DEPARTMENT OF FINANCE

CIRCULAR INSTRUCTION

CI No. 07 of 2026

SUBJECT: TRANSITION TO ELECTRONIC FUNDS TRANSFER: ONBOARDING REQUIREMENTS AND TIMETABLE

TO: All Agency Heads of Public Bodies and Statutory Bodies

Document control

Circular number	CI No. 07 of 2026
Status	Released
Date issued	7 August 2026
Date of effect/action by	Authorised officer details and DSS forms to reach the Department of Finance by 30 September 2026. Full onboarding of National Departments by 31 October 2026.
Enquiries/contact officer	EFT On-boarding Team, Financial Controls Division, Department of Finance fcd_helpdesk@finance.gov.pg

1. Purpose of this circular

This circular notifies you that electronic funds transfer (EFT) is now the default method by which agencies pay public moneys, and that cheques are being withdrawn as a general method of payment.

The policy is in **FMM 03.21 - Payment Processing**. The dates for the transition are fixed by **Finance Instruction FI 02/2026 - Transition to Electronic Funds Transfer**.

2. Details / what you need to know

- EFT is now the default method of payment for all payments of public moneys made from an agency bank account through the Integrated Financial Management System (IFMS). This covers payments to suppliers of goods, works, and services, as well as grants, subsidies, refunds, reimbursements, and transfers.

- Payment by cheque will no longer be available as a matter of course. A cheque may be issued only if the Financial Controls Division, Department of Finance, has approved it in writing under an exemption. Payroll and the Government of Papua New Guinea Corporate Debit Card are not affected - they continue under their own arrangements.

2.1 What your Agency must provide

National Departments

Please send the Department of Finance a list of every officer authorised to process payments. For each officer, the list must show:

- full name and designated title;
- the officer's role - **Section 32 Officer**, **Section 33 Officer**, **Payments Officer** or **IFMS Supplier Details Manager**;
- the payment threshold that applies to that officer;
- create a dedicated Agency group email address as informed by the Cash Management Branch, with linked Users; and
- whether the officer will have access to the Storim Pepa Document Storage System (DSS) - that is, whether they will be uploading payment support documents.

Please also complete the Authorised DSS Form, have it approved by your information technology function and your Agency Head, and submit it with the list.

Your Agency must notify the Department of Finance of any change to this list within **five working days** of the change taking effect, so please nominate an officer to keep it current.

On receipt of your details, the Department of Finance will work with BPNG to enable the EFT facility on your department bank account, confirm your department's go-live date in writing, register your authorised officers in IFMS against the correct roles, and arrange EFT orientation and training for the officers named. You do not need to approach your bank yourself.

Before a cheque facility is withdrawn, please record all unused cheque leaves for the account in the audit trail, then deliver them to BPNG with a letter that sets out the cheque sequence numbers and requests that the bank cancel them. Please copy that letter to the Department of Finance so that we can complete the IFMS configuration.

A National Department that has not onboarded by 31 October 2026 risks disruption to its payment processing once cheque facilities are withdrawn on 31 December 2026 - it will not be able to pay its suppliers.

Other Public and Statutory Bodies

The Department of Finance is progressing the use of EFT with the Provincial Government, District Development Authorities, Local-Level Governments, Public Health Authorities and other statutory bodies. These agencies bank with commercial banks, including the Bank of the South Pacific.

These agencies will be given their own onboarding and cheque-withdrawal dates during 2027. The same consequences will apply from those dates.

Date	What happens
30 September 2026	Your Agency's authorised officer details and completed DSS (Storim Pepa) authorisation form reach the Department of Finance.
On receipt	The Department of Finance confirms an EFT go-live date for your Agency and schedules orientation and training for your officers.
31 October 2026	Full onboarding onto EFT is complete for all National Departments.
31 December 2026	Cheque facilities on National Department bank accounts are withdrawn. Unused cheque stock is surrendered and cancelled.
During 2027	Provincial Administrations, District Administrations, Local-Level Governments, Provincial Health Authorities and statutory authorities are

Date	What happens
	onboarded to a timetable that the Department of Finance will notify separately.

2.9 Where to send your details

Please send the required details in writing or by email to:

Acting First Assistant Secretary, Financial Controls Division	Marlene Philip - marlene_philip@finance.gov.pg
Acting Assistant Secretary, Cash Management Branch	Elizabeth Chollai - elizabeth_chollai@finance.gov.pg
Payments Officer, Cash Management Branch	Kimberly Koyati – kimberly_koyati@finance.gov.pg

3. Enquiries

For enquiries about EFT onboarding, contact the Department's EFT Onboarding Team at Level 7, Hela 1 Building, Melanesian Road, or the Cash Management Branch, Department of Finance, fcd_helpdesk@finance.gov.pg.

I look forward to your Agency's full cooperation and support in implementing this important national reform.

4. Authorisation

MR. SAMUEL PENIAS
Secretary for Finance

Date: 19 / 08 / 2026