

HOUSING FINANCE ASSISTANCE APPLICATION FOR TRANSFER BY THE MEMBER

Please read these notes:

- Before you fill this form, please read the explanatory notes and the terms and conditions.
- If you make false statement you commit an offence and not only will your application be denied, you may also be prosecuted.

Explanatory notes for the Member

- 1) You are eligible to ask for a transfer of the sum not exceeding two-thirds of the amount standing to your credit on the date of your application, after taking into consideration all previous transfers, if any.
- 2) The amount transferred from your credit at the Fiji National Provident Fund is interest free and if you so wish can be repaid on a regular basis as per agreement made with the Approved Lender.
- 3) The Approved Lender shall remit to the Fund the sums repaid by you towards the transfer from FNPf and these sums will be credited to your account without any deductions.
- 4) You must keep up with your arranged repayments to remain in full benefit of the FNPf scheme particularly the Pensions scheme.
- 5) If you wish, subject to the approval of FNPf you may request not to repay the transferred 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 may not be allowed to make use of your funds under this scheme if you already have a dwelling house or if you do not live in the house yourself.
- 7) You are not eligible to request for a transfer for minor repairs and maintenance, e.g. painting, change of guttering, change of flooring etc.
- 8) This scheme does not permit use of funds to repay debts other than approved housing loans from an Approved Lender.

Terms & conditions for the Lender

- 1) FNPf will register a charge depending on the circumstances of the case, over your property. This charge will remain until the date you withdraw from the Fund under any one of the approved grounds of withdrawal or until you fully repay the transferred amount, whichever is earlier.
- 2) In case of the sale of the property before you withdraw from the Fund under any grounds of withdrawal, the transferred amount become payable to FNPf on demand.
- 3) You are required to seek consent of the FNPf for any further dealings on the property over which the FNPf charge is placed.
Any further transfer from the Fund is subject to the Board's discretion.
- 4) In the event where the land is not a freehold any transfer will be subject to consent from the lessor which can either be NLTB, Lands Department or a head lessor such as Housing Authority.

Land rental also from the relevant authority is to be paid up-to-date and receipts to be submitted to FNPf.

- 5) What documents are required with the application?
 - The original stamped copy of the title/lease of the land showing the latest transactions certified by the Registrar of Titles (this should not be more than one month old).
 - A photocopy of the valuation report of the property from one of our approved panel of valuers (this should not be more than five years old).
 - Sales & Purchase Agreement/Sale note from the vendor (purchasing cases).
 - Application fees as per FNPf schedule of fees.
 - Bank's terms & conditions letter/loan offer letter.
 - Current salary slip.
 - Evidence of any other source of income.

Particulars of Applicant 1

I _____
Name

_____ Father's Name

_____/_____/_____
Date of Birth

FNPF No.

being a member of Fiji National Provident Fund under the above membership number, do hereby apply to the FNPF Board to transfer from the amount standing to my credit in the Fiji National Provident Fund the sum of _____ \$ _____

Amount in Words

to _____ and I do do not
Name of Approved Lender

wish to repay the said transferred amount.

Home Phone No.

Work Phone No.

Mobile No.

Fax No.

Email Address

Residential address

Postal address (if different from residential)

Current Employer _____

Address _____

Occupation _____

Left Thumbprint
Applicant 1

Signature of Member (as in FNPF record)

Date

_____/_____/_____
Date

Signature of Witness (to Signature/Thumbprint)

Print Name and Address of Witness

Particulars of Applicant 2

I _____
 Name _____ Father's Name _____
 _____ / _____ / _____ Date of Birth _____ FNNP No. _____

being a member of Fiji National Provident Fund under the above membership number, do hereby apply to the FNNP Board to transfer from the amount standing to my credit in the Fiji National Provident Fund the sum of _____ \$ _____
Amount in Words

to _____ and I _____ do _____ do not _____
Name of Approved Lender

wish to repay the said transferred amount.

Home Phone No. _____ Work Phone No. _____ Mobile No. _____

Fax No. _____ Email Address _____

Residential address _____ Postal address (if different from residential) _____

Current Employer _____

Address _____

Occupation _____

What is your relationship to Applicant 1? _____

Left Thumbprint Applicant 2	Signature of Member (as in FNNP record)	Date
	_____	_____ / _____ / _____
	Signature of Witness (to Signature/Thumbprint)	

	Print Name and Address of Witness	

Purpose/Details of the Property

1. Purpose for which loan is sought (Please tick in the appropriate box)

- A To purchase a house B To purchase a block of land on which to construct a house
- C To build a house D To extend or improve a house
- E To reduce an existing loan initially obtained for a purpose described in A B C D above. F To pay-off an existing loan initially obtained for a purpose described in A B C D above.

