



SME BUSINESS ACCOUNT AND SERVICE APPLICATION FORM

This form is to be used when requesting new or additional SME Business products and services. Information about Key benefits of the products services are set out in the Terms and Conditions. To open an account with us, we will collect your personal and business information because we are required 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 otherwise you may be in breach of the law and we may not be able to provide you with products and services that you require. We also collect your details to administer customer relationship or internal processes.

TYPE OF ORGANISATION

(select one)

- PNG Company
 Foreign Company (registered in PNG)
 Partnership
 Sole Trader

KEY DETAILS

Registered Company or Business Name: _____

Registered Company or Business Number: _____ Date of Registration: _____

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)

- 100% PNG OWNED
 76-99% PNG OWNED
 51-75% PNG OWNED
- 26-50% PNG OWNED
 1-25% PNG OWNED
 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 1

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 2

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: _____

SME BUSINESS ACCOUNT AND SERVICE APPLICATION FORM

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

SIGNATORY 3

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 4

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

Sole Signatory Either To Operate All To Sign Other _____

Full Name: _____ Full Name: _____
Position: _____ Position: _____

Signature : _____ Dated : _____ Signature : _____ Date : _____

Full Name: _____ Full Name: _____
Position: _____ Position: _____

Signature : _____ Dated : _____ Signature : _____ Date : _____

ACCOUNT AND SERVICE REQUEST

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

SME Business Current Account SME Business Package

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.

SME Visa Card Cheque Book EFTPoS Deposit Book Personal Internet Banking Online Business Banking

Consent to be contacted via Telephone, SMS, email, to tell you 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 3

Name: _____

CARD HOLDER 2

Name: _____

CARD HOLDER 4

Name: _____

INTERNET BANKING

Personal Internet Banking (Sole Traders) E-Token
 New Replacement

NOMINATED ACCOUNTS

This section requires you to list the BSP Account/s you would like to link to Internet Banking. The first account listed will be taken to be the Primary Account which will be used to confirm your registration and any future changes you may request to your Internet Banking access. BSP will notify you as and when the nominated Account/s have been successfully linked to your Internet Banking.

SME BUSINESS PACKAGE CHECKLIST

Requirements to open a SME Business Account

AND Apply for additional services

For Companies

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

For Sole Traders / Partnerships

- Completed SME Business New Account Application Form
- Copy of Trading License or IPA Certificate
- 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

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