

REGULATION
HEAD OF INVESTMENT COORDINATING BOARD
NUMBER: 1/P/2008

ON
SECOND AMENDMENT TO THE DECREE OF THE HEAD OF INVESTMENT
COORDINATING BOARD NUMBER 57/SK/2004 ON GUIDELINES AND
PROCEDURES FOR INVESTMENT APPLICATION
UNDER DOMESTIC AND FOREIGN INVESTMENTS

HEAD OF INVESTMENT COORDINATING BOARD

Considering:

- a. whilst, with the enforcement of Law Number 25 of 2007 on Investment, it is necessary to adjust several provisions in the Decree of the Head of Investment Coordinating Board Number 57/SK/2004 as amended by the Decree Number 70/SK/2004;
- b. whilst, in connection with consideration as referred to paragraph [a], it is necessary to stipulate Regulation of the Head of Investment Coordinating Board on the Second Amendment to the Decree of the Head of Investment Coordinating Board Number 57/SK/2004 on Guidelines and Procedures for Investment Application under Domestic and Foreign Investments.

In view of:

- 1. Law Number 25 of 2007 on Investment (State Gazette of the Republic of Indonesia of 2007 Number 67, Supplement to the State Gazette of the Republic of Indonesia Number 4724);
- 2. Law Number 40 of 2007 on Limited Liability Company (State Gazette of the Republic of Indonesia of 2007

Number 106, Supplement to the State Gazette of the Republic of Indonesia Number 4756);

2. Presidential Decree Number 41 of 1996 on Industrial Zone;
3. Presidential Decree Number 78/M of 2005;
4. Presidential Regulation Number 76 of 2007 on Criteria of Business Fields Close and Open with Conditions to Investment;
5. Presidential Regulation Number 77 of 2007 on Business Fields Close and Open with Conditions to Investment as amended by Government Regulation Number 111 of 2007
6. Presidential Regulation Number 90 of 2007 on Coordinating Investment Board;
7. Decree of the Head of Investment Coordinating Board Number 57/SK/2004 on Guidelines and Procedures for Investment Application under Domestic and Foreign Investments as amended by Decree of the Head of Indonesian Investment Coordinating Board Number 70/SK/2004;
8. Decree of the Head of Investment Coordinating Board Number 76/SK/2004 on Issuance of Business License/ Permanent Business License for Companies Established under Domestic and Foreign Investments as amended several times, the latest by Decree of the Head of Investment Coordinating Board Number 174/SK/2005;
9. Regulation of the Head of Investment Coordinating Board Number 90/SK/2007 on Organisation and Working System of Investment Coordinating Board;

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DECIDES:

To stipulate: REGULATION OF THE HEAD OF INVESTMENT COORDINATING BOARD NUMBER: 1/P/2008 ON SECOND AMENDMENT TO THE DECREE OF THE HEAD OF INVESTMENT COORDINATING BOARD NUMBER 57/SK/2004 ON GUIDELINES AND PROCEDURES FOR INVESTMENT APPLICATION UNDER DOMESTIC AND FOREIGN INVESTMENTS

Article I

Several provisions of and Attachment to the Decree of the Head of Investment Coordinating Board Number 57/SK/2004 on Guidelines and Procedures for Investment Application for the Purpose of Domestic and Foreign Investments as amended by Decree of the Head of Indonesian Investment Coordinating Board Number 70/SK/2004 shall be amended as follows:

1. Provisions of Article 6 shall be amended to be as follows:

Article 6

- (1) New investment application under Foreign Investment may be submitted by:
 - a. Foreign citizen and/or foreign legal entity and/or foreign company; or
 - b. Foreign citizen and/or foreign legal entity and/or foreign company with Indonesian citizen and/or Indonesian legal entity; or
 - c. Limited Liability Company which part or all of its equity is owned by foreign investor.
- (2) New investment application as referred to in paragraph (1) is submitted to the Head of Investment Coordinating Board:

- (3) Approval for the investment application as referred to in paragraph (2) shall be issued in the form of Letter of Approval for Foreign Investment with a copy forwarded to:
- a. Minister of Home Affairs;
 - b. Minister whose responsibility is to develop the relevant business field of the investment;
 - c. Minister of Finance;
 - d. State Minister for the Environment;
 - e. State Minister for Cooperative and Small and Medium Scale Enterprises;
 - f. Governor of the Indonesian Central Bank;
 - g. Relevant Technical Director General;
 - h. Director General of Taxation;
 - i. Director General of Customs and Excise;
 - j. Director General of Laws and Legislations;
 - k. Head of Representative Office of the Republic of Indonesia in the relevant country;
 - l. Relevant Foreign Embassy;
 - m. Relevant Governor;
 - n. Relevant Regent/ Mayor;
- (4) Letter of Approval as referred to in paragraph (3) shall be issued by the latest within 10 working days upon the acceptance of complete and correct application except for lines of business requiring consultation with relevant Ministry/ Institution;

2. Provisions of Article 11 shall be amended to be as follows:

Article 11

- (1) The investing company shall possess Permanent Business License (IUT) to commence activities of operation/ production.
- (2) Application for Permanent Business License (IUT) as referred to in paragraph (1) shall be submitted to the Head of BKPM in two (2)

counterparts using form of Application for Permanent Business License (IUT) as set out in Attachment 4;

- (3) For any industrial companies located within an Industrial Zone, if they have already engaged in commercial production, the relevant companies must draw up a Statement of Commencement of Production using form as set out in Attachment 5, submitted to BKPM in two (2) counterparts. Based on the said Statement of Commencement of Production, BKPM issues IUT.
 - (4) Approval for the application as referred to in paragraphs (2) and (3) shall be issued in the form of Permanent Business License (IUT), signed by the Head of BKPM on behalf of the Minister whose duties covers development of the relevant business field, copied to officials as referred to in Article 5 paragraph (3) for Domestic Investment and Article 6 paragraph (3) for Foreign Investment.
 - (5) Permanent Business License (IUT) as referred to in paragraphs (2) and (3) shall be issued by the latest within ten (10) working days upon the acceptance of complete and correct application.
 - (6) Permanent Business License (IUT) shall be in full force during the company's engagement in production/ operation."
3. Provisions of Article 13 paragraph (2) shall be amended and sub-paragraph (c) shall be deleted, so that the entire Article 12 will be as the following:

Article 13

- (1) Any change to the requirements of project under Domestic / Foreign Investments shall require approval from the Head of BKPM.
- (2) Change to the requirements of project which requires approval as referred to in paragraph (1) shall consist of;
 - a. Change in project location;
 - b. Change in business field and production (either type or capacity)
 - c. Deletion

