

**MEMORANDUM OF ADMINISTRATION**

IMPORTANT: PLEASE NOTE THAT THIS FORM GIVES THE AUTHORITY TO THE FUND TO DISTRIBUTE PART OF YOUR SPECIAL DEATH BENEFIT TO PERSON(S) NOMINATED BELOW TO BE USED FOR YOUR FUNERAL EXPENSES.

PART A: MEMBER PERSONAL DETAILS

FNPF No.

Member Name:

Date of Birth: / /

Birth Certificate Reg No.:

Phone No.:

E-mail Address:

Gender/Sex:

Postal Address:

PART B: NOMINATED EXECUTOR DETAILS

Name:

f/n

Date of Birth: / /

Birth Certificate: Reg No:

Relationship to Member:

Gender/Sex:

FNPF Number: (if member)

Tax ID No:

Telephone No/ Mobile:

Email Address:

Residential Address:

Signature of the Executor:

I hereby authorize Fiji National Provident Fund to pay part of my Special Death Benefit under the FNPF Funeral Assistance policy to person nominated above. I indemnify the FNPF Board from any liabilities, whatsoever including any loss of benefits to my nominees.

Member's Left Thumbprint

Signature of member (As in FNPF Records)

Date

Name of Witness (To Member's Signature & Thumbprint)

Postal Address of Witness

Phone Number(s) of Witness

Date:

INSTRUCTIONS

1. The Memorandum of Administration gives authority to the Fund to distribute part of the Special Death Benefit to person(s) nominated to be used for funeral expenses.
2. In the absence of a valid Memorandum of Administration the Fund reserves the right to distribute part of the special death benefit as per its approved guideline.
3. A maximum amount of \$2,000 is payable to the executor nominated on this Memorandum of Administration.

4. Validity of the Memorandum of Administration

- 4.1. All sections of this form are to be duly completed.
- 4.2. The witness to the Memorandum of Administration must not be the nominee/executor
- 4.3. The member must initial any cancellation or alteration to the Memorandum of Administration.
- 4.4. The use of correction fluid is not allowed
- 4.5. The nomination made under the Memorandum of Administration can be changed at anytime by the member.
- 4.6. This Memorandum of Administration becomes invalid upon the death of the nominated executor for which the Fund reserves the right to distribute part of the Special Death Benefits for funeral expenses. This will be done in line with instruction 2 above.

5. Requirement

- 5.1. Latest birth certificate of member
- 5.2. Latest birth certificate of nominated executor
- 5.3. Marriage Certificate of nominated executor if married
- 5.4. Certified photo ID of the executor or nominee

Note: Please ensure photo ID is certified by any FNPF Officer, Provincial Administrator or Commissioner of Oath.

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

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