

Customer Name

Business Entity Type

		BUSINESS ENTITY TYPE						
Business Entity Type Reference No		1	2	3	4	5	6	7
DOCUMENT TYPE	Completeness Status	Company	Fund Manager	Partnership / Law Firm	Foundation / Association / Charities / Non-Profit Organization	Pension Fund	Mutual Fund	Government and Government Bodies
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	√	√	√	√			
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 f. Trading name/Business name (if applicable)	√	√	√	√			
3	Copy adjustment deed which has been accordance with the latest limited liability company or Foundation law (not applicable for Association)	√	√		√			
4	Copy Approval / Validation of Deed of Establishment and / or Article of Association from relevant party	√	√	√	√			
5	Copy rules of pension fund or pension fund regulation under the name of the customer					√		
6	Copy founder's decree from pension funds founder to the board of management					√		
7	Copy Prospectus or Offering Memorandum or Investment Management Agreement or Addendum Investment Management Agreement	√	√					
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 appointment letter from Discretionary Fund to Fund Manager (applicable for Fixed Income)	√				√		
11	Copy letter to or from Financial Services Authority regarding amendment of collective investment contract						√	
12	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)	√	√	√	√	√	√	√
13	Copy: a. 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 Actor Ministry of Education and Culture or Investment Coordinating Board or Professional (advocate) licenses for founders and partners or b. Notary appointment letter from Ministry of Law and Human Rights or c. 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 d. Single Business Number (NIB) e. Other reliable and independent documentation / electronic data	√	√	√	√	√		
14	Copy of effective confirmation letter issued by Financial Service Authority						√	
15	Copy taxpayer Identification number (e.g. NPWP)	√	√	√	√	√	√	



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BANK DOCUMENTATION

16	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							√
17	Declaration letter from the Fund Manager's Compliance informing that KYC due diligence of Discretionary Fund has been conducted (applicable for Fixed Income)		√					

NOTES

1	For newly established company of PT and PMA, customer should submit cover note from notary stating MoLHR approval and NIB 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
2	For Mutual Fund (both Fixed Income and Time Deposit) and Discretionary Fund, Fund Manager documentation is needed if the Fund Manager is not a customer of PT Bank ANZ Indonesia
3	For all documents must be certified true by suitable certifier which is defined as: a. For all entity: 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 b. For Listed Companies on ANZ Approved Stock Exchange and regulated financial institutions : CEO / President Director / CFO / Director of Finance / Company Secretary / General Counsel

BANK FORM

1	a. For Bank, Account opening & setup form information is cover in SWIFT MT 199 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	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	a. 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 b. 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 c. 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
2	For Fixed Income, could be replace with publicly available website about Board of Management
6	For Fixed Income, could be replace with publicly available website about Board of Management
7	Applicable for Discretionary Fund under Company
12	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 c. Not required for Fixed Income (Mutual Fund and Discretionary Fund)
13	Business license to establish a school under the auspices of the foundation does not apply to a university or institute