

# **CORES.KSEI (3) – KYC Approval**

## **Panduan Pengguna CORES.KSEI**

<b>Referensi Dokumen</b>	
Versi	1.2
Tanggal diterbitkan	14 Juli 2025

Pengguna CORES.KSEI login terlebih dahulu menggunakan user yang sudah dibuatkan oleh user administrator masing masing pengguna.

The image shows two screenshots of the CORES.KSEI application. The top screenshot is the login page, featuring the KSEI logo, a welcome message, and a login form with fields for Member Code, Username, Password, and a Captcha. Below the login form are links for 'Forgot Password?' and 'Reset Password', and a 'Disclaimer' section. The bottom screenshot is the dashboard, showing a sidebar menu with options like Dashboard, User Administration, KYC Administration, and Audit Activity. The main content area displays a 'Member' profile for 'Anissa Cahaya Permata Anissa' and a 'Number of Investors' section with four categories: LOCAL INSTITUTIONAL, FOREIGN INSTITUTIONAL, LOCAL INDIVIDUAL, and FOREIGN INDIVIDUAL, each showing a total of 0.

## 1. KYC Approval

Fitur ini digunakan apabila pengguna CORES.KSEI ingin melakukan create/modify data KYC investor dengan menggunakan mekanisme 4 eyes (*need approval*).

Pengguna CORES.KSEI dapat menggunakan mekanisme 4 eyes (*need approval*) ketika melakukan create/modify data KYC investor melalui menu **KYC Administration > Individual Investor Need Approval** (untuk investor individu) dan menu **KYC Administration > Institutional Investor Need Approval** (untuk investor institusi).


Mekanisme 4 eyes yang dilakukan pada proses *create/modify* data KYC investor membutuhkan 2 user yang berbeda dimana 1 user akan bertindak sebagai *inputter* dan user lainnya akan bertindak sebagai approval. Artinya **approval hanya dapat dilakukan oleh user yang berbeda dari user yang melakukan create/modify data.**

Data KYC yang perlu di-approve oleh user approval Pengguna CORES.KSEI dapat dilihat di menu **KYC Administration > KYC Process (Status: Pending Approval by Member)**

The screenshot shows the 'KYC Process' page. The sidebar on the left includes 'Main Menu Navigation' with options like Dashboard, User Administration, KYC Administration, and Audit Activity. The main content area has search filters for Member Code, ID Number, SID, Date, Investor Name, and Status. Below the filters is a table with columns: SID, ID Number, Investor Name, Investor Type, KYC Process, Status, User Message, Last Time Update, User Update, Check Notes, and Action. Two rows are visible, both with a status of 'Pending Approval by Member'. A red box highlights the 'Status' column and the 'Action' column for the second row.

SID	ID Number	Investor Name	Investor Type	KYC Process	Status	User Message	Last Time Update	User Update	Check Notes	Action
ID02610X6700671	3603012610920002	AHMAAD LAMHATUNNADZORI	Individual Lokal	Update	Pending Approval by Member		2023-10-16 15:49:43	nana123		
ID0031150765996	3175074311990005	NAHDAH NADHIFAH	Individual Lokal	Update	Pending Approval by Member		2023-10-16 15:54:56	pd001.internal1		

Langkah-langkah yang dilakukan adalah sebagai berikut:

1. Pada *website* **CORES.KSEI**, user pilih menu **KYC Administration > KYC Approval**.
2. Layar akan menampilkan data yang perlu di approve oleh user Pengguna CORES.KSEI.
3. Pada kolom 'Action', user pengguna klik  tombol untuk melakukan pengecekan.

