

	<h2>Verification Request Form</h2>	<b>Form No.:</b> No...
		<b>From:</b> Choose an item.
	<b>To:</b> Financing Operations Management Division	<b>Date:</b> 01 January 2020
To complete this Form using <b>capital letters</b> . Completion of form is <b>required to be typed by computer</b> .		

### Type of Application

AML-CFT     Data Update

### Type of Request

Prompt     Immediate     Normal     Others Click or tap here to enter text.

### Purpose of Request

Facility to New Customer     Addition of New Facility     Facility Extension     Annual Review

Others Click or tap here to enter text.

**Remark:** Click or tap here to enter text.

## 1. Identity / Profile of Prospective Customer or Customer

New Customer/Debtor                       Existing Customer/Debtor

Customer Name	:	
Permit Number from the Authorized Agency	:	
Business Field or Business Activities	:	
Domicile Address	:	
Place and Date of Establishment	:	



	<b>Total</b>				<b>Total</b>		

\*) **Note:** Level 2 Shareholders are completed if Level 1 Shareholders are companies

**2. AML CFT - Prospective Customer/Customer Document** (fill in at the appropriate type of Prospective Customer / Customer) :

**Corporate Customers**

No	Verified Information/Documents	Check	Remark
1	Information about the Prospective Customer (Company Profile) which at least contains the name, address, telephone number, e-mail address and type of business activity of the Customer	Choose an item.	
2	Copy of the deed of establishment of the prospective Customer/Customer, including the following documents: <ul style="list-style-type: none"> <li>- Ratification of the Minister of Law and Human Rights (or previous name referring to the definition of the Minister of Law and Human Rights of the Republic of Indonesia from time to time) on the deed of establishment of the Customer;</li> <li>- Proof of announcement of the Customer's deed of establishment in the State Gazette of the Republic of Indonesia, if the Customer was established prior to August 2007.</li> </ul>	Choose an item.	
3	Copy of the amendments to the Customer's Articles of Association since the deed of establishment including all subsequent amendments and the following documents: <ul style="list-style-type: none"> <li>- Approval and/or notification from the Minister of Law and Human Rights on all deed of statement of resolution of the shareholders meeting and/or deed of circular resolution of shareholders that amends the provisions in the Customer's Articles of Association;</li> </ul>	Choose an item.	

No	Verified Information/Documents	Check	Remark
	<ul style="list-style-type: none"> <li>- Proof of announcement of all Deed of General Meeting of Shareholders amending the provisions in the Customer's Articles of Association in the State Gazette of the Republic of Indonesia, if the amendment was made prior to August 2007.</li> </ul>		
4	<p>Documents of the Company's ownership structure, including but not limited to:</p> <ul style="list-style-type: none"> <li>- Copy of Shareholders Register and Special List of prospective Customers/Customers;</li> <li>- Copy of the deed on the last shareholder structure of the Customer with receipt of notification from the Minister of Law and Human Rights;</li> <li>- Identity documents from individual shareholders of the Customer, such identity including but not limited to Identity Cards and/or Passports of the Customer's shareholders;</li> <li>- In the event that the shareholders of the Customer are corporate entities, the identity documents that need to be submitted are: <ul style="list-style-type: none"> <li>a. Structure of ownership from the Customer to the beneficial owners of the Customer's shareholders in the form of the corporation;</li> <li>b. Deed of establishment and all amendments to the Articles of Association as well as Approval and/or notification from the Minister of Law and Human Rights from the Customer's shareholders and complete company profile data stored in the General Legal Administration System of the Directorate General of General Legal Administration for each corporation up to the level of beneficial owners of the Customer's shareholders in the form of the corporation;</li> </ul> </li> <li>- In the event that the shareholders as a corporation of the company are not Indonesian legal entities, the following needs to be submitted: <ul style="list-style-type: none"> <li>a. Copy of the official and recognized document of the same kind which constitutes the Deed of incorporation and all amendments to the Articles of Association under the laws of the State in which the company is formed and established; and</li> <li>b. Copy of certificates or official statements of (i) shareholders, (ii) directors, (iii) commissioners, (iv) highest executives and (v) beneficial owners of such shareholders (if any).</li> </ul> </li> </ul>	Choose an item.	
5	<p>The Management Structure of the Customer Company which can be proven by documents including but not limited to:</p> <ul style="list-style-type: none"> <li>- Copy of the deed on the structure of the Board of Directors and the latest Board of Commissioners with receipt of notification from the Minister of Law and Human Rights (or the previous name referring to the definition of the Minister of Law</li> </ul>	Choose an item.	

