ACCEPTABLE FORMS OF IDENTIFICATION DOCUMENTS (ID)

Category A

PHOTO ID
- Nambawan Super Fund membership ID (for Nambawan Super, Choice Super or RSA Members)
- Valid passport
- Valid driver's licence
- National Identification (NID) card plus the government issued birth certificate (for 18 years and above)
- Valid seaman's book (for merchant shipping workers)
- Membership ID card from an Authorized Superannuation Fund (ASF) in PNG (for Death Benefit Applicants)
- Employment ID card from applicant/beneficiary's current, established and reputable employer.
- Valid school ID card from applicant/beneficiary's established and reputable learning institution (for students)

NON - PHOTO ID
- Government issued birth certificate (for minors aging from 0-17 years) with photo ID of parent or guardian

Category B

- Health book or card issued by an established and recognized hospital, clinic or health provider (for minors aging from 0-17 years) with photo ID of parent or guardian
- Government issued marriage certificate
- Citizenship certificate (for naturalized or dual citizenship)
- Government issued taxpayer identification (TIN) certificate
- Government issued work permit (for non-citizen members)
- Valid tourist, work or diplomatic visa (for PNG citizens issued by a recognised diplomatic mission)
- The Member's employment records of next of kin or beneficiaries (for Nil Beneficiary Applicants)

Category C

- Confirmation letter from the Principal/Registrar of the applicant/beneficiary's learning institution confirming that applicant/beneficiary is a student (for students)
- Confirmation letter from the applicant/beneficiary's employer confirming that he is a current employee
- Reference letter from applicant/beneficiary's referee who is;
  - The applicant/beneficiary's Bank's employee with managerial position
  - A District Court Magistrate
  - An Appointed Judge of National and Supreme courts of PNG
  - A notable citizen of good standing in society who knows the applicant/beneficiary/deceased member for more than 3 years
  - A current registered Senior Practicing Lawyer
  - Registered Medical Practitioner
  - Registered Dentist
  - Registered Pharmacist
  - Registered Physician
  - Certified Practicing Accountant.

Category D

(Applicable only when Death Benefit Applications lodged through NSL employee)
- Vouch internal memo from a current NSL employee who knows the applicant/beneficiary and the deceased member for more than 5 years

Instruction

1. Applicant/beneficiary must always present the original identification document at the counter or a copy certified by a lawyer. This applies to both listed and nil beneficiary applications.

2. Applicant/beneficiary is required to present any of the following ID combinations;

   i. Two (2) photo IDs in Category A

   ii. One (1) photo ID and One (1) Non - photo ID in Category A plus One (1) ID in Category B

   iii. One (1) photo ID in Category A and Three (3) IDs in Category B

3. If the Applicant/Beneficiary is unable to provide the above ID combinations, he can provide one of the following;

   i. Two (2) IDs in Category C – the letter should state the referee's personal and employment details, profession or job position, contact details, how long has he known the applicant/beneficiary/deceased member and in what circumstances or relationship.

   ii. Referee to provide a certified copy of two (2) photo IDs in Category A.

   iii. NSL will conduct interview with the referee and a record of Interview will be signed.

4. If an NSL Employee personally knows the applicant/beneficiary as well as the deceased member and death benefit application has been lodged through employee;

   i. The employee must provide a memo in Category D – the memo should state the employee's personal and employment details, profession or job position, contact details, how long has he known the applicant/beneficiary/deceased member and in what circumstances or relationship.

   ii. Employee must provide two (2) photo IDs in Category A.

   iii. NSL will conduct interview with the employee and a record of Interview will be signed.