



PNG Payroll Processing

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Welcome to SmoothPay goPayroll for Papua New Guinea

SmoothPay provides built-in localisation (*tax, basic leave and superannuation rules*) for **Papua New Guinea**, including using the correct currency symbol “K” (*instead of “\$”*).

Employees in PNG are provided minimum employment conditions by the **Employment Act** which provides for basic leave entitlements, stand-by and call-out rates, overtime rates, rest periods, hours of work etc.

Employees covered by registered awards that provide better entitlements than the Employment Act (*e.g. **Common Rules** for Port Moresby and Lae*) and the leave codes and/or individual employee entitlements can easily be altered to cater for those better entitlements.

This guide covers some of these issues in the PNG edition of SmoothPay goPayroll, and is intended as a general guide on how to proceed in each of the identified situations.

This guide is not a substitute for correct legal advice. If in any doubt regarding your legal obligations, you should consult a *Labour Officer* or your legal adviser.

SmoothPay is designed to permanently record your pay input entries for subsequent retrieval and reporting.

If used correctly, it will provide you with all the requirements for leave recording and reporting, overtime, allowances history, leave accruals, superannuation, tax reporting and more.

SmoothPay encourages compliance with superannuation legislation.

Training and product support is included in your evaluation and ongoing subscription.

Piece-rate and casual contracts

Piece-rate employees are defined as "Casual" in the employee record (*Staff..Contract*), and the leave entitlements (*Staff..Leave..Entitlements*) can be set to zero unless otherwise agreed.

Pay input will be via the *Pay..Allowances* tab, using allowance codes to represent each type of piece-work, the units of work and the rate applicable to each unit. New codes are added in the Codes section (refer *Getting Started Guide*).

Permanent (usual) piece-rate entries should be saved as part of the employee's Standard Pay Template (*to avoid having to re-enter them each pay period*) unless you import attendance data from CSV, the goPayroll API or other external systems.

Overtime

SmoothPay provides for overtime via (*Pay..Work entries*) with a default multiplier of 1.5, and 2 for double time. You can add other overtime codes if you need to (*Codes..Time*) to cater for other time types and different multipliers.

Stand-by Duty

This is normally paid as an allowance via the (*Pay..Allowances*) screen.

Call-out Duty

Overtime (*Pay..Work entries*) should be paid for any call-out, and where it exceeds 3 hours then an additional Call-out allowance is payable (*Pay..Allowances*)

Time in Lieu

The facility to record time in lieu for working on Good Friday and Christmas day is provided, however as the employee is entitled to take the lieu day within 7 days it may be sufficient to simply pay out the day in the current or next pay period.

If you choose to record time in lieu as it is earned and taken, then:

- Use Overtime/Penal (*Pay..Work entries*) to record the time worked
- Edit the employee Time In Lieu leave history (*Leave..History*) by adding a transaction for the day or time to be accrued
- When the lieu day is taken, record the entry as Time in Lieu (*Pay..Leave taken*) and the units paid out will be deducted from the employee's Time in Lieu balance when the pay is completed.

Common Rules

Where Common Rules provide better conditions than the following, then they should be applied.

The leave provisions supplied with SmoothPay are based on those from the Employment Act.

Public Holidays

Employees entitled to public holidays must be paid for them:

- Use *Pay..Leave Taken..Public Holiday*

If the employee also works on that day then they should also be paid for the time worked:

- Use *Pay..Work..Ordinary (unless their agreement provides for an overtime rate or their hours need to be split between ordinary and overtime entries for the day)*. This payment is in addition to the payment for the Public Holiday.

Recreation Leave (Annual or Holiday leave)

The minimum prescribed entitlement is 14 consecutive days off after each year of service (*except casual and piece-rate workers*) *which includes weekends*. By default the system is supplied with 10 paid days off as the annual accrual (*which is correct for a 5-day per week employee, however it should be adjusted to 12 for a 6-day per week employee contract and so on*).

NOTE: Common Rules may provide a higher entitlement. For example, Port Moresby Common Rules provides 3 weeks annual leave and the entitlement can be set to 3 weeks accruing annually (*which translates to the employee's normal week, but can be difficult to comprehend if you tend to work in days or hours*), or 15 paid days off for a 5-day per week contract, or 18 paid days off for a 6-day per week contract, etc.

