



# CUSTOMER INFORMATION FORM - COMPANY

### Customer Details

Existing Customer       New Customer

*\*Type in BLOCK letters*

Business/Company Name \_\_\_\_\_  
IPA Registration Number \_\_\_\_\_ IRC Tax Identification Number \_\_\_\_\_

### Customer Contact

Phone Number(s): \_\_\_\_\_ Mobile Number(s): \_\_\_\_\_ Fax: \_\_\_\_\_  
Email Address(es): \_\_\_\_\_

### Business Physical Address

### Mailing Address

Allotment: \_\_\_\_\_  
Section: \_\_\_\_\_  
Street: \_\_\_\_\_  
Town/Province: \_\_\_\_\_  
Country: \_\_\_\_\_

Post Office Address: \_\_\_\_\_  
Town: \_\_\_\_\_  
Province: \_\_\_\_\_  
Country: \_\_\_\_\_  
Attention: \_\_\_\_\_

### IPA Registration

IPA Certificate  
 IPA Certificate of Good Standing / IPA Extract

IPA Registration Number: \_\_\_\_\_ If other please specify: \_\_\_\_\_

Issued Date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Expiry Date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

### Individual Identifications

Name: \_\_\_\_\_  Director       Beneficial Owner       PEP<sup>i</sup>

Date of Birth: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

\*If not a Director or Beneficial Owner, please state your Occupation below

Nationality: \_\_\_\_\_

Phone/Mobile No.: \_\_\_\_\_ Email Address \_\_\_\_\_

Residential Address: \_\_\_\_\_

Identification provided

Identification No.: \_\_\_\_\_ Expiry Date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Identification No.: \_\_\_\_\_ Expiry Date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Name: \_\_\_\_\_  Director       Beneficial Owner       PEP

Date of Birth: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

\*If not a Director or Beneficial Owner, please state your Occupation below

Nationality: \_\_\_\_\_

Phone/Mobile No.: \_\_\_\_\_ Email Address \_\_\_\_\_

Residential Address: \_\_\_\_\_

Identification provided

Identification No.: \_\_\_\_\_ Expiry Date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Identification No.: \_\_\_\_\_ Expiry Date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Name: \_\_\_\_\_  Director       Beneficial Owner       PEP

Date of Birth: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

\*If not a Director or Beneficial Owner, please state your Occupation below

Nationality: \_\_\_\_\_

Phone/Mobile No.: \_\_\_\_\_ Email Address \_\_\_\_\_

Residential Address: \_\_\_\_\_

Identification provided

Identification No.: \_\_\_\_\_ Expiry Date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Identification No.: \_\_\_\_\_ Expiry Date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Name: \_\_\_\_\_  Director  Beneficial Owner  PEP  
 Date of Birth: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 \*If not a Director or Beneficial Owner, please state your Occupation below  
 Nationality: \_\_\_\_\_  
 Phone/Mobile No.: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Residential Address: \_\_\_\_\_  
 Identification provided: \_\_\_\_\_  
 \_\_\_\_\_ Identification No.: \_\_\_\_\_ Expiry Date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

  
 \_\_\_\_\_ Identification No.: \_\_\_\_\_ Expiry Date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Name: \_\_\_\_\_  Director  Beneficial Owner  PEP  
 Date of Birth: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 \*If not a Director or Beneficial Owner, please state your Occupation below  
 Nationality: \_\_\_\_\_  
 Phone/Mobile No.: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Residential Address: \_\_\_\_\_  
 Identification provided: \_\_\_\_\_  
 \_\_\_\_\_ Identification No.: \_\_\_\_\_ Expiry Date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

  
 \_\_\_\_\_ Identification No.: \_\_\_\_\_ Expiry Date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Name: \_\_\_\_\_  Director  Beneficial Owner  PEP  
 Date of Birth: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 \*If not a Director or Beneficial Owner, please state your Occupation below  
 Nationality: \_\_\_\_\_  
 Phone/Mobile No.: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Residential Address: \_\_\_\_\_  
 Identification provided: \_\_\_\_\_  
 \_\_\_\_\_ Identification No.: \_\_\_\_\_ Expiry Date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

  
 \_\_\_\_\_ Identification No.: \_\_\_\_\_ Expiry Date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

**Authorized Signatories**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

  
 Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

  
 Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

  
 Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

  
 Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

  
 Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

To be accompanied by a Board of Resolution or Secretary Certificate, if applicable.

**COMPLIANCE AND RISK USE ONLY**

Customer Code: 

CUST000
---------

  
 Approved by (Name) \_\_\_\_\_ Signature \_\_\_\_\_ Date 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

  
 Entered by (Name) \_\_\_\_\_ Signature \_\_\_\_\_ Date 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

  
 PEP Authorized by (Name) \_\_\_\_\_ Signature \_\_\_\_\_ Date 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

  
 SDD<sup>ii</sup>  Requirements: \_\_\_\_\_ Provide: YES / NO  
 EDD<sup>iii</sup>  \_\_\_\_\_ Provide: YES / NO  
 World-check  \_\_\_\_\_ Provide: YES / NO  
 Coloured IDs  \_\_\_\_\_ Provide: YES / NO

## 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 Taxpayer 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 or 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 heard master of a primary school or secondary school
- A serving member of parliament
- A police 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

The document has to be original and valid.

The following combinations of documents from the list above are acceptable as identification for a person:

- Two 'Category A' document, or
- One 'Category A' document and two 'Category B' letters or
- Three 'Category B' letter

Companies must supply a Certificate of Incorporation issued by the Government of Papua New Guinea. Signatories of corporate body accounts are required to provide the necessary identification documentation and complete a Customer Information Form – Individual. Other documents that maybe required for companies for purposes of identification and verification are: - Memorandum & Articles of Association, Resolution of Board of Directors to open an account / obtain a loan/lease and identification of those who have authority to operate the account, Power of Attorney granted to its managers, officers or employees to transfer business on its behalf, recent bank account statement or copy of utility bill to establish the address.

<sup>i</sup> **Politically Exposed Person** - Person who has been entrusted with a prominent public function.

<sup>ii</sup> **Standard Due Diligence** - these are generally situations where there is a potential risk but it is unlikely that these risks will be realized

<sup>iii</sup> **Enhanced Due Diligence** - a process that provides greater level of scrutiny of potential business partnerships and highlights risk that cannot be detected by Customer Due Diligence (require but not limited to PEP and High Risk Customers).