

Chapter 5

TEMPLATES AND SPECIFICATIONS

Screens and Reference Table



## CUSTODIAL ACTIVITIES Form 101

Header Record					
Num-ber	Name of Column	Type of Data	Total	Position	Explanation
a	Reporting Bank Code	Character	9	1-9	Input with Reporting Bank Code (in accordance with attachment 1)
b	Type of Reporting Period	Character	1	10-10	Input with type of report period: A: Annual S: Semester Q: Quarter T: Trimester M: Monthly W: Weekly
c	Period of Report Data	Sysdate	8	11-18	Input with report period based on Type of Report Period:  yyyy0101→Annual yyyy[01,07]01→Semester yyyy[01,04,07,10]01→Quarter yyyy[01,05,09]01→Trimester yyyy[01-12]01→Monthly yyyy[01-12][01,08,16,24]→Weekly
d	Type of Report	Character	1	19-19	Input in accordance with list of codes. Specifically for LKPBU, fill in with 'A' A: LKPBU B: PVA C: Non-Bank LLD
e	Form Number	Character	4	20-23	Input with reported form number
f	Number of Filled Records	Numeric	9	24-32	Number of reported transactions

Content Record					
Num-ber	Name of Column	Type of Data	Total	Position	Explanation
1	Marketable Security Owner				
	a. Group of Marketable Security Owner	Character	3	1-3	Input with code for marketable security owner
	b. Name of Marketable Security Owner	Character	35	4-38	Leave blank (fill in with space character for all number of digits)
	c. Country of Origin of Marketable Security Owner	Character	2	39-40	Input in accordance with attachment of codes for countries (attachment 3). Specifically for international institutions, use code 'XX'
2	Marketable Security Issuer				
	a. Group of Marketable Security Issuer	Character	3	41-43	Input with code for marketable security issuer
	b. Name of Marketable Security Issuer	Character	35	44-78	Input with complete name of marketable security issuer
	c. Country of Origin of Marketable Security Issuer	Character	2	79-80	Input in accordance with attachment of codes for countries (attachment 3). Specifically for international institutions, use code 'XX'
3	Marketable Securities				
	a. Code	Character	15	81-95	Leave blank (fill in with space character for all number of digits)
	b. Type	Numeric	2	96-97	Input with code for type of marketable security
	c. Explanation	Character	35	98-132	Input with explanation on marketable security if column 3b contains '99'.

					Input with name of mutual fund product if column 3b contains '18' – Participation In Mutual Fund. Other than that, leave blank.
4	Type of Currency	Character	3	133-135	Input with code for currency (attachment 3)
5	Date				
	a. Issuance	Date (ddmmyyyy)	8	136-143	Input with date, month and year of issuance. Specifically for REPO, date of agreement
	b. Maturity	Date (ddmmyyyy)	8	144-151	Input with date, month and year of maturity. For marketable securities that do not have maturity dates, leave blank
6	Value (original currency)	Numeric	15	152-166	Input with market value of marketable security in full amount of original currency
7	Payments of Coupons/Dividends/ Interests/Discounts	Numeric	15	167-181	Input with value of coupon, dividend, interest, discount paid during the reporting period in full amount of original currency

<b>Codes for Marketable Security Owners (following Commercial Bank Reports):</b>		<b>Codes for Types of Marketable Security:</b>	
001	Bank Indonesia	10	Bank Indonesia Certificate Shares:
100	Central Government	15	Common Shares
200	Central Bank Overseas	16	Shares sold under repurchase agreement (REPO)
290	Commercial Bank in Indonesia	17	Participating Preference Shares
299	Commercial Bank Overseas <i>Non-Bank Financial Institution</i>	18	Participation in Mutual Funds
310	Financing Company	19	Other Shares
320	Venture Capital	20	Bonds
330	Security Company	25	Floating Rate Notes (FRN)
340	Insurance Company	30	Medium Term Notes (MTN)
350	Pension Fund	35	Promissory Notes (PNs)
360	Mutual Fund	40	Commercial Papers (CPs)
410	Non-Financial Institution State-Owned Enterprises	45	Certificate of Deposits (CDs)
430	Other Company	50	T-Bills or T-Notes
XXX	<b>Foreign</b>	55	Bankers Acceptance
999	Others	60	REPO Long-Term Indebtedness Letter
		65	REPO Short-Term Indebtedness Letter
		66	Call Money
		67	Warrant
		68	Link Unit
		69	Discretionary Funds
		99	Others
<b>Codes for Marketable Security Issuer Groups (following Commercial Bank Reports):</b>			
001	Bank Indonesia		
100	Central Government		
200	Central Bank Overseas		
290	Commercial Bank in Indonesia		
299	Commercial Bank Overseas <i>Non-Bank Financial Institution</i>		
310	Financing Company		
320	Venture Capital		
330	Security Company		
340	Insurance Company		
350	Pension Fund		

360	Mutual Fund
410	Non-Financial Institution
	State-Owned Enterprises
430	Other Company
XXX	<b>Foreign</b>
999	Others

**SKBDN TRANSACTIONS Form201**

Reporting Bank Code	Type of Reporting Period	Period of Report Data	Type of Report	Form Number	Number of Filled Records
Type of Activity	Type of SKBDN	Number of SKBDN	Type of Currency	Volume In Original Currency	

### SKBDN TRANSACTIONS Form201

Header Record					
Num-ber	Name of Column	Type of Data	Total	Position	Explanation
a	Reporting Bank Code	Character	9	1-9	Input with Reporting Bank Code (in accordance with attachment 1)
b	Type of Reporting Period	Character	1	10-10	Input with type of report period: A: Annual S: Semester Q: Quarter T: Trimester M: Monthly W: Weekly
c	Period of Report Data	Sysdate	8	11-18	Input with report period based on Type of Report Period: yyyy0101→Annual yyyy[01,07]01→Semester yyyy[01,04,07,10]01→Quarter yyyy[01,05,09]01→Trimester yyyy[01-12]01→Monthly yyyy[01-12][01,08,16,24]→Weekly
d	Type of Report	Character	1	19-19	Input accordance with list of codes. Specifically for LKPBU, fill in with 'A' A: LKPBU B: PVA C: Non-Bank LLD
e	Form Number	Character	4	20-23	Input with reported form number
f	Number of Filled Records	Numeric	9	24-32	Number of reported transactions

Content Record					
Num-ber	Name of Column	Type of Data	Total	Position	Explanation
1	Type of Activity	Numeric	2	1-2	Input with code for type of activity (see list)
2	Type of SKBDN	Numeric	1	3-3	Input with code for type of SKBDN (see list)
3	Number of SKBDN	Numeric	5	4-8	Input with number of drafts in accordance with type of activity in the relevant month
4	Type of Currency	Character	3	9-11	Input with type of currency of transaction (see list of codes for currencies in attachment 3)
5	Volume (original currency)	Numeric	15	12-26	Input with nominal value in full amount in accordance with original currency

**Codes for Types of Activity:**

- Issuances*
- 10 Current Year  
11 Previous Year
- Cancellations*
- 21 Current Year  
22 Previous Year
- Realized Payments*
- 31 Current Year

**Codes for Types of SKBDN:**

- 1 Sight SKBDN  
2 Usance SKBDN

32	Previous Year
	<b><i>Unrealized Payments (Position)</i></b>
41	Current Year
42	Previous Year

**PURCHASES OF SKBDN DRAFTS Form 202**

Reporting Bank Code	Type of Reporting Period	Period of Report Data	Type of Report	Form Number	Number of Filled Records
SKBDN Seller	Number of Draft	Type of Currency	Volume In Original Currency		

**PURCHASES OF SKBDN DRAFTS Form 202**

Header Record					
Number	Name of Column	Type of Data	Total	Position	Explanation
a	Reporting Bank Code	Character	9	1-9	Input with Reporting Bank Code (in accordance with attachment 1)
b	Type of Reporting Period	Character	1	10-10	Input with type of report period: A: Annual S: Semester Q: Quarter T: Trimester M: Monthly W: Weekly
c	Period of Report Data	Sysdate	8	11-18	Input with report period based on Type of Report Period: yyyy0101→Annual yyyy[01,07]01→Semester yyyy[01,04,07,10]01→Quarter yyyy[01,05,09]01→Trimester yyyy[01-12]01→Monthly yyyy[01-12][01,08,16,24]→Weekly
d	Type of Report	Character	1	19-19	Input accordance with list of codes. Specifically for LKPBU, fill in with 'A' A: LKPBU B: PVA C: Non-Bank LLD
e	Form Number	Character	4	20-23	Input with reported form number
f	Number of Filled Records	Numeric	9	24-32	Number of reported transactions

Content Record					
Number	Name of Column	Type of Data	Total	Position	Explanation
1	Seller of SKBDN	Numeric	1	1-1	Input with code for seller (counterparty) of SKBDN
2	Number of Draft	Numeric	5	2-6	Input with number of SKBDN drafts purchased in the relevant month
3	Type of Currency	Character	3	7-9	Input with type of currency of transaction (see list of codes for currencies (attachment 3)).
4	Volume (original currency)	Numeric	15	10-24	Input with nominal value of drafts purchased in full amount in accordance with original currency

**Codes for Sellers of SKBDN:**

- 1 Bank
- 2 SKBDN Beneficiary Customer
- 3 Others

**SALES OF SKBDN DRAFTS Form 203**

Reporting Bank Code	Type of Reporting Period	Period of Report Data	Type of Report	Form Number	Number of Filled Records
SKBDN Buyer	Number of Draft	Type of Currency	Volume In Original Currency		

**SALES OF SKBDN DRAFTS Form 203**

Header Record					
Number	Name of Column	Type of Data	Total	Position	Explanation
a	Reporting Bank Code	Character	9	1-9	Input with Reporting Bank Code (in accordance with attachment 1)
b	Type of Reporting Period	Character	1	10-10	Input with type of report period: A: Annual S: Semester Q: Quarter T: Trimester M: Monthly W: Weekly
c	Period of Report Data	Sysdate	8	11-18	Input with report period based on Type of Report Period: yyyy0101 → Annual yyyy[01,07]01 → Semester yyyy[01,04,07,10]01 → Quarter yyyy[01,05,09]01 → Trimester yyyy[01-12]01 → Monthly yyyy[01-12][01,08,16,24] → Weekly
d	Type of Report	Character	1	19-19	Input accordance with list of codes. Specifically for LKPBU, fill in with 'A' A: LKPBU B: PVA C: Non-Bank LLD
e	Form Number	Character	4	20-23	Input with reported form number
f	Number of Filled Records	Numeric	9	24-32	Number of reported transactions

Content Record					
Number	Name of Column	Type of Data	Total	Position	Explanation
1	SKBDN Buyer	Numeric	1	1-1	Input with code for buyer (counterparty) of SKBDN
2	Number of Draft	Numeric	5	2-6	Input with number of SKBDN drafts sold in the relevant month
3	Type of Currency	Character	3	7-9	Input with type of currency of transaction (see list of codes for currencies in attachment 3).
4	Volume (original currency)	Numeric	15	10-24	Input with nominal value of drafts sold in full amount in accordance with original currency

**Codes for Buyers of SKBDN:**

- 6 Domestic bank
- 7 Reporting Bank Branch  
Office overseas
- 8 Overseas Bank
- 9 Others



**REPORT ON EXECUTION OF ACTIVITIES OF CARD-BASED PAYMENT  
INSTRUMENTS AND ELECTRONIC MONEY  
MONTHLY REPORT ON CREDIT CARD ISSUERS Form 301**

<b>HeaderRecord</b>					
Num-ber	Name of Column	Type of Data	Total	Position	Explanation
a	Reporting Bank Code	Character	9	1-9	Input with Reporting Bank Code (in accordance with attachment 1)
b	Type of Reporting Period	Character	1	10-10	Input with type of report period: A: Annual S: Semester Q: Quarter T: Trimester M: Monthly W: Weekly
c	Period of Report Data	Sysdate	8	11-18	Input with report period based on Type of Report Period: yyyy0101→Annual yyyy[01,07]01→Semester yyyy[01,04,07,10]01→Quarter yyyy[01,05,09]01→Trimester yyyy[01-12]01→Monthly yyyy[01-12][01,08,16,24]→Weekly
d	Type of Report	Character	1	19-19	Input accordance with list of codes. Specifically for LKPBU, fill in with 'A' A: LKPBU B: PVA C: Non-Bank LLD
e	Form Number	Character	4	20-23	Input with reported form number
f	Number of Filled Records	Numeric	9	24-32	Number of reported transactions

<b>Content Record</b>					
Num-ber	Name of Column	Type of Data	Total	Position	Explanation
1	Principal and Private Label	Character	3	1-3	Based on Codes for Types of Credit Card
2	Explanation	Character	45	4-48	Input when Code '390' Other Principals or '690' Private Labels
3	Number of cards	Numeric	12	49-60	Nominal - Quantity
4	New card approved	Numeric	12	61-72	Nominal - Quantity
5	Closed cards	Numeric	12	73-84	Nominal - Quantity. Is the sum of primary cards and supplementary cards
6	Number of accounts	Numeric	12	85-96	Nominal - Quantity
7	Number of cards based on:				
	I. Status				
7a	– Primary Card	Numeric	12	97-108	Nominal - Quantity
7b	– Supplementary Card	Numeric	12	109-120	Nominal - Quantity
8	II. Per credit limit				
8a	– 0 – 5 millions	Numeric	12	121-132	Nominal - Quantity
8b	– >5 – 10 millions	Numeric	12	133-144	Nominal - Quantity