- d. Change in investment and source of funds;
 - e. Change in Foreign Investment company's share ownership;
 - f. Change in status of company under Foreign Investment into a company under Domestic Investment.
 - g. Change in status of company under Domestic Investment or non-Domestic/Foreign Investments into a company under Foreign Investment.
 - h. Extension of project completion schedule;
 - i. Merger of company.
- (3) Change to the requirements of project outside paragraph (2) must be notified in written to the Head of BKPM, which is:
- a. Change in company's name;
 - b. Change in company's address.
- (4) Any application shall be signed by the company's management or the authorised board of directors or proxy accompanied with power of attorney."
4. Article 16 shall be deleted.
5. Provisions of Article 24 shall be amended to be as follows:
- Article 24**
- (1) Application for approval on the facilities of raw/ auxiliary materials importation for any company under Domestic/ Foreign Investments shall be submitted to the Head of BKPM in two (2) counterparts using form IV.B (master list of raw/ auxiliary materials) as set out in Attachment 14.
- (2) Approval for the granting of facilities pursuant to the application as referred to in paragraph (1) shall be signed by the Head of BKPM on behalf of the Minister of Finance in the form of Approval for the Granting of Facilities of Import Duty Exemption/Incentive for Raw/ auxiliary Materials Importation (Customs Approval) by enclosing

Master List of Raw/ Auxiliary Materials, with a copy addressed to Director General of Customs and Excise, Director General of Taxation and Technical Director General;

- (3) Letter of Approval as referred to in paragraph (2) shall be issued by the latest fourteen (14) working days upon the acceptance of complete and correct application.
- (4) Any company having no Business License/ Permanent Business License either under Domestic Investment or Foreign Investment will be subject to raw/ supporting materials importation facilities for the need of one (1) year production with an importation period of one (1) year. Additional need of raw material for the second year shall be granted if the company has owned Business License/ Permanent Business License with one (1) extension of importation period as of the expiration of the first Customs Approval.
- (5) Any company which has owned Business License/ Permanent Business License either under Domestic or Foreign Investments will be subject to raw/ auxiliary materials importation facilities for the need of two (2) years production with an importation period of two (2) years.
- (6) Any company which has received raw/ auxiliary materials importation facilities, in case of its importation has not been concluded within a period of 2 (two) years, will be subject to one (1) year extension for the period of importation as of the expiration of validity period of raw/ auxiliary materials importation facilities.”

6. Provisions of Article 26 shall be amended to be as follows:

Article 26

- (1) Company under Domestic/Foreign Investments and Representative Office of Foreign Company which will employ expatriates shall have Legalisation of Expatriates Employment Plan.

- (2) Application for obtaining Legalisation of Expatriates Employment Plan as referred to in paragraph (1) shall be submitted to the Head of BKPM using form of Expatriates Employment Plan as set out in Attachment 16:
 - (3) Legalisation of Expatriates Employment Plan will be issued in a Decree on Legalisation of Expatriates Employment Plan with copy addressed to relevant institution.
 - (4) Letter of Approval as referred to in paragraph (3) shall be issued by the latest four (4) working days upon the acceptance of complete and correct application.
7. Attachments 1 to 17 shall be amended to be as stated in the Attachment hereto.

Article II

This Regulation shall come into force as of the stipulation date.

Stipulated in Jakarta

On the date of 3 April 2008

Investment Coordinating Board

Head,

signature and seal

Muhammad Lufti

Submitted to BKPM in 2
(two) counterparts

Attachment 1
Regulation of Head of
BKPM
No. 1/P/2008

MODEL I / PMDN
(Domestic Investment)

APPLICATION FOR DOMESTIC INVESTMENT

This investment application under the Investment Law No. 25 of 2007 is herewith submitted to the Investment Coordinating Board for the purpose of approval and facility.

I. DETAILS OF APPLICANT

- 1. Name of Applicant :

- 2. Tax Payer Identification Number :
(NPWP)

- 3. Deed of Establishment and Its :
Amendment
(Name of Notary, Number and Date)

- 4. Legalisation from the Minister of :
Law and Human Rights (HAM)

(Number and Date)

- 5. Complete Address, including :
.....
- Phone Number :
- Fax Number :
- E-mail :

II. DESCRIPTION OF PROJECT PLAN

A. ACTIVITIES PLAN

If a project is planned to cover more than one sector and/or planned to locate in more than one Regency/Municipality, the activities plan (line of business, location, production, sales, land utilisation, employment and investment funds) must be specified for each business sector and/or for each location.

1. Line of Business :
2. Project Location
Address :
.....
Regency/Municipality :
Province :
3. Production Per Year :

Types of Goods/Services	Unit	Capacity	Remarks
.....
.....
.....
.....

4. Sales Per Year :

Types of Goods/Services	Export (%)
.....
.....
.....
.....

Estimated Export Value per year : US\$

5. Total area of land being required : m2/ha*)
*) Cross which is not applicable
6. Indonesian Worker : person

7. Investment Plan:
- a. Fixed Costs:
- Cost of Land and Land Development : Rp.....
 - Cost of Construction/ Building : Rp.....
 - Cost of Machineries/Equipment and Spare Parts : Rp.....
 - Miscellaneous : Rp.....
 - Sub Total : Rp.....
- b. Working Capital (for one turn over) : Rp.....
Total*) : Rp.....
- *) include in US\$ is cost of machines/equipment and spare parts to be imported

8. Project Completion Schedule :months, as of
Issuance of Letter of Approval by the Head of
BKPM

B. FINANCING PLAN

1. Source of Fund
- a. Equity : Rp.....
- b. Loan : Rp.....
- Total**) : Rp.....

**) Total source of funds is equal to the total of investment plan.

2. Company's Equity
- a. Authorised Capital : Rp.....
- b. Issued Capital : Rp.....
- c. Paid-Up Capital***) : Rp.....

***) Total paid-up capital is equal to the total issued capital

III. STATEMENT

- 1. If in the future this project generates negative impact to the society and environment, we are ready to assume any consequences that may incur including compensation given to the concerned community.
- 2. This application has been properly and duly executed by the authorised assignee on the sufficient stamped duty and it is accountable at any time including the document /data thereof either those enclosed hereto or those to be further submitted.

.....20.....

Applicant
Stamp Duty of Rp.6.000,-

(.....)
Name, Signature, Position,
Company's Seal

ENCLOSURES:

1. Evidence of Applicant :
 - a). Copy of company's Deed of Establishment and its amendment for Limited Liability Company (PT), CV, Firm (Fa); or Copy of Articles of Association for Cooperative Business Entity;
 - b). Copy of Legalisation of the Company (PT) Articles of Association from the Minister of Laws and Human Rights or legalisation of Cooperative Business Entity Articles of Association from the authorised institution;
 - c). Copy of Resident Identity Card (KTP) for Individual;
 - d). Copy of Tax Payer Identification Number (NPWP)
2. Description of activities plan:
 - a). Flowchart and description of production process and raw materials requirement particularly for processing industries;
 - b). Description of business activities for services sector.
3. Valid Mining Concession or Regional Mining License Letter (for mining business activities under domestic investment) or recommendation letter from relevant government institutions, if required. In the event of the recommendation letter is unavailable, the company may submit investment application to BKPM by enclosing application letter of recommendation to the technical institution including the receipt of such application letter. Furthermore, BKPM will send a letter to technical institution regarding such recommendation and if within 17 (seventeen) working days by the latest, such recommendation has not been issued or none of response is provided, then BKPM will process and further issue the relevant Investment Approval. Particularly for capture fisheries line of business, recommendation letter from Ministry of Marine Affairs and Fisheries is still required before the Investment Approval is issued by BKPM.
4. Power of Attorney with sufficient stamp duty from whom signs and/or submits the application if the applicant is represented by another party.