No	Verified Information/Documents	Check	Remark
	<p>and Human Rights of the Republic of Indonesia from time to time);</p> <ul style="list-style-type: none"> <li>- The organizational structure of the company signed by the authorized signatory of the Prospective Customer/Customer.</li> </ul>		
6	<p>Latest Financial Statements, which can be proven by:</p> <ul style="list-style-type: none"> <li>- Copy of the last audited financial statements; and</li> <li>- Copy of the last non-audited financial statements</li> </ul>	Choose an item.	
7	<p>Licensing:</p> <ul style="list-style-type: none"> <li>- A brief description of the company's business activities signed by the authorized signatory of the prospective Customer/Customer;</li> <li>- Additional information from Article 3 of the Articles of Association which explains the business purposes and objectives of the prospective Customer/Customer and the actual business activities carried out by the Customer;</li> <li>- Business Identification Number of the prospective Customer/Customer;</li> <li>- Business license from prospective Customer/Customer identifying the Indonesian Standard Business Field Classification (KBLI) number that has been effectively applied as a type of business activity carried out by prospective Customer/Customer;</li> <li>- Copy of company domicile certificate or other documents required by the authorized agency</li> <li>- Copy of NPWP card for prospective Customers/Customers who are required to have an NPWP in accordance with the provisions of laws and regulations</li> </ul>	Choose an item.	
8	<p>Identity of the Board of Directors and Board of Commissioners of prospective Customers/Customers:</p> <ul style="list-style-type: none"> <li>- Identity documents from the Directors or power of attorney of the Director/Board of Directors who are authorized signatories of the Customer (based on the Articles of Association of the Customer) or who are authorized to represent the company to conduct business relations of the prospective Customer/Customer ("Authorized Signatories"), such identity includes but is not limited to Identity Cards and/or Passports of the Authorized Signatories of the prospective Customer/Customer;</li> <li>- Identity documents from the Commissioners of prospective Customers/Customers, such identities include but are not limited to Identity Cards and/or Passports of the commissioners of prospective Customers/Customers;</li> </ul>	Choose an item.	

No	Verified Information/Documents	Check	Remark
9	Power of Attorney - Name - ID Card/ Passport Number - Commissioner Approval Letter (if required in the Articles of Association) - Signature specimens - Copy of power of attorney	Choose an item.	
10	Source of funds as evidenced by financial statements as mentioned in point number 6 above	Choose an item.	
11	Business plan or project of the prospective Customer/Customer that explains the use of financing	Choose an item.	

### State Institutions / Government Agencies Customers

No	Verified Information/Documents	Check	Remark
1	Letter of appointment for the authorized party representing the institution, agency or representative in conducting business relations	Choose an item.	
2	Specimen signature of the competent authority representing the Institution, agency or representative	Choose an item.	
3	Identity documents: a. Head of government agency/state institution; and b. Deputy head of government agency/state agency (if any)	Choose an item.	

### Foundation Customers

No	Verified Information/Documents	Check	Remark
1	Copy of the deed of establishment of the prospective Customer/Customer, including the ratification document of the Minister of Law and Human Rights (or previous name referring to the definition of the Minister of Law and Human Rights of the Republic of Indonesia from time to time) on the deed of establishment of the Customer	Choose an item.	
2	Copy of the amendments to the Customer's Articles of Association since the deed of establishment including all subsequent amendments and approval documents and/or notification from the Minister of Law and Human Rights on all deed of statement of resolutions of the supervisory meeting that amend	Choose an item.	

No	Verified Information/Documents	Check	Remark
	the provisions in the Customer's Articles of Association		
3	<p>Customer management structure that can be proven by documents including but not limited to:</p> <ul style="list-style-type: none"> <li>- Copy of the deed on the structure of the last Management and Supervisor with receipt of notification from the Minister of Law and Human Rights (or the previous name referring to the definition of the Minister of Law and Human Rights of the Republic of Indonesia from time to time);</li> <li>- Foundation organizational structure signed by authorized signatories of Prospective Customers/Customers.</li> </ul>	Choose an item.	
4	<p>Latest Financial Statements, which can be proven by:</p> <ul style="list-style-type: none"> <li>- Copy of the last audited financial statements; and</li> <li>- Copy of the last non-audited financial statements.</li> </ul>	Choose an item.	
5	<p>Licensing:</p> <ul style="list-style-type: none"> <li>- A brief description of the foundation's business activities signed by the authorized signatory of the prospective Customer/Customer;</li> <li>- Additional information that explains the purposes and objectives of the prospective Customer/Customer and the business activities actually carried out by the Customer;</li> <li>- Foundation operational license or other licenses required under laws and regulations;</li> <li>- Copy of the company's domicile certificate or other documents required by the competent authority;</li> <li>- Copy of NPWP card for prospective Customers/Customers who are required to have an NPWP in accordance with the provisions of laws and regulations.</li> </ul>	Choose an item.	

