

ATTACHMENT2  
BANK INDONESIA CIRCULAR LETTER  
NUMBER14/31/DPNPDATED31OCTOBER2012  
CONCERNING  
COMMERCIAL BANK HEAD OFFICE REPORTS

TECHNICAL INSTRUCTION FOR  
COMMERCIAL BANK HEAD OFFICE  
REPORT APPLICATION



BANKINDONESIA  
Jakarta, October2012

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**Chapter 1**

**GENERAL EXPLANATIONS**

**DATA INPUT PROCEDURE**

**Character and Numeric**

## GENERAL EXPLANATIONS ON DATA INPUT PROCEDURE

### Character

- Left justified, the back side to be inputted with spaces
- When left blank, to be inputted with spaces for the length of the field

Example; Marketable Security Code (character 15), example 07.135.806.3-821.00A

07135806382100A

Code for Bank character 6, example 002000

002000

### Numeric

- Number in front of decimal point is to be inputted right justified, and the front side is inputted with '0'.
- Number behind decimal point is to be inputted left justified, and the back side to be inputted with '0'.
- When left blank, to be inputted with '0' for the length of the field.

### Procedure to write Numeric Amount When There is a Decimal Point (in front of and behind the decimal point)

Example; interest rate numeric 6,3 example : 2.512%

To be filled with 3 digits in front of coma, 3 digits behind coma.

Procedure to fill in; 002512

Numeric volume 15, example USD 1000

Procedure to fill in; 000000000001000

Chapter2

VALIDATION SYSTEM

Header and Content

**RECORD HEADER  
COMMERCIAL BANK HEAD OFFICE REPORTS (LKPBU)  
APPLICABLE FOR ALL FORMS**

Record Header

a. Reporter Code

Character Type (9)

- Validation:
- In accordance with list of reporting bank codes
  - Contains 9 digits, more-less or blank will be rejected

b. Type of Reporting Period

Codes:

Annual	A
Semester	S
Quarterly	Q
Trimester	T
Monthly	M
Weekly	W

Character Type (1)

- Validation:
- To be inputted with type of reporting period comprising 1 digit in accordance with above code
  - Other than above codes will be rejected
  - Validation based on Type of Report and Form Number

c. Period of Report Data

Sysdate Type (8)

- Validation:
- To be inputted with 8 digits of report period with the format of `yyyymmdd`
  - Input mechanism as follows:
    - When type of report column contains A, the first 4 digits are to be inputted with `yyyy`, the following 2 digits are to be inputted with `01`, the last two digits are to be inputted with `01`. Other than that will be rejected.

Example: Bank Mandiri submits report data for annual period for 2012 data. Thus, this column is to be inputted with 20120101.

- When type of report column contains S, the first 4 digits are to be inputted with yyyy, the following. 2 digits are to be inputted with 01 or 07, the last two digits are to be inputted with 01. Other than that will be rejected.

Example: Bank CIMB Niaga submits report data for semester I 2012 period, which is submitted in July 2012. Thus this column is to be inputted with 20120101.

- When type of report column contains Q, the first 4 digits are to be inputted with yyyy, the following. 2 digits are to be inputted with 01, 04, 07, or 10, the last two digits are to be inputted with 01. Other than that will be rejected.

Example: Bank Danamon submits quarter III 2012 report data that is submitted in October 2012. Thus this column is inputted with 20120701.

- When type of report column contains T, the first 4 digits are to be inputted with yyyy, the following. 2 digits are to be inputted with 01, 05 or 09, the last two digits are to be inputted with 01. Other than that will be rejected.

Example: Bank Bukopin submits report data for trimester II 2012 that is submitted in September 2012. Thus this column is inputted with 20120501.

- When type of report column contains M, the first 4 digits are to be inputted with yyyy, the following. 2 digits are to be inputted with 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11 or 12, the last two digits are to be inputted with 01. Other than that will be rejected.

Example: Bank BNI submits report data for the month of October 2012 that is submitted in November 2012. Thus this column is inputted with 20121001.

- When type of report column contains W, the first 4 digits are to be inputted with yyyy, the following. 2 digits are to be inputted with 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11 or 12, the last two digits are to be inputted with 01, 08, 16, or 24. Other than that will be rejected.

Example: Bank BRI submits report data for October 2012 week

II. Thus this column is inputted with 20121008.

- To be inputted with 8 digits, more-less or blank will be rejected.

d. Type of Report

Codes for type of report:

LKPBU	A
Money Changer (PVA)	B
Non-Bank Foreign Currency Flows (LLD)	C

Character Type (1)

- Validation:
- To be inputted with the code for type of report mentioned above.
  - Other than those codes will be rejected.

e. Form Number

Character Type (4)

- Validation:
- To be inputted with form number only, other than that will be rejected.
  - For example: in regard Custodian form, it shall be inputted with '0101'

e. Number of Filled Records

Numeric Type (9)

- Validation:
- To be inputted with number of records reported
  - To be inputted with 9 digits, more-less or blank will be rejected.
  - Should be in accordance with number of transaction records



## Form 101

### Custodial Activities

Only reported by banks that are authorized to report custodial activities

(refer to the table of core information specifically on reporting bank)

It is not allowed to send the header only, particularly for banks that have been registered as reporting bank of custodial activities.

### Content Records

#### 1a. Owner of Marketable Securities (Group of Owner)

The codes for Owner Group:

Bank Indonesia	001
Central Government	100
Central Bank Overseas	200
Commercial Bank in Indonesia	290
Commercial Bank Overseas	299
<i>Non-Bank Financial Institution</i>	
Financing Company	310
Venture Capital	320
Security Company	330
Insurance Company	340
Pension Fund	350
Mutual Fund	360
Non-Financial Institution State-Owned Enterprises	410
Other Company	430
Foreign	XXX
Miscellaneous	999

Character Type (3)

- Validation:
- To be inputted with the code for group of custodian owner. Other than above codes will be rejected
  - Contains 3 digits, more-less or blank will be rejected
  - The sequence should be in accordance with the list for codes for owner group

#### 1b. Marketable Security Owner (Name of Owner)

Character Type (35)

- Validation:
- Should be left blank, to be inputted with space character for total number of digits.

1c. Marketable Security Owner (Owner Country of Origin)

Character Type (2)

- Validation:
- In accordance with codes for Countries (attachment 2.c)
  - To be inputted with 2 digits, more-less or blank will be rejected
  - Sequence should be in accordance with list of codes
  - International institutions should specifically use the code ‘xx’

2a. Marketable Security Issuer (Issuer Group)

Codes for Issuer Group:

Bank Indonesia	001
Central Government	100
Central Bank Overseas	200
Commercial Bank in Indonesia	290
Commercial Bank Overseas	299
<i>Non-Bank Financial Institution</i>	
Financing Company	310
Venture Capital	320
Security Company	330
Insurance Company	340
Pension Fund	350
Mutual Fund	360
Non-Financial Institution State-Owned Enterprises	410
Other Company	430
Foreign	XXX
Miscellaneous	999

Character Type (3)

- Validation:
- To be inputted with the code for issuer group.
  - To be inputted with 3 digits, more-less or blank will be rejected. Other than above codes will be rejected
  - The sequence should be in accordance with the list for codes for issuer group.

2b. Marketable Security Issuer (Name of Issuer)

Character Type (35)

- Validation:
- To be inputted with the name of marketable security issuer
  - To be inputted with 35 digits, more-less will be rejected, except blank.

## 2c. Marketable Security Issuer (Issuer Country of Origin)

### Character Type (2)

- Validation:
- In accordance with codes for Countries (attachment 2.c)
  - To be inputted with 2 digits, more-less or blank will be rejected
  - Sequence should be in accordance with list of codes
  - International institutions should specifically use the code ‘xx’

## 3a. Marketable Securities (Code)

### Character Type (15)

- Validation:
- Should be left blank, to be inputted with space character for total number of digits.

## 3b. Marketable Securities (Type)

### Codes for Type of Custodian:

Bank Indonesia Certificate Shares	10
Common Shares	15
Shares sold under repurchase agreement (REPO)	16
Participating Preference Shares	17
Participation in Mutual Funds (Investments of fund Owners in Mutual Fund Units in the forms of shares, Bonds or others)	18
Other Shares	19
Bonds	20
Floating Rate Notes (FRN)	25
Medium Term Notes (MTN)	30
Promissory Notes (PNs)	35
Commercial Papers (CPs)	40
Certificate of Deposits (CDs)	45
T-Bills or T-Notes	50
Bankers Acceptance	55
REPO Long-Term Indebtedness Letter	60
REPO Short-Term Indebtedness Letter	65
Call Money	66
Warrant	67
Unit Link	68
Discretionary Funds	69
Others	99

### Numeric Type (2)

- Validation:
- In accordance with codes for type of marketable security, other than

those codes will be rejected

- To be inputted with 2 digits, more-less or blank will be rejected
- Sequence should be in accordance with list of codes for type of custodian

### 3c. Explanation

Character Type (35)

- Validation:
- To be inputted with explanation of marketable security type
  - To be inputted with 35 digits, more or less will be rejected
  - To be filled when type of marketable security contains '99' or '18'. Other than that, leave blank.

### 4. Type of Currency

Character Type (3)

- Validation:
- In accordance with codes for type of currency (attachment 2.c)
  - To be inputted with 3 digits, more-less or blank will be rejected
  - Sequence should be in accordance with list of codes

### 5a. Issue Date

Sysdate Type (8)

- Validation:
- To be inputted with date of issue (ddmmyyyy)
  - To be inputted with 8 digits in accordance with the format, more- less or blank will be rejected
  - Date of issue should  $\leq$  maturity date, otherwise will be rejected

### 5b. Maturity Date

Sysdate Type (8)

- Validation:
- To be inputted with maturity date (ddmmyyyy)
  - To be inputted with 8 digits in accordance with the format, more-less will be rejected
  - When type of marketable security column contains the codes '15', '16', '17', '18' or '19', leave blank
  - Maturity date should  $\geq$  issue date, otherwise will be rejected

6. Value (Original Currency)

Numeric Type (15)

- Validation:
- To be inputted with the market value of the marketable security in full amount in accordance to the non-rupiah original currency
  - To be inputted with 15 digits, more-less will be rejected

7. Payments of Coupons/Dividends/Interests/Discounts

Character Type (15)

- Validation:
- To be inputted with the value of coupon, dividend, interest, discount paid during the reporting period in full amount of original currency
  - To be inputted with 15 digits, more-less will be rejected

## Form 201:

### SKBDN Transactions

#### Content Records

##### 1. Type of Activities

Codes for Type of Activity:

Issuance

Current Year 10

Previous Year 11

Cancellation

Current Year 21

Previous Year 22

Realized Payment

Current Year 31

Previous Year 32

Unrealized Payment (Position)

Current Year 41

Previous Year 42

Character Type (2)

- Validation:
- To be inputted with the code for type of activity
  - To be inputted with 2 digits, more-less or blank will be rejected
- Should be in accordance with codes for type of activity, other than those codes will be rejected

##### 2. Type of SKBDN

Codes for Type of SKBDN:

Sight SKBDN 1

Usance SKBDN 2

Character Type (1)

- Validation:
- To be inputted with the code for type of SKBDN, other than those codes will be rejected
  - To be inputted with 1 digit, more-less or blank will be rejected

##### 3. Number of SKBDN

Numeric Type (5)

- Validation:
- To be inputted with 5 digits of the number of SKBDN transacted
  - To be inputted with 5 digits, more or less will be rejected

4. Type of Currency

Character Type (3)

- Validation:
- In accordance with codes for currencies (attachment 2.c)
  - To be inputted with 3 digits, more-less or blank will be rejected

5. Volume (Original Currency)

Numeric Type (15)

- Validation:
- To be inputted with volume in full amount in original currency.
  - To be inputted with 15 digits, more-less or blank will be rejected

## Form 202

### Purchases SKBDN Drafts

#### Content Records

##### 1. SKBDNSeller

Codes for SKBDN Seller:

Bank	1
SKBDN Beneficiary Customer	2
Others	3

Numeric Type (1)

- Validation:
- To be inputted with the code of SKBDN seller, other than those codes will be rejected
  - To be inputted with 1 digit, more or blank will be rejected

##### 2. Number of Drafts

Numeric Type (5)

