

## Payment of Fees to Public Trustees Corporation Ltd

### Payment of Fees

Under this assistance members are able to utilize their housing entitlement to pay fees to Fiji Public Trustees Corporation Limited to transfer bequeathed property.

### Guidelines:

1. The member may apply directly to FNPF if his/her eligibility is sufficient to cover the project cost and the property should be free of any caveats, non-FNPF charges.
2. The member must complete the prescribed application form **FNPF 9G/3** and pay a processing fee of \$43 per applicant.
3. If a member was previously assisted with a house in the village, then he/she may purchase a second house in the urban area provided that:
  - The funds approved under the village scheme were fully and properly utilized.
  - The member has provided photographs of the house, as well as a statutory declaration confirming that the house was constructed in the specified village location.
  - The member's parents or immediate family will occupy the house in the village.
4. Members shall not be entitled for any further housing transfers, if they have previously misused funds under the Village or Direct Housing Loan Schemes, unless their previous transferred amounts are fully repaid. Incomplete Village housing transfers may be included in the FNPF charge but each case will be assessed on its own merit.
5. Members may apply for a further transfer to purchase another home provided the previous transfers are fully repaid to FNPF and the first property is free from any encumbrances.
6. The dwelling house should be occupied by the member.
7. Incomplete applications will not be accepted.

### Documents to be submitted with the application form:

1. An original stamped copy of the title showing the latest transactions certified by the Registrar of Titles. The certification should not be more than one month old.
2. A certified copy of the Probate.
3. A certified copy of the Deed of Family Arrangement (if applicable).
4. A copy of the unstamped transfer document.
5. The invoice from FPTCL giving the breakdown of fees.
6. A letter from FPTCL confirming that the title is in their custody.
7. Receipts from the relevant authority showing evidence that land rental, town/city rates are up-to-date.
8. A photocopy of members FNPF ID card showing the photo and signature; certified by either a FNPF Officer/Bank Official/JP/Commissioner of Oaths or a Barrister or Solicitor.

### Method of Payment:

The amount approved will be paid to Public Trustees Corporation Limited.