

Guideline for Online Portal

1. Online Portal Link

- Online Portal can be accessed by visiting Housing Authority website page <https://portal.housing.com.fj/>

2. Registration

- Principal Applicant will need to register in order to login into the Online Portal.
- Applicants are required to fill the following details in order to register;

Extract of the Online Portal

Not Registered? Sign up now!

User name:	<input type="text"/>
First name:	<input type="text"/>
Last name:	<input type="text"/>
Tin Number:	<input type="text"/>
E-mail:	<input type="text"/>
Password:	<input type="password"/>
Password strength: <div></div>	
<input type="password"/>	
<small>Re-enter Password:</small>	
CAPTCHA verification:	Enter security code: <input type="text"/> 104631

- After registration you will receive an email with an **activation link**, please click on the link for your account to be activated.
- After account has been activated, applicants can log onto the Online Portal using the **User Name and Password** therefore, please ensure you take a note of your User Name and Password.

Extract of the Online Portal

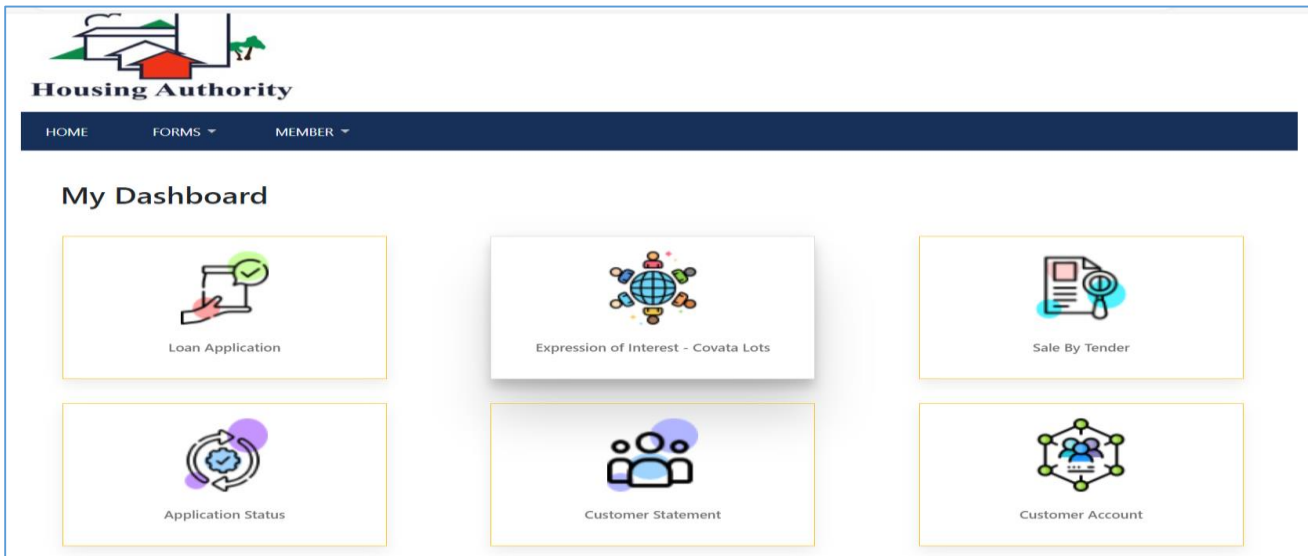
Log on

User name:	<input type="text"/>
Password:	<input type="password"/>
<input type="checkbox"/> Stay signed in on this computer	
Forgotten password	

Extract of the Online Portal

3. My Dashboard

- Select Expression of Interest – Covata Lots on My Dashboard to start with your application.



Note:

Before you start your application please have the below documents scanned and ready for upload:

- HA Standard Statutory Declaration; *(This is available on our webpage)*
- Voter ID or copy of passport bio data page;
- Latest Payslip stamped by the employer;
- If owning any business or self-employed business, please attach Notice of Assessment for the year 2022;
- Birth Certificate and Marriage Certificate;
- Deed poll for any name change;
- TIN letter or FRCS/FNPF joint card; and
- Latest FNPF Statement.

All applicants jointly applying are required to scan and combine the respective documents together for uploading.

Extract of the Online Portal

Required Documents

All applicants jointly applying are required to scan and combine the respective documents together before uploading

HA Standard Statutory Declaration:*

No file chosen

Proof of first time home owner

Copy of Passport/Voter ID:*

No file chosen

Annual Income:*

No file chosen

latest pay slip/letter from employer

Birth Certificate:*

No file chosen

TIN Letter/ FRCS/FNPF Joint Card:*


No file chosen

FNPF Statement :*

No file chosen

4. Filing Form (Extract of the Online Portal form)

Please ensure all the required fields are filled as per the below form:



Log off

HOMEFORMSMEMBER

Expression of Interest - CovataForms > Expression of Interest - Covata

Where are you currently living:*

☒ With family (Family Property)

☐ Renting

☐ PRB Flat

☐ HART

☐ Koroipta

☐ Others (please specify below)

Please specify:

