

Instruction/guide how to use the Smart form,

The image shows a complex 'Smart form' application for a payment order. It includes several sections:

- Jenis Transaksi / Transaction Type:** A dropdown menu listing options like Transfer Mata Uang Asing / Telegraphic Transfer, Kiting (SWIFT) / Clearing (SWK), Transfer Internal / Internal Transfer, and Wewat / Demand Draft.
- Penduduk / Resident:** A dropdown menu showing 'Bukan Penduduk / Non Resident'.
- Mata Uang / Cur:** A dropdown menu listing IDR, USD, AUD, GBP, NZD, CHF, EUR, HKD, and IDY.
- Status Penerima / BENEFICIARY STATUS:** A dropdown menu showing 'Penduduk / Resident' and 'Bukan Penduduk / Non Resident'.
- ANZ Logo:** The ANZ logo is prominently displayed in the center of the form.
- Tanggal Data (DD/MM/YY):** A date input field.
- Negara / Country:** A dropdown menu for selecting a country.
- Nama Pengirim (Name/contac) / Name/Beneficiary's Account No.:** Input fields for the remitter's name and account number.
- Bank Pengirim (Bank Name) / Remittance Bank Name:** Input field for the remitter's bank name.
- Media Uang / Currency:** A dropdown menu for currency selection.
- Banyaknya yang Dikirim / Remittance Amount:** Input field for the amount.
- Tarifung Biaya Transaksi / Transaction Fee:** Input field for transaction fees.
- Batas Transaksi dan Biaya koresponden jika berlaku ditanggung oleh / Transaction fee limit and if applicable, the cost will be borne by:** A dropdown menu with options: 'Bank' (Bank), 'Customer' (Customer), and 'Other' (Other).
- STATUS PENERIMA / BENEFICIARY STATUS:** A dropdown menu showing 'Penduduk / Resident' and 'Bukan Penduduk / Non Resident'.
- Kota Penerima / Beneficiary City:** Input field for the beneficiary city.
- Alamat Penerima / Beneficiary Address:** Input field for the beneficiary address.
- Nomor Identitas Penerima / Beneficiary ID Number:** Input field for the beneficiary ID number.
- Nomor Rek Penerima (Rek Cetak) / Beneficiary Bank Name (Block letters):** Input field for the beneficiary bank name.
- Alamat Bank Penerima / Beneficiary Bank Address:** Input field for the beneficiary bank address.
- Negara Bank Penerima / Beneficiary Bank Country:** Input field for the beneficiary bank country.
- Berita acara Penerima / Message for Beneficiary:** Input field for messages to the beneficiary.
- Sewal dengan Penutupan Bank Indonesia / In accordance with Bank Indonesia Regulation, informasi berikut data berikut ini / please provide the information below:** A section containing several input fields for bank identification.
- II.2 Kategori Penerima / Beneficiary Category:** A dropdown menu showing 'Pemerintahan / Individual Government', 'Bank / Bank', 'Perusahaan / Enterprises', and 'Lembaga Keuangan non Bank / Non Bank Financial Institution'.
- II.3 Hubungan keuangan antar pelaku transaksi / Transaction relationship:** A dropdown menu showing 'Terafiliasi / Affiliated', 'Bukan Afiliasi / Non Affiliated', 'Pemegang saham / Share Holder', and 'Perusahaan dalam satu grup / Group'.
- II.4 Tujuan / Purpose:** A dropdown menu with two options: 'Tujuan / Purpose' and 'Wajib diisi / must be filled up'.
- Waktu untuk TERSIAP membuat surat keterangan / Time for preparing the letter:** Input field for preparation time.
- CHECK OLEH BANK / BANK USE ONLY:** A section for bank signature with fields for 'Nama / Name' and 'PT Bank ANZ Indonesia'.
- Barcode:** A 2D barcode generated from the form data.
- Print Buttons:** Buttons for 'Clean', 'Validate & Print', and 'Print'.
- Page Number:** '0002259146226 - Page 1 of 1'.

