

CHECKLIST



GROUND 1 RETIREMENT WITHDRAWAL

Tick the box to confirm the attached document is complete

- Form 9A – Withdrawal Application Form
- Certified True Copy of Birth Certificate*
- FNPF Membership Card or Certified copy of member’s recent photo ID if FNPF card is lost**
- Certified True Copies of Marriage Certificate and/or Birth Certificate of spouse (Joint Pension cases and difference in names- female members)*
- Latest bank statement (Local/Overseas)
- Overseas Bank Account - certified true copy of passport showing identification details**
 - certified true copy of PR visa pages**
 - Bank State number (BSB)
 - Swift code & routing number
- Form 90P- Pension Option Form (Members with balance equal to or more than \$1600 for sole pension or \$2182 for joint pension)
- Form 3R- Re-entry Application Form (for eligible member who opted to re-enter)
- Form 5/5R- Nomination Form (for eligible member who opted to re-enter)
- Employment history- detailed list of all the employers member was employed with whilst being a member of FNPF

Discharge of Titles Application (if applicable)

- Latest Certified True Copy of Title or Leases Search and Charge Search (not more than a month old)
- Request letter from the Member

Important Note:

FNPF will lodge the documents at Titles Office for discharge of its security and can be ready for collection 5 weeks after lodging the request. Member should only pay the \$60 discharge fee after being advised in writing by FNPF Legal to proceed to payment and uplift the title. FNPF will not discharge the title if the joint member is still an active member of the Fund. Also if there is a mortgage or security registered on the title on behalf of any lender after our 1st or existing charge, the title will be released to the lender that owns that mortgage or security for retention.

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CHECKLIST

GROUND 3 – MEDICAL WITHDRAWAL

Tick the box to confirm the attached document is complete

- Form 10 – Confidential Medical Certificate
- Form 9C- Application Form
- FNPf Membership Card or Certified copy of member’s recent photo ID if FNPf card is lost**
- Acceptance of resignation or Termination of employment letter on Medical grounds from last employer**
- Certified True Copy of Birth Certificate*
- Certified True Copy of Marriage Certificate*
- Detailed Medical Report on Official letterhead and duly stamped**
- Latest valid Bank Statement (Local/Overseas)
- Overseas Bank Account - certified true copy of passport showing identification details**
 - certified true copy of PR visa pages**
 - Bank account number
 - Bank address
 - BSB number
 - Swift code and routing number
- Employment history- detailed list of all employers member was employed with whilst being a member of FNPf

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**CHECKLIST
GROUND 2- CLAIM FORMS**

Tick the box to confirm the attached document is complete

- Form 9B – Nominee Claim form
- Original Birth Certificate of Nominee
- Latest bank statement (Local/Overseas)
- Overseas Bank Account - certified true copy of passport showing identification details**
 - certified true copy of PR visa pages**
 - Bank account number
 - Bank address
 - BSB number
 - Swift code and routing number
- Form 90P- Pension Option Form (if the sole nominee is the spouse of the deceased)
- Other forms of ID of the nominee if required for proper ID verification. That is FNPf membership card or other valid ID such as drivers license and passport**

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GROUND 4 - MIGRATION WITHDRAWAL

Tick the box to confirm the attached document is complete

- Form 9D – Withdrawal Application Form
- Certified True Copy of valid passport pages showing identification details**
- Certified True Copy of Permanent Residence visa (Provisional visas do not qualify for full withdrawal)**
- FNPF Membership Card
- Original or Certified true copy of Acceptance of resignation from Employer**
- Latest bank statement (Local/Overseas)
- Overseas Bank Account - Bank account number
 - Bank address
 - BSB number
 - Swift code and routing number
- Employment history- detailed list of all the employers member was employed with whilst being a member of FNPF

Discharge of Titles Application (if applicable)

- Latest Certified True Copy of Title or Leases Search and Charge Search (not more than a month old)
- Request letter from the Member
- Original Instruction letter from the Solicitor or Lender to release the Charge.
- Important Note:** FNPF will lodge documents at Titles Office for discharge of its security and can be ready for collection 5 weeks after lodging the request. Solicitor should only pay the \$60 discharge fee after being advised in writing by FNPF Legal to proceed to payment and uplift the title on behalf of the member.

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Clarifications on Permanent Resident visas for respective countries -

Australia - Permanent Resident Visa

New Zealand - Permanent Resident Visa or Resident Visa and/or Returning Resident's Visa **and** Residence Permit.

USA- Permanent Resident Card **or** Immigrant Visa with the date of entry stamp.

