



LIMITED

APPLICATION FOR HOUSING ADVANCE

The Form must be completed **IN FULL** by the Member and all required documents must be submitted together with this Application.

Full Name: _____ Age: _____

Payroll No.: _____ Nambawan Super No.: _____

Full Postal Address: _____

Village: _____ District: _____ Province: _____

Employer: _____ Telephone No: _____ Mobile No: _____

Salary (Gross Per Annum) K _____ Fax No: _____ Email Address: _____

Occupation: _____ Date Joined Fund: _____

Please tick (✓) the category in which your application will fall under.

- Building Renovate/Extension Purchase (**Applicable to urban area only*)

Indicate where the house will be situated.

- 1 In the Village Clan Land 2 Town Settlement 3 Urban Leasehold Land
 4 Rural Freehold Land 5 Urban Freehold Land 6 Agriculture Leasehold Land

Location of Property:

A. Allotment: _____ Section: _____ Town/Suburb: _____

Volume: _____ Portion: _____ Folio: _____

B. Settlement Block (Specify): _____

C. Customary/Village

Land(Specify).....

AMOUNT OF ADVANCE REQUIRED: K _____

(100% of Member Contributions Only)

Breakup of Costs:-

- Cost of Materials - K.....
- Cost of Transport & Labour - K.....
(Maximum: K600.00)

Have you previously received a Housing Advance? If yes, amount granted K.....
Year Housing Advance granted

*Total	K
Nambawan Super Advance	K
Contribution by Member	K
Bank Loan	K
Other (Specify)	K _____
*Total	K

**Please complete this Form and send to: The Manager – Member Benefits
P O Box 483 Port Moresby- National Capital District.**

Reg. Sec. 8

Clan Land Usage Agreement
(Only to be completed by members who apply to build/renovate in the village)

We, the undersigned being representative of Clan fromVillage, in Sub-District of Province, hereby acknowledge that has the right under Customary Land Right for his/her family entire life for the purpose of constructing a dwelling house for his/her family. 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. Name:
(Village Magistrate/Councillors) (Signature) (Date)

5. As the Priest/Pastor/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 of the said Clan and Village.

Name:.....Title: Signature..... Date:.....

6. Mr./Ms..... is entitle to the area of land called

and bordered by the following visible signs:

_____ **(Stone/creek/tree/other distinctive features, as per description attached)**

7. Stamped by **two (2)** of the following: Local church stamp; village stamp; local community government stamp; or local Commissioner of Oaths.



Stamp



Stamp

STATUTORY DECLARATION
(To be completed by all Applicants for Housing Advance Monies)

HOUSING ADVANCE SCHEME

I, **(a)**do solemnly and sincerely declare that

- (b)**
1. "I am an automatic PNG Citizen" And I further declare that "I intend to purchase/carry out improvements or extensions/build/*on land situated at.....And intend to permanently reside in such home.
 2. And I further declare that neither my wife/husband* nor myself has previously benefited under the Funds Housing Scheme.
 3. And I further declare and acknowledge that a term and condition of any Housing Advance to me by the Fund is that if any of my Statements contained herein are found to be false statements, then the Fund is entitled to demand and to receive full repayment of any and all monies advanced to me by the Fund.

AND I MAKE this solemn declaration by virtue of the Oaths, Affirmations and Statutory Declaration Ordinance 1962 as amended to date conscientiously believing the Statements contained therein to be true in every particular.

Declared at:..... **(c)**
Before me

the day of

(d)

(e)

-
- (a) Here insert name, address and occupation of person making the declaration.
 - (b) Here insert the matter declared to. Where the matter is long it should be set out in numbered paragraphs.
 - (c) Signature of person making the declaration.
 - (d) Signature of person before whom the declaration was made.
 - (e) Here insert title of person before whom the declaration was made.

NOTE:- Any person who wilfully makes a false statement in a Statutory Declaration is guilty of an indictable offence, and is liable to imprisonment, with or without hard labour for four years.

EMPLOYER ENDORSEMENT

I, _____ (Name of Officer) employed in the capacity of _____ (designation) hereby certify that I have been advised and verify that the particulars relating to the member/employee provided in this application is true and correct. I also consent for a further 2% from the employer's contribution to be remitted to **NAMBAWAN SUPER LIMITED** until the accumulated funds to the credit of the member/employee are repaid in full prior to withdrawal.

Signature of Applicant

Employer Signature



Company Stamp

Dated this.....day of.....20.....

PAPUA NEW GUINEA

STATUTORY DECLARATION

I, *(a)*

Do solemnly and sincerely declare that:- *(b)*

And I make this solemn declaration virtue of this Oath, Affirmations and Statutory Declarations Act 1962 conscientiously believing the statements contained therein to be true in every particular.

Declared at.....) (c).....
Before me

the.....) day of.....

(d).....

(e).....

- (a) Here insert name, address and occupation of person making the declaration.
- (b) Here insert the matter declared to. Where the matter is long it should be set out numbered paragraphs.
- (c) Signature of person making the declaration.
- (d) Signature of a person before whom the declaration is made.
- (e) Here insert title of person whom the declaration is made.

Note--- Any person who wilfully makes a false statement in a Statutory Declaration is guilty of an indictable offence and is liable to imprisonment with or without hard labour for four (4) years.

PAPUA NEW GUINEA

STATUTORY DECLARATION

I, *(a)*

Do solemnly and sincerely declare that:- *(b)*

And I make this solemn declaration virtue of this Oath, Affirmations and Statutory Declarations Act 1962 conscientiously believing the statements contained therein to be true in every particular.

Declared at.....) (c).....
Before me

the.....) day of.....

(d).....

(e).....