No	Verified Information/Documents	Check	Remark
6	<p>Identity of Management and Supervisor of prospective Customers/Customers:</p> <ul style="list-style-type: none"> <li>- Identity documents from the Management or the power of attorney of the Management who are authorized signatories of the Customer (based on the Articles of Association of the Customer) or who are authorized to represent the foundation to conduct business relations of prospective Customers/Customers ("Authorized Signatories"), such identity includes but is not limited to Identity Cards and/or Passports of the Authorized Signatories of prospective Customers/Customers;</li> <li>- Identity documents from the Supervisors of prospective Customers/Customers, such identities include but are not limited to Identity Cards and/or Passports of Supervisors of prospective Customers/Customers.</li> </ul>	Choose an item.	
7	<p>Power of attorney:</p> <ul style="list-style-type: none"> <li>- Name</li> <li>- ID Card/ Passport Number</li> <li>- Signature specimens</li> <li>- Copy of power of attorney</li> </ul>	Choose an item.	
8	Source of funds as evidenced by financial statements as mentioned in point number 4 above	Choose an item.	
9	Business plan or project of the prospective Customer/Customer that explains the use of financing	Choose an item.	



**Public Service Agency Customers**

No	Verified Information/Documents	Check	Remark
1	Copy of Business Plan and Customer Budget that has been approved by the minister/head of institution/head of SKPD	Choose an item.	
2	Copy of the last changes to the Customer's Business Plan and Budget	Choose an item.	
3	Copy of the Budget Implementation Document with its endorsement from the Minister of Finance/Regional Financial Management Officer (PPKD)	Choose an item.	
4	Decree of the Minister of Finance/governor/ regent/ mayor, in accordance with his authority regarding the determination of the Customer as a Public Service Agency	Choose an item.	
5	Documents identifying the Customer's management structure that at least present the BLU Management consisting of: Leaders; financial officers; and technical officers	Choose an item.	
6	Identity documents from the Customer's leader in conducting business relations, including: - ID Card/ Passport Number - Signature specimens	Choose an item.	
7	Latest Customer financial statements	Choose an item.	

**Legal Entity University Customers**

No	Verified Information/Documents	Check	Remark
1	Copy of Customer's Bylaws	Choose an item.	
2	Copy of Customer's Bylaws Amendment	Choose an item.	
3	Latest Customer Financial Report	Choose an item.	
4	The Customer's organizational structure that can be proven by documents such as: - Decree of the Minister of Education regarding the appointment of Customer directors; - Decree on the establishment of the Board of Trustees;	Choose an item.	

No	Verified Information/Documents	Check	Remark
	<ul style="list-style-type: none"> <li>- Customer Director Decree on the appointment of the Customer's deputy director and organizational unit leader; and</li> <li>- Customer organizational structure signed by the Customer Director</li> </ul>		
5	Identity Documents of Customer Directors and Board of Trustees, including but not limited to Identity Cards and Taxpayer Identification Numbers.	Choose an item.	
6	Licensing: <ul style="list-style-type: none"> <li>- University Establishment Permit;</li> <li>- Study Program Opening Permit;</li> <li>- Any changes from the University Establishment Permit and Study Program Opening Permit; and</li> <li>- Other related operational licensing.</li> </ul>	Choose an item.	
7	Source of funds as evidenced by financial statements as mentioned in point number 3 above	Choose an item.	
8	Strategic plan and annual work plan	Choose an item.	
9	Power of attorney: <ul style="list-style-type: none"> <li>- Name</li> <li>- ID Card Number of Authorizer and Recipient</li> <li>- Signature specimens</li> <li>- Copy of power of attorney</li> </ul>	Choose an item.	

### 3. AML CFT - Verified Documents and Information related to Beneficial Owners:

No	Verified Information/Documents	Check	Remark
1	Information about: <ol style="list-style-type: none"> <li>a. Full name/alias;</li> <li>b. Identity document number (ID Card/Passport);</li> <li>c. Residential address (according to identity documents) and other residential addresses;</li> <li>d. Place of date of birth;</li> <li>e. Citizenship;</li> <li>f. Professional background;</li> <li>g. Address and telephone number of the workplace (if any);</li> <li>h. Gender;</li> <li>i. Marital status (including marital agreement if any);</li> <li>j. Signature specimens.</li> </ol>	Choose an item.	
2	Source of funds and average income per year as evidenced by a copy of a tax report or statement letter from the beneficial owner regarding the information.	Choose an item.	

### 3. AML CFT - Verified Documents and Information related to Beneficial Owners:

No	Verified Information/Documents	Check	Remark
3	The legal relationship between prospective Customers and beneficial owners can be proven by: a. Ownership documents directly or indirectly to prospective Customers/Customers; b. Letter of assignment; c. Letter of agreement; or d. Power of attorney	Choose an item.	

