

# 2024



**FOR OFFICE USE  
REVENUE STAMP**

## RFLAUN

Retirement Fund for Local Authorities  
and Utility Services in Namibia

Income Tax Ref. No.12/1/12/187 Registration No 25/7/7/107

### DIRECT HOUSING LOAN APPLICATION FORM

To be completed by the member using **block letters** or tick  where applicable.

#### 1. MEMBER DETAILS

|                        |  |                       |                |                       |         |
|------------------------|--|-----------------------|----------------|-----------------------|---------|
| PARTICIPATING EMPLOYER |  | FULL NAME             |                | NORMAL RETIREMENT AGE | 60 / 65 |
| TITLE                  |  | FULL NAME             |                |                       |         |
| COMPANY NO:            |  | PHYSICAL ADDRESS      |                |                       |         |
| I.D. NUMBER            |  | POSTAL ADDRESS        |                |                       |         |
| EMAIL ADDRESS          |  |                       |                |                       |         |
| CELL PHONE NO:         |  | DATE OF BIRTH         | DD / MM / YYYY |                       |         |
| MARITAL STATUS         | SINGLE / MARRIED WITH ANC / MARRIED WITHOUT ANC / DIVORCED / WIDOWED |                       |                |                       |         |
| SPOUSE FULL NAME       |  | SPOUSE CELL PHONE NO: |                |                       |         |

#### 2. PROPERTY DETAILS (details of the property for which you are applying for the housing loan)

|   |     |       |                |                                    |  |
|---|-----|-------|----------------|------------------------------------|--|
| PHYSICAL ADDRESS  |     |       |                |                                    |  |
| ERF NO:   |     |       |                |                                    |  |
| OWNER OF PROPERTY   |     |       |                |                                    |  |
| MARKET VALUE<br>(in proclaimed areas)                                     | N\$ | AS AT | ____/____/____ | Confirmed by the Principal Officer |  |
| WHO IS OCCUPYING THE PROPERTY OR WILL OCCUPY THE PROPERTY                 |     |       |                |                                    |  |
| EXPIRY DATE OR REMAINING TERM OF LAND LEASEHOLD AGREEMENT (if applicable) |     |       |                |                                    |  |

Member Initials

To be completed by the member using **block letters** or tick  where applicable.

### 3. LOAN FOR ADDITIONS, ALTERATIONS, MAINTENANCE OR REPAIR OF A RESIDENTIAL DWELLING

|  |  |   |
|--|--|---|
| SUMMARISE NATURE OF IMPROVEMENTS / REPAIRS / ALTERATIONS (itemized quotations must be attached and reflect the member & property details)                |  |   |
|  |  |   |
|  |  |   |
|  |  |   |
| SPLIT OF COSTS   | TOTAL AMOUNT DUE IRO MATERIAL<br>(ATTACH QUOTATION(S) FROM A QUALIFIED BUILDER                               | N\$   |
|  | TOTAL AMOUNT DUE IRO LABOUR<br>(ATTACH QUOTATION(S) FROM A QUALIFIED BUILDER                                 | N\$   |
|  | Labor is paid in instalments of 50% initially and balance upon approval of 2 <sup>nd</sup> progress payment. |   |
| <b>TOTAL ESTIMATE OF COSTS: LOAN AMOUNT APPLIED FOR</b>  |  | <b>N\$</b>  |
| <b>DOCUMENTS REQUIRED (must be attached to this form):</b>   |  |   |
| TITLE DEED or RIGHT OF LEASEHOLD or CUSTOMARY LAND RIGHT CERTIFICATE I.T.O. THE COMMUNAL LANDS ACT AND ANY OTHER APPLICABLE LEGISLATION (certified copy) |  |   |
| CERTIFIED COPY OF MEMBER'S ID  |  | CERTIFIED COPY OF SPOUSE'S ID (in case of joint ownership)                                    |
| CERTIFIED COPY OF MARRIAGE CERTIFICATE (if married with ANC, attach ANC)   |  | MUNICIPAL APPROVED PLANS (in A4 size) SKETCH BY QUALIFIED ENGINEER (not older than 12 months) |
| COPY OF PAYS LIP (not older than 3 months)   |  | HOUSING LOAN BROCHURE SIGNED BY MEMBER  |
| COPY OF LATEST MUNICIPAL ACCOUNT (if applicable) – not older than 3 months   |  |   |

