

## COMMUNITY TRUST/MATAQALI/ VILLAGE HOUSING APPLICATION

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 reduces any future Early Withdrawal Entitlement and reduces your retirement funds upon reaching the qualifying age of 55 years or upon full withdrawal. Members who have accessed up to 30% of their Preserved Account for first housing transfer will need to replenish the same account. Any future contributions received in respect of the Member will be credited to the Member's Preserved Account for 5 years or until the amount so credited equals the amount withdrawn from the Preserved Account (whichever comes first).
- Members are not entitled for any further housing transfer or any type of early withdrawal if there is any unaccounted housing withdrawal.

### Who can apply for assistance?

- Members are entitled to apply for a housing assistance provided they have sufficient funds in their General Account.
- Members can only access their Preserved Account if it is a first FNPf housing transfer to build a house in the village.
- A Member who has withdrawn for Electrification or Installation of Solar System or Water Tank can access their Preserved Account subject to this being their first FNPf housing transfer to either purchase a vacant land, an existing house or to build a house in Fiji for current or future occupancy for the member and family.
- The amount that can be accessed by the member is the sum of up to 100% of their General Account and up to 30% of their Preserved Account on the date of withdrawal.
- A Member who has previously withdrawn an amount less than \$5,000 for housing assistance prior to 1st November 2014 is entitled to access their Preserved Account.
- If the Member had misused the funds, he/she is required to provide acquittals or repay the last transferred amount before any future withdrawal can be permitted by the Fund.

### Qualifying Conditions:

- 1) The Applicant should be a member of the community which has a registered title or lease held in trust;
- 2) The house is within registered village boundary as defined in the iTaukei Affairs Act;
- 3) The applicant is a member of the mataqali or land owning unit. **If house is on mataqali land, only bonafide members of the mataqali can be assisted**
- 4) Up to \$5,000 for quick repairs and Members may re-apply after a period of 3 years;
- 5) Above \$5,000 for extension or renovation;
- 6) \$10,000 and above for constructing a house;
- 7) Labour and transportation costs are to be within 30% of the project cost.

- 8) Members can request for an amount less than the approved amount for extension or renovation or constructing a house provided they show evidence that they have met the shortfall of the project cost or have purchased building materials for the project.

### Who needs to complete this form?

This form will need to be completed by a member seeking housing assistance to either build, extend, renovate, quick repair, install solar system, electrification, install water tank,

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

You must apply on the 9V02 application form with the relevant requirement listed on page 6 - 7 together with a latest extract of your original birth certificate and marriage certificate if this will be your first Early Withdrawal Application.

### Where can I lodge my application?

You can lodge your application at any of our FNPf office nearest to you

- Members can repay into their account the amount that was utilized for housing assistance.
- Members that have taken further housing transfer can make repayments and have the option to replenish either their Preserved or General Account.





## SECTION F – CERTIFICATION FROM AUTHORISED OFFICERS

This is to confirm that (primary applicant)  and  
(secondary applicant)  are bonafide members of  
(Community Trust/Mataqali/Village)

**We, the undersigned grant our consent for the above request.**

### i) COMMUNITY TRUST

#### **Head of Trustee/Rep**

Name:  Signature:

Phone Contact: Home/Mobile:

#### **Lands Department Rep**

Name:  Signature:

Designation:  Phone Contact: Work/Mobile:

### ii) MATAQALI

#### **Turaga ni Mataqali**

Name:  Signature:

Phone Contact: Home/Mobile:

#### **Turaga ni Koro/ Village Councilor**

Name:  Signature:

Phone Contact: Home/Mobile:

#### **Liuliu ni Yavusa/ District Officer**

Name:  Signature:

Phone Contact: Home/Mobile:

#### **Verifying Officer (Provincial Council)**

Name:  Signature:

Designation:  Phone Contact: Work/Mobile:

#### **Mataqali (Native Lands Commission Officer)**

Name:  Signature:

Designation:  Phone Contact: Work/Mobile:

### iii) VILLAGE

#### **Turaga ni Koro/ Village Councilor**

Name:  Signature:

Phone Contact: Home/Mobile:

#### **Liuliu ni Yavusa/ District Officer**

Name:  Signature:

Phone Contact: Home/Mobile:

#### **Verifying Officer (Provincial Council)**

Name:  Signature:

Designation:  Phone Contact: Work/Mobile:

**SECTION G – SKETCH MAP OF LOCATION** (Please indicate significant landmark e.g. church, shop, school, village hall)

**SECTION H – PAYMENT DETAILS**

**PRIMARY:**

Account Name:

Bank Name:  Account No:

**SECONDARY:**

Account Name:

Bank Name:  Account No:

**SECTION I – DECLARATION**

**I understand and agree that:**

- a) My application is subject to the provisions of the FPNP Act 2011.
- b) I have read, understood and answered all the questions. The particulars provided by me are true and correct.
- c) I hereby indemnify the FPNP Board from any liability whatsoever, including any loss of benefits that may arise as a consequence of approving my application.
- d) This authority may be exercised if my application is approved I hereby apply and authorize for payment to be made to the institute and that it will be deemed a proper discharge by FPNP of funds held in my account.
- e) 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.

<div style="text-align: center; font-weight: bold; margin-bottom: 10px;">Primary Applicant</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <p style="margin-bottom: 5px;">Signature of Member (As in FPNP Records)</p> <p style="margin-bottom: 5px;">Date: _____</p> <p style="margin-bottom: 5px;">Signature of Witness: _____</p> <p style="margin-bottom: 5px;">Name and phone contact of Witness: _____</p> <p style="font-size: small; margin-top: 10px;">Left thumb print of Member</p>		<div style="text-align: center; font-weight: bold; margin-bottom: 10px;">Secondary Applicant</div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <p style="margin-bottom: 5px;">Signature of Member (As in FPNP Records)</p> <p style="margin-bottom: 5px;">Date: _____</p> <p style="margin-bottom: 5px;">Signature of Witness: _____</p> <p style="margin-bottom: 5px;">Name and phone contact of Witness: _____</p> <p style="font-size: small; margin-top: 10px;">Left thumb print of Member</p>	
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Housing Assistance	Documents Required
Building a house	<ul style="list-style-type: none"> <li>• Copy of building plan approved and stamped by the Ministry of Provincial Development &amp; Natural Disaster Management or Rural Housing.</li> <li>• Registered Quantity Surveyors estimate or Civil engineers report for project costing \$30,000 and above.</li> <li>• 1 quotation from a reputable registered General Contractor showing the breakdown of the project in stages with associated cost (schedule of payment) up to completion stage OR If Self Built: 1 quotation for building materials up to completion stage from a reputable hardware supplier AND 1 quotation for labour. Labour and transportation costs to be within 30% of the project cost (Applicable to Village/Mataqali/Community Trust Lease) and excess of 30% to be met by member from own source.</li> <li>• 4 or more colored photos of the area where house will be built OR if rebuilding; photos showing the entire house from different sides including surroundings Photos must be signed and stamped by the Provincial Council and signed by: <ul style="list-style-type: none"> <li>a) Turaga ni Koro for Village; or</li> <li>b) Head of the land owning unit for Mataqali; or</li> <li>c) Head of the Trustees for Community Trust Lease</li> </ul> </li> <li>• An original or certified full extract of birth &amp; marriage certificate printed after year 2000 (if applicable).</li> <li>• Evidence of own contribution towards the project (optional) e.g. personal bank statement, work done from own source, materials at hand.</li> <li>• Latest personal bank statement</li> </ul>
Quick Repairs	<ul style="list-style-type: none"> <li>• 1 quotation from a reputable registered General Contractor showing the breakdown of the project in stages with associated cost (schedule of payment) up to completion stage OR If Self Built: 1 quotation for building materials up to completion stage from a reputable hardware supplier AND 1 quotation for labour.</li> <li>• An original or certified full extract of birth &amp; marriage certificate printed after year 2000 (if applicable)</li> <li>• 4 or more colored photos of the house showing the entire house from different sides including surroundings and areas that needs repair. Photos must be signed and stamped by the Provincial Council and signed by: <ul style="list-style-type: none"> <li>a) Turaga ni Koro for Village; or</li> <li>b) Head of the land owning unit for Mataqali; or</li> <li>c) Head of the Trustees for Community Trust Lease</li> </ul> </li> <li>• Evidence of own contribution towards the project (optional) e.g. personal bank statement, work done from own source, materials on site.</li> <li>• Latest personal bank statement</li> </ul>
Renovate or Extend	<ul style="list-style-type: none"> <li>• Copy of extension plan approved and stamped by the Ministry of Provincial Development &amp; Natural Disaster Management or Rural Housing.</li> <li>• Registered Quantity Surveyors estimate or Civil engineers report for project costing \$30,000 and above.</li> <li>• 1 quotation from a reputable registered General Contractor showing the breakdown of the project in stages with associated cost (schedule of payment) up to completion stage OR If Self Built: 1 quotation for building materials up to completion stage from a reputable hardware supplier AND 1 quotation for labour.</li> <li>• An original or certified full extract of birth &amp; marriage certificate printed after year 2000 (if applicable).</li> <li>• 4 or more colored photos of the house showing the entire house from different sides including surroundings and areas that needs renovation or extension. Photos must be signed and stamped by the Provincial Council and signed by: <ul style="list-style-type: none"> <li>a) Turaga ni Koro for Village; or</li> <li>b) Head of the land owning unit for Mataqali; or</li> <li>c) Head of the Trustees for Community Trust Lease</li> </ul> </li> <li>• Evidence of own contribution towards the project (optional) e.g. personal bank statement, work done from own source, materials on site.</li> <li>• Latest personal bank statement</li> </ul>

