



CUSTOMER INFORMATION FORM - INDIVIDUAL

Customer Details

Existing Customer New Customer *Type in BLOCK letters

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 De facto *Please Tick only one box*

Country of Residence: _____ Country of Citizenship: _____

Politically Exposed Person: Yes No *Please Tick only one box*

Customer Contact Details

Employment Details

Work/Home Phone No(s): _____ Employer: _____

Mobile No(s): _____ Occupation: _____

Work Email Address: _____ Staff No.: _____

Personal Email Address: _____ Period of Employment: _____

Residential Address

Mailing Address

Allotment: _____ Post Office Address: _____

Section: _____ Town: _____

Street: _____ Province: _____

Town/Province: _____ Country: _____

Country: _____ Attention: _____

Customer Signature: _____

Date:

D	D	M	M	Y	Y	Y	Y
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Type of Identification

<input type="checkbox"/> Current Passport	Identification No.: _____	Expiry Date: <table border="1" style="display: inline-table;"><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" style="display: inline-table;"><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	Identification No.: _____	Expiry Date: <table border="1" style="display: inline-table;"><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	Identification No.: _____	Expiry Date: <table border="1" style="display: inline-table;"><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" style="display: inline-table;"><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 ID	Identification No.: _____	Expiry Date: <table border="1" style="display: inline-table;"><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"/> Other, please specify:	Identification No.: _____	Expiry Date: <table border="1" style="display: inline-table;"><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			
_____	Identification No.: _____	Expiry Date: <table border="1" style="display: inline-table;"><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			
_____	Identification No.: _____	Expiry Date: <table border="1" style="display: inline-table;"><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			
_____	Identification No.: _____	Expiry Date: <table border="1" style="display: inline-table;"><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			

COMPLIANCE AND RISK USE ONLY

Customer Code: **CUST000**

Approved by (Name): _____ Signature: _____ Date:

D	D	M	M	Y	Y	Y	Y
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Entered by (Name): _____ Signature: _____ Date:

D	D	M	M	Y	Y	Y	Y
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PEP Authorized by (Name): _____ Signature: _____ Date:

D	D	M	M	Y	Y	Y	Y
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SDDⁱ: Requirements: _____ Provide: YES / NO

EDDⁱⁱ: _____ 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.

ⁱ **Standard Due Diligence** - these are generally situations where there is a potential risk but it is unlikely that these risks will be realized

ⁱⁱ **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).