

# Customer Identification & Verification (CI&V) Tipsheet

September 2016

Requirements	Primary Documents									Secondary Documents													
	PNG Passport	Foreign Passport	PNG Drivers Licence	Foreign Drivers Licence (US, AUST, NZ, GREAT BRITAIN)	PNG National Identity Card (NID)	Superannuation Membership Card (Nasfund & Nambawan)	PNG National Identity Birth Certificate	Firearms Licence	PMV Crew Permit Holder	A Statutory Declaration from a person who has known the customer 5 years or more	Employment Confirmation Letter from Corporate/Institutional Entities and Government Agencies only (Employment ID must accompany the employment letter)	Student ID card with photograph must accompany a reference from Headmaster or Principle of Primary or Secondary School	Government Health Book	Bank statement (issued within 3 months)	Mortgage or other security documents over customer property	Police Clearance Certificate	Referee - Police Inspector or Commander	Referee - Local Level Government Counsellor or President	Referee - Landlord of rented premises where the customer currently resides	Referee - Church Leader	Referee - Minister for Religion	Referee - Village Court Magistrate	Referee - Lawyer, Doctor, Justice of Peace
	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	✓	✓	✓	✓	✓		✓			✓	✓		✓			✓	✓	✓	✓	✓	✓	✓	✓
	✓	✓			✓		✓																
				✓						✓	✓				✓	✓	✓	✓	✓	✓	✓	✓	✓

**Note:** Two (2) forms of identification documents are required for customer on-boarding. At least one identification document must be a Primary document

## Acceptable combination of identification documents:

- (i) Two Primary photographic documents\*
- (ii) One Primary photographic document and One Primary non-photographic\*
- (iii) One Primary photographic document and one Secondary document^
- (iv) One Primary non-photographic and One Secondary document^

**NOTE:** All identification documents obtained must be originals and certified appropriately

- Reference letters must be from the specified Referees: Police Inspector or Commander, Serving Member of Parliament, Local Level Government Counsellor or President, Village Court Magistrate, School Headmaster/Principle, Church Leader
- Existing customers can open additional account(s) under their current CIF with one form of ID document, the identification documents can be either a \*Primary or ^Secondary document

**RECENT ARRIVALS** defined as "in the country less than 6 weeks" - there is an exemption for these parties whereby one Primary photographic document is acceptable.

**\*Primary (Government issued) photographic or non-photographic documents** must include these information:

- (i) Full name
- (ii) Date of Birth

**^ Secondary documents** must include these information:

- (i) Full name
- (ii) Date of Birth or Residential Address