### 4. LOAN TO PURCHASE A RESIDENTIAL DWELLING OR LOAN TO PURCHASE LAND TO ERECT A RESIDENTIAL DWELLING

|  |  |
|--|--|
| <b>LOAN AMOUNT APPLIED FOR</b>   | <b>N\$</b>   |
| <b>DOCUMENTS REQUIRED (must be attached to this form):</b>   |  |
| DEED OF SALE (not older than 3 months) OR OTHER DOCUMENT THAT INDICATES RIGHT TO PURCHASE / INTENT TO PURCHASE | TRANSFERRING ATTORNEY'S LETTER                             |
|  | CERTIFIED COPY OF SPOUSE'S ID (in case of joint ownership) |
| CERTIFIED COPY OF MEMBER'S ID  | COPY OF PAYS LIP (not older than 3 months)                 |
| CERTIFIED COPY OF MARRIAGE CERTIFICATE (if married with ANC, attach ANC)                                       | HOUSING LOAN BROCHURE SIGNED BY MEMBER                     |

Member Initials

To be completed by the member using **block letters** or tick  where applicable.

## 5. LOAN TO REDEEM AN EXISTING HOUSING LOAN WITH A THIRD PARTY

| LOAN AMOUNT APPLIED FOR   | N\$ |  |  |
|---|-----|--|--|
| DOCUMENTS REQUIRED (must be attached to this form)  |     |  |  |
| TITLE DEED or RIGHT OF LEASEHOLD OR CUSTOMARY LAND RIGHT CERTIFICATE I.T.O. THE COMMUNAL LANDS ACT (certified copy) |     |  |  |
| COPY OF MUNICIPAL ACCOUNT   |     | CERTIFIED COPY OF SPOUSE'S ID (in case of joint ownership) |  |
| CERTIFIED COPY OF MEMBER'S ID   |     | COPY OF PAYSIP (not older than 3 months)                   |  |
| CERTIFIED COPY OF MARRIAGE CERTIFICATE (if married with ANC, attach ANC)  |     | HOUSING LOAN BROCHURE SIGNED BY MEMBER                     |  |
| RECENT HOUSING LOAN STATEMENT   |     |  |  |

### 5.1 LOAN TO REDEEM /PARTIALLY REPAY AN EXISTING HOUSING LOAN WITH A THIRD PARTY

| LOAN AMOUNT APPLIED FOR   | N\$ |  |  |
|---|-----|--|--|
| DOCUMENTS REQUIRED (must be attached to this form)  |     |  |  |
| TITLE DEED or RIGHT OF LEASEHOLD OR CUSTOMARY LAND RIGHT CERTIFICATE I.T.O. THE COMMUNAL LANDS ACT (certified copy) |     |  |  |
| COPY OF MUNICIPAL ACCOUNT   |     | CERTIFIED COPY OF SPOUSE'S ID (in case of joint ownership) |  |
| CERTIFIED COPY OF MEMBER'S ID   |     | COPY OF PAYSIP (not older than 3 months)                   |  |
| CERTIFIED COPY OF MARRIAGE CERTIFICATE (if married with ANC, attach ANC)  |     | HOUSING LOAN BROCHURE SIGNED BY MEMBER                     |  |
| SETTLEMENT LETTER WITH A FUTURE SETTLEMENT AMOUNT (future date should not be less than 2 months)                    |     |  |  |
| RECENT HOUSING LOAN STATEMENT <i>i.r.o partial repayment</i>  |     |  |  |

