

Document Requirement

Foreign Vendor Registration

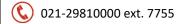
NO	FIELD		Description		
A. PRE-REGISTRATION					
INPUT	NPUT DATA IN THE PRE-REGISTRATION PROCESS				
1.	Company Intormation	 Fill the Company Name, Country Name, Tax Registration Number If an individual, fill the Name, Country Name, Tax Registration Number 			
2.	Contact Information	Fill the PIC Identity, Telephone, Fax and Email			
3.	Address	Fill the complete address including city, country, province, postal code and phone number			
4.	Product and Services Category	Fiil the line of bussinesses. Goods and Service Clasification as stipulated by Bank Indonesia consists of 2 levels, namely: (i) Level 1 Scope of Work, and (ii) Level 2 Scope of Work (sub-detail). Vendor shall choose Level 1 and Level 2 with no maximum selection of goods and services. Example: The company has automotive business, namely MPV and SUV, thus you shall select level 1 (transportation), level 2 (MPV), and level 2 (SUV). You can't only choose the means of transportation or MPV or SUV, you have to choose all levels of details commodity.			
5.	Banking Information	Fill the Country, Bank Name, Branch Name, Account Number, IBAN, Account Name, Currency			
6.	Upload Document	Any document stating the domicile/location of the company			
B. REG	ISTRATION				
INPUT DATA IN THE REGISTRATION PROCESS					
	all the data requested in each colu	mn of the Tab Menu)	7.7.1.1.4.6.1151.1.46.1151.1.155		
	Tab Menu General		7. Tab Menu Sertifikat (Certificate) (if any)		
	Tab Menu Akta Pendirian (Articles of Association)		8. Tab Menu Portofolio (Portfolio)		
	Tab Menu Akta Perubahaan (Amendment of Articles of Association)		9. Tab Menu Peralatan (Office equipment)		
4.	Tab Menu Pemegang Saham (Shareholder)		10. Tab Menu Tenaga Ahli (Employee or Expert)		
5.	Tab Menu Pengurus (BOD and BOC)		11. Tab Menu Laporan Keuangan (Financial Statement)		
6.	Tab Menu Izin Usaha (Business Lisence)		12. Tab Menu Informasi PKP (Tax registration information)		
UPLOAD THE REGISTRATION DOCUMENT (Upload in PDF format using the Add Attachment menu. The file naming should be identical to the document, example: the Deed of Establishment upload with tittle "Deed of Establishment")					
1.	Articles of Association	Deed of Establishment, Certificate of Incorporation, Articles of Association or any other documents that stating the legitimacy of the company's establishment			
2.	Amendment of Articles of Association	Deed of Establishment/Articles of Association or any other documents that declare change in the company name, BOD/BOC, and shareholders			
3.	Business Registration Document	Business Registration Document If an individual, it can be declared through Identity Card, Passport, and/or KITAS			
4.	Tax Registration Document	Tax Registration Number or any other document that stating the tax number			
5.	Business License	Business License or any other document that stating business activities.			

6.	Shareholder	1) If the shareholders are business entity, then please upload Tax Registration Number or any other documents that stating the legitimacy of the company's establishment 2) If the shareholders are individual, then please upload Identity Card, Tax Registration Number, KITAS/Passport		
7.	Board of Management	The identification document of Board of Management (identity Card, Tax Registration Number, KITAS/Passport)		
8.	Company Document	1. Company profile 2. Structure and information of employee 3. Office equipment 4. Company logo 5. Office building photo		
9	Building Ownership/Lease Document	The document stating the ownership/lease of the building		
10.	Certification (optional)	The certifications related to line of business. If you have any environmental license, please upload such document.		
11.	Portfolio	Portfolio such as agreements, work orders, purchase orders, receipts, invoices, and/or proof of experience/client names that have been officially published (preferrably within the last 3 years)		
12.	Financial Statement	Financial Reports, Balance of Payment, and/or Profit and Loss Statement for at least the last 1 year, preferably audited by a public accountant		
13.	Bank Account	Document stating the bank account		
14.	Integrity Pact	The integrity pact is signed by authorized officials of the company, following the format specified by Bank Indonesia		

Notes:

- *All document shall be uploaded in Color, not a copy.
- *The uploaded documents must be in English

Contact Person Helpdesk e-Procurement :





Helpdesk-Rekanan-BI@bi.go.id

Verification Process: Monday - Friday 09:00 AM - 12:00 AM & 01:30 PM - 05:00 PM

^{*}Legalization for legal deocuments its carried out by representatives of the Republic of Indonesia in the respective countries, including the Embassy of the Republic of Indonesia, the Consulate General of Republic Indonesia, and the Consulate of the Republic of Indonesia, or If the country of the company's domicile has signed a Convention Abolishing The Requirement Of Legalisation For Foreign Public Document, the company shall comply with the provisions accordingly.

^{*}For Verification process please bring the orginal documents or legalized copy documents