- (f) Here insert name, address and occupation of person making the declaration.*
- (g) Here insert the matter declared to. Where the matter is long it should be set out numbered paragraphs.*
- (h) Signature of person making the declaration.*
- (i) Signature of a person before whom the declaration is made.*
- (j) Here insert title of person whom the declaration is made.*

Note-- Any person who wilfully makes a false statement in a Statutory Declaration is guilty of an indictable offence and is liable to imprisonment with or without hard labour for four (4) years.

LIST OF REPUTABLE HARDWARE/SUPPLIERS WHERE MEMBERS ARE TO OBTAIN QUOTATIONS

SOUTHERN REGION	NGI REGION	MOMASE REGION	HIGHLANDS REGION
Port Moresby	Buka-ARB	Lae-Morobe Province	Goroka-EHP
Niugini Steel Corporation	Buka Metal Fabricators	Plumbers & Builders	Mitre Hardware
CE Hardware	Barlow Industries	Niugini Building Supplies	Brian Bell & Co. Ltd
Badili Hardware	Agmark Pacific Ltd	Mainland Plumbing & H/Ware	Hardware Haus
Bowmans Ltd	Patjoen Trading & H/Ware	Atlas Steel	Goroka Didiman
Steel Industries	Eagle Hardware Supplies	Barlow Industries	Summer Institute of Linguistics
Carpenters Hardware	Rabaul-ENBP	Plumbtrade Ltd	Gloem Hardware
Monier Ltd	Plumbers & Builders Supplies	Agmark Pacific Ltd	Mt. Hagen-WHP
Mainland Plumbing & H/Ware	Barlow Industries	Hardware Haus	Brian Bell & Co. Ltd
Atlas Steel	BNBM PNG Limited	Best Buy Group Lt	Hardware Haus
Barlow Industries	Agmark Pacific Ltd	Esco Ltd	Niugini Bldg Supplies
Hardware Haus	Nivani Ltd	Pipe Maker (<i>A division POM</i>	Esco Ltd
BNBM PNG Limited	Esco Ltd	<i>Plumbing Supplies</i>)	Gilsenan Melpa
Plumbers & Builders Supplies	Hardware Haus	Seeto Kui Holdings Ltd	S.T.C Wapenamanda Voc. Centre
Esco Limited	Brian Bell & Co. Ltd	Wewak-East Sepik Province	Mendi-SHP
Brian Bell & Co. Ltd	Kimbe-WNBP	Garamut Enterprises	Kepi Vocational Centre
Daru-Western Province	Malama Hardware	Narakobi Vocational Centre	Pabeson Mini Hardware
Tabubil Hardware	Kimbe Bay Shipping Agencies	Hardware Haus	Kundiawa-Simbu Province
CPL Kiunga Hardware	Agmark Pacific Ltd	Vanimo-Sandaun Province	Sika Limited
Kuntila No. 3 Ltd	Nivani Ltd	Aitape Sawmill Ltd	Wabag-Enga Province
New Century Ltd	RJJ Investment Ltd	Pius & Sons Mini Sawmill	Pombapus Ltd
Alotau-Milne Bay Province	Kavieng-NIP	Aitape Foundation Limited	
Alotau Hardware	Agmark Pacific Ltd	Best Buy Group Ltd	
Alotau Enterprises	Island Building Supplies	Vanimo Trading Company	
Gilsenan Melpa	Lakaka Hardware Ltd	Vanimo Forest Products	
Popondetta-Oro Province	Lorengau-Manus Province	Madang-Madang Province	
Hardware Haus	Hardware Haus	Brian Bell & Co. Ltd	
Ambogo Sawmill	Handyman & H/Ware Supplies	BNBM PNG Ltd	
Price Rite Enterprises		Carpenters Hardware	
VDC Specialised Training Centre		MBS Hardware <i>(Formerly Rabtrad)</i>	
		Madang Hardware	

GUIDELINES FOR THE HOUSING ADVANCE SCHEME

1. Under the Housing Advance Scheme the Board may provide financial assistance to members in the form of advances for housing purposes.
2. To qualify a member must have contributed to Nambawan Super Limited or other. Authorised Superannuation Funds for a minimum of five years.
3. The advance is to be used for the purchase/renovation & extension/construction of a house that currently is or will immediately be the principal place of residence for the member, where he lives and go to work.
4. The maximum advance available is the member's balance of contributions ***only*** excluding the interest and state share.
5. The residence may be built on State Lease or on Customary Land.
6. If a member is transferring to another location permanently (that is, for a period exceeding one year), the residence may be rented out.
7. A member is eligible irrespective of whether he/she is married or not or whether he/she has another house(s) that was or were brought without any assistance under this scheme.
8. An administrative processing fee of K50.00-K150.00 will be charged to the member's account.
9. Where the residence is sold the member must repay the balance of the advance outstanding in full.
10. A further advance may be given to the member where the residence is sold and/or the advance is fully repaid.
11. The member must provide proof of title/ownership over the land.
12. Where the residence is to be built on customary land, a Clan Land Usage Agreement section must be completed with authorization stamps from the appropriate village authorities before the advance can be considered.
13. Where additional funds are required the advance can only be paid to the financial institution (Commercial Banks, etc) providing the additional funding as equity portion and may only be drawn for the purpose of purchasing or building a residence.
14. Where additional funds are not required the advance can only be paid directly to the vendor if purchase case or a reputable builder/material supplier if for renovation & extension or building a dwelling house.
15. If member is applying for labour and transport arrangement as well, Nambawan Super Ltd can only assist him/her with the maximum of K600.00. Any exceeding cost will be required to be met by the member.
16. Members may only be granted an advance where they undertake to repay the advance by way of additional mandatory member contributions at a minimum of 2% of normal pay, however higher repayments are encouraged.
17. The member must provide payslip showing first pay deductions for the housing advance before the one-off cheque payment is released.