The screenshot shows the 'KYC Approval' page. The sidebar on the left includes 'Main Menu Navigation' with options like Dashboard, User Administration, KYC Administration, and Audit Activity. The main content area has search filters for Member Code, Member Name, Investor Type, Date, and KYC Process. Below the filters is a table with columns: Member Code, Member Name, KYC Process, Investor Type, SID, Name, ID Type, Input Date, Last Update Time, and Action. One row is visible with a status of 'Update'. A red box highlights the 'Action' column for the first row. Numbered callouts 1, 2, and 3 are present: 1 points to the 'KYC Approval' menu item in the sidebar, 2 points to the 'SEARCH' button, and 3 points to the 'Action' column header.

Member Code	Member Name	KYC Process	Investor Type	SID	Name	ID Type	Input Date	Last Update Time	Action
PD001	PT INDO PREMIER SEKURITAS	Update	Individual Lokal	ID0031150765996	NAHDAH NADHIFAH	KTP	2023-10-16 15:54:12	2023-10-16 15:54:56	

4. Approver melakukan pengecekan pada data dan dokumen yang diinput/create oleh user sebelumnya.

5. Setelah melakukan pengecekan, pada halaman terakhir approver dapat menekan tombol 'Process' jika setuju dan menekan tombol 'Reject' jika menolak proses KYC.

6. Approver dapat memberikan catatan jika menolak process KYC.

Reject
✕

Reject Note

Data belum sesuai

CANCEL
✕

PROCESS
✓

7. Bila data yang diinput oleh user inputer ditolak oleh user approval, maka pembuatan/perubahan data KYC tidak akan diproses lebih lanjut. Status data yang ditolak oleh pengguna CORES.KSEI dapat dilihat pada menu **KYC Administration > KYC Process (Status: Rejected by Member)**

19 Oct 2023, 11:54:47

19 Oct 2023, 11:54:47

**MAIN MENU NAVIGATION**

- Dashboard
- User Administration
- KYC Administration
  - Individual Investor
  - Individual Investor Need Approval
  - Institutional Investor
  - Institutional Investor Need Approval
  - KYC Inquiry
  - KYC Approval
  - KYC Process
  - Inquiry Upload
- Audit Activity

KYC Administration / KYC Process

KYC Process

Member Code:

ID Number:

SID:

Date:

Investor Name:

Status:

CLEAR SEARCH

SID	ID Number	Investor Name	Investor Type	KYC Process	Status	Error Message	Last Time Update	User Update	Check Notes	Action
CPD12070Q468128	101919371018811	PT Institusi Kedua	Institution Lokal	Update	Rejected by Member		2023-10-19 11:26:58	pd001.internal1	<a href="#">CHECK NOTES</a>	<a href="#">✉</a> <a href="#">📄</a> <a href="#">🔍</a>

Records per page: 10 1-1 of 1

8. Bila data yang diinput/create disetujui, maka data KYC akan diproses lebih lanjut:
- Untuk individu lokal, akan diproses langsung. Status data KYC dapat dilihat pada menu **KYC Administration > KYC Process (Status: Success)**.

The screenshot shows the 'KYC Process' page in the CORES.KSEI system. The left sidebar contains a 'MAIN MENU NAVIGATION' with options like Dashboard, User Administration, KYC Administration, and Audit Activity. The main content area has a 'KYC Process' header and a search filter section with fields for Member Code, ID Number, Date, Investor Name, and Status. Below the search filters is a table with columns: SID, ID Number, Investor Name, Investor Type, KYC Process, Status, Error Message, Last Time Update, User Update, Check Notes, and Action. The table contains four records, with the last record (SID: ID015110Q469959) highlighted in red, showing a status of 'Success'.