8c	- >10 – 25 millions	Numeric	12	145-156	Nominal - Quantity
8d	- >25 – 50 millions	Numeric	12	157-168	Nominal - Quantity
8e	- >50 – 100 millions	Numeric	12	169-180	Nominal - Quantity
8f	- >100 millions	Numeric	12	181-192	Nominal - Quantity
	Information on Interest Rates and Charges: Minimum and maximum values charged on customers				
9	I. Monthly Retail Interest Rate				
9a	- Minimum value	Numeric Rate	5.2	193-197	Percentage (%), 5 digits with 2 decimals
9b	- Maximum value	Numeric Rate	5.2	198-202	Percentage (%), 5 digits with 2 decimals
10	II. Monthly Cash Advance Interest Rate				
10a	- Minimum value	Numeric Rate	5.2	203-207	Percentage (%), 5 digits with 2 decimals
10b	- Maximum value	Numeric Rate	5.2	208-212	Percentage (%), 5 digits with 2 decimals
11	III. Late Fee:				
11a	- Minimum value	Numeric	15	213-227	Rupiah nominal value
11b	- Maximum value	Numeric	15	228-242	Rupiah nominal value
12	IV. Over Limit Fee:				
12a	- Minimum value	Numeric	15	243-257	Rupiah nominal value
12b	- Maximum value	Numeric	15	258-272	Rupiah nominal value
13	V. Annual Fee:				
13a	- Minimum value	Numeric	15	273-287	Rupiah nominal value
13b	- Maximum value	Numeric	15	288-302	Rupiah nominal value
14	VI. Cash Advance Charge				
14a	- Minimum value	Numeric	15	303-317	Rupiah nominal value
14b	- Maximum value in percentage	Numeric Rate	5.2	318-322	Percentage (%), 5 digits with 2 decimals
	Collectability Information				
15	I. First Payment Default				
15a	- Number of Accounts	Numeric	12	323-334	Nominal - Quantity
15b	- Nominal value	Numeric	15	335-349	Rupiah nominal value
16	II. write-off				
16a	- Number of Accounts	Numeric	12	350-361	Nominal - Quantity
16b	- Nominal value	Numeric	15	362-376	Rupiah nominal value
17	III. Recovery				
17a	- Number of Accounts	Numeric	12	377-388	Nominal - Quantity
17b	- Nominal value	Numeric	15	389-403	Rupiah nominal value
18	IV. Claims write-off				
18a	- Number of Accounts	Numeric	12	404-415	Nominal - Quantity
18b	- Nominal value	Numeric	15	416-430	Rupiah nominal value
	Information related to Bucket Receivables:				
19	I. Nominal of outstanding				
19a	- Current	Numeric	15	431-445	Rupiah nominal value
19b	- X days	Numeric	15	446-460	Rupiah nominal value
19c	- 30 DPD	Numeric	15	461-475	Rupiah nominal value
19d	- 60 DPD	Numeric	15	476-490	Rupiah nominal value
19e	- 90 DPD	Numeric	15	491-505	Rupiah nominal value
19f	- 120 DPD	Numeric	15	506-520	Rupiah nominal value
19g	- 150 DPD	Numeric	15	521-535	Rupiah nominal value

19h	- 180 DPD	Numeric	15	536-550	Rupiah nominal value
20	II. Outstanding Accounts				
20a	- Current	Numeric	12	551-562	Nominal - quantity
20b	- X days	Numeric	12	563-574	Nominal - quantity
20c	- 30 DPD	Numeric	12	575-586	Nominal - quantity
20d	- 60 DPD	Numeric	12	587-598	Nominal - quantity
20e	- 90 DPD	Numeric	12	599-610	Nominal - quantity
20f	- 120 DPD	Numeric	12	611-622	Nominal - quantity
20g	- 150 DPD	Numeric	12	623-634	Nominal - quantity
20h	- 180 DPD	Numeric	12	635-646	Nominal - quantity
21	Transaction Volume:				
	I. Cash Transaction				
21a	- International transaction (interchange)	Numeric	12	647-658	Nominal - quantity
21b	- Domestic transaction (interchange)	Numeric	12	659-670	Nominal - quantity
	II. Spending Transaction				
21c	- International transaction (interchange)	Numeric	12	671-682	Nominal - quantity
21d	- Domestic transaction (interchange)	Numeric	12	683-694	Nominal - quantity
22	Transaction Value:				
	I. Cash Transaction				
22a	- International transaction (interchange)	Numeric	15	695-709	Rupiah nominal value
22b	- Domestic transaction (interchange)	Numeric	15	710-724	Rupiah nominal value
	II. Spending Transaction				
22c	- International transaction (interchange)	Numeric	15	725-739	Rupiah nominal value Rupiah nominal value
22d	- Domestic transaction (interchange)	Numeric	15	740-754	Rupiah nominal value
23	Revolving Rate	Numeric Rate	5.2	755-759	Percentage (%), 5 digits with 2 decimals

**Codes for types of card:**

## Principals:

110	Visa
120	MasterCard
140	JCB
150	Amex
160	CUP
390	Other Principals
690	Private Labels

**REPORT ON EXECUTION OF ACTIVITIES OF CARD-BASED PAYMENT  
INSTRUMENTS AND ELECTRONIC MONEY**

**MONTHLY REPORT OF OTHER THAN CREDIT CARD ISSUERS Form 302**

Reporting Bank Code	Type of Reporting Period	Period of Report Data	Type of Report	Form Number	Number of Filled Records
Type of Data	Type of Card				
	ATM Card	ATM+Debit Card	Electronic Card (e-Money)		

**REPORT ON EXECUTION OF ACTIVITIES OF CARD-BASED PAYMENT  
INSTRUMENTS AND ELECTRONIC MONEY**

**MONTHLY REPORT OF OTHER THAN CREDIT CARD ISSUERS Form 302**

<b>HeaderRecord</b>					
<b>Num-ber</b>	<b>Name of Column</b>	<b>Type of Data</b>	<b>Total</b>	<b>Position</b>	<b>Explanation</b>
a	Reporting Bank Code	Character	9	1-9	Input with Reporting Bank Code (in accordance with attachment 1)
b	Type of Reporting Period	Character	1	10-10	Input with type of report period: A: Annual S: Semester Q: Quarter T: Trimester M: Monthly W: Weekly
c	Period of Report Data	Sysdate	8	11-18	Input with report period based on Type of Report Period: yyyy0101→Annual yyyy[01,07]01→Semester yyyy[01,04,07,10]01→Quarter yyyy[01,05,09]01→Trimester yyyy[01-12]01→Monthly yyyy[01-12][01,08,16,24]→Weekly
d	Type of Report	Character	1	19-19	Input accordance with list of codes. Specifically for LKPBU, fill in with 'A' A: LKPBU B: PVA C: Non-Bank LLD
e	Form Number	Character	4	20-23	Input with reported form number
f	Number of Filled Records	Numeric	9	24-32	Number of reported transactions

<b>Content Record</b>					
<b>Num-ber</b>	<b>Name of Column</b>	<b>Type of Data</b>	<b>Total</b>	<b>Position</b>	<b>Explanation</b>
1	Type of Data	Character	3	1-3	Based on Codes for Types of Information (see List)
2	Type of Card: Data of ATM cards	Numeric	15	4-18	Input based on Type of Card: ATM cards. Input validation in accordance with Type of Information (see List)
3	Data of ATM+Debit card	Numeric	15	19-33	Input based on Type of Card: ATM+Debit cards. Input validation in accordance with Type of Information (see List)
4	Data of electronic money	Numeric	15	34-48	Input based on Type of Card: Electronic Money. Input validation in accordance with Type of Information (see List)

Num -ber	Code for Type of Information	Code	Should be filled For			Explanation	Technical Validation	
			ATM Card	ATM+ Debit Card	Electro -nic Money			
1	Number of Card	001	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nominal - Quantity		
2	New Card	002	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nominal - Quantity		
3	Closed Card	003	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nominal - Quantity		
4	Per Principal: Visa	110	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nominal - Quantity	Total all Principals <u>does not have</u> to be the same as Number of Cards for the fields: ATM Card, ATM + Debit Card, and Electronic Money	
	MasterCard	120	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nominal - Quantity		
	JCB	140	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nominal - Quantity		
	Amex	150	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nominal - Quantity		
	Link	015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nominal - Quantity		
	ATM Bersama	016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nominal - Quantity		
	Prima	017	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nominal - Quantity		
	ALTO	018	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nominal - Quantity		
	Private Label	048	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nominal - Quantity		
	Others	049	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nominal - Quantity		
	Type of medium for Electronic Money data storing: Chip based	051			<input type="checkbox"/>	Nominal - Quantity		Total should be the same as Number of Cards for the Electronic Money field.
	Server based	052			<input type="checkbox"/>	Nominal - Quantity		
	Form of Electronic Money: Registered	056			<input type="checkbox"/>	Nominal - Quantity		Total should be the same as Number of Cards for the Electronic Money field.
Unregistered	057			<input type="checkbox"/>	Nominal - Quantity			
5	Floating Fund	070			<input type="checkbox"/>	Rupiah Nominal Value		
6	Transaction Volume							
	a. Cash Transaction							
	i. International transaction (interchange)	081	<input type="checkbox"/>	<input type="checkbox"/>		Nominal - Quantity		
	ii. Domestic transaction (interchange)	082	<input type="checkbox"/>	<input type="checkbox"/>		Nominal - Quantity		
	b. Spending Transaction							
	i. International transaction (interchange)	086		<input type="checkbox"/>	<input type="checkbox"/>	Nominal - Quantity		
	ii. Domestic transaction (interchange)	087		<input type="checkbox"/>	<input type="checkbox"/>	Nominal - Quantity		
	c. Transfer Transaction							
	i. Intrabank transfer	091	<input type="checkbox"/>	<input type="checkbox"/>		Nominal - Quantity		
	ii. Interbank transfer	092	<input type="checkbox"/>	<input type="checkbox"/>		Nominal - Quantity		
iii. Electronic money transfer	093			<input type="checkbox"/>	Nominal - Quantity			
d. Cash Transaction (specifically for Electronic Money)								
i. Initial load	096			<input type="checkbox"/>	Nominal - Quantity			
ii. Reload/Top up	097			<input type="checkbox"/>	Nominal - Quantity			
iii. Cash withdrawal (specifically for	098			<input type="checkbox"/>	Nominal -			

	Electronic money that has transfer function)					Quantity
	e. Redeem	099			<input type="checkbox"/>	Nominal - Quantity
7	Transaction Value					
	a. Cash Transaction					
	i. International transaction (interchange)	101	<input type="checkbox"/>	<input type="checkbox"/>		Rupiah Nominal Value
	ii. Domestic transaction (interchange)	102	<input type="checkbox"/>	<input type="checkbox"/>		Rupiah Nominal Value
	b. Spending Transaction					
	i. International transaction (interchange)	106		<input type="checkbox"/>	<input type="checkbox"/>	Rupiah Nominal Value
	ii. Domestic transaction (interchange)	107		<input type="checkbox"/>	<input type="checkbox"/>	Rupiah Nominal Value
	c. Transfer Transaction					
	i. Intra bank transfer	111	<input type="checkbox"/>	<input type="checkbox"/>		Rupiah Nominal Value
	ii. Interbank transfer	112	<input type="checkbox"/>	<input type="checkbox"/>		Rupiah Nominal Value
	iii. Electronic money transfer	113			<input type="checkbox"/>	Rupiah Nominal Value
	d. Cash Transaction (specifically for Electronic Money)					
	i. Initial Load	116			<input type="checkbox"/>	Rupiah Nominal Value
	ii. Reload/Top up	117			<input type="checkbox"/>	Rupiah Nominal Value
	iii. Cash withdrawal (specifically for Electronic money that has transfer function)	118			<input type="checkbox"/>	Rupiah Nominal Value
	e. Redeem	119			<input type="checkbox"/>	Rupiah Nominal Value
8	Number of ATM Machine	121			<input type="checkbox"/>	Nominal - Quantity
9	Number of Electronic Money Reader Machine	122			<input type="checkbox"/>	Nominal - Quantity

**REPORT ON EXECUTION OF ACTIVITIES OF CARD-BASED PAYMENT  
INSTRUMENTS AND ELECTRONIC MONEY**

**MONTHLY REPORT ON ACQUIRER Form 303**

Reporting Bank Code	Type of Reporting Period	Period of Report Data	Type of Report	Form Number	Number of Filled Records
Type of Card	Type of Transaction		Transaction		
			Volume	Value	

**REPORT ON EXECUTION OF ACTIVITIES OF CARD-BASED PAYMENT  
INSTRUMENTS AND ELECTRONIC MONEY**

**MONTHLY REPORT ON ACQUIRER Form 303**

HeaderRecord					
Num-ber	Name of Column	Type of Data	Total	Position	Explanation
a	Reporting Bank Code	Character	9	1-9	Input with Reporting Bank Code (in accordance with attachment 1)
b	Type of Reporting Period	Character	1	10-10	Input with type of report period: A: Annual S: Semester Q: Quarter T: Trimester M: Monthly W: Weekly
c	Period of Report Data	Sysdate	8	11-18	Input with report period based on Type of Report Period: yyyy0101→Annual yyyy[01,07]01→Semester yyyy[01,04,07,10]01→Quarter yyyy[01,05,09]01→Trimester yyyy[01-12]01→Monthly yyyy[01-12][01,08,16,24]→Weekly
d	Type of Report	Character	1	19-19	Input accordance with list of codes. Specifically for LKPBU, fill in with 'A' A: LKPBU B: PVA C: Non-Bank LLD
e	Form Number	Character	4	20-23	Input with reported form number
f	Number of Filled Records	Numeric	9	24-32	Number of reported transactions