If your leave code has a provisional period of service, goPayroll will automatically start new staff with no entitlement and convert to an entitlement after the provisional period has elapsed.

If you're bringing on staff from another payroll and they have a balance owed from their previous annual accruals, simply capture an adjustment in *Leave..History* by adding a transaction containing the bring-on balance.

Termination Recreation Leave entitlement

Where an employee has completed at least 6 months service they are entitled to a Recreation Leave payment equivalent to 1 day's pay for each completed month of service, or the amount of leave remaining that has accrued to date.

This information is available on the employee's *Leave..Entitlements* screen or by right-clicking the employee's name and selecting Leave Balances.

Sick Leave

The minimum prescribed entitlement is 6 days per year (*except casual and piece-rate workers*). Sick leave is not generally payable if the employee has served less than 6 months and goPayroll will automatically start new staff with no entitlement and convert to an entitlement after 6 months of service.

If you're bringing on staff from another payroll and they have a balance owed from their previous annual accruals, simply capture an adjustment in *Leave..History* by adding a transaction containing the bring-on balance.

You may set the maximum accrual option to 18 (*or more as prescribed by the Act*), and SmoothPay will automatically maintain the balance at, or below, this level.

Long Service leave

goPayroll provides for accrual of Long Service Leave set up as 3.5 days accruing annually by default (common usage).

NOTE: There's no legal obligation for LSL in PNG unless covered by agreement, award or Common Rules. The Employment Act dropped LSL years ago.

Leave balances on payslips

For each type of leave you have the option of showing the leave balance on the employee's payslip - refer *Codes..Leave*

Leave balances are shown "to date" calculated on a daily basis: any balance of annually accrued leave plus a pro-rata portion of their accrual since last anniversary up to the current period end date.

Payslips

SmoothPay provides for printing of individual payslips (*in a variety of styles*) from each employee's Pay Input screen, or in bulk from Standard Reports. Payslips can also be emailed or sent via SMS.

These disclose all the required information to the employee.

Leave Records

A series of reports is available from SmoothPay which, when combined, provide full details of leave taken, leave accruals and employee information:

- Employee detail printout, shows all required employee details including next of kin
- Individual leave reports show details of leave accruals, adjustments, leave taken
- Summary and detail reports are also provided that show leave entitlements and balances

Leave comments may also be edited to provide a complete history/reason for leave and adjustments.

Bank Accounts and Direct Credit files

SmoothPay can generate correctly formatted direct credit files for the following PNG banking systems:

- KunduPei
- ANZ Transactive
- Westpac HandyPay
- BSP CSV format for Online Business Banking (OBB)
- Kina Bank (PKBL) format

Bank accounts must be entered and formatted as follows:

BSB-ACCOUNT (e.g. 088303-6204856)

Where 088303 is the Bank and Branch (BSB) part, and 6204856 is the Account.

You need to ensure the bank prefix (BSB, or the first 6 digits) is correct for the bank you're paying and the banking system you are using.

Generally:

- 038nnn is Westpac (e.g. 038004 is Port Moresby)
- 018nnn is ANZ (e.g. 018900 is Port Moresby)
- 088nnn is BSP (e.g. 088294 is Port Moresby)
- 028nnn is Kina Bank (e.g. 028038 is Port Moresby)

Warning! BSP have not updated their systems (*nor is it likely to ever happen with KunduPei*) to cater for the new Kina Bank codes introduced in Sept 2019! This means you need to use the OLD ANZ codes instead of the new Kina Bank codes if you wish to produce direct credit files for BSP.

The Company bank account settings are in the Company Setup..Bank screen, e.g.:

In this example for Westpac HandyPay, the BSB number is 038004, the account is 6001105358 and the bank code (*mandatory for Westpac*) is WBC. You may also be given a User number by the bank which can be entered in the User # field (zero normally works OK).

