

9V/1

Transfer No.

FIJI NATIONAL PROVIDENT FUND



VILLAGE HOUSING FINANCE ASSISTANCE APPLICATION

Warning: It is an offence, If any person, for any purpose connected with this Act:-
(i) Knowingly makes any false statement; or
(ii) produces or furnishes or causes or knowingly allows to be produced or furnished any document which he knows to be false in any material particular.

Member's Name : FNPf No:

Postal Address: Email Address: Phone No:

Current Employer: Past Employer:

being a member of the Fiji National Provident Fund under the above membership number, do hereby apply to the FNPf Board to provide a loan of not more than 2/3rd of the amount standing to my credit in the FNPf and have seen my Statement of Account.

The sum of (*amount in words* :)
 \$

under the provision of Section 38(1)(b) of the FNPf Act Cap. 219, I have seen my Statement of Account to the last preceding half-year and I do not want to have a sum greater than stated above. I understand that the maximum amount allowed is two-thirds (2/3rd) of the amount standing to my credit and that I shall not be eligible for any further such request in future.

Method of payment:

Payment through Disbursement Account with ANZ (For members who do not have Bank accounts. Funds are transferred to a special account at the ANZ Bank and members are paid cash on producing FNPf identification and confirmation that Funds have been transferred. FNPf Photo ID is required). **The maximum amount for this payment is \$2,000.00**

Deposit into my Bank Account (Submit a copy of your Bank Statement and note that your payment cannot be deposited into an account which is not in your name)
 Bank Name: Account #:

PAYMENT AUTHORITY (This authority may be exercised if my application is approved)

I, hereby apply and authorize for payment to the above named organization and that it will be deemed a proper discharge by FNPf of funds held in my account.

Is this your first application under the housing assistance scheme? Yes No

Do you wish to repay the said requested amount? Yes No

Declaration

I understand that the Fund will reserves the right to exclude the request for non-payment of the transferred amount and also to exclude any lump sum payments of any kind within 5 years of exercising retirement rights from the pension provisions.

I declare that I have not been coerced, directed, influenced unduly, placed under duress, to make this application. I make this application on my own free will.

I hereby indemnify the FNPf Board from any liability whatsoever, including any loss of benefits that may arise as a consequence in acceding and approving my application.

Left Thumbprint	Signature	Date
	<input type="text"/>	Day Month Year
	Signature of Witness (To Signature/Thumbprint)	
	<input type="text"/>	
	Print Name & Address of Witness	
	<input type="text"/>	
	<input type="text"/>	

HOUSE FUNDS ARE TO BE USED ON

(To be completed by the member & certified by the Liuliu ni Yavusa)

1. Member's Name

2. FNPF No:

3. Occupation:

4. Age:

5. Purpose for which Loan is Sought (place tick in the appropriate box).

A Build

B Extend

C Upgrade

D Electrification

E Water Tank

6. Village

7. Mataqali

8. Tikina

9. Province

10. Do you hold a permit to Construct?

YES

NO

11. If YES, Name of Issuing Authority:

Designation:

12. Will you Occupy the Property?

YES

NO

13. IF No, Give Your Reasons:

14. Do you own any other Residential Property in the Village or Elsewhere?

YES

NO

15. If Yes, Give Location and your reasons for building a New Dwelling House when you Already own one.

CERTIFICATE FROM THE AUTHORISED OFFICER

This is to Certify that (name)

Is a bonafide resident of (village)

Which falls in the tikina

of (province)

He has been authorised to build a dwelling house in the above named village for his personal use and as per plans approved by relevant authorities. A copy of the approved plans is attached herewith. Our estimate of this project is

Counter Signature of Liuliu ni Yavusa

Signature of Turaga-ni-koro

Print Name of Liuliu ni Yavusa (Print)

Print Name of Turaga-ni-koro (Print)

Date:

Date:

Verified / Confirmed by Provincial Office

Signature

Date

Name & Designation: (Print to witness signature above)

Official Stamp

AUTHORITY/INDEMNITY CERTIFICATE

I, _____ FNPf Membership Number _____ of

 (Applicant Full Name)

_____ hereby authorize the Fiji National Provident Fund to

 (Address)

pay the _____

 (Name of Member/Hardware/Supplier as per quotations submitted)

a total sum of \$ _____ to assist me in the purchase of building materials in

 (Total project cost)

order for the project being carried out on/for my house in the Village as detailed in my attached application dated
 _____ .

