

Account Opening Checklist - Foreign Entity



Name of Company
Business Entity Type

Business Entity Type Reference No		BUSINESS ENTITY TYPE						Description
		1	2	3	4	5	6	
DOCUMENT TYPE	Completeness Status	Non Resident Company	Representative Office/Offshore Branch	Joint Body Operation (Partnership)	Embassy/Government Institution/Government	International Foundation/NGO	Bank	
		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	E-mail Letter of Authorization	√	√	√	√	√	√	

PRIMARY								
1	Copy deed of Establishment or Article of Association (AoA) or Constitution or any Deed as it deem as entity establishment	√	√	√		√	√	
2	Copy of Memorandum of Understanding (MoU) or Partnership Agreement with Indonesian Government or reputable and recognised Indonesian Foundation					√		
3	Copy the latest composition of Director/Management and Shareholder/Founder/Owner	√	√	√			√	
4	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	√	√	√	√	√	√	
5	Copy certificate of incorporation or other reliable and independent documentation	√	√	√		√	√	
6	Copy Business License representative offices of foreign trade companies or other equivalent business license from competent authority		√	√				
7	Copy taxpayer registration number	√	√	√	√	√	√	
8	Board of Resolution to appoint authorised person to sign any banking document (not applicable for Representative office)	√	√	√		√	√	

NON-PRIMARY								
1	Copy joint operation agreement			√				
2	Copy Appointment Letter as the Ambassador or Authorized person or copy passport evidencing its appointment as Ambassador				√			
3	Appointment letter of the Head of Representative Office		√					
4	CGT confirmation that initiation for Bank relationship and KYC due diligence has been undertaken						√	

NOTES	
1	All copies of submitted documents by Foreign entity must be certified true by suitable certifier which is defined as: - solicitor, accountant, public notary or officer of regulated financial institution incorporated in, or operating from and - consularised by the Indonesian Embassy / Consulate General in any of the countries (except sanction countries), or ANZ officer in its subsidiaries
2	All original of submitted documents by Foreign entity must be made in front of the suitable certifier which is defined as: - solicitor, accountant, public notary or officer of regulated financial institution incorporated in, or operating from, and - consularised by the Indonesian Embassy / Consulate General in any of the countries (except sanction countries), or ANZ officer in its subsidiaries
3	For Institutional-MNC clients who are the customers of the ANZ subsidiaries, copy legal documents and ID card are acceptable. However require additional documents as follows: - Copy Customer Due Diligence (CDD) form - Copy statement letter from customer regarding disclosure information and documents - Copy Ultimate Beneficial Owner (UBO) chart - Group Introduction Certificate (GIC) form
4	Primary document is not required for Correspondent Bank, however require internal memo from Head of FIG
FORM NEED TO BE FILLED AND COMPLETED	
1	For Bank, SWIFT MT199 message will suffice to replace Account opening & setup form
PRIMARY	
1	For Joint Body Operation, 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
4	ID can be used for Indonesian Citizen: KTP/SIM/Passport while for Foreigner: Passport + Limited Stay Permit/Diplomatic card
NON-PRIMARY	
2	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 (i) the deputy of Ambassador as Deputy Chief of Mission or (ii) senior diplomat as Heads of Chancery or similar title including its diplomatic ID and passport