

This form is to be used when requesting a new business account and services. Information about products and services are set out in the Terms and Conditions. To open an account we require your personal and business information to identify you in accordance with the Anti-Money Laundering and Counter Terrorist Financing Act 2015. It is important that you provide complete and accurate information, to ensure the bank provides you with products and services that you require.

## TYPE OF ORGANISATION

(select one)

- |                                      |  |                                      |                                      |                                      |
|--------------------------------------|--|--------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> PNG Company | <input type="checkbox"/> Foreign Company (registered in PNG) | <input type="checkbox"/> Association | <input type="checkbox"/> Partnership | <input type="checkbox"/> Sole Trader |
| <input type="checkbox"/> Non Profit  | <input type="checkbox"/> Non Profit                          | <input type="checkbox"/> Non Profit  |                                      |                                      |
| <input type="checkbox"/> For Profit  | <input type="checkbox"/> For Profit                          | <input type="checkbox"/> For Profit  |                                      |                                      |

## KEY DETAILS

Registered Company or Business Name: \_\_\_\_\_  
Registered Company or Business Number: \_\_\_\_\_ Date of Registration: \_\_\_\_\_ Registered TIN Number: \_\_\_\_\_  
Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Nature of Business: \_\_\_\_\_  
Principal Location of Business Operations: \_\_\_\_\_  
 Designated Non - Financial Business or Profession(DNFBP)

## OWNERSHIP DETAILS

(please tick the appropriate box)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> 100% PNG OWNED   | <input type="checkbox"/> 76-99% PNG OWNED | <input type="checkbox"/> 51-75% PNG OWNED |
| <input type="checkbox"/> 26-50% PNG OWNED | <input type="checkbox"/> 1-25% PNG OWNED  | <input type="checkbox"/> 0% PNG OWNED     |

## ADDRESS DETAILS

PRINCIPAL PLACE OF BUSINESS (if different from registered office)

Allotment: \_\_\_\_\_  
Section: \_\_\_\_\_  
Street: \_\_\_\_\_  
Town: \_\_\_\_\_  
District: \_\_\_\_\_  
Province: \_\_\_\_\_

POSTAL ADDRESS

PO Box Number: \_\_\_\_\_ Province: \_\_\_\_\_  
Post Office Name: \_\_\_\_\_ Country: \_\_\_\_\_  
Town: \_\_\_\_\_ Attention: \_\_\_\_\_

### DIRECTOR/SIGNATORY A

First Name: \_\_\_\_\_ Second Name: \_\_\_\_\_ Family Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Country of Citizenship/Nationality: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Residential Address: Allotment: \_\_\_\_\_ Section: \_\_\_\_\_ Suburb: \_\_\_\_\_ City: \_\_\_\_\_  
Province: \_\_\_\_\_ Country: \_\_\_\_\_ Contact No (Business Hours): \_\_\_\_\_  
Mobile No: \_\_\_\_\_ Email (Business): \_\_\_\_\_ Email (Personal): \_\_\_\_\_  
ID 1 Provided: \_\_\_\_\_ ID 2 Provided: \_\_\_\_\_

### DIRECTOR/SIGNATORY B

First Name: \_\_\_\_\_ Second Name: \_\_\_\_\_ Family Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Country of Citizenship/Nationality: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Residential Address: Allotment: \_\_\_\_\_ Section: \_\_\_\_\_ Suburb: \_\_\_\_\_ City: \_\_\_\_\_  
Province: \_\_\_\_\_ Country: \_\_\_\_\_ Contact No (Business Hours): \_\_\_\_\_  
Mobile No: \_\_\_\_\_ Email (Business): \_\_\_\_\_ Email (Personal): \_\_\_\_\_  
ID 1 Provided: \_\_\_\_\_ ID 2 Provided: \_\_\_\_\_

# NEW BUSINESS ACCOUNT APPLICATION FORM

## SIGNATORY C

First Name: \_\_\_\_\_ Second Name: \_\_\_\_\_ Family Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Country of Citizenship/Nationality: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Residential Address: Allotment: \_\_\_\_\_ Section: \_\_\_\_\_ Suburb: \_\_\_\_\_ City: \_\_\_\_\_  
Province: \_\_\_\_\_ Country: \_\_\_\_\_ Contact No (Business Hours): \_\_\_\_\_  
Mobile No: \_\_\_\_\_ Email (Business): \_\_\_\_\_ Email (Personal): \_\_\_\_\_  
ID 1 Provided: \_\_\_\_\_ ID 2 Provided: \_\_\_\_\_