Select Number of Applicants:*

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Applicant Details	Applicant 1	Applicant 2:	Applicant 3:	Applicant 4:
Surname:*	<div>Surname</div> <div>Applicant 1</div>	<div>Surname Applicant 2</div> <div>Applicant 2</div>	<div>Surname Applicant 3</div> <div>Applicant 3</div>	<div>Surname Applicant 4</div> <div>Applicant 4</div>
First Name:*	<div>First Name</div> <div>Applicant 1</div>	<div>First Name Applicant</div> <div>Applicant 2</div>	<div>First Name Applicant</div> <div>Applicant 3</div>	<div>First Name Applicant</div> <div>Applicant 4</div>
Relationship to Applicant 1:*	<div>N/A</div> <div>Applicant 1</div>	<div>Applicant 2 -Relation</div> <div>Applicant 2</div>	<div>Applicant 3 -Relation</div> <div>Applicant 3</div>	<div>Applicant 4 -Relation</div> <div>Applicant 4</div>
Marital Status:*	<div>Single</div> <div>Applicant 1</div>	<div>Single</div> <div>Applicant 2</div>	<div>Single</div> <div>Applicant 3</div>	<div>Single</div> <div>Applicant 4</div>
Date of Birth:*	<div></div> <div>Applicant 1</div>	<div></div> <div>Applicant 2</div>	<div></div> <div>Applicant 3</div>	<div></div> <div>Applicant 4</div>
Tin No:*	<div>032078709</div> <div>Applicant 1</div>	<div>Applicant 2 - Tin No</div> <div>Applicant 2</div>	<div>Applicant 3 - Tin No</div> <div>Applicant 3</div>	<div>Applicant 4 - Tin No</div> <div>Applicant 4</div>
FNPF No:*	<div>Applicant 1 - FNPF N</div> <div>Applicant 1</div>	<div>Applicant 2 - FNPF N</div> <div>Applicant 2</div>	<div>Applicant 3 - FNPF N</div> <div>Applicant 3</div>	<div>Applicant 4 - FNPF N</div> <div>Applicant 4</div>

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FNPF Total Amount:*

0 Applicant 1	0 Applicant 2	0 Applicant 3	0 Applicant 4
0 Applicant 1	0 Applicant 2	0 Applicant 3	0 Applicant 4

Mobile No:*

Applicant 1 - Mobile Applicant 1	Applicant 2 - Mobile Applicant 2	Applicant 3 - Mobile Applicant 3	Applicant 4 - Mobile Applicant 4
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Work Telephone No:

Applicant 1 - Work N Applicant 1	Applicant 2 - Work N Applicant 2	Applicant 3 - Work N Applicant 3	Applicant 4 - Work N Applicant 4
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Residential Address :*

Applicant 1 - Res. Ac Applicant 1	Applicant 2 - Res. Ac Applicant 2	Applicant 3 - Res. Ac Applicant 3	Applicant 4 - Res. Ac Applicant 4
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Postal Address:*

Applicant 1 - Postal Applicant 1	Applicant 2 - Postal Applicant 2	Applicant 3 - Postal Applicant 3	Applicant 4 - Postal Applicant 4
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Self Employed:*

<input type="radio"/> Yes <input type="radio"/> No Applicant 1	<input type="radio"/> Yes <input type="radio"/> No Applicant 2	<input type="radio"/> Yes <input type="radio"/> No Applicant 3	<input type="radio"/> Yes <input type="radio"/> No Applicant 4
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Occupation:*

Applicant 1 - Occupa Applicant 1	Applicant 2 - Occupa Applicant 2	Applicant 3 - Occupa Applicant 3	Applicant 4 - Occupa Applicant 4
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Current Annual Salary:*

Applicant 1 - Annual Applicant 1	Applicant 2 - Annual Applicant 2	Applicant 3 - Annual Applicant 3	Applicant 4 - Annual Applicant 4
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Any Other Source of Income:*

Applicant 1 - Other I Applicant 1	Applicant 2 - Other I Applicant 2	Applicant 3 - Other I Applicant 3	Applicant 4 - Other I Applicant 4
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Email:*

Ashvin.Chand@housi Applicant 1 Email	 Applicant 2 Email	 Applicant 3 Email	 Applicant 4 Email
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Work Email:

 Applicant 1 - Work Email	 Applicant 2 - Work Email	 Applicant 3 - Work Email	 Applicant 4 - Work Email
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Is any member of your nuclear family physically challenged or disabled:*

Yes

Required Documents

All applicants jointly applying are required to scan and combine the respective documents together before uploading

HA Standard Statutory Declaration:*

Choose File No file chosen

Proof of first time home owner

Copy of Passport/Voter ID:*

Choose File No file chosen

Payslip / Notice of Assessment / Any Other Income Details:*

Choose File No file chosen

latest pay slip/letter from employer

Birth Certificate:*

Choose File No file chosen

TIN Letter/ FRCS/FNPF Joint Card:*

Choose File No file chosen

No file chosen

Financing Option:*

- ☐ Housing Authority Loan
- ☐ Bank Loan
- ☐ Cash

Your Deposit Amount:*

- ☐ FNPF
- ☐ Own Cash
- ☐ Assistance from 3rd Party

0

Do you have any external Debt (loans, hire purchase, others):

- ☐ Yes
- ☐ No

Total Outstanding Debt :*

0

Total Monthly Repayment Amount:*

0

Declaration:*

- ☐ I/We declare that the information provided in this form are correct and true.

IMPORTANT NOTICE:

Please note that section 29 Housing Act Cap 257 states that: Any applicant for assistance, whereby way of loan, guarantee or otherwise, who willfully fails to disclose any material information within his knowledge, or who willfully makes any statement which he knows to be false or does not believe to be true, shall be guilty of an offence and on conviction shall be liable to a fine not exceeding \$200 or imprisonment for a term not exceeding 6 months, or to both such fine and imprisonment.

Consent:

☐

I/We understand as part of the due diligence process for lot allocation. I/we authorize and give consent to Housing Authority to seek information from:

- Fiji Revenue and Customs Services (FRCS);
- Fiji National Provident Fund (FNPF);
- Registrar of Titles;
- General Public for submission to object to the lot allocation; and
- Any other source as necessary.

In order to complete income, property ownership and lot allocation eligibility verification process.