**5.2 FULL REPAYMENT OF EXISTING PENSION BACKED HOUSING LOAN** *a member can only apply for additional facilities under the fund if the last loan date of the existing Pension backed housing loan is older than 3 years*

| LOAN AMOUNT APPLIED FOR   | N\$ |  |  |
|---|-----|--|--|
| DOCUMENTS REQUIRED (must be attached to this form)  |     |  |  |
| TITLE DEED or RIGHT OF LEASEHOLD OR CUSTOMARY LAND RIGHT CERTIFICATE I.T.O. THE COMMUNAL LANDS ACT (certified copy) |     |  |  |
| COPY OF MUNICIPAL ACCOUNT   |     | CERTIFIED COPY OF SPOUSE'S ID (in case of joint ownership) |  |
| CERTIFIED COPY OF MEMBER'S ID   |     | COPY OF PAYSIP (not older than 3 months)                   |  |
| CERTIFIED COPY OF MARRIAGE CERTIFICATE (if married with ANC, attach ANC)  |     | HOUSING LOAN BROCHURE SIGNED BY MEMBER                     |  |
| SETTLEMENT LETTER WITH A FUTURE SETTLEMENT AMOUNT (future date should not be less than 2 months)                    |     |  |  |

Member Initials

To be completed by the member using **block letters** or tick  where applicable.

## 6. REPAYMENT TERM

**Note:** the Member can choose a repayment term, but the period cannot extend past the earlier of:

- the Member's normal retirement date or
- a period of 30 years from the date of granting the loan or
- the duration of the right of leasehold or the customary land right.

If a further loan is consolidated with an existing loan, the **initial** loan's repayment term will apply.

YEARS / MONTHS

## 7. LOAN PAYMENT INSTRUCTIONS

**Note:** indicate to whom the loan funds should be paid; payment will only be made by electronic transfer.

**7.1 PAYMENT TO MEMBER:** the member must provide the correct banking details (verified by **Bank**).

|   |         |                |            |  |  |
|---|---------|----------------|------------|--|--|
| MEMBER (loans for additions, maintenance, or repairs)   |         |                |            |  |  |
| NAME OF ACCOUNT HOLDER  |         |                |            |  |  |
| NAME OF BANK  |         | ACCOUNT NUMBER |            |  |  |
| BRANCH NAME   |         | BRANCH CODE    |            |  |  |
| ACCOUNT TYPE  | CURRENT |                | SAVINGS    |  |  |
| Where payment is made to the Member: Declaration by Bank Official: I declare that the above banking details are those of the above-stated person and have been verified as correct. |         |                |            |  |  |
| BANK OFFICIAL NAME  |         |                | BANK STAMP |  |  |
| BANK OFFICIAL SIGNATURE   |         |                |            |  |  |
| DATE OF SIGNATURE   |         |                |            |  |  |
| Note: All signed off loans by the Principal Officer with recommended valuation report; by any Friday, to be paid the next Friday.   |         |                |            |  |  |

## THIRD PARTY PAYMENTS

**7.2 ATTORNEY TRUST ACCOUNT:** the member must provide the correct bank account details (verified by **Member**).

|   |         |                |         |  |  |
|---|---------|----------------|---------|--|--|
| NAME OF ACCOUNT HOLDER  |         |                |         |  |  |
| NAME OF BANK  |         | ACCOUNT NUMBER |         |  |  |
| BRANCH NAME   |         | BRANCH CODE    |         |  |  |
| ACCOUNT TYPE  | CURRENT |                | SAVINGS |  |  |
| MEMBER SIGNATURE  |         |                |         |  |  |
| DATE OF SIGNATURE   |         |                |         |  |  |
| Note: All signed off loans by the Principal Officer with recommended valuation report; by any Friday, to be paid the next Friday. |         |                |         |  |  |

Member Initials

To be completed by the member using **block letters** or tick  where applicable.

