FIJI NATIONAL PROVIDENT FUND

securing your future

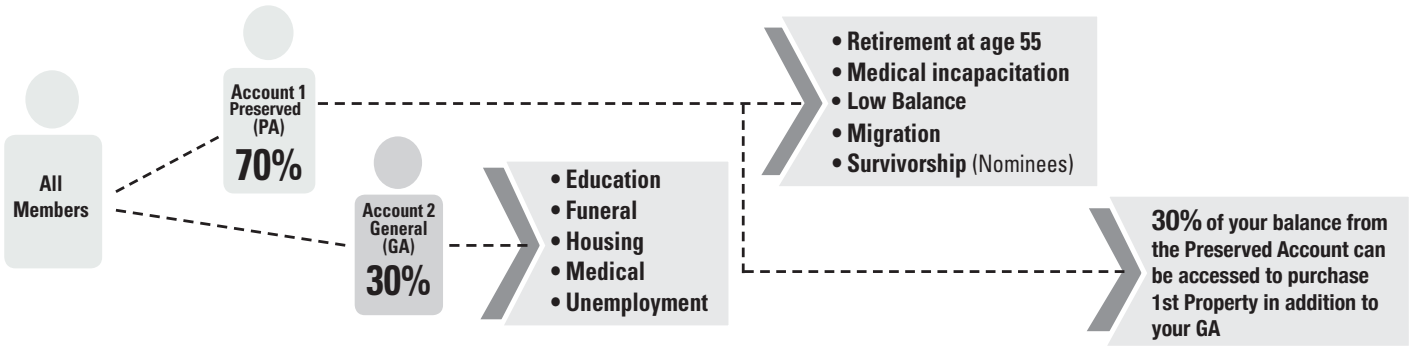
VILLAGE HOUSING/ MATAQALI/ COMMUNITY TRUST APPLICATION

Please complete using black or blue ink pen using BLOCK letters. Print "X" to mark boxes where applicable and ensure that the form is complete before submission. The use of correction fluid/tape is not allowed. You are required to sign beside any amendments made in the form.

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.

EXPLANATORY NOTES:

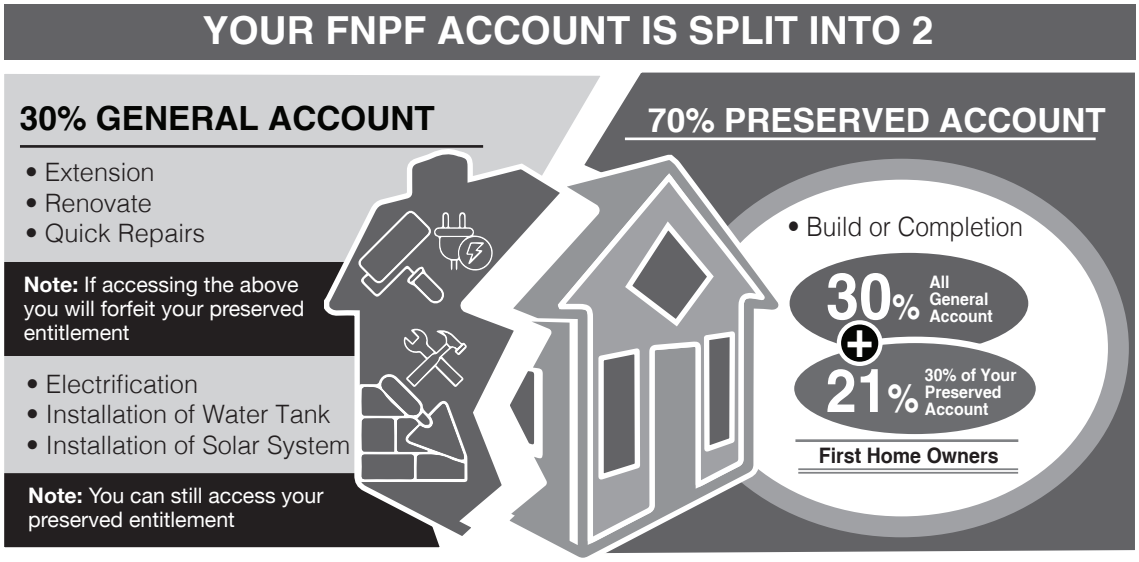
1. Any Early Withdrawal will reduce your future Withdrawal Entitlement and your retirement funds upon reaching the qualifying age of 55 years or upon full withdrawal.
2. Members will not be allowed any further housing transfers if they have unaccounted housing withdrawal amounts.



WHO CAN APPLY FOR ASSISTANCE?

