

Please complete the form

Date:

Client Name

Postal Address Contact Number
Email

Client Order

Currency Total Invoice(s) Amount

Purpose

- Goods Purchased
Have goods arrived? Yes No
- Service
- Capital / Dividend
- Outward Investment
- Others (Incl. salaries)

Good Until Date

OR

Until Cancelled

Supporting Documents (To be provided in full with this document)

- Transport Document (Bill of lading/Airway Bill)
- Customs Clearance Form (First page only)
- Trade Invoice (Service related to contracts / Agreements)
- Tax Clearance

Authorised by:

Signature:

Any Other Instructions

FX Order Placement Acknowledgment and Acceptance

Your acknowledgment and Acceptance that once Foreign Currency becomes available, your FX Order maybe executed partially or in full at the prevailing Kina Bank TT selling rate of the day as published on Kina Bank's website

All Transactions will be subjected to Kina bank Terms and Conditions for Trading in Foreign Exchange

Transactions: It is your responsibility and obligation to provide settlement instructions by the settlement date, failure to do so will result in a failed settlement and the deal position shall be closed out at the prevailing TT buying rate on the settlement date. Or if the deal is cancelled after confirming the rate for payment execution between yourselves and Kina Bank Limited, the deal position shall be closed out at the prevailing TT buy rate on the cancellation date.

In accordance with the Bank of Papua New Guinea Foreign Exchange Guidelines, all foreign exchange orders must have available Kina and maintain a sufficient balance while the order is in place. Where there is insufficient balance in your settlement account, the order needs to be withdrawn immediately.
For More information, refer to the T&C at the Back of the Form

Scan and send a completed form together with supporting document to Kina Bank Treasury on the email address below.

TREASURY USE ONLY

Date Filled

Fully Filled State Currency and Amount filled

Partially Filled Exchange Rate

Due Date PGK Equivalent

Reference if applicable

FX Dealer

Drop your payment documents at your nearest branch anytime between the date your order had being filled to the value date. Failure to do so, your order will be cancelled without notice.

FOREIGN EXCHANGE ORDER REQUIREMENTS

When placing a foreign currency order with Kina Bank, a sufficient Kina balance or source of Kina needs to be available at the time of placing an order and maintained for the duration the order is pending. Upon allocation, a FX Deal Confirmation will be sent for your sign off and you need to provide a signed copy together with the following supporting documents listed below with TT application form to the respective branch. Approved FX Orders will not be executed if supporting documents are incomplete.

Depending on the purpose of the FX payments in your order, listed below are the required supporting documentation:

Payments for Physical Imports:

- a. where goods have already arrived in PNG:
 - Invoice
 - Customs Declaration Form 15
 - Transport document. eg. bill of lading, airway bill, parcel post receipt
- b. where goods have not arrived:
 - Invoice
 - Official payment terms (contractual agreements). If there is no contract agreement in place, indicate ETD, ETA, Port of Loading/Destination, relationship between remitter and beneficiary.
 - On receipt of goods/imports, transport and Customs Declaration Form 15 should be submitted immediately.

Service Payments (eg. wages, management fees, insurance, consultancy fees):

- Invoices or employee salary schedule for wages (names to be blocked)
- Tax clearance certificate (TCC) (Original must be provided) if K500,000.00 limit has been exceeded at any one given time in a calendar year **

Outward Investment (eg. property, bonds, equities):

- Purchase and sale agreement
- Tax clearance certificate (TCC) (Original must be provided) **

Loan Repayments (to parent or offshore institute):

- Repayment schedule
- Tax clearance certificate (TCC) (Original must be provided) **

Dividends:

- Board Resolution
- Tax clearance certificate (TCC) (Original must be provided) **

The original TCC (Tax Clearance Certificate) is to be provided together with other supporting documents for non-import related payments for physical sighting and utilization update every time a payment is executed. The calendar year annual limit is PGK 500,000.00 for both business entities and personal remittances

Send your FX order Form with a copy of invoice(s)

Email: Kinabankfxorders@kinabank.com.pg

Treasury, Kina Bank Limited

Email: Treasury@kinabank.com.pg