



## THE NATIONAL PROVIDENT FUND REGULATIONS 1943

C. L. N. NEWALL, Governor-General

### ORDER IN COUNCIL

At the Government House at Wellington, this 14th day of  
July, 1943

Present :

HIS EXCELLENCY THE GOVERNOR-GENERAL IN COUNCIL

PURSUANT to the National Provident Fund Act, 1926, His Excellency the Governor-General, acting by and with the advice and consent of the Executive Council, and for the purpose of consolidating and amending certain enactments heretofore in force, doth hereby make the following regulations.

### REGULATIONS

#### PART I.—PRELIMINARY

1. These regulations may be cited as the National Provident Fund Regulations 1943.

2. These regulations are arranged as follows:—

Part I.—Preliminary.

Part II.—Administration—

9. The Board.

15. The Superintendent.

17. Accounts.

27. Investment of Fund.

Part III.—Payment of Contributions and Benefits.

Part IV.—Direct Contributors—

41. Becoming a Contributor.

46. Ceasing to be a Contributor.

47. Election to receive Joint Pension.

48. Groups of Contributors.

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50. Transfers of Rights.

51. Employer Contributors.

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61. Incapacity Benefit.

63. Maturity Benefit.

65. Death Benefit.

66. Evidence in Support of Claims.

Part V.—Superannuation for Local Authorities and Others.

Part VI.—Friendly Society Members.

First Schedule—

Form A.—Revenue Account and Balance-sheet.

Form B.—Numerical Statement.

Form C.—Statement of Retiring and other Allowances.

Form D.—Requisition to pay Moneys out of Fund.

Second Schedule.

3. In these regulations, unless inconsistent with the context,—

“The Act” means the National Provident Fund Act, 1926, and includes all Acts passed in amendment thereof :

“Board” means the National Provident Fund Board established by the Act :

“Contributor” means a contributor to the National Provident Fund :

“Fund” means the National Provident Fund :

“Member” means a member of an approved friendly society :

“Minister” means the Minister for the time being administering the Act :

“Society” means the officers of, or the central or executive body of, an approved friendly society or of an approved district friendly society, and includes a branch thereof :

“Superintendent” means the Superintendent of the National Provident Fund.

4. The respective regulations referred to in the subjoined table are revoked :—

*Table*

Date of Order in Council.	Short Title.	Published in <i>Gazette</i> .	
		Year.	Page.
4th July, 1927	The National Provident Fund Regulations 1927	1927	2203
17th September, 1928	The National Provident Fund Regulations 1927, Amendment No. 1	1928	2822
7th April, 1930	The National Provident Fund Regulations 1930, Amendment No. 2	1930	1137
31st October, 1931	The National Provident Fund Regulations Amendment 1931	1931	3133
12th June, 1936	The National Provident Fund Regulations Amendment 1936	1936	1158
		Statutory Regulations, Serial Number.	
18th November, 1936	The National Provident Fund Regulations 1927, Amendment No. 5	66/1936	
7th December, 1939	The National Provident Fund Regulations 1927, Amendment No. 6	1939/262	

5. All consents, approvals, and generally all acts of authority and all applications, elections, and other documents, matters, acts, and things and all periods of time which originated or had effect under the regulations hereby revoked and are of continuing effect at the time of coming into force of these regulations shall enure for the purposes of these regulations as if they had originated under these regulations and shall, where necessary, be deemed to have so originated.

6. The regulations herein contained relating to receipt of contributions, application for benefits, and payment of benefits with respect to direct contributors shall, with necessary modifications, apply with respect to employees of local authorities and members of friendly societies.

7. Nothing in these regulations shall affect the powers of the Board in the exercise of its discretion pursuant to section 9 of the Act.

8. Nothing herein contained shall prejudice or affect the National Provident Fund Emergency Regulations 1941.\*

## PART II.—ADMINISTRATION

### *The Board*

9. Meetings of the Board shall be held in Wellington.

10. Ordinary meetings shall be held quarterly, on the third Thursday in February, May, August, and November.

11. Special meetings may be held at such times as the Minister determines.

12. At all meetings the Chairman shall have a deliberative as well as a casting vote.

13. The Board shall keep a correct record of all business transacted at its meetings.

14. The Secretary of the Board shall send to every member of the Board at least seven days' notice of every ordinary meeting, and at least three days' notice of every special meeting.

### *The Superintendent*

15. The Superintendent shall refer to the Board at each quarterly meeting such matters as are required by the Act to be decided by the Board.

16. The Superintendent shall otherwise administer the Fund, and have control of the staff and keep proper accounts of the moneys of the Fund.

### *Accounts*

17. The statements required by section 72 of the Act to be prepared by the Board shall be in the forms marked A, B, and C respectively in the First Schedule hereto.

18. An account, to be called the "Investment Fluctuation Reserve", shall be raised out of the general revenue of the Fund by debiting in the Revenue Account and crediting to the Investment Fluctuation Reserve such sums as the Board may from time to time direct.

19. All losses upon realization of investments shall be charged against the Investment Fluctuation Reserve so far as the same extends.

20. An account, hereinafter referred to as the Disbursement Account, may be established with the Reserve Bank of New Zealand in the name of the Fund.

21. The Disbursement Account shall be funded by requisition on the Public Trustee and operated on by cheque and shall be used for the purpose of payment of benefits, allowances, and other disbursements payable from time to time out of the Fund.

\* Statutory Regulations 1941, Serial number 1941/4, page 8.

22. The Superintendent may by writing under his hand from time to time authorize such officers as he thinks fit to operate on the Disbursement Account in the name of the Fund.

23. Subject to Regulation 24 hereof, the receipt at the foot of a cheque drawn on the Disbursement Account shall be the only endorsement required, and the paid cheques returned by the Bank shall be the only acknowledgment required of the payment to the claimant.

24. The Superintendent may in any special case require such further or other instrument of discharge to be executed by the payee, in addition to or instead of a receipt, as under the circumstances may seem desirable.

25. In order to provide for the payment of allowances and other disbursements payable out of the Fund, the Public Trustee shall pay over such sums as are required from time to time, on requisition in the Form marked D in the First Schedule.

26. Accounts of all moneys received by Postmasters shall be rendered periodically to the Superintendent by the Director-General of the Post and Telegraph Department.

#### *Investment of Fund*

27. Any moneys belonging to the Fund may be invested by the Public Trustee in such securities as may from time to time be approved by the Board, being such securities as are for the time being authorized by law for the investment of trust funds or declared by law to be securities in which any of the balances of the Public Account may be invested.

28. All moneys belonging to the Fund and not invested in the manner provided by Regulation 27 shall be specially invested by the Public Trustee as hereinafter provided.

29. As from the first day of the month following the receipt of any such moneys, the Public Trustee shall allocate to the amount of such moneys then in hand securities held by him on behalf of the Common Fund of the Public Trust Office at the rate of interest prevailing at that time in respect of Common Fund investments.

30. Where the moneys of the Common Fund have during that financial year been invested in different classes of securities bearing varying rates of interest, allocation for the purposes of the last preceding subclause shall be *pro rata* amongst such securities.

31. The Public Trustee may in respect of mortgages forming investments of the Fund, upon such terms as to him may seem proper, grant renewals or extensions, partial or other discharges, and generally exercise all powers and discretions now or at any time hereafter conferred upon or vested in him by any statute or regulation relating to the Public Trust Office or conferred upon or vested in trustee mortgagees by statute or otherwise howsoever :

Provided that the Public Trustee shall not exercise powers or discretions not conferred upon or vested in trustee mortgagees in general except pursuant to the approval of the Board, but no person shall be concerned to inquire whether such approval has been given or be entitled to question the exercise of any power or discretion by the Public Trustee on the ground that such approval has not been given.

