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|  | **Administrasi Mandiri Nasabah IDEAL** ***IDEAL Customer Self Administration*** |

Daftar dokumen yang diserahkan ke Bank untuk membuat Approver baru di IDEAL  
*Document checklist to be submitted to Bank to set up a new approver user in IDEAL*

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| **Nama Perusahaan/**  ***Company Name***  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **ID Organisasi/**  ***Org ID***  **\_\_\_\_\_\_\_\_\_\_\_\_** |  |
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| **Nama lengkap Pengguna/**  ***Full name of the User***  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **ID Pengguna/**  ***User ID***  **\_\_\_\_\_\_\_\_\_\_\_\_** | **Tipe dan Nomor Identitas/**  ***Identity type and number***  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **Tanggal Lahir/**  ***Date of Birth***  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Kebangsaan/**  ***Nationality***  **\_\_\_\_\_\_\_\_\_\_\_\_** | **Alamat sesuai Identitas/**  ***Address on ID***  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Dokumen-dokumen berikut ini diperlukan untuk membuat Approver IDEAL (identitas dan bukti tempat tinggal) *Following documents are required to set up a IDEAL approver (Identity and proof of residential address)*** |
| 1. Lembar permintaan ini (Anda dapat mencetak setelah mengajukan permintaan ini)  *Printed copy of this request (you can print a copy after submission of this request)* 2. Dokumen identitas IDEAL Approver baru:  *Identity Document(s) of the new IDEAL Approver:* 3. Untuk warga negara Indonesia:   *For Indonesian citizen:*   * Salinan KTP yang sah   *Certified true copy of KTP*   1. Untuk warna negara asing:   *For Foreigner:*   * Salinan Paspor dan KITAS/surat referensi yang sah, dan   *Certified true copy of Passport and KITAS/reference letter, dan*   * Salinan dokumen pendukung sah lainnya yang mencantumkan informasi alamat (hanya diperlukan apabila tidak ada informasi alamat pada KITAS/reference letter).   *Certified true copy of other supporting document with address information (only required if there is no address information on KITAS/reference letter)*   1. **Khusus pengajuan Approver yang dapat mengakses rekening DBS di negara lain, Bank memerlukan dokumen pendukung lain sesuai regulasi negara tersebut (mohon hubungi RM/CSO Anda) *For Approver request who could access DBS accounts in other country(s), Bank require other supporting documents refer to the regulation on that country (please contact your respective RM/CSO).*** |
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|  | **Mohon serahkan dokumen tersebut di atas kepada RM/CSO Anda di Bank DBS Indonesia  *Please submit the documents to your respective RM/CSO in DBS Indonesia Bank*** |

Setelah dokumen ini diterima dan diproses Bank:  
*After this document is submitted to Bank and processed:*

1. Anda akan menerima email pemberitahuan ketika kami memproses permintaan Anda  
   *You will receive an acknowledgement email when we process your application*
2. Setelah permintaan berhasil diproses, pengguna tersebut akan menerima *Welcome Pack* dengan rincian login dalam 7 hari kerja

*Upon successful application, the user will receive a Welcome Pack with login details in 7 business days*

\*Welcome Pack berisi: informasi ID Organisasi, ID Pengguna, Perangkat Keamanan\*\*, dan Kode Registrasi Awal.

*\*Welcome Pack includes: Organization ID, User ID, Security Device\*\*, and One Time Registration Code.*

\*\*Untuk pengguna yang memilih menggunakan Perangkat Keamanan (Token fisik).

*\*\*For users who have opted in for Security Device (Physical Token).*