Submitted to BKPM in 2 (two)
counterparts

Attachment 2
Regulation of Head of BKPM
No. 1/P/2008

MODEL I / PMA (Foreign
Investment)

FOREIGN INVESTMENT APPLICATION

This investment application under the Investment Law No. 25 of 2007 for the purpose of approval and facility is herewith submitted to the Investment Coordinating Board (BKPM) on behalf of the Government of the Republic of Indonesia.

I. DESCRIPTION OF THE PARTICIPANTS

- a. Foreign Participant (s)

1. Name of Company (ies) or individuals

:

.....

2. Main line of business

:

.....

3. Address

- Telephone Number

:

.....

- Fax Number

:

.....

- E-mail

:

.....
- b. Indonesian Participant (s)

1. Name of Participant (s)

:

.....

(company, cooperative or individuals)

2. Tax Payer Identification Number

(NPWP)

:

.....

3. - Main line of business

:

.....

- Investment status

:

.....

*) Stripe which is not applicable

PMA,PMDN or Non PMA/PMDN*)

- 4. Legalisation from the Minister of Law
and Human Rights (Number and Date) :

- 5. Address

 - Telephone Number :
 - Fax Number :
 - E-mail :

II. DESCRIPTION OF THE PROPOSED FDI (PMA) COMPANY

- 1. Name of Company :

- 2. Main line of business :

III. DESCRIPTION OF THE FDI (PMA) COMPANY (if the company is already incorporated

- 1. Name of Company :

- 2. Main line of business :
- 3. Address

 - Telephone Number :
 - Fax Number :
 - E-mail :

- 4. Number and Date of Article of
Association of the Company :

- 5. Number and Date of Approval from
Minister of Law and Human Rights :

IV. DESCRIPTION OF THE PROPOSED BUSINESS ACTIVITY

A. PROPOSED PROJECT ACTIVITY

If the proposed project activity located in is more than one location and/or consist of more than one sector line of business, the proposed project activity (location, production, sales, land utilisation, employment and allocation of investment funds) must be divided for each location and/or for each business sector.

1. Location of the Project

- Address :
- Regency/Municipality/City :
- Province :

2. Annual Production :

Name of Product (s)/Services	Designed Capacity		Remarks
	Value	Amount	
.....
.....
.....

3. Annual Sales of Products : :

Name of Product (s)/Services	Export Market (%)
.....
.....
.....

Estimated Total Export Value per year : US\$

4. Land area required :Sq. M/Ha*)

5. Indonesian Employees :Person
:

6. Allocation of Investment Funds (US\$/Rp) *)

*) Stripe which is not applicable

a. Fixed Costs:

- Cost of Land and Land Development :
- Cost of Construction/ Building :
- Cost of Machinery/Equipment and Spare Parts :
- Miscellaneous :

b. Working Capital (for one turn over) :

Total :

7. Implementation will be completed within.....months from the date of the issuance of the Government’s Approvals.

B. SOURCE OF FUND

1. Source of Capital :
- a. Equity : US\$.....
 - b. Loan : US\$.....
 - Total *) : US\$.....

*) Total investment funds are equal to the allocation of investment funds.

2. Equity Capital :
- a. Authorised Capital : US\$.....
 - b. Issued Capital : US\$.....
 - c. Paid-up Capital *) : US\$.....

*) Paid-up capital is equal to issued capital

3. Shareholding (s)

a. Foreign Shareholder (s)	US\$	%
.....
.....
Sub Total
b. Indonesian Shareholder (s)	US\$	%
.....
.....
c. Total (a+b)	US\$.....	100%

V. DECLARATION

1. We acknowledge that the company shall be obliged to take preventive measures against any negative impact on the society and environment resulting from the operation of our investment project, at our joint venture company’s own expense (s) and in conformity with the applicable laws and regulations.

2. This application has been properly and duly executed and we (the participants) are responsible for its accuracy, correctness and completeness including all data and documents attached hereto.

Foreign Applicant (s)20.....
	Indonesian Applicant (s)
	Stamp Duty of Rp.6.000,-
(.....)	(.....)
Name, Signature	Name, Signature, Position,
	Company's Seal

ENCLOSURES:

1. By Foreign Participant :
 - a). Articles of Association of the Company in English or Indonesian Language; or
 - b). Copy of valid passport for foreign individual

or

By Existing Foreign Direct Investment Company (PMA) :

 - a). Articles of Association of the Company and any amendment (s)
 - b). Approval from Minister of Law and Human Rights
 - c). Tax Registration Code Number (NPWP)
 - d). Copy of Investment Approvals (SP/IUT BKPM)
2. Indonesian Participant :
 - a). Articles of Association of the Company and any amendment (s) and Approval from Minister of Law and Human Rights, or
 - b). Identity Card (KTP) for Individual
 - c). Tax Registration Code Number (NPWP)
3. By Newly Incorporated Foreign Direct Investment Company (PT. PMA) :
 - a). Articles of Association of the Company
 - b). Approval from Minister of Law and Human Rights
4. Flowchart and description of the production process and raw materials requirement for processing industries or description/explanation of business activities for services sector.
5. Letter of recommendation from technical ministries or other related government agencies concerned, if required.

If the recommendation letter is unavailable yet, the company may submit the investment application to BKPM by enclosing copy of recommendation letter of application to the technical ministries or other related government agencies concerned, including the receipt from the latter agencies. BKPM will send a letter to the latter agencies regarding the recommendation application from the company, and if within 17 (seventeen) working days by the latest, such recommendation has not been issued or none of response is provided, then BKPM will process and

further issue the relevant Investment Approval. Particularly for capture fisheries line of business, recommendation letter from Ministry of Marine Affairs and Fisheries is still required before the Investment Approval is issued by BKPM.

4. Power of Attorney with sufficient stamp duty from whom signs and/or submits the application if the applicant is represented by another party.