32. For his services in and about the collection of interest or otherwise in respect of such securities the Public Trustee shall be entitled to charge and deduct from interest so collected a fee of £3 15s. per cent. in respect of interest on mortgages, £1 5s. per cent. in respect of interest on local bodies' debentures, and 10s. per cent. in respect of interest on Government securities.

## PART III.—PAYMENT OF CONTRIBUTIONS AND BENEFITS

*Payment of Contributions*

33. Contributions to the Fund may be paid at any postal money-order office, or at the district offices of the Fund at Auckland, Wellington, Christchurch, and Dunedin.

*Payment of Benefits*

34. On receipt of an application for an allowance or a payment out of the Fund, the Superintendent, after satisfying himself that the application is in order, shall authorize payment.

35. Where the due date of a payment falls on a Sunday or a bank holiday, payment of any benefit may be made on the last preceding banking day.

36. Payment of a benefit due at the end of December in any year may, by direction of the Board, be made on any day after the twentieth day of that month.

37. Where payment is made in advance of due date pursuant to Regulation 35 or Regulation 36 and the beneficiary dies before the regular due date of payment, then, unless in any case the Board otherwise directs, the payment shall be deemed to have the same effect as if the death of the beneficiary had taken place on the due date of payment.

38. Satisfactory evidence of the identity and survival of a beneficiary shall be supplied from time to time as required by the Superintendent, and payment of any benefit may be withheld pending production of such evidence.

39. The appointment of any person to act as an agent for the receipt of moneys due on behalf of any beneficiary must be made in the form numbered 1 in the Second Schedule hereto, and the person in whose favour the appointment is given must record his assent to act by appending his signature to the said form.

40. The Superintendent at any time if in his discretion he thinks it advisable so to do, and notwithstanding that he may have recognized for the purposes of payments theretofore made any agent appointed under Regulation 39 hereof, may decline to recognize, or decline to continue to recognize, an agent so appointed.

## PART IV.—DIRECT CONTRIBUTORS

*Becoming a Contributor*

41. Every person qualified in terms of section 10 of the Act who desires to become a contributor to the Fund shall make application to be enrolled as a contributor to the Fund in the form numbered 2 in the Second Schedule hereto.

42. On payment of the first contribution (the aforesaid application having been duly completed) there shall be issued to the contributor a receipt-book in the form numbered 3 in the Second Schedule hereto in which his contributions shall be entered and initialled for.

43. On receipt of the application, and on advice of the payment of the first contribution, the Superintendent, after satisfying himself that the particulars are in order, shall forward to the contributor a notice in the form numbered 4 in the Second Schedule hereto of acceptance as a contributor.

44. Where contributions are paid in advance in a case to which subsection (2) of section 11 of the Act applies the amount of those contributions may be reduced to the sum which if invested at the

actual date of payment at the rate of 5 per cent. per annum compounded with annual rests would amount at the due date of payment to the sum then payable :

Provided that the Board may in any case decide that the rate of interest to be assumed in computing the reduction shall be a rate lower than 5 per cent. per annum, but not lower than 2 per cent. per annum.

45. A contributor desirous of electing to increase or reduce his contributions shall make application for that purpose in the form numbered 5 in the Second Schedule hereto.

#### *Ceasing to be a Contributor*

46. A contributor who elects to cease to be a contributor shall give the Superintendent notice of his election in the form numbered 6 in the Second Schedule hereto.

#### *Election to receive Joint Pension*

47. A married contributor who elects, in terms of subsection (7) of section 13 of the said Act, to receive a right that he and his wife at the date of such election shall on his attaining the age of sixty years be jointly entitled to a pension shall make application to the Superintendent in the form numbered 7 in the Second Schedule hereto.

#### *Groups of Contributors*

48. Where it is desired that an employer or other responsible person should make the payments on behalf of a body of qualified persons to the number of five or more employed at any one place of employment, the Superintendent, on application to that effect, may arrange for the receipt of the contributions in one sum either at a district office or at a postal money-order office, in which case a single receipt shall be issued to the payer. Notices shall be sent at suitable intervals to each employee advising him of the date up to which his contributions are credited.

#### *Contributors on behalf of Others*

49. Any person or association of persons desirous of becoming a contributor to the Fund in terms of section 62 or section 63 of the Act on behalf of some other person or persons qualified within the terms of section 10 of the Act shall make application in the said form numbered 2 in the Second Schedule hereto. Regulations 42 and 43 hereof shall, with necessary modifications, apply to all such cases.

#### *Transfers of Rights*

50. Where any person or association of persons contributing on behalf of another person desires to transfer his or its rights to such last-mentioned person, such transfer shall be made in the form numbered 8 in the Second Schedule hereto.

#### *Employer Contributors*

51. Any employer desiring to become a contributor to the Fund on behalf of employees not exceeding nine in number in terms of section 26 of the Finance Act, 1927 (No. 2), or section 41 of the Finance Act, 1929, shall make application in the form numbered 9 in the Second Schedule hereto in respect of each employee.

52. Any employer desiring to become a contributor to the Fund on behalf of ten or more employees in terms of section 26 of the Finance Act, 1927 (No. 2), or section 41 of the Finance Act, 1929, shall make application in the form numbered 9 in the Second Schedule hereto, save that the particulars shall be set out in the tabular manner indicated in the form numbered 20 in the Second Schedule hereto.

53. On receipt of such application the Superintendent shall cause to be prepared a schedule setting out the names, dates of birth, prospective pensions, and weekly contributions payable in respect of each employee.

54. On payment of the first contribution as aforesaid the Superintendent, after satisfying himself that the application is in order, shall forward to the employer a notice of acceptance as a contributor.

55. Every four weeks, or at such other intervals as may in any case be arranged, the employer shall furnish to the Superintendent a schedule of contributions setting out the amount paid on behalf of each individual employee. The total of these contributions shall be paid over to the Fund as provided by Regulation 33 accompanied by a statement in the form numbered 10 in the Second Schedule hereto.

56. Contributions authorized to be deducted from wages or salary shall be deducted rateably from payments of wages or salary due to the employee, and pending payment thereof by the employer to the Superintendent shall be held by the employer in trust for the Fund.

57. Notice of cessation of contributions or reduction in the rate of contributions shall be given to the Superintendent in the form numbered 11 in the Second Schedule hereto.

58. Any employee in respect of whom notice is given in terms of Regulation 57 hereof may apply in the said form numbered 2 in the Second Schedule hereto to be accepted as a direct contributor to the Fund in terms of section 26 of the Finance Act, 1927 (No. 2). On receipt of such application the Superintendent shall, in accordance with the Board's direction, communicate to the applicant the terms and conditions of his acceptance.

59. Where an employer gives notice of cessation of contributions in terms of Regulation 57 hereof in respect of an employee who at the time when the employer first became a contributor on his behalf was or was entitled to be or who is presently entitled to become a direct contributor to the Fund, such employer may complete a transfer of rights in the said form numbered 8 in the Second Schedule hereto.

#### *Maternity Benefit*

60. Application for payment under section 19 of the Act in respect of the birth of a child shall be made in the form numbered 12 in the Second Schedule hereto, and, if so required by the Superintendent, shall be supported by the birth certificate of the child.