Settings

General **Bank** Payslips Accounting Super Email Timesheets Options 1 Options 2

Bank system: Westpac HandyPay

Bank code: WBC

BSB+account: 038004-6001105358 Type: BOH

User #: 0

Statement text: Payroll

File name: handypay.aba

This example is for BSP CSV format:

Settings

General **Bank** Payslips Accounting Super Email Timesheets Options 1 Options 2

Bank system: BSP CSV

Bank code: BSP

BSB+account: 088294-1004117394 Type: BSP

User #: 123456 **OBB client number**

Statement text:

File name: wages.csv

Employee bank account/s can be created, edited etc. in the *Staff..Bank* screen.

There is no limit to the number of bank accounts an employee may have, and each account can be set as an amount per pay, a percentage of pay, balance of net pay etc, providing full flexibility.

Superannuation

SmoothPay provides for automatic calculation of both the employee and employer contributions, as well as Nasfund H/Loan repayments (as a %).

Default superannuation percentages are established in *Configure..Super*.

Settings

General Bank Payslips Accounting Super Email Timesheets Options 1 Options 2

Provider NASFund Auto-enrol staff after 3 months?

Employee % 6.000000 Employer Ref#

Employer % 8.400000 Date of reg

Allocate employer contributions in costing analysis Prorated

Calculate super on gross ordinary earnings?

Note the option to include employer superannuation costs in the cost analysis reports for easy accounting for super.

You must also enter your Employer number and registration date in the Configure..Super settings

Each new employee you add will inherit these as their default values (*Super* tab). Change the superannuation provider and settings if you need to (Super funds can be added in *Codes..Agencies and Super Funds*) or you can choose "None" if the employee is not eligible (e.g. engaged in a primary industry or has any other exemption).

Personal Pay History Contract Leave Super Payments Bank Notes

Provider NASFund Member # 783140

Employee % 6.000000

Employer % 8.400000 Cost to Default

H/Loan? None Rate/Amount 0.00

WHO IS REQUIRED TO CONTRIBUTE TO A SUPERANNUATION FUND?

- Any employer that employs 15 or more persons must contribute to an Approved Superannuation Fund (*Super Amendment Regulation 2004*).
- Contributions by both employer and employee must commence after 3 months service (or earlier)
- There are no age exemptions
- Employee cannot contribute less than 6% (no maximum, Nambawan cap at 15%)
- Employer cannot contribute less than 8.4% (and to a maximum of 15%)

EXEMPTIONS

- Non-citizen
- Employee pays into an overseas super fund (and has a written exemption from Central Bank)
- Employee engaged in scheduled primary industry
- Employed less than 3 months
- Employer has less than 15 staff

NOTE: Superannuation in PNG is usually calculated on ordinary time earnings (OTE) or equivalent pay for leave etc which would otherwise be ordinary time, so overtime and double time should not be included for super calculations. There is an option on all time, leave and allowance codes to include for superannuation if you wish to include other earnings.

Superannuation reporting

Comprehensive Superannuation Schedules (*Reports..Super..Schedule*) includes:

- a schedule report of totals per pay period, grouped by pay-point (employee department) or by Super Fund
- individual payment schedules per fund (again, itemised by employee/month)
- **You are required to report after each pay period** (*it is NOT acceptable to report monthly - the Act stipulates that employee contributions must be remitted within 14 days of deduction*).
- Select **Reports..Super..Schedule (batch)**:

Batch	Ending	Paid	Pays	Net
4	15.07.2015	15.07.2015	0	5125.05
3	01.07.2015	01.07.2015		1234.56
2	17.06.2015	17.06.2015		987.65
1	28.05.2015	28.05.2015		765.43

SF8 payment date: 21.11.2022
Payment ref: 21112022000000

- Note or change the SF8 payment date to the date you will pay Nasfund
- **Make sure you apply the Payment reference on your payment to Nasfund** so they can reconcile your payment against your filed schedule

If there are any super setup errors these will be reported to you and should be corrected BEFORE filing. These errors are reported in more detail in your log file.

- a completed **NasfundSF8_nnnnnn_yyyymmdd.csv** file is generated for you automatically ready for filing via the Nasfund employer portal.
- **NasfundSF8.xlsx** is also generated for you automatically in case you need to amend and re-export to CSV or want to view the data without affecting the csv file.
- In the example above, assuming the Employer number is 123456 and the payday selected is 20 November 2022, the file **NasfundSF8_123456_20221120.csv** would be created for you to download and file in the Nasfund portal.