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**7.3 PENSION BACKED HOUSING LOAN (PBHL):** the member must provide the correct bank account details (verified by **Member**).

|   |         |                |         |  |
|---|---------|----------------|---------|--|
| NAME OF ACCOUNT HOLDER  |         |                |         |  |
| NAME OF BANK  |         | ACCOUNT NUMBER |         |  |
| BRANCH NAME   |         | BRANCH CODE    |         |  |
| ACCOUNT TYPE  | CURRENT |                | SAVINGS |  |
| MEMBER SIGNATURE  |         |                |         |  |
| DATE OF SIGNATURE   |         |                |         |  |
| Note: All signed off loans by the Principal Officer with recommended valuation report; by any Friday, to be paid the next Friday. |         |                |         |  |

## 8. MEMBER'S DECLARATION AND ACCEPTANCE OF LOAN TERMS AND CONDITIONS

- I declare that my Employer has explained the terms and conditions of the housing loan to me, including breaches of the agreement and their consequences.
  - For the amount and purpose stated in this application, I request a housing loan under the rules of the Retirement Fund for Local Authorities and Utility Services in Namibia, section 19(5) of the Pension Funds Act (No 24 of 1956) and the agreement between the Fund and my Employer.
  - I declare that I do not have an existing loan on a different property from the one referred to above.
  - I confirm that the property is used for residential purposes. My dependents or I occupy it or will do so in the immediate future.
  - I understand that the Fund will disinvest the loan from my Member Share and create a housing loan account for me in the Fund.
  - I am aware that the costs added to my loan may exceed the amount that I qualify for in terms of my Member Share and agree to be personally liable for the costs.
  - I declare that the loan will only be used for housing purposes as set out in the Pension Funds Act and the loan agreement between the Fund and the Employer.
  - I give consent to the Fund and/or Administrators and/or agent elected to serve on their behalf to verify that the loan was used for housing purposes.
  - I declare that I will not use the loan to purchase moveable items, nor will I use the loan to settle any personal loans.
  - I commit to repaying the entire outstanding loan when my services with my Employer cease.
  - I commit to repaying the whole outstanding loan when:
    - my Employer withdraws from the Fund, and my membership ends or
    - the Fund transfers me to another retirement fund while I am still in service, but my loan cannot be transferred to that fund or
    - the Fund is dissolved.
  - For the Fund granting me a housing loan, I freely pledge the benefits accruing to me or my dependents under the Fund Rules to the extent that I am indebted to the Fund for an outstanding housing loan and any associated fees and costs. I authorize the Fund to accept this pledge of benefits as a withdrawal notice when my membership of the Fund ends for any reason.
  - If I fail to pay my monthly loan instalments, the Fund will immediately request me to settle the arrears. If I fail to do so, the Fund will continue charging interest on the arrears to my housing loan account in the Fund until I settle the arrears.
  - If the project was not completed within the required period or all monies were not utilized for the intended purposes, I will have to refund the portion that was not utilized for housing loan purposes to the Fund within 30 days. Should I fail to repay the Fund, legal action will be taken by the Fund to recover the amount that was not utilized for housing loan purposes.
  - If I fail to repay my loan and the outstanding balance and all associated costs and fees exceed my Member Share when my membership ends, the Fund will use my Member Share to repay my loan and any tax. I will remain liable to the Fund for any remaining outstanding loan balance. I agree to settle the remaining loan balance within 30 days of my membership ending, failing which the Fund has the right to take legal action to recover this amount.
  - I authorize and instruct my employer to deduct the monthly loan repayment instalments from my salary/wages each month and pay it to the Fund. I understand that this instruction is irrevocable as long as I am indebted to the Fund.
  - Should my housing loan application be declined for whatsoever reason, I authorize and instruct my employer to deduct any valuation costs and/or any other costs incurred prior to the approval of my loan, either in full or instalments from my salary/wages and pay it to the Fund.
  - If I become disabled but remain a member of the Fund, I will continue making the monthly loan repayments.
  - I pledge to inform the Fund immediately and repay the outstanding loan if the above property is sold or the right of leasehold or the customary land right is revoked or cancelled.
  - I understand that no further loans will be granted should I default on my housing loan repayments.
  - I am aware of the administration fees applicable to this loan.
  - I am aware that the repayment amount may change as the interest rate on the loan changes. I understand that if the interest rate decreases, the Fund will not recalculate the monthly instalment, and I will repay my loan sooner. If the interest rate increases, the Fund will calculate the new repayment amount and inform the Employer to deduct the increased instalment from my salary/wages.
  - I understand that the Fund and Employer are not parties to my agreement with a builder or service provider. They are not liable for any claim under that agreement.
  - I confirm that I will pay the builder or service provider only for goods and services related to the improvements, repairs, or alterations set out above. I indemnify the Fund and my Employer against any loss arising from my failure to comply with the loan terms and conditions.
- I confirm that the Fund must pay loan funds into the bank account indicated above.
- I understand that I am bound by the terms and conditions of the loan agreement between my Employer and the Fund. I confirm that my Employer has explained my rights and obligations under that agreement to me.
  - I certify that the above information is true and correct.