### 4. AML CFT - Checklist on the Application of Know Your Customer Principles - Customer Due Diligence (CDD) for All Prospective Customers/Customers:

No	Risk Criteria of Prospective Customer/Customer/Beneficial Owner	Yes	No	Description/Verification Results
1	Beneficial Owner including PEP category;	Choose an item.	Choose an item.	
2	High Risk Business Activity of prospective Customers/Customers/Beneficial Owners (High Risk Business);	Choose an item.	Choose an item.	
3	Financing facilities to be and/or provided by PT SMI related to High-Risk Countries;	Choose an item.	Choose an item.	
4	Financing facilities provided to finance transactions that are not in accordance with the profile (business activities) of prospective Customers/Customers;	Choose an item.	Choose an item.	
5	Application for financing facilities without face-to-face;	Choose an item.	Choose an item.	
6	Financing facilities that will/has been provided can be suspected to be related to criminal acts; and/or	Choose an item.	Choose an item.	
7	Financing facilities to be provided is high risk (meets one of the criteria below): a. Products whose <b>source of payment is</b> obtained/derived from a third party that has no relationship/linkage with the project being funded that is <b>not supported by adequate underlying documents</b> ; b. Products for which <b>payment is made in cash</b> or money orders or cash checks; c. Financing where <b>most part (&gt;51%) of payments are made outside the established payment schedule, and the source of payment is not supported by adequate underlying documents</b> ; d. Financing that can be <b>withdrawn at any time without adequate underlying documents</b> ; e. Products whose <b>payment is made using the lump-sum payment method made without adequate underlying documents</b> ; and/or f. Products that <b>allow the transfer of beneficiaries, without the knowledge of the PJK-IKNB</b> .	Choose an item.	Choose an item.	

#### 4. AML CFT - Checklist on the Application of Know Your Customer Principles - Customer Due Diligence (CDD) for All Prospective Customers/Customers:

No	Risk Criteria of Prospective Customer/Customer/ Beneficial Owner	Yes	No	Description/ Verification Results
8	<p>Inclusion of Prospective Customers/Customers, Beneficial Owners in the list of suspected terrorists and terrorist organizations;</p> <p>A terrorist list is a list of terrorist names that are recorded in:</p> <ul style="list-style-type: none"> <li>- National Police of the Republic of Indonesia; or</li> <li>- Center for Financial Transaction Reporting and Analysis; or</li> <li>- UN Security Council Resolution 1267 published on the Internet such as the UN website: <a href="http://www.un.org/sc/committees/1267/consolist.shtml">http://www.un.org/sc/committees/1267/consolist.shtml</a></li> </ul> <p>Or commonly used sources:</p> <ul style="list-style-type: none"> <li>- <b>United Nations:</b> <a href="http://www.un.org/sc/committees/list_compend.shtml">www.un.org/sc/committees/list_compend.shtml</a></li> <li>- <b>Europe Union:</b> <a href="http://eeas.europa.eu/cfsp/sanctions/consolidated-list/index_en.htm">http://eeas.europa.eu/cfsp/sanctions/consolidated-list/index_en.htm</a></li> <li>- <b>French list:</b> <a href="https://www.tresor.economie.gouv.fr/4248_dispositif-national-de-gel-terroris">https://www.tresor.economie.gouv.fr/4248_dispositif-national-de-gel-terroris</a></li> <li>- <b>US Department of the Treasury:</b> <a href="https://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/ssi_list.aspx">https://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/ssi_list.aspx</a></li> <li>- <b>Consolidated List of Financial Sanctions Targets:</b> <a href="https://data.gov.uk/dataset/a424169b-a2c9-4809-9ccd-a68411e5cf51/consolidated-list-of-financial-sanctions-targets">https://data.gov.uk/dataset/a424169b-a2c9-4809-9ccd-a68411e5cf51/consolidated-list-of-financial-sanctions-targets</a></li> <li>- <b>Hongkong Global Sanctions Guide:</b> <a href="https://sanctionsguide.eversheds-sutherland.com/countries/hong-kong/">https://sanctionsguide.eversheds-sutherland.com/countries/hong-kong/</a> atau <a href="https://www.cedb.gov.hk/citb/en/Policy_Responsibilities/united_nations_sanctions.html">https://www.cedb.gov.hk/citb/en/Policy_Responsibilities/united_nations_sanctions.html</a></li> <li>- <b>United Kingdom:</b> <a href="https://data.gov.uk/dataset/a424169b-a2c9-4809-9ccd-a68411e5cf51/consolidated-list-of-financial-sanctions-targets">https://data.gov.uk/dataset/a424169b-a2c9-4809-9ccd-a68411e5cf51/consolidated-list-of-financial-sanctions-targets</a></li> <li>- <b>Japan Govt:</b> <a href="https://www.mof.go.jp/international_policy/gaitame_kawase/gaitame/economic_sanctions/list.html">https://www.mof.go.jp/international_policy/gaitame_kawase/gaitame/economic_sanctions/list.html</a> can be translated with google: <a href="https://translate.google.com/translate?hl=en&amp;sl=ja&amp;tl=en&amp;u=https%3A%2F%2Fwww.mof.go.jp%2Finternational_policy%2Fgaitame_kawase%2Fgaitame%2Feconomic_sanctions%2Flist.html">https://translate.google.com/translate?hl=en&amp;sl=ja&amp;tl=en&amp;u=https%3A%2F%2Fwww.mof.go.jp%2Finternational_policy%2Fgaitame_kawase%2Fgaitame%2Feconomic_sanctions%2Flist.html</a></li> </ul>	Choose an item.	Choose an item.	[Add Check Date]