#### *Incapacity Benefit*

61. Application for payment of the allowance due to a contributor who is wholly incapacitated from carrying on his trade, business, employment, calling, or occupation shall be made in the form numbered 13 in the Second Schedule hereto.

62. The Board may from time to time require the incapacitated contributor to furnish a medical certificate or certificates at such time or times as may be decided in each case.

*Maturity Benefit*

63. On attaining the age at which a pension is payable the contributor shall make application for the pension in the form numbered 14 in the Second Schedule hereto.

64. A contributor who elects, in terms of section 14 of the Act, to accept in lieu of his pension a return of all contributions shall make application to the Superintendent in the form numbered 15 in the Second Schedule hereto.

*Application for Allowance for Widow and Children on Death of Contributor*

65. Application for an allowance under section 15 of the Act for the benefit of the widow and children of a deceased contributor shall be in the form numbered 16 in the Second Schedule hereto.

*Evidence in Support of Claims*

66. Where application for any benefit, return of contributions, or other payment is made in respect of any contributor or deceased contributor, the identity of the contributor or deceased contributor and of the applicant shall, if the Board or the Superintendent so requires, be supported by a statutory declaration in the form numbered 17 in the Second Schedule hereto or such other form as may be applicable to the circumstances, and made by some person other than the claimant, and by such other proofs of identity as the Board or the Superintendent may in any particular case require.

67. The Board or the Superintendent may require any contributor or, as the case may be, any person on whose behalf contributions are paid to the Fund to prove his age by the production of a birth certificate.

68. Application for allowance on incapacity shall be supported by the marriage certificate of the contributor and the birth certificates of the children in respect of whom application is made.

69. Application for allowances on the death of a contributor shall be supported by the death and marriage certificates of the contributor and the birth certificates of the children in respect of whom application is made.

70. Application for refund on the death of a contributor shall be supported by the death certificate of the contributor.

71. Application for payment of moneys out of an amount standing to the credit of a deceased contributor and not exceeding £200 where probate of the will of such contributor or letters of administration of his estate is or are not produced shall be accompanied by the will (if any) and a certificate and undertaking in the form numbered 18 in the Second Schedule hereto.

72. The Board or the Superintendent may in its or his discretion waive the production of any of the certificates mentioned in Regulations 67 to 71 inclusive hereof and accept in lieu thereof such other evidence as it or he deems satisfactory.

## PART V.—SUPERANNUATION FOR LOCAL AUTHORITIES AND OTHERS

73. The application of the local authority to become a contributor shall be in the form numbered 19 in the Second Schedule hereto.

74. The special resolution to be passed by the local authority shall include any conditions imposed by the Board in terms of section 24 of the Act.



**75.** If pursuant to the terms and conditions fixed by the Board under section 24 of the Act the local authority is entitled to become a contributor on behalf of any person who is not included in the application of the local authority to become a contributor but who is at the date of such application an employee of the local authority, the local authority shall advise the Superintendent of the name of any such person in the form numbered 19 in the Second Schedule hereto with the necessary modifications.

**76.** If the local authority has agreed with the Board pursuant to section 33 of the Act or pursuant to the terms and conditions fixed by the Board under section 24 of the Act that it will become a contributor in respect of all or any class or classes of persons who may thereafter be employed by the local authority, the local authority shall immediately upon the engagement of any person to whom such agreement applies advise the Superintendent in the form numbered 20 in the Second Schedule hereto of the name of any such person and the other particulars relating to such person indicated in the said form.

**77.** Any agreement entered into under the Act between the Board and a local authority shall be in such form as the Board in its discretion may determine.

**78.** Any application to count any service other than that specified in the special resolution referred to in Regulation 74 hereof shall be made through the local authority to the Superintendent.

**79.** The local authority shall advise the Superintendent, in the form numbered 21 in the Second Schedule hereto, of any increases or reductions in the wages or salaries of persons in respect of whom the local authority is a contributor.

**80.** A schedule of contributions paid to the Fund on behalf of employees shall be forwarded monthly by every contributing local authority to the Superintendent in the form numbered 22 in the Second Schedule hereto. Once in every three months such return shall be accompanied by a statutory declaration, to be made by the Clerk or other principal officer of the local authority, in the form numbered 23 in the Second Schedule hereto.

**81.** Any person who is in the employ of a local authority being a contributor under the Act in respect of that person and who desires that payments be made to a friendly society or branch thereof of which he is a member pursuant to section 37 of the Act shall make application in that behalf in the form numbered 24 in the Second Schedule hereto, and if the Board elects to accede to the request such payments shall be made annually unless in any case the Board elects to pay at more frequent intervals, and shall be made to the bank account, if any, of the society or branch, and otherwise to the secretary of the society or branch, whose receipt shall be a good discharge for all moneys so paid.

**82.** The local authority shall notify the Superintendent, in the form numbered 25 in the Second Schedule hereto, when it ceases to be a contributor on behalf of any person who resigns or is dismissed.

**83.** Any person on behalf of whom a local authority has ceased to be a contributor may apply, in the said form numbered 25 in the Second Schedule hereto, to have any refund due credited to him as a contributor on his own behalf.

**84.** The local authority shall from time to time notify the Superintendent in the form numbered 26 in the Second Schedule hereto of every person who, having attained the requisite age or having completed the required period of service or by reason of medical unfitness,

is retiring from its service, and in such notification shall furnish the particulars and information indicated in the said form. The said form shall be signed personally by the Mayor or Chairman of the local authority or the member discharging the functions of Mayor or Chairman, and in any other case personally by the employer or by one of the members of a partnership firm of employers or by the manager or person discharging the duties of manager of an employer being a corporate body.

**85.** Any such person who elects to accept in lieu of his pension a return of all contributions made to the Fund on his behalf shall make application to the Superintendent through the local authority in the form numbered 15 in the Second Schedule hereto.

**86.** In a case of retirement by reason of medical unfitness the Superintendent may from time to time require the local authority to furnish to the Board such proof of medical unfitness or continuation of medical unfitness as it deems necessary.

**87.** If the Board has reason to believe that any person who has been retired medically unfit is fit to resume duty, or should such person decline to submit himself to medical examination by any registered medical practitioner approved by the Board, then the Board may direct that all payments from the Fund to such person shall cease. Upon production of satisfactory medical proof of the employee's continued unfitness for duty, the Board shall determine what forfeiture (if any) shall be made from the retiring-allowance.

**88.** If the medical evidence does not disclose continued medical unfitness, the Board may call upon the contributing authority to offer and the employee to resume employment. In the event of one or either of the parties failing to comply with the request of the Board, the Board may, in its discretion, reduce or terminate the allowance.

**89.** Where the medical evidence discloses only partial medical unfitness and the employee resumes the same or some other full-time employment, the Board may, in its discretion, reduce or terminate the allowance.

**90.** The local authority shall also report to the Superintendent all cases of persons totally or partially disabled by accident, and who have in consequence become medically unfit for further duty, and have received compensation under the Workers' Compensation Act, 1922, stating the amount so paid to each person.

**91.** The local authority shall notify the Superintendent of the death of any employee or pensioner. Such notice shall, so far as possible, contain information as to the date of death, the marital status, and the name of the deceased's personal representatives.

**92.** In addition to the information to be furnished in terms of Regulation numbered 91 hereof, the local authority shall obtain and furnish to the Superintendent a statement in the form numbered 27 in the Second Schedule hereto setting forth the full and correct particulars of the family of the deceased person and signed by the claimant.