1. Members can only access 30% of their Preserved Account if it is their *first* FNPF housing transfer for the purpose of building a house in the village for current or future occupancy for the Member and his/her family.
2. Assistance for Extensions, Renovations and Quick Repairs purposes are restricted to General Account Balance only.
3. Having accessed Housing Assistance under the purpose mentioned in 2) above will automatically disqualify you from accessing your 30% of Preserved Account Balance as mentioned in part 1) above
4. Members are entitled to any subsequent transfer provided they have sufficient funds in their General Account.
5. A Member who has withdrawn for Electrification or Installation of Solar System or Water Tank can access the 30% of his/her Preserved Account Balance subject to this being their *first* FNPF housing transfer to build a house in the village for current or future occupancy for the Member and his/her family.
6. The amount that can be accessed by the Member is the sum of up to 100% of their General Account Balance and up to 30% of their Preserved Account Balance on the date of withdrawal.
7. A Member who has previously withdrawn an amount less than $5,000 for housing assistance prior to 1st November 2014 is entitled to access the 30% of their Preserved Account Balance.
8. If the Member had taken previous housing assistance and misused the funds, he/she is required to provide acquittals or repay the last transferred amount before any future housing withdrawal can be permitted by the Fund.

Housing Eligibility



QUALIFYING CONDITIONS:

1. The house is within the registered village boundary as defined in the iTaukei Affairs Act;
2. The applicant is a Member of the mataqali or land owning unit. If house is on or will be build on mataqali land, only bonafide Members **(VKB Registered)** of the mataqali can be assisted;
3. The Applicant should be a Member of the FNPF approved community which has a registered title or lease held in trust;
4. A Member can access a minimum of $1,000 to $5,000 for quick repairs and may re-apply after 3 years;
5. A Member can access above $5,000 for structural renovation and/or approved extension works
6. Members should have a Minimum Housing Eligibility of $15,000 or more for construction of a residential home.
7. Labour and transportation costs are to be within 30% of the total project cost.

WHO NEEDS TO COMPLETE THIS FORM?

This form will need to be completed by a Member seeking housing assistance to either build, extend, renovate, do quick repair, install solar system, carry out electrical wiring works or install water tank.

WHAT DOCUMENTS WILL I NEED TO SUBMIT WITH THIS APPLICATION?

The Member will need to fill out the 9V01 Application Form and submit with the relevant requirements listed on pages 7-8. The Member must also submit a certified copy of his/her birth certificate printed after year 2000. If you have recently made changes to your name, please submit latest birth certificate extracted post September 2021.

WHERE CAN I LODGE MY APPLICATION?

You can lodge your application at any of our FNPF office nearest to you or email your application to **Information@fnpf.com.fj**

HOUSING REPLENISHING AND REPAYMENT

1. Members who have accessed 51% of the current balance for first housing transfer will be required to replenish their preserved account. Any future contributions received in respect of the Member must be credited to the Member's preserved entitlement for 5 years or until the amount so credited equals the amount withdrawn from the preserved account.
2. Members who had accessed preserved account for COVID Housing Assistance will be required to replenish their preserved account. Any future contributions received in respect of the Member must be credited to the Member's preserved entitlement for 5 years or until the amount so credited equals the amount withdrawn from the preserved account. Any additional contribution will need to replenish the drawn Preserved amount before the General account.
3. Members can repay into their account the amount that was withdrawn for housing assistance.

SECTION A – 51% HOUSING ENTITLEMENT INDEMNITY

I fully understand that this withdrawal will affect my future entitlement to withdraw from Preserved Account.
I agree and authorise the Fund to proceed with this application.

Sign by Primary Aplicant:

Sign by Secondary Aplicant:

FNPF Staff

Name & Signature:

SECTION B – WITHDRAWAL TYPE

1. Withdrawal Land – type

☐ Village ☐ Mataqali ☐ Community Trust

2. Indicate the purpose of withdrawal:

☐ Build/Complete ☐ Extension ☐ Renovation ☐ Quick Repairs

☐ Solar System ☐ Electrification ☐ Water Tank

3. Home ownership

☐ Own ☐ Family ☐ Others

SECTION C – PERSONAL DETAILS

PRIMARY APPLICANT

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

3. Full Name (as on Birth Certificate):

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

6. Gender: F M 7. Relationship to other applicants

8. Current Employer:

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

10. Email: 11. a) Postal Address:

b) Residential Address:

12. Preferred Communication - ☐ Mobile ☐ Email ☐ Postal 13. ☐ Opt for Marketing Emails **[Y or N]**

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

SECONDARY APPLICANT

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

3. Full Name (as on Birth Certificate):

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

6. Gender: F M 7. Relationship

8. Current Employer:

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

10. Email: 11. a) Postal Address:

b) Residential Address:

