Exchange Administration System

BROKER'S Guide

Table Of Content

Introduction	
Guide	
Log In E.A.S	3
Homepage E.A.S	4
Account	4
1. Creating Account	
2. Manage The Limit	<i>6</i>
3. Manage Product	
4. Change Password	
5. Search Account	
6. Create User	10
7. User Management	
8. Account Group	12
9. How to Setup Fee and Interest Rate on "Add Rating."	13
10. How to Setup Fee and Interest Rate on "Add Instruments rating for broker	's″1∠
11. Non-Clearing Member Account	1
Reference Data	1.4
Reference Data	
Monitor	16
1. Quote	16
2. Order	
3. Position	18
4. Risk	18
5. Trade by Fill	19
	0.0
Daily Operation	
1. Cash Transfer	
2. Margin Call	22
Report	23
1. Daily Ledger	24
2. Position History	
3. Trade History	
4. Daily Settlement	
5. Cash Transfer History	
6. Execution Fee History	
7. Execution Fee Details	
8. Interest Chage History	
9. Interest Charge Detail	
10. Margin Call History	
11. Settlement Price History	
12. Fill Summary	
13. Fill History	
14 Order History	

E.A.S is temporarily accessible via VPN

Guide

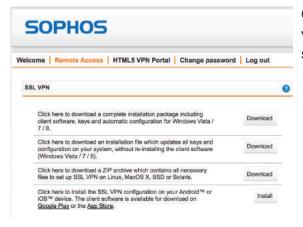


The example of VPN used is SOPHOS with IP 203.192.168.22

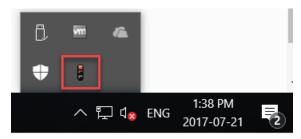
Fill in the username and password then click enter or click the login logo



Homepage display after login, VPN software must be downloaded first.



Click Remote Access menu, select software that is compatible with the operating system. Then click download and install software.



- After the software is successfully installed, click on the arrow symbol on the taskbar, right-click the traffic light icon, then click connect.
- Enter the same username and password as the ones for logging in to the website

Log in E.A.S.



On the internet browser application (Google Chrome, Mozilla, Internet Explorer): Enter the following address: 61.14.136.225/BOS
Then press Enter



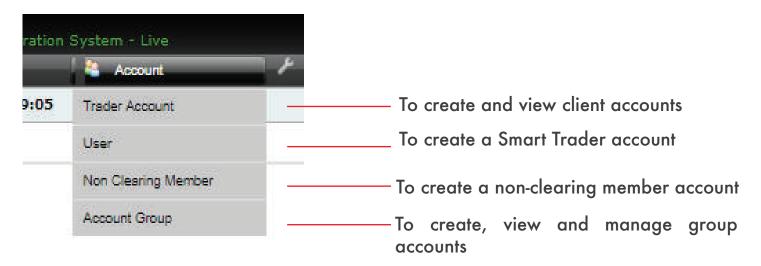
- 1.Fill in the ID on User Name column
- 2. Fill in the password on Password column

Home Page



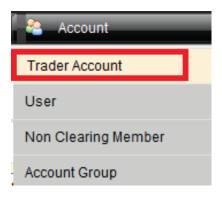
- 1.Click Change Password to change the password
- 2. Click Logout to exit the EAS system
- 3.Click one of the language options to choose the language you want
- 4. Click Compass Administration System, to return to the Home page
- 5. Click one of the menus to see the sub-menu as needed

Account



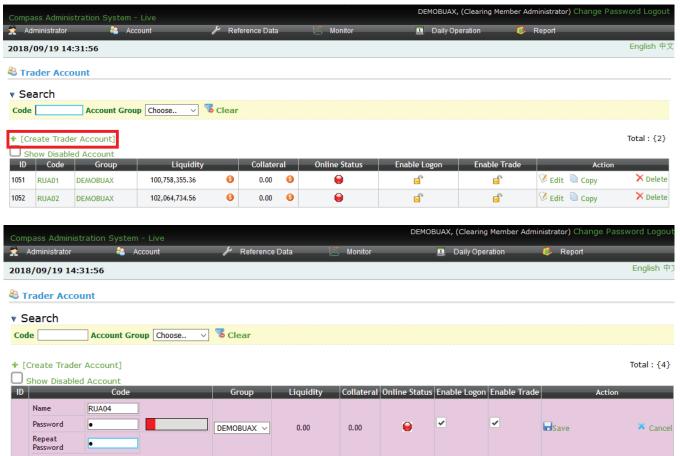
In order to enable retail clients to make transactions on Smart Trader, each Broker can determine the margin rating, fee, and interest rate of the client in the Account Group menu and provide trading access to the retail client account in the Account menu and in the User menu in Smart Trader application.