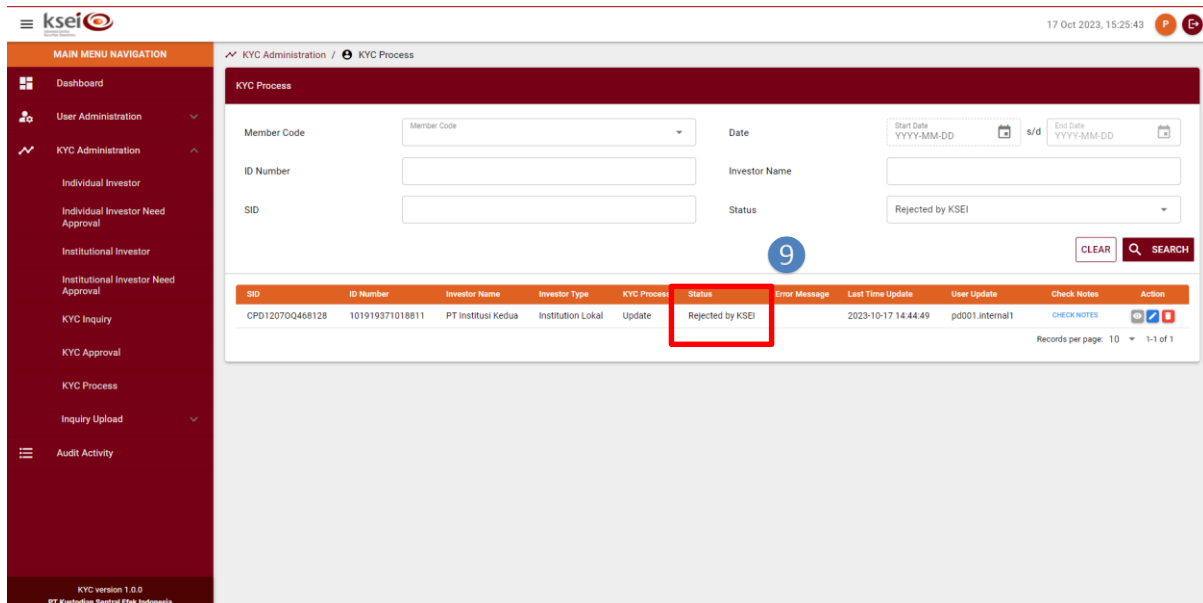
SID	ID Number	Investor Name	Investor Type	KYC Process	Status	Error Message	Last Time Update	User Update	Check Notes	Action
ID00311S0765996	3175074311990005	NAHDAH NADHIFAH	Individual Lokal	Update	Draft		2023-05-24 15:48:02	administrator		
ID00311S0765996	3175074311990005	NAHDAH NADHIFAH	Individual Lokal	Update	Draft		2023-07-12 14:04:10	administrator		
ID00311S0765996	3175074311990005	NAHDAH NADHIFAH	Individual Lokal	Update	Draft		2023-10-16 15:54:15	pd001.internal1		
ID015110Q469959	3175074311990005	NAHDAH NADHIFAH	Individual Lokal	Update	Success		2023-10-16 17:35:45	pd001.internal1		

- Selain individu lokal, data KYC akan diproses validasi/verifikasi oleh petugas KYC Admin yaitu KSEI. Status data dapat dilihat pada menu **KYC Administration > KYC Process , Status: Pending Approval by KSEI**.

The screenshot shows the 'KYC Process' page in the CORES.KSEI system. The left sidebar contains a 'MAIN MENU NAVIGATION' with options like Dashboard, User Administration, KYC Administration, and Audit Activity. The main content area has a 'KYC Process' header and a search filter section with fields for Member Code, ID Number, Date, Investor Name, and Status. Below the search filters is a table with columns: SID, ID Number, Investor Name, Investor Type, KYC Process, Status, Error Message, Last Time Update, User Update, Check Notes, and Action. The table contains three records, with the last record (SID: 1111111111111111) highlighted in red, showing a status of 'Pending Approval by KSEI'.