Submitted to BKPM in 2 (two)
copies

Attachment 3
Regulation of Head of BKPM
No. 1/P/2008

FORM FOR THE ESTABLISHMENT
OF REPRESENTATIVE OFFICE
(KPPA)

**APPLICATION FORM
FOR THE ESTABLISHMENT OF REPRESENTATIVE OFFICE
IN INDONESIA**

- I. Information concerning the foreign company which will open a Representative Office in Indonesia
1. Name of Company :
2. Line of business :
3. Headquarter Address
- Telephone Number :
 - Fax Number :
 - E-mail :
- II. Address of the Representative Office in Indonesia
1. Regency/City :
2. Province :
3. Address
- Telephone Number :
 - Fax Number :
 - E-mail :

III. Information about the individual who will become the Representative Office’s executive

- 1. Full Name :
- 2. Citizenship :
- 3. Address
 - a. in the country of origin (if any) :
 - b. in Indonesia :
- 4. Passport Number (for foreign) or
Identification Card Number (for Indonesia) :
- 5. (1) Letter of appointment from the foreign
company represented:
 - a. Number (if any) :
 - b, Date :
 - c. Valid until :

IV. Manpower Plan	:	Foreign	Indonesian
a. Management	:
b. Expert (s)	:
c. Staff (s)	:	X
		_____	_____
	Total	:

- V. Incentives applied for :
- 1. () Expatriate Work Permit :
 - 2. () Multiple Exit/Re-entry Permit :
 - 3. () Exemption from obtaining fiscal
clearance for going abroad (SKFLN) :

VI. Declaration

It is declared that this application has been properly and duly executed and that the applicant

is responsible for its accuracy, correctness, and completeness, including all data and documents attached hereto.

.....20.....

Signature of
The management of
The foreign company represented

|

Stamp Duty of Rp. 6.000,-

(.....)
Name, Signature, Occupation

|

ENCLOSURES :

- 1. Letter of appointment from the parent company.
- 2. Power of Attorney to sign the application if the participant is represented by another party.
- 3. Article of Association of the parent company and any amendment (s)
- 4. Copy of valid passport (for foreigner) or copy of identification card number (for Indonesia) who will be proposed as a Representative Executive.
- 5. Letter of statement concerning the willingness to stay, and only work in the position as the Representative Office Executive without doing other business in Indonesia.

FORM OF PERMANENT
BUSINESS LICENSE (IUT)

**APPLICATION FOR OBTAINING BUSINESS LICENSE/ PERMANENT BUSINESS
LICENSE UNDER FOREIGN INVESTMENT/ DOMESTIC INVESTMENT**

I. DETAILS OF APPLICANT

- 1. Name of Company :

- 2. Number & Date of Letter of Approval and Its
Modification :

- 3. Line of Business :

- 4. Tax Payer Identification Number (NPWP) :

- 5. a. Deed of Establishment & Its Amendment :
(Name of Notary, Number & Date)
b. Legalisation from Minister of Laws and :
Human Rights
(Number and Date)

- 6. Head Office Address:
.....
- Phone Number :
- Fax Number :
- E-mail :

- 7. Project Location Address :

-
- Phone Number :
 - Fax Number :
 - E-mail :

II. REALISATION OF PROJECT

If a realisation of project covers more than one sector and/or is located in more than one Regency/Municipality, the activities plan (line of business, location, production, sales, land required, and manpower and investment funds) must be specified based on the Letter of Approval.

1. Capacity of Production and Sales per Year

Types of Goods/Services*)	Unit	Capacity**)	Export (%)	Remarks
.....
.....
.....

*) For business in trading sector, type of goods for commercial purpose is to be set out.

**) Based on the calculation of installed capacity for industrial sector

2. Export Value per year: US\$

3. Commencement of Production

Month :
Year :

4. Project Investment (Using Currency in conformity to Letter of Approval)

a. Fixed Costs

- Cost of Land and Land Development :
- Cost of Construction/ Building :
- Cost of Machines/Equipment and
Spare Parts :
- Miscellaneous :

Sub Total	:	
b. Working Capital (for one turn over)	:	<u>.....</u>	
Total	:	
5. Land Utilisation	:m2/ha***)	
***) Cross which is not applicable			
6. Source of Fund	:	
a. Equity	:	
b. Reinvested Earning	:	
c. Loan	:	<u>.....</u>	
Total***)	:	
***) Total source of funds is equal to the total project investment			
7. Company's Equity	:	
a. Authorised Capital	:	
b. Issued Capital	:	
c. Paid-Up Capital****)	:	
****) Total paid-up capital is equal to the total issued capital			
8. Employment	:	<u>Expatriate</u>	<u>Indonesian</u>
a. Management	:
- PT	:	Commissioner
	:	Directors
- Cooperative	:	CEO	<u>XXXXXX</u>
b. Professional Staffs	:
- Manager	:
- Experts	:
c. Direct Manpower	:	<u>XXXXXX</u>	<u>.....</u>
Number	:

III. STATEMENT

We herewith declare that this application has been properly and duly executed by the authorised assignee on the sufficient stamped duty and it is accountable at any time including the document/data thereof either those enclosed hereto or those to be further submitted.

.....20.....

Applicant

Stamp Duty of Rp.6.000,-

(.....)

Name, Signature, Position,

Company's Seal

ENCLOSURES

1. Copy of Deed of Establishment & its amendment including legalisation/ approval/ receipt of report from Ministry of Law and Human Rights
2. Evidence of possession/use of land on behalf of company:
 - Copy of land title certificates (Right to Build [*Hak Guna Bangunan* - HGB] or Right to Cultivate [*Hak Guna Usaha* – HGU] or Right of Use [*Hak Pakai*]) or deed for land purchase and sale by PPAT, or
 - Copy of land lease agreement
3. Evidence of possession/ use of building:
 - a. Copy of Building Construction Permit (IMB), or
 - b. Copy of deed for purchase and sale / lease agreement for building, or
 - c. Other authentic evidence.
4. Copy of NPWP
5. Copy of Nuisance Act Permit (*Undang-Undang Gangguan*)/HO for line of business other than trading and consultation services, except required by AMDAL. Copy of Business Location Permit (SITU) for trading and consultation services
6. Copy of Letter of Approval for Environmental Management Plan (RKL) and Environmental Monitoring Plan (RPL) for company whose business activities requires Environmental Impact Analysis (AMDAL) or document of Environmental Management Effort (UKL) and Environmental Monitoring Effort (UPL) or Environmental Management Statement (SPPL) for company whose business activities does not require AMDAL.
7. Copy of Letter of Approval for PMA/PMDN under its possession.
8. Copy of Permanent Business License (IUT) under its possession (for Permanent Business License (IUT)/ Extension/ Merger/ Change of Status Applications)
9. Power of Attorney with sufficient stamp duty from whom signs and/or submits the application if the applicant is represented by another party.
10. Copy of the current Investment Activity Report (LKPM) - L1.
11. Other requirement as set out in the Letter of Approval and/or List of Business Filed Open with Conditions (Presidential Decree Number 111 of 2007 or its amendment).

FORM OF PERMANENT
BUSINESS LICENSE (IUT)

STATEMENT OF THE COMMENCEMENT OF OPERATION
(For Industry located within Industrial Zone)

We herewith as the management of:

- 1. Name of Company :

- 2. Number & Date of SP and its Amendment :

- 3. Line of Business :

- 4. Tax Payer Identification Number (NPWP) :

- 5. a. Deed of Establishment & its Amendment :
(Name of Notary, Number & Date)
b. Legalisation from Minister of Law and :
Human Rights
(Number and Date)

- 6. Address of Head Office
.....
 - Phone Number :
 - Fax Number :
 - E-mail :

- 7. Address of Project Location :
.....

