



FIU Policy Advisory

Financial Transactions Reporting Act

Reference: 1/2013

Date: 15 November 2013

Re: FNPf/FRCA Joint Identification Card

A. Purpose of Policy Advisory

1. The purpose of this *Policy Advisory* is to advise financial institutions covered under the Financial Transactions Reporting (FTR) Act of the inclusion of the *Fiji National Provident Fund and Fiji Revenue & Customs Authority (FNPf/FRCA) Joint Identification Card* for identification and verification of their customers and clients.
2. The *FNPf/FRCA Joint Identification Card* may now be used as a valid identification category A document under section 8(1)(g) of the FTR Regulations.
3. The *FNPf/FRCA Joint Identification Card* may be used for identification of customers who are natural persons.

B. Application of Policy Advisory

4. This *Policy Advisory* is applicable to all financial institutions that are covered under Schedule 1 of the FTR Act.
5. This *Policy Advisory* is effective immediately.

C. FNPf/ FRCA Joint Identification Card

6. The FNPf and FRCA issues a joint identification card to its members.
7. The *FNPf/FRCA Joint Identification Card* contains the following personal details of the card holder:
 - a. First name and surname;
 - b. Tax Identification Number (TIN).
8. The card also shows the photograph (in color) of the cardholder.
9. The card is valid for 8 years and records the expiry date of the card.

D. Record Keeping and Recording Requirements

10. As required under section 8 of the FTR Act, financial institutions are required to maintain the following records:
 - a. record the TIN number, name and expiry date that is provided on the *FNPf/FRCA Joint Identification Card*; and
 - b. record the FNPf number that is provided on the *FNPf/FRCA Joint Identification Card* that is visible only under ultra-violet light (optional requirement).
11. Refer to FIU Policy Advisory # 7/2007 dated 11 July 2002 on Record Keeping for further details.

E. Status of Old FNPF Identification Card and TIN Letters

12. The old FNPF Identification Card will continue to be an acceptable form of identification document until such time FNPF advises that it is invalid.
13. The old TIN letter will continue to be an acceptable form of identification document for natural persons until such time FRCA advises that it is invalid. TIN letters will continue to be issued for legal entities or arrangements.

F. Authority of the FIU

14. This *Policy Advisory* is issued by the FIU pursuant to its powers and authority under the following provisions:
 - a. Section 4(4)(a) of the FTR Act;
 - b. Section 8(1)(g) of the FTR Regulations; and
 - c. Section 12(7) of the FTR Guideline 4.

G. Additional Identification Requirements

15. Financial institutions may also collect for their records further personal details on the person's occupation, source of income, signature, as would be generally required for that type of customer.
16. However, financial institutions will verify only the name of the person which is contained in the *FNPF/FRCA Joint Identification Card*.

H. Risk Based Approach

17. Financial institutions may continue to adopt risk-based approach when conducting customer due diligence for low risk customers.
18. Where a customer is assessed as having a low risk for money laundering and terrorist financing, financial institutions may rely on:
 - a. the *FNPF/FRCA Joint Identification Card* to verify the name of the customer; and
 - b. other identification documents to verify the customer's occupation and address.
19. Financial institutions may refer to Section 21 of the FTR Regulations and Section 13 of FTR Guideline 4 for further guidance on identifying low risk customers.
20. Financial institutions should consult the FIU should they wish to seek further clarification.



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