

GENERAL ACCOUNT OPENING REQUIREMENT

TYPE OF COMPANY		CODE	
•	Sole Proprietors (UD, PD, Toko)	A	Note: Symbol Description: ✓ Obligator @ If Applicable
•	Existing PMA or PT	B	
•	Newly Established PMA or PT	C	
•	Non Resident Companies / Representative Office	D	
•	Partnership / Association / CV / Firm	E	
•	Local and International Foundation	F	
•	Other entities (incl. NGO) e.g. Koperasi	G	

		Type of Company						
Account Opening Requirement		A	B	C	D	E	F	G
a.	Account Opening Form (signed on stamp duty)	✓	✓	✓	✓	✓	✓	✓
b.	Additional Account Opening Letter (signed on Company Letterhead + stamp duty)	@	@	@	@	@	@	@
c.	Transition Form	✓	✓	✓	✓	✓	✓	✓
d.	CDD Checklist	✓	✓	✓	✓	✓	✓	✓
e.	Fax Indemnity	@	@	@	@	@	@	@
f.	Data Privacy Act Privacy Statement & Cover Letter	✓	✓	✓	✓	✓	✓	✓
Document Required		A	B	C	D	E	F	G
a.	Copy of ID cards of authorized signers/directors/>25% shareholders	✓	✓	✓	✓	✓	✓	✓
b.	Copy of Tax Exemption Letter	@	@	@	@	@	@	@
c.	Copy of decree of founders regarding the appointment of Board of Management		✓	✓	✓	✓	✓	✓
Other Documents								
a.	Copy of Deed of Establishment		✓	✓	✓	✓	✓	✓
b.	Copy of Article of Association and all of its amendments, including the latest Board of Directors and Board of Commissioners		✓	✓	✓	✓	✓	✓
c.	Approval from Ministry of Law and Human Rights (MOL & HR)		✓	✓				✓
d.	Copy of Business License from relevant authority (Ministry of Trade/BAPEPAM The Capital Market Supervisory Agency) Ministry of Finance/Indonesia Central Bank/other) or Copy of Investment Coordinating Board Approval (BKPM)	✓	✓	✓	✓	✓		✓
e.	Copy of Memorandum of Understanding (MOU) or Partnership Agreement with Indonesian Government or Indonesian Red Cross or reputable and recognized Indonesian Foundation						✓	
f.	Copy of Tax Registration Number (NPWP)	✓	✓	✓	✓	✓	✓	✓
g.	Copy of valid Company Registration Certificates (TDP)				✓	✓		✓
h.	Resolution and Mandate	✓	✓	✓	✓	✓	✓	✓
i.	Power of Attorney	@	@	@	@	@	@	@

PERSYARATAN DOKUMENTASI PEMBUKAAN REKENING SME BANKING

TIPE PERUSAHAAN		CODE	Keterangan: Penjelasan Simbol: ✓ Wajib @ Bila sesuai
•	Perusahaan atau Perorangan (UD, PD, Toko)	A	
•	PMA atau PT yang sudah berdiri	B	
•	PMA atau PT yang baru berdiri	C	
•	Perusahaan Non-Penduduk / Kantor Perwakilan	D	
•	Partnership / Asosiasi / CV / Firma	E	
•	Yayasan Lokal dan lembaga internasional	F	
•	Badan Hukum Lainnya seperti koperasi	G	

Persyaratan Pembukaan Rekening		Tipe Perusahaan						
		A	B	C	D	E	F	G
a.	Aplikasi Pembukaan Rekening (ditandatangani di atas materai Rp6.000)	✓	✓	✓	✓	✓	✓	✓
b.	Surat Pernyataan Nasabah untuk Pembukaan Rekening Tambahan (ditandatangani di atas Kop Surat nasabah + materai Rp6.000)	@	@	@	@	@	@	@
c.	Formulir Transisi	✓	✓	✓	✓	✓	✓	✓
d.	<i>CDD Checklist</i>	✓	✓	✓	✓	✓	✓	✓
e.	<i>Fax Indemnity</i>	@	@	@	@	@	@	@
f.	<i>Data Privacy Act Privacy Statement & Cover Letter</i>	✓	✓	✓	✓	✓	✓	✓
Dokumen yang dibutuhkan		A	B	C	D	E	F	G
a.	Fotokopi Kartu Identitas dari penandatanganan yang berwenang/direktur/pemegang saham >25%	✓	✓	✓	✓	✓	✓	✓
b.	Fotokopi Surat Bukti Bebas Pajak	@	@	@	@	@	@	@
c.	Fotokopi resolusi pendiri mengenai penunjukan dewan direksi		✓	✓	✓	✓	✓	✓
Dokumen lainnya: Ijin/Pendaftaran/Sertifikat								
a.	Fotokopi Akta Pendirian		✓	✓	✓	✓	✓	✓
b.	Fotokopi Anggaran Dasar dan Perubahannya.		✓	✓	✓	✓	✓	✓
c.	Fotokopi SK Menteri Kehakiman/Hukum dan Hak Asasi/Menteri Koperasi		✓	✓				✓
d.	Fotokopi Surat Ijin Usaha dari Pihak Berwenang yang terkait (Departemen Perdagangan / BAPEPAM, Departemen Keuangan / Bank Indonesia / lainnya) atau Fotokopi Persetujuan Badan Koordinasi Penanaman Modal (BKPM)	✓	✓	✓	✓	✓		✓
e.	Fotokopi Memo Perjanjian atau Perjanjian Partnership dengan Pemerintah Indonesia atau Palang Merah Indonesia atau Yayasan Indonesia yang diakui						✓	
f.	Fotokopi NPWP Perusahaan	✓	✓	✓	✓	✓	✓	✓
g.	Fotokopi Tanda Daftar Perusahaan (TDP)				✓	✓		✓
h.	Resolusi dan Mandat	✓	✓	✓	✓	✓	✓	✓
i.	Surat Kuasa Perusahaan	@	@	@	@	@	@	@