

Number : KSEI-0203/DIR/0122
Attachment : Guide & Form
Letter Classification : **General**

January 19, 2022

**To: Board of Directors/Management of:
Custodian Bank S-INVEST Users
Investment Manager S-INVEST Users**

**Re: Additional Data and Supporting Documents for Investment Products' Administration
in S-INVEST**

Dear Sir/Madam,

To improve the S-INVEST system's data integrity, especially regarding Investment Product data, we hereby call on all related parties, namely Custodian Banks and Investment Managers, to safeguard the validity of Investment Product statistical data recorded in S-INVEST. To support the completion and integrity of the related data, please note that there are additional data and supporting documents that must be submitted during the administration process and management of Investment Products in S-INVEST, specifically regarding Investment Products' registration, revisions, and closing. Therefore, we hereby convey to you the following explanations on the additional data and/or supporting documents for each process:

1. Investment Product Registration in S-INVEST

There are additional information in the Investment Product Registration in S-INVEST, which are:

- a. Single Investor Identification (SID) and Securities Sub-Account (SRE) numbers registered in C-BEST (except for products with non-investment characteristic in the Indonesian Capital Market). If the SID and SRE numbers are not available during the registration, then the Custodian Bank must provide the numbers after it received information on the related SID and SRE numbers.
- b. Data on the investment portfolios' composition as specified in the prospectus and in compliance with existing Financial Services Authority (OJK) rules and regulations.

In line with the two points above, please find the revised attached forms for Investment Product Registration at S-INVEST.

2. Cancelling Investment Product Registration in S-INVEST

We have also enclosed an additional document as a requirement to cancel Investment Product Registrations in S-INVEST. A proof of SID closing is mandatory for the closing of all products except for Discretionary Fund and Owned Portfolio types. Before starting the Investment Product closing process in S-INVEST, the Custodian Bank must first verify that the SID and SRE numbers related to the Investment Product has been closed beforehand. KSEI can deactivate and/or block the SID and SRE numbers if it finds any active SID and SRE numbers in Investment Products with a *Deactivated* status in S-Invest.

3. Investment Product Data Changes in S-INVEST

To change SID and SID numbers or portfolio composition, the Custodian Bank is required to update the data to S-INVEST and submit a proof on the data update.

The data and additional documents mentioned above will become valid as of **January 26, 2022**. Please find the latest guide as a reference on Investment Product administration procedures in S-INVEST. Processes for registration, update, or cancellation of Product Investment registrations will be halted if there are any incorrect data or uncompleted documents. The process will continue after the correct data and documents have been completed and submitted.

For further information, please contact KSEI's Helpdesk at email address helpdesk@ksei.co.id or KSEI's Investment Products Administration Unit at email address api@ksei.co.id.

Thank you for your kind attention and cooperation.

Sincerely yours,

Syafruddin
Director

Dharma Setyadi
Head of Transaction Settlement and Service
Administration Division

CC:

1. Director for Investment Management - Financial Services Authority (OJK);
2. Board of Directors of Indonesia Central Securities Depository,