Content Record					
Num-ber	Name of Column	Type of Data	Total	Position	Explanation
1	Type of Card	Character	3	1-3	Input with code for type of card
2	Type of Transaction	Character	2	4-5	Input with code for type of card transaction
3	Volume of Transaction	Numeric	12	6-17	Input with transaction frequency for the related period
4	Value of Transaction	Numeric	15	18-32	Input with nominal value in full amount for the related period

**Codes for Types of Card:**

100 Credit Card  
400 ATM+Debit Card  
500 Electronic Money (E-Money)

**Codes for Types of Card Transaction:**

51 International (interchange)  
52 Domestic (interchange)  
53 On Us (non-interchange)

**REPORT ON EXECUTION OF ACTIVITIES OF CARD-BASED PAYMENT  
INSTRUMENTS AND ELECTRONIC MONEY**

**MONTHLY REPORT ON INFRASTRUCTURE Form 304**

Reporting Bank Code	Type of Reporting Period	Period of Report Data	Type of Report	Form Number	Number of Filled Records
Type of Machine	Number of Machine	Number of Cooperating Merchants			

**REPORT ON EXECUTION OF ACTIVITIES OF CARD-BASED PAYMENT  
INSTRUMENTS AND ELECTRONIC MONEY**

**MONTHLY REPORT ON INFRASTRUCTURE Form 304**

<b>HeaderRecord</b>					
<b>Number</b>	<b>Name of Column</b>	<b>Type of Data</b>	<b>Total</b>	<b>Position</b>	<b>Explanation</b>
a	Reporting Bank Code	Character	9	1-9	Input with Reporting Bank Code (in accordance with attachment 1)
b	Type of Reporting Period	Character	1	10-10	Input with type of report period: A: Annual S: Semester Q: Quarter T: Trimester M: Monthly W: Weekly
c	Period of Report Data	Sysdate	8	11-18	Input with report period based on Type of Report Period: yyyy0101 → Annual yyyy[01,07]01 → Semester yyyy[01,04,07,10]01 → Quarter yyyy[01,05,09]01 → Trimester yyyy[01-12]01 → Monthly yyyy[01-12][01,08,16,24] → Weekly
d	Type of Report	Character	1	19-19	Input accordance with list of codes. Specifically for LKPBU, fill in with 'A' A: LKPBU B: PVA C: Non-Bank LLD
e	Form Number	Character	4	20-23	Input with reported form number
f	Number of Filled Records	Numeric	9	24-32	Number of reported transactions

<b>Content Record</b>					
<b>Number</b>	<b>Name of Column</b>	<b>Type of Data</b>	<b>Total</b>	<b>Position</b>	<b>Explanation</b>
1	Type of Machine	Character	2	1-2	Input with code for type of machine
2	Number of Machine	Numeric	12	3-14	Input with number of machines
3	Number of Cooperating Merchants	Numeric	12	15-26	Input with number of merchants that cooperate with the reporter of the related period

**Codes for Types of Machine:**

01 Credit Card Point of Sale  
02 ATM+Debit Card Point of Sale  
03 Electronic Money Point of Sale  
09 Combined Point of Sale

**REPORT ON EXECUTION OF ACTIVITIES OF CARD-BASED PAYMENT  
INSTRUMENTS AND ELECTRONIC MONEY**

**QUARTERLY REPORT ON CLEARING OPERATOR AND/OR SETTLEMENT  
Form 305**

Reporting Bank Code	Type of Reporting Period	Period of Report Data	Type of Report	Form Number	Number of Filled Records
Type of Card	Number of Participants	Transaction			Nominal Value of Settlement
		Type	Volume	Nominal Value	

**REPORT ON EXECUTION OF ACTIVITIES OF CARD-BASED PAYMENT  
INSTRUMENTS AND ELECTRONIC MONEY**

**QUARTERLY REPORT ON CLEARING OPERATOR AND/OR SETTLEMENT  
Form 305**

HeaderRecord					
Num-ber	Name of Column	Type of Data	Total	Position	Explanation
a	Reporting Bank Code	Character	9	1-9	Input with Reporting Bank Code (in accordance with attachment 1)
b	Type of Reporting Period	Character	1	10-10	Input with type of report period: A: Annual S: Semester Q: Quarter T: Trimester M: Monthly W: Weekly
c	Period of Report Data	Sysdate	8	11-18	Input with report period based on Type of Report Period: yyyy0101→Annual yyyy[01,07]01→Semester yyyy[01,04,07,10]01→Quarter yyyy[01,05,09]01→Trimester yyyy[01-12]01→Monthly yyyy[01-12][01,08,16,24]→Weekly
d	Type of Report	Character	1	19-19	Input accordance with list of codes. Specifically for LKPBU, fill in with 'A' A: LKPBU B: PVA C: Non-Bank LLD
e	Form Number	Character	4	20-23	Input with reported form number
f	Number of Filled Records	Numeric	9	24-32	Number of reported transactions

Content Record					
Num-ber	Name of Column	Type of Data	Total	Position	Explanation
1	Type of Card	Character	3	1-3	Input with code for type of card
2	Number of Participant	Numeric	12	4-15	Input with number of participants
3	Type of Transaction	Character	2	16-17	Input with code for type of transaction
4	Volume of transaction	Numeric	12	18-29	Input with frequency of transactions
5	Nominal Value of Transaction	Numeric	15	30-44	Input with nominal value of transactions in full amount
6	Nominal Value of Settlement**	Numeric	15	45-59	Input with nominal value of settlement in full amount To be filled only by settlement operator**

**Codes for Types of Card:**

Credit Card	100
ATM Card	300
ATM+Debit Card	400

**Codes for Types of Transaction:**

21	International Card
	Domestic Card:
22	International Transaction

Electronic Money (E-Money)	500	24	Domestic Transaction
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**REPORT ON EXECUTION OF ACTIVITIES OF CARD-BASED PAYMENT  
INSTRUMENTS AND ELECTRONIC MONEY**

**MONTHLY REPORT ON FRAUDS OF CARD-BASED PAYMENT INSTRUMENTS  
AND ELECTRONIC MONEY Form 306**

Reporting Bank Code	Type of Reporting Period	Period of Report Data	Type of Report	Form Number	Number of Filled Records
Type of Card	Type of Reason For Fraud	Actual Losses		Potential Losses	
		Fraud Volume	Fraud Nominal Value	Fraud Volume	Fraud Nominal Value

**REPORT ON EXECUTION OF ACTIVITIES OF CARD-BASED PAYMENT  
INSTRUMENTS AND ELECTRONIC MONEY**

**MONTHLY REPORT ON FRAUDS OF CARD-BASED PAYMENT INSTRUMENTS  
AND ELECTRONIC MONEY Form 306**

Header Record					
Number	Name of Column	Type of Data	Total	Position	Explanation
a	Reporting Bank Code	Character	9	1-9	Input with Reporting Bank Code (in accordance with attachment 1)
b	Type of Reporting Period	Character	1	10-10	Input with type of report period: A: Annual S: Semester Q: Quarter T: Trimester M: Monthly W: Weekly
c	Period of Report Data	Sysdate	8	11-18	Input with report period based on Type of Report Period: yyyy0101→Annual yyyy[01,07]01→Semester yyyy[01,04,07,10]01→Quarter yyyy[01,05,09]01→Trimester yyyy[01-12]01→Monthly yyyy[01-12][01,08,16,24]→Weekly
d	Type of Report	Character	1	19-19	Input accordance with list of codes. Specifically for LKPBU, fill in with 'A' A: LKPBU B: PVA C: Non-Bank LLD
e	Form Number	Character	4	20-23	Input with reported form number
f	Number of Filled Records	Numeric	9	24-32	Number of reported transactions

Content Record					
Number	Name of Column	Type of Data	Total	Position	Explanation
1	Type of Card	Character	3	1-3	Input with code for type of card (see list of codes for types of card)
2	Type of Reason for Fraud	Character	2	4-5	Input with code for reason for fraud (see list of codes for reasons for fraud)
3	Actual Losses Fraud Volume (Actual Losses)	Numeric	12	6-17	Input with Volume of Losses/Frauds (Actual Losses)
4	Fraud Nominal Value (Actual Losses)	Numeric	15	18-32	Input with Nominal Value of Losses/Frauds (Actual Losses) in full amount for each reason for fraud in the relevant reporting month
5	Potential Losses Fraud Volume (Potential Losses)	Numeric	12	33-44	Input with Volume of Losses/Frauds (Potential Losses)
6	Fraud Nominal Value (Potential Losses)	Numeric	15	45-59	Input with Nominal Value of Losses/Frauds (Potential Losses) in full amount for each reason for fraud in the relevant reporting month

<b>Codes for Types of Card:</b>		<b>Codes for Types of Reasons for Fraud:</b>	
Credit Card	100	Fake Card	10
ATM Card	300	Missing and/or stolen card	20
ATM+Debit Card	400	Card that has never been received by card holder	30
Electronic Money (E-Money)	500	Stolen Identity Application Fraud	40
Others	999	Transaction without the presence of the card	50
		Others	99

**REMITTANCES FROM INDONESIAN WORKERS (TKI) OVERSEAS Form401**

Reporting Bank Code	Type of Reporting Period	Period of Report Data	Type of Report	Form Number	Number of Filled Records
Originating Country		Type of Currency	Value (Original Currency)	Code of Originating Branch Office Location	Code of Final Receiving Bank Location

## REMITTANCES FROM INDONESIAN WORKERS (TKI) OVERSEAS Form401

HeaderRecord					
Number	Name of Column	Type of Data	Total	Position	Explanation
a	Reporting Bank Code	Character	9	1-9	Input with Reporting Bank Code (in accordance with attachment 1)
b	Type of Reporting Period	Character	1	10-10	Input with type of report period: A: Annual S: Semester Q: Quarter T: Trimester M: Monthly W: Weekly
c	Period of Report Data	Sysdate	8	11-18	Input with report period based on Type of Report Period: yyyy0101→Annual yyyy[01,07]01→Semester yyyy[01,04,07,10]01→Quarter yyyy[01,05,09]01→Trimester yyyy[01-12]01→Monthly yyyy[01-12][01,08,16,24]→Weekly
d	Type of Report	Character	1	19-19	Input accordance with list of codes. Specifically for LKPBU, fill in with 'A' A: LKPBU B: PVA C: Non-Bank LLD
e	Form Number	Character	4	20-23	Input with reported form number
f	Number of Filled Records	Numeric	9	24-32	Number of reported transactions

Content Record					
Number	Name of Column	Type of Data	Total	Position	Explanation
1	Code of originating country	Character	2	1-2	Input with code of originating country (see list of codes for countries and currencies in attachment 3)
2	Type of Currency	Character	3	3-5	Input in accordance to list of codes for currencies (attachment 3)
3	Value (Original Currency)	Numeric	15	6-20	Input with nominal value of in full amount according to original currency, which is the cumulative receipts of transfers in the relevant month
4	Code of originating branch office location	Character	4	21-24	Input in accordance with list of codes for Level II Districts (attachment 2)
5	Code of final receiving bank location	Character	4	25-28	Input in accordance with list of codes for Level II Districts (attachment 2)

**Explanation:**

Code for location: to be filled in with code for level II district in accordance with the location of originating branch office/final receiving bank

References for value of remittance:

Transfers shall be treated as TKI remittances as long as they meet the following criteria:

- Originating from an individual Indonesian Citizen overseas
- The receiver in Indonesian is an individual, not a legal entity

**REMITTANCES FROM FOREIGN WORKERS (TKA) IN INDONESIA Form 402**

Reporting Bank Code	Type of Reporting Period	Period of Report Data	Type of Report	Form Number	Number of Filled Records
Destination Country		Type of Currency	Value (Original Currency)	Code of Originating Branch Office Location	

## REMITTANCES FROM FOREIGN WORKERS (TKA) IN INDONESIA Form 402

Header Record					
Num-ber	Name of Column	Type of Data	Total	Position	Explanation
a	Reporting Bank Code	Character	9	1-9	Input with Reporting Bank Code (in accordance with attachment 1)
b	Type of Reporting Period	Character	1	10-10	Input with type of report period: A: Annual S: Semester Q: Quarter T: Trimester M: Monthly W: Weekly
c	Period of Report Data	Sysdate	8	11-18	Input with report period based on Type of Report Period: yyyy0101→Annual yyyy[01,07]01→Semester yyyy[01,04,07,10]01→Quarter yyyy[01,05,09]01→Trimester yyyy[01-12]01→Monthly yyyy[01-12][01,08,16,24]→Weekly
d	Type of Report	Character	1	19-19	Input accordance with list of codes. Specifically for LKPBU, fill in with 'A' A: LKPBU B: PVA C: Non-Bank LLD
e	Form Number	Character	4	20-23	Input with reported form number
f	Number of Filled Records	Numeric	9	24-32	Number of reported transactions