A schedule can also be produced for any other date range (monthly, annually etc) - while these also produce the files mentioned above they should NOT be used for filing.

NCSL Savings and Loans Remittances

NCSL is a savings and loans scheme available to employers using Nasfund as the superannuation provider.

SmoothPay provides classification categories for each of the NCSL deduction types (**Savings, Christmas, Loans and Education, etc.** - just set up agencies to cater for each category as needed), even though the classifications are actually no longer required for reporting.

The screenshot shows a form for setting up an NCSL agency. The 'Title' field contains 'NCSL'. The 'Payee name and address' field also contains 'NCSL'. The 'Classification' dropdown menu is open, showing the following options: Deduction, Union or Professional Association fees, Workplace Giving, Superannuation, Salary Packaging, Savings scheme (internal), Loans scheme (internal), **NCSL Education Saving** (selected), NCSL General Savings, NCSL Christmas Savings, NCSL Loan Repayment, NCSL Poro Account, and NCSL Kids Savings. The 'Classification' field is highlighted with a red box. The 'Inactive' checkbox is checked, and the 'Payslip YTD?' checkbox is unchecked. The 'Phone' and 'Email' fields are empty. The 'Holding account' and 'Calculation' fields are also empty. The 'Payee details' and 'Fine tune' buttons are visible at the bottom of the form.

Example NCSL agency (you really only need one!)

Since August 2021, NCSL's reporting schedule no longer splits up the different classifications and just reports a single total per employee, so it's more common now to just create a single NCSL agency and apply the total payment per pay period against that entry.

The screenshot shows the 'Recurring deductions' form. The 'Agency' dropdown menu is set to 'NCSL'. The 'Rate/Amount' field is set to '725'. The 'Member#' field is set to '826659'. The 'Priority' dropdown menu is set to 'Compulsory'. The 'Payslip note' field is empty. The 'Reducing balance?' checkbox is unchecked. The 'NCSL' entry is selected in the 'Recurring deductions' list. The 'Inactive' checkbox is unchecked. The 'Amount per pay period' dropdown menu is set to 'Amount per pay period'.

Example showing a single NCSL total amount per pay period

It has been noted that NCSL will often disclose the amounts payable for each classification, but as it's not reported that way a simple entry for the total is all that is required in payroll.

Feel free to itemise though if you really want to (*you'd need an NCSL agency code for each classification, e.g. NCSL Xmas, etc.*).

After completing each payrun, use *Reports..Pays..NCSL Remittance* to select the batch and produce a spreadsheet called **NCSL_remittance.xlsx** (*you'll find it in the Files page in goPayroll*), then upload it to the NCSL portal.

Please note:

- your employer number should be set in **Settings..Super** (*it's also used for Nasfund super reporting*)
- each employee's member # should be set in their super tab, and is used as the default NCSL Member # if not entered on the employee's NCSL record/s
- NCSL member # (if provided by NCSL) should be entered in the employee's NCSL record
- DOB is recommended to aid identification

Savings and Loans (internal)

This has been deprecated and is no longer supported (as from March 2022).

You should consider using Nasfund's NCSL scheme (or Nambawan Savings and Loan scheme) instead.

Allowances, and how they affect the SOE (Statement of Earnings)

This is IMPORTANT!

There are correct ways to deal with all payments made to staff, whether they are:

- direct allowances (taxable and non-taxable) included in the employee's pay
- taxable benefit: added as an allowance, then automatically deducted after tax
- non-taxable benefit: untaxed/exempt payments made by the employer for the benefit of the employee (e.g. school fees, travel fares (one return fare for employee and family) etc.

SmoothPay provides allowance code categories so that all payments can be identified (if required) for SOE (Statement of Earnings) certificates.

It is EXTREMELY IMPORTANT when you add a new allowance code that you set its category correctly - as this not only affects how the item will be taxed, but where it will appear on the employee's SOE at the end of the year.

NOTE: all allowances classified in the "Taxable Benefit" category (non-cash benefits provided by the employer where the value is included in taxable earnings) will always generate an automatic deduction for the amount of the allowance (*this is very convenient as it saves you having to maintain an allowance and a deduction amount and keep them synchronised*).

