

Background

The rules made pursuant to the Superannuation (General Provisions) Act 2002 (as amended) ("Super Act"), are as follows:

Purpose of Advance

- i) Purchase/Construction of your principal place of residence.
- ii) Renovation/Maintenance of principal place of residence.

Eligibility

- i) First Advance Withdrawal
 - Must be a member of an Authorised Superannuation Fund (ASF) for five (5) years or more (the 5 years includes membership of previous ASFs).
 - Withdrawal not to exceed 100% of the Member's own contribution (excludes employer portion + interest) and cannot be paid directly to the Member.
- ii) Further Advance Withdrawal
 - First Advance withdrawn must be fully repaid to NASFUND before applying for a new Advance.
 - Further Advance by a Member cannot exceed the First Advance amount.

Member Obligation

- i) Member to repay Housing Advance by a further 2% of contributions from the employee portion until is repaid in full.
- ii) Purchase of land or purchase and/or construction of dwelling must occur within six months of an Advance.
- iii) A declaration of completion must be furnished to NASFUND on finalisation of the purchase or completion of the construction or addition to a house.

Breach of Conditions of Advance

Any breach of the Super Act or failure to use the Housing Advance will render the application void and the Fund will seek to recover the Advance in full.

Amendments

Members will be informed of any amendments to these guidelines through a general circular and notice from NASFUND.

Section 1: Details of Employee

Membership Number:

Payroll Number:

Given Name:

Surname:

Annual Gross Salary: K

Annual Net Salary: K

Details (Current Principle Place of Residence):

Village:

District:

Town:

Province:

Section:

Allotment:

Purpose of Advance:

- Purchase of Dwelling House
- Construction of Dwelling House
- Additional/Substantial alteration or improvements
- Purchase of approved household items

Section 2: Amount of Advance and Requirements

Amount of Advance required: K

- i) Purchase of Residential Place
 - Copy of Land Title
 - Letter of Offer
 - Contract of Sale
 - Letter from Bank for Home Loan approval
 - Employer Confirmation Letter
 - Current Payslip showing 2% deduction
 - Copy of valid ID (Nasfund, Passport, work ID).

- ii) Construction / Renovation of Principle Place of Residence:
 - Copy of Land Title / Clan Land Usage Agreement Form
 - Quotation obtained from Hardware Supplier
 - Employer Confirmation Letter
 - Current Payslip showing 2% deduction
 - Copy of valid ID (Nasfund, Passport, work ID).

Section 3: Declaration and Conditions of Advance

I declare that:

- (a) the Advance is required for the sole purpose of purchasing or constructing **my principal place of residence** and must be used for that purpose;
- (b) I have been a Member for a continuous period of not less than five (5) years; and
- (c) **I will effect 2% repayment to indicate on my payslip before NASFUND releases the Advance.**

If this application is approved, then I undertake to comply with and agree to be bound by the following terms and conditions:

- (d) I must increase the rate of my contributions to NASFUND by a further 2% until the accumulated funds are restored to the level that would have applied in the absence of the withdrawal; and if the 2% repayments is not yet effected, NASFUND has the right to demand Employers to effect deductions;
- (e) If the residence is sold prior to the completion of point (a) above, than I shall, from the proceeds of the sale, repay the outstanding balance of the Advance to NASFUND or if you have transferred to another ASF.
- (f) NASFUND must be entitled to charge and withdraw the administrative costs of the Advance from my NASFUND account.
- (g) The Advance shall be paid directly to:
 - (i) the bank or financial institution if additional loan is required; or
 - (ii) the vendor; or NASFUND (or another ASF transferred to) the same amount advanced to me;
 - (iii) building materials supplier.
- (h) The construction or purchase of the dwelling house/site shall be commenced or settled, as the case maybe within six (6) months of the withdrawal of the Advance; and
- (i) If the purchase or construction does not materialise or there is a breach of these conditions then NASFUND must be entitled to recover the entire amount of the Advance from the Member, if not refunded.

Mobile No.:

Postal Address:

Email Address:

Signature or Right Hand Thumb impression of Member:

Dated:

Section 4: Employer Declaration - To be made by Authorised Representatives only

I hereby certify that I have been advised and verify that the particulars relating to the Member/Employee provided in this application are true and correct. I also consent for a further 2% from the Employee's contribution to be remitted to NASFUND until the accumulated funds to the credit of the Employee are restored to the level prior to withdrawal.

Name:

Designation:

Signature:

Dated:

Employer Stamp Here:

We, the undersigned being representatives of _____ Clan from
 _____ Village, in Sub-District of _____ Province, Hereby acknowledge
 that (Member Name) _____ has the right under Customary Land for his/her family entire
 life for the purpose of constructing a dwelling house. We certify that all the Village and Clan Leaders of this community
 have given their consent and further authorise the member to improve the piece of land for the benefit of his/her family.