- Validation:
- To be inputted with the number of drafts
  - To be inputted with 5 digits, more-less or blank will be rejected

##### 3. Type of Currency

Character Type (3)

- Validation:
- To be inputted in accordance with codes for currencies (attachment 2.c)
  - To be inputted with 3 digits, more-less or blank will be rejected

##### 4. Volume (Original Currency)

Numeric Type (15)

- Validation:
- To be inputted with volume in full amount in original currency.
  - To be inputted with 15 digits, more-less or blank will be rejected



## Form 203

### Sales of SKBDN Drafts

#### Content Records

##### 1. SKBDNBuyer

###### SKBDN Buyer Codes

Domestic Bank	6
Reporting Bank Branch Office Overseas	7
Bank Overseas	8
Others	9

###### Numeric Type (1)

- Validation:
- To be inputted with the code of SKBDN buyer, other than those codes will be rejected
  - To be inputted with 1 digit, more or blank will be rejected

##### 2. Number of Drafts

###### Numeric Type (5)

- Validation:
- To be inputted with 5 digits for the number of drafts sold
  - To be inputted with 5 digits, more-less or blank will be rejected

##### 3. Type of Currency

###### Character Type (3)

- Validation:
- To be inputted in accordance with codes for currencies (attachment 2.c)
  - To be inputted with 3 digits, more-less or blank will be rejected

##### 4. Volume (Original Currency)

###### Numeric Type (15)

- Validation:
- To be inputted with volume in full amount in original currency.
  - To be inputted with 15 digits, more-less or blank will be rejected

## **Form 301:**

### **Monthly Report on Credit Card Issuers**

#### **Content Records**

1. Principal and Private Label

Codes for Principals:

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

Character Type (3)

Validation: – To be inputted in accordance with codes above, otherwise will be rejected

– To be inputted with 3 digits, more-less or blank will be rejected

2. Explanation

Character Type (45)

Validation: – To be inputted when the Principal and Private Label column contains the code '390' Other Principals or '690' Private Label. Other than that, leave blank.

3. Number of Cards

NumericType (12)

Validation: – To be inputted with number of cards.

4. Number of New Cards (new cards approved)

NumericType (12)

Validation: – To be inputted with number of cards.

5. Number of Closed Cards

NumericType (12)

Validation: – To be inputted with number of cards comprising the total of primary

cards and supplementary cards.

- Number of cards in circulation should be larger than or the same as (>) Number of new cards – Number of closed cards.
- Number of card Per Principal should be < Number of cards in circulation for each principal. If Private Label cards are added, the validation becomes: Number of cards Per Principal should be < Number of cards in circulation – Private Label

**6. Number of Accounts**

NumericType (12)

Validation: – To be inputted with number of accounts

**7. Number of Cards based on status:**

**7a. Primary Cards**

NumericType (12)

Validation: – To be inputted with number of cards.

**7b. Supplementary Cards**

NumericType (12)

Validation: – To be inputted with number of cards.

The numbers in column 7a and column 7b should be the same as the number in column 3.

**8. Number of Cards based on credit limits:**

**8a. 0-5 m (million)**

Numeric Type (12)

Validation: - To be inputted with number of cards

**8b. >5m-10m**

Numeric Type (12)

Validation: - To be inputted with number of cards

**8c. >10-25m**

Numeric Type (12)

Validation: - To be inputted with number of cards

**8d. >25-50m**

Numeric Type (12)

Validation: - To be inputted with number of cards

8e. >50-100m

Numeric Type (12)

Validation: - To be inputted with number of cards

8f. >100m

Numeric Type (12)

Validation: - To be inputted with number of cards

Total columns (8a), (8b), (8c), (8d), (8e) and column (8f) should be the same as the number in column (3).

Information on Interest Rates and Charges: Minimum and Maximum values imposed on customers.

Number of card Per Credit Limit must enable the filling in of the number 0 (zero) with the validation as follows: Total Number of cards Per Credit Limit = Number of cards in circulation.

9. **Monthly retail interest rate:**

9a. Minimum value

Numeric Rate Type (5.2)

Validation: – To be inputted with percentage comprising 5 digits, 3 digits in front of decimal point and 2 digits behind decimal point

– Example: 12.89%, to be inputted as 01289

– More-less or blank will be rejected

9b. Maximum value

Numeric Rate Type (5.2)

Validation: – To be inputted with percentage comprising 5 digits, 3 digits in front of decimal point and 2 digits behind decimal point

– Example: 12.89%, to be inputted as 01289

– More-less or blank will be rejected

10. **Monthly cash advance interest rate:**

10a. Minimum value

Numeric Rate Type (5.2)

- Validation: – To be inputted with percentage comprising 5 digits, 3 digits in front of decimal point and 2 digits behind decimal point
- Example: 12.89%, to be inputted as 01289
  - More-less or blank will be rejected

10b. Maximum value

Numeric Rate Type (5.2)

- Validation: – To be inputted with percentage comprising 5 digits, 3 digits in front of decimal point and 2 digits behind decimal point
- Example: 12.89%, to be inputted as 01289
  - More-less or blank will be rejected

11. **Late fee**

11a. Minimum value

Numeric Type (15)

- Validation: – To be inputted with rupiah nominal value comprising 15 digits
- More-less or blank will be rejected

11b. Maximum value

Numeric Type (15)

- Validation: – To be inputted with rupiah nominal value comprising 15 digits
- More-less or blank will be rejected

In the case where minimum/maximum values of late fee are still in percentage form, the value reported is calculated from the highest claim value that experiences late fee during the reporting period X percentage (%) of late fee set by the Bank.

For example: there are 100 card holders that are penalized with late fee, where the highest claim value is Rp10,000,000.00. As such, the highest value of that card holder is multiplied by the percentage (%), say 7%. Therefore, the value that is reported is Rp.700,000.00.

12. **Over limit fee**

12a. Minimum Value

Numeric Type (15)

- Validation: – To be inputted with rupiah nominal value comprising 15 digits
- More-less or blank will be rejected

## 12b. Maximum Value

Numeric Type (15)

- Validation:
- To be inputted with rupiah nominal value comprising 15 digits
  - More-less or blank will be rejected

In the case where minimum/maximum values of over limit fee are still in percentage form, the value reported is calculated from the highest value of claim that experiences over limit fee during the reporting period X percentage (%) of over limit fee set by the Bank.

For example: there are 100 card holders that are penalized with over limit fee, where the highest claim value is Rp10,000,000.00. As such, the highest value of that card holder is multiplied by the percentage (%), say 5%. Therefore, the value that is reported is Rp.500,000.00.

## 13. Annual fee

### 13a. Minimum Value

Numeric Type (15)

- Validation:
- To be inputted with rupiah nominal value comprising 15 digits
  - More-less or blank will be rejected

### 13b. Maximum Value

Numeric Type (15)

- Validation:
- To be inputted with rupiah nominal value comprising 15 digits
  - More-less or blank will be rejected

## 14. Cash Advance Charge

### 14a. Minimum Value

Numeric Type (15)

- Validation:
- To be inputted with rupiah nominal value comprising 15 digits
  - More-less or blank will be rejected

### 14b. Maximum Value in percentage

Numeric Rate Type (5.2)

- Validation:
- To be inputted with percentage comprising 5 digits, 3 digits in front of decimal point and 2 digits behind decimal point

- Example: 12.89%, to be inputted as 01289
- More-less or blank will be rejected

### Collectability information

#### **15. First Payment Default**

15a. Number of accounts

Numeric Type (12)

Validation: - To be inputted with number of accounts

15b. Nominal value

Numeric Type (15)

Validation: - To be inputted with nominal value comprising 15 digits

#### **16. Write Off**

16a. Number of accounts

Numeric Type (12)

Validation: - To be inputted with number of accounts

16b. Nominal value

Numeric Type (15)

Validation: - To be inputted with rupiah nominal value comprising 15 digits

#### **17. Recovery**

17a. Number of accounts

Numeric Type (12)

Validation: - To be inputted with number of accounts

17b. Nominal value

Numeric Type (15)

Validation: - To be inputted with rupiah nominal value comprising 15 digits

#### **18. Claims Written Off**

18a. Number of accounts

Numeric Type (12)

Validation: - To be inputted with number of accounts

18b. Nominal value

Numeric Type (15)

Validation: - To be inputted with rupiah nominal value comprising 15 digits

Information concerning ReceivableBucket

**19. Nominal Value of Outstanding**

19a. Curent

Numeric Type (15)

Validation: - To be inputted with rupiah nominal value comprising 15 digits

19b. X days

Numeric Type (15)

Validation: - To be inputted with rupiah nominal value comprising 15 digits

19c. 30 DPD

Numeric Type (15)

Validation: - To be inputted with rupiah nominal value comprising 15 digits

19d. 60 DPD

Numeric Type (15)

Validation: - To be inputted with rupiah nominal value comprising 15 digits

19e. 90 DPD

Numeric Type (15)

Validation: - To be inputted with rupiah nominal value comprising 15 digits

19f. 120 DPD

Numeric Type (15)

Validation: - To be inputted with rupiah nominal value comprising 15 digits

19g. 150 DPD

Numeric Type (15)

Validation: - To be inputted with rupiah nominal value comprising 15 digits

19h. 180 DPD

Numeric Type (15)

Validation: - To be inputted with rupiah nominal value comprising 15 digits

**20. Outstanding Accounts**

20a. Current

Numeric Type (12)

Validation: - To be inputted with number of accounts

20b. X days



Numeric Type (12)

Validation: - To be inputted with number of accounts

20c. 30 DPD

Numeric Type (12)

Validation: - To be inputted with number of accounts

20d. 60 DPD

Numeric Type (12)

Validation: - To be inputted with number of accounts

20e. 90 DPD

Numeric Type (12)

Validation: - To be inputted with number of accounts

20f. 120 DPD

Numeric Type (12)

Validation: - To be inputted with number of accounts

20g. 150 DPD

Numeric Type (12)

Validation: - To be inputted with number of accounts

20h. 180 DPD

Numeric Type (12)

Validation: - To be inputted with number of accounts

## 21. **Transaction Volume**

21a. Interchange cash transaction (international)

Numeric Type (12)

Validation: - To be inputted with number of transactions comprising 12 digits

21b. Interchange cash transaction (domestic)

Numeric Type (12)

Validation: - To be inputted with number of transactions comprising 12 digits

21c. Interchange spending transaction (international)

Numeric Type (12)

Validation: - To be inputted with number of transactions comprising 12 digits

21d. Interchange spending transaction (domestic)

Numeric Type (12)

Validation: - To be inputted with number of transactions comprising 12 digits

## 22. **Transaction Value**

### 22a. Interchange cash transaction (international)

Numeric Type (15)

Validation: - To be inputted with rupiah nominal value comprising 15 digits

### 22b. Interchange cash transaction (domestic)

Numeric Type (15)

Validation: - To be inputted with rupiah nominal value comprising 15 digits

### 22c. Interchange spending transaction (international)

Numeric Type (15)

Validation: - To be inputted with rupiah nominal value comprising 15 digits

### 22d. Interchange spending transaction (domestic)

Numeric Type (15)

Validation: - To be inputted with rupiah nominal value comprising 15 digits

## 23. **Revolving Rate**

Numeric Type (5.2)

Validation: – To be inputted with percentage comprising 5 digits, 3 digits in front of decimal point and 2 digits behind decimal point

- Example: 12.89%, to be inputted as 01289
- More-less or blank will be rejected

## **Form 302**

### **Monthly Report on Other Than Credit Card Issuer**

#### **Content Records**

1. Type of Data

Character Type (3)

- Validation: – To be inputted in accordance with the codes for Type of Information comprising 3 digits (attachment), other than those will be rejected
- More-less or blank will be rejected

2. Data of ATM card

Numeric Type (15)

- Validation: – To be inputted in accordance with attached validation (template), more-less or blank will be rejected

3. Data of ATM+Debit card

Numeric Type (15)

- Validation: – To be inputted in accordance with attached validation (template), more-less or blank will be rejected

4. Data of electronic money

Numeric Type (15)

- Validation: – To be inputted in accordance with attached validation (template), more-less or blank will be rejected

- Total number of electronic money should be the same as number of chip-based electronic money plus number of server-based electronic money
- Total number of electronic money should be the same as number of registered-based electronic money plus number of unregistered-based electronic money