12. Preferred Communication - ☐ Mobile ☐ Email ☐ Postal 13. ☐ Opt for Marketing Emails **[Y or N]**

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

SECTION D - VILLAGE DETAILS

Complete the details applicable to you

Village Name	
Tikina	
Province	
***(or)* Mataqali Name:**	
NLC Number	
Tikina	
Province	
***(or)* Community Trust Name:**	

SECTION E – REQUEST AMOUNT

Primary Applicant : **$**

Secondary Applicant : **$**

SECTION F – FINANCE DETAILS

1. a) SELF BUILT

Material Cost:	**$**
Labour Cost:	**$**
Transport Cost:	**$**
Total Project Cost:	**$**
Cash Contribution (if any):	**$**

***OR* b) CONTRACTOR**

General Contractor Amount:	**$**
Cash Contribution (if any):	**$**
Contractors Name:	
Contractors Office Address:	
Contractors Office Contact:	

2. BREAKDOWN OF PROJECT COST (Submit additional sheet if need be)

STAGE	DETAILED SCOPE OF WORK	MATERIAL COST	LABOUR COST	TRANSPORTATION COST	TOTAL COST FOR STAGE(S)
1					
2					
3					
4					
5					
Total Costing		**$**	**$**	**$**	**$**

Note: Projects more than $30,000, Member will be required to submit a Quantity Surveyors or Civil Engineer's Report

Material Cost	**$**
Labour Cost	**$**
Transportation Cost	**$**
Total Project Cost	**$**

Labour & Transport cost to be within 30%of Total project cost

SECTION G — CERTIFICATION FROM AUTHORISED OFFICERS

This is to confirm that (primary applicant) _____ and

(secondary applicant) _____ are bonafide Members of

(Village/ Mataqali/Community Trust) _____

We, the undersigned grant our consent for the above request. We also give our full authorization for access of our village/ mataqali/community trust for FNPF Officers to carry out necessary inspections/investigations/interviews in regards to the above Members request.

VILLAGE (WITHIN VILLAGE BOUNDARY)

Turaga ni Koro or Village Councilor for Rotuma, Rabi

Name: _____ Signature: _____

Phone Contact: Home/Mobile: _____

Liuliu ni Yavusa or District Officer to sign if Liuliu ni Yavusa post is vacant

Name: _____ Signature: _____

Phone Contact: Home/Mobile: _____

Roko or Assistant Roko to verify post holders

Name: _____ Signature: _____

Designation: _____ Phone Contact: Work/Mobile: _____

(or) MATAQALI (OUTSIDE VILLAGE BOUNDARY, WITHIN MATAQALI LAND)

Turaga ni Mataqali

Name: _____ Signature: _____

Phone Contact: Home/Mobile: _____

Turaga ni Koro or Village Councilor for Rotuma, Rabi

Name: _____ Signature: _____

Phone Contact: Home/Mobile: _____

Liuliu ni Yavusa or District Officer to sign if Liuliu ni Yavusa post is vacant

Name: _____ Signature: _____

Phone Contact: Home/Mobile: _____

Roko or Assistant Roko to verify post holders

Name: _____ Signature: _____

Designation: _____ Phone Contact: Work/Mobile: _____

Native Lands Commission Officer

Name: _____ Signature: _____

Designation: _____ Phone Contact: Work/Mobile: _____

(or) COMMUNITY TRUST (APPROVED TRUSTEE)

Head of Trustee or Appointed Representative

Name: _____ Signature: _____

Phone Contact: Home/Mobile: _____

Lands Department Representative

Name: _____ Signature: _____

Designation: _____ Phone Contact: Work/Mobile: _____

SECTION H – SKETCH MAP OF LOCATION (Indicate significant landmark e.g. Church, Shop, School,Village Hall)

SECTION I – LOCAL BANKING DETAILS

PRIMARY:

Account Name:

Bank Name: Account No:

SECONDARY:

Account Name:

Bank Name: Account No:

SECTION J – MEMBER DECLARATION

I understand and agree that:

a) My application is subject to the provisions of Schedule 3 and Section 58 of the FNPF Act 2011 (Act No. 52), the Amended Act No.77, 2012 and Housing Finance Assistance Regulations, gazetted on 17th September 2013 and all such terms and conditions that may be imposed from time to time.

b) I have read, understood and answered all the questions. The particulars provided by me are true and correct.

c) I hereby indemnify the FNPF Board from any liability whatsoever, including any loss of benefits that may arise or for any such other event or acts of a third party which may occur in the interim period or thereafter of approving my application.

d) This authority may be exercised if my application is approved and I hereby apply and authorize for payment to be made to my given local bank account and that it will be deemed a proper discharge by FNPF of funds held in my account.

e) The funds are to be utilized only for the purpose it was approved. If the funds are utilized outside the approved purpose, the Fund reserves the right to hold further withdrawals. Any misuse of funds may result in prosecution.

f) Any withdrawal will reduce my retirement funds and affect my entitlement for any future withdrawals.

g) 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.

