

Customer Name	<input type="text"/>	CIF Number	<input type="text"/>
Account Number	<input type="text"/>	Branch	<input type="text"/>
		Country	<input type="text"/>

Use this form to complete the identification process for an individual (a person) who is a new to bank customer or an existing customer whose account was opened prior.

An individual can be an account owner of a personal account, an account signatory or other parties related to a business account such as directors or beneficiaries (refer to Bank South Pacific - Customer Identification Form (Business Account) to open a business account).

Instructions

- Original documents or certified copies must be sighted and relevant details must be recorded in this form. Photocopies of these documents must be stamped "original sighted and verified".
- Supervisor approval must be obtained prior to opening the account.
- Acceptable documents for customer identification purpose are classified as either Primary or Secondary. Acceptable ID Combinations are:
 - Two (2) Primary documents OR
 - One (1) Primary document AND two (2) Secondary documents OR
 - Three (3) Secondary documents.

You must collect enough documents to verify all 4 Mandatory Details. If the 4 Mandatory Details cannot be adequately verified using one of the ID Combinations, additional documents must be obtained from the customer.

- For a list of acceptable Primary and Secondary identification documents please see over page.

SECTION A - NEW CUSTOMERS AND EXISTING CUSTOMERS PRIOR TO 2008

This Section is mandatory and must be completed for

- New customers
- Existing Customers who do not have any ACTIVE accounts with BSP
- Existing customers with active which were open prior to 2008

	Type	Number	Date	Country	Mandatory Details
ID1					<input type="checkbox"/> Name <input type="checkbox"/> DOB <input type="checkbox"/> Residential Address <input type="checkbox"/> Photo ID or 1 Signature Specimen
ID2					ID Combination <input type="checkbox"/> 2 Primary documents <input type="checkbox"/> 1 Primary and 2 secondary documents <input type="checkbox"/> 3 Secondary
ID3					

SECTION B - NON-RESIDENT / NON-CITIZEN

Is this customers non resident / non citizen? ☐ Yes ☐ No

If yes, you must also collect ALL of the following

- ☐ Valid Passport or international travel document
- ☐ Valid visa or permit (work, business or other) issued by Immigration Department
- ☐ Valid Employment document issued by the employer OR Valid student document issued by an education institution

SECTION C - DECLARATION

FATCA US Details Check

Were US details found for this customer relating to any of the below?

- ☐ US Address
- ☐ An "In Care of" or "Hold Mail" address if no other address is found
- ☐ US Phone number
- ☐ US Place of Birth
- ☐ US Resident or Citizen
- ☐ Transfer Orders to an account in the US
- ☐ Power of attorney or signatory authority granted to a person with a US address

If you ticked any of the above, then please ask the customer to complete a FATCA Self Declaration Form (SDF) prior to opening this account.

I declare that I have:

- collected all the necessary documents to complete the identification process ☐ Yes
- verified all mandatory details of the customer ☐ Yes
- completed the US details check for this customer ☐ Yes
- sighted all original documents and or certified copies of documents ☐ Yes
- photocopied/ scanned all identification documents provided and attached to this form ☐ Yes

Signature

Date

SECTION D - ACCOUNT AUTHORISATION

Refer to supervisor for authorisation prior to opening this account.

Supervisor's name

Signature

Date

ACCEPTED PRIMARY DOCUMENTS

- Current passport
- Citizenship certificate
- Birth certificate
- Marriage certificate
- Current driver licence
- Government-issued national ID voter identification card
- Government-issued health card
- Government-Issued pensioner card
- Government-issued work permit
- Valid superannuation or National Provident Fund membership card

ACCEPTED SECONDARY DOCUMENTS**Documents / cards from Educational Institution**

- Student identification card from an education institution (e.g. primary, secondary, tertiary, technical, institution).
- Current certification of registration to an educational institution (e.g. primary, secondary, tertiary, technical, institution).
- Record of educational institution attendance in the last 10 years.

Records from Bank

- Current bank ATM card, credit card, debit card, or stored card issued by a financial institution.
- Bank statement or account statement from a financial institution not older than 6 months.
- Passbook issued by a financial institute and contains a 'blacklight' signature.
- Life insurance policy document.

Employment or Income Documents

- Letter from current employer verifying employment status.
- Recent pay or salary slips not older than 6 months.
- Tax Identification Number and acknowledgement from the government agency authority (e.g. Fiji Islands Revenue and Authority)
- Notice of Tax Assessment.
- Work Employer ID with photo

Public Records or Bills

- Records of public utility (water, electricity, telephone)
- Television account statements
- Cellular mobile account statements
- Municipal rates statements
- Electoral roll records

Licence, Registration, Professional Membership

- Municipal business licence certificate
- Motor vehicle registration
- Government and or association-issued licence or permit (e.g. gold licence, cocoa permit, fire arm licence)
- Current record of membership of professional or trade organisation

Mortgage & Land Documents

- Certified copy of mortgage document by any financial institution over the customer's property.
- Certified land or other property ownership document or title (e.g. Lands Title Office records)

Others

- Public service employee identification card.
- Certificate of christening baptism
- Other government-issued official records or document not mentioned above.

Personal References

A written reference confirming the customer's full name, date of birth, residential address, and occupation, from one of the following acceptable referees:

Note: The referee must have known the customer for more than 12 months.

- Bank Manager
- Pharmacist
- Magistrate, barrister, solicitor, registered judge
- Ward councillor, local government councillor, provincial assembly member
- Accountant certified or registered with local or international professional accounting institute body
- Notary or Commissioner of oaths, Justice of Peace
- Registered medical practitioner or dentist
- Statutory declaration from a person who has known the customer for at least 5 years or more
- Village chief, headman, village councillor
- Church leader (Minister, Priest and Pastor)
- Principal of a primary or secondary school
- Town officer (Tonga only)