- Phone Number :
- Fax Number :
- E-mail :

duly state that our project has been ready to commence commercial production under the following data:

1. Capacity of Production and Sales per Year

Types of Goods/Services*)	Unit	Capacity**)	Export (%)	Remarks
.....
.....
.....

**) Based on the calculation of the installed machine capacity

2. Export Value per year: US\$

3. Project Investment (Using Currency in conformity to Letter of Approval)

a. Fixed Costs

- Cost of Land and Land Development :
- Cost of Construction/ Building :
- Cost of Machine/Equipment and Spare :
- Parts
- Miscellaneous :

Sub-Total :

b. Working Capital (for one turn over) :

Total :

4. Source of Fund :

- a. Equity :
- b. Reinvested Earnings :
- c. Loan :

Total :

5. Company's Equity :

- a. Authorised Capital :
- b. Issued Capital :
- c. Paid-Up Capital :

6. Employment Plan : Expatriate Indonesian

- a. Management :

- PT	: Commissioner	:
	Directors	:
- Cooperative	: CEO	: <u>XXXXX</u>
b. Professional Staff		:
- Manager		:
- Expert		:
c. Direct Personnel		: <u>XXXXX</u>	<u>.....</u>
	Total	:
7. Commencement of Operation	:		
Month	:	
Year	:	

.....20.....

Acknowledged/Approved,
Director/Management of
Industrial Zone

Stated by:
President Director,

Stamp Duty of Rp. 6.000,-

(.....)
Name, and Company's Seal of
Industrial Zone

(.....)
Name, and Company's Seal

ENCLOSURES

1. Copy of company's Deed of Establishment which has been legalised by Minister of Justice and Human Rights and its amendments, or copy of Cooperative's Articles of Association which has been legalised by State Minister for Cooperative and Small Medium Scale Enterprise
2. Power of Attorney with sufficient stamp duty from whom signs and/or submits the application if the applicant is represented by another party.
3. Copy of Letter of Approval for Domestic Investment or Letter of Approval for Foreign Investment and its amendments.
4. Copy of the current Investment Activity Report (LKPM).
5. Other requirements as set out in the Letter of Approval and/or List of Business Filed Open with Conditions (Presidential Regulation Number 111 of 2007 or its amendments).

APPLICATION FOR EXTENSION OF DOMESTIC INVESTMENT

This investment application under the Investment Law No. 25 of 2007 is submitted to the Investment Coordinating Board for the purpose of approval and facility.

I. DETAILS OF APPLICANT

- 1. Name of Company :
- 2. Line of Business :
- 3. a. NPWP :
- b. Number & Date of Letter of Approval :
 and Its Modification
 and Permanent Business License (if
 any)
- c. Deed of Establishment & Its :
 Amendment
 (Name of Notary, Number & Date)
 and
- d. Legalisation from Minister of Law and :
 Human Rights
 (Number and Date)
- 4. Complete Address including :
 - Phone Number :
 - Fax Number :
 - E-mail :

II. DESCRIPTION OF THE EXTENDED PROJECT

If a project is planned to cover more than one sector and/or planned to locate in more than one Regency/Municipality, the activities plan (line of business, location, production,

sales, land utilisation, employment and investment funds) must be specified for each business sector and/or for each location.

- 1. Line of Business :
 - 2. Project Location
 - a. Regency/Municipality*) :
 - b. Province :
- *) Cross which is not applicable

3. Production per Year :

Types of Goods/Services	Unit	Additional Capacity	Remarks
.....
.....
.....
.....

4. Sales Per Year :

Types of Goods/Services	Export (%)
.....
.....
.....
.....

Estimated Export Value per year : US\$

5. Total area of land being required : m2/ha*)

*) Cross which is not applicable

6. Indonesian Employment : persons

7. Investment Plan:

a. Fixed Costs:

- Cost of Land and Land Development : Rp.....
- Cost of Construction/ Building : Rp.....
- Cost of Machine/Equipment and Spare Parts : Rp.....
- Miscellaneous : Rp.....
- Sub-Total : Rp.....

b. Working Capital (for one *turn over*) : Rp.....

Total : Rp.....

8.	Source of Fund		
a.	Additional Equity	:	Rp.....
b.	Reinvested Earnings**)	:	Rp.....
c.	Additional Loan	:	<u>Rp.....</u>
	Total	:	Rp.....

**) Filled with actual earnings gained by the company (not a projected earnings) by stating its year of yield.

III. STATEMENT

1. If this project in the future incurs negative impact to the society and environment, we are ready to assume any consequences that may incur including compensation to the concerned community.
2. This application has been properly and duly executed by the authorised assignee on the sufficient stamped duty and it is accountable at any time including the document/data thereof either those enclosed hereto or those to be further submitted.

.....20.....

Applicant

Stamp Duty of Rp.6.000,-

(.....)

Name, Signature, Position,
Company's Seal

ENCLOSURES:

1. Copy of Permanent Business License (IUT) or Inspection Formal Report (BAP), unless the extended project being applied for has different location, or different line of business and/or type of production with its previous project.
2. Description of production process/ extension business activities for lines of business which are not similar to either those stated in Copy of Permanent Business License (IUT) or BAP in the previous project, including:
 - a. Flowchart and description of production process and raw/supporting materials requirement particularly for processing industries, or
 - b. Description of business activities for services sector.
3. Copy of the current Investment Activity Report (LKPM) and Letter of Approval from BKPM.
4. Valid Mining Concession or Regional Mining License Letter (for mining business activity under domestic investment) or recommendation letter from relevant government institutions, if required. In the event of the recommendation letter is unavailable, the company may submit investment application to BKPM by enclosing application letter of recommendation to the technical institution including the receipt of such application letter. Furthermore, BKPM will send a letter to technical institution regarding such recommendation and if within 17 (seventeen) working days by the latest, such recommendation has not been issued or none of response is provided, then BKPM will process and further issue the relevant Investment Approval. Particularly for capture fisheries line of business, recommendation letter from Ministry of Marine Affairs and Fisheries is still required before the Investment Approval is issued by BKPM.
5. Power of Attorney with sufficient stamp duty from whom who sign and/or submit the application if the applicant is represented by another party.

Submitted to BKPM in two
(2) counterparts

Attachment 7
Regulation of the Head of BKPM
No. 1/P/2008

MODEL II / PMA

APPLICATION FOR EXTENSION OF FOREIGN INVESTMENT

This investment application under the Investment Law No. 25 of 2007 is submitted to the Investment Coordinating Board for the purpose of approval and facility.