#### 4. AML CFT - Checklist on the Application of Know Your Customer Principles - Customer Due Diligence (CDD) for All Prospective Customers/Customers:

No	Risk Criteria of Prospective Customer/Customer/Beneficial Owner	Yes	No	Description/ Verification Results
9	Inclusion of Prospective Customers/Customers, Beneficial Owners in the list of Funding for the Proliferation of Weapons of Mass Destruction, which among others is recorded in: <ul style="list-style-type: none"> <li>- Center for Financial Transaction Reporting and Analysis;</li> <li>- or other commonly used sources</li> </ul>	Choose an item.	Choose an item.	[Add Check Date]
10	Inclusion of Prospective Customers/Customers, Beneficial Owners in the list of producing countries and centers of drug trafficking, which among others are recorded in: <ul style="list-style-type: none"> <li>- United Nations Office Drugs and Crime (UNODC) <a href="https://www.unodc.org/unodc/en/drug-trafficking/index.html">https://www.unodc.org/unodc/en/drug-trafficking/index.html</a></li> <li>- or other usable sources.</li> </ul>	Choose an item.	Choose an item.	[Add Check Date]

## 2. Data Update - Customer Documents (fill in at the appropriate type of Customer) :

### Corporate Customers

No	Verified Information/Documents	Check	Remark
1	Information about the Customer (Company Profile) which at least contains the name, address, telephone number, email address and type of business activity of the Customer	Choose an item.	
2	Copy of the amendment of the last Customer's Articles of Association with Approval and/or notification from the Minister of Law and Human Rights of the amendment to the provisions in the Customer's Articles of Association	Choose an item.	
3	The Company's current ownership structure, including but not limited to: <ul style="list-style-type: none"> <li>- Copy of the Register of Shareholders and Special Register of Customers;</li> <li>- Copy of the deed identifying the last shareholder structure of the Customer with receipt of notification from the Minister of Law and Human Rights;</li> <li>- Identity documents from individual shareholders of the Customer, such identity including but not limited to Identity Cards</li> </ul>	Choose an item.	

No	Verified Information/Documents	Check	Remark
	<p>and/or Passports of the Customer's shareholders;</p> <ul style="list-style-type: none"> <li>- In the event that the shareholders of the Customer are corporate entities, the identity documents that need to be submitted are: <ul style="list-style-type: none"> <li>a. Structure of ownership from the Customer to the beneficial owners of the Customer's shareholders in the form of the corporation of the company (the most recent); and</li> <li>b. Deed of establishment and all amendments to the Articles of Association as well as Approval and/or notification from the Minister of Law and Human Rights from the Customer's shareholders and complete company profile data stored in the General Legal Administration System of the Directorate General of General Legal Administration for each corporation up to the level of beneficial owners of the Customer's shareholders in the form of the company's corporation (in the case of new shareholders); or</li> <li>c. Amendment of the Articles of Association and Approval and/or notification from the Minister of Law and Human Rights from the Deed of the Customer's shareholders (in the event that there is an update of data on the Customer's shareholders).</li> </ul> </li> <li>- In the event that the shareholders in the form of a corporation of the company are not Indonesian legal entities, then the following shall be submitted: <ul style="list-style-type: none"> <li>a. Copy of the official and recognized document of the same kind which constitutes the Deed of incorporation and all amendments to the Articles of Association under the laws of the State in which the company is established and established (in the case of new shareholders); or</li> <li>b. Amendment of the Articles of Association based on the law of the country where the company is set up and established (in the event that there is an update of data on the Customer's shareholders); and</li> <li>c. Copy of certificate or official statement of (i) shareholders, (ii) directors, (iii) commissioners, (iv) top executives and (v) beneficial owners of such shareholders (if any) (in the event of a change in the authority to provide information in the company)</li> </ul> </li> </ul>		