|   |     |    |                              |           |
|---|-----|----|------------------------------|-----------|
| Do you have an existing housing loan granted in terms of the Pension Fund backed housing loan scheme? | Yes | No | If yes, please complete:     |           |
|   |     |    | Name of Bank                 | FNB / SBN |
|   |     |    | Housing Loan account number: |           |

SIGNED AT \_\_\_\_\_ ON \_\_\_\_\_ DAY OF \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF MEMBER

To be completed by the member using **block letters** or tick  where applicable.

## 9. RECOMMENDATION AND COMMITMENT BY EMPLOYER

I recommend approval of this loan application since the loan amount applied for, and if applicable, any existing loan amount is not financially inappropriate or irresponsible considering the Applicant's earnings. The monthly deductions from the Applicant's remuneration, including the instalments in terms of this loan, will not exceed the amount stipulated in relevant Labor legislation.

|   |     |  |
|---|-----|--|
| Allowable salary deduction (after all other considerations) | N\$ |  |
|---|-----|--|

I declare that I have explained the terms and conditions of this loan to the Applicant, including breaches of the loan agreement and their consequences.

I certify that I have satisfied myself that the purpose of the loan is for housing purposes as defined in the Direct Housing Loan Agreement between the Fund and the Employer.

|  |     |    |                              |           |
|--|-----|----|------------------------------|-----------|
| Does the member have an existing housing loan granted in terms of the Pension Fund backed housing loan scheme? | Yes | No | If yes, please complete:     |           |
|  |     |    | Name of Bank                 | FNB / SBN |
|  |     |    | Housing Loan account number: |           |

The employer undertakes to forward monthly repayments and associated schedules in the prescribed format to the Fund Administrators by the 7th of each month.

**NB: If the EMPLOYER has not deducted the LOAN instalment or has deducted but not paid it to the FUND, the EMPLOYER must arrange with the FUND and the MEMBER to settle the arrears immediately.**

The FUND will not grant future LOANS to the EMPLOYEES of the EMPLOYER that has defaulted.

\_\_\_\_\_  
AUTHORIZED SIGNATORY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

COMPANY STAMP

## 10. RECOMMENDATION BY THE FUND

On behalf of the Retirement Fund for Local Authorities and Utility Services in Namibia, I confirm that this loan application is per the Fund Rules and that the loan is approved.

\_\_\_\_\_  
AUTHORIZED SIGNATORY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

COMPANY STAMP

To be completed by the member using **block letters** or tick  where applicable.