I. DETAILS OF APPLICANT

- 1. Name of Company :
- 2. Line of Business :
- 3. a. Tax Payer Identification Number (NPWP) :
- b. Number, Date of Letter of Approval for :
 Foreign Investment and its modification
 and Permanent Business License (if any)
- c. - Deed of Establishment & Its Amendment :
 (Name of Notary, Number & Date) and
 - Legalisation from Minister of Law and :
 Human Rights
 (Number and Date)
- 4. Complete Address, including :
 - Phone Number :
 - Fax Number :
 - E-mail :

II. DESCRIPTION OF THE EXTENDED PROJECT

A. ACTIVITIES PLAN

If a project is planned to cover more than one sector and/or planned to locate in more than one Regency/Municipality, the activities plan (line of business, location, production, sales, land utilisation, employment and investment funds) must be specified for each business sector and/or for each location.

1. Line of Business :
2. Project Location :

a. Address :

b. Regency/Municipality*) :

c. Province :

*) Cross which is not applicable
3. Production per Year :

Types of Goods/ Services	Unit	Additional Capacity	Remarks
.....
.....
.....
.....

4. Sales Per Year :

Types of Goods/ Services	Export (%)
.....
.....
.....
.....

Estimated Export Value per year : US\$

5. Total area of land being required : m2/ha*)
- *) Cross which is not applicable

6. Indonesian Employment : person
7. Investment Plan:

a. Fixed Costs

- Cost of Land and Land Development :
- Cost of Construction/ Building :
- Cost of Machines/Equipment and Spare Parts :
- Miscellaneous :
- Sub Total :
- b. Working Capital (for one *turn over*) :
- Total :
- 8. Project Completion Schedule : month, counted as of ...
Date of Letter of Approval issued by Head of BKPM.

B. FINANCING PLAN

1. Source of Fund
 - a. Additional Equity :
 - b. Reinvested Earnings**) :
 - c. Additional Load :
 - Total :

**) Filled with actual earnings gained by the company (not a projected earnings) by stating its year of yield.
2. Company's Equity

	<u>Previous</u>	<u>Current</u>
a. Authorised Capital	:	:
b. Issued Capital	:	:
c. Paid-Up Capital	:	:

3. Formation of Shareholders

a.	Shareholders	Previous		Current	
		Foreign	%	Foreign	%
b.

	Sub Total
	Shareholders	Indonesia	%	Indonesia	%

c.	Sub Total
	Total (a + b)	100%	100%

III. STATEMENT

1. If in the future this project generates negative impact to the society and environment, we are ready to assume any consequences that may incur including compensation given to the concerned community.
2. We herewith declare that this application has been properly and duly executed by the authorised assignee on the sufficient stamped duty and it is accountable at any time including the document/data thereof either those enclosed hereto or those to be further submitted.

.....20.....

Applicant

Stamp Duty of Rp.6.000,-

(.....)

Name, Signature, Position,
Company's Seal

ENCLOSURES:

1. Copy of Permanent Business License (IUT) or Inspection Formal Report (BAP), unless the extended project being applied for has different location, or different line of business and/or type of production with its previous project.
2. Description of activities plan for lines of business which are not similar to those stated in IUT/BAP of the previous project:
 - a. Flowchart and description of production process and raw materials requirement particularly for processing industries;
 - b. Description of business activities for services sector.
3. In the event that change in shares occurs, company must inform:
 - a). Agreement on the change of shares in the form of:
 - Minutes of General Meeting of Shareholders/ Circular Decision/ Agreement of Shareholders, signed by all shareholders and acknowledged by Notary, or
 - Resolution of Meeting/ Minutes of Meeting in the form of Notary Deed
 - b). For new shareholder:
 - Deed of establishment for foreign company or copy of valid passport for expatriate individual
 - Deed of establishment and NPWP for Indonesian company or ID Card and NPWP for national individual
4. Recommendation letter from relevant government institutions, if required. In the event of the recommendation letter is unavailable, the company may submit investment application to BKPM by enclosing application letter of recommendation to the technical institution including the receipt of such application letter. Furthermore, BKPM will send a letter to technical institution regarding such recommendation and if within 17 (seventeen) working days by the latest, such recommendation has not been issued or none of response is provided, then BKPM will process and further issue the relevant Investment Approval. Particularly for capture fisheries line of business, recommendation letter from Ministry of Marine Affairs and Fisheries is still required before the Investment Approval is issued by BKPM.
5. Copy of the current Investment Activity Report (LKPM), NPWP, Letter of Approval from BKPM, Company's Deed of Establishment and its amendment including legalisation from the Minister of Law and Human Rights
6. Power of Attorney with sufficient stamp duty from whom signs and/or submits the application if the applicant is represented by another party.

MODEL III

**APPLICATION FOR MODIFICATION OF REQUIREMENTS
IN THE INVESTMENT APPROVAL**

I. DETAILS OF APPLICANT

- 1. Name of Company :
- Status : PMDN/ PMA*)
*) Cross which is not applicable
- Number of Project Code (NKP) :
- Tax Payer identification Number (NPWP) :
- 2. Address :
- Phone Number :
- Fax Number :
- E-mail :
- 3. Letter of Approval/ Permanent Business :
License which has been obtained

II. REQUEST FOR MODIFICATION

- Filled in according to the modification being requested
- Position of "previous" is to be filled in according to those stated in its previous Letter of Approval

	<u>PREVIOUS</u>	<u>CURRENT</u>
1. LINE OF BUSINESS	:
2. LOCATION & LAND UTILIZATION	:
a. Project Location	:
- Regency/Municipality*)	:
- Province	:
b. Total area of land being required	:m2/ha*)m2/ha*)
*) Cross which is not applicable		

3. PRODUCTION & SALES PER YEAR

a. PRODUCTION:

<u>Types of</u> <u>Goods/Services</u>	<u>KBLI</u>	<u>Unit</u>	<u>Basic Capacity</u>		<u>Remarks</u>
			<u>PREVIOUS</u>	<u>CURRENT</u>	
.....
					...
.....
					...
.....
					...

b. SALES

PREVIOUS :

1). Export Sales

<u>Types of</u> <u>Goods/Services</u>	<u>Export (%)</u>
.....
.....

2). Estimated export value per-year : US\$

4. INDONESIAN EMPLOYMENT

	<u>PREVIOUS</u>	<u>CURRENT</u>
Manpower	: person	: person

5. INVESTMENT

a. Fixed Costs

- Cost of Land and Land Development	:
- Cost of Construction/Building	:
- Cost of Machine/Equipment and Spare Parts	:
- Miscellaneous	: <u>.....</u>	<u>.....</u>

Sub Total

b. Working Capital (for one turn over)

c. Total Investment (a + b)

	<u>PREVIOUS</u>	<u>CURRENT</u>
	: <u>.....</u>	<u>.....</u>
	: <u>.....</u>	<u>.....</u>
	:

6. SOURCE OF FUNDS

a. Source of Funds	:	PREVIOUS	CURRENT
- Equity	:
- Loan	:
- Reinvested Earnings	:	<u>.....</u>	<u>.....</u>
Total	:
b. Company's Capital (particularly for PMA)	:	PREVIOUS	CURRENT
- Authorised Capital	:
- Issued Capital	:
- Paid-Up Capital	:

7. Shares Ownership (particularly for Foreign Investment)

(Using the same currency as its previous Letter of Approval)

		PREVIOUS	CURRENT
a. <u>Foreign Shareholders</u>			
-	:(....%)(.....%)
-	:		
b. Indonesian Shareholders			
-	:(....%)(.....%)
-	:(....%)(.....%)
		<u>.....</u>	<u>.....</u>
c. Share Capital (a + b)	:(....%)(.....%)

III. STATEMENT

We herewith declare that this application has been properly and duly executed by the authorised assignee on the sufficient stamped duty and it is accountable at any time including the document/data thereof either those enclosed hereto or those to be further submitted.