2. Description of land (Tick an appropriate box and indicate the title numbers)

C.T No. _____ N.L. No. _____ C.L.No. _____

H.A. Sub-Lease No. _____ M.C. No. _____ Others _____

Lot No. DP No. SO No.

3. Location of property

Street/Road _____ Town/City _____

4. Name of other joint owner/s

Name	FNPF No.	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Will you occupy the entire property?

Yes No

6. If no, give your reasons (if any part of the property is to be rented, please provide details of the rental income, tenancy agreement, or confirmation from a registered licensed real estate agent).

7. Do you or the joint applicant own any other residential property?

Yes No

8. If yes, give your reasons for buying or building another house when you already own one.

9. Is the processing fees paid?

Yes No

Amount \$ Receipt/Bank Cheque No. Date / /

10. Describe how the FNPF transfer/s is to be applied

New Loans/Existing Loans/ Improvement and Others

(Delete lines which do not apply)

Name of mortgager _____

Cost of ready-built house/land/building to be erected/ extension/improvement	\$
Existing housing debt (if any)	\$
Cash contribution	\$
Others (if any)	\$
Amount requested by Applicant No.1	\$
Amount requested by Applicant No.2	\$
Net loan	\$
Total amount of previous outstanding FNPF transfer/s (if any)	\$



HOUSING FINANCE ASSISTANCE APPLICATION BY THE APPROVED LENDER

Application by _____
(Approved Lender)

Under the provisions of the FNPf act, Cap.219 this application is herein referred to as the Approved Lender

I, _____ being an officer of the Approved Lender and authorized so to do, confirm that :-

Applicant 1 _____ F/N _____ FNPf No. _____

Applicant 2 _____ F/N _____ FNPf No. _____

are member/s who have secured a loan from the Approved Lender and to apply for the transfer of

Applicant 1 _____ \$

Applicant 2 _____ \$

to the Approved Lender Under the provisions of the Section 38 of the FNPf Act. CAP. 219

Details of the Proposed Loan

New Loans/Existing Loans/Improvements and Others

(Delete lines which do not apply)

Name of Mortgager _____

Cost of ready- build house \$ _____

Cost of land \$ _____

Cost of building to be erected \$ _____

Cost of Extension or Improvement \$ _____

Amount of Original Loan \$ _____

(Approval Date)

Existing Housing Debt as at \$ _____

Date)

Non – Housing Loan \$ _____

Legal & Documentation Costs \$ _____

Others (if any) \$ _____

Cash Contribution \$ _____

Amount requested by

Applicant 1 \$ _____

Amount requested by

Applicant 2 \$ _____

Net Loan \$ _____

Total amount of previous
outstanding FNPf transfer
loan (if any) \$ _____

State how the FNPf funds is to be used:-

Reason/s if the outstanding loan amount has increased
from the initial approval.

Vendor's Name

Builder's Name

Valuer's Name

Date of Valuation

Market Value

\$

Financial Details

	Before Transfer		After Transfer	
Total cost of project:- Existing loan \$ _____ (a)				
New loan \$ _____ (b)	\$ _____ (a+b)			
Balance outstanding (existing and new) (c) _____	\$ _____ (c)			
Cash Contribution (d) _____	\$ _____ (d)			
Applicant's and joint applicant's transfer amount (e) _____	\$ _____ (e)			
Net Loan _____	_____ (c - d)		\$ _____ (x-e)	
		say x		say y
Interest rate _____	Fixed _____ %	Variable _____ %	Fixed _____ %	Variable _____ %
Repayment amount per month _____	\$ _____	\$ _____ (h)	\$ _____ p.m.	\$ _____ p.m.(f)
			FNPF \$ _____ p.m.(g)	
			<i>(if option to repay)</i>	
Repayment period _____	_____ yrs	_____ yrs	Appr. Lender _____ yrs	
			FNPF _____ yrs	
Ratio of repayment amounts to total gross income _____	_____ %	_____ % (h:z)	_____ %	_____ % (f+g:z)
Ratio of net loan/transfer amount _____	% _____	% _____ (x:e)	% _____	% _____ (y:e)

Gross salary of Applicant 1 _____ \$ _____ p.m.

Gross salary of Applicant 2 _____ \$ _____ p.m.

Other Income

(Please provide evidence e.g cash flows, taxi permit, business registration/licence, tenancy agreement etc.)

Other joint owner/s (if any) _____ \$ _____ p.m.

Rental income _____ \$ _____ p.m.

Self-employed _____ \$ _____ p.m.

List other sources of income

_____ \$ _____ p.m.

TOTAL GROSS INCOME (z)

\$ _____ p.m.

