

**ANNEX V.12**

**CIRCULAR LETTER OF BANK INDONESIA  
NUMBER 8/32/DASP**

**REGARDING:           REGISTRATION OF MONEY TRANSFER  
BUSINESS ACTIVITY**

## CIRCULAR

### **Regarding: Registration of Money Transfer Business Activity**

In relation with the enforcement of Regulation of Bank Indonesia Number 8/28/PBI/2006 dated December 5, 2006 on Money Transfer Business Activity (Supplement Number 4665 to State Gazette of the Republic of Indonesia Number 98 of 2006), and in order to record the presence of Providers of Money transfer Business Activity, in accordance with Chapter IX Transitional Provision, Part One, Stipulation of registration in transitional Time of Regulation of Bank Indonesia on Money Transfer Business Activity, further stipulation needs to be made concerning among others Registration procedure and Registration recording, Registration document, implementation of Money Transfer Business Activity, report by Provider, termination of Money Transfer Business Activity and elimination of Providers from List of Providers, in Circular of Bank Indonesia.

#### **I. REGISTRATION PROCEDURE AND REGISTRATION RECORDING**

Every individual citizen of the Republic of Indonesia and business entity other than Bank that will do or has done Money Transfer business activity since Regulation of Bank Indonesia on Money Transfer Business Activity comes into effect shall register to Bank Indonesia.

##### **A. Registration Procedure**

1. Any individual citizen of the Republic of Indonesia and business entity other than bank that will do or has done Money Transfer business activity since this stipulation comes into effect shall apply in writing for registration of his/her/its business activity to Bank Indonesia.
2. Banks do not need to register Money Transfer business activity to Bank Indonesia considering that Money Transfer business activity is one of business activities of Banks in accordance with laws and regulations providing banking.
3. Application for Registration of Money Transfer business activity shall attach all complete documents and fulfill requirement of operational readiness that includes readiness of human resources that are used in Money transfer properly as stipulated herein.
4. Application for Registration as referred to in number 1 shall be done as follows:
  - a. for business entity, submitted by the management of the business entity; or
  - b. for individual citizen of the Republic of Indonesia, submitted by the relevant individual.
5. Application for Registration as referred to in number 4 shall be submitted to Bank Indonesia.

##### **B. Registration Recording**

1. Bank Indonesia shall give written response to application for Registration as referred to in point A.3:
  - a. at the latest 30 (thirty) calendar days since all documents required are received completely by Bank Indonesia and requirement of operational readiness has been fulfilled properly, which includes readiness of human resources, business place, and facility as well as equipment used in Money Transfer; or
  - b. at the latest 20 (twenty) calendar days since documents are received by Bank Indonesia, for application with documents that have not been received completely.

2. Written response as referred to in number 1 shall contain information that Provider has or has not been included in the List of Providers in Bank Indonesia.
3. Bank Indonesia includes Provider in the List of Providers as referred to in number 2 if all the required documents in Registration have been received completely and requirement of operational readiness has been fulfilled properly, which includes readiness of human resources, business place, and facility as well as equipment used in Money Transfer.
4. Bank Indonesia shall not include Provider in the List of Providers as referred to in number 2 if the required documents have not been received completely by Bank Indonesia and/or requirement of operational readiness as referred to in number 3 has been fulfilled properly.
5. Bank Indonesia can conduct observation to business place of Provider that will do or have done Money Transfer business activity in order to give written response as referred to in number 2.
6. Bank Indonesia shall give Registration Certificate to Provider that contains registration Number and Provider's identity in the List of Providers.

C. Inclusion in the List of Providers and Publication

1. Any Provider that has been included in the List of Providers shall place Registration Certificate in its business place, namely at the spot where it can be easily seen and read by service users. Copy of Registration Certificate shall also be placed at every branch office of Provider.
2. Bank Indonesia shall announce the List of Providers in its website and/or booklet.

II. REGISTRATION DOCUMENTS

Documents that must be submitted in the application for Registration to Bank Indonesia shall be as follows:

A. Individual Citizen of the Republic of Indonesia

Individual Citizen of the Republic of Indonesia that does Money Transfer business activity shall apply for Registration by submitting the following documents:

1. copy of Identity card;
2. copy of certificate of domicile of applicant from the local Kelurahan office/village head;
3. letter of statement of applicant's readiness to not misuse Money transferred and/or received;
4. letter of statement of applicant's readiness to administer separately Money transferred and/or received from personal asset of applicant; and
5. information about business place, facility and infrastructure used by applicant as Provider.