**93.** Any employee being a married contributor within the meaning of section 31 of the Finance Act (No. 2), 1939, who desires to exercise a right of election conferred therein shall make application to the Superintendent in the form numbered 7 in the Second Schedule hereto, modified as may be necessary to meet the circumstances of the particular case.

**94.** The medical evidence to be obtained by the Board with respect to a contributor electing to receive joint or successive pensions pursuant to subsection (2) of section 31 of the Finance Act (No. 2), 1939, shall in the first instance be a certificate from a registered medical practitioner :

Provided that in any particular case the Board may require a further certificate or oral or other testimony from some other registered medical practitioner approved by the Board.

**95.** The maximum amount of pension, to be actuarially computed pursuant to subsection (4) of section 31 of the Finance Act (No. 2), 1939, shall be computed by the Government Actuary having regard to the health of the contributor and to the ages of the contributor and his wife.

**96.** The foregoing Regulations 73 to 95 inclusive shall, with the necessary modifications, and so far as the same are applicable, apply to any employer as defined in section 38 of the Act and accepted as a contributor in terms of section 24 of the Act.

#### PART VI.—FRIENDLY SOCIETY MEMBERS

**97.** An application for approval by a society in terms of section 41 of the Act shall be accompanied by such copies of the rules and other information as the Board may require.

**98.** In provisionally approving a society under the Act the Board may require the executive or managing committee of an applying society or district society to adopt provisional rules, which shall be confirmed at the first annual or general meeting of the society or district society held thereafter. The rules of a society approved or provisionally approved for the purposes of the Act shall be made to apply to the branches of that society.

**99.** The amount to be paid by a society under section 49 of the Act in respect of a member becoming entitled to a pension shall be such sum as the Actuary for Friendly Societies reports upon actuarial computation to be the equivalent of a sickness allowance of £1 per week during the first six months' sickness, 10s. per week during the second six months' sickness, and 5s. per week during the remainder of his sickness, and which in his opinion could be paid by such society without loss ; and, in consideration of such payment, the society shall accordingly be relieved from liability to that extent from the time of such member becoming entitled to the pension.

**100.** Any society or branch which pays higher sickness allowances than those referred to in the last preceding regulation may provide in its rules for the payment during sickness of an allowance representing the difference between such higher rates and the values relinquished as provided herein, or provide for the commutation of such difference into an equivalent sickness allowance or a reduction of contributions, or both, as may be certified by the Actuary for Friendly Societies.

**101.** If any branch of an approved society be guilty of maladministration of any of the benefits under the Act, or if any officer thereof be convicted of any offence in connection with such benefits, the Board may suspend such branch from the right of administering those benefits, and either undertake the administration thereof or request the society to do so.

**102.** Except in so far as is inconsistent with the Act and these regulations, any business transacted by any society thereunder so far as it relates to societies shall be treated as part of its ordinary business, and the provisions of the Friendly Societies Act, 1909, shall apply thereto.

*Maternity Allowances*

**103.** An application by a member of an approved friendly society for a maternity allowance under sections 42 to 47 of the Act shall be made in the form numbered 28 in the Second Schedule hereto.

**104.** The society, on being satisfied that the application is in order, and that the wife of the member, or the member (being a married woman) is legally entitled thereto, shall forward the application to the Superintendent for approval, and on its return forthwith pay the allowance according to the tenor of such approval, taking the wife's receipt therefor, or if the husband has been duly authorized to receive it, his receipt in the space provided on the application.

**105.** The society shall transmit the receipted application to the Superintendent, who shall credit the society accordingly in the accounts of the Fund.

*Contributions and Pensions*

**106.** The society shall require members on behalf of whom the society becomes a contributor to the Fund pursuant to section 48 of the Act to sign an application in the form numbered 29 in the Second Schedule hereto, to be transmitted to the Superintendent by the secretary to the society. The society shall issue to the member a receipt in the form numbered 30 in the Second Schedule hereto for contributions received by it on his account.

**107.** The contributions received on behalf of members shall be accounted for by the society to the Superintendent in the calendar month following date of receipt.

**108.** The society shall advise the Superintendent of the death, withdrawal, lapse, or transfer of any of its members on behalf of whom contributions are made to the Fund. On receipt of such notice any return of contributions due from the Fund shall be paid to the member or his representatives.

**109.** On attaining the age of sixty years the member shall make application for a pension in the said form numbered 14 in the Second Schedule hereto, and the society shall certify that he is at that date a financial benefit member of the order.

**110.** On receipt of an application for a pension the Superintendent shall notify the society of the amount due, ascertained in terms of Regulation 99 hereof, and the society shall within one month of receipt of such notification pay the amount to the Superintendent.

**111.** The Superintendent shall cause to be paid periodically to the member the amount of any pension due to him after taking into account any moneys payable by the member to his society.

*Accounts*

**112.** Separate accounts of all amounts received in respect of contributions from members and of claims paid for allowances shall be kept by societies in the form numbered 31 in the Second Schedule hereto.

**113.** The society shall transmit particulars of such accounts to the Superintendent as required by him from time to time.

**114.** All books, accounts, statements, and other documents used by a society in respect of its business under the Act must be produced for audit purposes at such time and places as the Board may determine.

**115.** The trustees of any approved friendly society may authorize the Superintendent to pay into the society's bank account any moneys payable to that society out of the Fund.

## SCHEDULES

## FIRST SCHEDULE

## Form A

## National Provident Fund

## REVENUE ACCOUNT FOR THE YEAR ENDED 31ST DECEMBER, 19..

<i>Dr.</i>	£	<i>Cr.</i>	£
Amount of Fund at beginning of year (1st January, 19..)	.. .. .	National Provident Fund Act, 1926—	
National Provident Fund Act, 1926—		Maternity claims (section 19)	.. .. .
Contributions .. .. .	.. .. .	Maternity claims (section 43)	.. .. .
Interest .. .. .	.. .. .	Refund of contributions on lapse, reduction, and withdrawal	
Fines (section 11 (4)) .. .. .	.. .. .	(sections 11, 12, and 13) .. .. .	.. .. .
Government contribution under Act (sections 52 and 74 (2))	.. .. .	Refund of contributions in lieu of annuity (section 14)	.. .. .
Refund by Government of maternity claims (sections 42 (2) and 70)	.. .. .	Incapacity allowances (sections 17 and 18), including contributions	
Contributions overpaid on exit .. .. .	.. .. .	waived on incapacity .. .. .	.. .. .
Benefits refunded on exit (sections 11 to 16 and 28)	.. .. .	Death: Refund of contributions (sections 15 (5) and 16)	.. .. .
Miscellaneous receipts .. .. .	.. .. .	Death: Allowance on account of widows and children (section 15)	.. .. .
Refunds unclaimed .. .. .	.. .. .	Maturities: Pensions and annuities (sections 13 and 48)	.. .. .
Other income [ <i>to be specified</i> ] .. .. .	.. .. .	Refund of contributions overpaid on exit	.. .. .
		Public Trustee: Charges .. .. .	.. .. .
		Other outgo [ <i>to be specified</i> ] .. .. .	.. .. .
		Amount of Fund at end of year (31st December, 19..)	.. .. .
	<u>£.....</u>		<u>£.....</u>

## FIRST SCHEDULE—continued

## Form A—continued

## National Provident Fund—continued

BALANCE-SHEET AS AT 31ST DECEMBER, 19..

