



FIRST INVESTMENT FINANCE LIMITED

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Postal Address: PO Box 326 | Port Moresby | NCD | 121 | PNG

FORM 2D

CUSTOMER INFORMATION FORM - INDIVIDUAL

Customer Details

**Type in BLOCK letters*

Existing Customer New Customer

Title: *Please tick only one box* Mr. Mrs. Ms. Miss. Other _____

First Name: _____ Second Name: _____ Surname: _____

Date of Birth:

D	D	M	M	Y	Y	Y	Y
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 Gender: Male Female *Please tick only one box*

Marital Status: Married Single Divorced Widowed De facto *Please tick only one box*

Country of Residence: _____ Country of Citizenship: _____

Customer Contact Details

Work/Home Phone No(s): _____
Mobile No(s): _____
Work Email Address: _____
Personal Email Address: _____

Employment Details

Employer: _____
Occupation: _____
Staff No.: _____
Period of Employment: _____

Residential Address

Section: _____ Allotment: _____
Suburb/Village: _____
Town/Province: _____
Country: _____

Mailing Address

Post Office Address: _____
Town: _____
Province: _____
Country: _____
Attention: _____

Type of Identification

<input type="checkbox"/> Current Passport	Identification No.: _____	Expiry Date: <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y			
<input type="checkbox"/> Current Driver's License	Identification No.: _____	Expiry Date: <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y			
<input type="checkbox"/> National Identification Card (NID Card)	Identification No.: _____	Expiry Date: <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y			
<input type="checkbox"/> Work Permit ID	Identification No.: _____	Expiry Date: <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y			
<input type="checkbox"/> Superannuation ID	Identification No.: _____	Expiry Date: <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
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D	D	M	M	Y	Y	Y	Y			
<input type="checkbox"/> Other, please specify:										
_____	Identification No.: _____	Expiry Date: <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
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D	D	M	M	Y	Y	Y	Y			

Customer Signature: _____ **Date:**

D	D	M	M	Y	Y	Y	Y
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FIFL OFFICE USE ONLY

Customer Code: <table border="1"><tr><td>C</td><td>U</td><td>S</td><td>T</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table>	C	U	S	T	0	0	0	0	Signature <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>									Date <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
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D	D	M	M	Y	Y	Y	Y																			

Acceptable Identification Documents

Lists of documents that are acceptable when identifying a customer are as follows

Category "A" - Official Documents

- Current Passport
- Current Driver's License
- Government Identification Documents
- Certificate of Christening / Baptism
- Citizenship Certificate
- Birth Certificate
- Employment Identification
- Employment Records / Pay slips
- Other official records from the government of PNG
- Identification card from POSF or NASFUND
- An existing customer who is known favorably to FIFL
- License of permit issued commodity board or association (i.e. cocoa permit, gold license, etc.)
- Marriage Certificates
- School Certificates
- Student Card or registration documents
- License or permit issued by the Gov't of PNG
- Public utilities record
- Superannuation Card
- Firearms license
- PNG Work Permit
- Foreign pensioner's fund
- An existing customer with a bank who has held an account with the bank for more than 2 years
- Current records of membership of professional or trade organization
- Utility Bills
- Bank Account Statements
- IRC Taxpayers Identification Certificate

Category "B" – *Written reference confirming the customer's full name, date of birth and occupation, from one of the following acceptable referees.*

Note: Referee must have known the customer for more than 12 months

Personal Reference

- A bank employee
- An officer in charge of a bank agency
- A bank manager
- A lawyer of legal practitioner
- A registered medical practitioner
- A district health manager or manager of a OIC health center
- A qualified pharmacist
- A magistrate of a district court
- A landlord of a rented premises where the person lives
- A public servant
- A customs or immigration officer
- A minister of religion
- A church leader
- A serving commissioned officer of the PNG Defense Force
- A local village court magistrate
- A local level government councilor
- A ward councilor
- A commissioner of oaths
- A headmaster of a primary school or secondary school
- A serving member of parliament
- A police officer or commander
- An accountant who is a member of the PNG Institute of Accountant
- A statutory declaration from a person who has known the customer for 5 years or more
- A confirmation from a reputable commodity buyer known to FIFL (i.e. vanilla, copra etc.)
- An employee of FIFL

Checklist

Complete Customer Information Form (Individual) – Form 2D

Two (2) forms of Identification (**IDs must contain signatures for verification purposes**)

Expatriate

Passport

Work Permit

National

National Identification Card

Driver's License

Superannuation Card

Work ID

(Refer "Acceptable Identification Documents" above.)

Proof of Address (Rental Invoice, Waterbill, Esipay receipt, Land Title, Stat Dec)

Provide evidence of other sources of income (if applicable)