B. Corporate Legal Entity

Corporate legal entity that does Money Transfer Business Activity shall apply for Registration by submitting the following documents:

1. copy of deed of incorporation of Indonesian legal entity and amendment thereto if any that has been approved by the authorized agency;
2. letter of statement of management in the form of authentic deed stating readiness of management to:
  - a. be responsible for any abuse of Money transferred and/or received; and

- b. to separate administration of Money transferred and/or received from personal asset and asset of Provider's company;
- 3. copy of certificate of domicile of business entity from local Kelurahan office/village head;
- 4. the concept of application of principle of *knowing customers* shall be the principle that is applied by Provider to know among others identity of and/or Recipient, observe Money Transfer activity, and report suspicious transaction, as Example of Procedure of Application of Principle of *Knowing Customers* in Attachment 1; and
- 5. evidence of operational readiness, among others:
  - a. adequate human resources;
  - b. business place readiness; and
  - c. facility and equipment used for Money Transfer activity.

C. Noncorporate Legal Entity

Noncorporate legal entity that does Money Transfer business activity shall apply for Registration by submitting the following documents:

- 1. evidence that owner and management of business entity are Citizens of the Republic of Indonesia, which evidence are among others identity card, driver's license or passport;
- 2. copy of certificate of domicile of business entity from the local Kelurahan/village head;
- 3. letter of statement of management in the form of authentic deed stating readiness of management to:
  - a. be responsible for any abuse of Money transferred and/or received; and
  - b. to separate administration of Money transferred and/or received from personal asset and asset of Provider's company
- 4. the concept of application of principle of *knowing customers* shall be the principle that is applied by Provider to know among others identity of Transferor and/or Recipient, observe Money Transfer activity, and report suspicious transaction, as Example of Procedure of Application of Principle of *Knowing Customers* in Attachment 1; and
- 5. evidence of operational readiness, among others:
  - a. adequate human resources;
  - b. business place readiness; and
  - c. facility and equipment used for Money Transfer activity.

III. IMPLEMENTATION OF MONEY TRANSFER BUSINESS ACTIVITY

Provider that will do Money Transfer business activity after the Regulation of Bank Indonesia on Money Transfer Business Activity comes into effect and has been included in the List of Providers shall do the following things:

- 1. implementing its business activity at the latest within 30 (thirty) calendar days since the date of inclusion of Provider in the List of Providers; and
- 2. reporting in writing the commencement of business activity as referred to in number 1 to Bank Indonesia at the latest 10 (ten) calendar days since the activity begins; or
- 3. if after the end of the period of 30 (thirty) calendar days as referred to in number 1 Provider that has been included in the List of Providers has not yet begun its business

activity, the Provider shall report in writing to Bank Indonesia on reasons for non-commencement of Money Transfer business activity and plan of implementation of the business activity. The report shall be submitted at the latest 10 (ten) calendar days since the end of the period 30 (thirty) calendar days as referred to in number 1.

#### IV. REPORT BY PROVIDER

##### A. REPORT ON MONEY TRANSFER BUSINESS ACTIVITY

1. Provider shall report Money Transfer business activity that it does to Bank Indonesia.
2. Report as referred to in number 1 shall consists of:
  - a. Report on Money Transfer Business Activity Transaction as referred to in Attachment 2.a or Attachment 2.b; and
  - b. Report on Money Transfer Business Activity Continuity as referred to in Attachment 3.a or Attachment 3.b.
3. Report as referred to in point 2.a shall be submitted quarterly and shall have been received by Bank Indonesia at the latest on the 15<sup>th</sup> day of the following month. Example: quarterly report of January until March shall have been received Bank Indonesia at the latest on the 15<sup>th</sup> day of April.
4. Report as referred to in point 2.b shall be submitted at every year end and shall have been received by Bank Indonesia at the latest on the 15<sup>th</sup> day of the following month. Example: report on Money Transfer Business Activity Continuity for the period of January 1, 2007 until December 31, 2007 shall have been received Bank Indonesia at the latest on January 15, 2008.
5. In the event that the deadline as referred to in numbers 3 and 4 falls on a holiday, the deadline shall be on the date of the next working day.
6. For Provider that has branch offices, report as referred to in number 2 shall be submitted by head office of the relevant Provider in a consolidated report of head office and all branch offices.