No	Verified Information/Documents	Check	Remark
4	<p>The current Management Structure of the Customer Company which can be proven by documents including but not limited to:</p> <ul style="list-style-type: none"> <li>- Copy of the deed identifying the structure of the Board of Directors and the latest Board of Commissioners with receipt of notification from the Minister of Law and Human Rights;</li> <li>- Corporate organizational structure signed by an authorized signatory of the Customer</li> </ul>	Choose an item.	
5	<p>Latest Financial Statements, which can be proven by:</p> <ul style="list-style-type: none"> <li>- Copy of the last audited financial statements; and</li> <li>- Copy of the last non-audited financial statements.</li> </ul>	Choose an item.	
6	<p>Licensing:</p> <ul style="list-style-type: none"> <li>- Business Identification Number from the Customer;</li> <li>- Customer's business license</li> <li>- Copy of company domicile certificate or other documents required by the authorized agency</li> <li>- Copy of Customer's NPWP card</li> </ul>	Choose an item.	
7	<p>Identity of the Board of Directors and Board of Commissioners of Customers:</p> <ul style="list-style-type: none"> <li>- Identity documents from the Directors or power of attorney of the Director/Board of Directors who are authorized signatories of the Customer (based on the Articles of Association of the Customer) or who are authorized to represent the company to conduct business relations from the Customer ("Authorized Signatories"), such identity includes but is not limited to Identity Cards and/or Passports of the Authorized Signatories of the Customer;</li> <li>- Identity documents from the Commissioners of the Customer, such identity including but not limited to Identity Cards and/or Passports of the Commissioners of the Customer;</li> </ul>	Choose an item.	
8	<p>Power of attorney:</p> <ul style="list-style-type: none"> <li>- Name</li> <li>- ID Card/ Passport Number</li> <li>- Commissioner Approval Letter (if required in the Articles of Association)</li> <li>- Signature specimens</li> <li>- Copy of power of attorney</li> </ul>	Choose an item.	

No	Verified Information/Documents	Check	Remark
9	Purpose of use of funds	Choose an item.	
10	Effective financing engagements from other financing/banking companies	Choose an item.	

### State Institutions / Government Agencies Customers

No	Verified Information/Documents	Check	Remark
1	Letter of appointment for the authorized party representing the institution, agency or representative in conducting business relations	Choose an item.	
2	Specimen signature of the competent authority representing the Institution, agency or representative	Choose an item.	
3	Identity documents: a. Head of government agency / state institution; and b. Deputy head of government agency/state agency (if any)	Choose an item.	

### Foundation Customers

No	Verified Information/Documents	Check	Remark
1	Copy of the amendment of the last Customer's Articles of Association and approval and/or notification from the Minister of Law and Human Rights on the deed of statement of decision of the supervisory meeting that amends the provisions in the Customer's Articles of Association.	Choose an item.	
2	The Customer's current organizational structure, including but not limited to: - Copy of the deed showing the names of the last Trustees of the Customer with receipt of notification from the Minister of Law and Human Rights; - Identity documents from the Trustees of the Customer, such identity includes but is not limited to Identity Cards and/or Passports of the Trustees of the Customers.	Choose an item.	
3	The Customer's current management structure, which can be proven by documents including but not limited to: - Copy of the deed identifying the structure of the last Management and Supervisor with	Choose an item.	



No	Verified Information/Documents	Check	Remark
	receipt of notification from the Minister of Law and Human Rights; - Foundation organizational structure signed by authorized signatories of the Customer.		
4	Latest Financial Statements, which can be proven by: - Copy of the last audited financial statements; and - Copy of the last non-audited financial statements.	Choose an item.	
5	Licensing: - Business Identification Number from the Customer; - Foundation operational license or other licenses required under laws and regulations; - Copy of the company's domicile certificate or other documents required by the competent authority; - Copy of the Customer's NPWP card which is required to have an NPWP in accordance with the provisions of laws and regulations.	Choose an item.	
6	Identity of Customer Management and Supervisor: - Identity documents from the Management or the power of attorney of the Management who are authorized signatories of the Customer (based on the Articles of Association of the Customer) or who are authorized to represent the foundation to conduct business relations from the Customer ("Authorized Signatories"), such identity includes but is not limited to Identity Cards and/or Passports of the Authorized Signatories of the prospective Customer/Customer; - Identity documents from Customer Supervisors, such identities include but are not limited to Identity Cards and/or Passports of Customer Supervisors.	Choose an item.	
7	Power of attorney: - Name: - ID Card/ Passport Number - Signature specimens - Copy of power of attorney	Choose an item.	
8	Purpose of use of funds	Choose an item.	
9	Effective financing engagements from other financing/banking companies	Choose an item.	

**Public Service Agency Customers**

No	Verified Information/Documents	Check	Remark
1	Copy of the latest changes to the Customer's Business Plan and Budget that have been approved by the minister/head of the institution/head of SKPD	Choose an item.	
2	Copy of the last customer's Business Plan and Budget changes	Choose an item.	
3	Copy of the Budget Implementation Document with its endorsement from the Minister of Finance/Regional Financial Management Officer (PPKD)	Choose an item.	
4	Documents on the current Customer management structure that at least present the BLU Management consisting of: Leaders; financial officers; and technical officers	Choose an item.	
5	Identity documents from the current Customer leaders in conducting business relations, including: <ul style="list-style-type: none"> <li>- ID Card/ Passport Number</li> <li>- Signature specimens</li> </ul>	Choose an item.	
6	Customer's latest financial statements	Choose an item.	

