



CHARGE RELEASE FORM

Please complete this form if you are applying for Release of Charge on your property. Complete the form in pen using BLOCK letters and ensure that the form is complete before submission.

Note: It is an offence under the Fiji National Provident Fund Decree No. 52, 2011 to make any false statement or to produce any false document. Please sign against amendments made and usage of correction fluid/tape is not allowed.
Refer to the explanatory notes on page 3 when completing this form.

SECTION A - PERSONAL DETAILS

Details of First Applicant

1. Surname: First Name:

2. Other Name:
(As appears on the Birth Certificate)

3. FNPf or Tin Number: 4. Date of Birth(DD/MM/YY): / /

5. Correspondence (Residential/Postal Address):

6. Telephone Contact: Landline/ Mobile: 7. Email Address:

Specify Type of Housing Assistance: Please Tick

8. Fully Financed by FNPf 9. Partly Financed:
(Print Name of Lender in Case of Partly Financed)

10. Signature of Member: 11. Date: / /

Details of Second Applicant

1. Surname: First Name:

2. Other Name:
(As appears on the Birth Certificate)

3. FNPf or Tin Number: 4. Date of Birth(DD/MM/YY): / /

5. Correspondence (Residential/Postal Address):

6. Telephone Contact: Landline/ Mobile: 7. Email Address:

Specify Type of Housing Assistance: Please Tick

8. Fully Financed by FNPf 9. Partly Financed:
(Print Name of Lender in Case of Partly Financed)

10. Signature of Member: 11. Date: / /

SECTION B - DETAILS OF ADMINISTRATOR/EXECUTOR OF THE PROPERTY APPLYING FOR DISCHARGE (APPLICABLE FOR DECEASED MEMBERS)

1. Surname: First Name:

Other Name:
(As appears on the Birth Certificate)

For Official Use Only

Receiving Officer (Name): Date: / /

Signature: Application#:

Receipt # Date: / /

Discharge Recommended/ Queried: Comments

Approving Officer (Name): Signature: _____ Date: / /

EXPLANATORY NOTES:

Who needs to complete this form?

This form will need to be completed by the legal owner/administrator/ executor of the property who were assisted under the FNPF Housing Assistance Scheme.

What documents will I need to submit with this application?

- Discharge Form duly completed
- Certified True copy of Title obtained from Registrar of Titles office (this should not be more than 1 month old) or a copy of Agreement for Lease or Approval Notice from ITLTB or Director of Lands
- Copy of FNPF Charge (s) from the Registrar of Titles office currently registered on the property.
- A certified True Copy of Probate (if member is deceased)
- A valid photocopy ID of the member or Administrator / Executor of members Estate (if the member is deceased)
- Copy of Receipt for \$60 processing fee.

Copies of titles must be certified by Registrar of Titles

Where can I lodge my application?

You can lodge your application at any of our FNPF office nearest to you.

IMPORTANT NOTE:

- 1) Titles will not be released to Third parties except for genuine cases. Conditions apply.
- 2) Authority from member(s) must be enclosed with the application submitted by Lenders or Solicitors for Release of charge/ discharge of Title.

Head Office

Provident Plaza 2
Private Mail Bag, Suva
Telephone: (679) 330 7811
Facsimile: (679) 330 7611

Lautoka

Shop 5, Naviti Street
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