RETIREMENT BENEFITS (MORTGAGE LOANS) APPLICATION FORM

3rd Floor, MURBS Building / **Postal**: P.O. Box 9268 – 40141, Kisumu
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ATTACH PASSPORT SIZED PHOTO

I, (Name of Contributor) .....

of PF. Number..... National ID/Passport No.: .....

Phone Number ..... Email Address .....

Postal Address.....Code.....Town.....

KRA PIN No.....and Age (next birthday) .....hereby wish to access ..... per cent (..... %) of my accrued benefits representing Kshs. ..... (figures) for purpose of purchasing a residential house.

AVC Contributions Top-up(Optional)

I also wish to access .....% of my accrued Additional Voluntary Contributions (AVC) representing Kshs. .....(figures) as a top up for the purpose of purchasing the residential house from the institution.

Purchase price: Kshs. ..... Amount in Words.....

.....

.....

Details of the Institution(Vendor):

Name: .....

Physical Address (Office Location): .....

Postal Address.....Code.....Town.....Telephone: .....

Email: ..... KRA PIN No.....

Next of Kin's Information (MUST be above 18 years)

Name: .....

National ID: ..... Relationship to member: .....

Mobile No: ..... Email Address: .....

Retirement Benefits (Mortgage Loans) (Amendment) Regulations, 2020 general guidelines:

1. The purchase price of the residential house shall not exceed its market value
2. The member shall pay all transaction costs related to purchase of the house
3. The accrued benefits accessed by the member shall be taxed as per provisions of the Income Tax Act
4. The Trustees shall retain a copy of the Title of the purchased House and encumber it

Declaration

- *I declare that the above information is true and correct and that I will let the Scheme know of any changes as appropriate*
- *I have read and fully understood the Retirement Benefits (Mortgage Loans) (Amendment) Regulations, 2020 general guidelines and accept the choice I have made with regards to access of portion of my benefits*
- *Payment of the portion of my benefits as specified herein represents* the full and final discharge of Trustees liability to me except for any retained amounts

Signature: ..... Date: .....

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Requirements (Please tick availed documents)

- ☐ A copy of National Identification Card/Passport
- ☐ A copy of KRA Pin Certificate (Member)
- ☐ A copy of KRA Pin Certificate (Institution/Vendor)
- ☐ Certificate of Registration of the institution from where the house is being purchased
- ☐ Official search of the property from the Ministry of Lands (not exceeding 3 months)
- ☐ Market valuation report of the property (not exceeding 3 months)
- ☐ Duly executed Letter of offer witnessed by an advocate
- ☐ A certified copy of the certificate of occupation for the residential house
- ☐ Duly executed sale agreement witnessed by an advocate
- ☐ Copy of title deed/certificate of lease of the residential house
- ☐ Proof of clearance of rent and rates by the institution
- ☐ A copy of National Identification Card or Passport of Next of Kin/Spouse

Approved/ Rejected		**Remarks**	