## Form 303

### Monthly Report on Acquirers

#### Content Records

##### 1. Type of Card

###### Codes for Types of Cards

Credit Card	100
ATM+Debit Card	400
Electronic Money (electronic money)	500

###### Character Type (3)

- Validation: – To be inputted in accordance with the codes above, other than those will be rejected
- To be inputted with 3 digits, more-less or blank will be rejected

##### 2. Type of Transaction

###### Codes for Type of Card Transaction

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

###### Character Type (2)

- Validation: – To be inputted in accordance with the codes above, other than those will be rejected
- To be inputted with 2 digits, more-less or blank will be rejected

##### 3. Volume of Transaction

###### Numeric Type (12)

- Validation: – To be inputted with frequency of transaction of the related period
- To be inputted with 12 digits, more-less or blank will be rejected

##### 4. Value of Transaction

###### Numeric Type (15)

- Validation: – To be inputted with the nominal value in full amount of the related period
- To be inputted with 15 digits, more-less or blank will be rejected

## Form 304

### Monthly Report on Infrastructure

#### Content Records

##### 1. Type of Machine

###### Codes for Type of Machine

a. Credit card point of sale	01
b. ATM and Debit point of sale	02
c. Electronic money point of sale	03
d. Combined point of sale	09

###### Character Type (2)

- Validation: – To be inputted in accordance with the codes above, other than those will be rejected
- To be inputted with 2 digits, more-less or blank will be rejected

##### 2. Number of Machine

###### Numeric Type (12)

- Validation: – To be inputted with number of machines
- To be inputted with 12 digits, more-less or blank will be rejected

##### 3. Number of cooperating merchants

###### Numeric Type (12)

- Validation: – To be inputted with number of cooperating merchants
- To be inputted with 12 digits, more-less or blank will be rejected

## Form 305

### Report on Clearing Operator and/or Settlement

#### Content Records

##### 1. Type of Card

###### Codes for Type of Card

Credit Card	100
ATM Card	300
ATM+Debit Card	400
Electronic Money (electronic money)	500

###### Character Type (3)

- Validation:
- To be inputted in accordance with the codes above, other than those will be rejected
  - To be inputted with 3 digits, more-less or blank will be rejected

##### 2. Number of participants

###### Numeric Type (12)

- Validation:
- To be inputted with 12 digits, more-less or blank will be rejected
  - Cannot be filled with 0 (zero)

##### 3. Type of transaction

###### Codes for Type of Transaction

International Card	21
Domestic card:	
international transaction	22
domestic transaction	24

###### Character Type (2)

- Validation:
- To be inputted in accordance with the codes above, other than those will be rejected
  - To be inputted with 2 digits, more-less or blank will be rejected

##### 4. Volume of transaction

###### Numeric Type (12)

- Validation:
- To be inputted with 12 digits, more-less or blank will be rejected

##### 5. Value of Transaction

Numeric Type (15)

Validation: – To be inputted with 15 digits, more-less or blank will be rejected

6. Value of settlement

Numeric Type (15)

Validation: – To be inputted with 15 digits, more-less or blank will be rejected

– To be filled only in regards settlement operation

## Form 306

### Monthly Report on Frauds on Card-Based Payment Instruments and Electronic Money

#### Content Records

##### 1. Type of Card

###### Codes for Type of Card

Credit Card	100
ATM Card	300
ATM+Debit Card	400
Electronic Money (electronic money)	500
Others	999

###### Character Type (3)

- Validation: – To be inputted in accordance with the codes above, other than those will be rejected
- To be inputted with 3 digits, more-less or blank will be rejected

##### 2. Type of Reason for Fraud

###### Codes for Type of Reason for Fraud

Fake Card	10
Missing and/or stolen card	20
Card that has never been received by card holder	30
Application Fraud	40
Transaction without the presence of the card	50
Others	99

###### Character Type (2)

- Validation: – To be inputted in accordance with the codes above, other than those will be rejected
- To be inputted with 2 digits, more-less or blank will be rejected

##### 3. Volume of Fraud Actual Losses

###### Numeric Type (12)

- Validation: – To be inputted with 12 digits, more-less or blank will be rejected

##### 4. Value of Fraud Actual Losses

###### Numeric Type (15)

- Validation: – To be inputted with 15 digits, more-less or blank will be rejected



5. Volume of Fraud Potential Losses

Numeric Type (12)

Validation: – To be inputted with 12 digits, more-less or blank will be rejected

6. Value of Fraud Potential Losses

Numeric Type (15)

Validation: – To be inputted with 15 digits, more-less or blank will be rejected

## **Form 401**

### **Remittances from Indonesian Workers (TKI) Overseas**

*When there is no transaction, reporter sends header only.*

#### **Content Records**

1. Originating Country Code

Character Type (2)

Validation: – To be filled with country code in accordance with attachment 2.c  
– To be inputted with 2 digits, more-less or blank will be rejected  
– Sequence should be in accordance with the list of codes for originating countries

2. Type of Currency

Character Type (3)

Validation: – To be filled with code for currency in accordance with attachment 2.c  
– To be inputted with 3 digits, more-less or blank will be rejected  
– Sequence should be in accordance with list of codes

3. Value (Original Currency)

Numeric Type (15)

Validation: – To be inputted nominal value in full amount in accordance with original currency  
– To be inputted with 15 digits, more-less or blank will be rejected

4. Code for Originating Branch Office Location

Character Type (4)

Validation: – To be inputted accordance with attachment of codes for Level II Districts  
– To be inputted with 4 digits, more-less or blank will be rejected

5. Codes for Final Receiving Bank Location

Character Type (4)

Validation: – To be inputted accordance with attachment of codes for Level II

## Districts

- To be inputted with 4 digits, more-less or blank will be rejected

## **Form 402**

### **Remittances From Foreign Workers (TKA) in Indonesia**

*When there is no transaction, reporter sends headeronly.*

#### **Content Records**

1. Destination Country Code

Character Type (2)

- Validation:
- To be inputted with country code in accordance with attachment 2.c
  - To be inputted with 2 digits, more-less or blank will be rejected
  - Sequence should be in accordance with the list of codes for originating countries

2. Type of Currency

Character Type (3)

- Validation:
- To be inputted with code for currency in accordance with attachment 2.c
  - To be inputted with 3 digits, more-less or blank will be rejected
  - Sequence should be in accordance with list of codes

3. Value (Original Currency)

Numeric Type (15)

- Validation:
- To be inputted nominal value in full amount in accordance with original currency
  - To be inputted with 15 digits, more-less or blank will be rejected

4. Code for Originating Branch Office Location

Character Type (4)

- Validation:
- To be inputted accordance with attachment of codes for Level II Districts
  - To be inputted with 4 digits, more-less or blank will be rejected

## Form 501

### Movements in Government Accounts

#### Content Records

##### 1. Central Government Account Holder

Codes for Central Government Account Holders	
Kantor Pelayanan Perbendaharaan Negara (d/h KPPN) (State Treasury Services Office)	801
Intermediary Account for Tax Pooling	803
Other Central Government Accounts outside KPPN	804

Numeric Type (3)

- Validation:
- To be inputted with 3 digits of the code for Central Government Account Holder
  - More-less will be rejected, except blank

##### 2. District Government Account Holder

Character Type (4)

- Validation:
- To be inputted accordance with the codes for Level II Districts (attachment 2.b), other than those will be rejected
  - To be inputted with 4 digits, more or less will be rejected, except blank

##### 3. Account

###### a. Codes For Addition in Government Account

1) Dropping for Salaries	10100
2) Dropping for Term Payment of Project/Capital Spending	10200
3) Dropping for Subsidies	10300
4) Tax Receipts	10400
5) Receipt from Fiscal Balance Fund:	
i. Revenue Sharing (Dana Bagi Hasil)	10510
ii. General Allocation Fund (Dana Alokasi Umum)	10520
iii. Specific Allocation Fund (Dana Alokasi Khusus)	10530
6) Other Receipts	10900

###### b. Codes For Spending from Government Account

1) Payment of Salaries	20100
------------------------	-------

2) Payment for Term Payment of Project/Capital Spending	20200
3) Payment for Subsidies	20300
4) Tax Spending	20400
5) Payment of Fiscal Balance Fund:	
i. Revenue Sharing Fund (Dana Bagi Hasil)	20510
ii. General Allocation Fund (Dana Alokasi Umum)	20520
iii. Specific Allocation Fund (Dana Alokasi Khusus)	20530
6) Other Payments	20900

#### Character Type (5)

- Validation:
- To be inputted with 5 digits accordance with the codes above, other than those will be rejected
  - More-less or blank will be rejected

#### 4. Name of Other Account

##### Character Type (35)

- Validation:
- To be inputted when Account column contains ‘10900’ other receipts or ‘20900’ other payments
  - Otherwise leave blank

#### 5. Non-District Fund Owner

##### Non District Fund Owners:

KantorPerbendaharaan dan Kas Negara (State Treasury and Cash Office)	801
Ministry of Finance	802
Directorate General of Budget	805
State General Treasury	806
Other Departments	809
Bulog (State Logistics Board)	821
Pos Indonesia (Indonesian Post)	834
Pertamina (State-Owned Oil Company)	828
PLN (State Electricity Company)	829
Other State-Owned Enterprises	848
Others	999

##### Numeric Type (3)

- Validation:
- To be inputted accordance with the codes for Fund Owners, other than those will be rejected

- To be inputted with 3 digits, more-less or blank will be rejected

**6. District Fund Owner**

Character Type (4)

- Validation:
- To be inputted accordance with the codes for Level II Districts (attachment 2.b), other than those codes will be rejected
  - To be inputted with 4 digits, more or less will be rejected except blank

**7. Counterparty of Fund Transfer Transaction**

Codes for Counterparty of Fund Transfer Transaction

Bank Indonesia	001000000
Bank	To be inputted with Bank Codes (attachment 2.a)

Character Type (9)

- Validation:
- To be inputted with 9 digits in accordance with the codes above
  - More-less or blank will be rejected

**8. Type of Currency**

Character Type (3)

- Validation:
- To be inputted accordance with the list of codes for Currencies (attachment 2.c), other than those codes will be rejected
  - To be inputted with 3 digits, more-less or blank will be rejected

**9. Nominal Value (Original Currency)**

Numeric Type (15)

- Validation:
- To be inputted with nominal value in full amount in accordance with original currency
  - To be inputted with 15 digits, more-less or blank will be rejected

**10. Movement Period**

Codes for movement period:

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

Numeric Type (1)

- Validation: – To be inputted with the codes above, other than those will be rejected.  
 – Should be filled

## QUARTERLY REPORT ON HANDLING AND RESOLUTION OF CUSTOMER COMPLAINTS

### Form 601

#### Type of Product and Problems Complained

*When there is no transaction, reporter sends header only.*

#### Content Records

##### 1a. Type of Product

###### *Fund Mobilization*

Demand Deposit	110
Savings Deposit	120
Term Deposit	130
Inter Bank	140
Others	199

###### *Fund Channeling*

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

###### *Payment System*

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

###### *Cooperation Product*

Bancassurance	410
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Mutual Fund	420
Others	499
<i>Other Products</i>	
Bank Guarantee	510
Trade Finance	520
Derivative	530
Wealth Management	540
Safe Deposit	550
Others	599

#### Numeric Type (3)

- Validation: – To be inputted accordance with the list of codes for type of product  
– To be inputted with 3 digits, more-less or blank will be rejected

#### 1b. Explanation

##### Character Type (35)

- Validation: – To be inputted when column 1a contains codes 199,299,399,499 or 599, other than those codes, leave blank.  
– To be inputted with 35 digits, more or less will be rejected

#### Category of Problem

#### 2a. Interest/Revenue Sharing/Profit Margin

##### Numeric Type (12)

- Validation: – To be inputted with frequency comprising 12 digits  
– More or less will be rejected except blank

#### 2b. Penalty

##### Numeric Type (12)

- Validation: – To be inputted with frequency comprising 12 digits  
– More or less will be rejected except blank

#### 2c. Administrative Charge /Transaction Provision

##### Numeric Type (12)

- Validation: – To be inputted with frequency comprising 12 digits  
– More or less will be rejected except blank

#### 2d. Transaction Failure/Delay

##### Numeric Type (12)

- Validation: – To be inputted with frequency comprising 12 digits  
– More or less will be rejected except blank

2e. Amount of Claim/Account Balance

Numeric Type (12)

- Validation: – To be inputted with frequency comprising 12 digits  
– More or less will be rejected except blank

2f. Others

Numeric Type (12)

- Validation: – To be inputted with frequency comprising 12 digits  
– More or less will be rejected except blank

3. Amount

Numeric Type (15)

- Validation: – To be inputted with frequency comprising 15 digits  
– Constitutes the sum of all columns 2  
– If the sum is not correct, will be rejected  
– More, less or blank will be rejected  
– Specifically for codes '310 upto 399', total amount should be the same as form 602 total column (2b) codes '201 upto 204' and the same as form 603 total column (2b) codes '110' s/d '999'. If it is not the same, it will be rejected.  
– Specifically for codes other than '310 upto 399', total amount should be the same as form 602 total column (2a) codes '201 upto 204' and the same as form 603 total column (2a) codes '110' s/d '999'. If it is not the same, it will be rejected.