##### B. Report on Branch Office and Plan of Branch Office Opening

1. Report on Branch Office that Provider has had before this Circular comes into effect shall be submitted to Bank Indonesia in writing at the latest 30 (thirty) calendar days since the date of inclusion of Provider in the List of Providers. The report shall be submitted in a format as referred to in Attachment 4.a or Attachment 4.b.
2. Report on plan of branch office opening by Provider shall be submitted to Bank Indonesia in writing at the latest 30 (thirty) calendar days before the opening of the branch office. The report shall be submitted in a format as referred to in Attachment 5.a or Attachment 5.b.

##### C. Report on Cooperation of Provider with Operator

1. Provider that makes cooperation with Operator shall report in writing the cooperation to Bank Indonesia as referred to in Attachment 6.a or Attachment 6.b.
2. Report on Cooperation between Provider and Operator as referred to in Attachment 1 shall include at least the followings:
  - a. copy of cooperation agreement between Provider and Operator. The agreement shall contain at least:
    - 1) agreement between Provider and Operator to give information to Bank Indonesia or other parties appointed by Bank Indonesia for audit necessity;

- 2) giving of authority to Bank Indonesia or other parties appointed by Bank Indonesia to conduct audit on the system used by Provider and/or Operator; and
  - 3) willingness of Provider and Operator to submit to Bank Indonesia the result of audit on the system used by Provider and/or Operator either conducted by internal auditor or external auditor from Provider and Operator;
- b. brief information on Operator's company profile; and
  - c. result of audit from security auditor that explains reliability and security of the operation of information technology used by Operator.
3. If Provider terminates the cooperation with Operator, the termination of cooperation with Operator shall be reported to Bank Indonesia as referred to in Attachment 7.a and Attachment 7.b.
- D. Report on Change in Management
1. Provider shall report in writing to Bank Indonesia if there is any change in its Management.
  2. report as referred to in number 1 shall be completed with letter of statement of management in the form of authentic deed stating readiness of management to:
    - a. be responsible for any abuse of Money transferred and/or received; and
    - b. to separate administration of Money transferred and/or received from personal asset and asset of Provider's company;
    - c. Report as referred to in number 1 shall be completed with copy of evidence of change in Management among others in the form of Minutes of General Meeting of Shareholders for business entity that is in the form of Limited Liability Company.
- E. Report by Bank
1. Especially for Bank, report shall be submitted to Bank Indonesia, including:
    - a. Report on Money Transfer Business Activity transaction;
    - b. Report on branch office and plan of branch office opening;
    - c. Report on change in management;
    - d. Report on Cooperation of Provider and Operator; and
    - e. Report on Termination of Cooperation with Operator.
  2. Report as referred to in point 1.a, point 1.b, and point 1.c shall be done in accordance with procedure of report submission as provided in banking stipulation.
  3. Report as referred to in point 1.d shall be done in accordance with Attachment 6.a or Attachment 6.b.
  4. Report as referred to in point 1.e shall be done in accordance with Attachment 7.a or Attachment 7.b.
- V. TERMINATION OF MONEY TRANSFER BUSINESS ACTIVITY AND ELIMINATION OF PROVIDER FROM LIST OF PROVIDERS
1. Termination of Money Transfer business activity can be done based on written request from Provider or based on Decision of Bank Indonesia in accordance with stipulation in Regulation of Bank Indonesia on Money Transfer Business Activity.

2. In the event of termination of Money Transfer business activity as referred to in number 1, Bank Indonesia shall eliminate Provider from List of Providers.
3. in addition to the reason referred to in number 2, elimination of Provider from List of Providers can be done by Bank Indonesia if:
  - a. there is court's decision that punishes Provider to terminate Provider's Money Transfer business activity;
  - b. there is written request/recommendation to Bank Indonesia from supervision authority to terminate Provider's business activity, or if the supervision authority has terminated Provider's business activity;
  - c. Provider violates stipulation of Money Transfer business activity and other related stipulations; or
  - d. Provider commits criminal act in financial sector.
4. In case Provider will terminate Money Transfer business activity at Provider's own request, Provider shall do the followings:
  - a. submitting report on termination of business activity in writing to Bank Indonesia at the latest 30 (thirty) calendar days before Provider terminates Money Transfer business activity; and
  - b. reporting implementation of termination of Money Transfer Business Activity in writing to Bank Indonesia at the latest 5 (five) calendar days since the date of the termination, with the following attachments:
    - 1) document of settlement of right and obligation to Transferors and/or Recipients; and
    - 2) letter of statement from management and/or owner that all claims arising after the termination of Money Transfer business activity will become the full responsibility of management and/or owner.
5. Elimination of Provider from List of Providers by Bank Indonesia shall be done as follows:
  - a. For Providers with head office or that are domiciled in the territory of Jakarta, Serang, Pandeglang, Lebak, Tangerang, Depok, Bogor, Karawang, and Bekasi, shall be done at the latest 5 (five) working days since the date of determination of elimination of Money Transfer business activity by Bank Indonesia c.q. Directorate of Accounting and Payment System (DASP).
  - b. For Providers with head office or that are domiciled outside the territory of Jakarta, Serang, Pandeglang, Lebak, Tangerang, Depok, Bogor, Karawang, and Bekasi, shall be done at the latest 5 (five) working days since the date of the receipt of written request from the Office of Bank Indonesia (KBI) to eliminate Provider from List of Providers Directorate of Accounting and Payment System (DASP).