<i>Liabilities.</i>				£	<i>Assets.</i>				£
Fund as per Revenue Account	..	..	..	.....	In hands of Public Trustee—				
National Provident Fund Act, 1926—					Invested .. .. .	..	..	..	.....
Claims due and in course of payment*—					Uninvested .. .. .	..	..	..	.....
Maternity (sections 19 and 43)	..	..	..	.....	Disbursement Account	..	..	..	.....
Death: Refunds (section 16)	..	..	..	.....	Post Office .. .. .	..	..	..	.....
Death: Refunds (section 15 (5) )	..	..	..	.....	Balances in transit ..	..	..	..	.....
Death: Allowances (section 15)	..	..	..	.....	National Provident Fund Act, 1926—				
Pensions and annuities (sections 13 and 48)	..	..	..	.....	Contributions outstanding or in course of transmission*—				
Allowances (section 17)	..	..	..	.....	(a) Contributions due but not overdue	..	..	..	.....
Refunds of contributions in lieu of annuity (section 14)	..	..	..	.....	(b) Contributions overdue	..	..	..	.....
Public Trustee's charges*	..	..	..	.....	Government subsidy due under Act* (sections 52 and 74 (2) )	..	..	..	.....
Refunds in Suspense .. .. .	..	..	..	.....	Refund due in respect of maternity claims* (sections 42 (2) and (70) )	..	..	..	.....
Suspense Account .. .. .	..	..	..	.....	Fines due* (section 11 (4) )	..	..	..	.....
Contributions prepaid .. .. .	..	..	..	.....	Interest due*	..	..	..	.....
Investment Fluctuation Reserve	..	..	..	.....	Interest accrued but not due*	..	..	..	.....
Other liabilities [ <i>to be specified</i> ]	..	..	..	.....	Other assets [ <i>to be specified</i> ]	..	..	..	.....
				<u>£.....</u>					<u>£.....</u>

\* Included in amounts set out in Revenue Account.



STATEMENT OF RETIRING AND OTHER ALLOWANCES FOR THE YEAR-ENDED 31ST DECEMBER, 19..

	On Death.			On Incapacity.			On Maturity.			Aggregate Allowances.		
	Number.		Annual Amount.	Number.		Annual Amount.	Number.		Annual Amount.	Number.		Annual Amount.
	M.	F.	£	M.	F.	£	M.	F.	£	M.	F.	£
Allowances existing at beginning of year .. .. .												
Granted during year .. .. .												
Total .. .. .												
Discontinued during year (as per statement below) .. .. .												
Existing at end of year .. .. .												
<i>Particulars of Allowances discontinued during the Year</i>												
Discontinued by death .. .. .												
Expiry .. .. .												
Total .. .. .												
CONTRIBUTORS (SUPERANNUATION—SECTIONS 22, 38, AND 54 OF THE ACT)												
<i>Statement of Retiring and other Allowances for the Year ended 31st December, 19..</i>												
Existing at beginning of year .. .. .												
Granted during year .. .. .												
Total .. .. .												
Discontinued during year (as per statement below) .. .. .												
Existing at end of year .. .. .												
<i>Particulars of Retiring and other Allowances discontinued during the Year</i>												
Discontinued by death .. .. .												
Expiry .. .. .												
Total .. .. .												
<i>Progress of Retiring and other Allowances since the Establishment of the Fund to 31st December, 19..</i>												
Total granted .. .. .												
Total discontinued .. .. .												
Total existing at 31st December, 19.. .. .												



## Form D

*National Provident Fund Act, 1926*

## REQUISITION TO PAY MONEYS OUT OF FUND

National Provident Fund,  
....., 19..

The Public Trustee.

REQUISITION is hereby made to pay to ..... the sum of £..... for the purpose of the National Provident Fund Act, 1926.

.....  
Superintendent of the Fund.

## SECOND SCHEDULE

## Form No. 1

## SPECIAL AUTHORITY (Not Transferable)

OWING to ..... I am unable personally to collect ..... payable to me, and I hereby authorize (Mr.) (Mrs.) ....., whose signature appears below, to obtain payment, as my Agent, from the National Provident Fund of all moneys from time to time payable to me out of the National Provident Fund, and (his) (her) receipt for the same shall be a sufficient discharge.

This order continues in force until revoked by me in writing addressed to the Superintendent, National Provident Fund, Wellington.

This order is not an assignment.

Dated at ....., this ..... day of ....., 19..

Signature : .....

(1) Witness : ..... Occupation : ..... Address : .....

Signature and Address of Authorized Agent : .....

(1) The signature to the order must be written in the presence of and attested by a witness to whom the person signing the order is known.

## Form No. 2

*National Provident Fund Act, 1926*

## APPLICATION TO BECOME CONTRIBUTOR TO FUND

To the Superintendent, National Provident Fund.

I HEREBY apply to become a contributor to the Fund (on my own behalf) (on behalf of the undermentioned person)(1), and declare the following particulars relating to (me) (the undermentioned person)(1) to be correct to the best of my knowledge and belief:—

Name in full of person who it is proposed shall be entered in the Fund : .....

Place of residence, stating full postal address : .....

Place of business, stating full postal address : .....

Sex : .....

Date of birth : .....

Place of birth : [*Country, subdivision of country, and town, or corresponding details.*]

Occupation : .....

Married or single : .....

Maiden surname of married woman, widow, or divorced woman : .....

Amount of weekly pension required : .....

Amount of weekly contribution : .....

Is first contribution paid ? .....

During the three years preceding the date of this application (my income) (the income of the above-mentioned person)(1) has not exceeded the average sum of £300 a year.

(1) Delete alternative not applicable.

[If the applicant seeks to become a contributor on behalf of some other person.]

Name in full of applicant : (2).....
Place of residence of applicant, stating full postal address : (2).....
Place of business of applicant, stating full postal address : (2).....
Relationship of applicant to person on behalf of whom the applicant proposes to become a contributor (parent, guardian, &c.) : .....
Date of Application : .....
Signature of Applicant : (3).....
Enrolled by .....

(2) Complete only where the applicant seeks to become a contributor on behalf of some other person.
(3) Where the applicant signs by an agent, the signature must comprise the full name of the principal, the full name of the agent, and the usual signature of the agent.
If a formal acceptance is not received by the contributor within a reasonable time he is requested to write direct to the Superintendent, National Provident Fund, Wellington.

Form No. 3
National Provident Fund
CONTRIBUTOR'S RECEIPT

RECEIVED the sum of ..... pounds ..... shillings and ..... pence.
£.....
Initials of Receiving Officer : .....
[DATE-STAMP.]

Form No. 4
National Provident Fund Act, 1926
ACCEPTANCE OF APPLICATION

Wellington, ....., 19..
Contract No. ....

DEAR SIR,—

You are hereby notified that you have been enrolled as a contributor to the National Provident Fund as from the ....., 19... week No. ...., and provided your contributions are paid in terms of the Act you will be entitled to a pension at the rate of £..... per week at age sixty, and to the other benefits provided by the National Provident Fund Act, 1926, extracts from which are enclosed.

Yours faithfully,
.....
Superintendent.

Form No. 5
National Provident Fund Act, 1926
Contract No. ..

FORM OF ELECTION TO INCREASE (OR REDUCE) RATE OF CONTRIBUTIONS
To the Superintendent of the Fund.

I, [Name in full], being a contributor to the National Provident Fund, hereby elect to (increase) (reduce) the rate of my weekly contribution to that Fund to ....., so as to (increase) (reduce) my pension to ..... a week.

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

Form No. 6
National Provident Fund Act, 1926
Contract No. ..

FORM OF ELECTION TO CEASE TO BE A CONTRIBUTOR
To the Superintendent of the Fund.

