



## DOCUMENT REQUIRED FOR OPENING CORPORATE ACCOUNT

### Limited Liability Company (PT) / PMDN/PMA Company

- Copy of Articles of Association published in State Gazette and Copy of Letter of approval from Ministry of Justice and Human Right  
公司章程及印尼法务人权部批文复印件
- Copy of Last deed consist of Board of Directors and Commissioner which have been notified to Ministry of Justice and registered at Industrial and Trade department.  
公司最新章程（如有变更）及印尼法务人权部批文复印件
- Copy of NIB (Nomor Induk Berusaha) or Company Registration Certificate or Trading Business certificate or Trading License.  
NIB 或公司登记证或营业准字复印件
- Copy of Tax Number (NPWP).  
税卡复印件
- Copy of Identification of Board of Director and Commissioner.  
董事会、监事会成员身份证复印件
- Copy of Identification of Authorized Signor.  
签字人证件
  - Indonesian citizen : copy of KTP  
印尼居民：身份证复印件
  - Foreigner : copy of Passport and KITAS/KITAP  
外国居民：护照和 KITAS/KITAP（居留许可证）复印件
- Domicile letter (only for outside Jakarta)  
公司注册地址复印件（仅限注册地非雅加达地区的公司）
- Chart of Company Organization.  
公司组织架构图（需打印公司抬头及 PT 公司董事长签字）

### Partnership/ Association/ CV/ Firm

- Copy Articles of association published in Notaries deed of Establishment and its amendment. 公司成立章程及最新章程复印件
- Company Registration Certificate (TDP) as a legal body. 公司登记证
- Copy of Tax Number (NPWP).  
税卡复印件
- Copy of Identification of Board of Director and Commissioner.  
董事会、监事会成员身份证复印件
- Copy of Identification of Authorized Signor.  
签字人证件
  - Indonesian citizen : copy of KTP  
印尼居民：身份证复印件
  - Foreigner : copy of Passport and KITAS/KITAP  
外国居民：护照和 KITAS/KITAP（居留许可证）复印件
- Copy of Identification of the each partners.  
印尼合伙人身份证复印件
- Domicile letter.(only for outside Jakarta)  
公司注册地址复印件（仅限注册地非雅加达地区的公司）

### Non resident Company/ representative Office/ Branch ( )

- Copy of Memorandum of Incorporation of Parent Company's including its amendment. 母公司章程及最新章程复印件
- A copy of Parent's Certificate of Incorporation.  
母公司营业执照复印件
- List of the Board of Directors.  
母公司董事会成员名单（公司抬头及董事长签字）
- A copy of Letter of Appointment as a representative officer/executive in Indonesia. 代表任命信复印件  
（上述 1-4 项，需英文翻译并中英文公证，同时需外交部领事司和印尼驻中国使领馆公证）
- Letter of approval for representative Office from Ministry of Industry and Trade of head of Coordinating Investment Board of related technical department (representative Office Opening License). 印尼工贸部协调投资委员会代表处成立批准书复印件
- Copy of NIB (Nomor Induk Berusaha) or Company Registration Certificate or Trading Business certificate or Trading License.  
NIB 或公司登记证或营业准字复印件
- Copy of Tax Number (NPWP).  
税卡复印件
- Copy of Identification of Board of Director and Commissioner.  
董事会、监事会成员身份证复印件
- Copy of Identification of Authorized Signor.  
签字人证件
  - Indonesian citizen : copy of KTP  
印尼居民：身份证复印件
  - Foreigner : copy of Passport and KITAS/KITAP  
外国居民：护照和 KITAS/KITAP（居留许可证）复印件
- Domicile letter.(only for outside Jakarta)  
公司注册地址复印件（仅限注册地非雅加达地区的公司）

### Embassy/Consulate

- A copy of letter of appointment from the Ambassador / Consulate General. 大使/总领事的任命信（国书）复印件
- Copies of passport of the Ambassador and other Signing Official. 大使及签字人护照复印件

**All original and the copy of documents have to be submitted for examination**  
(上述材料见证开户时需提供原件)