## Form 602

### Complaints Resolved During Reporting Period

*When there is no transaction, reporter sends header only.*

#### Content Records

##### 1. Period in Reporting

###### Codes for Periods in Reporting:

###### *Complaints received in previous reporting period*

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

###### *Complaints received during reporting period*

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

##### Numeric Type (3)

- Validation:
- To be inputted in accordance with the list of codes for reason for complaint
  - To be inputted with 3 digits, more-less or blank will be rejected

##### 2. Amount

###### 2a. Outside Payment System

###### Numeric Type (12)

- Validation:
- To be inputted with frequency comprising 12 digits
  - More-less will be rejected except blank
  - Specifically for the total amount for codes 201,202, 203 dan 204, should be the same as the total amount of codes **other than** '310' upto '399' in form601, and should be the same as the total amount of codes '110' s/d '999' in form 603 column (2a)

2b. Related To Payment System

Numeric Type (12)

- Validation:
- To be inputted with frequency comprising 12 digits
  - More-less will be rejected except blank
  - Specifically for the total amount for codes 201,202, 203 dan 204, should be the same as the total amount of codes ‘310’upto ‘399’ in form 601,and should be the same as the total amount of codes ‘110’ s/d ‘999’ in form 603 column (2b)

2c. Total

Numeric Type (15)

- Validation:
- To be inputted with frequency comprising 15 digits
  - More-less or blank will be rejected
  - Constitutes the sum of columns 2a and 2b, if it is not the same, it will be rejected
  - Specifically for the sum of codes 101,102, 103 and 104, should be the same as code 204 for previous quarterly period. If it is not the same, it will be rejected

## Form 603

### Reasons for Complaints

*When there is no transaction, reporter sends header only.*

#### Content Records

##### 1a. Reason for Complaint

###### **Codes for Reasons for Complaints:**

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

###### Numeric Type (3)

- Validation: – To be inputted accordance with the list of codes for reason for complaint
- To be inputted with 3 digits, more-less or blank will be rejected

##### 1b. Explanation

###### Character Type (35)

- Validation: – Should be filled when column 1a contains codes '999', otherwise leave blank.
- To be inputted with 35 digits, more or less will be rejected

##### 2. Amount

##### 2a. Outside Payment System

###### Numeric Type (12)

- Validation: – To be inputted with frequency comprising 12 digits

- More or less will be rejected except blank
- Specifically for the total amount for codes ‘110’ upto ‘999’, should be the same as the total amount of codes **other than** ‘310’ upto ‘399’ in form 601, and should be the same as the total amount of codes ‘201,202, 203 and 204’ in form 602 column (2a)

2b. Related To Payment System

Numeric Type (12)

- Validation:
- To be inputted with frequency comprising 12 digits
  - More or less will be rejected except blank
  - Specifically for the total amount for codes ‘110’ upto ‘999’, should be the same as the total amount of codes ‘310’ upto ‘399’ in form 601, and should be the same as the total amount of codes ‘201,202, 203 and 204’ in form 602 column (2b)

2c. Total

Numeric Type (15)

- Validation:
- To be inputted with frequency comprising 15 digits
  - More-less or blank will be rejected
  - Constitutes the sum of columns 2a and 2b, if it is not the same, it will be rejected

## Form 604

### Negative Publications

*When there is no transaction, reporter sends header only.*

#### Content Records

##### 1a. Type of Publication

###### **Codes for Type of Publication:**

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

###### Numeric Type (3)

- Validation: – To be inputted accordance with the list of codes for type for publication
- To be inputted with 3 digits, more-less or blank will be rejected

##### 1b. Explanation

###### Character Type (35)

- Validation: – Should be filled when column 1a contains codes '999', otherwise leave blank.
- To be inputted with 35 digits, more or less will be rejected

##### 2. Amount

###### 2a. Outside Payment System

###### Numeric Type (12)

- Validation: – To be inputted with frequency comprising 12 digits
- More-less will be rejected except blank

###### 2b. Related To Payment System

###### Numeric Type (12)

- Validation: – To be inputted with frequency comprising 12 digits
- More-less will be rejected except blank

2c. Total

Numeric Type (15)

- Validation:
- To be inputted with frequency comprising 15 digits
  - More-less or blank will be rejected
  - Constitutes the sum of columns 2a and 2b, if it is not the same, it will be rejected



## Form 605

### Report on Settlements of Disputes

*When there is no transaction, reporter sends header only.*

#### Content Records

##### 1a. Type of Settlement

Codes for Type of Settlement:

Settlement of Dispute through mediation:

Mediation performed by Bank Indonesia	110
Mediation performed by Institution Other Than Bank Indonesia	120

Settlement of Dispute Through Arbitrage	200
---	-----

Settlement of Dispute Through Legal Channel	300
---	-----

Settlement of Dispute Through other means	999
---	-----

Numeric Type (3)

- Validation:
- To be inputted accordance with the list of codes for type of settlement
  - To be inputted with 3 digits, more-less or blank will be rejected

##### 1b. Explanation

Character Type (35)

- Validation:
- Should be filled when column 1a contains codes '999', otherwise leave blank.
  - To be inputted with 35 digits, more or less will be rejected

##### 2. Amount

###### 2a. Outside Payment System

Numeric Type (12)

- Validation:
- To be inputted with frequency comprising 12 digits
  - More or less will be rejected except blank

###### 2b. Related To Payment System

Numeric Type (12)

- Validation:
- To be inputted with frequency comprising 12 digits
  - More or less will be rejected except blank

###### 2c. Total

### Numeric Type (15)

- Validation:
- To be inputted with frequency comprising 15 digits
  - More-less or blank will be rejected
  - Constitutes the sum of columns 2a and 2b, if it is not the same, it will be rejected

## Form 701

### Bancassurance

#### Content Records

##### 1. Month of Data

Character Type (2)

- Validation:
- To be inputted with 2 digits of data month (01-12)
  - Example: January is inputted with '01' and December is inputted with '12'
  - Other than 01-12 and if left blank, will be rejected

##### 2a. Name of Insurance Company

Character Type (9)

- Validation:
- To be inputted with the code of Insurance Company (attachment)
  - To be inputted with 9 digits, more-less or blank will be rejected.

##### 2b. Explanation

Character Type (50)

- Validation:
- Should be filled when Name of Insurance Company column contains among other (240999000)
  - Other than that, this field should not be filled

##### 2c. Type of Insurance Company

Codes for Type of Insurance Company

Life	1
General	2
Re-insurance	3

Numeric Type (1)

- Validation:
- To be inputted with the codes above, otherwise will be rejected
  - To be inputted with 1 digit, more-less or blank will be rejected

##### 2d. Related Party Insurance Company

Codes for Type of Related Party

Yes	1
No	2

Numeric Type (1)

- Validation:
- To be inputted with the codes above, otherwise will be rejected
  - To be inputted with 1 digit, more-less or blank will be rejected

3. Type of Business Model

Codes for Type of Business Model

Referral	1
Distribution Agreement	2
Product Integration	3

Numeric Type (1)

- Validation:
- To be inputted with the codes above, otherwise will be rejected
  - To be inputted with 1 digit, more-less or blank will be rejected
  - Referral business model in the form of Referral in the Framework of Bank Products, such as collaterals for Home-Ownership Credit with insurance does not need to be reported in this Report on Bancassurance.

4. Type of Product

Codes for Type of Product

Life	1
General	2
Unit Link	3
Others	99

Character Type (2)

- Validation:
- To be inputted with the codes above, other than those will be rejected
  - To be inputted with 2 digits, more-less or blank will be rejected
  - When Business Model = “3 – Product Integration”, Type of Product should not be inputted with 03-Unit Link

5. Name of Product

Character Type (50)

- Validation:
- Should be inputted with name of insurance product in free text in accordance with the name registered at Insurance Bureau and/or stated in the brochure given to customers
  - To be inputted with 50 digits, more-less or blank will be rejected

6. Number of Policies

Numeric Type (8)

- Validation:
- To be inputted with number of policies based on policies that are still outstanding/valid/not yet disbursed/in force
  - To be inputted with 8 digits, more-less or blank will be rejected

7. Number of Customers

Numeric Type (8)

- Validation:
- To be inputted with number of customers based on policies that are still outstanding/valid/not yet disbursed/in force
  - To be inputted with 8 digits, more-less or blank will be rejected

8. Original Currency

Character Type (3)

- Validation:
- To be inputted in accordance with code for currency, other than those will be rejected
  - To be inputted with 3 digits, more-less or blank will be rejected.

9. Insurance Amount

Numeric Type (15)

- Validation:
- To be inputted with nominal value in full amount of original currency based on policies that are still outstanding/valid/not yet disbursed/in force
  - To be inputted with 15 digits, more-less will be rejected

10a. Premium Received: Accumulated From Beginning

Numeric Type (15)

- Validation:
- To be inputted with nominal value in full amount of original currency
  - To be inputted with 15 digits, more-less will be rejected

10b. Premium Received: Reporting Month

Numeric Type (15)

- Validation:
- To be inputted with nominal value in full amount of original currency
  - To be inputted with 15 digits, more-less will be rejected

11. Fee Based Income

Numeric Type (15)

- Validation:
- To be inputted with nominal value in full amount of original currency
  - To be inputted with 15 digits, more-less will be rejected

12. Fund Value

Numeric Type (15)

- Validation:
- To be inputted with nominal value in full amount of original currency
  - To be inputted with 15 digits, more-less will be rejected
  - If Type of Product column: 3 – Unit Link, Fund Value should be filled

## Form 702

### Bank Activities as Selling Agent of Mutual Fund

#### Content Records

##### 1. Month of Data

Character Type (2)

- Validation:
- To be inputted with 2 digits of data month (01-12)
  - Example: January is inputted with '01' and December is inputted with '12'
  - Other than 01-12 and if left blank, will be rejected

##### 2. Mutual Fund already marketed by Bank as Selling Agent of Mutual Fund

###### 2a. Name of Mutual Fund

Character Type (50)

- Validation:
- To be inputted with 50 digits of name of Mutual Fund
  - To be inputted with name of Mutual Fund product in accordance with name of Mutual Fund used in the daily announcement of Net Asset Value
  - More-less or blank will be rejected

###### 2b. Nature of Mutual Fund

Codes for Nature of Mutual Fund

Conventional	1
Sharia	2

Numeric Type (1)

- Validation:
- To be inputted in accordance the codes above, otherwise will be rejected
  - To be inputted with 1 digit, more-less or blank will be rejected

###### 2c. Type of Mutual Fund

Codes for Type 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

Numeric Type (2)

- Validation: – To be inputted in accordance with the codes above, otherwise will be rejected
- To be inputted with 2 digits, more-less or blank will be rejected

2d. Type of Currency

Character Type (3)

- Validation: – To be inputted in accordance with code for currency, otherwise will be rejected
- To be inputted with 3 digits, more-less or blank will be rejected

2e. Subscription

Numeric Type (15)

- Validation: – To be inputted with nominal value in full amount of original currency
- To be inputted with 15 digits, more-less or blank will be rejected

2f. Redemption

Numeric Type (15)

- Validation: – To be inputted with nominal value in full amount of original currency
- To be inputted with 15 digits, more-less or blank will be rejected

2g. NAV per unit

Numeric Type (15)

- Validation: – To be inputted with nominal value in full amount of original currency
- To be inputted with 15 digits, more-less or blank will be rejected

2h. Total Participation Unit in Mutual Fund

Numeric Type (15)

- Validation: – To be inputted with 15 digits of total number of participation units, more-less or blank will be rejected

3. Portion of underlying Assets that are Marketable Securities issued by Bank as Selling



Agent as well as by Related Party.

