



## EXPLANATORY NOTES:

### What is Additional Contribution?

This is an extra amount an employee chooses to deduct from his/her wages and it is paid into his/her FNPF account, in addition to the mandatory contribution.

### Who is eligible to contribute Additional Contribution?

An FNPF member with valid membership and is an employee of a registered employer with the Fund. The member must also be financially capable in meeting their deductions.

### Who is responsible to complete the form?

- Member and Employer to complete the form.
- Employer's representative to submit the form to the nearest FNPF office.

### How do I complete the form?

#### Section A

- Member to fully complete the section as per FNPF records.

**Note:** Increase in deduction , member wishes to increase current EAC deduction.

#### Section B

- Member to indicate amount, payment frequency and specify allocation of additional contribution into Preserved/General account
- Split percentage should equal 100%.

#### Section C and D

- Employer to complete the section as per employer records.
- Employer to ensure that the employees deduction comply with Section 47 (5) of the Employment Relation Act 2007.
- Additional Contribution is not taxable.

#### Section E

- Member to sign on space indicated.
- **Any** of the following; Payroll/Manager HR/Manager Finance/Director should witness the form.

#### When can I cease deductions?

- Members can cease **deductions** 3 months from the effective date.

## OFFICIAL USE ONLY

### TASKS COMPLETED

- Registered
- Scanned & Uploaded
- Processed
- Query
- Approved
- Reject
- Issue Confirmation Letter
- File Away

### Comments

Head Office	Lautoka	Labasa	Sigatoka Branch	Nadi Agency	Savusavu Agency	Ba Agency	Nakasi Agency	Nausori Branch
Provident Plaza 2 Private Mail Bag, Suva Telephone: (679) 330 7811 Facsimile: (679) 330 7611	Shop 5, Provident Centre, 6 Naviti Street, Private Mail Bag, Lautoka Telephone: (679) 330 7811	Rosawa Street Private Mail Bag, Labasa Telephone: (679) 330 7811	Shop 3-4, Hanif Building, Matamata Subdivision Phone: (679) 330 7811	Shop 2, Lot 13 Concave Subdivision Namaka Lane, Nadi Telephone: (679) 330 7811	Budget Lodge Building Ltd Main Street, Savusavu Telephone: (679) 330 7811	Ganga Singh Street, Ba Telephone: (679) 330 7811	Rups Mega Centre, Nakasi Telephone: (679) 330 7811	Lot 1, Main Street, Nausori Telephone: (679) 330 7811