Primary Applicant

Left thumb print of Member

Signature of Member (As in FNPF Records)

Date:

Signature of Witness:

Name and phone contact of Witness:

Secondary Applicant

Left thumb print of Member

Signature of Member (As in FNPF Records)

Date:

Signature of Witness:

Name and phone contact of Witness:

Housing Assistance	Documents Required
Building a house	• Copy of structured detailed building plan • Registered Quantity Surveyors estimate or Civil engineers report for project costing above $30,000. • 1 detailed 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. ***(Note: Preferable a registered licensed builder who can read your plan and build according to plan so that it is structurally safe).*** • 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: a) Turaga ni Koro for Village; or b) Head of the land owning unit for Mataqali; or c) Head of the Trustees for Community Trust Lease • Mataqali Land application will require Members to submit NLC confirmation and Map of building site • An original or certified full extract of birth & marriage certificate printed after year 2000 (if applicable). • Evidence of own contribution towards the project (optional) e.g. personal bank statement, work done from own source, materials at hand. • Latest personal bank statement
Quick Repairs	• 1 detailed 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. ***(Note: Preferable a registered licensed builder who can read your plan and build according to plan so that it is structurally safe).*** • An original or certified full extract of birth & marriage certificate printed after year 2000 (if applicable) • 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: a) Turaga ni Koro for Village; or b) Head of the land owning unit for Mataqali; or c) Head of the Trustees for Community Trust Lease • Mataqali Land application will require Members to submit NLC confirmation and Map of building site • Evidence of own contribution towards the project (optional) e.g. personal bank statement, work done from own source, materials on site. • Latest personal bank statement
Renovate or Extension	• Copy of structured detailed extension plan • Registered Quantity Surveyors estimate or Civil engineers report for project costing $30,000 and above. • 1 detailed 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. ***(Note: Preferable a registered licensed builder who can read your plan and build according to plan so that it is structurally safe).*** • An original or certified full extract of birth & marriage certificate printed after year 2000 (if applicable). • 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: a) Turaga ni Koro for Village; or b) Head of the land owning unit for Mataqali; or c) Head of the Trustees for Community Trust Lease • Mataqali Land application will require Members to submit NLC confirmation and Map of building site • Evidence of own contribution towards the project (optional) e.g. personal bank statement, work done from own source, materials on site. • Latest personal bank statement

Housing Assistance	Documents Required
Electrification	• Copy of EFL approved permit (if applicable) • 1 detailed quotation from a registered electrical contractor or certified electrician. • 1 quotation for materials from a hardware/electrical supplier if not included in the contractor quotation. • An original or certified full extract of birth & marriage certificate printed after year 2000 (if applicable). • 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: a) Turaga ni Koro for Village; or b) Head of the land owning unit for Mataqali; or c) Head of the Trustees for Community Trust Lease • Mataqali Land application will require Members to submit NLC confirmation and Map of building site • Evidence of own contribution towards the project (optional) e.g. personal bank statement, work done from own source, materials on site. • Latest personal bank statement.
Installation of Solar System	• Copy of EFL approved permit (if applicable) • **1 detailed quotation from a registered licensed solar contractor subject to verification by Department of Energy. Subcontractors will be required to submit Wiremens License.** • 1 detailed quotation for materials from a solar supplier if not included in the contractor quotation. • An original or certified full extract of birth & marriage certificate printed after year 2000 (if applicable). • 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: a) Turaga ni Koro for Village; or b) Head of the land owning unit for Mataqali; or c) Head of the Trustees for Community Trust Lease • Mataqali Land application will require Members to submit NLC confirmation and Map of building site • Evidence of own contribution towards the project (optional) e.g. personal bank statement, work done from own source, materials on site. • Latest personal bank statement..
Installation of a Water Tank	• 1 quotation for water tank and materials. • 1 quotation for labour. • An original or certified full extract of birth & marriage certificate printed after year 2000 (if applicable). • 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: a) Turaga ni Koro for Village; or b) Head of the land owning unit for Mataqali; or c) Head of the Trustees for Community Trust Lease • Mataqali Land application will require Members to submit NLC confirmation and Map of building site • Evidence of own contribution towards the project (optional) e.g. personal bank statement, work done from own source, materials on site. • Latest personal bank statement.
Progressive Payments	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.** 2) 4 or more colored photos showing the entire house from different sides including surroundings and areas showing progress of work. 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 & 2 above will be required to reactivate the application. 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 housing withdrawal can be permitted by the Fund.