

## EARLY WITHDRAWAL

**UNEMPLOYMENT/ FUNERAL APPLICATION**

Please complete this form if you are requesting assistance due to unforeseen circumstances such as funeral or unemployment. Please complete in pen using BLOCK letters. Print "X" to mark boxes where applicable and ensure that the form is complete 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 will reduce future Early Withdrawal Entitlements, also reducing your retirement funds for pension or lump sum upon reaching the qualifying age of 55 years or upon full withdrawal. For first housing transfers of 51% note that your General Account will zeroise, until after the Preserved Account is replenished with the transferred amount or after 5 years, whichever comes first.*

**Members are not entitled for any type of early withdrawal if there is any unaccounted housing withdrawal.**

**Who can receive this assistance?****Funeral Assistance**

We can assist:

- You as a member or
- Your spouse or
- Your children, or
- Your brother or sister or
- Your parents

if the deceased does not qualify for Special Death Benefits withdrawal of \$2,000.

**Unemployment Assistance**

We can assist:

- You as a member

**When can I receive the assistance?**

You will receive assistance if you have sufficient funds in your general account entitlement

**What type of assistance can I receive?**

- (i) Funeral Assistance
  - Maximum withdrawal amount is \$2,000 for each funeral
  - Next of kin can only apply for this assistance 30 working days from the date of death
- (ii) Unemployment Assistance
  - Maximum withdrawal amount is \$1,000 for each withdrawal.

**Bank charges for telegraphic transfer or bank draft will be deducted from this withdrawal.**

**What documents will I need to submit with this application?**

You must apply on the prescribed application form (EW03) for unemployment or funeral assistance.

You must also submit a certified copy of your birth certificate printed after year 2000.

**Required information and documents for:****Funeral Assistance (Submit with FWO2)**

- Documentary evidence is required to confirm the relationship between the member, deceased person and the person declaring
- If applying for assistance for the death of a sibling, a statutory declaration is required from the next of kin or other siblings authorizing you to receive assistance and confirm the marital status of the deceased
- Latest bank statement. (no more than one month old).
- Original or certified birth certificate printed after year 2000 of deceased member (latest extract from the Registrar General's Office containing the "deceased" water mark will be required for members who died overseas).
- Medical Certificate of Cause of Death stamped & signed by the authorised medical official **OR** Death Certificate.

**Unemployment Assistance**

- Letter from Employer stating termination, non-renewal of contract, laid off, redundancy or seasonal worker
- Acceptance letter of resignation from employer
- Evidence should be on the employer's letter head
- Member must apply for this assistance within 6 months from the date of unemployment
- Resignation on own accord and cases pending disciplinary tribunal can be assisted after 3 months from the last date of unemployment
- Members who access this withdrawal will be allowed to reapply after three (3) years from the time this policy comes into effect (1 April 2020).

All document copies must be certified by either an authorised FNPf officer, Justice of Peace or Commissioner for Oath.

**Where can I lodge this application?**

This application can be lodged at any of our FNPf office nearest to you.

You can also submit your application via our member online portal or email the completed application and requirements to [information@fnpf.com.fj](mailto:information@fnpf.com.fj)

## SECTION A – DECLARATION

I understand and agree that:

- (a) I have read, understood and answered all the questions and the particulars provided by me are true and correct.
- (b) 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.
- (c) My application is subject to the provisions in the FNPF Act 2011, Section 59 and all such rules or guidelines that may be imposed from time to time.
- (d) This authority may be exercised if my application is approved and I hereby apply and authorize for payment to be made.
- (e) Any misuse of funds may result in prosecution and the Fund reserves the right to stop further withdrawals in cases of any such misuse.
- (f) I understand that I am responsible for the confidentiality of information received through the 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: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Witness : \_\_\_\_\_

Address of Witness : \_\_\_\_\_

## SECTION B – WITHDRAWAL TYPE

Please indicate which type of assistance you are seeking:

Unemployment       Funeral

## SECTION C – PERSONAL DETAILS

1. FNPF ID:

2. TIN No:

3. Full Name (as on Birth Certificate):

Married Name:

4. Birth Registration Number:  5. Date of Birth (DD/MM/YY):  /  /

6. Gender:  F  M 7. Current Employer:

8. Phone Contact: Home  b) Work  c) Mobile

9. Email:  10. a) Postal Address:

b) Residential Address:

11. **Preferred Communication** - (Please tick a box)  Mobile  Email  Postal

**INDEMNITY – the Fund will not be liable for disclosure of information on any of the preferred communication medium.**

## SECTION D – WITHDRAWAL DETAILS

Please complete Section C (i) if you are applying for funeral assistance or Section C (ii) if applying for unemployment assistance

### (I) FUNERAL ASSISTANCE

Please specify details of the deceased person

1. Name of Deceased:

2. FNPF No:  3. TIN Number:

4. Father's Name:

5. Mother's Name:

6. Date of Birth (DD/MM/YY):  /  /  7. Birth Registration No:  8. Date of Death (DD/MM/YY):  /  /

9. Medical Certificate No:  10. Death Certificate of Cause of Death No:

11. Place of Death:  12. Place of Burial:  13. Date of Burial (DD/MM/YY):  /  /

14. Relationship to Deceased:  15. Amount Requested: \$

### (II) UNEMPLOYMENT ASSISTANCE

Please specify employment details relating to this withdrawal

1. Date of Termination/ Resignation (DD/MM/YY):  /  /  2. Amount Requested: \$

**Detailed Employment History** (please use additional paper if not enough space)

EMPLOYER NAME	EMPLOYER ADDRESS	PERIOD OF EMPLOYMENT

## SECTION E – PAYMENT DETAILS (TMO & M-PAISA option for Unemployment Assistance only)

You are required to complete this section by ticking the method of payment:

**Direct deposit to my bank account**

Account Name:

Bank Name:  Account No:

**Payment via Bill Paid (Post Fiji):**

Name:

Nearest Post Office/Agency:

Phone No:

**Payments via M-PAISA Money Transfer (Vodafone, Ink & Digicel):**

Name:

Mobile No\*:

\*FNPF will not be responsible for incorrect transfers resulting from any incorrect/invalid bank account or mobile numbers provided by the member.

Head Office	Lautoka	Labasa	Sigatoka Branch	Nadi Agency	Savusavu Agency	Ba Agency	Valelevu 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) 666 1888 Facsimile: (679) 666 5232	Rosawa Street Private Mail Bag, Labasa Telephone: (679) 881 2111 Facsimile: (679) 881 2741	Shop 3-4, Hanif Building, Matamata Subdivision Phone: (679) 666 1888	Shop 2, Lot 13 Concave Subdivision Namaka Lane, Nadi Telephone: (679) 323 8018, 323 8006 Facsimile: (679) 672 8982	Budget Lodge Building Ltd Main Street, Savusavu Telephone: (679) 885 3396 Facsimile: (679) 885 3397	Ganga Singh Street, Ba Telephone: (679) 667 0009 Facsimile: (679) 323 8007	Shop 3, Rajendra Prasad Bros Supermarket Complex Valelevu Complex Building Saqa Place, Valelevu Telephone: (679) 3343 671 Facsimile: (679) 3343 670	Lot 1, Main Street, Nausori Telephone: (679) 323 8030 (679) 323 8031