Content Record					
Num-ber	Name of Column	Type of Data	Total	Position	Explanation
1	Code of Destination Country	Character	2	1-2	Input with code of Destination Country (see list of codes for countries and currencies in attachment 3)
2	Type of Currency	Character	3	3-5	Input in accordance to list of codes for currencies (attachment 3)
3	Value (Original Currency)	Numeric	15	6-20	Input with nominal value of in full amount according to original currency, which is the cumulative transfers in the relevant month
4	Code of originating branch office location	Character	4	21-24	Input in accordance with list of codes for Level II Districts (attachment 2)

**Explanation:**

Code for location: to be filled in with code for level II district in accordance with the location of originating branch office

References for value of remittance:

Transfers shall be treated as TKI remittances as long as they meet the following criteria:

- Sender if Foreign Worker (TKA) working in Indonesia who has a proof for stay permit in Indonesia such as KIMS/KITTAS
- The receiver in destination country is an individual, not a legal entity
- Originating from an individual Indonesian Citizen overseas
- Amount is not limited as long as it is not a transaction of export/import of goods and services



## MOVEMENTS OF GOVERNMENT ACCOUNTS Form 501

Header Record					
Number	Name of Column	Type of Data	Total	Position	Explanation
a	Reporting Bank Code	Character	9	1-9	Input with Reporting Bank Code (in accordance with attachment 1)
b	Type of Reporting Period	Character	1	10-10	Input with type of report period: A: Annual S: Semester Q: Quarter T: Trimester M: Monthly W: Weekly
c	Period of Report Data	Sysdate	8	11-18	Input with report period based on Type of Report Period: yyyy0101 → Annual yyyy[01,07]01 → Semester yyyy[01,04,07,10]01 → Quarter yyyy[01,05,09]01 → Trimester yyyy[01-12]01 → Monthly yyyy[01-12][01,08,16,24] → Weekly
d	Type of Report	Character	1	19-19	Input accordance with list of codes. Specifically for LKPBU, fill in with 'A' A: LKPBU B: PVA C: Non-Bank LLD
e	Form Number	Character	4	20-23	Fill in with reported form number
f	Number of Filled Records	Numeric	9	24-32	Number of reported transactions

Content Record					
Number	Name of Column	Type of Data	Total	Position	Explanation
1	Central Government Account Holder	Numeric	3	1-3	Fill in with code for Central Government Account Holder
2	District Government Account Holder	Character	4	4-7	Fill in with code for District Government Account Holder – Level II District code (attachment 2). KPKD: filled with Province code KPKDWil: filled with Regency/ Municipality code
3	Account	Character	5	8-12	Fill in with code for addition/reduction in government account
4	Name of Other Account	Character	35	13-47	Fill in with name of account: Addition To Government Account / Spending From Government Account, when account column is filled with code '10900' or '20900'. Otherwise, leave blank.
5	Non District Fund Owner	Numeric	3	48-50	Fill in with code of Other than KPKD Fund Owner
6	District Fund Owner	Character	4	51-54	Fill in with codes of KPKD and KPKD Wil Fund Owner
7	Counterparty of Fund Transfer Transaction	Character	9	55-63	Fill in with code of Counterparty Fund Transfer Transaction
8	Type of Currency	Character	3	64-66	Fill in with code for Currency (attachment 3)
9	Nominal value (original currency)	Numeric	15	67-81	Fill in with nominal value in full amount in accordance with the currency
10	Movement Period	Numeric	1	82-83	Fill in with code for Movement Period

<b>Codes for Central Government Account Holder:</b>		<b>Account Owner</b>
<b>District:</b>		
801	Kantor Pelayanan Perbendaharaan Negara (d/h KPPN) (State Treasury Services Office)	Fill in with Code for Level II District
803	Intermediary Account for Tax Pooling	KPKD Fill in with code for Province
804	Other Central Government Accounts outside KPPN	KPKDWil Fill in with code for Regency/ Municipality
<b>Codes for Fund Owner:</b>		
801	Kantor Pelayanan Perbendaharaan Negara (d/h KPPN) (State Treasury Services Office)	
802	Ministry of Finance	
805	Directorate General of Budget	
806	State General Treasury	
809	Other Departments	
821	Bulog (State Logistics Board)	
834	Pos Indonesia (Indonesian Post)	
828	Pertamina (State-Owned Oil Company)	
829	PLN (State Electricity Company)	
848	Other State-Owned Enterprises	
999	Others	
	District Government (Province/Regency/Municipality)	Fill in with code for Level II District (attachment 2)
<b>Codes for Additions To Government Account:</b>		
<b>Fund Transfer:</b>		<b>Code For Transaction Counterparty</b>
		Bank Indonesia
		001000000
		Bank code (attachment 1) <b>9 digits</b>
10100	Dropping for Salaries	
10200	Dropping for Term Payment of Project/Capital Spending	
10300	Dropping for Subsidies	
10400	Tax Receipts	
10510	Revenue from Fiscal Balance Fund: <i>Revenue Sharing (Dana Bagi Hasil)</i>	<b>Codes for Movement Period (Weekly):</b>
		Period 1 (dates: 1 upto 7) 1
		Period 2 (dates: 8 upto 15) 2
		Period 3 (dates: 16 upto 23) 3
		Period 4 (dates: 24 upto end of the month) 4
10520	General Allocation Fund (Dana Alokasi Umum)	
10530	Specific Allocation Fund (Dana Alokasi Khusus)	
10900	Other Revenues	
<b>Codes for Additions To Government Account:</b>		
20100	Payment of Salaries	
20200	Payment for Term Payment of Project/Capital Spending	
20300	Payment for Subsidies	
20400	Tax Spending	
	<i>Payment of Fiscal Balance Fund:</i>	
20510	Revenue Sharing Fund (Dana Bagi Hasil)	
20520	General Allocation Fund (Dana Alokasi Umum)	
20530	Specific Allocation Fund (Dana Alokasi Khusus)	
20900	Other Payments	



## QUARTERLY REPORT ON HANDLING AND RESOLUTION OF CUSTOMER COMPLAINTS

### TYPE OF PRODUCT AND PROBLEM COMPLAINED Form 601

Header Record					
Number	Name of Column	Type of Data	Total	Position	Explanation
a	Reporting Bank Code	Character	9	1-9	Fill in with Reporting Bank Code (in accordance with attachment 1)
b	Type of Reporting Period	Character	1	10-10	Fill in with type of report period: A: Annual S: Semester Q: Quarter T: Trimester M: Monthly W: Weekly
c	Period of Report Data	Sysdate	8	11-18	Fill in with report period based on Type of Report Period: yyyy0101 → Annual yyyy[01,07]01 → Semester yyyy[01,04,07,10]01 → Quarter yyyy[01,05,09]01 → Trimester yyyy[01-12]01 → Monthly yyyy[01-12][01,08,16,24] → Weekly
d	Type of Report	Character	1	19-19	Fill in accordance with list of codes. Specifically for LKPBU, fill in with 'A' A: LKPBU B: PVA C: Non-Bank LLD
e	Form Number	Character	4	20-23	Fill in with reported form number
f	Number of Filled Records	Numeric	9	24-32	Number of reported transactions

Content Record					
Number	Name of Column	Type of Data	Total	Position	Explanation
1a	Type of Product	Numeric	3	1-3	Fill in with code for type of product
b	Explanation	Character	35	4-38	Filled in only when column 1 contains '199', '299', '399', '499' or '599'. Otherwise leave blank.
2	<i>Category of Problem</i>				
a	Interest/Revenue Sharing/Profit Margin	Numeric	12	39-50	Fill in with frequency/quantity during reporting period
b	Penalty	Numeric	12	51-62	Fill in with frequency/quantity during reporting period
c	Administrative Charge /Transaction Provision	Numeric	12	63-74	Fill in with frequency/quantity during reporting period
d	Transaction Failure/Delay	Numeric	12	75-86	Fill in with frequency/quantity during reporting period
e	Amount of Claim/Account Balance	Numeric	12	87-98	Fill in with frequency/quantity during reporting period
f	Others	Numeric	12	99-110	Fill in with frequency/quantity during reporting period
3	Number	Numeric	15	111-125	Fill in with frequency/quantity (sum of

column 2)

**Codes for Types of Product:**

110	<b>Fund Mobilization</b>
	Demand Deposit
120	Savings Deposit
130	Term Deposit
140	Inter Bank
199	Others

**Fund Channeling***Credit/Financing*

211	Investment
212	Working Capital
213	Consumption (outside credit card)
220	Inter Bank
299	Others

**Payment System**

310	ATM and or Debit Card
320	Credit Card
330	Prepaid Card
340	Direct Debit
350	Standing Instruction
360	Travellers Cheque
370	Clearing
380	RTGS
390	Electronic Banking
395	Remittance
399	Others

**Cooperation Product**

410	Bancassurance
420	Mutual Fund
499	Others

**Other Products**

510	Bank Guarantee
520	Trade Finance
530	Derivative
540	Wealth Management
550	Safe Deposit
599	Others

**QUARTERLY REPORT ON HANDLING AND RESOLUTION  
OF CUSTOMER COMPLAINTS**

**COMPLAINTS RESOLVED DURING REPORTING PERIOD Form 602**

Reporting Bank Code	Type of Reporting Period	Period of Report Data	Type of Report	Form Number	Number of Filled Records
Period In Reporting	Amount				
	Outside Payment System	Related To Payment System		Total	

**QUARTERLY REPORT ON HANDLING AND RESOLUTION  
OF CUSTOMER COMPLAINTS**

**COMPLAINTS RESOLVED DURING REPORTING PERIOD Form 602**

Header Record					
Number	Name of Column	Type of Data	Total	Position	Explanation
a	Reporting Bank Code	Character	9	1-9	Fill in with Reporting Bank Code (in accordance with attachment 1)
b	Type of Reporting Period	Character	1	10-10	Fill in with type of report period: A: Annual S: Semester Q: Quarter T: Trimester M: Monthly W: Weekly
c	Period of Report Data	Sysdate	8	11-18	Fill in with report period based on Type of Report Period: yyyy0101 → Annual yyyy[01,07]01 → Semester yyyy[01,04,07,10]01 → Quarter yyyy[01,05,09]01 → Trimester yyyy[01-12]01 → Monthly yyyy[01-12][01,08,16,24] → Weekly
d	Type of Report	Character	1	19-19	Fill in accordance with list of codes. Specifically for LKPBU, fill in with 'A' A: LKPBU B: PVA C: Non-Bank LLD
e	Form Number	Character	4	20-23	Fill in with reported form number
f	Number of Filled Records	Numeric	9	24-32	Number of reported transactions

Content Record					
Number	Name of Column	Type of Data	Total	Position	Explanation
1	Period in Reporting	Numeric	3	1-3	Fill in with code for period in reporting
2	Number				
a	Outside Payment System	Numeric	12	4-15	Fill in with frequency/quantity during reporting period
b	Related to Payment System	Numeric	12	16-27	Fill in with frequency/quantity during reporting period
c	Total	Numeric	15	27-42	Fill in with frequency/quantity (sum of columns 2a and 2b)

**Codes for Periods in Reporting:**

*Complaints received in previous reporting period:*

- 101 Already resolved without time extension (max. 20 wd)  
102 Already resolved with time extension (max. 40 wd)  
103 Resolved exceeding set time (>40 wd)  
104 Under resolution process

*Complaints received during reporting period*

- 201 Already resolved without time extension (max. 20 wd)  
202 Already resolved with time extension (max. 40 wd)  
203 Resolved exceeding set time (>40 wd)  
204 Under resolution process

**QUARTERLY REPORT ON HANDLING AND RESOLUTION  
OF CUSTOMER COMPLAINTS**

**REASONS FOR COMPLAINTS Form 603**

Reporting Bank Code	Type of Reporting Period	Period of Report Data	Type of Report	Form Number	Number of Filled Records
Reason For Complaint	Explanation	Amount			
		Outside Payment System	Related To Payment System	Total	

**QUARTERLY REPORT ON HANDLING AND RESOLUTION  
OF CUSTOMER COMPLAINTS**

**REASONS FOR COMPLAINTS Form 603**

Header Record					
Number	Name of Column	Type of Data	Total	Position	Explanation
a	Reporting Bank Code	Character	9	1-9	Fill in with Reporting Bank Code (in accordance with attachment 1)
b	Type of Reporting Period	Character	1	10-10	Fill in with type of report period: A: Annual S: Semester Q: Quarter T: Trimester M: Monthly W: Weekly
c	Period of Report Data	Sysdate	8	11-18	Fill in with report period based on Type of Report Period: yyyy0101→Annual yyyy[01,07]01→Semester yyyy[01,04,07,10]01→Quarter yyyy[01,05,09]01→Trimester yyyy[01-12]01→Monthly yyyy[01-12][01,08,16,24]→Weekly
d	Type of Report	Character	1	19-19	Fill in accordance with list of codes. Specifically for LKPBU, fill in with 'A' A: LKPBU B: PVA C: Non-Bank LLD
e	Form Number	Character	4	20-23	Fill in with reported form number
f	Number of Filled Records	Numeric	9	24-32	Number of reported transactions

Content Record					
Number	Name of Column	Type of Data	Total	Position	Explanation
1a	Reason for Complaint	Numeric	3	1-3	Fill in with code for reason for complaint
b	Explanation	Character	35	4-38	Fill in when column 1 contains '999', otherwise leave blank.
2	Number				
a	Outside Payment System	Numeric	12	39-50	Fill in with frequency/quantity during reporting period
b	Related to Payment System	Numeric	12	51-62	Fill in with frequency/quantity during reporting period
c	Total	Numeric	15	63-77	Fill in with frequency/quantity (sum of columns 2a and 2b)