I, [Name in full], being a contributor to the National Provident Fund, hereby formally give notice that I elect to cease to be a contributor to the said Fund.

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

## Form No. 7

*National Provident Fund Act, 1926*

## FORM OF ELECTION TO RECEIVE RIGHT TO JOINT AND SURVIVORSHIP PENSION

To the Superintendent of the Fund.

I, [*Name in full*], being a contributor to the National Provident Fund, hereby elect to receive at age sixty, in lieu of a weekly pension of ..... shillings, a right that I and my wife at this date, namely [*Name of wife in full*], shall on my attaining the age of sixty years be jointly entitled to a weekly pension of ..... shillings, to continue in force until the death of the survivor of us, subject to the following conditions which have been determined by the Board: [*Here set out any conditions which the Board has determined to impose*].

Signature : .....

Date : .....

## Form No. 8

*National Provident Fund Act, 1926*

## TRANSFER

I (We), ....., do hereby transfer all rights in respect of Contract No. ...., made on ....., under section 62 or section 63 of the National Provident Fund Act, 1926, to and in favour of ....., the person on behalf of whom the aforesaid contract was made.

Date : .....

Signature of Contributor : .....

Accepted: [*Signature of person to whom rights are transferred*].

Signature of Witness : .....

Occupation : .....

Address : .....

## Form No. 9

*National Provident Fund*

## EMPLOYER CONTRIBUTOR.—APPLICATION TO JOIN

To the Superintendent of the Fund.

I (We) hereby apply to become a contributor to the Fund on behalf of the under-mentioned employee, and declare the following particulars to be correct to the best of our knowledge and belief:—

Name of employee in full: ..... Place of residence (give full address): .....

Name of employer: ..... Address: .....

Date of birth: [*Day ; month ; year*] ..... Sex: .....

Place of birth: .....

Occupation: .....

Married or single: ..... If married woman or widow give maiden name: .....

Amount of weekly contribution: ..... Amount of weekly pension required: .....

Date : ....., 19..

Signature of Employer (Contributor) : .....

A formal acceptance of this application will be sent to the contributor by the Superintendent. If not received within a reasonable time the contributor is requested to write direct to the Superintendent, National Provident Fund, P.O. Box 813, Wellington.

## Form No. 10

## National Provident Fund Act, 1926

## EMPLOYER CONTRIBUTORS

I HEREBY pay the sum of ..... pounds ..... shillings and ..... pence, being the contributions, as per schedule, to the above-named fund for the ..... ended ....., 19.., on account of [*Name of employer*]:

*Signature of Payer-in* : .....

[DATE-STAMP.]

*Initials of Receiving Officer* : .....

## Form No. 11

Contract No. ..

## National Provident Fund

NOTICE OF CESSATION OF, OR REDUCTION IN THE RATE OF, CONTRIBUTIONS  
To the Superintendent of the Fund.

I (WE), contributing to the Fund on behalf of .....—

(1) Hereby elect as from .....—

(a) To cease to contribute on his behalf.

(b) To reduce the rate of weekly contribution to ..... so as to reduce the prospective pension to ..... weekly.

(2) He has decided—

(a) To uplift his personal contributions.

(b) To apply to be accepted as a personal contributor.

(3) (a) Contributions amounting to £..... are at his order and disposition.

(b) Contributions amounting to £..... should be refunded to (me) (us) in due course.

(4) I (We) apply to transfer all rights under this contract to the above named.

*Signature of Contributor* : .....

*Date* : .....

NOTE.—A person who has made a decision to which clause 2 of this notice refers must make personal application to the Superintendent.

An application in terms of clause 4 of this notice can be made only if the employee was at date of commencement of contract or is personally entitled to contribute.

## Form No. 12

## National Provident Fund Act, 1926

## APPLICATION BY CONTRIBUTOR FOR MATERNITY BENEFIT

To the Superintendent of the Fund.

....., 19..

Contract No. ....

Name of claimant in full : .....

Residence : .....

Date of birth of child : [*Day ; month ; year*] Sex of child : .....

Place of birth : .....

Forename of child : .....

Name of medical attendant (if any) :<sup>(1)</sup> .....

Name of nurse : .....

Date and amount of last two payments of contributions to the Fund—

*Date* : ..... *Amount* : £.....

I HEREBY claim for medical attendance in respect of the birth of the above child the sum of £6.

*Signature of Claimant* : .....

If still-birth or miscarriage, state particulars, including duration of pregnancy : .....

*Signature of Medical Attendant* : .....

(<sup>1</sup>) If no medical attendant, name of midwife, maternity nurse, or registered nurse if any.

## STATUTORY DECLARATION

(Exempt from stamp duty.)

I, [*Name in full*], of [*Residence and occupation*], do solemnly and sincerely declare as follows :—

- (1) That the joint income of myself and my (wife) (*or* husband) during the period of twelve months immediately preceding the date of the birth of my child referred to in the foregoing application did not exceed £300.
- (2) That I have not at any time since I became a contributor been absent from New Zealand for a longer period in the aggregate than five years.<sup>(2)</sup>
- (3) That I have not claimed a maternity allowance from an approved friendly society in respect of the birth of the above-mentioned child.
- (4) That in connection with the birth of the child for whose birth the claim is made the mother did not receive any maternity benefits under paragraph (a) or paragraph (b) of subsection (1) of section 95 of the Social Security Act, 1938 (except [*Here set out partial benefits, if any*]).

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the Justices of the Peace Act, 1927.

*Signature of Declarant* : .....

Declared at ....., this ..... day of ....., 19.., before me—

.....  
Justice of the Peace [*or* Solicitor of the  
Supreme Court, *or* other person authorized  
to receive statutory declarations].

(<sup>2</sup>) If the facts prevent the declaration in clause (2) from being made, delete the clause, and furnish by statutory declaration particulars of absence and grounds for asking that the Board shall treat the application as a special case.

## Form No. 13

*National Provident Fund Act, 1926*

## APPLICATION FOR INCAPACITY ALLOWANCE

To the Superintendent of the Fund.

I, [*Name in full*], of [*Address and occupation*], a continuous contributor to the National Provident Fund, hereby claim a weekly allowance of £....., representing 7s. 6d. per week for ..... of my children under fourteen years of age, on the ground that I have been wholly incapacitated from carrying on my trade, business, employment, calling, occupation (for more than three months), (and am still wholly incapacitated).

I attach hereto (1) certificate of medical attendant, (2) marriage certificate, (3) birth certificates of children. [*If certificates not readily available, the particulars below must be filled in for verification purposes.*]

## NAMES, PLACES, AND DATES OF BIRTH OF CHILDREN

Forename.	Place of Birth.	Date of Birth.		
		Day.	Month.	Year.

## PLACE AND DATE OF MARRIAGE

Place.	Day.	Month.	Year.

I declare the following particulars to be true and correct to the best of my knowledge and belief:—

- (1) Cause and nature of total incapacity : .....
- (2) Date of commencement of total incapacity : .....
- (3) If recovered, state date when first able to resume some portion of usual business or occupation : .....
- (4) Where last employed : .....
- (5) If incapacity arose out of accident, give date and full particulars of such accident : .....
- (6) If incapacity arose out of an illness, give date of original commencement of such illness : .....
- (7) Is the incapacity due to your serious misconduct ? .....
- (8) On what date were you discharged from war service ? .....
- (9) What was your weekly gross income immediately prior to commencement of total incapacity ? .....
- (10) State total gross income per week received or due during total incapacity as follows:—

	£	s.	d.
From employer .. .. .			
From workers' compensation .. .. .			
From friendly societies .. .. .			
From other sources .. .. .			
Total gross income per week .. .. .	£		

And I also declare that I have not at any time since I became a contributor been absent from New Zealand for a longer period in the aggregate than five years.