.....,.....20.....

Applicant

Stamp Duty of Rp.6.000,-

(.....)

Name, Signature, Position,

Company's Seal

ENCLOSURES:

1. Current Investment Activity Report (LKPM).
2. Copy of Letter of Approval / Permanent Business License (IUT) from BKPM
3. Change to the location and land utilisation:
 - Reason of change in location;
 - Reason of change in land utilisation
4. Change of line of business and types/ capacity of production:
 - Flowchart and description of production process and raw materials requirement particularly for processing industries;
 - Description of business activities for services sector.
 - Recommendation letter from relevant government institutions, if required. In the event of the recommendation letter is unavailable, the company may submit investment application to BKPM by enclosing application letter of recommendation to the technical institution including the receipt of such application letter. Furthermore, BKPM will send a letter to technical institution regarding such recommendation and if within 17 (seventeen) working days by the latest, such recommendation has not been issued or none of response is provided, then BKPM will process and further issue the relevant Investment Approval. Particularly for capture fisheries line of business, recommendation letter from Ministry of Marine Affairs and Fisheries is still required before the Investment Approval is issued by BKPM.
5. Change in Investment and/or Company's Equity and/or Source of Funds and/or Shares Ownership of PMA Company:
 - a. Reason of the change in investment
 - b. Copy of Minutes of General Meeting of Shareholders (RUPS)/ Circular Decision/ Agreement of Shareholders, signed by all shareholders and acknowledged by Notary or Resolution/ Minutes of Meeting in the form of Notary Deed containing agreement of the change in company's equity, or approval for the change of shares ownership.
 - c. For New Shareholders:
 - Copy of Deed of Establishment and its amendment including legalisation from the Ministry of Law and Human Rights, and copy of NPWP for Indonesian Legal Entity

- Copy of valid Resident Identity Card (KTP) and NPWP for Indonesian citizen individual;
 - Copy of valid passport for foreign citizen individual;
 - Copy of Deed of Establishment (Articles of Association) and its translations in Indonesian Language or English for foreign legal entity.
- d. Particularly for the company under Work Contract (KK) and Coal Mining Exploration Working Agreement (PKP2B), it shall obtain prior recommendation from Ministry of Energy and Mineral Resources.
- In the event of the recommendation letter is unavailable, the company may submit investment application to BKPM by enclosing application letter of recommendation to the technical institution including the receipt of such application letter. Furthermore, BKPM will send a letter to technical institution regarding such recommendation and if within 17 (seventeen) working days by the latest, such recommendation has not been issued or none of response is provided, then BKPM will process and further issue the relevant Investment Approval. Particularly for capture fisheries line of business, recommendation letter from Ministry of Marine Affairs and Fisheries is still required before the Investment Approval is issued by BKPM.
6. Power of Attorney with sufficient stamp duty from whom signs and/or submits the application if the applicant is represented by another party.

MODEL III / A

**APPLICATION FOR APPROVAL FOR THE CHANGE IN STATUS
OF FOREIGN INVESTMENT INTO DOMESTIC INVESTMENT**

I. DETAILS OF APPLICANT

1. Name of Company :
2. Line of Business :
3. Project Location :
4. Foreign Investment Approval and its amendment*) :
5. Permanent Business License/ Extension Permit*) :
*) If total page of Letter of Approval and its Business License is more than one, a separate page can be added as enclosure thereof
6. Address :
- Phone Number :
- Fax Number :
- E-mail :

II. FORMATION OF SHAREHOLDERS

a. Foreign Shareholders	Previous (PMA)		Current (PMDN)	
	US\$ / Rp.	%	Rp.	%
.....
.....
.....
.....
Sub Total
b. Indonesian Shareholders	US\$ / Rp.	%	Rp.	%
.....
.....
.....

.....
Sub Total
c. Total (a + b)

III. CHANGE OF INVESTMENT FROM FOREIGN INVESTMENT (PMA) INTO DOMESTIC INVESTMENT (PMDN)

- For any project having Permanent Business License, its investment value is equal to those stated in its Business License/Permanent Business License.
- For any project without Permanent Business License, its investment value is equal to those stated in the Letter of Approval.
- For the company having more than one Letter of Approval /Business License, it is required to include details on types of production, investment and employment according to the Letter of Approval/ Business License.
- Conversion value is based on the exchange rate prevailed on the issuance date of Letter of Approval.

1. Description of Investment

a Fixed Costs	:	<u>Previous (PMA)</u> (US\$ / Rp.)	<u>Current (PMDN)</u> (Rupiah)
- Cost of Land and Land Development	:
- Cost of Construction/ Building	:
- Cost of Machines/Equipment and Spare Parts	:
- Miscellaneous	:
Sub Total	:
b Working Capital	:
Total	:

2. Source of Funds

a Equity	:
b Loan	:
c Reinvested Earnings	:
Total :	:

3. Company's Equity

a Authorised Capital	:
b Issued Capital	:
c Paid-Up Capital	:

IV. STATEMENT

We herewith declare that this application has been properly and duly executed by the authorised assignee on the sufficient stamped duty and it is accountable at any time including the document/data thereof either those enclosed hereto or those to be further submitted.

.....,.....20.....

Applicant

Stamp Duty of Rp.6.000,-

(.....)

Name, Signature, Position,
Company's Seal

ENCLOSURES:

- 1. Minutes of General Meeting of Shareholders (RUPS)/ Circular Decision/ Agreement of Shareholders, signed by all shareholders and acknowledged by Notary or Resolution/ Minutes of Meeting in the form of Notary Deed, containing amendment to the agreement of company's equity.
- 2. Copy of the current Investment Activity Report (LKPM)
- 3. Letter of Approval / Permanent Business License (IUT) in the possession.
- 4. Power of Attorney with sufficient stamp duty from whom signs and/or submits the application if the applicant is represented by another party.

Submitted to BKPM in two (2)
counterparts

Attachment 10
Regulation of the Head of
BKPM No. 1/P/2008

MODEL III / B

**APPLICATION FOR APPROVAL FOR THE CHANGE IN STATUS OF PMDN
OR NON-PMDN/PMA INTO PMA**

I. DETAILS OF APPLICANT

- 1. Name of Company :
- 2. Line of Business :
- 3. Project Location :
- 4. a Status of Company : PMDN, Non-PMDN/PMA*)
b NPWP :
- 5. Permanent Business License/ Extension :
Permit**)
- 6. Complete Address :
 - Phone Number :
 - Fax Number :
 - E-mail :
- 7. Approval/ other licenses in possession :

*) Cross which is not applicable
**) If total page of Letter of Approval and its Business License is more than one, a separate page can be added as enclosure thereof.