Create Account

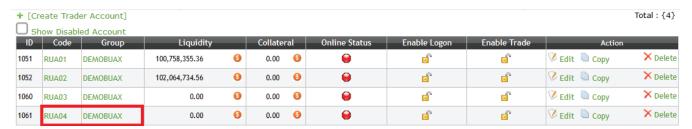


One function of the broker is to create account for their clients. Here's how to create an account:

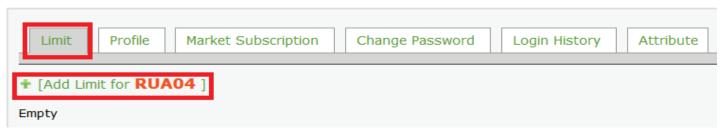
- 1.Select the Account menu then click the Trader Account sub menu
- 2.Click on Create Trader Account menu to start creating an

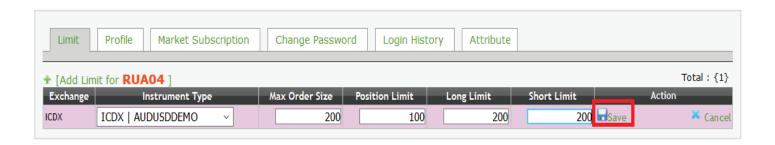


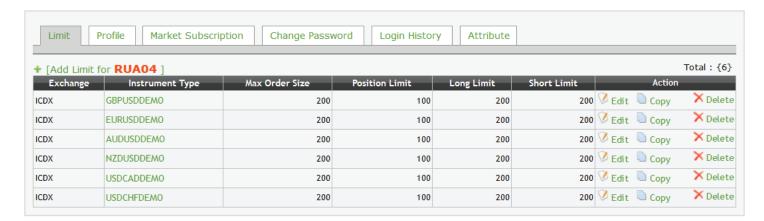
- 3. Create Name / Code user name in the Name menu
- 4. Create a password on the password menu
- 5. Re-enter the password that was created on the repeat password menu
- 6. Click "Save"



Manage The Limit



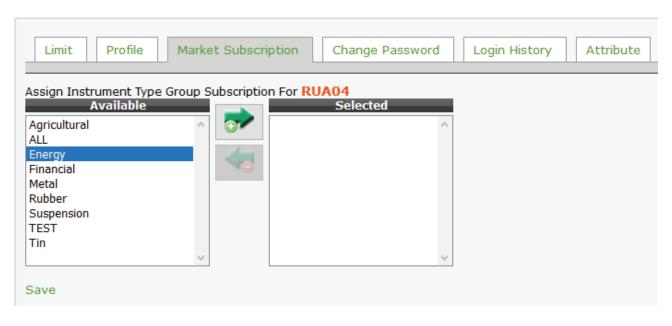


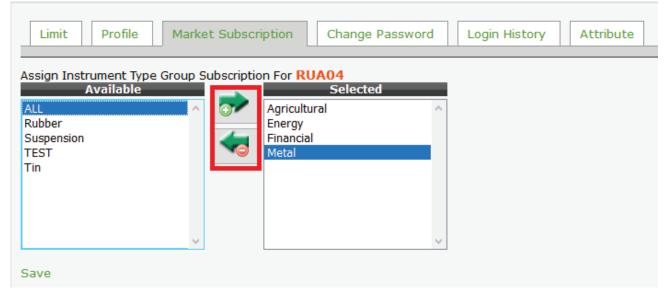


After completing creating the account, broker must set the transaction limit. Follow these steps to set it:

- 1.Select Menu "Limit" and click the "+[Add Limit for/ Account]"
- 2.After the menu to add a limit appears, fill in each column with the limit specified by the broker for that account.
- 3.Click "Save"
- 4.Once added, click "Edit" if you want to change
- 5.Click "Copy" to copy the existing data
- 6.Click "Delete" to delete data
- 7.To add products and the limit amount that can be transacted and can activate the cross margining facility between GBPUSD, EURUSD, AUDUSD and NZDUSD products, then add the GOFXUSD type instrument.

Manage Product

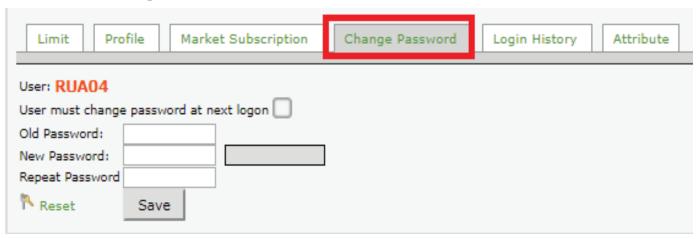




After you have finished creating an account, broker must arrange the products that can be transacted by the account by doing the following steps:

- 1. Click at the account that was created
- 2. Select the "Market Subscription" menu
- 3. Select the product in the "Available" column to the "Selected" column

Change Password



Brokers can change or reset the trader's account password if the broker's client does not remember the Smart Trader login password. Follow these steps to change the password:

- 1.Click at the account that you want to change the password
- 2.Select sub menu "Change Password"
- 3.Click "Reset"
- 4. Check the box on "User must be changed at next logon"
- 5.Enter "Password1" in the "Old Password" Enter the new password in the "New Password"
- 6.Re-enter the new password in the "Repeat Password" as verification.
- 7.Click "Save" to save the data.