Numeric Rate Type (8.5)

Validation: – To be inputted with percentage, 3 digits in front of decimal point and 5 digits behind decimal point otherwise it will be rejected

4. Fee Based Income

Numeric Type (15)

Validation: – To be inputted with nominal value in full amount of original currency  
– To be inputted with 15 digits, more-less or blank will be rejected

5a. Investment Manager (Name)

Character Type (9)

Validation: – To be inputted with Investment Manager Code in accordance with attachment of codes of Investment Managers  
– To be inputted with 9 digits in accordance with attachment, more-less or blank will be rejected

5b. Investment Manager (Explanation)

Character Type (50)

Validation: – To be inputted when Investment Manager code is filled with Others (242999000)  
– Other than that it should be left blank, if not will be rejected

5c. Investment Manager (Related Party)

Codes for Related Party

Related	1
Not Related	2

Numeric Type (1)

Validation: – To be inputted in accordance with the codes above, otherwise will be rejected

6a. Name of Custodian Bank

Character Type (9)

Validation: – To be inputted with name of custodian bank in accordance with codes for Banks  
– To be inputted with 9 digits, more-less will be rejected

- 6b. Total NAV  
 Numeric Type (15)  
 Validation: – To be inputted with nominal value in full amount of original currency  
 – To be inputted with 15 digits, more-less will be rejected
- 7a. Is Bank a sponsor or undertakes initial fund placement  
 Codes for Bank as Sponsor  
 Yes 1  
 No 2  
 Numeric Type (1)  
 Validation: – To be inputted in accordance with the codes above, otherwise will be rejected
- 7b. Nominal (as sponsor)  
 Numeric Type (15)  
 Validation: – To be filled when column 7a contains the code ‘1’, otherwise leave blank  
 – To be inputted with nominal value in full IDR amount
8. Number of letter on statement of effectiveness of Mutual Fund registration from the Capital Market and Financial Institutions Supervisory Agency.  
 Character Type (20)  
 Validation: – Should be inputted with with 20 digits of letter number  
 – More-less or blank will be rejected
9. Number of Bank Indonesia confirmation letter on sales plan of Mutual Fund  
 Character Type (20)  
 Validation: – Should be inputted with with 20 digits of letter number  
 – More-less will be rejected, blank is allowed

## Form 703

### Agency Activities of Offshore Financial Products

#### Content Records

1. Name of Product

Character Type (50)

- Validation:
- To be inputted with 50 digits of free text
  - To be inputted with complete name of Offshore Financial Product as stated in term sheet or fact sheet or transaction contract
  - More-less or blank will be rejected

2. Type of Product

Character Type (50)

- Validation:
- To be inputted with name of type of product comprising 50 digits
  - To be inputted type of product of Offshore Financial Product completely as stated in term sheet or fact sheet or transaction contract
  - More-less or blank will be rejected

3. Explanation

Character Type (50)

- Validation:
- To be inputted with explanation concerning the underlying assets of the Offshore Financial Product
  - To be inputted with 50 digits more or less will be rejected

4. Method of Offer

Codes for Method of Offer

Open-end	1
Closed-end	2
Others	9

Numeric Type (1)

- Validation:
- To be inputted in accordance with the codes above, otherwise will be rejected
  - To be inputted with 1 digit, more or blank will be rejected

5. Explanation

Character Type (50)

Validation: – To be filled when the code for method of offer contains ‘9’ – Others, otherwise leave blank

6. Issuer

Character Type (50)

Validation: – To be inputted with name of issuer, complete with location/city comprising 50 digits

7. Country of Issuer

Character Type (2)

Validation: – To be inputted with code for country in accordance with attachment, other than those codes will be rejected

8. Custodian

Character Type (50)

Validation: – To be inputted with name of institution that acts as custodian, complete with location/city  
– To be inputted with 50 digits, free text

9. Country of Custodian

Character Type (2)

Validation: – To be inputted with code for country in accordance with attachment, other than those codes will be rejected

10. DateBank Begins To Sell

Sysdate Type (8)

Validation: – To be inputted with ddmmyyyy format comprising 8 digits  
– When method of offer column contains the code ‘1’, this column should be inputted  
– Otherwise it will be rejected

11. Maturity Date

Sysdate Type (8)

Validation: – To be inputted with ddmmyyyy format comprising 8 digits, other than

that will be rejected

- The date in this column should be more recent than the date in the bank begins to sell column
- This field is filled when the method of offer column contains Closed End,
- Other that, leave blank, with spaces as many as the digits
- Should be left blank when the method of offer column contains the code ‘1’

## 12. Group of Owner

Codes for Owner of Offshore Financial Product

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

Character Type (3)

Validation: – To be inputted in accordance with the codes above, other than those codes will be rejected

## 13. Classification of Customer

Codes for Classification of Customer of Offshore Financial Product

Retail Customer	1
Non Retail Customer	2

Numeric Type (1)

Validation: – To be inputted in accordance with the codes above, otherwise will be rejected

## 14. Number of Owners

Numeric Type (4)

Validation: – To be inputted with 4 digits of number of owners, more-less will be rejected

## 15. Type of Currency

Character Type (3)

Validation: – To be inputted with code for Currency in accordance with attachment, other than those codes will be rejected

16. Amount of Sales

Numeric Type (15)

Validation: – To be inputted with 15 digits in full amount of original currency during the reporting month  
– More-less will be rejected

17. Outstanding Amount

Numeric Type (15)

Validation: – To be inputted with 15 digits in full amount of original currency at the position of the end of the reporting month  
– More-less will be rejected

18. Fee Based Income

Numeric Type (15)

Validation: – To be inputted with 15 digits in full amount of original currency during the current year/year-to-date  
– More-less will be rejected

## Form 704

### Banking Transactions Through E-Banking Delivery Channel

#### Content Records

##### 1. Type of Delivery Channel

Codes for Type of Delivery Channel

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

Character Type (2)

- Validation:
- To be inputted with 2 digits of codes above
  - Other than those codes will be rejected

##### 2a. Number of Customer - Informational

Numeric Type (12)

- Validation:
- To be inputted with cumulative number of Informational Customers in the reporting month
  - 12 digits, more-less will be rejected
  - Can be left blank, if the reporting Bank fills in Number of Customer – Transactional

##### 2b. Number of Frequency - Informational

Numeric Type (12)

- Validation:
- To be inputted with cumulative Number of Frequency of Informational Customers in the reporting month
  - 12 digits, more-less will be rejected
  - Can be left blank, if the reporting Bank fills in Number of Frequency – Transactional

##### 3a. Number of Customer - Transactional

Numeric Type (12)

- Validation:
- To be inputted with cumulative number of Transactional Customers in the reporting month
  - 12 digits, more-less will be rejected

- Can be left blank, if the reporting Bank fills in Number of Customer – Informational
- When the number of frequency – transactional column is filled, this column should be filled

3b. Number of Frequency - Transactional

Numeric Type (12)

- Validation:
- To be inputted with cumulative Number of Frequency of Transactional Customers in the reporting month
  - 12 digits, more-less will be rejected
  - Can be left blank, if the reporting Bank fills in Number of Frequency – Informational
  - When the value of transactional transaction column is filled, this column should be filled

3c. Value of Transaction - Transactional

Numeric Type (15)

- Validation:
- To be inputted with value of transaction in full amount of Rupiah or Rupiah equivalent if the transaction is in foreign currency
  - 15 digits, more-less will be rejected
  - Can be left blank if reporting Bank fills in Informational column

3d. Number of Frequency of Fraud

Numeric Type (12)

- Validation:
- To be inputted with number of frequency of fraud in accordance with Type of Delivery Channel
  - To be inputted based on Type of Delivery Channel. Only for transactional
  - When the value of fraud column is filled, this column should be filled

3e. Value of Fraud

Numeric Type (15)

- Validation:
- To be inputted with nominal value in full amount of Rupiah or Rupiah equivalent if the transaction is in foreign currency



- To be filled based on Type of Delivery Channel. Only for Transactional.

Notes:

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

## Form 705

### Outstanding Structured Product Transactions

#### Content Records

1. Name of Product

Character Type (50)

- Validation: – To be inputted in accordance with name of product  
– Should be filled, cannot be left blank

2. Number of Customer

Numeric Type (12)

- Validation: – To be inputted with number of customers who owned the product  
– Should be filled, cannot be left blank

3.1.a Code of Non-Derivative Component (Instrument)

Non-Derivative Instrument component:

Demand Deposit	01
Savings Deposit	02
Term Deposit	03
Marketable Security/Bond	04
Loan	05
Others	99

Character Type (2)

- Validation: – To be inputted with 2 digits in accordance with codes above, other than those codes will be rejected  
– More-less will be rejected

3.2.a.(i) Code of Option Derivative Component (Position)

Codes for Option Derivative Instruments:

Long Call Option	01
Short Call Option	02
Long Put Option	03
Short Put Option	04

Character Type (2)

- Validation: – To be inputted with 2 digits in accordance with codes above, other than those codes will be rejected  
– More-less will be rejected

### 3.2.a.(ii) Option Derivative Component (Base Variable)

Codes for Base Variable:

Interest Rate	01
Exchange Rate	02

Character Type (2)

- Validation:
- To be inputted with 2 digits in accordance with codes above, other than those codes will be rejected
  - When the column of option derivative component (position) is filled, this column should be filled

When column 3.2.a.(i) is filled, column 3.2.a.(ii) should be filled

### 3.2.b.(i) Forward Derivative Component (Position)

Codes for Forward:

Long Forward	01
Short Forward	02

Character Type (2)

- Validation:
- To be inputted with 2 digits in accordance with codes above, other than those codes will be rejected
  - More-less will be rejected

### 3.2.b.(ii) Forward Derivative Component (Base Variable)

Codes for Base Variable:

Interest Rate	01
Exchange Rate	02

Character Type (2)

- Validation:
- To be inputted with 2 digits in accordance with codes above, other than those codes will be rejected
  - When the column of forward derivative component (position) is filled, this column should be filled

When column 3.2.b.(i) is filled, column 3.2.b.(ii) should be filled

### 3.2.c.(i) Swap Derivative Component (Base Variable)

Codes for Swap:

Interest Rate	01
Exchange Rate	02

Character Type (2)

- Validation: – To be inputted with 2 digits in accordance with codes above, other than those codes will be rejected
- More-less will be rejected

When Non-Derivative Component is filled, minimum one of the Derivative Components should be filled (Option, or Forward or Swap)

4. Product Characteristic

Codes for Product Characteristic

Protected Principal	1
Non-Protected Principal	
With Leverage	2
Without Leverage	3

Character Type (1)

- Validation: – To be inputted with 1 digit in accordance with codes above, other than those codes will be rejected
- More-less or blank will be rejected

5. Base Currency

Character Type (3)

- Validation: – To be inputted with 3 digits in accordance with code for Currency
- More-less or blank will be rejected

6. Strike Price

Numeric Type (7.2)

- Validation: – To be inputted with 7 digits, 5 digits in front of decimal point and 2 digits behind decimal point
- To be inputted with the strike price set at transaction agreement
  - More-less will be rejected

7. Nominal/Notional Value

Numeric Type (15)

- Validation: – To be inputted with total exposure in full Rupiah equivalent amount at the Reporting position
- To be inputted with 15 digits, more-less or blank will be rejected

## **Form 706**

### **Structured Product Problem Transactions**

#### **Content Records**

1. Name of Product

Character Type (50)

- Validation:
- To be inputted in accordance with name of product in free text, in accordance with the prospectus/term sheet or product highlight sheet or transaction agreement of the structured product.
  - Should be filled, cannot be left blank

2. Name of Customer

Character Type (50)

- Validation:
- To be inputted with name of customer in free text
  - Should be filled, cannot be left blank

3. Base Currency

Character Type (3)

- Validation:
- To be inputted with 3 digits in accordance with code for Currency
  - More-less or blank will be rejected

4. Strike Price

Numeric Rate Type (7.2)

- Validation:
- To be inputted with 7 digits, 5 digits in front of decimal point and 2 digits behind decimal point
  - To be inputted with the strike price agreed at transaction agreement
  - More-less will be rejected

5. Nominal/Notional Value

Numeric Type (15)

- Validation:
- To be inputted with 15 digits in full Rupiah amount
  - More-less will be rejected

6. Total Guarantee/Collateral Given

Numeric Type (15)

- Validation:
- To be inputted with 15 digits in full Rupiah amount
  - More-less will be rejected
  - When there is none, can be left blank

7. Total Loss

Numeric Type (15)

- Validation:
- To be inputted with 15 digits in full Rupiah amount
  - More-less or blank will be rejected

8. Remaining Loss

Numeric Type (15)

- Validation:
- To be inputted with 15 digits
  - This is the result of calculation: if column total loss deducted (-) by total guarantee/collateral given is smaller than ( $<$ ) 0, this column is inputted with number 0. If column total loss deducted (-) by total guarantee/collateral given is bigger than ( $\geq$ ) 0, this column is inputted with value. If it is not filled with value or if the value is different than the deduction calculation, it will be rejected.
  - More-less or blank will be rejected, except the value of 0.

