FIJI NATIONAL PROVIDENT FUND

FNPF
securing your future

FNPF5

MEMORANDUM OF NOMINATION FORM

Note: It is an offence under the Fiji National Provident Fund Act, 2011 to make any false statement or produce any false document(s) which he or she knows to be false in material particular.

Should you wish to nominate an Executor upon your death to access the death benefit for your funeral expenses, please complete a ***Memorandum of Administration (MOA)*** form and lodge with the relevant documents.

WHAT YOU SHOULD KNOW ABOUT A MEMORANDUM OF NOMINATION

1. The Memorandum of Nomination instructs the FNPF how to pay your entitlement balance upon your death. This form is a legal document and must be signed in the presence of a Witness.
2. A member's "WILL" does not supersede this nomination.
3. You must sign beside any cancellation or alterations made on the form. The use of correction fluid/tape is not permitted.
4. The nomination can be changed at any time you wish, however you are required to lodge a fresh nomination if you get married or re-married and in the event of existing nominees death since the stated grounds invalidates the existing nomination.
5. An existing nominee's death: it does not invalidate nor revoke any nomination. If nominee dies and nomination has not been updated than deceased nominee's share become unallocated and therefore sent to High Court pursuant to section 57 (3).
6. If your nomination is deemed invalid, revoked or you have not nominated anyone at the time of your death, then your savings will be paid to High Court for distribution.
7. If you wish to nominate more than 8 nominees, please complete an additional page and attach to the back of this form.
8. The total allocation of shares should add up to 100%.
9. Name of Nominee(s) and details to be printed as it appears on the Birth Certificate.

INSTRUCTIONS FOR COMPLETION OF THIS FORM.

SECTION A – DECLARATION
Enter your details and signed where applicable.

The witnessing officer must be over the age of 18 and must not be the nominee of the member who is making the nomination.

SECTION B – MEMBER DETAILS
Enter your details as per FNPF records.

SECTION C – NOMINATION OPTIONS
You have a choice whether to nominate or not. Please indicate your option by placing a tick in the appropriate box.

SECTION D – SCHEDULE OF PERSON(S) NOMINATED
Enter the details of your nominee(s) in the appropriate columns. Ensure that the nominee share(s) is indicated in percentage (%).

REQUIRED DOCUMENTS
You are required to submit original or Certified copy of birth Certificate of your nominee (s) to allow accuracy of nominee details
being captured. ***If you or your nominee (s) have recently made changes to your name(s), please submit latest birth certificate.***

SECTION A: DECLARATION

I hereby declare that the information provided in this form is true and correct to the best of my knowledge and I indemnify the FNPF Board against any liability arising from the information given in this form, and I understand that I am responsible for the safekeeping and updating of any changes to my FNPF record including the loss of privileged information disseminated through my provided contact details.

Member Signature..... Date: ☐☐ / ☐☐ / ☐☐☐☐

Signed and Acknowledged by.....(Name of Member).....as his/her Schedule of Nomination and he/she appeared to fully understand the meaning and effect thereof.

Witness Signature:.....

Name of Witness: .....

Address of Witness: .....

Left Thumbprint of Member

Designation of Witness:..... Date: ☐☐ / ☐☐ / ☐☐☐☐

SECTION B: MEMBER DETAILS

1. FNPF ID: ☐☐☐☐☐☐☐☐☐☐☐ 2. TIN No: ☐☐ - ☐☐☐☐☐☐ - ☐☐ - ☐

3. Full Name: ☐☐☐☐☐☐☐☐☐☐☐

SECTION D: SCHEDULE OF PERSONS NOMINATED (continued)