## VI. OTHERS

1. Application for Registration of Money Transfer business activity shall be submitted in writing to:
  - a. DASP, Bank Indonesia, Jalan M.H. Thamrin No.2, Jakarta 10350, for Providers with head office or that are domiciled in the territory of Jakarta, Serang, Pandeglang, Lebak, Tangerang, Depok, Bogor, Karawang, and Bekasi; or
  - b. local KBI domiciled in the same territory as Providers, for Providers with head office or that are domiciled outside the territory referred to in letter a.
2. The following reports:

- a. report on commencement of Money Transfer business activity as referred to in point III.2;
- b. report on Money Transfer business activity transaction as referred to in point IV.A.2.a;
- c. report on Money Transfer business activity continuity as referred to in point IV.A.2.b;
- d. report on branch office as referred to in point IV.B.1;
- e. report on plan of branch office opening as referred to in point IV.B.2;
- f. report on cooperation of Provider and Operator as referred to in point IV.C.1;
- g. report on termination of Money Transfer business activity as referred to in point IV.C.3;
- h. report on change in management as referred to in point IV.D.1; and
- i. report on termination of Money Transfer business activity as referred to in point V.1,

shall be submitted in writing to:

- a. DASP c.q. Bureau for National Payment System Development (Biro PSPN), Bank Indonesia, Jalan M.H. Thamrin No.2, Jakarta 10350, for Providers with head office or that are domiciled in the territory of Jakarta, Serang, Pandeglang, Lebak, Tangerang, Depok, Bogor, Karawang, and Bekasi; or
  - b. local KBI domiciled in the same territory as Providers, for Providers with head office or that are domiciled outside the territory referred to in letter a.
3. Registration of Money Transfer business activity shall end on December 31, 2008.
  4. With the end of time limit of Registration as referred to in number 3, since January 1, 2009 for the parties that have not registered or that will do Money Transfer business activity shall first obtain permit from Bank Indonesia before doing Money Transfer business activity.

## VII. CLOSING

Stipulation in this Circular shall come into effect since December 20, 2006.

For the purpose of public knowledge, the enactment of this Law shall be announced in State gazette of the Republic of Indonesia.

BANK INDONESIA,

EDI SISWANTO

DIRECTOR OF ACCOUNTING  
AND PAYMENT SYSTEM

Attachment to Circular No. 8/32/DASP dated December 20, 2006



**EXAMPLE OF PROCEDURE OF APPLICATION  
OF PRINCIPLE OF *KNOWING CUSTOMERS***

In this procedure, customers mean Transferors and/or Recipients.

1. Knowing Customers includes the followings:

a. Investigation of Customer's identity

1) Individual

- a) Asking Customer to present his/her identification, among others: Identity card (KTP), Driver's License (SIM), or passport;
- b) Investigating to make sure that Customer is in accordance with his/her identification among others by comparing Customer's face in the photograph on the identification with his/her actual face or examining the authenticity of his/her signature.

2) Corporation

- a) Asking Customer to present identification such as business permit or Taxpayer Number;
- b) Investigating to make sure that Customer is in accordance with the presented identification.

In case that Customer cannot present his/her identification or that the presented identification is not in accordance with data written in transfer form or receipt data, and/or officer of Provider of Money Transfer business activity doubts the authenticity of the identification, transaction with the relevant Customer may not be done.

b. Transaction Recording

Provider must make a record of transaction of every Customer, which includes at least:

1) Individual

- a) nama and address of Customer;
- b) data and place of birth;
- c) occupation;
- d) citizenship;
- e) identification number;
- f) transaction value; and
- g) transaction date.

2) Corporation

- a) name and address of Customer;
- b) business field;
- c) business permit number;
- d) NPWP (Taxpayer Number);
- e) transaction value; and

f) transaction date.

c. Storage of transaction document

Data and document on transaction as referred to in letter b must be administered by Provider in accordance with stipulation about company's document.

