

## COVID-19 MICRO-BUSINESS ASSISTANCE

Please complete in pen using block letters. Print "X" to mark boxes where applicable and ensure that the form is fully completed with correct information before submission.

**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

### EXPLANATORY NOTES:

Any Early Withdrawal reduces any future Early Withdrawal Entitlement and reduces your retirement funds upon reaching the qualifying age of 55 years or upon full withdrawal.

#### 1. What is this assistance?

- a. This is a Covid-19 relief withdrawal to allow members aged 50-54 years who are unemployed or on reduced hours/wages, to withdraw funds for micro business.
- b. The micro-business assistance targets start-ups or existing business that have projected/actual turnover below \$50,000.
- c. Members can apply for a maximum of \$10,000 assistance for;
  - i. Start-up
  - ii. Other business related needs and
  - iii. Equity Contribution (through financial institutions)
- d. Members can apply twice for this assistance provided;
  - i. That both applications are within the maximum withdrawal amount allowed of \$10,000, and
  - ii. Receipts for the second installment payment of the first application is provided with the second application.

#### 2. Qualifying Conditions:

- a. Existing voluntary or compulsory member.
- b. Member must be between 50 and 54 years old
- c. Must have sufficient General Account entitlement.
- d. Must complete all requirements relating to micro-business assistance applied for.

#### 3. Approved Withdrawal Amount

- a. This assistance will be sourced from the members General Account (GA).
- b. The minimum and maximum withdrawal amounts are \$1000 and \$10,000.
- c. There is no Government top-up.

#### 4. What documents do I need to provide?

##### a. Direct Assistance – Start Up

- The member must provide the following:
- i. Completed Application Form\_EWMB01
  - ii. Birth Certificate (only if your last FNPf withdrawal was before November 2014).
  - iii. Confirmation of unemployment or reduced hours/wage (letter from employer) for members affected by COVID-19 in the last six (6) months and have not applied for Phase 2 or 3.
  - iv. Joint FNPf/FRCS ID Card or company TIN for registered companies
  - v. For start-ups, complete projected income and expenses for the year 2021 or 2022 on the form
  - vi. Certificate of Business Registration (for market vendors, taxi drivers or those where business registration is not given, these can include permits, approval from local authority, letter from town/city council, etc).
  - vii. Documentary evidence of ownership for partnerships (company search - to show member is owner of business). Not needed for sole ownership.
  - viii. Member's/Business Account bank statement - to show account is open and active.

##### b. Direct Assistance – Other business related needs

- i. Completed Application Form\_EWMB01
- ii. Birth Certificate (only if your last FNPf withdrawal was before November 2014).

- iii. Confirmation of unemployment or reduced hours/wage (letter from employer) for members affected by COVID-19 in the last six (6) months and have not applied for Phase 2 or 3.
- iv. Joint FNPf/FRCS ID Card or company TIN for registered companies
- v. Financial statement for the year 2019 or 2020 or total income and expenses or bank statement for 2019 or 2020.
- vi. Certificate of Business Registration (for market vendors, taxi drivers or those where business registration is not given, these can include permits, approval from local authority, letter from town/city council, etc)
- vii. Documentary evidence of ownership for partnership (company search - to show member is owner of business). Not needed for sole ownership.
- viii. Tax Registration for Registered Business where applicable.
- ix. Member's/Business Account bank statement – to show account is open and active

#### c. Equity Contribution

- i. Completed Application Form\_EWMB01
- ii. Birth Certificate (only if your last FNPf withdrawal was before November 2014).
- iii. Joint FNPf/FRCS ID Card or company TIN for registered companies
- iv. Bank Loan Offer Letter for small business
- v. Confirmation of unemployment or reduced hours/wage (letter from employer) for members affected by COVID-19 in the last six (6) months and have not applied for Phase 2 or 3.
- vi. business loan account statement for existing businesses.

#### 5. How to lodge your application?

- All application for:
- i. **Start-Up & Other business related needs** submit on *myFNPf mobile app*
  - ii. **Equity Financing** - submit through your *Bank/Lender*.

#### 6. Payment Mode

All approved applications will be paid via EFT to members or lender/ financial institution nominated bank accounts.

#### 7. Which Bank/Lender can I lodge with?

• ANZ • Baroda • BRED • BSP • HFC • WBC • Credit Corp
• FDB • Kontiki Finance • Merchant Finance • SPBD

#### 8. Payment Disbursement

##### a. Start-Up & Other business related needs

- i. Withdrawals of two thousand dollars and below (\$2,000.00) will be paid in one lump sum.
- ii. All withdrawals above \$2,000.00 will be paid in two equal instalment
- iii. The balance to be paid once receipts are returned showing proper use of funds.

##### b. Equity Financing

- i. Single Payment or 100% payable to the licensed financial institution/ lender on members behalf.

**Please note that incomplete applications will not be accepted for processing.**





## SECTION F – Indemnity, Payment and Declaration Authority

I hereby declare that:

- I have read, understood and completed the form and all information provided herein are true and correct;
- I hereby indemnify the FNPF Board from any liability whatsoever, including any loss of benefits that may arise from the approval of this application;
- my application is subject to the provisions in the FNPF Act 2011 and all such rules or guidelines that may be applied from time to time;
- any misuse of funds may result in prosecution and the Fund reserves the right to cease further withdrawals;
- I am responsible for the confidentiality of information received through my preferred communication medium;
- I hereby indemnify the Fund from any liability whatsoever, including the loss of privileged information, received through the preferred communication medium.

Left thumb print of Member	_____	_____
	Signature of Member (As in FNPF Records)	Date:
	Signature of Witness: _____	Phone contact: _____
	Name of Witness: _____	

**THE END**

### 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, 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,  
Matamata 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

### Valelevu Agency

Shop 3, Rajendra Prasad  
Bros Supermarket Complex  
Valelevu Complex Building  
Saqa Place, Valelevu  
Telephone: (679) 3343 671  
Facsimile: (679) 3343 670

### Nausori Branch

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