Search Account



The "Trader Account" menu can also be used to search for certain accounts by doing the following steps:

- 1. Enter the account code in the "Code" menu
- 2. Select the account group in the "Account Group" menu by clicking the sign
- 3. Check on the box of "Show Disabled Account", to search for accounts that are not allowed to conduct transactions (disable)

Note:

If you don't choose "Account Group", it will display all clients with the code as filled in the menu code (For example, only fill in 3-digit code)

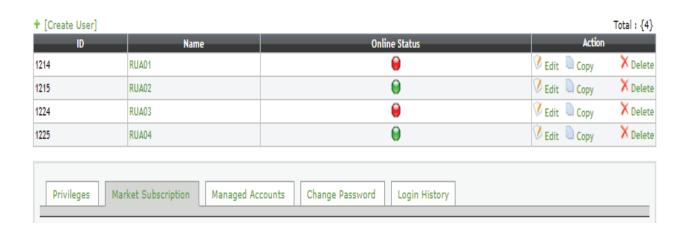
Create User



This menu serves to create a user or Smart Trader login account. This user is created for multiple logins. The main login is in the "Trader Account" menu.

To create user, do the following steps:

- 1. Select and Click "Create User"
- 2. Enter the name or code to log in on the "Name" column
- 3. Create a password on the "Password" column
- 4. Enter the same password on the "Repeat Password" column for verification
- 5. Click "Save" to save the data





User Management



After creating a user, the user must be set up so that it can be used to do or view transactions. Do the following steps to set up new user:

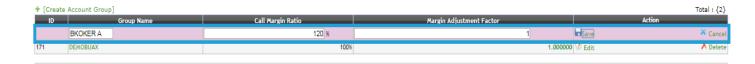
- 1. Select and click the name of the user in the "Name" column
- 2. Select the "Privileges" tab and check on the Open Position (so that the User can open a new position or New Order) and Close Position (so that the User can close position or open position liquidation) in the Enable column.
- 3. Select the "Market Subscription" tab and set it according to the product settings on the trader account creation menu
- 4. Select the "Managed Account" tab and click on "[Add Related Account for {Name}]" to determine the trader's account that can be viewed or traded.
- 5. Select the "Change password" tab and set it according to change password menu to create a trader account.

Account Group



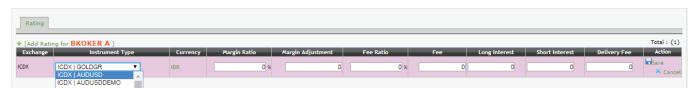
Account Group are created so that accounts can make transactions with margin, transaction fees, and interest determined by the broker.

- 1. To create an Account Group, follow these steps:
- 2. Click "Create Account Group"
- 3. Specify the group name in the "Group Name" column
- 4. Determine the value of the equity ratio for the margin call on the "Call Margin Ratio" column
- 5. Determine the value of the margin requirement (multiples) based on the margin from ICH in the "Margin Adjustment Factor" column
- 6. Click "Save" to save the data.
- 7. To make changes, use the "Edit" button.



Margin Adjustment Factor is a new feature available on the "Account Group" menu on EAS (Exchange Administration System) so that Brokers can set different margin amounts to their clients from the amount of margin set by Exchange in terms of managing the risk of each client. This new feature will double the amount of margin on all product accounts under the same Account Group. Margin Adjustment Factor will only double the margin used for each product, while fee and interest rates will not change.

How to Setup Fee and Interest rate on "Add Rating"



"Add Rating for Broker" is used by Broker admin to determine transaction costs and interest that will be charged to retail client accounts on each futures contract product.

Insert and manage GOFXUSD instrument products for grouping transaction costs and interest on cross margining products, they are AUDUSD, GBPUSD, EURUSD and NZDUSD. If the transaction fee and interest fee will be made the same as GOFX instrument products, then just enter the GOFXUSD product instrument on the instrument column.

The steps to setup "Add rating for Broker" are as follows:

- 1. Click "[Add Rating for {Broker Name}]" and search for the product to be setup on the instrument Type column.
- 2. Enter the value of the transaction fee or fee (on "Fee Ratio" column, fee value is in percent (%) and on column "Fee", the value is in the calculation of fix).
- 3. Enter the value number for the calculation of the interest rate in the "Long Interest" column (open position on the client as buyer) and "Short Interest" (open position on the client as seller).
- 4. "Margin Ratio" and "Margin Adjustment" columns are given a value of "0" (because the margin value has been set by the Exchange and Clearing).
- 5. Click "Save" to save the data.
- 6. To make changes, use the "Edit" button

How to Setup Fee and Interest rate on "Add Instrument Rating for Brokers"

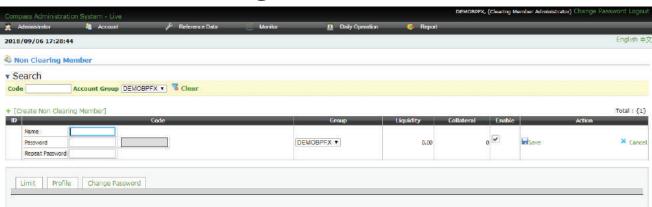


The "Add Instrument Rating for Broker" menu is used by Broker admin to determine transaction commission fee and interest that will be charged to retail client accounts on each Spot Month futures product or instrument AUDUSD, GBPUSD, EURUSD and NZDUSD. There will be given different transaction commission fees and interest rates for each products.