2. Example of Suspicious Financial Transaction

a. Money Transfer without clear identity of Transferor and/or Recipient;

b. Money Transfer not in accordance with profile, characteristic, usual transaction pattern of the relevant Customer;

c. the Money transferred is alleged to come from criminal act.

**Attachment 2.a**  
Report on Money Transfer  
Business Activity Transaction

No.: .....

Attachment: .... sheets

To

Director of Accounting and payment System

c.q. Head of Bureau for National Payment System Development  
of Bank Indonesia,

Jl. M.H. Thamrin No. 2

Jakarta 10350

Regarding: Report on Money Transfer Business Activity

Transaction of Quarter I/II/III/IV <sup>1)</sup> \_\_\_\_\_

With reference to Regulation of Bank Indonesia No. 8/28/PBI/2006 dated December 20, 2006 on Money Transfer Business Activity and Circular of Bank Indonesia No. 8/32/DASP dated December 20, 2006 on Registration of Money Transfer Business Activity, we hereby submit report on Money Transfer Business Activity Transaction of Quarter I/II/III/IV <sup>2)</sup> of .....<sup>3)</sup> as attached hereto.

...(City).....(Date, Month, Year)...

Signature

Name<sup>4)</sup>

Position

Registration No.: .....<sup>5)</sup>

Note:

- 1) Choose one in accordance with the intended quarter
- 2) Choose one in accordance with the intended quarter
- 3) Fill in accordance with the year of report
- 4) Fill with name and position of Provider of Money Transfer business activity
- 5) Fill in accordance with Registration Number of each Provider of Money Transfer business activity

Attachment to letter No. .... dated .....

Report of Money Transfer Business Activity Transaction

Quarter I/II/III/IV <sup>6)</sup> of .....<sup>7)</sup>

Name of Provider: .....<sup>8)</sup> Registration No.: .....<sup>9)</sup>

A. Report on Money Transfer Transaction

No.	Destination Country	Number of Transferors	Transfer Frequency	Transfer Value (Rp)

B. Report on Money Receipt Transaction

No.	Destination Country	Number of Recipients	Receipt Frequency	Receipt Value (Rp)

...(City).....(Date, Month, Year)...

Signature

Name<sup>10)</sup>

Position

- <sup>6)</sup> Choose one in accordance with the intended quarter
- <sup>7)</sup> Fill in accordance with the year of report
- <sup>8)</sup> Fill with name of Provider of Money Transfer business activity
- <sup>9)</sup> Fill with name and position of Provider of Money Transfer business activity
- <sup>10)</sup> Fill in accordance with Registration Number of each Provider of Money Transfer business activity

**Attachment 2.b**  
**Report on Money Transfer**  
**Business Activity Transaction**

No.: .....

To

Governor of Bank Indonesia

Office of Bank Indonesia ....<sup>1)</sup>

.....<sup>2)</sup>

Regarding: Report on Money Transfer Business Activity

Transaction of Quarter I/II/III/IV <sup>3)</sup> \_\_\_\_\_

With reference to Regulation of Bank Indonesia No. 8/28/PBI/2006 dated December 20, 2006 on Money Transfer Business Activity and Circular of Bank Indonesia No. 8/32/DASP dated December 20, 2006 on Registration of Money Transfer Business Activity, we hereby submit report on Money Transfer Business Activity Transaction of Quarter I/II/III/IV <sup>4)</sup> of .....<sup>5)</sup> as attached hereto.

...(City).....(Date, Month, Year)...

Signature

Name<sup>6)</sup>

Position

Registration No.: .....<sup>7)</sup>

Note:

- 1) Fill with name of Local Office of Bank Indonesia domiciled in the same territory as the relevant Provider
- 2) Fill with address of Office of Bank Indonesia
- 3) Choose one in accordance with the intended quarter
- 4) Choose one in accordance with the intended quarter
- 5) Fill in accordance with the year of report
- 6) Fill with name and position of Provider of Money Transfer business activity
- 7) Fill in accordance with Registration Number of each Provider of Money Transfer business activity

Attachment to letter No. .... dated .....

Report of Money Transfer Business Activity Transaction

Quarter I/II/III/IV <sup>8)</sup> of .....<sup>9)</sup>

Name of Provider: .....<sup>10)</sup> Registration No.: .....<sup>11)</sup>

A. Report on Money Transfer Transaction

No.	Destination Country	Number of Transferors	Transfer Frequency	Transfer Value (Rp)

B. Report on Money Receipt Transaction

No.	Destination Country	Number of Recipients	Receipt Frequency	Receipt Value (Rp)

...(City).....(Date, Month, Year)...

