

9V/2

Transfer No.

FIJI NATIONAL PROVIDENT FUND



# VILLAGE HOUSING FINANCE ASSISTANCE APPLICATION FOR RABI ISLAND

**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.

**Caution:** A member may transfer ONCE only. You may wish to seek advice to decide on the best time to transfer.

Member's Name:  FNPF No

Address:  Phone:

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,

The Sum of (amount in words)  \$

under the provisions 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 #: .....

Is this your first application under the housing assistance scheme?  Yes  No  
If no, give reasons for this application:

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

**Declaration**

I understand that the Fund will reserve 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 pensions provisions. I declare that i have not been coerced, directed, influenced unduly, placed under duress, to make this application. I make this application of 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

Signature of Witness (To Signature/Thumbprint)

Print Name & Address of Witness

\*Village' has the meaning assigned to it in the Fijian Affairs (Interpretation) Regulations.

**HOUSE FUNDS ARE TO BE USED ON**

*(To be completed by the member & certified by the Rabi Council Office)*

- 1. Member's Name: .....
- 2. Member's Number: ..... 3. Age: .....
- 4. Occupation: .....
- 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. Name of village where house is to be built/improved: .....
- 7. Do you hold a site permit to construct?       Yes       No
- 8. If yes, Name of issuing authority: ..... Designation: .....
- 9. Will you occupy the property:       Yes       No
- 10. If no, give your reasons: .....
- .....
- 11. Do you own any other residential property in village or elsewhere?       Yes       No
- 12. If yes, give location and your reasons for building a new dwelling house when you already had one.
- .....
- .....

**CERTIFICATE FROM THE AUTHORISED OFFICER**

This is to Certify that (name) ..... is a bonafide resident of ..... (village) which falls in the Rabi Island. 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 \$ .....

.....  
 Signature of Village Councillor      Signature of Village Councillor  
 .....  
 Print Name of Village Councillor      Print Name of Village Councillor  
 Date:.....      Date:.....

**TO BE VERIFIED BY RABI COUNCIL OFFICE**

Village Register	Lands Officer	<b>Official Stamp</b>
Plan Approved		
Quotation Verified	Maintenance Supervisor	
Other Community	Director	



## DOCUMENTS REQUIRED TO BE SUBMITTED WITH APPLICATION

### Building

1. Complete 9V/2 form and the indemnity certificate – to be signed by the member and witnesses, back of the form signed by the Village Councillor and stamped by the Rabi Council 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/2 form and the indemnity certificate – to be signed by the member, and witness, back of the form signed by the Village Councillor and stamped by the Rabi Council Office.
2. Four (4) photographs showing the four sides of the existing house. Photographs must be signed by the Village Councillor and stamped by the Rabi Council 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 Village Councillor 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/2 form and the indemnity certificate - to be signed by the member and witnesses, back of the form signed by the Village Councillor and stamped by the Rabi Council Office.
2. Four (4) photographs showing the four sides of the existing house. Photographs must be signed by the Village Councillor and stamped by the Rabi Council 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 Village Councillor 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/2 and Indemnity Certificate form - to be signed by the member and witnesses, back of the form signed by the Village Councillor and stamped by the Rabi Council Office.
2. Four photographs of the existing house signed by the Village Councillor and stamped by the Rabi Council Office.
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 Village Councillor 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/2 and Indemnity Certificate form - to be signed by the member and witnesses, back of the form signed by the Village Councillor and stamped by the Rabi Council Office.
2. Four photographs of the existing house signed by the Village Councillor and stamped by the Rabi Council Office.
3. Two quotations for water tank
4. Two plumbing contractors quotations
5. Sketch plan of location of the house
6. Letter from the Village Councillor 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)