Codes for Reasons for Complaint:

110	Customer Understanding of Product Characteristics
120	Inadequate Product Information
130	Disruption/Break Down of Information Technology Equipment and System
140	Disruption/Break Down of ATM/Payment Point
150	Change/Discontinuation of Deed/Agreement/Contract
160	Customer Negligence
170	Bank Negligence
180	Banking Crime
999	Others

**QUARTERLY REPORT ON HANDLING AND RESOLUTION  
OF CUSTOMER COMPLAINTS**

**NEGATIVE PUBLICATIONS Form 604**

Reporting Bank Code	Type of Reporting Period	Period of Report Data	Type of Report	Form Number	Number of Filled Records
Type of Publication	Explanation	Amount			Total
		Outside Payment System	Related To Payment System		

**QUARTERLY REPORT ON HANDLING AND RESOLUTION  
OF CUSTOMER COMPLAINTS**

**NEGATIVE PUBLICATIONS Form 604**

HeaderRecord					
Number	Name of Column	Type of Data	Total	Position	Explanation
a	Reporting Bank Code	Character	9	1-9	Fill in with Reporting Bank Code (in accordance with attachment 1)
b	Type of Reporting Period	Character	1	10-10	Fill in with type of report period: A: Annual S: Semester Q: Quarter T: Trimester M: Monthly W: Weekly
c	Period of Report Data	Sysdate	8	11-18	Fill in with report period based on Type of Report Period: yyyy0101 → Annual yyyy[01,07]01 → Semester yyyy[01,04,07,10]01 → Quarter yyyy[01,05,09]01 → Trimester yyyy[01-12]01 → Monthly yyyy[01-12][01,08,16,24] → Weekly
d	Type of Report	Character	1	19-19	Fill in accordance with list of codes. Specifically for LKPBU, fill in with 'A' A: LKPBU B: PVA C: Non-Bank LLD
e	Form Number	Character	4	20-23	Fill in with reported form number
f	Number of Filled Records	Numeric	9	24-32	Number of reported transactions

Content Record					
Number	Name of Column	Type of Data	Total	Position	Explanation
1a	Type of Publication	Numeric	3	1-3	Fill in with code for type of publication
b	Explanation	Character	35	4-38	Fill in when column 1 contains '999', otherwise leave blank.
2	Number				
a	Outside Payment System	Numeric	12	39-50	Fill in with frequency/quantity during reporting period
b	Related to Payment System	Numeric	12	51-62	Fill in with frequency/quantity during reporting period
c	Total	Numeric	15	63-77	Fill in with frequency/quantity (sum of columns 2a and 2b)

Codes for Types of Publication:

110	Customer Complaint at mass media
120	Article in Printed Media
130	Coverage of Electronic Media
140	Publication/writing in a public place
999	Others

**QUARTERLY REPORT ON HANDLING AND RESOLUTION  
OF CUSTOMER COMPLAINTS**

**SETTLEMENTS OF DISPUTES Form 605**

Reporting Bank Code	Type of Reporting Period	Period of Report Data	Type of Report	Form Number	Number of Filled Records
Type of Settlement	Explanation	Amount			
		Outside Payment System	Related To Payment System	Total	

**QUARTERLY REPORT ON HANDLING AND RESOLUTION  
OF CUSTOMER COMPLAINTS**

**SETLEMENTS OF DISPUTES Form 605**

Header Record					
Number	Name of Column	Type of Data	Total	Position	Explanation
a	Reporting Bank Code	Character	9	1-9	Fill in with Reporting Bank Code (in accordance with attachment 1)
b	Type of Reporting Period	Character	1	10-10	Fill in with type of report period: A: Annual S: Semester Q: Quarter T: Trimester M: Monthly W: Weekly
c	Period of Report Data	Sysdate	8	11-18	Fill in with report period based on Type of Report Period: yyyy0101 → Annual yyyy[01,07]01 → Semester yyyy[01,04,07,10]01 → Quarter yyyy[01,05,09]01 → Trimester yyyy[01-12]01 → Monthly yyyy[01-12][01,08,16,24] → Weekly
d	Type of Report	Character	1	19-19	Fill in accordance with list of codes. Specifically for LKPBU, fill in with 'A' A: LKPBU B: PVA C: Non-Bank LLD
e	Form Number	Character	4	20-23	Fill in with reported form number
f	Number of Filled Records	Numeric	9	24-32	Number of reported transactions

Content Record					
Number	Name of Column	Type of Data	Total	Position	Explanation
1a	Type of Settlement	Numeric	3	1-3	Fill in with code for type of settlement
b	Explanation	Character	35	4-38	Fill in when column 1 contains '999', otherwise leave blank.
2	Number				
a	Outside Payment System	Numeric	12	39-50	Fill in with frequency/quantity during reporting period
b	Related to Payment System	Numeric	12	51-62	Fill in with frequency/quantity during reporting period
c	Total	Numeric	15	63-77	Fill in with frequency/quantity (sum of columns 2a and 2b)

Codes for Types of Settlement:

- Settlement of Dispute through mediation*
- 110 Mediation performed by Bank Indonesia
- 120 Mediation performed by Institution Other Than Bank Indonesia
- 200 Settlement of Dispute Through Arbitrage
- 300 Settlement of Dispute Through Legal Channel
- 999 Settlement of Dispute Through other means



**BANCASSURANCE Form701**

Header Record					
Number	Name of Column	Type of Data	Total	Position	Explanation
a	Reporting Bank Code	Character	9	1-9	Fill in with Reporting Bank Code (in accordance with attachment 1)
b	Type of Reporting Period	Character	1	10-10	Fill in with type of report period: A: Annual S: Semester Q: Quarter T: Trimester M: Monthly W: Weekly
c	Period of Report Data	Sysdate	8	11-18	Fill in with report period based on Type of Report Period: yyyy0101→Annual yyyy[01,07]01→Semester yyyy[01,04,07,10]01→Quarter yyyy[01,05,09]01→Trimester yyyy[01-12]01→Monthly yyyy[01-12][01,08,16,24]→Weekly
d	Type of Report	Character	1	19-19	Fill in accordance with list of codes. Specifically for LKPBU, fill in with 'A' A: LKPBU B: PVA C: Non-Bank LLD
e	Form Number	Character	4	20-23	Fill in with reported form number
f	Number of Filled Records	Numeric	9	24-32	Number of reported transactions

Content Record					
Number	Name of Column	Type of Data	Total	Position	Explanation
1	Month of Data	Character	2	1-2	Fill in with 01 – 12.
2	Insurance Company				
	a. Name of Insurance Company	Character	9	3-11	Fill in with code for "Insurance Company" (in accordance with attachment 4)
	b. Explanation	Character	50	12-61	Fill in when "Name of Insurance Company" column contains the code "others"
	c. Type of Insurance Company	Numeric	1	62-62	Fill in with code for "Type of Insurance Company": '1' Life, or '2' General and '3' Reinsurance
	d. Related Party	Numeric	1	63-63	Fill in with code for "Related Party": '1' if yes, '2' if no
3	Type of Business Model	Numeric	1	64-64	Fill in with code for "Type of Business Model" (according to attachment). Specifically for business model Referral, which is in the form of Reference in the Framework of Bank Products, such as Home-Ownership Credit with insurance does

					not need to be reported in this Bancassurance report.
4	Type of Product	Character	2	65-66	Fill in with code for "Type of Product" (according to attachment) When Business Model column = "Product Integration", Type of Product column should not be filled in with Unit Link
5	Name of Product	Character	50	67-116	Fill in with name of insurance product (mandatory)
6	Number of Policies	Numeric	8	117-124	Fill in with number of policies based on policies that are still outstanding/valid/not yet disbursed/in force
7	Number of Customer	Numeric	8	125-132	Fill in with number of customers based on policies that are still outstanding/valid/not yet disbursed/in force
8	Original Currency	Character	3	133-135	Fill in with type of original currency in accordance with Codes for Currencies (attached)
9	Insurance Amount	Numeric	15	136-150	Fill in with insurance amount in full amount of original currency based on policies that are still outstanding/valid/not yet disbursed/in force
10	Premium Received a. Accumulated Since Beginning	Numeric	15	151-165	Premium/fees received since the product is sold for the first time by bank upto the end of the reporting month, in full amount of original currency, originating from customer whose policy is still outstanding/valid/not yet disbursed/in force at the position of the end of the reporting month
	b. Reporting Month	Numeric	15	166-180	All premium/fees received in full amount of original currency during the reporting month.
11	Fee Based Income	Numeric	15	181-195	Current year/year-to-date feebased income in full amount of original currency for all currencies or original currencies presented in net amount (after deducted by tax imposed by insurance company)
12	Value of Fund	Numeric	15	196-210	Value of funds of insurance products owned by customers whose policies are still outstanding/valid/not yet disbursed/in force at reporting position in full amount of original currencies, calculated since the products first sold by bank to each customer upto the end of the reporting month. When type of product is filled in with unit link, this column should be filled.

**Codes for Types of Insurance Company:**

Life	1
General	2
Re-insurance	3

**Codes for Types of Product:**

Life	01	
General	02	
Unit Link	03	>> Business Model cannot be "Product Integration"
Others	99	

**Codes for Related Party**

Yes	1
No	2

**Codes for Business Models:**

Referral	1
Distribution Agreement	2
Product Integration	3

Note: Reporting every 3 months for each month reporting data

Example: Quarter 1 (which is reported in April, Reporting Bank submits the report for 3 (three) data separately (Data of January, February and March)



**BANK ACTIVITIES AS SELLING AGENT OF MUTUAL FUND  
Form 702**

<b>Header Record</b>					
<b>Num-ber</b>	<b>Name of Column</b>	<b>Type of Data</b>	<b>Total</b>	<b>Position</b>	<b>Explanation</b>
a	Reporting Bank Code	Character	9	1-9	Input with Reporting Bank Code (in accordance with attachment 1)
b	Type of Reporting Period	Character	1	10-10	Input with type of report period: A: Annual S: Semester Q: Quarter T: Trimester M: Monthly W: Weekly
c	Period of Report Data	Sysdate	8	11-18	Fill in with report period based on Type of Report Period: yyyy0101→Annual yyyy[01,07]01→Semester yyyy[01,04,07,10]01→Quarter yyyy[01,05,09]01→Trimester yyyy[01-12]01→Monthly yyyy[01-12][01,08,16,24]→Weekly
d	Type of Report	Character	1	19-19	Fill in accordance with list of codes. Specifically for LKPBU, fill in with 'A' A: LKPBU B: PVA C: Non-Bank LLD
e	Form Number	Character	4	20-23	Input with reported form number
f	Number of Filled Records	Numeric	9	24-32	Number of reported transactions

<b>Content Record</b>					
<b>Num-ber</b>	<b>Name of Column</b>	<b>Type of Data</b>	<b>Total</b>	<b>Position</b>	<b>Explanation</b>
1	Month of Data	Character	2	1-2	Input with 01 – 12.
2	Mutual Fund already marketed by Bank as Selling Agent of Mutual Fund				
a.	Name of Mutual Fund	Character	50	3-52	Input with name of Mutual Fund product in accordance with Mutual Fund name used in daily announcement of Net Asset Value
b.	Nature of Mutual Fund	Numeric	1	53-53	Input with code for nature of Mutual Fund (in accordance with attachment)
c.	Type of Mutual Fund	Numeric	2	54--55	Input with code for type of Mutual Fund (according with attachment)
d.	Type of Currency	Character	3	56-58	Input with code for currency attached
e.	Subscription	Numeric	15	59-73	Input with nominal value in full amount of original currency

	f. Redemption	Numeric	15	74-88	Input with nominal value in full amount of original currency
	g. NAV per unit	Numeric	15	89-103	Input with nominal value in full amount of original currency
	h. Total Participation in Mutual Fund	Numeric	15	104-118	Input with total participation units owned by customers from reporting bank in full amount of original currency
3	Portion of Underlying Assets which are marketable securities issued by Bank as selling agent as well as related party (%)	Numeric	8	119-126	Numeric comprising 8 digits (percentage). Write by placing 3 digits in front of decimal point and 5 digits behind decimal point.
4	Fee Based Income	Numeric	15	127-141	Current year/year-to-date fee based income in full amount of original currency.
5	Investment Manager:				
	a. Name	Character	9	142-150	Fill in with code for "Investment Manager" (in accordance with attachment 5)
	b. Explanation	Character	50	151-200	Fill when name of Investment Manager contains the code "others"
	c. Related Party	Numeric	1	201-201	Fill in with code '1' for related, and '2' for not related in accordance with the prevailing regulation concerning Legal Lending Limit.
6	Custodian Bank				
	a. Name	Character	9	202-210	Fill in with Name of Custodian Bank in accordance with code for bank
	b. Total NAV	Numeric	15	211-225	Overall Total Net Asset Value of Mutual Fund according to Custodian Bank (not only for those owned by the customers from reporting bank) in full amount of original currency
7	Is Bank a sponsor or undertake initial fund placement				
	a. Yes/No	Numeric	1	226-226	Fill in with code '1' if yes and '2' if no
	b. Nominal value (as sponsor)	Numeric	15	227-241	Fill in with nominal value in full amount (IDR). When column 7a contains code '1', this column should be filled, otherwise leave blank.
8	Number of Letter on Statement of Effectiveness of Mutual Fund Registration from the Capital Market and Financial Institutions Supervisory Agency –.	Character	20	242-261	Fill in with complete Number of Letter on Statement of Effectiveness of Mutual Fund Registration from the Capital Market and Financial Institutions Supervisory Agency –.
9	Number of Bank Indonesia Confirmation Letter on Sales Plan of Mutual Fund	Character	20	262-281	Fill in with complete Number of Bank Indonesia Confirmation Letter on Sales Plan of Mutual Fund

