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PAPUA NEW GUINEA



# identification check list

Customer Name:

Date

Account Opening Officer (Name):

## CUSTOMER IDENTIFICATION DOCUMENTS

- Two 'Category A' documents (including at least 1 photo ID), or
- One 'Category A' document and two 'Category B' letters, or Officers must sight and then take copies of ORIGINAL
- Combinations of documents from Categories A and B are acceptable as identification for a person
- A Taxpayer Identification Number (TIN) is mandatory for all companies i.e. TIN:

Supporting documents i.e. current income tax assessment notice or letter of confirmation of registration from Internal Revenue Commission quoting the TIN.

## CATEGORY A - IDENTITY VERIFICATION DOCUMENTS FOR NEW AND EXISTING CLIENTS

Type of Identification	Copies Held	Type of Identification	Copies Held
a Passport (all countries)	<input type="checkbox"/>	e Superfund Identification Card from NASFUND/NAMBAWAN SUPER LIMITED	<input type="checkbox"/>
b Drivers' license (all countries)	<input type="checkbox"/>	f PNG Work Permit	<input type="checkbox"/>
c Government identification documents	<input type="checkbox"/>	g Student Card or registration forms for an education institution	<input type="checkbox"/>
d Employment identification	<input type="checkbox"/>		

## OTHER IDS

Type of Identification	Copies Held	Type of Identification	Copies Held
a Certificate of Christening/Baptism	<input type="checkbox"/>	k Government health card	<input type="checkbox"/>
b Citizenship certificate	<input type="checkbox"/>	l Educational institution certificates	<input type="checkbox"/>
c Birth certificate	<input type="checkbox"/>	m Foreign pensioner's card	<input type="checkbox"/>
d Employment records	<input type="checkbox"/>	n Superannuation card	<input type="checkbox"/>
e Employment pay-slips	<input type="checkbox"/>	o Fire arms license	<input type="checkbox"/>
f Other official records from the Government	<input type="checkbox"/>	p Marriage Certificate	<input type="checkbox"/>
g License or permit issued by a commodity board or association (eg. Coca permit, gold license etc)	<input type="checkbox"/>	q mortgage or other security document over the customer's property	<input type="checkbox"/>
h Current records of membership of professional or trade organisation	<input type="checkbox"/>	r Public Utilities record (such as an electricity or telephone bill)	<input type="checkbox"/>
i An existing customer with a long history of dealing with the financial institution (more than 2 years) and who is known favourably to the financial institution (to be verified by the cash dealer's signature)	<input type="checkbox"/>	s Records from a bank (including bank or credit cards such as Visa, Diners Club, Mastercard, American Express or statements for an account or credit card)	<input type="checkbox"/>
j License or permit issued by the Government of Papua New Guinea	<input type="checkbox"/>		

CATEGORY B - IDENTITY VERIFICATION DOCUMENTS FOR NEW AND EXISTING CLIENTS

Type of Identification	Copies Held	Type of Identification	Copies Held
a A written reference confirming the customer's full name, date of birth and occupation, from one of the following acceptable referees:	<input type="checkbox"/>	n A confirmation from a reputable commodity buyer known to the cash dealer (eg vanilla, copra, coffee etc)	<input type="checkbox"/>
b A bank Manager or an employee	<input type="checkbox"/>	o A Church leader	<input type="checkbox"/>
c An officer in charge of a bank agency	<input type="checkbox"/>	p A Minister of Religion	<input type="checkbox"/>
d A Magistrate of a District court	<input type="checkbox"/>	q A local village Court Magistrate	<input type="checkbox"/>
e A lawyer or legal practitioner	<input type="checkbox"/>	r A local level Government Councillor	<input type="checkbox"/>
f A registered medical practitioner or dentist	<input type="checkbox"/>	s A Ward Councillor	<input type="checkbox"/>
g A District health manager or manager of a OIC health centre	<input type="checkbox"/>	t A Commissioner of Oaths	<input type="checkbox"/>
h A qualified pharmacist	<input type="checkbox"/>	u A serving Member of Parliament	<input type="checkbox"/>
i A landlord of a rented premises where the person lives	<input type="checkbox"/>	v A Police officer or Commander	<input type="checkbox"/>
j A Headmaster of a Primary or Secondary School	<input type="checkbox"/>	w An employee of a cash dealer	<input type="checkbox"/>
k A Customer or Immigration officer in Papua New Guinea	<input type="checkbox"/>	x A public servant	<input type="checkbox"/>
l A Provincial Police Commander or Police Station Commanding Officer	<input type="checkbox"/>	y A statutory declaration from a person who has known the customer for 5 years or more	<input type="checkbox"/>
m An accountant who is a member of the PNG Institute of Accountants	<input type="checkbox"/>	z A servicing commissioned officer of the PNG Defence Force	<input type="checkbox"/>

The identity of unincorporated businesses or associations (eg self- employed persons who own a business) should be verified by establishing the identity of the partner, proprietor or owner with the largest share in the business. This should be done using the same documents that are used to identify a natural person.

I declare that the above information is true and correct

Customer's Name

Signature

Date

Authorising Officer Name

Signature

Date