

NO	FIELD	Description
A. PRE-REGISTRATION		
INPUT DATA IN THE PRE-REGISTRATION PROCESS		
1.	Company Information	1. Fill the Company Name, Country Name, Tax Registration Number 2. 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	Fill the line of businesses. Goods and Service Classification 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. REGISTRATION		
INPUT DATA IN THE REGISTRATION PROCESS		
(Input all the data requested in each column of the Tab Menu)		
1.	Tab Menu General	7. Tab Menu Sertifikat (Certificate) (if any)
2.	Tab Menu Akta Pendirian (Articles of Association)	8. Tab Menu Portofolio (Portfolio)
3.	Tab Menu Akta Perubahan (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 Licence)	12. Tab Menu Informasi PKP (Tax registration information)
UPLOAD THE REGISTRATION DOCUMENT		
(Upload in PDF format using the <u>Add Attachment</u> menu. The file naming should be identical to the document, example: the Deed of Establishment upload with title "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	1. Business Registration Document 2. 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 (preferably 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

*Legalization for legal documents 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 original documents or legalized copy documents

Contact Person Helpdesk e-Procurement :

 021-29810000 ext. 7755

 Helpdesk-Rekanan-BI@bi.go.id

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