



APPLICATION PROCEDURE AND PROCESS

1 Eligible members make enquires and collect their covid-19 exemption orders application form from any of the following;

- At our temporary formal physical site (to be announced from time to time)
- Branch Office at Auki, Malaita Province and Gizo Western Province.
- Your Employer
- SINPF Website: www.sinpf.org.sb
- Through email address: covid19@sinpf.org.sb

2 Return of Completed Application Forms

For Temporary laid-off Members

Your employer will send completed forms to our Withdrawal section together with their formal letter and list of their temporary laid-off employees.

For Redundant Members (from 1st February 2020)

Your employer will send completed forms to our Withdrawal section confirming that you are being made redundant.

Your employer will be required to write to the Commissioner of Labour advising his office of your redundancy. The Commissioner of Labour will, within a reasonable period of time, provide his statutory waiver so that SINPF can immediately process payment for the 1st 1/3 balance (A copy of the approval letter must be attached.)

For Unemployed up to 31 December 2019 and resident of declared national emergency zone – Honiara

At our temporary formal Honiara High School Hall physical site where our staff review the form with you individually in person for identification and acceptance for processing.

All application forms for this class of members will ONLY be accepted at our temporary site.

For 50 years and above for up to 20%

In Honiara

At our temporary formal physical site where our staff review the form with you individually in person for identification and acceptance for processing.

All application forms for this class of members will ONLY be accepted at our temporary site.

In Branch Offices

At our Gizo & Auki Branch offices where our staff review the form with you individually in person for identification and acceptance for processing



3 Phone enquiries on Eligibility and Balances

Direct lines 25147 and 25149 and mobile 7360522 (during official hours only 8 am to 4.30 pm Mondays to Fridays)

4 Online enquiries on Eligibility and Balances

- Email: covid19@sinpf.org.sb
- Email enquiries-investment@sinpf.org.sb
- SINPF Website: www.sinpf.org.sb
- With an Android Phone you can access an NPF app to check balances (check SINPF website for steps to access).

4 On-line lodging of applications

This option is available to employers who can lodge their employee completed applications through; covid19@sinpf.org.sb

5 Minimum Required Identification (either 1 of the following)

1. **Membership card with photo**
2. **Old membership card with ANY of the following;**
 - a) recent photo or
 - b) valid passport biodata page or
 - c) valid drivers' license or
 - d) 2019 voter identification card
3. **No membership card**
 - a) Complete NPF form 16 and provide ANY of the following;
 - i. recent photo or
 - ii. valid passport biodata page or
 - iii. valid drivers' license or
 - iv. 2019 voter identification card

6 Period of Exemption Orders

1 April 2020 to 30 June 2020

Approved for dissemination – 5th April 2020