### 11. LOAN DETAILS (to be completed by the Administrator of the Fund)

|   |            |                           |
|---|------------|---------------------------|
| VALUE OF MEMBER'S SHARE   | N\$        | AS AT ____/____/____      |
| MAX LOAN POSSIBLE   | N\$        |                           |
| ANY PREVIOUS LOANS FROM FUND  | YES / NO   |                           |
| OUTSTANDING LOAN BALANCE (PREVIOUS LOAN)                                      | N\$        | AS AT DATE OF APPLICATION |
|   |            |                           |
| NEW LOAN GRANTED & STAMP DUTY   | N\$        |                           |
| EXISTING LOAN BALANCE TO BE CONSOLIDATED WITH NEW LOAN                        | N\$        |                           |
| ADMINISTRATION PROCESSING FEE-1 <sup>ST</sup> PHASE                           | N\$        |                           |
| INSPECTION FEES -1 <sup>ST</sup> PHASE (excluding transport costs)            | N\$        |                           |
| <b>TOTAL LOAN AMOUNT (INCL. FEES)</b>   | <b>N\$</b> |                           |
| ADMINISTRATION PROCESSING FEE-2 <sup>ND</sup> PHASE                           | N\$        |                           |
| INSPECTION FEES -2 <sup>ND</sup> PHASE (excluding transport costs)            | N\$        |                           |
|   |            |                           |
| REPAYMENT TERM  |            |                           |
| MONTHLY REPAYMENT OVER TERM OF LOAN<br>(minimum monthly repayment is N\$ 250) | N\$        |                           |
| MONTHLY ADMINISTRATION FEE<br>(these fees may change on an annual basis)      | N\$        |                           |
| <b>TOTAL MONTHLY REPAYMENT (INCL. FEE)</b>                                    | <b>N\$</b> |                           |
|   |            |                           |
| INSTALMENT EXPRESSED AS A % OF GROSS SALARY                                   | %          |                           |

### 12. DECLARATION BY THE ADMINISTRATOR OF THE FUND

I certify that the Applicant provided all documents and that the loan amount to be granted does not exceed the maximum for which the Applicant qualifies.

\_\_\_\_\_  
FOR THE ADMINISTRATOR

\_\_\_\_\_  
DATE

Documents scanned  
to DocMan



## DIRECT HOUSING LOANS

The Fund and employer have established a housing loan arrangement where the member may borrow money from their Member Share for housing purposes only. Loans may be granted, on condition that:

### Qualifying conditions:

1. The loan amount may not exceed one-third of the Member's Share.
2. The minimum loan amount may not be less than N\$ 5,000.
3. Each member must complete a loan application form and submit it to the Fund with the documentation listed on the form via the Employer.
4. **Member can only have one loan at one institution**, being either Direct loan from Fund or Pension Backed Home Loan with FNB or Pension Backed Home Loan with Standard Bank.
  - A 3-year term needs to lapse before a further loan can be taken;
  - A 3-year term needs to lapse before a further loan can be taken by a member with a current loan at a Bank whose loan was transferred from a Bank to the Fund.
5. Loans may only be granted for:
  - Buying a residential property (inclusive of transfer costs, interest and other associated costs relating to the property transfer);
  - Repaying an existing housing loan to the member by someone who is not the Fund (such as a bank or the employer);
  - Additions, alterations, maintenance, or repair to a residential property if the employer approves this.
  - Purchases of a residential dwelling or land to erect a residential dwelling, additions, alterations, maintenance, or repair of property in proclaimed areas, unproclaimed areas, communal land and resettlement farms.
6. The employer ensures that the member can afford the loan instalments and that the total deductions from the member's monthly salary do not exceed the Labour Act's limits.
7. The property must belong to the member or their spouse (civil and customary marriage).
8. The members' dependents or member himself/herself must occupy the residence or will do so in the immediate future.
9. The Fund does not give housing loans for property owned by a trust, company, or closed corporation.
10. The Fund may not grant a housing loan on more than one property at the same time.

### Payment of loan from Fund:

11. The Fund will make payment only to the following parties:
  - If the member wants to purchase a property: to a recognised housing institution such as a bank or NHE or an attorney's trust account;
  - If the member wants to reduce or settle an existing housing loan: to the person/entity who gave the member the loan;
  - If the member wants to improve, alter, or repair an existing residential dwelling: to the member. The member must obtain relevant quotations from various service providers. The Fund will grant the loan for the total value of the work to be undertaken. The member must pay the service provider(s) or supplier(s).

### Monthly repayment to Fund:

12. Two factors determine the monthly repayment amount:
  - The period over which the loan is repaid.
  - The interest rate on the loan.

