

## Customer Foreign Currency Order Advice Service and Capital Payments

Date		Person or Entity Name		
IPA Registration Number		Tax Identification Number		
Name of the Branch where the FX order was delivered over the counter.		Officer's Name		
<b>Branch where Treasury Direct Dealing Customer will deliver the T/T and original supporting documentation upon FX order filling.</b>				
Currency		Amount	Payment due date or payment in advance	
<b>Documentation attached</b>				
Nature of Payment (i.e. software, consultancy, dividends, loan repayment, transfer of capital, etc)				
Name of country the funds are being remitted to				
Payment instrument (i.e. invoice, bill, loan statement, renewal notice etc)				
Agreement /contract (if applicable)				
Name of the beneficiary as stated on the T/T Form				
Account number of the beneficiary				
Name of the applicant as stated on the T/T Form				
Account number to be debited				
Is this FX order to be applied against the annual <b>K1,500,000.00</b> TCC threshold?			<b>Yes or No</b> (tick appropriate answer)	
If <b>Yes</b> , how much have you remitted against the annual <b>K1,500,000.00</b> TCC threshold this year?			<b>PGK</b>	
Is this FX order to be applied against a current Tax Clearance Certificate (TCC)?			<b>Yes or No</b> (tick appropriate answer)	
If <b>Yes</b> ,	TCC No.		TCC Expiry Date	
TCC issued Amount			Amount Utilized	

### Terms & Conditions:

- **Sales and Purchase Agreement or equivalent contract** must have the following:
  - **Beneficiary** – The contract must clearly identify the ultimate beneficiary of the transaction.
  - **Business of the Contracting Parties** – The purpose of the contract and the responsibility of each Contracting Party must be clearly specified.
  - **Country** – The names of the economies or political jurisdictions where the Contracting Parties are domiciled.
  - **Names of transacting parties** – The names of the Contracting Parties to a transaction for the stated purpose, must be clearly stated.
  - **Ownership and title** – The contract must clearly specify the ownership and title of the subject in a transaction between the Contracting Parties. It should also specify how or circumstance ownership and title will change over time and between the Parties.
  - **Price** – the unit price or the rate by which the Contracting Parties will conduct the transaction.
  - **Risk and ownership** – The contract must clearly specify risk ownership and allocation, and how it will be managed by the Contracting Parties. This must cover insurance arrangements, where it is required.
  - **Terms of trading** – Buying and selling arrangements, invoicing, settlement, insurance, freight and other cost, and

credit terms must be clearly specified.

- FX order supporting documentation must be compliant with current BPNG Exchange Control Guidelines including Directives.
- FX orders must be placed with one Authorized Foreign Exchange Dealer only.
- Contracts between residents denominated in foreign currency must be settled in PNG Kina unless written approval has been granted by the Bank of Papua New Guinea. These include employment and other service contracts.
- FX orders must be lodged for the amount in accordance with the contractual payment terms as stated on the payment instrument.
- Unless an exemption is approved by the Bank of Papua New Guinea, an entity with positive foreign account balance(s) in an approved FCA or FCTD with an Authorized Foreign Exchange Dealer (AFED) cannot place FX orders in the spot market. The entity must first use the proceeds from their account or deposit before accessing the spot market.
- The customer must maintain sufficient clear funds 'earmarked' for the duration of the FX order from lodgment to settlement. Failure to maintain sufficient clear funds 'earmarked' of the FX order will result in the Bank removing the FX order from the spot market and the FX order will need to be re-lodged by the entity.

**Tax Clearance Certificate**

Irrespective of amount, a current Tax Clearance Certificate is required for outward remittances to Bahamas, Bermuda, British Channel Islands, Cayman Islands, British Virgin Islands, Gibraltar, Granada, Hong Kong, The Isle of Man, Liberia, Liechtenstein, Luxembourg, Nauru, Netherlands Antilles, Norfolk Island, Panama, Solomon Islands, Switzerland, Tonga, Vanuatu.

**Declaration**

I declare that the amount remitted under the annual **K1,500,000.00** threshold limit or applied against the stated Tax Clearance Certificate as stated on this Customer Foreign Currency Order Advice is correct.

Authorized Name		Signature of Authorized Name	
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Purpose	Supporting Document
Transfer to an Offshore Account	<ul style="list-style-type: none"> <li>▪ BPNG Approval to operate the offshore account</li> <li>▪ BOP Form - R1</li> <li>▪ Tax Registration &amp; Tax Clearance Certificate</li> </ul>
Service Payments & Lease Payment	<ul style="list-style-type: none"> <li>▪ Contract or Service Agreement</li> <li>▪ Tax Invoice or Invoice or Commercial Invoice</li> <li>▪ BOP Form – R1</li> <li>▪ Tax Registration &amp; Tax Clearance Certificate</li> </ul>
Insurance Payment	<ul style="list-style-type: none"> <li>▪ Cover Policy</li> <li>▪ Tax Invoice or Invoice or Commercial Invoice</li> <li>▪ BOP Form – R1</li> <li>▪ License from Insurance Commission of PNG</li> <li>▪ Tax Registration &amp; Tax Clearance Certificate</li> </ul>
Loan Repayment	<ul style="list-style-type: none"> <li>▪ Loan Agreement</li> <li>▪ Tax Invoice or Invoice or Commercial Invoice</li> <li>▪ BOP Form - LA &amp; Form - L2</li> <li>▪ Tax Registration &amp; Tax Clearance Certificate</li> </ul>
Loan Interest Payment	<ul style="list-style-type: none"> <li>▪ Loan Agreement</li> <li>▪ Tax Invoice or Invoice or Commercial Invoice</li> <li>▪ BOP Form - LA &amp; Form - L2</li> <li>▪ Tax Registration &amp; Tax Clearance Certificate</li> </ul>
Equity Redemption	<ul style="list-style-type: none"> <li>▪ Equity Agreement</li> <li>▪ Tax Invoice or Invoice or Commercial Invoice</li> <li>▪ BOP Form - V2</li> <li>▪ Tax Registration &amp; Tax Clearance Certificate</li> </ul>
Divided Payment by companies that have foreign Shareholders and are not listed in PNG  <i>(PNG Resident Companies that have no foreign Shareholders are required to pay dividend in PNG Kina)</i>	<ul style="list-style-type: none"> <li>▪ Audited financial statement signed off by external auditor</li> <li>▪ Signed Dated Board Resolution</li> <li>▪ BOP Form – R1 (D) for shareholder</li> <li>▪ Tax Registration &amp; Tax Clearance Certificate</li> </ul>
Royalties and Licensing Fees	<ul style="list-style-type: none"> <li>▪ Signed Agreement</li> <li>▪ Financial Statement</li> <li>▪ Tax Invoice or Invoice or Commercial Invoice</li> <li>▪ BOP Form – R1</li> <li>▪ Tax Registration &amp; Tax Clearance Certificate</li> </ul>