*Signature of Contributor* : .....

*Date* : .....

*Address* : .....

[An answer must be given to every question.]

Form No. 14

*National Provident Fund Act, 1926*

APPLICATION FOR PENSION

I, [*Name in full*], of ....., having attained the age of ..... years on ....., apply to receive a pension of ..... shillings per week for life.

Since the date of my joining the National Provident Fund, ....., I have not been absent from New Zealand except for the following periods:—

- From ....., to .....
- From ....., to .....
- From ....., to .....
- From ....., to .....

*Date* : .....

*Signature* : .....

*In the case of a Friendly Society member the following certificate must be completed, signed, and dated:—*

I HEREBY certify that [*Name in full*] is a financial benefit member of the .....

*Signature* : .....

Secretary of Branch.

*Date* : .....

*Countersigned* : .....

*Date* : .....

*Secretary of Society* : .....

## Form No. 15

*National Provident Fund Act, 1926*

## FORM OF ELECTION TO ACCEPT IN LIEU OF PENSION A RETURN OF ALL CONTRIBUTIONS

To the Superintendent of the Fund.

I, [*Name in full*], being a contributor to the National Provident Fund, hereby elect to accept in lieu of my pension a return of all contributions made by me to the Fund, less all sums heretofore received by me from the Fund in respect of the benefits provided by the above-entitled Act.

Date : .....

Signature : .....

## Form No. 16

*National Provident Fund Act, 1926*

## APPLICATION FOR CHILDREN'S ALLOWANCE

To the Superintendent of the Fund.

I, ....., the widow of ....., who at his death was a continuous contributor to the National Provident Fund, hereby claim a weekly allowance of £ ....., representing 7s. 6d. per week for ..... of his children under fourteen years of age, and 7s. 6d. per week as his widow.

I attach herewith the following documents :—

- (1) Certificate of death of contributor.
- (2) Marriage certificate.
- (3) Birth certificates of children.

I declare that the contributor had not, since becoming a contributor, been absent from New Zealand for a longer period in the aggregate than five years.

Signature of Widow : .....

Address : .....

Date : .....

## Form No. 17

*National Provident Fund Act, 1926*

## FORM OF DECLARATION AS TO IDENTITY OF DECEASED CONTRIBUTOR TO THE FUND MADE BY SOME RESPONSIBLE PERSON OTHER THAN CLAIMANT

(Exempt from stamp duty)

I, [*Name in full*], of [*Address and occupation*], in the Dominion of New Zealand, hereby solemnly and sincerely declare :—

That during his lifetime I knew and was well acquainted with [*Full name of deceased contributor*], of [*Residence*], who died at [*Place of death*], in the said Dominion, on the ..... day of ....., 19.., and I had reason to believe that the said deceased was a contributor to the National Provident Fund, because [*State generally any circumstances to show how the declarant became acquainted with the facts stated*].

That I also know [*Name of claimant*], the [*Relationship to deceased*] of the said deceased, and who is now the claimant for allowances from the said Fund.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the Justices of the Peace Act, 1927.

Signature of Declarant : .....

Declared at ....., this ..... day of ....., 19.., before me—

.....  
A Justice of the Peace [*or Solicitor of the Supreme Court, or other person authorized to receive statutory declarations*].





Form No. 20

*National Provident Fund Act, 1926*

**SUPERANNUATION.—FORM OF NOTIFICATION OF ADDITIONAL EMPLOYEES**

To the Superintendent of the National Provident Fund.

THE . . . . ., being a contributor to the National Provident Fund, hereby notifies that the following person(s) (has) (have) been employed by it so as to be subject to the contract between it and the Fund.

Date : . . . . .

Member or Officer of Local Authority authorized to notify.

No. (For use of National Provident Fund Office.) (1)	Name (in full) of Person (Surname first). (2)	Title. (3)	Occupation. (General Terms). (4)	Date of Birth. (5)	Date of commencing Service. (6)	Rate of Wages or Salary. (7)	Other Particulars (Date of Entry, &c.) (8)

Form No. 21

*National Provident Fund Act, 1926*

**SUPERANNUATION.—FORM OF ELECTION TO INCREASE OR REDUCE RATE**

To the Superintendent of the National Provident Fund.

THE . . . . ., being a contributor to the National Provident Fund on behalf of the undermentioned persons, hereby notifies that the rates of the wages or salaries thereof are increased [or reduced] as set out hereunder, so as to increase [or reduce] the pension rates accordingly.

Signed : . . . . .  
Official of Local Authority.

Date : . . . . .

Name of Person.		Present Rate.	Increased Rate.	Effective Date of Increase.
Surname.	Initial.			

Form No. 22

*National Provident Fund Act, 1926*

**SUPERANNUATION**

RETURN of contributions paid to the Fund on behalf of employees (including employer's proportion) for the calendar month ending . . . . ., 19.., by the . . . . . :—

No.	Name.	Amount of Contribution.	Remarks.
		£ s. d.	

Dated this . . . . . day of . . . . ., 19..

## Form No. 23

*National Provident Fund Act, 1926*

SUPERANNUATION.—DECLARATION AS TO CONSTITUTION OF STAFFS AND THE CORRECTNESS OF AMOUNTS PAID ON BEHALF OF EMPLOYEES TO THE FUND

I, [*Name and official designation*], do hereby solemnly and sincerely declare:—

- (1) That the annexed statement entitled "Return of Contributions paid to the Fund on behalf of Employees" for the calendar month ending ....., 19..., by the [*Name of employer*], is true and correct.
- (2) That the names of all employees permanently appointed to the staff since the date of the last declaration made pursuant to Regulation 80 of the National Provident Fund Regulations 1943, have been notified in terms of the agreement in force between the National Provident Fund Board and the [*Name of employer*].

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the Justices of the Peace Act, 1927.

*Signature* : .....

Declared at ....., this ..... day of ....., 19..., before me—

.....

Justice of the Peace [*or Solicitor of the Supreme Court, or other person authorized to receive statutory declarations*].

[To be furnished quarterly.]

## Form No. 24

*National Provident Fund Act, 1926*

APPLICATION OF A PERSON IN A LOCAL AUTHORITY'S EMPLOY FOR PAYMENTS TO A FRIENDLY SOCIETY

I, ....., hereby apply to have the amount of ..... per week out of the deductions made from my wages by the ..... paid to ..... Friendly Society at ..... for the Sick and Funeral Fund thereof, and I agree that any benefits from the National Provident Fund to which I or any person claiming under me may at any time become entitled shall in the case of periodical payments abate in proportion to the amounts so paid, and in the case of payments by way of refund be reduced by the amounts so paid.

Dated this ..... day of ....., 19...

*Signature of Applicant* : .....

## Form No. 25

*National Provident Fund Act, 1926*

SUPERANNUATION.—NOTICE OF CESSATION OF EMPLOYMENT

To the Superintendent of the Fund.

It is hereby notified that ..... will cease his employment with ..... as from the .....

He has decided—

- (1) That his contributions be refunded forthwith in terms of section 28 (1) of the Act.
- (2) To apply to the National Provident Fund Board to be accepted as a contributor to the Fund, and to allot these contributions thereto.
- (3) To leave his contributions in the Fund in order that the contributions may be transferred to his credit should he become an employee of a local authority contributor to the Fund within the period of eighteen months specified in section 28 (3) and (4) of the Act.