No	Schedule of Persons Nominated *(compulsory if you wish to nominate)*	Transfer of Entitlement Section for Schedule of Persons Nominated.
2.	Full Name of Nominee ..... Date of Birth ..... Relationship ..... Phone No: .....Share: ____ % Postal Address ..... Home Address ..... FNPF Member Number (If Nominee is a member) _____	Share of Nominee Funds to be Transferred to Nominee's FNPF Account .....% Share transfer to my nominee's FNPF account from this allocation *Must add up to 100%* GA Split Portion: .....% PA Split Portion: .....% ☐ I do not wish to use this transfer of entitlement section
No	**Schedule of Persons Nominated** *(compulsory if you wish to nominate)*	**Transfer of Entitlement Section for Schedule of Persons Nominated.**
3.	Full Name of Nominee ..... Date of Birth ..... Relationship ..... Phone No: .....Share: ____ % Postal Address ..... Home Address ..... FNPF Member Number (If Nominee is a member) _____	Share of Nominee Funds to be Transferred to Nominee's FNPF Account .....% Share transfer to my nominee's FNPF account from this allocation *Must add up to 100%* GA Split Portion: .....% PA Split Portion: .....% ☐ I do not wish to use this transfer of entitlement section
No	**Schedule of Persons Nominated** *(compulsory if you wish to nominate)*	**Transfer of Entitlement Section for Schedule of Persons Nominated.**
4.	Full Name of Nominee ..... Date of Birth ..... Relationship ..... Phone No: .....Share: ____ % Postal Address ..... Home Address ..... FNPF Member Number (If Nominee is a member) _____	Share of Nominee Funds to be Transferred to Nominee's FNPF Account .....% Share transfer to my nominee's FNPF account from this allocation *Must add up to 100%* GA Split Portion: .....% PA Split Portion: .....% ☐ I do not wish to use this transfer of entitlement section
No	**Schedule of Persons Nominated** *(compulsory if you wish to nominate)*	**Transfer of Entitlement Section for Schedule of Persons Nominated.**
5.	Full Name of Nominee ..... Date of Birth ..... Relationship ..... Phone No: .....Share: ____ % Postal Address ..... Home Address ..... FNPF Member Number (If Nominee is a member) _____	Share of Nominee Funds to be transferred to Nominee's FNPF Account .....% Share transfer to my nominee's FNPF account from this allocation *Must add up to 100%* GA Split Portion: .....% PA Split Portion: .....% ☐ I do not wish to use this transfer of entitlement section

No	Schedule of Persons Nominated (Mandatory IF you wish to Nominate)	Transfer of Entitlement Section for Schedule of Persons Nominated.
6.	Full Name of Nominee ..... Date of Birth ..... Relationship ..... Phone No: .....Share: % Postal Address ..... Home Address ..... FNPF Member Number (If Nominee is a member) _____	Share of Nominee Funds to be Transferred to Nominee's FNPF Account .....% Share to transfer to my Nominee's FNPF Account from this allocation Must add up to 100% GA Split Portion: .....% PA Split Portion: .....% ☐ I do not wish to use this transfer of entitlement section
No	**Schedule of Persons Nominated (Mandatory IF you wish to Nominate)**	**Transfer of Entitlement Section for Schedule of Persons Nominated.**
7.	Full Name of Nominee ..... Date of Birth ..... Relationship ..... Phone No: .....Share: % Postal Address ..... Home Address ..... FNPF Member Number (If Nominee is a member) _____	Share of Nominee Funds to be Transferred to Nominee's FNPF Account .....% Share to transfer to my Nominee's FNPF Account from this allocation Must add up to 100% GA Split Portion: .....% PA Split Portion: .....% ☐ I do not wish to use this transfer of entitlement section
No	**Schedule of Persons Nominated (Mandatory IF you wish to Nominate)**	**Transfer of Entitlement Section for Schedule of Persons Nominated.**
8.	Full Name of Nominee ..... Date of Birth ..... Relationship ..... Phone No: .....Share: % Postal Address ..... Home Address ..... FNPF Member Number (If Nominee is a member) _____	Share of Nominee Funds to be Transferred to Nominee's FNPF Account .....% Share to transfer to my Nominee's FNPF Account from this allocation Must add up to 100% GA Split Portion: .....% PA Split Portion: .....% ☐ I do not wish to use this transfer of entitlement section

OFFICIAL USE ONLY

Branch/Agency: ..... Signature of Officer: .....

Effective Date Received (DD/ MM/YYYY): ☐☐/☐☐/☐☐☐☐