SID	ID Number	Investor Name	Investor Type	KYC Process	Status	Error Message	Last Time Update	User Update	Check Notes	Action
ANTI07XXXX	Ben Conroy	Individual Asing	Create		Pending Approval by KSEI		2023-08-04 15:22:21	pd001.internal1		
ANTI08XXXX	Rizki ahmad 3	Individual Asing	Create		Pending Approval by KSEI		2023-08-04 15:22:22	pd001.internal1		
1111111111111111	WKWWK tbk	Institution Lokal	Create		Pending Approval by KSEI		2023-10-16 08:59:32	pd001.internal1		

9. Pengajuan *create/modify* data KYC untuk tipe investor institusi dan individu asing membutuhkan verifikasi dari petugas KSEI. Jika data KYC sudah diverifikasi oleh petugas KSEI dan ditolak, maka status dapat dilihat pada **menu KYC Administration > KYC Process , Status: Rejected by KSEI**.



KYC Process

Member Code:  Date:  s/d

ID Number:  Investor Name:

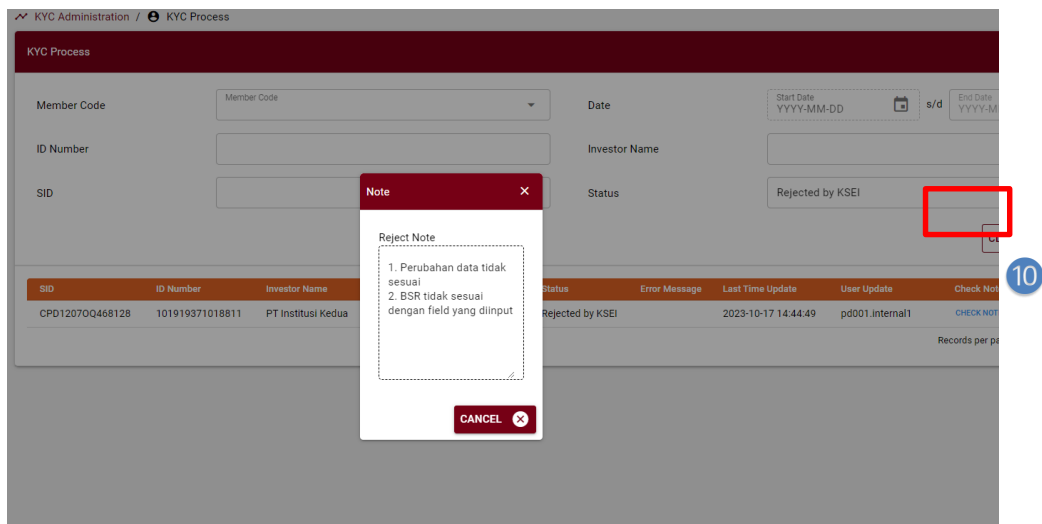
SID:  Status:

**9**

SID	ID Number	Investor Name	Investor Type	KYC Process	Status	Error Message	Last Time Update	User Update	Check Notes	Action
CPD12070Q468128	101919371018811	PT Institusi Kedua	Institution Lokal	Update	Rejected by KSEI		2023-10-17 14:44:49	pd001.internal1	<a href="#">CHECK NOTES</a>	<a href="#">🔍</a> <a href="#">🔍</a>

Records per page: 10 1-1 of 1

10. Pengguna CORES.KSEI dapat melihat catatan jika *create/modify* data ditolak oleh petugas KSEI dengan menekan link pada kolom 'Check Notes'.



KYC Process

Member Code:  Date:  s/d

ID Number:  Investor Name:

SID:  Status:

**10**

SID	ID Number	Investor Name	Investor Type	KYC Process	Status	Error Message	Last Time Update	User Update	Check Notes
CPD12070Q468128	101919371018811	PT Institusi Kedua	Institution Lokal	Update	Rejected by KSEI		2023-10-17 14:44:49	pd001.internal1	<a href="#">CHECK NOTES</a>

Records per page: 10 1-1 of 1

**Note**

Reject Note

- 1. Perubahan data tidak sesuai
- 2. BSR tidak sesuai dengan field yang diinput

**CANCEL**