Signature

Name<sup>12)</sup>

Position

8) Choose one in accordance with the intended quarter

9) Fill in accordance with the year of report

10) Fill with name of Provider of Money Transfer business activity

11) Fill with name and position of Provider of Money Transfer business activity

12) Fill in accordance with Registration Number of each Provider of Money Transfer business activity

Attachment to Circular No. 8/32/DASP dated December 20, 2006

**Attachment 3.a**  
**Report on Money Transfer**  
**Business Activity Continuity**

No.: .....

To

Director of Accounting and payment System

c.q. Head of Bureau for National Payment System Development

of Bank Indonesia,

Jl. M.H. Thamrin No. 2

Jakarta 10350

Regarding: Report on Money Transfer Business Activity

Continuity

With reference to Regulation of Bank Indonesia No. 8/28/PBI/2006 dated December 20, 2006 on Money Transfer Business Activity and Circular of Bank Indonesia No. 8/32/DASP dated December 20, 2006 on Registration of Money Transfer Business Activity, we hereby report that until this time we are still running our business as Provider of Money Transfer. The data on our address, management and owner that we have submitted to Bank Indonesia at the time of Registration [have not changed until now/have changed per .....<sup>1)</sup> into as follows: .....<sup>2)</sup><sup>3)</sup>

...(City).....(Date, Month, Year)...

Signature

Name<sup>4)</sup>

Position

Registration No.: .....<sup>5)</sup>

Note:

- 1) Choose one in accordance with effective date of change of data on address, management and owner of provider of Money Transfer business activity
- 2) Fill with the new data
- 3) Choose and Fill in accordance with the condition at the time of reporting of money transfer business activity continuity
- 4) Fill with name and position of Provider of Money Transfer business activity
- 5) Fill in accordance with Registration Number of each Provider of Money Transfer business activity

**Attachment 3.b**  
**Report on Money Transfer**  
**Business Activity Continuity**

No.: .....

To

Governor of Bank Indonesia

Office of Bank Indonesia ....<sup>1)</sup>

.....<sup>2)</sup>

Regarding: Report on Money Transfer Business Activity

Continuity

With reference to Regulation of Bank Indonesia No. 8/28/PBI/2006 dated December 20, 2006 on Money Transfer Business Activity and Circular of Bank Indonesia No. 8/32/DASP dated December 20, 2006 on Registration of Money Transfer Business Activity, we hereby report that until this time we are still running our business as Provider of Money Transfer. The data on our address, management and owner that we have submitted to Bank Indonesia at the time of Registration [have not changed until now/have changed per .....<sup>3)</sup> into as follows: .....<sup>4)</sup>]<sup>5)</sup>

...(City).....(Date, Month, Year)...

Signature

Name<sup>6)</sup>

Position

Registration No.: .....<sup>7)</sup>

Note:

- 1) Fill with name of Local Office of Bank Indonesia domiciled in the same territory as the relevant Provider
- 2) Fill with address of Office of Bank Indonesia
- 3) Choose one in accordance with effective date of change of data on address, management and owner of provider of Money Transfer business activity
- 4) Fill with the new data
- 5) Choose and Fill in accordance with the condition at the time of reporting of money transfer business activity continuity
- 6) Fill with name and position of Provider of Money Transfer business activity
- 7) Fill in accordance with Registration Number of each Provider of Money Transfer business activity



**Attachment 4.a**  
**Report on Branch Office**

No.: .....

To

Director of Accounting and payment System

c.q. Head of Bureau for National Payment System Development

of Bank Indonesia,

Jl. M.H. Thamrin No. 2

Jakarta 10350

Regarding: Report on Branch Office

With reference to Regulation of Bank Indonesia No. 8/28/PBI/2006 dated December 20, 2006 on Money Transfer Business Activity and Circular of Bank Indonesia No. 8/32/DASP dated December 20, 2006 on Registration of Money Transfer Business Activity, we hereby report that before Regulation of Bank Indonesia on Money Transfer Business Activity and Circular of Bank Indonesia on Registration of Money Transfer Business Activity come into effect we already have branch offices that do Money Transfer business activity.

The branch offices that we have are as follows:

1. Office .....<sup>1)</sup>, at Jl. ...., (City), Phone .....
2. and so forth

...(City).....(Date, Month, Year)...