Canada - Permanent Resident Card. The 'Confirmation of Permanent Residence' document in the A4 size paper does not Permit full withdrawal of funds on Migration.

UK- Resident Visa with the condition 'indefinite leave to remain'

INDIA- Persons of Indian Origin Card.

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GROUND 6 MIGRATION (FOREIGNER)

Tick the box to confirm the attached document is complete

- Form 9D – Withdrawal Application Form
- FNPf Membership Card
- Certified True Copy of valid passport pages showing identification details**
- Certified True Copy of Work Permit**
- Original or Certified true copy of Acceptance of Resignation letter from employer**
- Latest bank statement (Local/Overseas)
- Overseas Bank Account - Bank account number
 - Bank address
 - BSB number
 - Swift code and routing number
- Employment history- detailed list of all the employers member was employed with whilst being a member of FNPf

Discharge of Titles Application (if applicable)

- Latest Certified True Copy of Title or Leases Search and Charge Search (not more than a month old)
- Original Authority letter from the Member
- Original Instruction letter from the Solicitor or Lender to release the Charge.
- Important Note:** FNPf will lodge documents at Titles Office for discharge of its security and can be ready for collection 5 weeks after lodging the request. Solicitor should only pay the \$60 discharge fee after being advised in writing by FNPf Legal to proceed to payment and uplift the title on behalf of the member.

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CHECKLIST- ADVICE OF DEATH

Tick the box to confirm the attached document is complete

- Form 9B2 – Advice of Death
- FNPf Membership Card
- Original birth certificate- Deceased member (Latest extract from the Register General’s Office that have the ‘**deceased**’ water mark will be required for members who passed away in overseas)

Confirmation of Death- Before Burial

- Certified copies of the Notice to the undertaker or Medical certificate of cause of death, stamped and signed by the hospital medical superintendent/SDMO prior to burial/cremation.**
- Police Order for Burial only when assistance is sought before date of burial.**

After Burial

- Original death certificate- Deceased member

Proof of Marital Status:-

- Original Marriage Certificate- if the deceased was married more than once, all Marriage Certificates are to be submitted (**Copy of marriage certificate to be extracted from Register General’s Office after the date of death**)
- Decree Absolute (if deceased was divorced) and a statutory declaration to confirm the deceased members’ marital status after divorce.**
- Statutory Declaration (if the deceased member was never married)
- Other forms of ID of the informant if required for proper ID verification. That is FNPf membership card or other valid ID such as driver’s license and passport**
- Employment history- detailed list of all the employers deceased member was employed with whilst being a member of FNPf

Discharge of Titles Application (if applicable)

i) If Member is the sole owner of the property

- Latest Certified True Copy of Title or Leases Search and Charge Search (no more than a month old)
- Original Authority letter from the Administratrix/Administrator or Executor/Executrix of the Estate.
- Certified True Copy of Probate or Letters of Administration**
- Original Instruction letter from the Solicitor or Lender to release the Charge

ii) If Member shares the property with two or more owners

- Latest Certified True Copy of Title or Leases Search and Charge Search (no more than a month old)
- Request letter from the other joint owners of the property
- Certified True Copy of Member’s Death Certificate*

Important Note: FNPf will lodge documents at Titles Office for discharge of its security and can be ready for collection 5 weeks after lodging the request. The \$60 discharge fee should be paid after being advised in writing by FNPf Legal to proceed to payment and uplift the title on behalf of the deceased member.

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CHECKLIST- EXECUTOR CLAIM FORM

SDB FUNERAL ASSISTANCE

Tick the box to confirm the attached document is complete

- Form 9b4 – Application form
- Original or Certified True Copy of executor’s birth certificate*
- Evidence of relationship of deceased to the applicant*
- Completed ‘Additional information’ Form
- Latest bank statement
- Other forms of ID of the executor if required for proper ID verification. That is FNPf membership card or other valid ID such as driver’s license and passport**

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**CHECKLIST
GROUND 7- SMALL ACCOUNT**

Tick the box to confirm the attached document is complete

- Form 9F – Application form
- Original or Certified copy of birth certificate*
- Original or Certified copy of marriage certificate for female members if applicable*
- FNPf Membership card or Certified copy of recent photo ID if FNPf card is lost**
- Latest bank statement (Local/Overseas)
- Overseas Bank Account - Bank account number
 - Bank address
 - BSB number
 - Swift code and routing number
- Other forms of ID of the member for proper ID verification. That is other valid ID such as drivers license and passport**

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