**Codes for Natures of Mutual Fund:**

Conventional	1
Sharia	2

**Codes for Types of Mutual Fund:**

Fixed Income	01
Equity	02
Money Market	03
Combination	04
Protected	05
Index	06
ETF – Fixed Income	07
ETF – Equity	08
Others	99



## AGENCY ACTIVITIES OF FOREIGN FINANCIAL PRODUCTS Form 703

<b>Header Record</b>					
Num-ber	Name of Column	Type of Data	Total	Position	Explanation
a	Reporting Bank Code	Character	9	1-9	Fill in with Reporting Bank Code (in accordance with attachment 1)
b	Type of Reporting Period	Character	1	10-10	Fill in with type of report period: A: Annual S: Semester Q: Quarter T: Trimester M: Monthly W: Weekly
c	Period of Report Data	Sysdate	8	11-18	Fill in with report period based on Type of Report Period: yyyy0101→Annual yyyy[01,07]01→Semester yyyy[01,04,07,10]01→Quarter yyyy[01,05,09]01→Trimester yyyy[01-12]01→Monthly yyyy[01-12][01,08,16,24]→Weekly
d	Type of Report	Character	1	19-19	Fill in accordance with list of codes. Specifically for LKPBU, fill in with 'A' A: LKPBU B: PVA C: Non-Bank LLD
e	Form Number	Character	4	20-23	Fill in with reported form number
f	Number of Filled Records	Numeric	9	24-32	Number of reported transactions

<b>Content Record</b>					
Num-ber	Name of Column	Type of Data	Total	Position	Explanation
1	Name of Product	Character	50	1-50	State complete name of product as stated in term sheet or fact sheet or transaction contract
2	Type of Product	Character	50	51-100	Input with Type of Product
3	Explanation	Character	50	101-150	Input with explanation on type of underlying assets of product type
4	Method of Offer	Numeric	1	151-151	Input accordance with Codes for Methods of Offer (attached)
5	Explanation	Character	50	152-201	Input when Code for Method of Offer contains code '9' – Others. Otherwise, leave blank
6	Issuer	Character	50	202-251	Name of institution that issues the product, complete with name of branch office location/city if it is not the institution's head office that issues the product
7	Country of Issuer	Character	2	252-253	Input with code for country (attachment 3)

8	Custodian	Character	50	254-303	Name of institution that acts as custodian of the product
9	Country of Custodian	Character	2	304-305	Input with code for country (attachment 3)
10	Date Bank Begins Selling the Product	Sysdate (ddmmyyyy)	8	306-313	Input with the date Bank begins to sell the product for the first time if the method of product offer is of the nature of 'open end', OR input with beginning date of the product maturity period if the method of product offer is of the nature of "closed end"
11	Maturity Date	Sysdate (ddmmyyyy)	8	314-321	Input ONLY when method of offer column IS NOT "Open End" (input when code for method of offer is "2" or "9")
12	Group of Owner	Character	3	322-324	Input with code for Group of Owner of Offshore Financial Product
13	Classification of Customer	Numeric	1	325-325	Input according to code for Classification of Customer of Offshore Financial Product
14	Number of Owner	Numeric	4	326-329	Number of customers that have become owners of offshore product per code of customer and group of owner
15	Type of Currency	Character	3	330-332	Input in accordance with codes for currencies (attached)
16	Number of Sales	Numeric	15	333-347	Value of sales of each product during the reporting month (in full amount of original currency)
17	Number of Outstanding	Numeric	15	348-362	Value of outstanding product at the position of the end of the reporting month (in full amount of original currency)
18	Fee Based Income	Numeric	15	363-377	Fee received by bank during the current year/year-to-date in full amount of original currency

**Codes for Methods of Offer:**

Open-end	1
Closed-end	2
Others	9

**Codes for Classifications of Customer of Offshore Financial Product:**

Retail Customer	1
Non Retail	2

**Codes for Owner Groups of Foreign Financial Product:**

Commercial Bank	290
Financing Company	310
Insurance Company	340
Pension Fund	350
Security Company	370
Other Company	430
Futures Trader	500
Individual	600

**BANKING TRANSACTIONS THROUGH E-BANKING DELIVERY CHANNEL  
Form 704**

Reporting Bank Code	Type of Reporting Period		Period of Report Data	Type of Report	Form Number	Number of Filled Records	
TYPE OF DELIVERY CHANNEL	INFORMATIONAL*)		TRANSACTIONAL				
	Number of Customer	Frequency	Number of Customer	Frequency	Transaction Value (Rp)	Frequency of Fraud**	Value of Fraud** (Rp)

\*) Specifically for Banks that can only provide informational e-banking facility or for customers who only choose informational e-banking facility

\*\*\*) To be filled only for Transactional type

**BANKING TRANSACTIONS THROUGH E-BANKING DELIVERY CHANNEL  
Form 704**

<b>HeaderRecord</b>					
<b>Number</b>	<b>Name of Column</b>	<b>Type of Data</b>	<b>Total</b>	<b>Position</b>	<b>Explanation</b>
a	Reporting Bank Code	Character	9	1-9	Input with Reporting Bank Code (in accordance with attachment 1)
b	Type of Reporting Period	Character	1	10-10	Input with type of report period: A: Annual S: Semester Q: Quarterly T: Trimester M: Monthly W: Weekly
c	Period of Report Data	Sysdate	8	11-18	Input with report period based on Type of Report Period: yyyy0101→Annual yyyy[01,07]01→Semester yyyy[01,04,07,10]01→Quarterly yyyy[01,05,09]01→Trimester yyyy[01-12]01→Monthly yyyy[01-12][01,08,16,24]→Weekly
d	Type of Report	Character	1	19-19	Input accordance with list of codes. Specifically for LKPBU, fill in with 'A' A: LKPBU B: PVA C: Non-Bank LLD
e	Form Number	Character	4	20-23	Input with reported form number
f	Number of Filled Records	Numeric	9	24-32	Number of reported transactions

<b>Content Record</b>					
<b>Number</b>	<b>Name of Column</b>	<b>Type of Data</b>	<b>Total</b>	<b>Position</b>	<b>Explanation</b>
1	Type of Delivery Channel	Character	2	1-2	Input with code for Type of Delivery Channel
2	Informational: a. Number of Customer	Numeric	12	3-14	Input with Number of Customers (Informational) which is the cumulative outstanding in the relevant reporting month
	b. Frequency	Numeric	12	15-26	Input with value of Transaction Frequency (Informational Customers) which is the cumulative outstanding in the relevant reporting month
3	Transactional: a. Number of Customer	Numeric	12	27-38	Input with Number of Customers (Transactional) which is the cumulative outstanding in the relevant reporting month
	b. Frequency	Numeric	12	39-50	Input with value of Transaction Frequency (Transactional Customers)

					which is the cumulative outstanding in the relevant reporting month
	c. Value of Transaction	Numeric	15	51-65	Input with nominal value of transactions in the relevant reporting month in full amount of Rupiah or Rupiah equivalent if the transactions are in foreign currencies
	d. Frequency of Frauds	Numeric	12	66-77	Input with frequency of occurrences of Frauds based on Type of Delivery Channel, only specifically for Transactional
	e. Value of Fraud	Numeric	12	78-92	Input with nominal value in full amount of Rupiah or Rupiah equivalent if the transactions are in foreign currencies. Input based on Type of Delivery Channel, only specifically for Transactional

**Codes for Types of Delivery Channel:**

- 01 Phone Banking
- 02 SMS/Mobile Banking
- 03 Internet Banking

Informational: For Banks that can only provide informational e-banking facility or for customers who only choose informational e-banking facility



**STRUCTURED PRODUCT OUTSTANDING TRANSACTIONS Form 705**

<b>Header Record</b>					
<b>Number</b>	<b>Name of Column</b>	<b>Type of Data</b>	<b>Total</b>	<b>Position</b>	<b>Explanation</b>
a	Reporting Bank Code	Character	9	1-9	Input with Reporting Bank Code (in accordance with attachment 1)
b	Type of Reporting Period	Character	1	10-10	Input with type of report period: A: Annual S: Semester Q: Quarterly T: Trimester M: Monthly W: Weekly
c	Period of Report Data	Sysdate	8	11-18	Input with report period based on Type of Report Period: yyyy0101 → Annual yyyy[01,07]01 → Semester yyyy[01,04,07,10]01 → Quarter yyyy[01,05,09]01 → Trimester yyyy[01-12]01 → Monthly yyyy[01-12][01,08,16,24] → Weekly
d	Type of Report	Character	1	19-19	Input accordance with list of codes. Specifically for LKPBU, fill in with 'A' A: LKPBU B: PVA C: Non-Bank LLD
e	Form Number	Character	4	20-23	Input with reported form number
f	Number of Filled Records	Numeric	9	24-32	Number of reported transactions

<b>Content Record</b>					
<b>Number</b>	<b>Name of Column</b>	<b>Type of Data</b>	<b>Total</b>	<b>Position</b>	<b>Explanation</b>
1	Name of Product	Character	50	1-50	Input with name in free text according to the product
2	Number of Customer	Numeric	12	51-62	Input with number of customers who own the product
3	Product Component:				
	3.1 Non Derivative Component				
	3.1.a Instrument Component	Character	2	63-64	Input in accordance with codes for "Instrument Component – Non Derivative"
	3.2 Derivative Component				
	3.1.a Option				
	3.2.a.(i) Position	Character	2	65-66	Input in accordance with code for "Option Derivative Component"
	3.2.a.(ii) Base Variable	Character	2	67-68	Input with Code for "Base Variable" which is the base variable for the Structured Product derivative component
	3.1.b Forward				
	3.2.b.(i) Position	Character	2	69-70	Input in accordance with code for forward instrument component
	3.2.b.(ii) Base Variable	Character	2	71-72	Input with Code for "Base Variable" which is

	3.1.c Swap 3.2.c.(i) Base Variable	Character	2	73-74	the base variable for the Structured Product derivative component Input with Code for “Base Variable” which is the base variable for the Structured Product derivative component
4	Product Characteristic	Character	1	75-75	Input in accordance with codes for “Product Characteristics”
5	Base Currency	Character	3	76-78	Input with Code for Currency
6	Strike Price	Numeric	7.2	79-85	Input with strike price set at agreement of transaction with 7.2 (5 digits in front of and 2 digits behind decimal point)
7	Nominal/Notional Value	Numeric	15	86-100	Input with total exposure per Type/Name of Structured Product in full rupiah amount

<b>Codes for Non Derivative – Instrument Components (3.1.a):</b>		<b>Codes for Forward Derivative Components:</b>	
Demand Deposit	01	3.2.b.(i) Long Forward	01
Savings Deposit	02	Short Forward	02
Term Deposit	03		
Marketable Security/Bond	04	<b>Codes for Base Variables:</b>	
Loan	05	Interest Rate	01
Others	99	Exchange Rate	02
<b>Codes for Option Derivative Components:</b>		<b>Codes for Product Characteristics: (4)</b>	
3.2.a(i) Long Call Option	01	Protected Principal	1
Short Call Option	02	Non-Protected Principal	
Long Put Option	03	With Leverage	2
Short Put Option	04	Without Leverage	3



**STRUCTURED PRODUCT PROBLEM TRANSACTIONS Form 706**

<b>HeaderRecord</b>					
<b>Number</b>	<b>Name of Column</b>	<b>Type of Data</b>	<b>Total</b>	<b>Position</b>	<b>Explanation</b>
a	Reporting Bank Code	Character	9	1-9	Input with Reporting Bank Code (in accordance with attachment 1)
b	Type of Reporting Period	Character	1	10-10	Input with type of report period: A: Annual S: Semester Q: Quarterly T: Trimester M: Monthly W: Weekly
c	Period of Report Data	Sysdate	8	11-18	Input with report period based on Type of Report Period: yyyy0101→Annual yyyy[01,07]01→Semester yyyy[01,04,07,10]01→Quarterly yyyy[01,05,09]01→Trimester yyyy[01-12]01→Monthly yyyy[01-12][01,08,16,24]→Weekly
d	Type of Report	Character	1	19-19	Input accordance with list of codes. Specifically for LKPBU, fill in with 'A' A: LKPBU B: PVA C: Non-Bank LLD
e	Form Number	Character	4	20-23	Input with reported form number
f	Number of Filled Records	Numeric	9	24-32	Number of reported transactions