## SIGNATORY D

First Name: \_\_\_\_\_ Second Name: \_\_\_\_\_ Family Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Country of Citizenship/Nationality: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Residential Address: Allotment: \_\_\_\_\_ Section: \_\_\_\_\_ Suburb: \_\_\_\_\_ City: \_\_\_\_\_  
Province: \_\_\_\_\_ Country: \_\_\_\_\_ Contact No (Business Hours): \_\_\_\_\_  
Mobile No: \_\_\_\_\_ Email (Business): \_\_\_\_\_ Email (Personal): \_\_\_\_\_  
ID 1 Provided: \_\_\_\_\_ ID 2 Provided: \_\_\_\_\_

## METHOD OF OPERATION AND ACCOUNT SIGNATORIES

Authority is given to the person whose specimen signature appears below to operate on the account.

\*  Sole Signatory \*  Either To Operate  All To Sign  Other (Specify)

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A. Full Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Signature : \_\_\_\_\_ Dated : \_\_\_\_\_

C. Full Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Signature : \_\_\_\_\_ Dated : \_\_\_\_\_

B. Full Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Signature : \_\_\_\_\_ Dated : \_\_\_\_\_

D. Full Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Signature : \_\_\_\_\_ Dated : \_\_\_\_\_

## ACCOUNT AND SERVICE REQUEST

Please tick the required new PRODUCT TYPE from the list below.

Cheque Account  SME Business Account

## OTHER SERVICES

We hereby request that BSP allows us to access and operate our accounts by the following products selected below.

Please tick the required products from the list below.

Cheque Book  Deposit Book  Personal Internet Banking  Online Business Banking  
 SME VISA Card (obtain application)  Mobile Merchant (obtain application)  School Merchant (obtain application)  
 Consent to be contacted via Telephone, SMS, email, to inform about products, services, surveys or to update your account details.

## SME VISA CARD INFORMATION

The following persons are authorized to have in their possession and transact with a SME VISA Card linked to SME Business current account.

CARD HOLDER 1

Name: \_\_\_\_\_

CARD HOLDER 2

Name: \_\_\_\_\_

\*Only applicable where method of operation is Sole Signatory or Either to Operate.

## INTERNET BANKING

Personal Internet Banking (obtain application)  Online Business Banking (obtain application)



# NEW BUSINESS ACCOUNT CHECKLIST

## Requirements to open a New Business Account AND Apply for additional services

### For Companies

- Completed New Business Account Application Form
- Company Profile
- Copy of Company Certificate of Incorporation from IPA.
- Copy of IRC Tax Identification Number (TIN) for company
- Meeting Minutes
- Complete Online Business Banking Application Form (if required)
- Valid ID for each signatory (refer to Identification Requirements section)

### For Sole Traders / Partnerships

- Completed New Business Account Application Form
- Copy of Trading License or IPA Certificate
- Business Profile
- Copy of Tax Identification Number for Individual Sole traders
- Valid ID for each signatory (refer to Identification Requirements section)

### Examples of Licensing Bodies

Business	Licensing Body
Trade Store	Trading license from the Local Level Government
PMV/Taxi	PMV/Taxi license from the Land Transport Board
Takeaway Shop	Trading license from the Local level Government
Clothing Business	Trading license from the Local level Government

## Identification Requirements

If you are a new BSP customer (i.e. do not have an active personal account with BSP), you are required to provide the following acceptable forms of identification to a total value of 40 points or more.

Form of Identification	Allocated Points
Drivers License	37 points
Passport	37 points
Work Permit	37 points
National Identity Card	37 points
Employment Identification Card with Photo	37 points
Student Identification Card	37 points
Birth Certificate	20 points
Referee with photo	20 points
Letter of employment	3 points
Marriage Certificate	3 points
School Certificate	3 points
Certificate of Baptism	3 points

The following products and services can add value to your business.

- Online Business Banking (obtain application)
- EFTPoS device (obtain application)
- Term Deposit
- Mobile Merchant (obtain application)
- School Merchant (obtain application)

**Note:** You will be required to complete separate applications for the products and services stated above. Please obtain these applications from your nearest BSP Branch.

**Visit your nearest Branch or SME Business Centre today and discuss all your business and banking needs.  
We have tailored solutions to help grow your small business.**