Follow these steps to setup "Add rating for Broker":

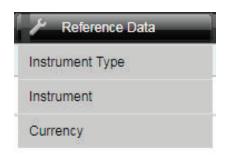
- 1. Click "[Add Instrument Rating for {Broker Name}] and search for the product to be setup in the "Instrument" column.
- 2. Enter the value of the transaction commission or fee (on "Fee ratio" column, the fee value is in % (percent) and on the "Fee" column, the value of transaction costs is in the calcula tion of fix).
- 3. Enter the value for the calculation of the interest rate in the "Long Interest" column (open position on the client as buyer) and "Short Interest" (open position on the client as seller).
- 4. The "Margin Ratio" and "Margin Adjuster" columns are given a value of "0" (because the margin value has been set by the Exchange and Clearing)
- 5. Click "Save" to save the data.
- 6. To make changes, use the "Edit" button.

Account Non-Clearing member



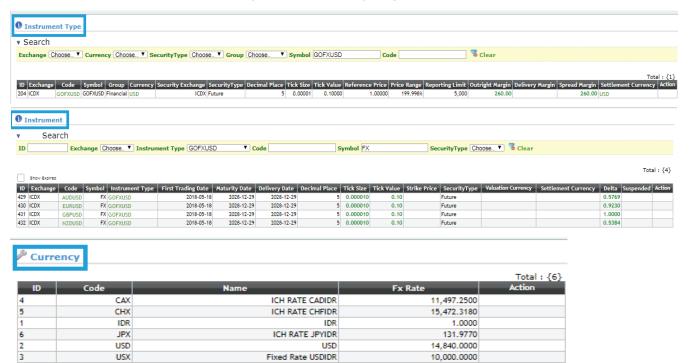
Can be used by brokers when there are members outside the account group who want to clear transactions in the account group.

REFERENCE DATA



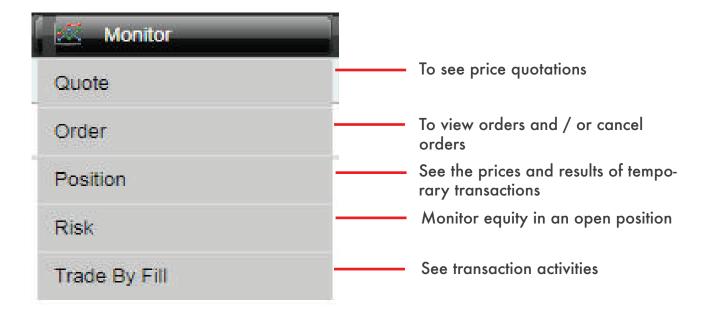
The Reference Data menu contains information of the contract products specifications traded on the ICDX market. Instrument Type and Instrument sub menu contains information used to view the product code, product symbol, currency type, tick size, tick value, and also to see the amount of the delta for each product and the amount of margin for each product (per lot).

The Currency sub menu is for seeing the value of the currency on the previous trading day (T-1)

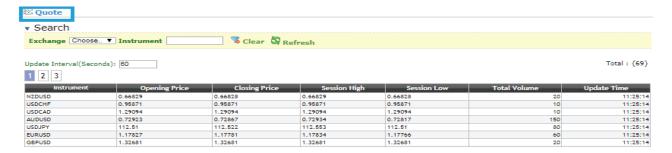


MONITOR

Client account activities such as trading transaction orders can be monitored in real time on the "Monitor" menu. Monitoring client account activities can be done on several sub menus in the Monitor menu, such as Order, Position, Risk, and Trade By Fill



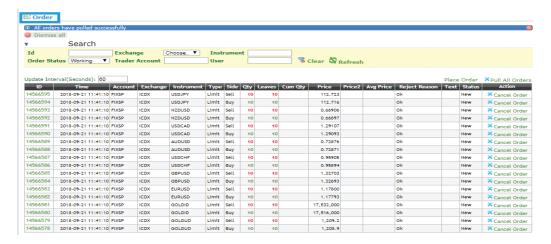
Quote



The Quote page contains detailed information about the opening, closing, highest and also lowest prices in a transaction session. Quote pages can be accessed by clicking the "Quote" sub menu on the Monitor menu.

The product instrument code (for example: GOLDGR) can be found in the Search section - in the "Instrument" column, then type the desired product instrument classification.

Order

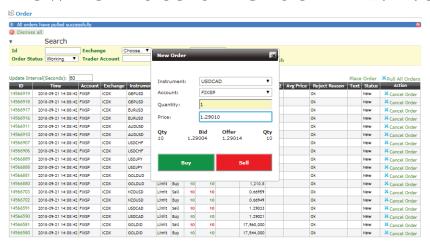


Order pages can be accessed by selecting the "Order" sub menu on the Monitor menu. This page contains detailed information about trading client account activities on each product. The "Order" page also works to view the status of orders in real time at certain time intervals. Orders can be searched based on several classifications such as ID, Exchange, Instrument, etc. according to the desired conditions.