1. Name: _____
 (Clan Elder/Village Elder) (Signature) (Date)

2. Name: _____
 (Clan Elder/Village Elder) (Signature) (Date)

3. Name: _____
 (Clan Elder/Village Elder) (Signature) (Date)

4. As the Priest/Paster/Church Leader of this Community known as _____
 I certify that the above person is a member of this Community and that all the above signatures are
 leaders for the said Cland and Village.

Name: _____ Title _____ Signature _____

Date: _____

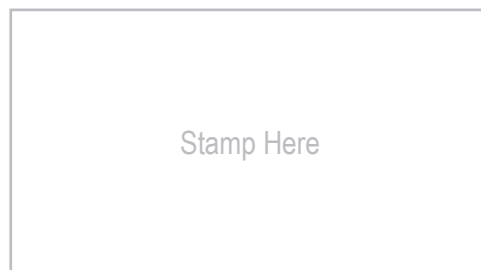
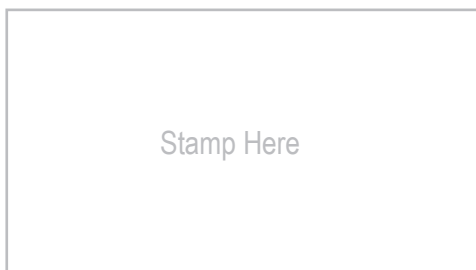
5. This Member is entitled to the area of land called _____
 and bordering the following visible signs:

_____ (stone/creek/tree/[other distinctive features], as per description attached)

6. Member Name: _____ Signature: _____

Date: _____

7. Stamped by two of the following: Local church stamp; village stamp; local community government stamp;
 or local Commissioner for Oaths.



To: The Payroll Officer

Employer Name:

Postal Address:

Section 1: Details of Employee

This arrangement remains in place and cannot be altered or adjusted without the consent and approval of NASFUND until the advance is fully restored.

Membership Number:

Payroll Number:

Given Name:

Surname:

Housing Repayment Rate (minimum 2%): %

Section 2: Member Authorisation

I authorise Payroll to deduct the above mentioned percentage from my pay towards my Housing Advance repayment.

Signature:

Dated:

Section 3: Employer Confirmation - To be made by Authorised Representatives only

The Company/Employer of the above employee hereby acknowledges the direction and authority and undertakes to act accordingly.

Name:

Designation:

Signature:

Dated:

Employer Stamp Here:

Please ensure the 2% repayment is separated from the normal 6% superannuation contribution in the Housing Advance percentage column on the remittance schedule. Optionally a member may increase their repayment rate.

Note: Please forward a completed copy of this form to the NASFUND Housing Advance Section for record purposes.

Insert ID Size
Photo Here

Section 1: Personal Details

Employer Code	Payroll Number	Membership Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Employer Name:	<input type="text"/>	Postal Address:	<input type="text"/>
Given Name:	<input type="text"/>	Surname:	<input type="text"/>
Date of Birth:	<input type="text"/>	Male: <input type="checkbox"/> Female: <input type="checkbox"/>	Marital Status: <input type="text"/>
Village:	District:	Province: <input type="text"/>	
Country:	<input type="text"/>	Date started Work:	<input type="text"/>
Mobile No.:	<input type="text"/>	Email Address:	<input type="text"/>

Section 2: Beneficiary Details

I hereby nominate the persons below to receive the amount standing to my credit in the event of my death: (guardian excludes undersigning members).

(i) Nominee one 1 (who must be an adult) is thereby declared to facilitate the withdrawal process. (ii) Where all nominees are minor, the guardian facilitates the withdrawal process. (iii) Where the guardian passes on when nominees are minor, nominees will claim entitlements only when they each attain 18 years of age.

Name of Nominees	Nominee Date of Birth	Relationship to Member	Name of Guardian	Percentage
1.				
2.				
3.				
4.				
5.				

 Nominee one (1) / Guardian Specimen Signature:

Note: Your total percentage for all nominees must add up to 100%. (Where a member elects more than five nominees, the same form is filled twice).

Section 3: Details of Previous Employer(s)

Name of previous Employer(s) 1. <input type="text"/>	Employment Date: <input type="text"/>
2. <input type="text"/>	Employment Date: <input type="text"/>
3. <input type="text"/>	Employment Date: <input type="text"/>
Previous NASFUND Member Number: <input type="text"/>	

Section 4: Consent to be Registered for Electronic Services

In ticking the following boxes, I give consent to:

Online
 App
 SMS (Select SMS PIN option. Designate own PIN or Receive system generated PIN)

Section 5: Member Confirmation

I confirm that I have fully understood the contents of this form that was read to me or written by me are true & correct in every particular.

Signature: Dated:

Section 6: Employer Confirmation - To be made by Authorised Representatives only

I confirm that the inserted image above belongs to this person, is a current employee and no alterations were made or noted at the time of signing this form.

Name: <input type="text"/>	Employer Stamp Here:
Designation: <input type="text"/>	
Signature: <input type="text"/> Dated: <input type="text"/>	