9. Action Plan

Character Type (150)

- Validation:
- To be inputted with 150 digits free text
  - If it is left blank, it will be rejected

## **Form 801**

### **Data of Executive Officers**

*When there are no changes, the header only should be sent.*

#### **Content Records**

##### **1. Data Status**

New	1
Correction	2
Deletion	3

##### **Character Type (1)**

- Validation:
- To be inputted with the codes above, other than those will be rejected
  - Should be filled, cannot be left blank
  - At the beginning of LKPBU implementation, all data should be sent
  - Afterthat, only changed data needs to be sent (new, correction, deletion) only.
  - Data with the new status '1' with NIP (Employee Number) that has been previously sent, will be rejected
  - Data with the statuses '2' and '3' with NIP that has never been sent previously, will be rejected.

##### **2. NIP**

##### **Character Type (20)**

- Validation:
- To be inputted with 20 digits, more-less will be rejected.
  - If data status contains '1', the NIP of PE (Executive Officer) that is going to be deleted should have been reported previously. If not, it will be rejected.
  - If NIP is less than 20 digits, fill in with spaces as many as the remaining digits behind the NIP (left justified). There cannot be a space between characters.
  - One file sent should only contains 1 (one) NIP.

3. Name of Executive Officer

Character Type (100)

- Validation: – To be inputted with name of executive officer as many as 100 digits  
– Should be filled, will be rejected if left blank

4. Status of Human Resource

Codes

Local Human Resource	1
Foreign Human Resource	2

Character Type (1)

- Validation: – To be inputted with the codes above, other than those codes will be rejected  
– Should be filled, if left blank will be rejected

5. Name of Position

Character Type (50)

- Validation: – To be inputted with name of position as many as 50 digits  
– Should be filled, will be rejected if left blank

6. Home Address (current)

Character Type (100)

- Validation: – To be inputted with current home address as many as 45 digits, other than that will be rejected

7. Address of KTP or Passport or KITAS

Character Type (100)

- Validation: – To be inputted with home address according to KTP as many as 45 digits, other than that will be rejected

8. Telephone Number

Character Type (40)

- Validation: – To be inputted with telephone number as many as 40 digits, more-less will be rejected  
– Should be filled, cannot be left blank

9. Facsimile Number



Character Type (40)

- Validation: – To be inputted with telephone number as many as 40 digits, more-less will be rejected
- Should be filled, cannot be left blank

10. NPWP

Character Type (15)

- Validation: – To be inputted with NPWP as many as 15 digits, other than that will be rejected

11. ID (Identity) Number

Character Type (20)

- Validation: – To be inputted with KTP/passport number without the dot (.) signs many as 20 digits, more-less will be rejected
- Should be filled, cannot be left blank
  - Only inputted with numbers (0-9)

12. Place of Birth

Character Type (20)

- Validation: – To be inputted with 20 digit place of birth, more-less or blank will be rejected

13. Date of Birth

Sysdate Type (8)

- Validation: – To be inputted with 8 digits in the format of ddmmyyy
- More-less or blank will be rejected

14. Nationality

Character Type (2)

- Validation: – To be inputted in accordance with codes for countries (attached) comprising 2 digits
- more-less or blank will be rejected
  - directly related to Status of Human Resource (4)

15. Gender

Codes:

Female	1
Male	2

Character Type (1)

Validation: – To be inputted with the codes above, other than those codes will be rejected

16. Reporting Cover Letter

Character Type (40)

Validation: – To be inputted with number of cover letter as many as 40 digits, other than that will be rejected

17. Date of Reporting Cover Letter

Sysdate Type (8)

Validation: – To be inputted with ddmmyyyy format, other than that will be rejected

18. Status of Executive Officer Appointment/Replacement

Codes:

Definitive/Permanent	1
Temporary	2

Character Type (1)

Validation: – To be inputted with the codes above, other than that will be rejected  
– Should be filled, if left blank will be rejected

19. Number of Decision Letter for Appointment/Replacement/Temporary Replacement

Character Type (40)

Validation: – To be inputted with letter numbers as many as 20 digits, other than that will be rejected

20. Effective Date of Appointment/Replacement/Temporary Replacement

Sysdate Type (8)

Validation: – To be inputted with ddmmmyyyy format, other than that will be rejected

21. Number of Decision Letter for Discharge

Character Type (40)

- Validation: – To be inputted with letter number as many as 40 digits, other than that will be rejected
- If PE status field contains 1, this field can be left blank

22. Effective Date of Discharge

Sysdate Type (8)

- Validation: – To be inputted with ddmmYYYY format, other than that will be rejected
- Can be left blank

23. Explanation

Character Type (40)

- Validation: – To be inputted with explanation as many as 40 digits
- More-less will be rejected

## **Form 802**

### **Work History of Individual Executive Officer**

*When there are no changes, the header only should be sent.*

#### **Content Records**

1. NIP

Character Type (20)

- Validation:
- To be inputted with 20 digits, more-less will be rejected.
  - Should be in accordance with NIP in form 801, otherwise will be rejected
  - Cannot have a space in the beginning and cannot have spaces between character.
  - If NIP is less than 20 digits, fill in with spaces as many as the remaining digits behind the NIP (left justified). There cannot be spaces between characters.

Each change made in form 801 (data status 1 or 2), form 802 should also be changed.

2. Name of Company

Character Type (50)

- Validation:
- To be inputted with name of company as many as 50 digits, more-less will be rejected.
  - If left blank, will be rejected

3. Start Date

Sysdate Type (8)

- Validation:
- To be inputted with ddmmyyyy format, otherwise will be rejected

4. End Date

Sysdate Type (8)

- Validation:
- To be inputted with ddmmyyyy format, otherwise will be rejected

5. Name of Position

Character Type (50)

- Validation:
- To be inputted with name of position as many as 50 digits, more-less will be rejected
  - If left blank, will be rejected

## Form 803

### Data on Human Resource Structure Based on Education Level Information, Status of Human Resource, Gender, Age, Education, and Position

#### Forms 803-806:

- Because status of data is at a position, it is not allowed to only send the header (blank)
- Number of males and females in one line cannot be 0 (zero)

#### Content Records

##### 1. Status of Employee

Codes:

Permanent	01
-Non Permanent	02

Character Type (2)

Validation: – To be inputted with the code for employee that is discharged  
– Should be filled, cannot be left blank

##### 2. Type of Age

Codes for type of age:

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

Character Type (2)

Validation: – To be inputted with the codes above  
– Should be filled, cannot be left blank

##### 3. Type of Position

Codes:

PRESIDENT COMMISSIONER	01
COMMISSIONER	02
PRESIDENT DIRECTOR	03

DIRECTOR	04
ISLAMIC SUPERVISORY BOARD	05
EXECUTIVE OFFICER	06
STAFF	07
OTHERS	99

Character Type (2)

- Validation: – To be inputted with the codes for types of positions  
– Should be filled, cannot be left blank

4. Type 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

Character Type (2)

- Validation: – To be inputted with the code for type of education  
– Should be filled, cannot be left blank

5. Type of Work Based on Type of Human Resource

Codes for Types of Human Resource:

Foreign	
Management	01
Expert	02
Service Business	03
Sales business	04
Administration	05
Local	
Management	06
Expert	07
Service Business	08
Sales business	09
Administration	10

Character Type (2)

- Validation: – To be inputted with the code for type of work  
– Should be filled, cannot be left blank

6. Number of Males

Numeric Type (7)

Validation: – To be inputted with number of human resources as many as 7 digits, more-less will be rejected

7. Number of Females

Numeric Type (7)

Validation: – To be inputted with number of human resources as many as 7 digits, more-less will be rejected

*Total of male and female fields in form 803 should be the same as in form 805 in the Number of Human Resources (year of realization) field*



## Form 804

### Development of Number of Human Resources Who Retire, Take Early Retirement, and Are Discharged

#### Content Records

1. Category of Discharged Employee

Character Type (2)

- Validation: – To be inputted with the codes for category of discharged employee  
– Should be filled, cannot be left blank

Codes:

Retired	01
Take early retirement	02
Discharged	03
Withdraw at own request	04
End of contract	05

2. Type of Position

Character Type (2)

- Validation: – To be inputted with the code for type of position  
– Should be filled, cannot be left blank

Codes:

PRESIDENT COMMISSIONER	01
COMMISSIONER	02
PRESIDENT DIRECTOR	03
DIRECTOR	04
ISLAMIC SUPERVISORY BOARD	05
EXECUTIVE OFFICER	06
STAFF	07
OTHERS	99

3. Number of Male Human Resource

Numeric Type (10)

- Validation: – To be inputted with number of human resources as many as 10 digits,  
more-less will be rejected

4. Number of Females

Numeric Type (10)

Validation: – To be inputted with number of human resources as many as 10 digits,  
more-less will be rejected

## Form 805

### Prediction of Employee Need Based on Type of Work and Qualification

#### Content Records

##### 1. Type of Work

Character Type (2)

- Validation:
- To be inputted with the code for type of work, other than those codes will be rejected
  - Should be filled, cannot be left blank

Codes:

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

##### 2. Type of Education

Character Type (2)

- Validation:
- To be inputted with the code for type of education, other than those codes will be rejected
  - Should be filled, cannot be left blank

Codes for Type 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

##### 3. Status of Employee

Codes for status of employee:

Permanent	01
-Non Permanent	02

Character Type (2)

- Validation: – To be inputted with the codes for employee status above, other than those codes will be rejected  
– Cannot be left blank

4. Number of Human Resources in Realization Year

Numeric Type (10)

- Validation: – To be inputted with number of human resources as many as 10 digits  
– More-less will be rejected, should be filled

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

5. Number of Human Resources in Prediction Year 1 (Realization + 1)

Numeric Type (10)

- Validation: – To be inputted with number of human resources as many as 10 digits  
– More-less will be rejected, should be filled

6. Number of Human Resources in Prediction Year 2 (Realization + 2)

Numeric Type (10)

- Validation: – To be inputted with number of human resources as many as 10 digits  
– More-less will be rejected, should be filled

7. Number of Human Resources in Prediction Year 3 (Realization + 3)

Numeric Type (10)

- Validation: – To be inputted with number of human resources as many as 10 digits  
– More-less will be rejected, should be filled

8. Number of Human Resources in Prediction Year 4 (Realization + 4)

Numeric Type (10)

- Validation: – To be inputted with number of human resources as many as 10 digits  
– More-less will be rejected, should be filled

## Form 806

### Number and Type of Employee Training

#### Content Records

##### 1. Type of Training

Codes:

###### 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

###### Character Type (2)

- Validation:
- To be inputted with 2 digits of the codes above, other than those codes will be rejected
  - More-less or blank will be rejected

##### 2. Number of Human Resources

###### Numeric Type (6)

- Validation:
- To be inputted with as many as 6 digits
  - More-less or blank will be rejected



## Form 807

### Data on Office Network

Form 807 is submitted monthly by any commercial bank (conventional and sharia) as well as UUS (through the Conventional Commercial Bank reporting) which experiences changes in office network, namely opening, change of status, relocation, or closing of office in the reporting month.