English Version,

1. Complete all fields in computer-typed form to ensure the 2D barcode is properly generated upon printing, except for the signature which can be handwritten and/or stamped. Please ensure the signature and/or company stamp does not go across the generated 2D barcode.
2. Use Adobe Acrobat Reader version 10 or above. To obtain the most recent version, visit www.adobe.com or <https://get.adobe.com/reader/>. For IOS base platform use the latest Acrobat Reader from the devices.
3. Start inputting the form :
 - 3.1 by choosing the transaction type.
All fields are mandatory fields and will then validate before printed.
 - 3.2 Fill the date of transaction
 - 3.3 Choose the option 'resident or non-resident' for the customer status and specific country
 - 3.4 Please put the Remitter's name and account number of remitter
 - 3.5 Choose the currency and put the amount to be transferred, payment amount is auto-generated in words after the numeric value is inputted
 - 3.6 Please tick the transfer charge's types :sha, our, ben, debit from my other account*, by dropping down the options
*put the other account number to be debited, only applicable for SHA/OUR
4. Please choose the option 'resident or non-resident' for the beneficiary's status and specific country
 - 4.1 Please put the beneficiary's name, address and the city
 - 4.2 Please put the beneficiary's account number, the beneficiary's bank, beneficiary bank address and the country

*Fill the beneficiary ID number column as if beneficiary account column is blank, for transaction thru financial services company.

4.3 Please put message for the beneficiary

4.4 Choose the option of beneficiary category and the transactor relationship

4.5 Put the purpose of the transaction

5. Do not make any written amendments on the printed Smart Form. Written instructions and amendments will not be captured in the auto-generated barcode and will not be processed by the Bank.

6. Click the "Validate and Print" button for auto checking mandatory fields and to print completed Smart Form in two sheets.

7. Print the form using a laser printer with at least 300 dpi resolution in its actual size (A4) (colour printing is not required). Printing by other types of printer where the ink may smudge is not recommended (e.g. dot matrix). Ink Jet printer with print head is in normal condition and the ink is not smudge still applicable.

8. Click "Clear" button to clear up the wrong details

9. Submit the complete and signed form in hard copy to the nearest ANZ Branch

Instruksi/Petunjuk Tata Cara pengisian Smart Form

Bahasa Version

1. Lengkapi semua kolom pada form dengan pengisian berbasis komputerisasi untuk memastikan bahwa 2D barcode dapat dicetak dengan baik pada saat proses pencetakan, kecuali untuk kolom tanda tangan yang memerlukan tanda tangan basah/stempel. Pastikan tanda tangan dan/atau stempel perusahaan tidak melewati barcode.
2. Gunakan Adobe Acrobat reader versi 10 atau di atasnya. Untuk mendapatkan versi terbaru, kunjungi www.adobe.com atau <https://get.adobe.com/reader/>. Untuk aplikasi berbasis IOS gunakan Acrobat Reader versi terbaru dari perangkat Anda.
3. Cara pengisian
Pilih jenis transaksi
3.1 Semua kolom harus diisi dan divalidasi sebelum dicetak
3.2 Isi tanggal transaksi
3.3 Pilih 'penduduk atau bukan penduduk' untuk status nasabah dan negara nasabah
3.4 Isi nama pengirim dan nomor rekening pengirim
3.5 Pilih jenis mata uang dan tulis jumlah yang akan ditransfer. Setelah nominal ditulis, penulisan terbilang akan muncul secara otomatis
3.6 Pilih jenis biaya transfer dengan cara klik kursor dan gerakkan ke bawah. Untuk pilihan **debit rekening saya yang lain**, tulis nomor rekening untuk pendebetan biaya (hanya berlaku untuk SHA/OUR).
4. pilih status penerima 'penduduk atau bukan penduduk' dan negara penerima
4.1 Tulis nama penerima, alamat dan kota penerima
4.2 Isi nomor rekening penerima, bank penerima, alamat dan Negara penerima
 *isi kolom nomor identitas penerima jika nomor rekening penerima tidak ada, untuk transaksi melalui perusahaan jasa pengiriman uang.
4.3 tulis berita transaksi
4.4 pilih hubungan keuangan antara pengirim dan penerima
4.5 isi tujuan transaksi
5. Jangan melakukan koreksi manual/tertulis pada smartform. Instruksi dan koreksi manual/tertulis tidak akan terbaca pada barcode dan tidak akan diproses oleh Bank.
6. Klik tombol "validate and Print" untuk pengecekan otomatis pada kolom-kolom yang wajib diisi dan pencetakan Smart form dalam 2 rangkap.
7. Cetak form menggunakan printer jenis laser dengan resolusi minimal 300dpi dalam ukuran sebenarnya (A4), cetak warna tidak dianjurkan. Mencetak dengan printer jenis lain yang memungkinkan tinta akan menimbulkan noda / tercoreng pada formulir tidak dianjurkan. Printer Ink Jet dengan kondisi kepala printer yang baik dan tinta tidak menimbulkan noda / tercoreng masih bisa digunakan.
8. Klik tombol 'clear' untuk menghapus isian yang salah
9. Serahkan print out/hardcopy form yang sudah lengkap dan ditandatangani ke cabang ANZ terdekat.