[*The employee to strike out the options he rejects.*]

I confirm the foregoing statement of my decision.

*Signature of Employee* : .....

*Private Address* : .....

## ALLOCATION OF CONTRIBUTIONS REMITTED

Employee	..	..	..	..	£.....
Employer	..	..	..	..	£.....
					<hr/>
Total	..	..	..	..	£.....
					<hr/>
Including	..	..	..	..	£..... in transit.

Signed: .....

Official of Local Authority.

Date: .....

N.B.—This notice must be sent to the Superintendent as early as possible before the date of leaving in order that the refund, if desired under (1), may be authorized promptly.

## Form No. 26

*National Provident Fund Act, 1926*

## SUPERANNUATION.—NOTICE OF RETIREMENT

Employee's name in full: .....

Occupation: .....

Name of local authority, employer, &amp;c.: .....

Place: .....

Postal address: .....

Date of commencement of service: .....

Cause of retirement: .....

Date of retirement (last day paid for): .....

Annual rate of salary payable as at [*Date three years prior to date of retirement*]:  
£ .....

If employee retiring by reason of infirmity:—

(a) Have you any reason to believe that such state has been caused by irregular or intemperate habits? .....

(b) Is he suited for any other employment in the service of the local authority, and, if so, of what nature? .....

I hereby certify that to the best of my knowledge and belief the above particulars are true and correct in every respect.

Signature: .....

Mayor or Chairman of Local Authority.

Date: ....., 19..

## Form No. 27

*National Provident Fund Act, 1926*

## SUPERANNUATION.—APPLICATION FOR WIDOW'S AND/OR CHILDREN'S ALLOWANCE

To the Superintendent of the Fund.

[*Full name of deceased person*], on whose behalf the [*Name of local authority*] was contributing to the Fund, died on [*Date of death*], and I claim (\*an allowance as his widow) (\*a refund of all the contributions paid on his behalf, less any benefits received) and an allowance on behalf of his ..... children under fourteen years of age.

I attach hereto the following documents:—

(1) Certificate of death of contributor.

(2) Marriage certificate.

(3) Birth certificates of children.

Signature of Claimant: .....

Address: .....

Date: .....

\* Strike out the option the claimant rejects.

## Form No. 28

## National Provident Fund Act, 1926

## MATERNITY ALLOWANCES FOR MEMBERS OF FRIENDLY SOCIETIES

To the Secretary.

I HEREBY request that the maternity allowance payable to my wife in respect of the birth of a child, as certified below, be paid.

Signature of Member : .....

- (1) Name of society and branch : .....
- (2) Forename of child : .....
- (3) Date of birth of child : [Day, month, year]
- (4) Place of birth of child : .....
- (5) Did the joint income of yourself and your wife during the twelve months immediately preceding the date of birth of the child exceed £300 ? .....
- (6) Was your wife resident in New Zealand at the time of the birth of the child ? .....
- (7) Are you claiming a maternity allowance in respect of this birth from another friendly society or from the National Provident Fund as a contributor thereto ? .....

## DECLARATION

(Exempt from stamp duty)

I, [Name in full], of ....., do solemnly and sincerely declare—

- (1) That the above statements are true and correct in every particular.
- (2) That in connection with the birth of the child for which the claim is made the mother did not receive any maternity benefits in accordance with paragraph (a) or paragraph (b) of subsection (1) of section 95 of the Social Security Act, 1938 (except [Here set out partial benefits, if any]).

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the Justices of the Peace Act, 1927.

Signature of Declarant : .....

Declared at ....., this ..... day of ....., 19.., before me—

.....  
Justice of the Peace [or Solicitor of the Supreme  
Court or other person authorized to receive statutory  
declarations].

If the wife wishes to authorize the payment of the allowance to her husband, she must sign the following form of authority :—

I hereby authorize the payment of this allowance to my husband [Insert husband's name in full].

Wife's Signature : .....

## CERTIFICATE

I HEREBY certify that [Name in full] gave birth to a child on ....., and was attended by me during her confinement.

Signed : (1) .....

Date : .....

If "still birth" or "miscarriage," state particulars, including duration of pregnancy. All claims must be referred to the Superintendent before payment.

I HEREBY certify as follows :—

- (1) The claimant is a benefit member of the society.
- (2) The claimant had completed twelve months' membership at the date of birth of the child.
- (3) The claimant was a financial member at that date.
- (4) The claim is properly filled in.

Signature of Secretary : .....

Date : .....

(1) Add any qualifications. If the nurse or midwife is on the Health Department's Register she should describe herself as "registered nurse" or "registered midwife."

## NOTED IN CENTRAL BODY'S BOOKS

Date : .....

Initials : .....

RECEIPT FROM WIFE OR HUSBAND IF AUTHORIZED ON HER BEHALF  
RECEIVED the sum of ..... in cash.

Date : .....

Signature : .....

DUPLICATE RECEIPT FROM WIFE OR HUSBAND IF AUTHORIZED ON HER BEHALF  
(To be retained by Branch Secretary)

RECEIVED the sum of ..... in cash.

Date : .....

Signature : .....

## Form No. 29

*National Provident Fund Act, 1926*

APPLICATION FROM MEMBER OF FRIENDLY SOCIETY TO CONTRIBUTE

To the Superintendent of the Fund.

I HEREBY apply through the ..... Society to become a contributor to the Fund, and declare the following particulars to be correct to the best of my knowledge and belief:—

Name in full : ..... Place of residence : [*Give full address*].

Business address : .....

Date of birth : ..... Sex : ..... Place of birth : .....

Occupation : .....

Married or single : ..... If married woman or widow give maiden name : .....

Amount of contribution : ..... Amount of weekly pension required : .....

Signature of Member : .....

Date : ....., 19..

I hereby declare that during the three years preceding the date of this application my income has not exceeded the average sum of £300 a year.

Signature : .....

Contributions amounting to £ ..... received and interim receipt given for same.

Signature of Secretary : .....

NATIONAL PROVIDENT FUND.—INTERIM PAY-IN SLIP TO BE FORWARDED TO  
SUPERINTENDENT

I HEREBY pay the sum of ..... pounds ..... shillings and ..... pence, being the contributions to the above-named Fund of \* .....

Amount.

£ s. d.

Signature of Payer-in : .....

Signature of Secretary : .....

Date : .....

Name of Branch and District : .....

\* State name of contributor.

## Form No. 30

*National Provident Fund Act, 1926*

NATIONAL PROVIDENT FUND.—INTERIM RECEIPT

Name : .....

RECEIVED the sum of ..... pounds ..... shillings and ..... pence.  
£.....

Date : .....

Name of Branch : .....

Signature of Secretary : .....

The member will receive from the Superintendent a contribution-book, which must be used for all payments thereafter made.

## Form No. 31

## National Provident Fund Act, 1926

## APPROVED FRIENDLY SOCIETY'S ACCOUNTS

<i>Dr.</i>	<i>Cr.</i>
1. Amount of contributions received from each branch for annuity allowances as per return : £.....	1. Claims paid by branches for maternity : £.....
2. Received from National Provident Fund : £.....	2. Remitted to National Provident Fund : £.....
3. Due from National Provident Fund : £.....	3. Due to National Provident Fund : £.....

C. A. JEFFERY,  
Clerk of the Executive Council.

Issued under the authority of the Regulations Act, 1936.

Date of notification in *Gazette* : 22nd day of July, 1943.

These regulations are administered in the National Provident Fund Department.