A bank that does not experience changes in office network in a certain month, the procedure for report submission is as follows:

1. During offline report submission period because the online LKPBU application has not been implemented, Bank should submit notification letter that there is no changes in office network data in that certain month no later than on the 5<sup>th</sup> of the next month.
2. After the online LKPBU application is implemented, Bank should submit Form 807 header in accordance with the reporting period through the online LKPBU application.

### Content Records

1. 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
ATM/ADM Sharia	59
Islamic Services (at Conventional Branch Office/Sub-Branch) Office	60

#### Character Type (2)

##### Validation:

- To be inputted with 2 digits of the codes above, more-less will be rejected.
- If blank, will be rejected.
- Conventional Commercial Bank that has UUS should fill in UUS (code 4) for 1 (one) bank office that undertakes that function of islamic business unit.

## 2. Code of Parent Branch Office

#### Character Type (3)

##### Validation:

- This column should be inputted with the code of the branch office that is the parent of an office network, in accordance with the code for Branch Office reporting Commercial Bank Monthly Report (LBU)/Islamic Commercial Bank Reports (LBUS) assigned by Economic and Monetary Statistics Department (DSM), Bank should check list of codes of reporters of LBU/LBUS managed by Bank's reporting unit of LBU/LBUS periodically before undertaking LKPBU to ensure accuracy of Parent Branch Office data submitted in LKPBU.
- If the Code for Status of Office is 01;03;06;07;08;52;53, which are reporting office of LBU/LBUS, Parent Branch Office column should be inputted with the code of the Reporting Office of LBU/LBUS assigned by BI (through Department of EMS). Example: status of office 06 or 52 (domestic branch office) with code for reporter of LBU/LBUS of XXX003 (XXX is bank code), then the code for parent Branch Office should be reported as 003.

## 3. Office Code

#### Character Type (9)

##### Validation:

- To be inputted with office code as many as 9 digits, other than that will be rejected.



- Which is a unique key formulated by each Bank, except for Codes for Status of Office of 01;03;06;07;08;52;53 that are reporting office for LBU/LBUS, then the Office Code should be inputted with the code of Reporting Office for LBU/LBUS added with 6 numbers of 0 (zero) behind it. Example: status of office is 07 or 53 (overseas branch office) with code for reporter of LBU/LBUS of XXX005 (XXX is bank code), then the code for parent Branch Office should be reported as 005 and the office code should be reported as 005000000. If column 2 (code of parent Branch Office) and column 3 (office code) are not correct, will be rejected.
- The column containing this unique office code should not change from the beginning of reporting, there should not be duplicates, and it should not be used by another of bank's offices although it is no longer used due to the closing of office network.
- If data reported is for opening of office network, office code reported should not be the same as the office code already stated in previous reporting.
- Office network that experiences a change of status that is not related to the office network of reporter of LBU/LBUS or experiences relocation, should still use the same office code used in previous reporting.
- Office network that experiences a change of status that is related to the office network of reporter of LBU/LBUS should report 2 records, namely with the same office code in previous reporting for old status and the new office code for the new status.

4. Name of Office

Character Type (45)

Validation:

- To be inputted with name of office as many as 45 digits, more or blank will be rejected.

5. Address

Character Type (45)

Validation:

- To be inputted with address as many as 45 digits, more or blank will be rejected. It is not necessary to state name of city because that information is already in the Level II District.

6. Level II District

Character Type (4)

Validation:

- To be inputted with the code for Level II District, more-less or blank will be rejected. Level II District that is not yet in the Reference List of Level II District shall be included in the code for Level II District included in “Other Level II Districts under certain Level I District”.

7. Postal Code

Character Type (5)

Validation:

- To be inputted with as many as 5 digits, more-less will be rejected.
- When there is no postal code yet, leave column 7 blank, but the explanation column should be filled, if left blank, will be rejected.

8. Telephone Number

Character Type (14)

Validation:

- To be inputted with as many as 14 digits, more or blank will be rejected, except for office statuses of 14; 17; 58; 59.
- When office status contains 14 or 58 (mobile/floating cash), as well as 017 or 59 (ATM/ADM), this column is left blank.

9. Number of License Letter for Office Opening

Character Type (40)

Validation:

- To be inputted with maximum 40 digits, more will be rejected. To be inputted with the number of license letter for office opening from BI or confirmation from BI (office status codes 01 upto 10 or 51 upto 55), or letter of bank business plan related to office opening (office status codes 11 upto 17 or 56 upto 60).
- Should be filled when the record contain a code for new office because:
  - there is an office opening that is not related to status change or
  - there is an office status change that causes the unique office code in column 3 not be used anymore (a change of status to be/from Branch Office/Islamic Branch Office that reports LBU/LBUS), namely by also filling in columns 12, 13, 14.

10. Date of License Letter for Office Opening

Date Type (8)

Validation:

- To be inputted with the ddmmyyyy format, more-less or not in accordance with the format will be rejected. To be inputted with the date of license letter for opening office or confirmation from BI or letter of submission of Bank Business Plan. A different date format will be rejected.
- Cannot be left blank when column 9 is filled; if left blank, will be rejected.

11. Effective Operational Date of Office

Date Type (8)

Validation:

- To be inputted with 8 digits with the ddmmyyyy format, more-less or not in accordance with the format will be rejected.
- Cannot be left blank when column 9 is filled, if left blank will be rejected.
- Validation by ensuring that effective operational date of office can only be more recent than or the same as ( $\geq$ ) the date of license letter for office opening.

12. Number of License Letter for Status Change

Character Type (40)

Validation:

- To be inputted with maximum 40 digits, more will be rejected. To be inputted with the number of license letter for office status change from BI or confirmation from BI (office status codes 03, 06 upto 12, 52 upto 56), or letter of bank business plan related to status change (office status others).
- Columns 12, 13, 14 can only be inputted for record with the office code that has been reported previously.
- Columns 12, 13, 14 can be inputted for record of the new office code only if there is a change in office status that causes the unique office code in column 3 no longer be able to be used (a change of status to be/from Branch Office/Islamic Branch Office that reports LBU/LBUS, namely by also filling in columns 9, 10, 11).

13. Date of License Letter for status change

Date Type (8)

Validation:

- To be inputted with the ddmmyyyy format, more-less or not in accordance with the format will be rejected. To be inputted with the date of license letter for office status change, confirmation from BI, or letter of submission of Bank Business Plan.
- Cannot be left blank when column 12 is filled, if left blank will be rejected

14. Effective date of status change

Date Type (8)

Validation:

- To be inputted with 8 digits with the ddmmyyyy format, more-less or not in accordance with the format will be rejected.
- Cannot be left blank when column 12 is filled, if left blank will be rejected.
- Validation by ensuring that effective date of status change can only be more recent than or the same as ( $\geq$ ) the date of license letter for status change.

15. Number of License Letter for Office Closing

Character Type (40)

Validation:

- To be inputted with maximum 40 digits, more will be rejected. To be inputted with the number of license letter for office closing from BI or confirmation from BI (office status codes 03, 04, 06, 07, 08, 09, 10, 52, 53, 54, 55), or letter of bank business plan related to Bank office closing (office status others).
- Columns 15, 16, 17 can only be inputted for record with the office code that has been reported previously.
- Columns 15, 16, 17 can be inputted for record of the code of certain office that experiences a change in office status that causes the old office code in column 3 no longer be able to be used (to be filled with information on the change of status to be/from Branch Office/Islamic Branch Office that reports LBU/LBUS or address change of Branch Office/Islamic Branch Office to a different Level II district. For this, column 23 should be inputted with explanation “Change of the status of office with the code AAABBBCCC” or “Change of address of code AAABBBCCC to a different Level II District”.

16. Date of License Letter for Office Closing

Date Type (8)

Validation:

- To be inputted with the ddmmyyyy format, more-less or not in accordance with the format will be rejected. To be inputted with the date of license letter or confirmation from BI or letter of submission of Bank Business Plan concerning office closing.
- Cannot be left blank when column 15 is filled, if left blank will be rejected

17. Effective date of office closing

Date Type (8)

Validation:

- To be inputted with 8 digits with the ddmmyyyy format, more-less or not in accordance with the format will be rejected.
- Cannot be left blank when column 15 is filled, if left blank will be rejected.
- Validation by ensuring that effective date of office closing can only be more recent than or the same as ( $\geq$ ) the date of license letter, confirmation letter, or letter of bank business plan related to office closing.

18. Number of License Letter for Office Relocation

Character Type (40)

Validation:

- To be inputted with maximum 40 digits, more will be rejected. To be inputted with the number of license letter for office address change or confirmation letter from BI (office status codes 01 upto 10 or 51 upto 56), or submission letter of bank business plan related to Bank office relocation (office status others).
- Columns 18, 19, 20 can only be inputted for record with the office code that has been reported previously.
- Columns 18, 19, 20 can be inputted for record of the code of certain office that experiences an addresschange at the same time a change in office status that causes the unique old office code in column 3 no longer be able to be used (to be inputted with information concerning the change of status to be/from Branch Office/Islamic Branch Office that reports LBU/LBUS). Column 23 should be inputted with explanation of “the Changes of office status and address of code AAABBBCCC”.

19. Date of License Letter for Office Relocation

Date Type (8)

Validation:

- To be inputted with the ddmmyyyy format, more-less or not in accordance with the format will be rejected. To be inputted with the date of license letter or confirmation letter from BI or letter of submission of Bank Business Plan concerning the change of office address.
- Cannot be left blank when column 18 is filled, if left blank will be rejected

20. Effective date of office relocation

Date Type (8)

Validation:

- To be inputted with 8 digits with the ddmmyyyy format, more-less or not in accordance with the format will be rejected.
- Cannot be left blank when column 18 is filled, if left blank will be rejected.
- Validation by ensuring that effective date of office address change can only be more recent than or the same as ( $\geq$ ) the date of license letter or letter of plan for office address change.

21. Number of employees /ATM

Numeric Type (10)

Validation:

- To be inputted with number of human resources as many as 10 digits, right justified by adding the number 0 (zero) in front of the number, more-less will be rejected. Cannot be left blank or inputted with number 0 (zero).
- If the code for office status is 17 or 59 (ATM/ADM), then input with Number of ATM/ADM at that Location.
- If the code for office status is 60 (Islamic Service) that does not have employees, than input with the number 1.

22. Date of Mass Media Publication

Date Type (8)

Validation:

- To be inputted with the ddmmyyyy format, other than that will be rejected.

- Should be inputted when:
  - columns 18 upto 20 are filled for address change of Head Office and UUS (codes of office status of 01, 02, 04, 51) and Branch Office/Islamic Branch Office (status codes of 06, 07, 52, 53), address change of Sub-Branch Office/Islamic Sub-Branch Office (status codes of 09, 10, 54, 55, 56) and Functional Office (status code 12); or
  - columns 15 upto 17 are filled for the closing of UUS, Branch Office/Islamic Branch Office (04,06,07,52,53).
- Validation by ensuring that date of license letter/letter of plan for address change/closing (columns 16 or 19) <date of mass media publication (column 22) <effective date of office address change/closing (columns 17 or 20).

### 23. Explanation

Character Type (50)

Validation:

- To be inputted with maximum 50 digits, more will be rejected.

### EXAMPLES

A. Bank, which reports the opening of a new office network that is not the result of status change, should report records containing:

- ✓ column 1 office status,
- ✓ column 2 code of parent Branch Office/Islamic Branch Office,
- ✓ column 3 unique 9 digit office code, specifically for reporter of LBU/LBUS, it is the code of LBU reporter plus 6 number of 0 (zero) behind it. The unique office code of the new office network cannot be the same as the office code that has been previously reported, if it is the same it will be rejected.
- ✓ columns 4 upto 8 to be filled completely, except column 8 for ATM/ADM.
- ✓ columns 9, 10, 11 to be filled completely in relation to the opening of office network, if blank it will be rejected.
- ✓ column 12 upto 20 to be left blank.
- ✓ column 21 to be filled with number of employees or number of ATM/ADM units at that office network or to be inputted with the number 1 if the office status is Islamic Service.

B. A Conventional Commercial Bank, which reports a change of status in the form of downgrading/upgrading the status of the office network that is not related to the office of LBU reporter, the report on realization of that status change shall be reported in the reporting month by using the status of the new office, however by yet using the old office code.

