

Name of Company

Business Entity Type

		BUSINESS ENTITY TYPE														
Business Entity Type Reference No		1	2	3	4	5	6	7	8	9	10	11	12	13		
Business Entity Type		Completeness Status	Limited Liability Company	Partnership/Law Firm	Foundation	Pension Fund	Mutual Fund	Sole Proprietorship	Cooperative	Bank	Congregation/Dioecese/Ordo/Church/Association/Social Organisation	Notary/Land Deed Official	University	Consortium	Government Institution/Government Bodies	Description
FORM NEED TO BE FILLED AND COMPLETED																
1	Account opening & setup form	√	√	√	√	√	√	√	√	√	√	√	√	√	√	
2	Power of attorney	√	√	√	√	√	√	√	√	√	√	√	√	√	√	
3	Specimen card	√	√	√	√	√	√	√	√	√	√	√	√	√	√	
4	General Banking Condition	√	√	√	√	√	√	√	√	√	√	√	√	√	√	
5	Fax indemnity (if applicable)	√	√	√	√	√	√	√	√	√	√	√	√	√	√	
6	Dealing Mandate/List of authorized dealer (if applicable)	√	√	√	√	√	√	√	√	√	√	√	√	√	√	
7	Written statement for Entity Customers	√	√	√	√	√	√	√	√	√	√	√	√	√	√	
8	Definitions Schedule	√	√	√	√	√	√	√	√	√	√	√	√	√	√	
9	Country Schedule	√	√	√	√	√	√	√	√	√	√	√	√	√	√	
10	KYC Questioner (particular for Fund Manager)	√														
11	E-mail Letter of Authorization	√	√	√	√	√	√	√	√	√	√	√	√	√	√	

PRIMARY																
1	Copy deed of Establishment (not applicable for Diocese)		√	√	√					√	√	√		√	√	
2	Copy latest amendment of articles of association regarding : a. Director/Management composition b. Commissioner/Advisor/Supervisor composition c. Shareholder/Founder/Owner composition d. Duty and authority of the Board of Director/Management, e. Company name (not applicable for Diocese)		√	√	√					√	√	√		√	√	
3	Copy adjustment deed which has been accordance with the latest limited liability company or Foundation law		√		√						√					
4	Copy approval deed is issued by Ministry of Law and Human Rights (MoLHR) Approval or Department of Cooperative or in the form of State Gazette		√		√					√	√					
5	Copy article of association (AoA) should be registered at Local District Court where the entity reside and get the stamp as proof of approval			√												
6	Copy rules of pension fund or pension fund regulation under the name of the customer					√										
7	Copy founder's decree from pension funds founder to the board of management and supervisory of pension fund					√										
8	Copy collective investment contract						√									
9	Copy latest amendment of collective investment contract regarding: a. Changes in mutual fund name b. Changes in fund manager c. Changes in custodian bank						√									
10	Copy letter to or from Financial Services Authority regarding amendment of collective investment contract						√									
11	Copy ID card for: a. Directors/Management b. Ultimate Beneficial Owner c. Authorized signers to represent the company for having business relationship with the bank		√	√	√	√	√	√	√	√	√	√	√	√	√	√
12	Copy: (i) Business License issued by Ministry of Trade or BAPEPAM or Financial Account Services or Ministry of Finance or Indonesia Central Bank or Ministry of Social Act or Ministry of Education and Culture or Investment Coordinating Board or (ii) Professional (advocate) licenses for founders and partners or (iii) Notary appointment letter from Ministry of Law and Human Rights or (iv) Letter appointment of Land Deed Official issued by the Minister of Agriculture / Head of National Land Agency and copy designation of work areas issued by the Minister of Agriculture / Head of National Land Agency or (v) Other equivalent business license from competent authority		√	√	√	√		√	√	√		√	√			
13	Copy effective letter from Bapepam or Financial Account Services						√									
14	Copy taxpayer registration number		√	√	√	√	√	√	√	√	√	√	√	√	√	√
15	Copy certificate of domicile letter		√	√				√	√					√		

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NON-PRIMARY																
1	Copy appointment of bishops by Vatican Pope (particular for Congregation and Diocese)										√					
2	Copy appointment head of priest of the Roman Catholic church who in charge the "Congregation" by bishop (particular for Congregation)										√					
3	Copy Appointment Letter as the Authorized person														√	
4	Copy appointment letter from Pension fund to Fund manager (particular for Fixed Income)				√											
5	Copy appointment of local bishops by archbishops (particular for Congregation and Diocese)										√					
6	CGT confirmation that initiation for Bank relationship and KYC due diligence has been undertaken									√						

NOTES

- For newly established company of PT & PMA, customer should submit cover note from notary stating MoLHR approval and SIUP are in process and will be submitted within 3 months. All Director, Commissioner and Shareholder should sign a letter to appoint authorized person on behalf of company to open account
- For Mutual Fund (both Fixed Income and Time Deposit) and Pension Fund Fixed Income, Fund Manager documentation is needed if the Fund Manager is not a customer of PT Bank ANZ Indonesia
- Primary document is not required for Correspondent Bank, however require internal memo from Head of FIG

FORM NEED TO BE FILLED AND COMPLETED

- For Bank, SWIFT MT199 message will suffice to replace Account opening & setup form
 - For Fixed Income (Mutual Fund and Pension Fund), Account opening & setup form is not required
 - For FX relationship, Customer Identification File (CIF) form will suffice to replace Account opening & setup form

PRIMARY

- For a company established before 2007 then the Deed of Establishment can be replaced with Deed of Adjustment to Law No 40 of 2007 regarding Company Law as required in Primary Document No. 3
 - For a foundation established before 2001 then the Deed of Establishment can be replaced with Deed of Adjustment to Law No 16 of 2001 regarding Foundation Law as required in Primary Document No. 3
- For Pension Fund Fixed Income, could be replace with information about the Board of management and supervisory
- ID can be used for Indonesian Citizen: KTP/SIM/Passport while for Foreigner: Passport + Limited Stay Permit/Diplomatic card
 - Not required for Fixed Income (Mutual Fund and Pension Fund)
- Business license to establish a school under the auspices of the foundation does not apply to a university or institute