This also serves as to indemnify the Fiji National Provident Fund Board from any liability whatsoever including any loss of benefits or privileges that may arise in the interim period or thereafter.

Signed: _____ Date: _____

Witnessed by: _____ Address: _____ Date: _____

BREAKDOWN COST OF THE PROJECT (To be completed by the member)

Material Cost: \$ _____

Labour Cost: \$ _____
 (Within 30% of project cost)

Transportation Cost: \$ _____

Total Project Cost: \$ _____

FOR OFFICIAL USE ONLY

Name on FNPf 3: _____ Date of Birth: _____

Current Balance _____ Housing Eligibility _____ Request Amount _____

Any Previous Transfer _____ Signature Tally _____
 Yes No Yes No

PARTICULARS OF CERTIFYING OFFICER

Name: _____ Authorised by: _____
 _____ **General Manager**

Designation: _____
 Signature: _____ Pay \$ _____ **As First Payment**

Checked by: _____ Balance to be paid in \$ _____ **Installments**
 Date _____

DOCUMENTS REQUIRED TO BE SUBMITTED WITH APPLICATION

Building

1. Complete 9V/1 form and the indemnity certificate – to be signed by the member and witnesses, back of the form signed by the Turaga ni Koro, Turaga ni Mataqali, Turaga ni Yavusa and stamped by the Provincial Office.
2. Approved plan and quotations both stamped by the Ministry of Provincial Development & Natural Disaster Management
3. Two other quotations from two different hardware stores
4. Sketch of location

Extending

1. Complete the 9V/1 form and the indemnity certificate – to be signed by the member, and witness, back of the form signed by the Turaga ni Koro, Turaga ni Mataqali, Turaga ni Yavusa and stamped by the Provincial Office
2. Four (4) photographs showing the four sides of the existing house. Photographs must be signed by the Turaga ni Koro and stamped by the Provincial Office
3. Approved extension plan and quotation stamped by the Ministry of Provincial Development and Natural Disaster Management
4. Scope of work to be done on the house
5. Two other quotations from two different hardware stores
6. Letter from the Turaga ni Koro confirming ownership of existing house (only applicable if house was not previously assisted by FNPF)
7. Letter from member to explain how existing house was financed (only applicable if house was not previously assisted by FNPF)

Upgrading

1. Complete the 9V/1 form and the indemnity certificate– to be signed by the member and witnesses, back of the form signed by the Turaga ni Koro, Turaga ni Mataqali, Turaga ni Yavusa and stamped by the Provincial Office
2. Four (4) photographs showing the four sides of the existing house. Photographs must signed by the Turaga ni Koro and stamped by the Provincial Office
3. Scope of work to be done on the house.
4. Two hardware quotations.
5. Sketch plan of location of the house.
6. Letter from the Turaga ni Koro confirming ownership of the house (only applicable if house was not previously assisted by FNPF)
7. Letter from member explaining how the existing house was financed (only applicable if house was not previously assisted by FNPF)

Electrification

1. Complete the 9V/1 and Indemnity Certificate form
2. Four photographs of the existing house signed by the Turaga ni Koro and stamped from the Provincial Council
3. Two hardware quotations
4. Copy of FEA approval form
5. Two quotations from 2 two reputable Electrical Companies
6. Sketch plan of location of the house
7. Letter from the Turaga ni Koro confirming ownership of the (only applicable if house was not previously assisted by FNPF)
8. Letter from member explaining how the existing house was financed (only applicable if house was not previously assisted by FNPF)

Water Tank

1. Complete the 9V/1 and Indemnity Certificate form
2. Four photographs of the existing house signed by the Turaga ni Koro and stamped from the Provincial Council
3. Two quotations for water tank
4. Two plumbing contractors quotations
5. Sketch plan of location of the house
6. Letter from the Turaga ni Koro confirming ownership of the (only applicable if house was not previously assisted by FNPF)
7. Letter from member explaining how the existing house was financed (only applicable if house was not previously assisted by FNPF)