✓ Example 1: office status 11 (Cash Office, not reporter of LBU/LBUS) with office code of 123XYZ000 (9 digits) and the code of parent Branch Office of 022, changes status in June 2012 to 09 (domestic sub-branch office, not reporter of LBU/LBUS) and the code of the parent is still 022. As such, in Form 807 for June 2012 Bank shall report one record, namely:

- ✓ column 1 status of new office 09,
- ✓ column 2 code of parent Branch Office is still 022,
- ✓ column 3 office code is still 123XYZ000,
- ✓ columns 4 upto 8 are still the same,
- ✓ columns 9, 10, 11 as well as columns 15 upto 22 are left blank,
- ✓ columns 12, 13, 14 to be inputted with number of license letter, date of letter, and effective date of office network change.
- ✓ column 23 to be inputted with Explanation “Result of status change from Cash Office”.

As a result, at master data of June 2012 at Bank and at BI, office code 123XYZ000 has 2 history records, one as Cash Office upto June 2012 and as domestic sub-branch office starting June 2012.

C. An Islamic Commercial Bank or UUS (through Conventional Commercial Bank), which reports a change of status in the form of downgrading/upgradin the status of the office network that is not related to the office of LBUS reporter, the report on realization of that status change shall be reported in the reporting month by using the status of the new office, however by yet using the old office code.

✓ Example 1a: office status 57 (Islamic Cash Office, not reporter of LBUS) with office code of 123XYZ000 (9 digits) and the code of parent Islamic Branch Office of 022, changes status in June 2012 to 54 (domestic Islamic Sub-Branch Office - not reporter of LBUS) and the code of the parent is still 022. As such, in Form 807 for June 2012 Bank shall report one record, namely:

- ✓ column 1 status of new office 54,



- ✓ column 2 code of parent Branch Office is still 022,
- ✓ column 3 office code is still 123XYZ000,
- ✓ columns 4 upto 8 are still the same,
- ✓ columns 9, 10, 11 as well as columns 15 upto 22 are left blank,
- ✓ columns 12, 13, 14 to be inputted with number of license letter, date of letter, and effective date of office network change.
- ✓ column 23 to be inputted with Explanation “Result of status change from Islamic Cash Office”.

As a result, at master data of June 2012 at Islamic Commercial Bank/UUS and at BI, office code 123XYZ000 has 2 history records, one as Islamic Cash Office upto June 2012 and as domestic islamic sub-branch office starting June 2012.

D. A Conventional Commercial Bank, which reports a change of status in the form of downgrading/upgrading of the status of the office network that is related to the office of LBU reporter, the realization of that status change as well as the status of the old office shall be reported in the reporting month by using a different office code.

- Example 2: office status 09 (domestic sub-branch office, not reporter of LBU) with office code ABC234XXX (9 digits) and the code of parent Branch Office 175 changes status in June 2012 to 06 (domestic branch office, reporter of LBU). As such, in Form 807 for June 2012 Bank reports 2 records:
  - ✓ Office network resulting from status upgrade to 06 (domestic branch office) has a new office code in accordance with the code of LBU reporter (for example 178) with additional 6 number of 0 to become office code 178000000, to fill parent Branch Office code 178, to fill columns 9, 10, 11 concerning license for opening office network (because the new office code will be rejected without filling in columns 9, 10, 11) and columns 12, 13, 14 concerning change of office network status each with number of license for status change, date of license letter, and effective date of the relevant office network status change, as well as to fill in the Explanation column with information “Result of status upgrade from domestic Sub-Branch Office of office code ABC234XXX”. As such, the new office code will be read as the result of status upgrade.

- ✓ The office code ABC234XXX that experiences a status upgrade is reported with the old office status 09 (domestic Sub-Branch Office) still fills in parent Branch Office code of 175, fills in columns 12, 13, 14 concerning office network change and columns 15, 16, 17 concerning office network closing each with number of license letter for status change, date of license letter, and effective date of office network status change, as well as fills in the Explanation column with information “Upgrade in status to domestic Branch Office with office code178000000”.As such, the code of the old office that is closed shall be read as to have ended operationally as Sub-Branch Office due to status upgrade to Branch Office with a new office code.

E. An Islamic Commercial Bank or UUS (through Conventional Commercial Bank), which reports a change of status in the form of downgrading/upgrading the status of the office network that is related to the office of LBUS reporter, the report on realization of that status change as well as the status of the old office shall be reported in the reporting month by using a different office code.

- Example 2a: office status 54 (domestic islamic sub-branch office, not reporter of LBUS) with office code ABC234XXX (9 digits) and the code of parent Branch Office 175 changes status in June 2012 to 52 (domestic islamic branch office, reporter of LBUS). As such in Form 807 for June 2012 Bank reports 2 records:
  - ✓ Office network resulting from status upgrade to 52 (domestic islamic branch office) has a new office code in accordance with the code of LBUS reporter (for example 178) with additional 6 number of 0 to become office code 178000000, to fill parent Branch Office code 178, to fill columns 9, 10, 11 concerning license for opening office network (because the new office code will be rejected without filling in columns 9, 10, 11) and columns 12, 13, 14 concerning change of office network status each with number of license for status change, date of license letter, and effective date of the relevant office network status change, as well as to fill in the Explanation column with information “Result of status upgrade from domestic Islamic Sub-Branch Office of office code ABC234XXX”. As such, the new office code will be read as the result of status upgrade.

- ✓ The office code ABC234XXX that experiences a status upgrade is reported with the old office status 54 (domestic Islamic Sub-Branch Office) still fills in parent Branch Office code of 175, fills in columns 12, 13, 14 concerning office network change and columns 15, 16, 17 concerning office network closing each with number of license letter for status change, date of license letter, and effective date of office network status change, as well as fills in the Explanation column with information “Upgrade in status to become Islamic Branch Office with a new office code of 178000000. As such, the code of the old office that is closed will be read as to have ended operationally as Islamic Sub-Branch Office due to status upgrade to Islamic Branch Office with a new office code.
- F. In regard bank that reports a status change together with bank office relocation, realization of the relocation is reported by inputting in an additional column from Example 1 (one record) or Example 2 (two records), namely Bank should also input columns 18, 19, 20 concerning license letter, date of license, and effective date of relocation. As such, that record will show the occurrence of relocation.
- G. Conventional Commercial Bank/Islamic Commercial Bank that reports relocation of Branch Office/Islamic Branch Office/domestic Sub-Branch Office/domestic Islamic Sub-Branch Office or Branch Office/Islamic Branch Office/overseas Sub-Branch Office/overseas Islamic Sub-Branch Office to outside the Level II District of the location of the old Branch Office/Islamic Branch Office/Sub-Branch Office/Islamic Sub-Branch Office should report the relocation as the closing of the old Branch Office/Islamic Branch Office/Sub-Branch Office/Islamic Sub-Branch Office and the opening of the new Branch Office/Islamic Branch Office/Sub-Branch Office/Islamic Sub-Branch Officein accordance with the mechanism stipulated in BI Regulation concerning Commercial Banks, BI Regulation concerning Islamic Commercial Banks, and BI Regulation concerning Islamic Business Units, even though the office code does not change in accordance with the code of reporter of LBU/LBUS and the code of the parent Branch Office/Islamic Branch Office:
- Example 3: office status becomes 06 (domestic Branch Office) with office code 222000000 in accordance with the code of LBU reporter (for example: 222), code

- of parent Branch Office 222, moves address outside the Level II District of the old office. Therefore bank reports:
- ✓ column 1 code for status remains 06,
  - ✓ column 2 code of parent Branch Office remains 222 if there is no change in the code of LBU reporter from DSM,
  - ✓ column 3 office code remains 222000000 if there is no change in the code of LBU reporter from DSM,
  - ✓ columns 4 upto 8 to be filled completely with the new office location,
  - ✓ column 9 upto 11 concerning office opening is to be left blank,
  - ✓ columns 12 upto 14 concerning change in office status is to be left blank,
  - ✓ columns 15 upto 17 to be inputted with information concerning license for branch office move by closing the old Branch Office and opening the new Branch Office:
    - by using the code of the new Branch Office if the address change causes it to be assigned a new Branch Office code by DSM
    - by using the code of the old Branch Office if the address change does not cause the assignment of a new Branch Office code by DSM
  - ✓ columns 18 upto 20 to be filled with the closing of the old Branch Office code if the address change causes the assignment of a new Branch Office code by DSM
  - ✓ column 21 to be filled with the most recent number of Branch Office employees,
  - ✓ column 22 to be filled with the date of mass media publication concerning the Branch Office address change to an area in a different Level II District that causes the closing of the old Branch Office,
  - ✓ column 23 to be filled with the explanation “Address change of Branch Office 222000000 to a different Level II District”.
- Example 3a: office status becomes 52 (domestic Islamic Branch Office) with office code 222000000 in accordance with the code of LBUS reporter (for example: 222), code of parent Branch Office 222, moves address outside the Level II District of the old office. Therefore bank reports:
    - ✓ column 1 code for status remains 06,

- ✓ column 2 code of parent Islamic Branch Office remains 222 if there is no change in the code of LBUS reporter from DSM,
- ✓ column 3 office code remains 222000000 if there is no change in the code of LBUS reporter from DSM,
- ✓ columns 4 upto 8 to be filled completely with the new office location,
- ✓ column 9 upto 11 concerning office opening is to be left blank,
- ✓ columns 12 upto 14 concerning change in office status is to be left blank,
- ✓ columns 15 upto 17 to be inputted with information concerning license for branch office move by closing the old Islamic Branch Office and opening the new Islamic Branch Office:
  - by using the code of the new Islamic Branch Office if the address change causes it to be assigned a new Islamic Branch Office code by DSM
  - by using the code of the old Islamic Branch Office if the address change does not cause the assignment of a new Islamic Branch Office code by DSM
- ✓ columns 18 upto 20 to be filled with the closing of the old Islamic Branch Office code if the address change causes the assignment of a new Islamic Branch Office code by DSM
- ✓ column 21 to be filled with the most recent number of Branch Office employees,
- ✓ column 22 to be filled with the date of mass media publication concerning the Sharia Branch Office address change to an area in a different Level II district that causes the closing of the old Islamic Branch Office,
- ✓ column 23 to be filled with the explanation “Address change of Islamic Branch Office 222000000 to a different Level II District”.

H. Bank that reports the closing of office network that is not due to status change should only fill in columns 15, 16, 17 concerning the closing of office network and column 22 concerning the mass media publication of the closing of Branch Office/Islamic Branch Office/Islamic Business Unit.

I. Bank that reports relocation of office network that is not followed by status change or office closing/opening should only inputted columns 18, 19, 20 concerning relocation of

office network; columns 4 upto 8 with the latest location of the office; column 22 concerning the mass media publication of the relocation of Branch Office/Islamic Branch Office/Islamic Business Unit.

- J. Bank, which reports office network closing and relocation that requires announcement in mass media, namely concerning Head Office address move, Branch Office address move, Sub-Branch Office address move, Functional Office address move, the closing of Branch Office/Islamic Branch Office and the closing of Islamic Business Unit, should fill in column 22 concerning the date of the mass media publication.
- K. An Islamic Business Unit, which is owned by a Conventional Commercial Bank, should submit report on its office network together with Form 807 report of the conventional bank head office by using the LKPBU reporter code of the conventional bank head office.

Chapter 3

CORE INFORMATION OF REPORTING BANK

Bank ID

## Core Information of Reporting Bank

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Name of Reporting Bank	*)	:
Reporting Bank Code	*)	:
Reporting Bank Address	*)	:
Name of City	*)	:
Status of Reporting Bank		: 01 Foreign Currencies 02 Non Foreign Currencies
Effective date (ddmmyyy) of Status Change		:
Ownership Status		: 01 State-Owned Bank 02 National Private Bank 03 Foreign Bank 04 Joint Venture Bank 05 Regional Bank
Type of Business Activity		: 01 Conventional 08 Sharia
Status of Custodianship		: 01 Undertakes custodial activities 02 Does not undertake custodial activities
Status of Execution of Card-Based Payment Instruments:		: 01 Executor of Card-Based Payment Instruments 02 Non Executor of Card-Based Payment Instruments
Person-In-Charge For Report Preparation *)		
a. Name		:
b. Telephone Number		:
c. Fax Number		: d.
E-mail		:

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\*) Should be inputted by Reporting Bank. When there is a change, Reporting Bank is obliged to change the Core Information of the Reporting Bank.



Chapter 4

LIST OF LKPBU FORMS

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