page 2 and answer all the questions and submit required documents.

### A. Personal Data of Deceased

1. Name of deceased  2. FNPf No. of deceased

3. Father's name of deceased  4. Attach death certificate

5. Date of birth  Marital Status  6. Single  7. Married  8. Divorce  9. Widower

10. Address of deceased

11. Name of Last Employer  12. Employment termination date   
(Day / Month / Year)

13. Detailed employment history

Employer Name	Address	Period

14. Other information (If any)

### B. Personal data of deceased's Next of Kin

15. Name of the deceased's Next of Kin  Relationship to deceased

16. Residential address of Next of Kin

17. Address for correspondence  Telephone No.

Email address:

### C. Declaration by informant

I declare that I have read, understood, and answered all questions **and** that all the particulars provided are complete and correct.

18. Informant's Name  Relationship to deceased

19. Informant's mailing address  Telephone No.

Email address:

20. Signature of informant  Date   
Day / Month / Year

## Explanatory Notes

### Personal Data of Deceased

#### 1. Full name:

The name of the deceased should be the same as shown on the FNPF membership card. If the name as shown on the death certificate is different as shown on the FNPF membership card you will be required to obtain a Statutory Declaration to confirm the identity of the deceased. Failure to produce a statutory declaration will result in the delay of the processing of the application.

#### 2. FNPF No:

The FNPF No. is shown on the FNPF card having two letters and three digits. The FNPF card should be returned with this advice.

#### 3. Father's name:

The deceased's father's name is required to assist with identification.

#### 4. Death Certificate:

The original death certificate issued by the Registrar General's office must be enclosed. The application cannot be processed without it.

#### 5. Date of Birth:

The date of birth should agree with the FNPF records. If it's different you will be required to submit a Statutory Declaration. A copy of the birth certificate should be submitted.

### Marital Status

#### 6. Single:

If the deceased was unmarried a Statutory Declaration should be submitted to state that he/she was never legally married.

#### 7. Married:

The marriage certificate issued by the Registrar General's office must be enclosed. If the deceased was married more than once, all marriage certificates are to be attached. The application cannot be processed without the certificate/s.

#### 8. Divorce:

If the deceased was divorced, then the relevant "Decree Absolute" papers relating to the divorce should be submitted.

#### 9. Widow/er:

A widow/er is a member whose husband or wife had death before the death of the member. A Statutory Declaration is required to verify that the widow/er had not remarried. If the deceased had remarried prior to death, then the marriage certificate should be submitted.

#### 10. Address of deceased:

Provide the usual residential address of the deceased.

#### 11. Employer's name and address:

In order to properly update the account of the deceased it will be necessary to provide the name of all the employers who have paid contributions on behalf of the deceased in the past 6 months. If the deceased was not employed in the 6 months or more, write 'NIL'. If the deceased was employed by more than one employer, give the names of all employers with dates of employment.

#### 12. Employment Termination date:

The date of which the deceased was last employed will determine the final contribution payable from the employer. If the deceased was not employed in the past 6 months or more write 'NIL'.

#### 13. Provide deceased member's employment history. Include all casual and permanent employment information with relevant periods.

#### 14. Other Information:

You may include any other information which you think is relevant and will assist in processing the application.

### Personal Data of Deceased Next of Kin

#### 15. Name of next of Kin:

If the deceased was married the spouse's name should be entered here. If the spouse is also deceased then the name of one of the children of the deceased. If the deceased was unmarried (single) then enter the name of parent or guardian, State the next of kin.

#### 16. Address of Next of kin:

Clearly write the address and telephone number of the next of kin. This is needed in case there is need to contact the family of the deceased for more information.

#### 17. Address for correspondence:

This may be used in case the address, telephone number and email if any is different from 15 above

### Declaration Data of information

#### 18. Information name:

This is the name of the person who completes the 'advice of death' form and the relationship of the informant to the deceased e.g. spouse, son, daughter, uncle, friend, etc.

#### 19. Information's address:

This is the address of the person as identified in 17 above and telephone number and/or email address if any.

#### 20. Signature/Date:

Sign in the usual manner. The form will not be considered valid without the signature of the informant.

### How to lodge this application

\* Your completed application may be lodged at or posted to the FNPF office in Suva, Lautoka and Labasa and agencies in Nadi, Valelevu & Savusavu

All Correspondence to be addressed to the General Manager & Chief Executive

#### Head Office

Provident Plaza 2  
Private Mail Bag  
Suva  
Telephone: (679) 330 7811  
Facsimile: (679) 330 7611

#### Lautoka

Drasa Avenue  
Private Mail Bag  
Lautoka  
Telephone: (679) 666 1888  
Facsimile: (679) 666 5232

#### Labasa

Rosawa Street  
Private Mail Bag  
Labasa  
Telephone: (679) 881 2111  
Facsimile: (679) 881 2741

#### Valelevu Agency

Valelevu Complex Building  
Saqa Place  
Valelevu  
Telephone: (679) 3343 671  
Facsimile: (679) 3343 670

#### Nadi Agency

Shop 2 Lalidhar Arcade  
Namaka Lane  
Nadi  
Telephone: (679) 672 8981  
Facsimile: (679) 672 8982

#### Savusavu Agency

Budget Lodge Building Ltd  
Main Street  
Savusavu  
Telephone: (679) 885 3396  
Facsimile: (679) 885 3397

#### Ba Agency

Ganga Singh Street, Ba  
Telephone: (679) 667 0003