INSTRUCTIONS TO MEMBERS SEEKING HOUSING ASSISTANCE

1. You are eligible to apply if you have been a member of the Fund for two years and have at least \$8,000.00 standing to your credit in the Fund.
2. You are eligible to ask for a sum not exceeding two thirds of the amount standing to your credit.
3. The amount provided from your credit at the Fiji National Provident Fund is interest free.
4. This form is for the sole purpose of applying for a loan to build /extend/upgrade/electrification/water tank with the boundary of a village.
5. If you wish, subject to the approval of the Fund, you may request not to repay the requested amount. Please note that this will affect your future pension, as it is directly related to the amount standing to your credit at the time of retirement.
6. You are not allowed to make use of your funds under this scheme if you already have a dwelling house or if you do not stay in the house itself.
7. You are not eligible to request any money for repairing and maintaining a dwelling house eg painting.
8. Depending upon the amount requested and the type of construction you wish to undertake, the FNPF may decide to release the requested amount in two or more progress payments after being satisfied that the earlier payments have been satisfactorily used in the construction of the dwelling house as per plans and information submitted with the application.
9. To qualify for a progress payment you will be required to produce at least four certified photographs of the house to show the front, rear and the other side of the house, clearly showing the progress of the work done and the location in relation to other houses in the village. You may produce more photographs if you so wish. You will also be required to produce cash docket for the materials bought. Please see that the photographs is signed by the Turaga ni Koro and certified by an authorized officer from the Provincial Council to confirm that the house on the photographs belongs to you.
10. This form is for the sole purpose of applying for a loan to build within the boundary of a village.

NAI VAKAMACALA KI VEI KEMUNI NA MEBA KA GADREVA NA VEIVUKE NI VEIVAKALETAKI

1. Sa rawa mo kerea na nomu i lavo kevaka e sa yabaki rua oti na nomu lewena tiko na FNPF ka sa sivia na \$8,000.00 na levu ni nomu i lavo maroroi.
2. Sa rawa vei iko mo kerea e dua nai wase ni nomu i lavo me kakua ni sivia na rua nai ka tolu (2/3rd) ni i lavo ka tiko ena nomu akaude.
3. Na nomu i lavo oqo mai na Fiji National Provident Fund e na saga ni saumi mai na kena tubu (interest free) kevaka ko na via sauma lesu tale mai.
4. Na fomu oqo e dodonu me vakayagataki ga ena kere veivuke kina tara vale ena loma ni koro vakaviti.
5. Kevaka ko gadreva me kakua ni saumi lesu mai na i lavo oqori ki na nomu akaude, e dodonu mo kila taumada ni na vakalailaitaka na nomu peniseni me vaka ni vakatau na levu ni nomu peniseni mai na levu ni lavo e tiko e na nomu akaude ena gauna ko sa na taura kina na nomu i lavo ni vakacegu.
6. E na rawa ni sega ni vakadonui mo na vakayagataka na nomu i lavo kevaka ko sa taukena oti tiko ena gauna ko kerekere mai kina e dua na vale se ko na saga ni vakaitikotiko ena vale ko gadreva mo tara.
7. Ena sega ni rawa mo kerea me vakayagataki nq nomu i lavo me laki vakavinakataka kina na vale me vaka na boro ni vale, veisau na i salasala ni wai se buturara (fuloa etc). Se mo laki cakava e dua tani tale na vale.
8. E na vakasamataka na FNPF na i wasewase ni kena saumi na i lavo e sa vakadonui me tauri e na rawa me saumi vakatolu se vakava. E vakatau na kena saumi yani mai na levu ni i lavo e kerei, na mataqali vale vakacava e tara kina kei na kena vakamuri vakadodonu na i vola kerekere kei na vakayagataki vakadodonu na i lavo me vaka na droini ka a soli vata mai kei na fomu.
9. E gadrevi mo na vakarautaka mai e rua se tolu na i taba ni vale me vakaraitaka mai na vale, na kubu kei na yasana kei na veivale era veitikivi kei na nomu. Na i taba kece oqori me na sainitaka mai o Turaga ni Koro ka qai laki vakadinadinataki mai na vale ni volavola ni nomu yasana ni ra i taba ni nomu vale ka tara tiko e na nomu koro. E gadrevi mo na kauta kece mai na rasiti ni i yaya ko sa sauma oti e na i lavo oqori.
10. Na fomu oqo e dodonu ga me vakayagataki ga e na kere veivuke ki na tara vale e loma ni koro vakaviti.

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
Saqqa 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

Email: information@fnpf.com.fj Website: www.myfnpf.com.fj