## INSTRUCTION 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. Standing to your credit in the Fund. Latest statement to be attached to application.
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 when duly completed should be sent to the FNPF office together with:-
  - (a) Completed Certificate from Rabi Council Office and their official stamp.
  - (b) A copy of certified plan and:
  - (c) Estimated of the amount required for construction including the cost of labour and transport, if any.
  - (d) Photographs of your existing house (if your request is to alter or improve the existing house) to be certified by the Rabi Council.
5. If you wish, subject to the approval of the FNPF, 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 yourself.
7. You are not eligible to request any money for repairing and maintaining a dwelling house, e.g. painting, change of guttering, change of flooring, etc
8. Depending upon the amount requested and the type of construction you wish to do, 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 two certified photographs of the house to show the front, rear and the other sides 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 dockets for the material bought. Please see that the photographs are certified by an authorised officer from the Rabi Council Office certifying the photo to be of the house belonging to you.
10. This form is for the sole purpose of applying for a loan to build within the boundary of a village.

## KABARABARAN TE BUOKA IBUKIN TE KATEI AUTI

1. Ko kona n tangomane ngkana koa tia ni kaina te FNPF inanon uoua te ririki ao e riaon \$8,000 am karinimane. E tangiraki kaobin am kabanea n statement ba e na nim ma te application aei.
2. Ko kona n tangomane n aki riaon uoua te katenimakoro (2/3rd) maitin am karinimane.
3. Te rabata ni mane aei ngkana e reke man FNPF bon akea rakana ae kona kaboa (interest free).
4. E riai ni kanoaki te form aei ao ni kaokaki nakon FNPF n ikotaki ma baai aikai:
  - (a) Aia tiaina Kauntiran am kawa n ikotaki ma aia tiaina taan makuri n ana aobiti te Kauntira.
  - (b) Kaobin tamnein am auti ae ea tia ni kakoauaki (certified plan) mairoun ana Maintenance Supervisor te Kauntira.
  - (c) Te katautau n te mane ibukin bain am auti n ikotaki ma boon te kantoka ao booia taan makuri.
  - (d) Tamnein am auti (photos) ngkana ko bubuti ibukin katiaana, karaoiroana ke kabuburaana.
5. Ngkana ko tangiria, ao aio e na tangira ana kariai te FNPF, ko kona n bubuti ba kona aki kabara te mane aei nakon FNPF. Ti te kauring ngkanne ba e na kona n uarereke am bentin ngkana koa motirawa man te makuri (retire) ba maitin am bentin ae ena reke iroum, e bon kaeti ma maitin am mane ae maeu n te tai are ko motirawa iai.
6. E kona n aki kariaiakaki am bubuti aei ngkana iai riki am auti ae a tia n tei ke ngkana kona aki maeka n am auti ae kona kateia.
7. E aki kariaiakai te tangomane ibukin te repair n te auti n aron karekean te been, te kaaba, ono-rain te floor ke kabouan kawawaan te ran etc.
8. E inaomata FNPF n tibatiba te maiti ni mane ae ena reke iroum tao uoua ke tenua te tai (progressive payments) ngkana e kakoaua ba te moan tiba are reke iroum e bon kamanenaaki ibukin katean t e auti n aron te plan are ea tia. Te itera aei e kaineti ma korakoran maitin te mane ae ko tangiria a o aekan am auti ae e na kateaki.
9. Imain reken te kauoua ke te katenua n tiba (progressive payments) e na tangiraki tamnein te auti (photographs) ni kaota mooa, buuki ao raraikina ao are e na teretere naba iai mwin te makuri are ea tia ao are ena kaota naba iai nnen am auti inanon te kaawa. Ko inaomata ni kaati riki taian tamnei (photos). E na tangiraki naba taian receipts ibukin boon baai ake ko karekei ibukin am auti. Taian tamnei ni kabane ana riai ni kakoauaki mairoun ana Maintenance Supervisor te Kauntira ba bon tamnein am auti ae e karaoaki ao tiaki tamnein aia auti temangina.
10. Te form aei e riai ni kabonganaki ti ibukin te b ubuti ibukin te katei auti inanon te kaawa.

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

**Valelevu Agency**

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

**Lautoka**

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

**Nadi Agency**

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

**Labasa**

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

**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](mailto:information@fnpf.com.fj) Website: [www.myfnpf.com.fj](http://www.myfnpf.com.fj)