

EAC 1

FNPF USE ONLY

Receive Date:

PID:

FIJI NATIONAL PROVIDENT FUND



Note: It is an offence under the Fiji National Provident Fund Act, 2011 to make any false statement or to produce any document which is false. The use of correction fluid/tape is not allowed. You are required to sign beside any amendments made in the form.

EMPLOYEES ADDITIONAL CONTRIBUTION (EAC) FORM

SECTION A: EMPLOYEE DETAIL

(Please tick)

New Applicant Increase Deduction Decrease Deduction Cease Deduction

1. FNPF Number: 2. TIN Number:

3. Member Name (as on Birth Certificate):

4. Married Name:

5. Phone Contact:

6. Email:

SECTION B: EMPLOYEE AUTHORITY TO DEDUCT

I have authorised my Employer to deduct the amount of \$ or %

Salary (Please tick): Weekly Fortnightly Bi-Monthly Monthly *to be remitted to FNPF as my Additional Contribution.*

This amount shall be distributed as follows: (Please choose (✓) option **a, b or c**)

a) All in Preserved Account

b) All in General Account

c) Split as follows:

% Preserved

(The percentage should equal 100%)

% General

SECTION C: EMPLOYER DETAIL

1. Employers Reference Number: 2. Payroll Phone Contact:

3. Payroll Email Address:

SECTION D: EMPLOYER ASSESSMENT - COMMITMENT LEVEL

1. Existing Employers Excess Contribution: Yes No

2. Total Employee Additional Contribution deduction **less than / equal to 20% of members Gross wages** Yes No

3. Total FNPF Monthly Contribution is within 30% limit: Yes No

4. **Effective date** to commence deduction

SECTION E: DECLARATION

I hereby declare that the information provided is accurate and within the requirements of Section 47 (5) of the Employment Relations Act 2007 . I hereby indemnify the FNPF Board from any liability whatsoever, including any loss of benefits that may arise as a consequence of approving my Application.

Signature of Member: _____ Date: _____
(As in FNPF Records)

Name of Witness: _____
(Payroll/Manager HR/Manager Finance/Director)

Signature of Witness: _____ Date: _____



Company's Official Stamp

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.

- Amount deducted should not exceed 20% of member's gross wages.
- 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 **deduction** 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

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

Lautoka

Shop 5, Provident Centre, 6 Naviti
Street 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

Sigatoka Branch

Shop 3-4, Hanif Building,
Matamala Subdivision
Phone: (679) 666 1888

Nadi Agency

Shop 2, Lot 13 Concave Subdivision
Namaka Lane, Nadi
Telephone: (679) 323 8018, 323 8006
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 0009
Facsimile: (679) 323 8007

Nausori Branch

Lot 1, Main Street, Nausori
Telephone: (679) 323 8030,
(679) 323 8031