



08 March 2022

## FNB / FBCPF Participating Employer Guideline to Open Facility.

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- 1) Upon receiving enquiry from the member, the company must contact the Fund.
  - 2) The Fund to share onboarding documents with the company.
    - Company profile form
    - Draft employer agreement
  - 3) The company to email completed Company profile form + Companies registration Certificate to [vusi.mashinini@fnb.co.za](mailto:vusi.mashinini@fnb.co.za) and copy [PensionBackedLoans@fnb.co.za](mailto:PensionBackedLoans@fnb.co.za) (FNB).
  - 4) Vusi Mashinini (FNB) will create an employer agreement and email to the company for signing.
  - 5) Company to sign the employer agreement and email it to [vusi.mashinini@fnb.co.za](mailto:vusi.mashinini@fnb.co.za) and copy [PensionBackedLoans@fnb.co.za](mailto:PensionBackedLoans@fnb.co.za)
  - 6) Upon receiving signed employer agreement FNB will load the facility within 14 working days and confirm with the company once active.
  - 7) Members may only start submitting applications once the facility is active.
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Note:

- Pension Backed Housing Loans are subject to an affordability assessment in terms of the National Credit Act and FNB's Credit Policy.
- The home must be the primary residence of the applicant or their dependent(s).
- You will be required to declare your 'Registration Tax number' for SA or any other country that you hold citizenship/residency.