Signature

Name<sup>2)</sup>

Position

Registration No.: .....<sup>3)</sup>

Note:

- 1) Fill with name of Branch Office
- 2) Fill with name and position of Provider of Money Transfer business activity
- 3) Fill in accordance with Registration Number of each Provider of Money Transfer business activity

**Attachment 4.b**  
**Report on Branch Office**

No.: .....

To

Governor of Bank Indonesia

Office of Bank Indonesia ....<sup>1)</sup>

.....<sup>2)</sup>

Regarding: Report on Branch Office

With reference to Regulation of Bank Indonesia No. 8/28/PBI/2006 dated December 20, 2006 on Money Transfer Business Activity and Circular of Bank Indonesia No. 8/32/DASP dated December 20, 2006 on Registration of Money Transfer Business Activity, we hereby report that before Regulation of Bank Indonesia on Money Transfer Business Activity and Circular of Bank Indonesia on Registration of Money Transfer Business Activity come into effect we already have branch offices that do Money Transfer business activity.

The branch offices that we have are as follows:

3. Office .....<sup>3)</sup>, at Jl. ...., (City), Phone .....
4. and so forth

...(City).....(Date, Month, Year)...

Signature

Name<sup>4)</sup>

Position

Registration No.: .....<sup>5)</sup>

Note:

- 1) Fill with name of Local Office of Bank Indonesia domiciled in the same territory as the relevant Provider
- 2) Fill with address of Office of Bank Indonesia
- 3) Fill with name of Branch Office
- 4) Fill with name and position of Provider of Money Transfer business activity
- 5) Fill in accordance with Registration Number of each Provider of Money Transfer business activity

No.: .....

To

Director of Accounting and payment System

c.q. Head of Bureau for National Payment System Development

of Bank Indonesia,

Jl. M.H. Thamrin No. 2

Jakarta 10350

Regarding: Report on Plan of Branch Office Opening

With reference to Regulation of Bank Indonesia No. 8/28/PBI/2006 dated December 20, 2006 on Money Transfer Business Activity and Circular of Bank Indonesia No. 8/32/DASP dated December 20, 2006 on Registration of Money Transfer Business Activity, we hereby report that we pan to open a Branch Office in .....<sup>1)</sup> with the following address: .....<sup>2)</sup> on .....<sup>3)</sup>.

...(City).....(Date, Month, Year)...

Signature

Name<sup>4)</sup>

Position

Registration No.: .....<sup>5)</sup>

Note:

- 1) Fill with city where Provider's branch office is domiciled
- 2) Fill with address of Provider's branch office
- 3) Fill with effective date of branch office opening
- 4) Fill with name and position of Provider of Money Transfer business activity
- 5) Fill in accordance with Registration Number of each Provider of Money Transfer business activity

No.: .....

To

Governor of Bank Indonesia

Office of Bank Indonesia ....<sup>1)</sup>

.....<sup>2)</sup>

Regarding: Report on Plan of Branch Office Opening

With reference to Regulation of Bank Indonesia No. 8/28/PBI/2006 dated December 20, 2006 on Money Transfer Business Activity and Circular of Bank Indonesia No. 8/32/DASP dated December 20, 2006 on Registration of Money Transfer Business Activity, we hereby report that we pan to open a Branch Office in .....<sup>3)</sup> with the following address: .....<sup>4)</sup> on .....<sup>5)</sup>.

...(City).....(Date, Month, Year)...

Signature

Name<sup>6)</sup>

Position

Registration No.: .....<sup>7)</sup>

Note:

- 1) Fill with name of Local Office of Bank Indonesia domiciled in the same territory as the relevant Provider
- 2) Fill with address of Office of Bank Indonesia
- 3) Fill with city where Provider's branch office is domiciled
- 4) Fill with address of Provider's branch office
- 5) Fill with effective date of branch office opening
- 6) Fill with name and position of Provider of Money Transfer business activity
- 7) Fill in accordance with Registration Number of each Provider of Money Transfer business activity

**Attachment 6.a**

Report on Cooperation of Provider with Operator

No.: .....

Attachment: .... sheets

To

Director of Accounting and payment System

c.q. Head of Bureau for National Payment System Development

of Bank Indonesia,

Jl. M.H. Thamrin No. 2

Jakarta 10350

Regarding: Report on Cooperation of Provider with Operator

With reference to Regulation of Bank Indonesia No. 8/28/PBI/2006 dated December 20, 2006 on Money Transfer Business Activity and Circular of Bank Indonesia No. 8/32/DASP dated December 20, 2006 on Registration of Money Transfer Business Activity, we hereby report that in doing Money Transfer business activity we cooperate with .....<sup>1)</sup> since .....<sup>2)</sup>.

