

# IDENTIFICATION CHECKLIST FOR INDIVIDUAL CUSTOMERS



Thank you for choosing Westpac. To open a Westpac personal bank account, we will need some identification information and documents.



## Identification documents

Along with a signed and completed personal account opening form, you will need to provide identification documents that include:

- Full name
- Date of Birth
- Residential Address
- Signature
- Occupation
- TIN
- Citizenship
- Source of income

## Certified Copies of Documentation

A certified copy of a document may be provided as an alternative to sighting an original document for verification purposes. The persons authorised to certify a document are set out below:

### In PNG

- Lawyer with a current practicing certificate; and
- A Gazetted Commissioner of Oaths

### Outside of PNG

- Justice of Peace
- Notary Public
- A person authorised by law in the relevant jurisdiction to administer oaths or affirmations or to authentic documents
- An officer of Westpac with 2 or more years of continuous service

## Don't forget



- All documents must be in English, original and current unless specified. If additional documents are required, we'll let you know.
- Given customer circumstances vary, there may be instances where Westpac will be required to carry out additional due diligence checks on certain customers. This is required in order for Westpac to meet its legal and regulatory obligations. Please note that in such cases, the account opening may take longer to complete.
- Where a customer has changed their name, evidence of the change must be verified from a document such as a PNG Marriage Certificate or Change of Name document issued by the Civil Identification Registration Office.
- Additional documents may be required for Non-PNG residents and/or Non-PNG citizens.
- If a customer is permanently living outside of PNG, a non-PNG address must be collected.

# ACCEPTABLE IDENTIFICATION DOCUMENTATION

ONE PHOTOGRAPHIC ID	ONE PRIMARY NON-PHOTOGRAPHIC ID	OTHER / SECONDARY ID
Current PNG or Foreign Passport issued by a foreign government, the United Nations or an agency of the United Nations	Utilities notice (water and/or electricity) issued by a local government or utilities provider within the last 6 months and includes full name, residential address, and records the provision of service to that address or name	Taxpayer Identification Number (TIN) or confirmation of registration from the Internal Revenue Commission quoting the TIN
Current PNG or foreign Drivers' Licence (must contain full name and photograph)	Telephone Bill/statement including full name and residential address (within the last 6 months)	PNG Citizenship Certificate issued by PNGCIR
Government-issued National ID Card – PNGCIR or National ID Card issued by Foreign Government (must contain signature or other unique identifier)	Title Deed, Certified Land or other property ownership document or title (e.g. Lands Title Office records)	PNG Marriage Certificate issued by the Civil Identification Registration Office
If you are under 18 years of age, a Student ID card from an education institution (e.g. primary, secondary, tertiary, technical, institution which contains a photograph) is accepted	Tenancy/ Rental Agreement	Change of Name document from Civil Identification Registration Office
Foreign travel document issued by a foreign government, the United Nations or an agency of the United Nations	Letter from current employer (includes Government) confirming employment, accommodation details, source of income	
Current Superannuation ID (must include full name and a photograph)	Bank Account Statements containing your current residential address (within the last 6 months)	
Current Employee Photo ID (must be accompanied with employment confirmation letter from the same employer)	Superannuation Statement containing your current residential address	
	If residing overseas, a Resident/Work Permit/Student Visa of that country	
	Visa issued by the Papua New Guinea Immigration and Citizenship Authority (ICA) with 12 or more months of validity remaining	
	Payslip, salary or Wage Statement (within the last 6 months)	
	Birth Certificate (or extract) issued by the Papua New Guinea Civil Identification Registration and Identify Registry (PNGCIR) <sup>1</sup>	
Foreign birth certificate issued by a foreign government, the United Nations or an agency of the United Nations		

1. The old birth certificate with blue hard cover or a certified copy of the old birth certificate is no longer acceptable as per the PNG Immigration and Citizenship Authority.