

## 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:

First name:

Last name:


Tin Number:

E-mail:

Password:

Password strength:

Re-enter Password:

CAPTCHA verification:  

- 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:

Password:

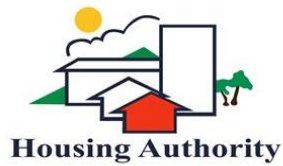
☐ Stay signed in on this computer

[Forgotten password](#)

### *Extract of the Online Portal*

#### 3. My Dashboard

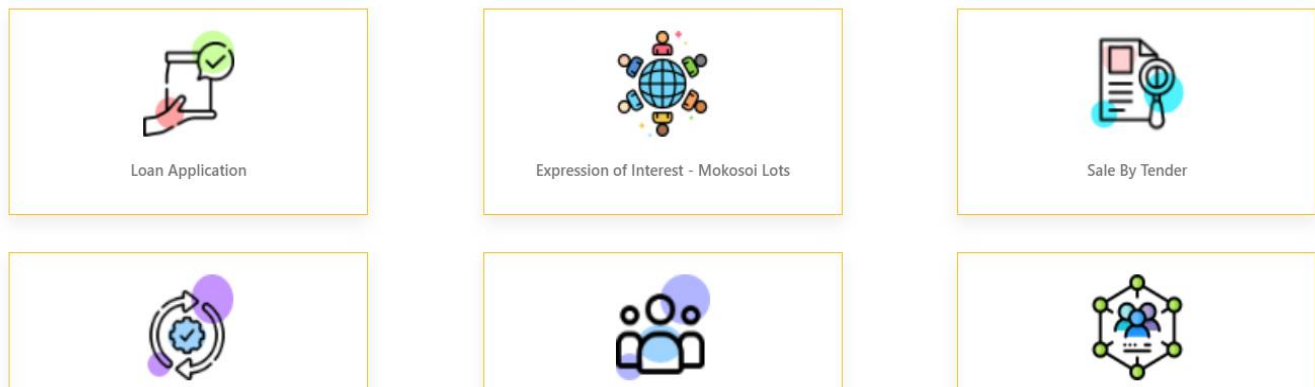
- Select Expression of Interest – Mokosoi Lots on My Dashboard to start with your application.



Log off

HOME FORMS ▾ MEMBER ▾

#### My Dashboard



#### **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 or 2023 if available;
- Birth Certificate/Marriage Certificate (Dissolution of Marriage / Death Certificate if applicable);
- 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.*

1. **For married applicant(s)** - Both the spouses' need to provide their details as per the above checklist. Should a spouse be unemployed than it should be mentioned in statutory declaration but he/she will still need to provide other relevant documents as per the checklist.
2. **De-facto relationship** - statutory declaration stating their years of relationship to be provided and provide partners' details as per the above checklist.

3. **If Divorced** - dissolution of marriage to be provided
4. **If widow/widower** – death certificate to be provided

***\*Please note that all the above required documents are mandatory. Failure to provide any of the above documents will render the EOI incomplete and will not be considered for lot allocation.***

## 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](#)



**Housing Authority**

HOME    FORMS    MEMBER

## Expression of Interest - Mokoso

[Forms](#) > Expression of Interest - Mokoso

Please select the location where you are submitting the application from:\*

- ☐ Housing Authority Vaelevu
- ☐ Housing Authority Lautoka
- ☐ Housing Authority Labasa
- ☐ Yourself

Where are you currently living:\*

- ☒ With family (Family Property)
- ☐ Renting
- ☐ PRB Flat
- ☐ HART
- ☐ Korolipta
- ☐ Others (please specify below)

Please specify:

Select Number of Applicants:\*

1

Applicant Details	Applicant 1
Surname:*	<input type="text" value="Surname"/> <small>Applicant 1</small>
First Name:*	<input type="text" value="First Name"/> <small>Applicant 1</small>
Relationship to Applicant 1:*	<input type="text" value="N/A"/> <small>Applicant 1</small>
Marital Status:*	<input type="text" value="Single"/> <small>Applicant 2</small>
Date of Birth:*	<input type="text" value=""/> <small>Applicant 2</small>
Tin No:*	<input type="text" value="123456789"/> <small>Applicant 2</small>

	Applicant 1
FNPf No:*	Applicant 1 - FNPf No
	Applicant 1
FNPf Housing Eligibility:*	0
	Applicant 1
FNPf Total Amount:*	0
	Applicant 1
Mobile No:*	Applicant 1 - Mobile
	Applicant 1
Work Telephone No:	Applicant 1 - Work No
	Applicant 1
Residential Address :*	Applicant 1 - Res. Address
	Applicant 1
Postal Address:*	Applicant 1 - Postal
	Applicant 1
Self Employed:*	<input type="radio"/> Yes <input type="radio"/> No
	Applicant 1
Occupation:*	Applicant 1 - Occupation
	Applicant 1
Current Annual Salary:*	Applicant 1 - Annual
	Applicant 1
Any Other Source of Income:	Applicant 1 - Other Income
	Applicant 1
Email:*	JSingh@housing.com
Work Email:	
	Applicant 1 - Work Email
Is any member of your nuclear family physically challenged or disabled:*	
Yes	

#### Required Documents

##### Note:

1. **For married applicant(s)** - Both the spouses' need to provide their details as per the above checklist. Should a spouse be unemployed then it should be mentioned in HA standard statutory declaration but he/she will still need to provide other relevant documents as per the checklist;
2. **De-facto relationship** - statutory declaration stating their years of relationship to be provided and provide partners' details as per the above checklist;
3. **If Divorced** - dissolution of marriage to be provided;
4. **If widow/widower** - death certificate to be provided.

All applicants jointly applying are required to read and confirm the respective documents together before uploading.

#### HA Standard Statutory Declaration:\*

No file chosen

Read it first time here >>>>

#### Copy of Passport/Voter ID:\*

No file chosen

Payslip / Notice of Assessment / Any Other Income Details:<sup>4</sup>

No file chosen

Upload payslip/notice from employer

Birth / Marriage Certificate (Dissolution of Marriage or Death Certificate if applicable):<sup>4</sup>

No file chosen

TIN Letter/ FRCS/FNPF Joint Card:<sup>4</sup>

No file chosen

FNPF Statement:<sup>4</sup>

No file chosen

Financing Option:<sup>4</sup>

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

Your Deposit Amount apart from  
FNPF:<sup>4</sup>

- ☐ 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:<sup>4</sup>

0

Declaration:<sup>4</sup>

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

JAF02F0007/001000

Please note that section 24 Housing Act 2017 states that Any applicant for assistance, whether owner of loan, guarantor or otherwise, who willfully fails to declare 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:<sup>4</sup>

☐

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.