### According to the Pension Funds Act, the interest rate on the loan is the Namibian Repo rate plus 4%.

13. The member understands that when the Bank of Namibia changes the repo rate that my monthly repayment amount will be affected.
14. Repayments (to the Fund) will be by direct deductions of equal instalments from the member's salary each month.
15. The employer undertakes to forward monthly repayments to the Fund by the 7<sup>th</sup> of each month. Repayments are allocated to the member's loan account within the Fund.
16. The maximum term for the loan is the shorter of:
  - 30 years or
  - the remaining years until Normal Retirement Age (60 or 65) or
  - the remaining duration of the right of leasehold or customary land right, where applicable.The member can choose a shorter repayment term.
17. The member may only have one loan at a time, i.e. they must repay the first loan in full before applying for a loan on another property. A member can take further loans for the same property. The Fund adds any new loan to the member's existing loan, i.e. consolidates the two loans. The member must repay the consolidated loan over the remaining period of the first loan.

Member Initials

## Valuation:

18. The member gives consent to the **Fund and/or Administrators and/or agent elected to serve on their behalf** to verify that the loan is used for housing purposes only.
  19. At least 2 inspections are provided for:
    - Initial engagement inspection for valuation of property
    - Progress/final inspections of property:
      - i. after 1 year of loan provided i.r.o. construction of building
      - ii. after 6 months of loan provided i.r.o. renovations/additions
      - iii. or earlier upon member notification.
- Any requirement for further inspection after the second inspection, costs thereof will be borne by the Member.

## Costs:

Refer to Annexure 1 attached.

**Please note: these fees usually increase annually with inflation.**

## Settlement / Call-up of loan:

20. If the member resigns, is dismissed or retrenched, becomes disabled and exits the Fund, dies, or retires, the Fund Credit less the housing loan will be due to the member per the Fund Rules. The Fund will treat the member's benefit as a cash withdrawal benefit and deduct the relevant tax.
21. If the member's employer leaves the fund, the fund terminates, or the member transfers to another fund, the Fund Credit less the housing loan will be due to the member per the Fund Rules. The Fund will treat the member's benefit as a cash withdrawal benefit and deduct the relevant tax.
22. Should the member become disabled and remain a member of the Fund, the member must continue making the monthly loan repayments.
23. If the member sells the property or transfers their right of leasehold or customary land right is cancelled, they must repay the outstanding loan amount. Should the member fail to inform the Fund and the Fund does become aware of the sale of property or transfers of right of leasehold or customary land right, and fails to repay the outstanding loan amount, such member shall not be granted a loan for a term of 5 years.
24. If any portion of the loan is used for non-housing purposes as defined in the application form, the member must then settle their loan balance and any associated fees and costs in full within 30 days.
25. If the Employer fails to pay the monthly loan instalments, the Fund will immediately request the Employer to settle the arrears. If the Employer fails to do so, the Fund will continue charging interest on the arrears to the member's housing loan account in the Fund until the Employer settles the arrears plus interest.
26. The Fund will not grant additional housing loans to members who default on their loan repayments.

## The following qualify as permissible additions, alterations, repairs, or maintenance of a residential dwelling of a permanent nature for HOUSING PURPOSES:

- Construction of a residential dwelling;
- Making alterations to or maintaining a dwelling;
- Renovations (e.g. turning a garage into a study or guest room);
- Additions (e.g. adding a room);
- Plumbing, such as installing a geyser;
- Fencing and walling (steel, precast and brick);
- New and replacement carpeting;
- Wooden flooring;
- Tiling;
- Ceiling and light fittings;
- Air-conditioning;
- Alarm systems;
- Painting;
- Paving;
- Motorised garage doors and gates;
- Indoor fireplaces, immovable braais;
- Installation of kitchen units;
- Bathroom fixtures such as baths, hand washbasins, and water closets;
- Swimming pool, saunas and Jacuzzis;
- Entertainment areas, brick and wooden patios and lapas;
- Built-in cupboards;
- Improvements such as garages, additional rooms, gyms, flats and storerooms;
- Any other permanent improvements that add value to the dwelling;
- Solar panel and geyser.

