

Customer Name

Business Entity Type

Business Entity Type Reference No		BUSINESS ENTITY TYPE			
		1	2	3	4
DOCUMENT TYPE	Completeness Status	Company	Partnership	Government and Government Bodies	Foundation / Association / Charities / Non-Profit Organization
BANK FORM					
1	Account opening & setup form	√	√	√	√
2	Power of attorney	√	√	√	√
3	Specimen card	√	√	√	√
4	ANZ Transactive application form	√	√	√	√
5	Entity self-certification	√	√	√	√
6	Secure email notification application	√	√	√	√
7	List of authorized dealer (if applicable)	√	√	√	√
8	Fax Indemnity (if applicable)	√	√	√	√
9	General Banking Condition	√	√	√	√
10	Definitions schedule	√	√	√	√
11	Country schedule	√	√	√	√
12	Certificate of Company (if applicable)	√	√	√	√
13	KYC Questionnaire	√	√	√	√

BANK DOCUMENTATION

1	Copy deed of Establishment or Article of Association (AoA) or Constitution or any Deed as it deem as entity establishment	√	√		√
2	Search of the relevant company registry or regulator; or Other reliable and independent documentation / electronic data regarding: a. Director / Management composition b. Shareholder / Founder / Owner composition c. Company name d. Trading name / Business name (if applicable)	√	√		√
3	Copy ID card for: a. Beneficial Owner(s) b. Person(s) with executive Authority c. Authorized Representative / Signer(s) d. Partners (applicable for Partnership / Law firms) e. Chairman, secretary and treasurer or equivalent officers (applicable for Foundation and Association)	√	√	√	√
4	Copy Business License or Other reliable and independent documentation / electronic data	√	√		√
5	Copy taxpayer Identification number	√	√		√
6	The appointment letter or copy passport evidencing its appointment as the Ambassador / Authorized Representative			√	
7	Appointment letter of the Head of Representative Office (applicable for Representative Office)	√			
8	a. Web page of a government sponsored corporate registry; or b. Proof of ownership if a government owned entity; or c. Copy of the relevant legislation establishing the government entity; or d. Minutes of meeting of the government entity (certified copy); or e. Other reliable and independent documentation / electronic data			√	

NOTES

1	<p>New Entity under Existing ANZ Group (applicable also for KYC Periodic Review)</p> <p>a. Copies of submitted documents for All Foreign Entity must be certified true by ANZ Officer in its subsidiaries b. Original of submitted documents for All Foreign Entity must be made in front of ANZ Officer in its subsidiaries</p> <p>New to Bank (NTB) and KYC Periodic Review</p> <p>a. For all documents must be certified true by suitable certifier which is defined as: <ul style="list-style-type: none"> For all entities: A registrar or deputy registrar of a court / Judge of a court / Justice of the Peace / Magistrate / Notary public / Police officer / Certified Accountant / Commissioner for Affidavits, and Commissioner for Declarations / Finance Company Officer / Lawyers / An officer with 2 or more continuous years' service with one or more Australian financial institutions or overseas financial institutions with which ANZ has an existing correspondent banking relationship For Listed Companies on ANZ Approved Stock Exchange and regulated financial institutions: CEO / President Director / CFO / Director of Finance / Company Secretary / General Counsel </p> <p>b. Copies of submitted Power of Attorney or Authorization documents issued in a foreign country must be notarized by the Notary Public and consularized by the Indonesian Embassy / Consulate or apostilled (validation of official stamp / seal) by relevant institution in the related country</p> <p>c. Original of submitted Power of Attorney or Authorization documents issued in a foreign country must be made in front of Notary Public and consularized by the Indonesian Embassy / Consulate or apostilled (validation of official stamp / seal) by relevant institution in the related country</p> <p>d. Refer to point 1b and 1c, Consularized by the Indonesian Embassy / Consulate in the related country not applicable for countries that part of the membership de La Haye du 5 Octobre 1961 Convention. List of countries refer to link https://www.hcch.net/en/instruments/conventions/status-table/?cid=41</p>
2	For documents are provided in a language other than Indonesian and English language, need to obtain a translation that performed by a standard consistent with the accreditation level of Professional Translator. Evidence of who has performed the translation is required to be recorded

BANK FORM

1	<ul style="list-style-type: none"> a. For Bank, Account opening & Setup form information is cover in SWIFT MT199 b. Customer Identification File (CIF) form will suffice to replace Account opening & setup form for trading of foreign currency, trading of fixed Income instrument, corporate loan facility transaction
2	<ul style="list-style-type: none"> a. Power of Attorney or Authorisation for Authorised Representative(s) to open the account in customer's name with the bank; or b. Certificate of Identification issued by the customer; or c. Fact that the individual is registered as an officer of the customer; or d. Formal correspondence from client confirming authorisation; or e. Document with the same purpose
13	Applicable for Money Services Business / Remittance Services / Payment Aggregators or Gateways

BANK DOCUMENTATION

1	For joint account company / partnership, copy joint operation agreement / Deed of establishment or Article of Association (AoA) or Constitution or Partnership Agreement or Memorandum of Understanding (MoU) or any Deed as it deem as entity establishment for each party is required
3	<ul style="list-style-type: none"> a. ID can be used for Indonesian Citizen: KTP / SIM / Passport while for Foreigner: Passport + KITAS / KITAP / Diplomatic Stay Permit b. KITAS / KITAP for Foreigners domiciled in Indonesia. Confirmation from company must be sought if the foreigner is not domiciled in Indonesia
6	If the Ambassador is vacant or absent, copy of appointment letter from Ambassador to one diplomatic staff as Charge de Affairs or First Secretary or copy of appointment letter from relevant of government authority to <ul style="list-style-type: none"> a. The deputy of Ambassador as Deputy Chief of Mission or b. Senior diplomat as Heads of Chancery or similar title including its diplomatic ID and passport