Housing Assistance	Documents Required
Electrification	<ul style="list-style-type: none"> <li>• Copy of FEA approved permit (if applicable)</li> <li>• 1 quotation from a registered electrical contractor or certified electrician.</li> <li>• 1 quotation for materials from a hardware/electrical supplier if not included in the contractor quotation.</li> <li>• An original or certified full extract of birth &amp; marriage certificate printed after year 2000 (if applicable).</li> <li>• 4 or more colored photos of the house showing the entire house from different sides including inside the house and surroundings. Photos must be signed and stamped by the Provincial Council and signed by: <ul style="list-style-type: none"> <li>a) Turaga ni Koro for Village; or</li> <li>b) Head of the land owning unit for Mataqali; or</li> <li>c) Head of the Trustees for Community Trust Lease</li> </ul> </li> <li>• Evidence of own contribution towards the project (optional) e.g. personal bank statement, work done from own source, materials on site.</li> <li>• Latest personal bank statement.</li> </ul>
Installation of Solar System	<ul style="list-style-type: none"> <li>• Copy of FEA approved permit (if solar generates electricity)</li> <li>• 1 quotation from a registered solar contractor.</li> <li>• 1 quotation for materials from a solar supplier if not included in the contractor quotation.</li> <li>• An original or certified full extract of birth &amp; marriage certificate printed after year 2000 (if applicable).</li> <li>• 4 or more colored photos of the house showing the entire house from different sides including surroundings and area where solar will be installed. Photos must be signed and stamped by the Provincial Council and signed by: <ul style="list-style-type: none"> <li>a) Turaga ni Koro for Village; or</li> <li>b) Head of the land owning unit for Mataqali; or</li> <li>c) Head of the Trustees for Community Trust Lease</li> </ul> </li> <li>• Evidence of own contribution towards the project (optional) e.g. personal bank statement, work done from own source, materials on site.</li> <li>• Latest personal bank statement..</li> </ul>
Installation of a Water Tank	<ul style="list-style-type: none"> <li>• 1 quotation for water tank and materials.</li> <li>• 1 quotation for labour.</li> <li>• An original or certified full extract of birth &amp; marriage certificate printed after year 2000 (if applicable).</li> <li>• 4 or more colored photos of the house showing the entire house from different sides including surroundings and area where water tank will be installed. Photos must be signed and stamped by the Provincial Council and signed by: <ul style="list-style-type: none"> <li>a) Turaga ni Koro for Village; or</li> <li>b) Head of the land owning unit for Mataqali; or</li> <li>c) Head of the Trustees for Community Trust Lease</li> </ul> </li> <li>• Evidence of own contribution towards the project (optional) e.g. personal bank statement, work done from own source, materials on site.</li> <li>• Latest personal bank statement.</li> </ul>
Progressive Payments	<ol style="list-style-type: none"> <li>1) Cash sale receipts for materials under your name equivalent to the funds paid out to you and as per the approved allocation for material, labour and transport. The date of the receipt must be on or after the date you receive the funds. We will not accept pre-dated receipts and we do not reimburse funds but will be counted as your own contribution towards the project.</li> <li>2) 4 or more photographs showing the entire house from different sides including surroundings and areas showing progress of work. <ol style="list-style-type: none"> <li>a) If the above requirements are not received within 3 months from the last payment date, your application will be cancelled. A letter explaining the reason for delay together with the relevant document(s) stated in 1 &amp; 2 above will be required to reactivate the application.</li> <li>b) If the above documents are not received within 1 year from the last payment date, your application will be terminated. You will be required to fully repay the last unaccounted transfer sum before any withdrawal can be permitted by the Fund.</li> </ol> </li> </ol>

**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

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