Statement of Earnings forms (SOE forms)

At the end of each year you can produce S1 (or S1-L forms used by large employers paying tax over 1 million Kina per annum - set this option in Config) directly from SmoothPay, and any listed allowances will appear in the correct place on the form.

You then simply print and sign them (if your data hasn't been entered correctly during the year then you may need to correct previous pays with assistance from the helpdesk, or complete your forms manually). This process will also create a spreadsheet summary of your SOE data which can be emailed or posted to IRC.

Individual SOE forms can be produced for any employee, for any tax year from *History..Print tool..Statement of Earnings*.

Allowance setup examples

SmoothPay is delivered with a set of standard, common allowances already configured for you. Additional allowance codes (as many as you need) can be added and configured as required.

Note that not more than 40% of an employee's salary may be "packaged" as non-cash benefits, nor must packaging in any way try to circumvent income tax (it must be legitimate).

The following examples illustrate common scenarios and how they should be set up:

Purpose	Classification	SOE Classification	Comments
Reimbursement	Non-taxable	-	Use this to reimburse an employee for any out-of-pocket expenses
Advance	Non-taxable	-	Use this to make a cash advance to an employee - to be recovered from the employee as a deduction in subsequent pay periods
Airfares (annual)	Leave fares	Non-taxable benefit	This has no effect on the employee's net pay. Must be used to record the cost to the employer of the employee's annual fare (<i>see also Additional Fares below</i>).
Additional fares	Leave fares	Taxable allowance (if paid to employee), or Taxable Benefit (if paid by employer)	You should never use the Non-taxable benefit option unless you have received an exemption from the Commissioner General.
Bonus	Taxable		
Accommodation	Accommodation	Taxable benefit	Where provided by employer or at employer's expense in Area 1 or Area 2, up to limit allowed
Accommodation (extra)	Accommodation	Taxable allowance (if paid to employee), or Taxable Benefit (if paid by employer)	Any amount in excess of the limits allowed
Retirement or Termination lump sum	Lump sum on termination	-	Unused long service leave
School fees	School fees	Non-taxable benefit	Where fees are paid by employer
School fees	School fees	Taxable allowance	Where employee pays own fees and receives an allowance from the employer
Motor Vehicle benefits	Motor vehicle	Taxable benefit	Where employer provides employee with a vehicle - IRC values apply unless a determination for a lesser amount has been given
Meals	Meals	Taxable Benefit (if employer provides messing type meals)	Amount is prescribed by IRC (currently K30)

Purpose	Classification	SOE Classification	Comments
Meals	Meals	Taxable Benefit (if employer provides meals)	Actual cost of meals to the employer
Housing	Accommodation	Taxable allowance	Where employer pays an employee an allowance in lieu of providing accommodation - full value unless variation obtained.
First Home	Accommodation	Non-taxable allowance (if paid to employee), Non-taxable benefit (if paid by employer)	Housing Allowance Variation form not required until home paid off
Other allowances and benefits	Select appropriate category	Taxable allowance (if paid to employee), or Taxable Benefit (if paid by employer)	Check with IRC if you are unsure

Taxation, child rebates, backpay and terminations

SmoothPay provides current tax rules and automatically calculates child rebates (*number of children entered in Tax Settings on the employee's Personal page*).

Part-periods may be captured during pay input by selecting the Summary tool and entering the number of pay periods (to 2 decimal places). The reasoning for this is to calculate tax on "fortnightly-calculated" values rather than the value actually being paid. Some examples:

- An employee starts mid-cycle and works 7 days of the fortnight. The IRC indicate the employee's fortnight should be treated as 11 days when starting or finishing, so 7/11ths would be 0.64 Fortnights to have tax and leave accumulated correctly (you might think it should be 0.7 or 7/10ths for an employee who works 5 days per week, or even 0.5 or 7/14ths for 7 out of 14 days, but the IRC rules are quite clear)
- An employee works a whole fortnight and will also take 1 week of leave. Normal pay cycles are treated as being 14 days. This would be entered as 1.5 fortnights (21/14ths)

Whatever value you enter will adjust the tax accordingly.