Priorities and conditions

We

Name of Approved Lender

understand that the approval of this transfer is subject to the following security arrangements and conditions:

1) (a) Transfer to reduce an existing or new loan
 The amount loaned for housing purposes to reduce upon repayment by the member towards the amount (net housing loan after FNPF transfer) \$

(b) FNPF transfers by Applicant/s

\$ + \$ = \$
This transfer Previous transfer/s Total

(c) Priority Ranking:

_____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

2) Transfer to pay-off an existing or new loan
 FNPF first priority for the total amount transferred \$

3) The Approval is subject to any withdrawal of funds by the member/s before this payment is made.

4) We are required to seek the consent of FNPF for any further transaction on this property in future.

I further certify that the description of the land as given on Form 9G is correct and that the title or lease is or will be in the name of the applicant/s and joint owner (if applicable) and that the transfer will be used in respect of the described property for an approved purpose as defined in Section 37 of the FNPF Act.

I undertake that any sums recovered as repayment the FNPF transferred amount, as per option made by the applicant/s will be paid to the FNPF under the provisions of, and for the purpose of Section 40 of the FNPF Act. Cap 219.

We hereby accept the conditions and priorities stated above and consent to FNPF charge.

You will inform us of your approval of this application.

Declaration

I understand the Fund will reserve the right to exclude the request for non-repayment 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.

Official Stamp/Common seal of Approved Lender

Signed (*for Approved Lender*)

Name

Designation

Date

Signature of Witness

Name

Address

Date

OFFICIAL USE ONLY

Applicant 1

Loan No.

Name:

FNPF No.

D.O.B

 / /

AGE

Current Balance

 \$

As at

 / /

Eligibility

 \$

As at

 / /

Applicant 2

Loan No.

Name:

FNPF No.

D.O.B

 / /

AGE

Current Balance

 \$

As at

 / /

Eligibility

 \$

As at

 / /

Previous Transfers

	Lender	Date	Amount approved	Amount paid out	Amount repaid	Property Details		
						Title No	Lot No	Dp No
1.		/ /						
2.		/ /						
3.		/ /						

Property details for this transfer

1. If property description for this transfer and previous transfer/s differ, does/do the member/s satisfy housing policy no. 3.7.5?

 YES

 NO

3. Is the first property free of encumbrances or sold?

 YES

 NO

5. If Yes, evidence type attached?

2. Transfers for first property repaid?

 YES

 NO

4. If free of encumbrances or sold, evidence attached?

 YES

 NO

Requested Amount

 \$

Within Eligibility

Exceeds Eligibility

Signature Tallies

Differs

Fees

 \$

Receipt Number

Date

 / /

Market Value

 \$

Total Requested Amount

 \$

No. of flats

Requested Amount

 \$

Within Eligibility

Exceeds Eligibility

Signature Tallies

Differs

Fees

 \$

Receipt Number

Date

 / /

Total Commitment

 \$

20% Of Project Cost

 \$

Repayment Ratio

 %

OFFICIAL USE ONLY

Assessment

Loan Purpose: _____

Within Guidelines Outside Guidelines

APPROVE

Applicant 1 FPNP No. Amount \$

Applicant 2 FPNP No. Amount \$

DECLINE

Assessing Officers Comments:

Priority Ranking: _____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

Conditions (if any): _____

Assessed by:

Name: Signature: Date: / /

Authorization

Loan Purpose: _____

Within Guidelines Outside Guidelines

APPROVED

Applicant 1 FPNP No. Amount \$

Applicant 2 FPNP No. Amount \$

DECLINED

Authorizing Officers Comments:

Priority Ranking: _____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

Conditions (if any): _____

Decision by:

Name: Signature: Date: / /

Please read the notes below:

In order to avoid delays, the information below is provided to help you understand what is requested of you and how your application will be handled once it is lodged with FNPF.

1) Who is eligible to apply?

- Be a member of the Fund for more than two years.

2) Who completes this application from?

- Form 9G to be completed by the Member.
- Form 9H to be completed by the Approved Lender.

3) Deciding on your application:

- The Fund will approve or decline your application on information you provide on these forms and on the documentary evidence you submit. In order to avoid delays, please complete the forms properly and correctly. Attach all required documents you are asked to submit. Read the **Explanatory Notes (Form 9G)** before completing the form. Incorrect or misleading information may result in the refusal of your application or cause unnecessary delay.

4) Method of Payment:

- The cheque for the sum approved will be sent to your Approved Lender upon completion of our legal documentation.

5) Processing Time:

- Approval
- The processing time for approval of your application would be approximately 5 working days. It takes longer if all information is not submitted, or if queries are not answered promptly.

6) Legal Documentation

- The FNPF legal documentation will be done by our Legal Department at a reasonable fee. The processing time will be approximately 20 working days.

7) How to lodge this application?

- Your completed application may be lodged at any of the FNPF offices/agencies in Suva, Valelevu, Nadi, Lautoka, Labasa, Savusavu or Ba.

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
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