Follow these steps to cancel an order from EAS:

- 1. Select and search for orders based on the desired classification (ID, Exchange, Instrument, etc.)
- 2. Click "Refresh" and see the data you want to cancel
- 3. Click "Pull All Orders" to cancel the order that has entered the exchange system

How To Place an Order in E.A.S



Orders by Broker Administrators can be made through the "Order" sub menu under the Monitor menu. Here are some steps to place an order:

- 1. Click "Place Order" and the "New Order" page will appear
- 2. Enter Instrument, Account Code, Number of lots (Quantity), and price to be dered (Price)

or-

3. Click "Buy" if you want to order a Buy, and click "Sell" to order a Sell.

Position

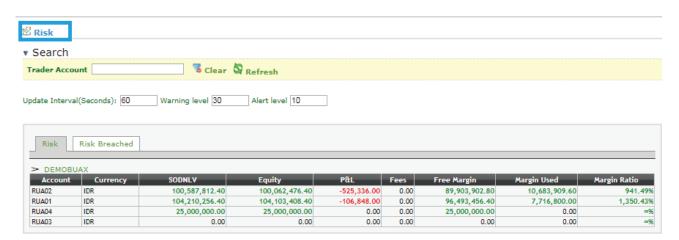


Position page can be accessed by selecting the "Position" sub menu on the "Monitor" menu. This page contains open position of client account that has made transactions per product. In addition, this page also displays the results of calculations obtained by client accounts such as the results of PnL, Fee, Margin, and Total PnL (in USD and IDR per product).

To find the client code you can use the existing filter menu and type the desired classification. It also serves to view transaction positions in real time at certain time intervals, including positions that have exceeded the specified limit.

This position page will correspond to the position of the client on the Smart Trader.

Risk



The Risk page can be accessed by selecting the "Risk" sub menu on the Monitor menu.

The Risk page contains financial records from the client account, such as the condition of Margin Ratio, Total PnL, Margin, Equity, Total Fee, Beginning Balance (SODNLV) and the total margin needed. This page also serves to monitor the risks in the ongoing transaction in real time at certain time intervals, including the risk that has exceeded the specified limit.

Trade by fill



The "Trade by Fill" page can be accessed by selecting the "Trade by Fill" sub menu on the Monitor menu.

The Trade by Fill page contains information on the results of trade transactions that occur between Seller and Buyer. This information is recorded in real time on the ICDX exchange at certain time intervals.

The desired data search can go through several filter columns that are available and adjusted to the desired data.

DAILY OPERATION

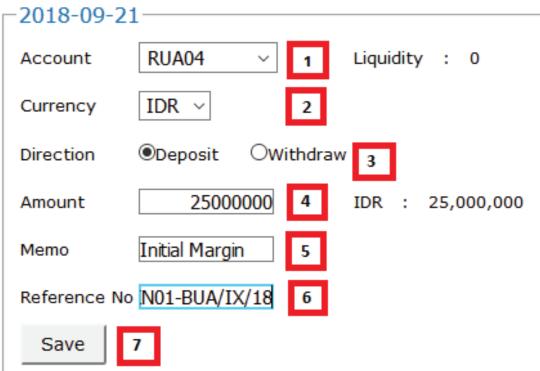


Sub menu "Cash Transfer" on the Daily Operation menu serves to help Broker Administrators make deposits to or withdrawals from deposit margin funds on the Equity client account.

The "Margin Call" sub menu in the Daily Operation menu serves to monitor the lack of margins owned by the accounts registered with the broker.

Cash Transfer

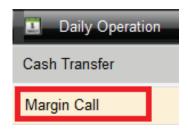
□ Cash Transfer



The "Cash Transfer" menu serves to input funds (deposits) or withdrawals (Withdrawals) made by the client to the broker. To input the funds, select the Daily Operation menu and click the Cash Transfer menu. Then do the following data input instructions:

- 1. Select the account that will make the transaction
- 2. Choose a currency according to the funds deposited or withdrawn
- 3. Select the type of transaction
- 4. Enter the amount of funds
- 5. Enter a note or description in the Memo section
- 6. Enter the reference number (For example: credit / debit note number etc ...)
- 7. Click "Save" to save the data