We have noted distortions in the printed tax tables that don't coincide with the computer calculation specifications and tax may vary in some cases by ± 40 Toea.

Backpay requires the use of specifically categorised allowance codes to operate correctly:

- Backpay that you want taxed at marginal rates must use an allowance that has a category set to Backpay
- Otherwise simply use a normal taxable allowance code

We considered requiring users to add entries per payday affected so that tax for that period could be recalculated, however the burden on users for a backpay that

extends for many months is unlikely to ever be complied with, so the rule is to tax using marginal rates or as a normal taxable allowance.

Termination pays that include ***unused recreation leave*** or ***unused long service leave*** (*where service is 3+ years*) will automatically use appropriately categorised allowance codes and calculate tax in accordance with IRC rules.

Similarly, any ***ex-gratia payment*** or ***payment in lieu of notice*** paid as part of the final/ termination pay should be entered using a correctly categorised allowance and tax will be calculated correctly for you.

Salary Packaging

IRC permit salary packaging of non-cash benefits up to a maximum of 40% of the employee's gross salary (refer TC 2016/1).

Packaging may include:

- Sacrifice to superannuation
- Non-cash benefits that are wholly or partially exempt from income tax (*concessionally taxed or exempt*) - yes, this is very vague
- Novated leases (*motor vehicle, if the vehicle is used solely for business purposes*). Any private use is a taxable benefit. Transfer of ownership to the employee is a taxable benefit equivalent to:
 - current market value at the end of the lease period or
 - residual lease value when the transfer occurs

Here is an example of a sacrifice code set up (*create separate codes for super sacrifice etc as needed*):

The screenshot displays the SmoothPay Gold Payroll software interface. The main window is titled 'SmoothPay Gold Payroll:'. The top menu bar includes options like 'Configure', 'Who to pay', 'Pay reports', 'Process pays', 'Template', 'Timesheet', 'Payslip', 'Summary', 'Backup', 'About', 'Update', 'Help', 'Assist', and 'Quit'. The left sidebar shows a navigation tree with categories like 'STAFF', 'CODES', and 'HR'. Under 'CODES', 'Agencies and Super Funds' is expanded, showing a list of codes including 'Sacrifice'. The main area shows the details for the 'Sacrifice' code. The 'Title' is 'Sacrifice'. The 'Payee' is 'Super fund (insert full name and address of payee here)'. The 'Phone' field is empty, with an 'Inactive' checkbox. The 'Email' field is empty. The 'Category' is 'Salary Packaging', which is highlighted with a red box. The 'Holding A/c' is 'Deductions Holding'. The 'Calculation' is 'Amount per pay period'. There is an unchecked checkbox for 'Employer expense?'. At the bottom, there is a 'Payment' button labeled 'Payee account details'. The status bar at the bottom shows '299', 'SmoothPay NZ HelpDesk +64 6 3536462', and 'Email the HelpDesk'.

Add the sacrifice to the employee's payments tab entries for the amount required each pay period.

We advise that all packaging arrangements be in writing and cleared with IRC.

Software (Program) updates

All tax rules and other legislative changes are incorporated in regular software releases directly to goPayroll online - which means you never have to worry about installing updates.

Minor updates are issued approximately monthly, however tax changes are generally included in updates around the end of the tax year, ready for the next year (*it depends on when we receive notification of any changes*).

goPayroll support, training and assistance

SmoothPay provides all end-user product support and training **at no additional cost** as part of both your evaluation of SmoothPay and your ongoing subscription. This includes “direct-to-desktop” assistance with any problems you might be having (*requires a reliable internet connection*) - it includes a handy chat feature which enables discussion during training.

We can also be contacted via phone or email (*see the Dashboard for contact options*).

If you prefer local support and assistance, then our independent agents in PNG may provide services and support on a chargeable basis (*see website for details*).

Unless the local provider is listed on our website then you should check with our HelpDesk before engaging their services.

Feedback

We're always keen to do better!

Any and all feedback is appreciated and if you feel we could include better examples, provide more explanation, provide references to additional information, make a process easier to use, or you spot something that isn't working the way it's supposed to - please let us know.