<b>Content Record</b>					
<b>Number</b>	<b>Name of Column</b>	<b>Type of Data</b>	<b>Total</b>	<b>Position</b>	<b>Explanation</b>
1	Name of Product	Character	50	1-50	Input with name of 'problem' Structured Product in accordance with term sheet or fact sheet or transaction contract
2	Name of Customer	Character	50	51-100	Input with Name of Customer Without Title/Abbreviation
3	Base Currency	Character	3	101-103	Input with Code for Currency in accordance with attachment 3
4	Strike Price	Numeric	7.2	104-110	Input with strike price set at agreement of transaction with 7.2 (5 digits in front of and 2 digits behind decimal point)
5	Nominal/Notional Value	Numeric	15	111-125	Input with total exposure of problem in Rupiah at report position
6	Total Guarantee/Collateral Given	Numeric	15	126-140	Input with total Guarantee/Collateral given by Customer in Rupiah (where there is none, can be left blank) at report position
7	Total Loss	Numeric	15	141-155	Input with Bank Total Loss arisen from Structured Product with Customer in Rupiah at report position
8	Remaining Loss	Numeric	15	156-170	Input with remaining loss (Difference between Total Guarantee/Collateral given – Total Loss)

9	Action Plan	Character	150	171-320	in Rupiah at report position Input with Explanation on Action Plan on the relevant problem Structured Product, including Steps that Bank is going to take to resolve the problem Structured Product with Customer.
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**EXECUTIVE OFFICERS****DATA OF EXECUTIVE OFFICERS Form 801**

<b>HeaderRecord</b>					
<b>Num-ber</b>	<b>Name of Column</b>	<b>Type of Data</b>	<b>Total</b>	<b>Position</b>	<b>Explanation</b>
a	Reporting Bank Code	Character	9	1-9	Input with Reporting Bank Code (in accordance with attachment 1)
b	Type of Reporting Period	Character	1	10-10	Input with type of report period: A: Annual S: Semester Q: Quarterly T: Trimester M: Monthly W: Weekly
c	Period of Report Data	Sysdate	8	11-18	Input with report period based on Type of Report Period: yyyy0101 → Annual yyyy[01,07]01 → Semester yyyy[01,04,07,10]01 → Quarterly yyyy[01,05,09]01 → Trimester yyyy[01-12]01 → Monthly yyyy[01-12][01,08,16,24] → Weekly
d	Type of Report	Character	1	19-19	Input accordance with list of codes. Specifically for LKPBU, fill in with 'A' A: LKPBU B: PVA C: Non-Bank LLD
e	Form Number	Character	4	20-23	Input with reported form number
f	Number of Filled Records	Numeric	9	24-32	Number of reported transactions

<b>Content Record</b>					
<b>Num-ber</b>	<b>Name of Column</b>	<b>Type of Data</b>	<b>Total</b>	<b>Position</b>	<b>Explanation</b>
1	Data Status	Character	1	1-1	Input with '1' for new, '2' for correction, and '3' for deletion, for deleting EO in reporting period
2	NIP	Character	20	2-21	Fill in with NIP
3	Name of Executive Officer	Character	100	22-121	Input with Name of Executive Officer (without Abbreviation or Title)
4	Status of Human Resource	Character	1	122-122	Statuses of Human Resource are: 1) Local Human Resource (WNI) 2) Foreign Human Resource (WNA)
5	Name of Position	Character	50	123-172	Input with Name of Position
6	Home Address (Current)	Character	100	173-272	Input with current Address
7	KTP or Passport or KITAS (WNA) Address	Character	100	273-372	Input with Address according to KTP
8	Telephone Number	Character	40	373-412	Input with Telephone Number
9	Fax Number	Character	40	413-452	Input with Facsimile Number

10	NPWP	Character	15	453-467	Input with NPWP (0-9)
11	ID Number	Character	20	468-487	Input with KTP/Passport Number without the dot (.) sign Only use (0-9)
12	Place of Birth	Character	20	488-507	Input with place of birth
13	Date of Birth	Date (ddmmyyy)	8	508-515	Sysdate: ddmmyyy
14	Nationality	Character	2	516-517	Input with Code for Country (attachment 3) in accordance with proof of identity (passport, KTP)
15	Gender	Character	1	518-518	Gender as follows: 1) Female 2) Male
16	Number of Reporting Cover Letter	Character	40	519-558	Input with Letter Number
17	Date of Reporting Cover Letter	Date	8	559-566	Input with date, month and year of Reporting Cover Letter
18	Status of Executive Officer Appointment/Replacement	Flag/ Character	1	567-567	Statuses of Executive Officers (PE) are: 1) Definitive/Permanent 2) Temporary Definition of Temporary PE refers to BI Regulation Number 11/1/2009 concerning Commercial Banks, Article 33. In the new stipulation, there is a possibility that there won't be any Temporary PE. Therefore, differentiation in PE statuses may no longer be necessary
19	Number of Decision Letter for Appointment/Replacement/Temporary Replacement	Character	40	568-607	Input with Number of Decision Letter for Appointment or Replacement or Temporary Replacement of PE
20	Effective Date of Appointment/Replacement/Temporary Replacement	Date	8	608-615	Input with date, month and year of effectiveness of appointment, replacement, or temporary replacement of PE
21	Number of Decision Letter for Discharge	Character	40	616-655	Input with Number of Letter. When field number 19 (number of letter for appointment/replacement/temporary replacement) is filled, this field is left blank.
22	Effective Date of Discharge	Date	8	656-663	Input with date, month and year of effectiveness of Discharge. When field number 20 (effective date of appointment/replacement/temporary replacement) is filled, this field is left blank.
23	Explanation	Character	100	664-763	Input with explanation on matters that according to Bank need explaining

\*\*) if an executive officer is appointed and discharged after BI Regulation number 11/1/2009 comes into force, this field is mandatory. Eventhough in the future a new BI Regulation will revoke the stipulation concerning PE reporting through submission of hardcopies, the field for bank letter (covering letter containing list of PE changes in the reporting month) will still mandatory.

**Codes for Statuses of Executive Officer**  
Definitive/permanent

1

**Codes for Types of Gender**  
Female

1

Temporary	2	Male	2
<b>Codes for Statuses of Human Resource</b>			
Local Human Resource (WNI)	1		
Foreign Human Resource (WNA)	2		

**EXECUTIVE OFFICERS****WORK HISTORY INDIVIDUAL EXECUTIVE OFFICER Form 802**

Reporting Bank Code		Type of Reporting Period	Period of Report Data	Type of Report	Form Number	Number of Filled Records
NIP	Name of Company	Start Date	End Date	Name of Position		

## EXECUTIVE OFFICERS

### WORK HISTORY INDIVIDUAL EXECUTIVE OFFICER Form 802

HeaderRecord					
Number	Name of Column	Type of Data	Total	Position	Explanation
a	Reporting Bank Code	Character	9	1-9	Input with Reporting Bank Code (in accordance with attachment 1)
b	Type of Reporting Period	Character	1	10-10	Input with type of report period: A: Annual S: Semester Q: Quarterly T: Trimester M: Monthly W: Weekly
c	Period of Report Data	Sysdate	8	11-18	Input with report period based on Type of Report Period: yyyy0101 → Annual yyyy[01,07]01 → Semester yyyy[01,04,07,10]01 → Quarterly yyyy[01,05,09]01 → Trimester yyyy[01-12]01 → Monthly yyyy[01-12][01,08,16,24] → Weekly
d	Type of Report	Character	1	19-19	Input accordance with list of codes. Specifically for LKPBU, fill in with 'A' A: LKPBU B: PVA C: Non-Bank LLD
e	Form Number	Character	4	20-23	Input with reported form number
f	Number of Filled Records	Numeric	9	24-32	Number of reported transactions

Content Record					
Number	Name of Column	Type of Data	Total	Position	Explanation
1	NIP	Character	20	1-20	Fill in with NIP
2	Name of Company	Character	50	21-70	Input with name of company: Bank financial institution, non-Bank financial institution, as well as non-financial company/institution
3	Start Date	Date	8	71-78	Input with the start date, month and year in the position
4	End Date	Date	8	79-86	Input with the end date, month and year in the position
5	Name of Position	Character	50	87-136	Input with Name of Position by also stating the location city

Note: When there is a change in Form 801 based on NIP, this should be reported also in form 802

## BANK HUMAN RESOURCES

### DATA ON HUMAN RESOURCE STRUCTURE BASED ON EDUCATION LEVEL INFORMATION, STATUS OF HUMAN RESOURCE, GENDER, AGE, EDUCATION AND POSITION Form 803

Reporting Bank Code		Type of Reporting Period	Period of Report Data	Type of Report	Form Number	Number of Filled Records
Status of Employee	Type of Age	Type of Position	Type of Education	Type of Work Based on Type of Human Resource	Number Males	Number of Females

## BANK HUMAN RESOURCES

### DATA ON HUMAN RESOURCE STRUCTURE BASED ON EDUCATION LEVEL INFORMATION, STATUS OF HUMAN RESOURCE, GENDER, AGE, EDUCATION AND POSITION Form 803

Header Record					
Num-ber	Name of Column	Type of Data	Total	Position	Explanation
a	Reporting Bank Code	Character	9	1-9	Input with Reporting Bank Code (in accordance with attachment 1)
b	Type of Reporting Period	Character	1	10-10	Input with type of report period: A: Annual S: Semester Q: Quarterly T: Trimester M: Monthly W: Weekly
c	Period of Report Data	Sysdate	8	11-18	Input with report period based on Type of Report Period: yyyy0101→Annual yyyy[01,07]01→Semester yyyy[01,04,07,10]01→Quarterly yyyy[01,05,09]01→Trimester yyyy[01-12]01→Monthly yyyy[01-12][01,08,16,24]→Weekly
d	Type of Report	Character	1	19-19	Input accordance with list of codes. Specifically for LKPBU, fill in with 'A' A: LKPBU B: PVA C: Non-Bank LLD
e	Form Number	Character	4	20-23	Input with reported form number
f	Number of Filled Records	Numeric	9	24-32	Number of reported transactions

Content Record					
Num-ber	Name of Column	Type of Data	Total	Position	Explanation
1	Status of Employee	Character	2	1-2	Input with Code for status of employee
2	Type of Age	Character	2	3-4	Input with code for type of age according to attachment
3	Type of Position	Character	2	5-6	Input with code for type of position according to attachment
4	Type of Education	Character	2	7-8	Input with code for type of education according to attachment
5	Type of Work Based on Type of Human Resource	Character	2	9-10	Input with code for type of work based on type of human resource
6	Number of Males	Numeric	7	11-17	Input with Number of Male Human Resources – including Permanent Human Resources, Honoraria-Based Human Resources, Contract-Based human resources and Others.

7	Number of Females	Numeric	7	18-24	Input with Number of Female Human Resources – including Permanent Human Resources, Honoraria-Based Human Resources, Contract-Based human resources and Others.
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- \*) Including Permanent Human Resources, Honoraria-Based Human Resources, Contract-Based Human Resources and Others  
 \*) Excluding human resources that are not involved in banking operational activities such as: security, cleaning service, office boy/office girl, driver

#### Codes for Categories/Types of Information

##### Type of Age Information

15 – 19	01
20 – 24	02
25 – 29	03
30 – 34	04
35 – 39	05
40 – 44	06
45 – 49	07
50 – 54	08
55 – 59	09
60 and above	99

##### Type of Education Information

Equivalent to Primary School	01
Equivalent to Junior High School	02
Equivalent to Senior High School	03
D1 – D2	04
D3 – D4	05
S1	06
S2	07
S3	08

#### Codes for Types of Work Based on Type of Human Resources

Foreign Management	01	<b>Status of Employee</b>	
Foreign Expert	02	Permanent	01
Foreign Service Business	03	Non-Permanent	02
Foreign Sales Business	04		
Foreign Administration	05		
Local Management	06		
Local Expert	07		
Local Service Business	08		
Local Sales Business	09		
Local Administration	10		

#### Type of Position Information

President Commissioner	01	(Maximum number of males and females for the positions of president commissioner and deputy commissioners is 5 persons)
Commissioner	02	(Maximum number of males and females for the position of commissioner is 12 persons)
President Director	03	(Maximum number of males and females for the positions of president director and deputy directors is 5 persons)
Director	04	(Maximum number of males and females for the position of director is 12 persons)
Islamic Supervisory Board	05	
Executive Officer	06	
Staff	07	
Others	99	

01 -06 This type of work can only be filled by management, both local (06) as well as foreign (01)

07 -99 This type of work cannot be filled by management, both local (06) as well as foreign (01)

Total number of males and females in form 803 should be the same as in form 805 in Number of Human Resources (year of realization) field

**BANK HUMAN RESOURCES**

**DEVELOPMENT OF NUMBER OF HUMAN RESOURCES WHO RETIRE, TAKE  
EARLY RETIREMENT AND ARE DISCHARGED Form 804**

Reporting Bank Code	Type of Reporting Period	Period of Report Data	Type of Report	Form Number	Number of Filled Records
		Number of Human Resources			
Category of Discharged Employee	Type of Position	Male		Female	

## BANK HUMAN RESOURCES

### DEVELOPMENT OF NUMBER OF HUMAN RESOURCES WHO RETIRE, TAKE EARLY RETIREMENT AND ARE DISCHARGED Form 804

Header Record					
Num-ber	Name of Column	Type of Data	Total	Position	Explanation
a	Reporting Bank Code	Character	9	1-9	Input with Reporting Bank Code (in accordance with attachment 1)
b	Type of Reporting Period	Character	1	10-10	Input with type of report period: A: Annual S: Semester Q: Quarterly T: Trimester M: Monthly W: Weekly
c	Period of Report Data	Sysdate	8	11-18	Input with report period based on Type of Report Period: yyyy0101→Annual yyyy[01,07]01→Semester yyyy[01,04,07,10]01→Quarterly yyyy[01,05,09]01→Trimester yyyy[01-12]01→Monthly yyyy[01-12][01,08,16,24]→Weekly
d	Type of Report	Character	1	19-19	Input accordance with list of codes. Specifically for LKPBU, fill in with 'A' A: LKPBU B: PVA C: Non-BankLLD
e	Form Number	Character	4	20-23	Input with reported form number
f	Number of Filled Records	Numeric	9	24-32	Number of reported transactions

