



## 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 1<sup>st</sup> or existing charge, the title will be released to the lender that owns that mortgage or security for retention.

**OFFICIAL USE ONLY- CHECKED BY:**

**NAME:** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**TIME LOG:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

\* To be certified by Lawyers only

\*\* To be certified by a Justice of Peace or a Lawyer