

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 with a minimum General Account balance of \$135.

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
 - A member can withdraw between \$100 to \$2,000 depending on his/her General Account Balance (\$35 retained for SDB premium).

Bank charges for telegraphic transfer will be deducted from this withdrawal applicable for Funeral Assistance only.

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.

If you have recently made changes to your name, please submit latest birth certificate extracted post September 2021 and this should not be more than 1 month old.

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.
- If the funeral assistance application is received before the funeral, the death certificate is required.

Unemployment Assistance

- Letter from employer confirming acceptance of resignation, termination, non-renewal of contract, laid off, redundancy, seasonal worker or disciplinary tribunal. Evidence should be on the employer's letter head if applying within 1 year of unemployment.
- Member can apply for this withdrawal if they are still unemployed after 1 year from the last unemployment withdrawal. Employers' letter will not be required
- Unemployment withdrawal is limited to once every twelve months.

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?

The unemployment application must be applied on the myFNPf mobile app.

You can submit your funeral assistance application via our member online portal or email to information@fnpf.com.fj.

This application can be lodged at your nearest FNPf office.

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 |
|---------------|------------------|----------------------|
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SECTION E – PAYMENT DETAILS (M-PAISA option for Unemployment Assistance only)

You are required to complete this section by selecting the method of payment.

Direct Deposit to my bank account

Account Name:

Bank Name: Account No:

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

Name:

Phone No:

**The mobile numbers provided are to be registered under members name. The Fund will not be responsible for any 3rd party payment reconciliation. The mobile number provided must be registered under the member's name. The Fund will not be responsible for any 3rd party payment reconciliation.*

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

Email: information@fnpf.com.fj Website: www.myfnpf.com.fj Mobile short code: 5857

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