Margin Call

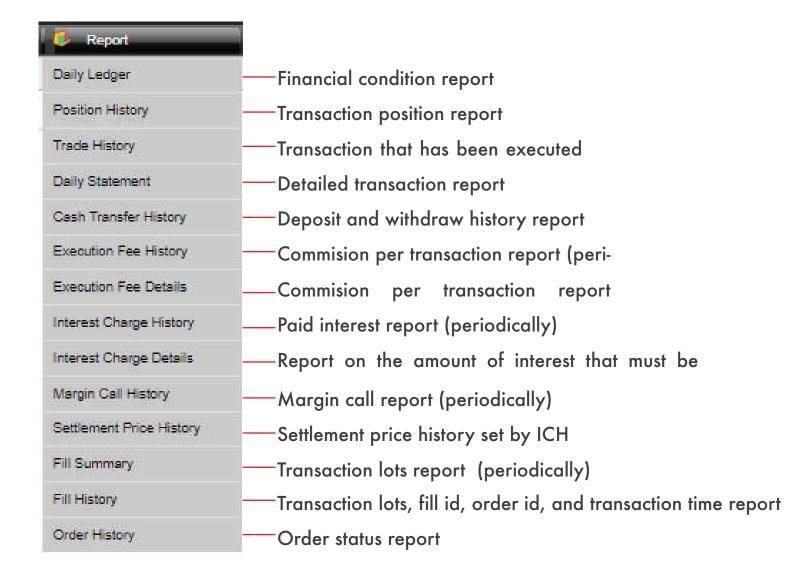


"Margin Call" menu can be accessed through the Daily Operation menu. This Margin Call page shows the financial condition of clients who experience deficits (lack of margins) based on their respective currencies.

Margin Call

Account	Currency	Amount
RUA02	USD	-680.33
RUA02	IDR	100,000,000
RUA01	USD	-236.29
RUA01	IDR	100,000,000
DEMOBUAX	USD	-701.85
DEMOBUAX	IDR	10,000,000,000

REPORT



Daily Ledger



Daily Ledger Report is a daily summary report that contains broker financial data on ICH and client finances at brokers.

This report can be accessed via the Daily Ledger sub menu in the Report menu. After logging in to the Daily Ledger page, do the following:

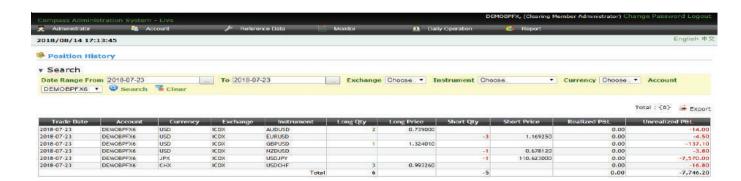
- 1. Select the date of the report to be printed / viewed
- 2. Select a broker or client account by clicking the sign (as shown)
- 3.Click "Search" to display the report

Daily Ledger Report Display



Note: Report that has been displayed, can be exported to PDF, CSV, and XLS by clicking the "Export" menu.

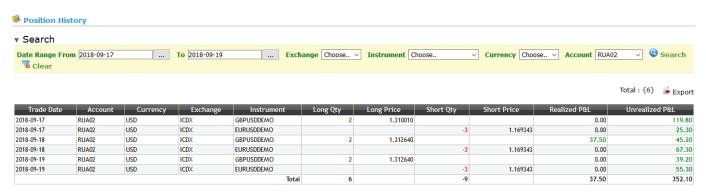
Position History



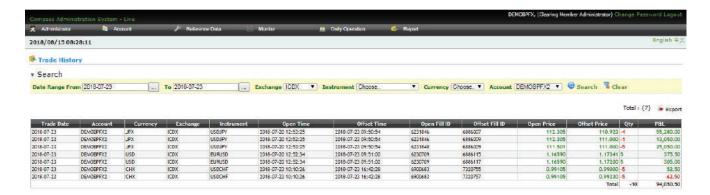
Position History Report is an open position report owned by a broker or client for a certain period. Follow these steps to display the report:

- 1. Select the Report menu and click the Position History sub menu
- 2. Determine the start date of the desired report
- 3. Determine the desired end date of the report
- 4. Select Exchange (Can be skipped if only 1 exchange for 1 account)
- 5. Select Product (Not required)
- 6. Select Currency (Not required)
- 7. Choose an account (Can choose a client or broker account)
- 8.Click "Search" to display the report

Position History Report Display



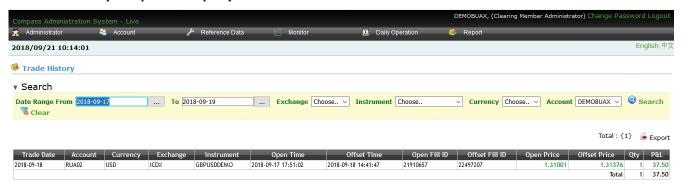
Trade History



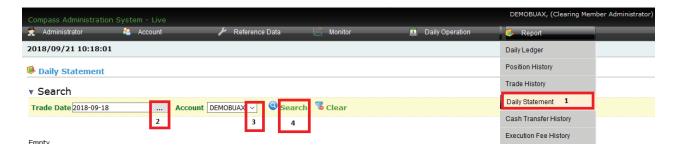
Trade History Report is a transaction report that has been liquidated / closed position made by the client or broker at a certain time or period. To get this report, do the following:

- 1. Select the Report menu and click the Trade History sub menu
- 2. Determine the start date of the desired report
- 3. Determine the desired end date of the report
- 4. Select Exchange (Can be skipped if only 1 exchange for 1 account)
- 5. Select Product (Not required)
- 6. Select Currency (Not required)
- 7.Choose an account (Can choose a client or broker account)
- 8.Click "Search" to display the report