**Legal Entity University Customers**

No	Verified Information/Documents	Check	Remark
1	Copy of the latest Customer's Bylaws Amendment	Choose an item.	
2	Customer's latest financial statements	Choose an item.	
3	The current organizational structure of the Customer that can be proven by documents such as: <ul style="list-style-type: none"> <li>- Decree of the Minister of Education on the appointment of the latest Customer leaders;</li> <li>- Decree on the establishment of the latest Board of Trustees;</li> <li>- Customer Director Decree on the appointment of the Customer's deputy director and the current organizational unit leader; and</li> </ul>	Choose an item.	

No	Verified Information/Documents	Check	Remark
	- Customer organizational structure signed by the most recent Customer Director		
4	Identity Documents of the current Customer Directors and the latest Board of Trustees, including but not limited to Identity Card and Taxpayer Identification Number.	Choose an item.	
5	Licensing: - University Establishment Permit; - Study Program Opening Permit; - Any changes from the University Establishment Permit and Study Program Opening Permit; and - Other related operational licensing.	Choose an item.	
6	Strategic plan and annual work plan	Choose an item.	
7	Power of Attorney: - Name - ID Card Number of Authorizer and Power Recipient - Signature specimens - Copy of power of attorney	Choose an item.	
8	Effective financing engagements from other financing/banking companies	Choose an item.	

### 3. Data Update - Verified Documents and Information related to Beneficial Owner:

No	Verified Information/Documents	Check	Remark
1	Information about: a. Full name/alias; b. Identity document number (ID Card/Passport); c. Residential address (according to identity documents) and other residential addresses; d. Place of date of birth; e. Citizenship; f. Professional background; g. Address and telephone number of the workplace (if any); h. Gender; i. Marital status (including marital agreement if any); j. Signature specimens.	Choose an item.	
2	Source of funds and average income per year as evidenced by a copy of a tax report or statement letter from the beneficial owner regarding the information.	Choose an item.	

### 3. Data Update - Verified Documents and Information related to Beneficial Owner:

No	Verified Information/Documents	Check	Remark
3	The legal relationship between prospective Customers and beneficial owners can be proven by: a. Ownership documents directly or indirectly to prospective Customers/Customers; b. Letter of assignment; c. Letter of agreement; or d. Power of attorney	Choose an item.	

### 4. Data Update - Checklist on the Application of Know Your Customer Principles - Customer Due Diligence (CDD) for All Prospective Customers / Customers:

No	Risk Criteria of Prospective Customer / Customer / Beneficial Owner	Yes	No	Description / Verification Results
1	Beneficial Owner including PEP category;	Choose an item.	Choose an item.	
2	High Risk Business Activity of prospective Customers/ Customers/Beneficial Owners (High Risk Business);	Choose an item.	Choose an item.	
3	Financing facilities to be and/or provided by PT SMI related to High-Risk Countries;	Choose an item.	Choose an item.	
4	Financing facilities provided to finance transactions that are not in accordance with the profile (business activities) of prospective Customers/Customers;	Choose an item.	Choose an item.	
5	Application for financing facilities without face-to-face;	Choose an item.	Choose an item.	
6	Financing facilities that will/has been provided can be suspected to be related to criminal acts; and/or	Choose an item.	Choose an item.	
7	Financing facilities to be provided is high risk (meets one of the criteria below): a. Products whose <b>source of payment is</b> obtained/derived from a third party that has no relationship/linkage with the project being funded that is <b>not supported by adequate underlying documents</b> ; b. Products for which <b>payment is made in cash</b> or money orders or cash checks; c. Financing where <b>most part (&gt;51%) of payments are made outside the established payment schedule</b> , and <b>the source of payment is not supported by adequate underlying documents</b> ; d. Financing products that can be <b>withdrawn at any time without adequate underlying documents</b> ; e. Products whose <b>payment is made using</b> the lump-sum payment <b>method made without adequate underlying documents</b> ; and/or f. Products that <b>allow the transfer of beneficiaries, without the knowledge of the PJK-IKNB</b> .	Choose an item.	Choose an item.	

#### 4. Data Update - Checklist on the Application of Know Your Customer Principles - Customer Due Diligence (CDD) for All Prospective Customers / Customers:

No	Risk Criteria of Prospective Customer / Customer / Beneficial Owner	Yes	No	Description / Verification Results
8	<p>Inclusion of Prospective Customers/Customers, Beneficial Owners in the list of suspected terrorists and terrorist organizations;</p> <p>A terrorist list is a list of terrorist names that are recorded in:</p> <ul style="list-style-type: none"> <li>- National Police of the Republic of Indonesia; or</li> <li>- Center for Financial Transaction Reporting and Analysis; or</li> <li>- UN Security Council Resolution 1267 published on the Internet such as the UN website:</li> </ul> <p><a href="http://www.un.org/sc/committees/1267/consolist.shtml">http://www.un.org/sc/committees/1267/consolist.shtml</a></p> <p>Or commonly used sources:</p> <ul style="list-style-type: none"> <li>- <b>United Nations:</b> <a href="http://www.un.org/sc/committees/list_compend.shtml">www.un.org/sc/committees/list_compend.shtml</a></li> <li>- <b>Europe Union:</b> <a href="http://eeas.europa.eu/cfsp/sanctions/consolidated/index_en.htm">http://eeas.europa.eu/cfsp/sanctions/consolidated/index_en.htm</a></li> <li>- <b>French list:</b> <a href="https://www.tresor.economie.gouv.fr/4248_dispositif-national-de-gel-terroris">https://www.tresor.economie.gouv.fr/4248_dispositif-national-de-gel-terroris</a></li> <li>- <b>US Department of the Treasury:</b> <a href="https://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/ssi_list.aspx">https://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/ssi_list.aspx</a></li> <li>- <b>Consolidated List of Financial Sanctions Targets:</b> <a href="https://data.gov.uk/dataset/a424169b-a2c9-4809-9ccd-a68411e5cf51/consolidated-list-of-financial-sanctions-targets">https://data.gov.uk/dataset/a424169b-a2c9-4809-9ccd-a68411e5cf51/consolidated-list-of-financial-sanctions-targets</a></li> <li>- <b>Hongkong Global Sanctions Guide:</b> <a href="https://sanctionsguide.eversheds-sutherland.com/countries/hong-kong/">https://sanctionsguide.eversheds-sutherland.com/countries/hong-kong/</a> atau <a href="https://www.cedb.gov.hk/citb/en/Policy_Responsibilities/united_nations_sanctions.html">https://www.cedb.gov.hk/citb/en/Policy_Responsibilities/united_nations_sanctions.html</a></li> <li>- <b>United Kingdom:</b> <a href="https://data.gov.uk/dataset/a424169b-a2c9-4809-9ccd-a68411e5cf51/consolidated-list-of-financial-sanctions-targets">https://data.gov.uk/dataset/a424169b-a2c9-4809-9ccd-a68411e5cf51/consolidated-list-of-financial-sanctions-targets</a></li> <li>- <b>Japan Govt:</b> <a href="https://www.mof.go.jp/international_policy/gaitame_kawase/gaitame/economic_sanctions/list.html">https://www.mof.go.jp/international_policy/gaitame_kawase/gaitame/economic_sanctions/list.html</a> can be translated with google: <a href="https://translate.google.com/translate?hl=en&amp;sl=ja&amp;tl=en&amp;u=https%3A%2F%2Fwww.mof.go.jp%2Finternational_policy%2Fgaitame_kawase%2Fgaitame%2Feconomic_sanctions%2Flist.html">https://translate.google.com/translate?hl=en&amp;sl=ja&amp;tl=en&amp;u=https%3A%2F%2Fwww.mof.go.jp%2Finternational_policy%2Fgaitame_kawase%2Fgaitame%2Feconomic_sanctions%2Flist.html</a></li> </ul>	Choose an item.	Choose an item.	[Add Check Date]

**4. Data Update - Checklist on the Application of Know Your Customer Principles - Customer Due Diligence (CDD) for All Prospective Customers / Customers:**

No	Risk Criteria of Prospective Customer / Customer / Beneficial Owner	Yes	No	Description / Verification Results
9	Inclusion of Prospective Customers/Customers, Beneficial Owners in the list of Funding for the Proliferation of Weapons of Mass Destruction, which among others is recorded in: - Center for Financial Transaction Reporting and Analysis; - or other commonly used sources	Choose an item.	Choose an item.	[Add Check Date]
10	Inclusion of Prospective Customers/Customers, Beneficial Owners in the list of producing countries and centers of drug trafficking, which among others are recorded in: - United Nations Office Drugs and Crime (UNODC) <a href="https://www.unodc.org/unodc/en/drug-trafficking/index.html">https://www.unodc.org/unodc/en/drug-trafficking/index.html</a> - or other usable sources.	Choose an item.	Choose an item.	[Add Check Date]

Based on the procedures for accepting and identifying Customers of PT Sarana Multi Infrastruktur (Persero) in the Guidelines and Procedures for the Implementation of the Anti-Money Laundering and Countering the Financing of Terrorism Program (AML-CFT), legality and licensing documents of prospective customers/customers have been checked. Based on this, it can be concluded that cooperation and transactions that will be and/or have been carried out with prospective customers/customers are not included in suspicious financial transactions.

Division Head	Team Leader	Staff
(Name & Signature)	(Name & Signature)	(Name & Signature)

**Note:**

- DPOP may add other records related to the results of verification that has been carried out in the Verification Request Form or other supporting forms
- The additional DPOP records become one unit with this Verification Request Form sheet