In accordance with the stipulations of the abovementioned regulation and circular, we hereby submit the followings:

1. copy of agreement of cooperation with Operator;
2. information on profile of Operator's company; and
3. copy of audit result from security auditor concerning security of system used by Operator.

...(City).....(Date, Month, Year)...

Signature

Name<sup>3)</sup>

Position

Registration No.: .....<sup>4)</sup>

Note:

- 1) Fill with name of Operator cooperating with Provider
- 2) Fill with effective date of cooperation
- 3) Fill with name and position of Provider of Money Transfer business activity
- 4) Fill in accordance with Registration Number of each Provider of Money Transfer business activity

**Attachment 6.b**

Report on Cooperation of Provider with Operator

No.: .....

Attachment: .... sheets

To

Governor of Bank Indonesia

Office of Bank Indonesia ....<sup>1)</sup>

.....<sup>2)</sup>

Regarding: Report on Cooperation of Provider with Operator

With reference to Regulation of Bank Indonesia No. 8/28/PBI/2006 dated December 20, 2006 on Money Transfer Business Activity and Circular of Bank Indonesia No. 8/32/DASP dated December 20, 2006 on Registration of Money Transfer Business Activity, we hereby report that in doing Money Transfer business activity we cooperate with .....<sup>3)</sup> since .....<sup>4)</sup>.

In accordance with the stipulations of the abovementioned regulation and circular, we hereby submit the followings:

4. copy of agreement of cooperation with Operator;
5. information on profile of Operator's company; and
6. copy of audit result from security auditor concerning security of system used by Operator.

...(City).....(Date, Month, Year)...

Signature

Name<sup>5)</sup>

Position

Registration No.: .....<sup>6)</sup>

Note:

- 1) Fill with name of Local Office of Bank Indonesia domiciled in the same territory as the relevant Provider
- 2) Fill with address of Office of Bank Indonesia
- 3) Fill with name of Operator cooperating with Provider
- 4) Fill with effective date of cooperation
- 5) Fill with name and position of Provider of Money Transfer business activity
- 6) Fill in accordance with Registration Number of each Provider of Money Transfer business activity

**Attachment 7.a**

**Report on Termination of Cooperation of Provider with Operator**

No.: .....

To

Director of Accounting and payment System

c.q. Head of Bureau for National Payment System Development

of Bank Indonesia,

Jl. M.H. Thamrin No. 2

Jakarta 10350

Regarding: Report on Termination of Cooperation of Provider with Operator

With reference to Regulation of Bank Indonesia No. 8/28/PBI/2006 dated December 20, 2006 on Money Transfer Business Activity and Circular of Bank Indonesia No. 8/32/DASP dated December 20, 2006 on Registration of Money Transfer Business Activity, we hereby report that since .....<sup>1)</sup> we have terminated cooperation with .....<sup>2)</sup> in doing Money Transfer business activity.

...(City).....(Date, Month, Year)...

Signature

Name<sup>3)</sup>

Position

Registration No.: .....<sup>4)</sup>

Note:

- 1) Fill with effective date of termination of Money Transfer business activity
- 2) Fill with name of Operator cooperating with Provider
- 3) Fill with name and position of Provider of Money Transfer business activity
- 4) Fill in accordance with Registration Number of each Provider of Money Transfer business activity

**Attachment 7.b**

**Report on Termination of Cooperation of Provider with Operator**

No.: .....

To

Governor of Bank Indonesia

Office of Bank Indonesia ....<sup>1)</sup>

.....<sup>2)</sup>

Regarding: Report on Termination of Cooperation of Provider with Operator

With reference to Regulation of Bank Indonesia No. 8/28/PBI/2006 dated December 20, 2006 on Money Transfer Business Activity and Circular of Bank Indonesia No. 8/32/DASP dated December 20, 2006 on Registration of Money Transfer Business Activity, we hereby report that since .....<sup>3)</sup> we have terminated cooperation with .....<sup>4)</sup> in doing Money Transfer business activity.

...(City).....(Date, Month, Year)...

Signature

Name<sup>5)</sup>

Position

Registration No.: .....<sup>6)</sup>

Note:

- 1) Fill with name of Local Office of Bank Indonesia domiciled in the same territory as the relevant Provider
- 2) Fill with address of Office of Bank Indonesia
- 3) Fill with effective date of termination of Money Transfer business activity
- 4) Fill with name of Operator cooperating with Provider
- 5) Fill with name and position of Provider of Money Transfer business activity
- 6) Fill in accordance with Registration Number of each Provider of Money Transfer business activity