Trade History Report Display



Daily Statement



Daily Statement Report is a report on the condition of transactions and finances of clients or brokers in detail at a certain time. To get this report, do the following:

- 1. The Report menu and click the Daily Statement sub menu
- 2. Determine the date of the desired report
- 3. Choose an account (Can choose a client or broker account)
- 4. Click "Search" to display the report

Daily Statement Report Display



Cash Transfer History



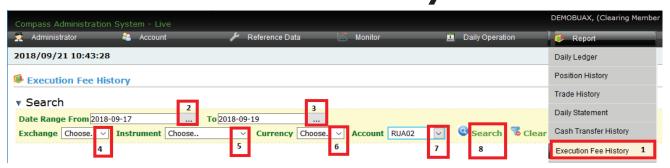
Cash Transfer History Report is a history report of the flow of funds made by the client to the broker or broker to the clearing agency (ICH) at a certain time or period. To get this report, do the following:

- 1. Select the Report menu and click the Cash Transfer History sub menu
- 2. Determine the start date of the desired report
- 3. Determine the final date of the report you want
- 4. Select an account (Can select client or broker account)
- 5.Click "Search" to view the report

Cash Transfer History Report Display

+ [Cash Transfer] Total: {1}									
Trade Date	Transact Time	Account	Currency	Transaction Type	Amount	Amount (IDR)	Туре	Memo	Operator
2018-09-21	2018-09-21 08:35:40	RUA04	IDR	Deposit	25,000,000	25,000,000	Cash Transfer	Initial Margin	DEMOBUAX
					Total	25,000,000			

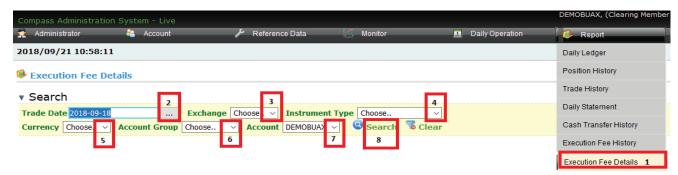
Execution Fee History



Execution Fee History Report is a history report of transaction costs charged to clients by brokers or broker's by clearing institutions (ICH) at certain times or periods. To get this report, do the following:

- 1. Select the Report menu and click the Execution Fee History sub menu
- 2. Determine the start date of the desired report
- 3. Determine the desired end date of the report
- 4. Select Exchange (Can be skipped if only 1 exchange for 1 account)
- 5. Select Product (Not required)
- 6. Select Currency (Not required)
- 7.Choose an account (Can choose a client or broker account)
- 8.Click "Search" to display the report

Execution Fee Details



Execution Fee Details is a detailed report of transaction costs charged to the client by a broker or broker by the clearing institution (ICH) at a certain time. To get this report, do the following:

- 1. Select the Report menu and click the Execution Fee Detail sub menu
- 2. Determine the date of the desired report
- 3. Select Exchange (Can be skipped if only 1 exchange for 1 account)
- 4. Select Product (Not required)
- 5. Select Currency (Not required)
- 6. Select Account Group (Not required)
- 7.Choose an account (Can choose a client or broker account)
- 8.Click "Search" to display the report

Execution Fee Details Report Display



Interest Charge History



Interest Charge History Report is an interest history report that is imposed on the client's open position by a broker or broker by a clearing institution (ICH) at a certain time or period. After selecting the Report menu and clicking the Interest Charge History sub menu then follow the steps as follows:

- 1.Determine the start date of the desired report
- 2. Determine the desired end date of the report
- 3. Select Exchange (Can be skipped if only 1 exchange for 1 account)
- 4. Select Product (Not required)
- 5. Select Currency (Not required)
- 6. Choose an account (Can choose a client or broker account)
- 7.Click "search" to display the report

Interest Charge History Report Display

Trade Date	Account	Exchange	Instrument	Currency	Interest
2018-09-18	RUA02	ICDX	GBPUSDDEMO	USD	-1.58
2018-09-18	RUA02	ICDX	EURUSDDEMO	USD	-2.10
2018-09-19	RUA02	ICDX	GBPUSDDEMO	USD	-5.40
2018-09-19	RUA02	ICDX	EURUSDDEMO	USD	-8.10
				Total	-17.18

Interest Charge Details

Interest Charge Report Detail is the interest report imposed on the client's open position by the broker or broker by the clearing institution (ICH) in detail at a specified time or period. After selecting the Report menu and clicking the Interest Charge Detail sub menu then follow the steps below to get the report:

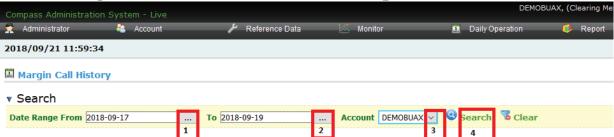


- 1.Determine the start date of the desired report
- 2. Determine the desired end date of the report
- 3. Select Exchange (Can be skipped if only 1 exchange for 1 account)
- 4.Choose product / Instrument Type (Not required)
- 5. Select Currency (Not required)
- 6. Select Account Group (Not required)
- 7.Choose an account (Can choose a client or broker account)
- 8.Click "Search" to display the report