Member Initials

## A housing loan shall not be allowed for the following purposes:

- Any movable items;
- Free-standing stoves;
- Portable braais;
- Fridges;
- Curtaining, blinds;
- Free standing kitchen appliances such as washing machines, dishwashers;
- Livestock;
- Motor vehicles;
- Landscaping, garden layout, lawn improving and automatic sprinkler systems installation;
- Settlement of personal loans.

## Administration costs

The standard administration costs for this arrangement is currently:

- Monthly administration fee: N\$ 54.00 per loan per month. This fee can be recovered from the borrower.
- Stamp duties

Plus:

| Transactional Fees:  | N\$                        | Proposed recovery method                                 |
|--|----------------------------|--|
| New Loan or additional Loan application processing   | 680.00                     | Borrower; added to loan balance                          |
| Take-on of existing indirect loan  | 680.00                     | Borrower; added to loan balance                          |
| Payments to Member/Attorney/Bank i.r.o. settlement, per payment  | 402.00                     | Borrower; added to loan balance                          |
| Arrangement/Coordination with Valuator: <ul style="list-style-type: none"> <li>▪ Initial engagement for valuation of property</li> <li>▪ For interim/progress inspection</li> <li>▪ for final inspection.</li> </ul> | 937.00<br>721.00<br>721.00 | Borrower; added to loan balance/borne by fund if no loan |
| Payments to Valuator, per payment. <ul style="list-style-type: none"> <li>▪ valuation fee payment</li> <li>▪ inspection/progress (for renovation/construction work) fee payment</li> </ul>                           | 402.00<br>402.00           | Borrower; added to loan balance/borne by fund if no loan |
| Request for loan repayment change  | 108.00                     | Borrower; added to loan balance                          |
| Housing loan quote; fee per quote  | 371.00                     | Borrower; added to loan balance/borne by fund if no loan |

**Note:** The Fund Administrator shall be entitled to charge the following fees, excluding VAT, which currently does not apply, and shall be entitled to adjust these fees annually, as from 1 January 2024, in accordance with the increase in the CPI Services over a consistent 12-month period, ending on or before the revision date.

## Valuation costs

The standard valuation fee for this arrangement is currently:

A) Residential properties

| Value Bracket                  | Fee excluding VAT  |
|--------------------------------|--|
| Vacant Erf                     | N\$ 773.00 on the first Million plus N\$ 155.00 per million or part thereof exceeding.   |
| Improved property              | N\$ 1,082.00 on the first Million plus N\$ 258.00 per million or part thereof exceeding. |
| Off Plan / Building Valuations | N\$ 876.00 on the first Million plus N\$ 258.00 per million or part thereof exceeding.   |
| Farm Property                  | N\$ 2,936.00 on the first Million plus N\$ 361.00 per million or part thereof exceeding. |
| Progress payment inspections   | N\$ 670.00 per progress inspection   |

Member Initials

B) Farm properties

Valuation fee is based on the market value of the subject farm.

Base rate: N\$ 2,936.00 on the first Million plus N\$ 361.00 per million or part thereof exceeding.

Plus:

- Transportation: N\$ 6.00/km for travelling outside a 30km radius of office.
- Accommodation: N\$ 1,545.00/night for extensive trips outside of Windhoek.
- Office departures from Keetmanshoop, Katima Mulilo, Ondangwa, Oshakati, Otjiwarongo, Rundu, Swakopmund and Windhoek.

**Note:** The fee structure will escalate with the increase in the CPI Services over a consistent 12-month period, ending on or before the revision date, in accordance with the increases applied by the Fund Administrators its rate-based fees payable by its Clients.

**I declare that these basic terms and conditions of the Direct Housing Loan Facility have been explained to me by my employer.**

**I declare that the terms and conditions in the Housing Loan Agreement between the Fund and my employer and those in any forms I am signing, are binding on me.**

**I declare that I will use the loan only for housing purposes as defined.**

**If any information in this form conflicts with the Rules of the Fund, the provisions of the Rules will prevail.**

Member Name: \_\_\_\_\_

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer representative Name: \_\_\_\_\_

Employer Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_