



Opening Documentation for Individual and Joint Accounts

*HFC requires any 3 Forms comprising one from each group – 1, 2 & 3

Check	Identification Name	Identification Group
<input type="checkbox"/>	Tax identification Number – Letter/ Card	Mandatory
<input type="checkbox"/>	Passport - FIJI	Primary Photo - 1
<input type="checkbox"/>	Passport – Non Fiji Resident	Primary Photo - 1
<input type="checkbox"/>	Driver’s Licence -Fiji	Primary Photo - 1
<input type="checkbox"/>	Driver’s Licence - International	Primary Photo - 1
<input type="checkbox"/>	FNPF/FRCA Joint Identification Card	Primary Photo - 1
<input type="checkbox"/>	Citizenship Certificate - FIJI	Primary Photo - 1
<input type="checkbox"/>	Fiji National Provident Fund ID Card	Primary Photo - 1
<input type="checkbox"/>	Voter Registration ID Card	Primary Photo - 1
<input type="checkbox"/>	Marriage Certificate	Primary Non Photo - 2
<input type="checkbox"/>	Vola Ni Kawabula Extract	Primary Non Photo - 2
<input type="checkbox"/>	Visa/Permit – Non Resident	Primary Non Photo - 2
<input type="checkbox"/>	Employer Letter – Term of Stay (Non-Resident)	Primary Non Photo - 2
<input type="checkbox"/>	Employee or Student ID Card (Non-Resident)	Primary Non Photo - 2
<input type="checkbox"/>	Birth Certificate - Fiji	Primary Non Photo - 2
<input type="checkbox"/>	Current Payslip	Secondary - 3
<input type="checkbox"/>	Employee ID Card - Fiji	Secondary - 3
<input type="checkbox"/>	Utility Bill	Secondary - 3
<input type="checkbox"/>	Acceptable Referee – Letter of ID	Secondary - 3
<input type="checkbox"/>	Latest Bank Statement	Secondary - 3
<input type="checkbox"/>	Cellular Phone Account Statement	Secondary - 3
<input type="checkbox"/>	Television Account Statement	Secondary -3
<input type="checkbox"/>	Mortgage Statement – Other Financial Institution	Secondary -3
<input type="checkbox"/>	Insurance Policy Certificate	Secondary -3
<input type="checkbox"/>	Motor Vehicle Registration Number- LTA Document	Secondary -3
<input type="checkbox"/>	Land or Lease Document or Title	Secondary -3
<input type="checkbox"/>	Student ID Card - Fiji	Secondary -3

Opening Documentation for various types of Business Accounts

NB. * Please note that trustees and signatories will still need to be identified and verified as per individual account opening process.

<i>Check</i>	<i>Identification Name</i>	<i>Documentation required</i>
<input type="checkbox"/>	Sole Proprietor	<ul style="list-style-type: none"> • Certificate of Registration • Business License • Letter from owner on entity letterhead
<input type="checkbox"/>	Partnership	<ul style="list-style-type: none"> • Certificate of Registration • Business License • Partnership deed or agreement • Letter from the entity on letterhead
<input type="checkbox"/>	Company	<ul style="list-style-type: none"> • Certificate of Registration • Business License • Company's Memos & Articles of Association • Resolution with Common Seal
<input type="checkbox"/>	Trust	<ul style="list-style-type: none"> • Trust Deed and Constitution • Letter from Trust Company on letterhead requesting to open account
<input type="checkbox"/>	NGO's (Non-Government Organization)	<ul style="list-style-type: none"> • Business Registration • Constitution or Charter • Copy of Meeting Minutes
<input type="checkbox"/>	NPO's (Non Profit Organizations)	<ul style="list-style-type: none"> • Business registration • Constitution or Charter • Copy of Meeting Minutes
<input type="checkbox"/>	Statutory Bodies – eg FRCA	<ul style="list-style-type: none"> • Letter from an authorized person on entity letter head
<input type="checkbox"/>	Government Ministries	<ul style="list-style-type: none"> • Approval letter from Ministry of Finance
<input type="checkbox"/>	Registered Co-operatives	<ul style="list-style-type: none"> • Business Registration • By-Laws • Letter from the Co-operative on letterhead requesting to open account