

## Operational Policy 2018/02

### Subject: Customer Identification

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#### Background

- To protect the integrity of the tax and licencing systems we need to properly identify customers before we issue them a Tax Identification Number (TIN) or a vehicle or driver licence.
- Without strict adherence to this policy we are at risk of registering false identities and/or one person/business with multiple TIN numbers or vehicle or driver licences
- Legislative references:  
Section 41(3) and (4) of Income Tax Act in respect of a TIN
- There has been no previous policy on this subject

#### Policy

Effective from 1 November 2018, to verify your identification to register a vehicle, acquire a vehicle licence, driver's licence or TIN you must attend the IRD office in person and provide:

1. The appropriate application form (*e.g. Registration Form, Vehicle/Driver Licencing Application*) properly completed
2. One original document from Category A  
(**NB:** *if a person has more than one passport both must be produced in the same name*)
3. One original document from Category B
4. A clear photocopy of each of your ID documents

#### Category A documents

- Full birth certificate
- Solomon Islands Passport
- Solomon Islands Voter Enrolment ID Card
- Overseas passport\*
- Emergency travel document or Certificate of Identity
- Overseas Drivers' Licence

\* If you are providing identification in another language it must be accompanied by an English translation

## **Category B documents**

- Solomon Islands driver licence
- NPF Identification card
- Student photo identification card
- Valid photo identification card from an employer
- A letter confirming registration as a student in the Solomon Islands, on the school letterhead\*\*
- An “offer of employment” letter from your employer, on their company letterhead with start date of employment\*\*
- International Drivers’ Permit
- Statutory Declaration of your identify from a church leader or medical professional

## **Identification for non-individuals**

Where you are registering a business or company you will require the above Category A and B identification documents for ALL Directors/Shareholders/Partners ***in addition to:***

- A Certificate of Incorporation OR
- A Business Name Certificate

### **Please note:**

If you are unable to provide the documents required you will be unable to get a TIN number, register or licence a vehicle or get a drivers licence.

## **What the policy means for Inland Revenue**

- We can be assured all registrations are accurate and customers are properly identified
- Our system is better protected against fraud
- We will reduce the number of duplicate registrations
- IRD fully complies with legislative requirements
- Government revenue is not negatively affected

## **Business and system impacts of the policy**

- A set of instructions related to this policy is required
- All IRD staff need to understand both the policy and the process
- Customer advertising will be required
- No system changes are required

**Who needs to understand and apply this policy?**

All IRD staff need to understand the policy however application of the policy will generally be limited to Vehicle Licensing Officers and the Tax Education team.

**Who is going to manage/coordinate the policy?**

Assistant Deputy Commissioner, Compliance Employment, Indirect Taxes and Tax Education and Team Leaders Operations and Tax Education

**Contact point**

Questions on this policy can be directed to the Assistant Deputy Commissioner, Compliance Employment, Indirect Taxes and Tax Education.

**Cross reference to related policy**

N/A

**Approved**

**Commissioner Inland Revenue**

**Dated**