Interest Charge Details Report Display

Trade Date	Account	Currency	Amount
2018-09-19	DEMOBUAX	USD	-9.60
2018-09-19	DEMOBUAX	USD	-6.30
2018-09-18	DEMOBUAX	USD	-3.20
2018-09-18	DEMOBUAX	USD	-2.10
		Total	-21.20

Margin Call History



Margin Call History Report is a history report of a client or broker's lack of margin and must fulfill his obligation to add margin at a certain time or period. After selecting the Report menu and clicking the Margin Call History sub menu, then follow the steps below to get the report:

- 1.Determine the start date of the desired report
- 2.Determine the final date of the report you want
- 3. Select an account (Can select client or broker account)
- 4.Click "Search" to view the report

Margin Call History Report Display

7 1 2 1			
Trade Date	Account	Currency	Amount
2018-09-19	DEMOBUAX	USD	-879.55
2018-09-19	DEMOBUAX	IDR	10,000,000,000
2018-09-18	DEMOBUAX	USD	-839.65
2018-09-18	DEMOBUAX	IDR	10,000,000,000
2018-09-17	DEMOBUAX	USD	-816.7
2018-09-17	DEMOBUAX	IDR	10,000,000,000

Settlement Price History

Settlement Price History Report is a history of settlement price determined by ICDX and ICH to calculate the projection of profit or loss against an open position held by a client or broker at a certain time or period. After selecting the Report menu and clicking on the Settlement Price History sub menu, then follow the steps below to get the report:



- 1.Determine the start date of the desired report
- 2. Determine the desired end date of the report
- 3. Select Exchange
- 4. Select Instrument Type (Not required)
- 5. Select contract / product (If not filled in, all products will appear)
- 6.Click "Search" to display the report

Settlement Price History Report Display

Update Settlement Price	,		,	Total : {3}	Export
Exchange	<u>Instrument</u>	Trade Date	Reference Price	Settlement Price	
ICDX	EURUSDDEMO	2018-09-19	1.00000		1.16750
ICDX	EURUSDDEMO	2018-09-18	1.00000		1.16710
ICDX	FURUSDDEMO	2018-09-17	1.00000		1.16850

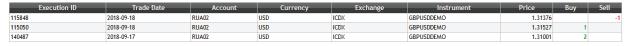
Fill Summary

Fill Summary Report is a transaction data history report that has occurred on the exchange (ICDX) and is cleared to the clearing institution (ICH) by client from broker at a specified time or period. After selecting the Report menu and clicking the Fill Summary sub menu, follow these steps to get the report:



- 1.Determine the start date of the desired report
- 2. Determine the desired end date of the report
- 3. Select Exchange based on the origin of the product,
- 4. Select Instrument / Product (not required)
- 5. Choose Account (Can be a client or broker account)
- 6.Click "search" to display the report.

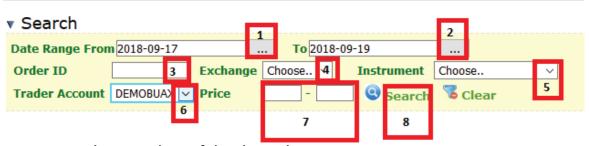
Fill Summary Report Display



Fill History

Fill History Report is a transaction data history report that has occurred on the exchange (ICDX) and is cleared to the clearing institution (ICH) by client from broker at a specified time or period. After selecting the Report menu and clicking the Fill History sub menu, follow these steps to get the report:





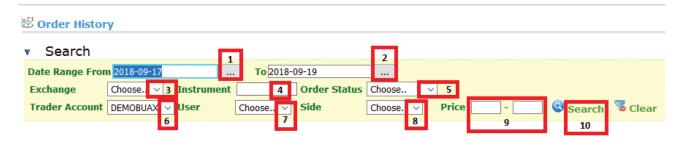
- 1.Determine the start date of the desired report
- 2. Determine the desired end date of the report
- 3. Fill in the transaction ID Order (If you remember the order ID, it doesn't have to be filled in)
- 4. Select Exchange based on the origin of the product.
- 5. Select Instrument / Product (not required)
- 6. Choose a Trader Account (Can be a client or broker account)
- 7. Fill in the desired price range
- 8.Click "search" to display the report.

Fill History Report Display



Order History

Order History Report is a transaction data history report that has occurred on the exchange (ICDX) and is cleared to the clearing institution (ICH) by client from broker at a specified time or period. After selecting the Report menu and clicking the Order History sub menu, follow these steps to get the report:



- 1.Determine the start date of the desired report
- 2. Determine the desired end date of the report
- 3. Select Exchange based on the origin of the product.
- 4. Select Instrument / Product (not required)
- 5. Select the desired Order Status (If not selected, then display all existing order statuses)
- 6.Choose a Trader Account (Can be a client or broker account)
- 7. Select the desired user (User / user account)
- 8. Select the desired side (Buy or Sell)
- 9.Determine the price range you want (If necessary)
- 10.Click "search" to display the report.

Order History Report Display



USER GUIDE

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