Content Record					
Num-ber	Name of Column	Type of Data	Total	Position	Explanation
1	Category of Discharged Employee	Character	2	1-2	Input with Code for Category of Employee Discharged
2	Type of Position	Character	2	3-4	Input with Code for Type of Position
3	Number of Human Resources: Males	Numeric	10	5-14	Input with realized Number of Male Human Resources – including Permanent and Non-Permanent Human Resources
4	Females	Numeric	10	15-24	Input with realized Number of Female Human Resources – including Permanent and Non-Permanent Human Resources

**Codes for Categories of Discharged Employee**  
Retired

Take early retirement	02
Terminated	03
Withdraw at own request	04
End of contract	05

**Type of Position Information**

President Commissioner	01	(Maximum number of males and females for the positions of president commissioner and deputy commissioners is 5 persons)
Commissioner	02	(Maximum number of males and females for the position of commissioner is 12 persons)
President Director	03	(Maximum number of males and females for the positions of president director and deputy directors is 5 persons)
Director	04	(Maximum number of males and females for the position of director is 12 persons)
Islamic Supervisory Board	05	
Executive Officer	06	
Staff	07	
Others	99	

The total of number of males and number females should not be 0 (zero)



## BANK HUMAN RESOURCES

### PREDICTION OF EMPLOYEE NEED BASED ON TYPE OF WORK AND QUALIFICATION Form 805

HeaderRecord					
Num-ber	Name of Column	Type of Data	Total	Position	Explanation
a	Reporting Bank Code	Character	9	1-9	Input with Reporting Bank Code (in accordance with attachment 1)
b	Type of Reporting Period	Character	1	10-10	Input with type of report period: A: Annual S: Semester Q: Quarterly T: Trimester M: Monthly W: Weekly
c	Period of Report Data	Sysdate	8	11-18	Input with report period based on Type of Report Period: yyyy0101 → Annual yyyy[01,07]01 → Semester yyyy[01,04,07,10]01 → Quarterly yyyy[01,05,09]01 → Trimester yyyy[01-12]01 → Monthly yyyy[01-12][01,08,16,24] → Weekly
d	Type of Report	Character	1	19-19	Input accordance with list of codes. Specifically for LKPBU, fill in with 'A' A: LKPBU B: PVA C: Non-Bank LLD
e	Form Number	Character	4	20-23	Input with reported form number
f	Number of Filled Records	Numeric	9	24-32	Number of reported transactions

Content Record					
Num-ber	Name of Column	Type of Data	Total	Position	Explanation
1	Type of Work	Character	2	1-2	Input with Code for Type of Work
2	Type of Education	Character	2	3-4	Input with Code for Type of Education
3	Status of Employee	Character	2	5-6	Input with Code for Status of Employee
4	Number of Human Resources: Year of Realization	Numeric	10	7-16	Input with Number of Human Resources in Year of Realization
5	Prediction Year 1 (Realization +1)	Numeric	10	17-26	Input with Projected Number of Human Resources in Realization Year + 1
6	Prediction Year 2 (Realization +2)	Numeric	10	27-36	Input with Projected Number of Human Resources in Realization Year + 2
7	Prediction Year 3 (Realization +3)	Numeric	10	37-46	Input with Projected Number of Human Resources in Realization Year + 3
8	Prediction Year 4 (Realization +4)	Numeric	10	47-56	Input with Projected Number of Human Resources in Realization Year + 4

**Codes for Statuses of Employee**

Permanent	01
Non-Permanent	02

**Codes for Types of Work**

Management	01
Expert	02
Service Business	03
Sales Business	04
Administration	05

**Codes for Types of Education**

Equivalent to Primary School	01
Equivalent to Junior High School	02
Equivalent to Senior High School	03
D1 – D2	04
D3 – D4	05
S1	06
S2	07
S3	08

Total of number of males and females in form 805 Number of Human Resources (realization year) field should be the same as number of males and females in form 803

**BANK HUMAN RESOURCES****NUMBER AND TYPE OF EMPLOYEE TRAINING Form 806**

Reporting Bank Code	Type of Reporting Period	Period of Report Data	Type of Report	Form Number	Number of Filled Records
Type of Training	Number of Human Resources				

## BANK HUMAN RESOURCES

### NUMBER AND TYPE OF EMPLOYEE TRAINING Form 806

Header Record					
Num-ber	Name of Column	Type of Data	Total	Position	Explanation
a	Reporting Bank Code	Character	9	1-9	Input with Reporting Bank Code (in accordance with attachment 1)
b	Type of Reporting Period	Character	1	10-10	Input with type of report period: A: Annual S: Semester Q: Quarterly T: Trimester M: Monthly W: Weekly
c	Period of Report Data	Sysdate	8	11-18	Input with report period based on Type of Report Period: yyyy0101 → Annual yyyy[01,07]01 → Semester yyyy[01,04,07,10]01 → Quarterly yyyy[01,05,09]01 → Trimester yyyy[01-12]01 → Monthly yyyy[01-12][01,08,16,24] → Weekly
d	Type of Report	Character	1	19-19	Input accordance with list of codes. Specifically for LKPBU, fill in with 'A' A: LKPBU B: Foreign Currency Trader C: Non-Bank Foreign Currency Traffic
e	Form Number	Character	4	20-23	Input with reported form number
f	Number of Filled Records	Numeric	9	24-32	Number of reported transactions

Content Record					
Num-ber	Name of Column	Type of Data	Total	Position	Explanation
1	Type of Training	Character	2	1-2	Input with Code for type of training
2	Number of Human Resources	Numeric	6	3-8	Input with number of Human Resources

**Codes for Types of Training:**
**TECHNICAL SKILL**

Bank Reporting	01
Credit / Treasury	02
Risk Management	03
Socialization of Banking Stipulations	04
Audit	05
Information Technology	06
General Management	07
Banking Management	08
Others	49

**SOFT SKILL**

Problem Analysis and Decision Making	51
Customer Relationship Skill	52

Leadership	53
Presentation Technique and Communication	54
Others	99



### DATAON OFFICE NETWORK Form807

HeaderRecord					
Num-ber	Name of Column	Type of Data	Total	Position	Explanation
a	Reporting Bank Code	Character	9	1-9	Input with Reporting Bank Code (in accordance with attachment 1)
b	Type of Reporting Period	Character	1	10-10	Input with type of report period: A: Annual S: Semester Q: Quarterly T: Trimester M: Monthly W: Weekly
c	Period of Report Data	Sysdate	8	11-18	Input with report period based on Type of Report Period: yyyy0101→Annual yyyy[01,07]01→Semester yyyy[01,04,07,10]01→Quarterly yyyy[01,05,09]01→Trimester yyyy[01-12]01→Monthly yyyy[01-12][01,08,16,24]→Weekly
d	Type of Report	Character	1	19-19	Input accordance with list of codes. Specifically for LKPBU, fill in with 'A' A: LKPBU B: PVA C: Non-Bank LLD
e	Form Number	Character	4	20-23	Input with reported form number
f	Number of Filled Records	Numeric	9	24-32	Number of reported transactions

Content Record					
Num-ber	Name of Column	Type of Data	Total	Position	Explanation
1	Status of Office	Character	2	1-2	This field should be filled. Input with Code for Status of Office (refer to table of Statuses of Office). Status of office used is in accordance with BI Regulation Number 13/27/PBI/2011 concerning Amendment to BI Regulation Number 11/1/PBI/2009 dated 27 January 2009 concerning Commercial Banks as well as BI Circular Letter Number 14/4/DPNP dated 25 January 2012 concerning Commercial Banks.
2	Code for Parent Branch Office	Character	3	3-5	This field should be filled in with code for office that functions as the parent, in accordance with the code for Branch Office reporter of LBU assigned by DSM (attachment 6). If Code for Office Status = 01;03;06;07;08, Parent Branch Office field should be filled in with code of the Office that is reporter of LBU. In one submission, there should not be a repetition of office status '01'. If code of Branch Office that is reporter of LBU uses office status code of 03;06;07;08, the same codes of parent Branch Offices should not be used.
3	Office Code	Character	9	6-14	This field should be filled with bank own unique code comprising 9 characters, which cannot be used by another office eventhough it is closed. Its

					filling treatment is similar to NIP.
4	Name of Office	Character	45	15-59	Input with name of office
5	Address	Character	45	60-104	Input with Address
6	Level II District	Character	4	105-108	Input with the code for Level II District in accordance with attachment 2
7	Postal Code	Character	5	109-113	Postal code is needed as a reference to map the position of the office upto the sub-district level
8	Telephone Number	Character	14	114-127	In regard an Office, fill in with Telephone Number. In regard ATM (17), mobile cash/floating cash (14), can be left blank.
9	Number of License Letter for Office Opening	Character	40	128-167	Input with Number of License Letter for Office Opening. For office statuses of 04;11;13;14;17;56;57;58;59;60, this column can be filled in with number of Bank Business Plan letter.
10	Date of License Letter for Office Opening	Date	8	168-175	Input with the date of License Letter for Office Opening.
11	Effective Operational Date of Office	Date	8	176-183	Input with Operational Date of Office
12	Number of License Letter for Status Change	Character	40	184-223	Input with Number of License Letter for Status Change if a status change has occurred. For office statuses of 04;11;13;14;17;56;57;58;59;60, this column can be filled in with number of Bank Business Plan letter.
13	Date of License Letter for Status Change	Date	8	234-231	Input with the date of License Letter for Status Change, if a change of status has occurred
14	Effective Date of Status Change	Date	8	232-239	Input with effective date of status change
15	Number of License Letter for Office Closing	Character	40	240-279	Input with Number of License Letter for Office Closing, if an office closing has occurred. For office statuses of 04;11;13;14;17;56;57;58;59;60, this column can be filled in with number of Bank Business Plan letter.
16	Date of license letter for office closing	Date	8	280-287	Input with the date of License Letter for Office Closing, if an office closing has occurred.
17	Effective Date of Office closing	Date	8	288-295	Input with effective date of office closing
18	Number of License Letter for Office Relocation	Character	40	296-335	Input with Number of License Letter for Office Relocation, if an office relocation has occurred. For office statuses of 04;11;13;14;17;56;57;58;59;60, this column can be filled in with number of Bank Business Plan letter.
19	Date of License Letter for Office Relocation	Date	8	336-343	Input with the date of License Letter for Office Relocation, if an office relocation has occurred.
20	Effective date of office relocation	Date	8	344-351	Input with effective date of office relocation, if an office relocation has occurred.
21	Number of Employee/ ATM*)	Numeric	10	352-361	Input with Number of Employees (Organic & Non-Organic), mandatory in the case of branch

					office that is reporter of LBU. **) If Office Status is 'ATM', fill in with Number of ATM and ATM+Debit at each Location
22	Date of Mass Media Publication	Date	8	362-369	Based on BI Regulation Number 13/27/PBI/2011 concerning Amendment to BI Regulation Number 11/1/PBI/2009 dated 27 January 2009 concerning Commercial Banks as well as BI Circular Letter Number 14/4/DPNP dated 25 January 2012 concerning Commercial Banks, changes in office network that should be announced are: 1. Change of Address of Head Office and Branch Office (Article 50); 2. Change of Address of Sub-Branch Office and Functional Office (Article 53); 3. Closing of Branch Office (Article 67)
23	Explanation	Character	50	370-419	Input with Explanation concerning: *) The filling in of office status in post code when it is not in the list; or Explanation such as "result of status upgrade from Cash Office to Sub-Branch Office", "move from Bekasi", or other matters.

**Status of Office:**

Operational head office	01
Non-operational head office	02
Foreign bank branch office	03
Islamic business unit	04
Commercial Bank regional office	05
Branch office (domestic)	06
Branch office (overseas)	07
Foreign bank sub-branch office	08
Sub-branch office (domestic)	09
Sub-branch office (overseas)	10
Cash office	11
Functional office	12
Payment point	13
Mobile cash/floating cash	14
Office below Foreign Bank Sub-Branch Office not included in 11, 12, 13, 14	15
Commercial Bank Representative Office Overseas	16
ATM/ADM	17
Islamic Commercial Bank Head Office	51
Islamic Branch Office (Domestic)	52
Islamic Branch Office (Overseas)	53
Islamic Sub-Branch Office (Domestic)	54
Islamic Sub-Branch Office (Overseas)	55
Islamic Cash Office	56
Islamic Payment Point	57
Islamic Mobile Cash/Floating Cash	58
Islamic ATM/ADM	59
Islamic Services (at Conventional Branch Office/Sub-Branch Office)	60

\*) When in one location there are more than 1 unit of ATM owned by Bank, data shall be reported in group with 1 office code and number of ATM in the same location shall be reported in this field (previously, each ATM unit used 1 office code and was not related to this field).



## Chapter 6

### LIST OF CODE ATTACHMENTS

Codes for Reporting Banks (attachment 2.a); Codes for Locations (attachment 2.b); Codes for Countries and Currencies (attachment 2.c); Codes for Insurance Companies (attachment 2.d); Codes for Investment Managers (attachment 2.e); Codes for Parent Branch Offices (attachment 2.f)