II. DESCRIPTION OF PROJECT

1 Production and Sales Plans Per Year

- In the event that company has owned Permanent Business License (IUT), basic capacity stated in the position of "Previous" as well as position of "Current" in accordance with those stated in the Permanent Business License (IUT).
- In the event that company has not owned Permanent Business License (IUT), basic capacity stated in the position of "Previous" in accordance with those stated in the previous Letter of Approval.

A Production

Types of Goods/Services	Unit	Basic Capacity	
		Previous	Current
.....
.....
.....
.....
.....

B Sales of Export Per Year

Types of Production	Export (%)	
	Previous	Current
.....
.....
.....

Estimated export value per year	:	<u>Original</u>	<u>Current</u>
		US\$.....	US\$

2.	Total area of land to be used	:	<u>Previous</u>	<u>Current</u>
) Cross which is not applicable	m2/ha)m2/ha*)

3. Investment Plan

- In the event that company has owned Permanent Business License (IUT), investment stated in the position of "Previous" as well as position of "Current" in accordance with those stated in the Permanent Business License (IUT).
- In the event that company has not owned Permanent Business License (IUT), investment stated in the position of "Previous" in accordance with those stated in the Letter of Approval.

		<u>Previous</u>	<u>Current</u>
		(Rp.)	(Rp.)
A	Fixed Costs	:	
	- Cost of Land and Land Development	:
	- Cost of Construction/ Building	:
	- Cost of Machine/Equipment and Spare Parts	:
	- Miscellaneous	:
	Sub Total	:

		<u>Previous</u> (Rp.)	<u>Current</u> (Rp.)
B	Working Capital (for one turn over)	:
	Total	:
4.	Source of Funds	<u>Previous</u>	<u>Current</u>
A	Equity	:	Rp Rp
B	Loan	:	Rp Rp
C	Reinvested Earnings	:	Rp Rp
	Total*)	:	Rp Rp

*) Total source of funds is equal to the total project investment

5.	Company's Equity	:	<u>Previous</u>	<u>Current</u>
A	Authorised Capital	:	Rp	Rp
B	Issued Capital	:	Rp	Rp
C	Paid-Up Capital**)		Rp	Rp
	Total*)	:	Rp	Rp

**) Total paid-up capital is equal to the total issued capital.

6. Shares Ownership
- For any company which has owned Permanent Business License, the value is to be stated in accordance with the figures stated in the Business License/ Permanent Business License
 - For any company, which has not owned Permanent Business License, investment value is to be adjusted with Letter of Approval.

a	Foreign Shareholder	Previous		Current	
		Rp	%	Rp	%

	Sub Total				
b	Indonesian Shareholder	Rp	%	Rp	%

	Sub Total

c	Share Capital (a + b)	
7.	Employment of Indonesian Personnel	: <u>Previous</u>	<u>Current</u>
	person person

III. STATEMENT

1. If in the future this project generates negative impact to the society and environment, we are ready to assume any consequences that may incur including compensation given to the concerned community.
2. We herewith declare that this application has been properly and duly executed by the authorised assignee on the sufficient stamped duty and it is accountable at any time including the document/data thereof either those enclosed hereto or those to be further submitted.

.....,.....20.....

Applicant
Stamp Duty of Rp.6.000,-

(.....)
Name, Signature, Position,
Company's Seal

ENCLOSURES:

1. Document of the PMDN-company selling shares, covers:
 - a. Copy of Letter of Approval for Domestic Investment including its modification or Copy of Business License/Permanent Business License for company in production,
 - b. Copy of Company's Deed of Establishment and its amendment which has been legalized by the Ministry of Law and Human Rights
 - c. Minutes of General Meeting of Shareholders (RUPS)/ Circular Decision/ Agreement of Shareholders, signed by all shareholders and acknowledged by Notary or Resolution/Minutes of Meeting in the form of Notary Deed, containing agreement of the change in company's equity and change in status of company into Foreign Investment (PMA) company.
 - d. Copy of the current Investment Activity Report (LKPM)
2. Document of Non PMDN/PMA company selling shares, covers:
 - a. Copy of Deed of Establishment Company and its amendment which has been legalised by Ministry of Law and Human Rights
 - b. Copy of principle approval from the Relevant Ministry for company which is not already engaged in production or Business License/Permanent Business License for company which is already engaged in production.
 - c. Minutes of General Meeting of Shareholders (RUPS)/ Circular Decision/ Agreement of Shareholders, signed by all shareholders and acknowledged by Notary or Resolution/ Minutes of Meeting in the form of Notary Deed, containing agreement of the change in company's equity, and change in status of company into Foreign Investment (PMA) company.
 - d. Copy of NPWP
3. Document of PMA company purchasing shares, covers:
 - a. Copy of Letter of Approval and/or Business License/Permanent Business License
 - b. Copy of the current Investment Activity Report (LKPM)
 - c. Minutes of General Meeting of Shareholders (RUPS)/ Circular Decision/ Agreement of Shareholders, signed by all shareholders and acknowledged by Notary or Resolution/Minutes of Meeting in the form of Notary Deed, containing shares purchase agreement.
 - d. Copy of Deed of Establishment Company and its amendment which has been legalised by Ministry of Law and Human Rights

4. Document of Foreign Citizen and/or Foreign Legal Entity purchasing the shares, covers:
 - a. Copy of valid passport for individual Foreign Citizen
 - b. Copy of Deed of Establishment and its amendment including its translations in English and Indonesian.
5. Recommendation letter from the relevant institution, if required.

In the event of the recommendation letter is unavailable, the company may submit investment application to BKPM by enclosing application letter of recommendation to the technical institution including the receipt of such application letter. Furthermore, BKPM will send a letter to technical institution regarding such recommendation and if within 17 (seventeen) working days by the latest, such recommendation has not been issued or none of response is provided, then BKPM will process and further issue the relevant Investment Approval. Particularly for capture fisheries line of business, recommendation letter from Ministry of Marine Affairs and Fisheries is still required before the Investment Approval is issued by BKPM.
6. Power of Attorney with sufficient stamp duty from whom signs and/or submits the application if the applicant is represented by another party.

MODEL III / C

**APPLICATION FOR THE EXTENSION OF PROJECT COMPLETION SCHEDULE
FOR PMDN (DOMESTIC INVESTMENT) AND PMA (FOREIGN INVESTMENT)**

I. DETAILS OF APPLICANT

- 1. Name of Company :
- 2. Line of Business :
- 3. Project Location :
- 4. Complete Address :
 - Phone Number :
 - Fax Number :
 - E-mail :
- 5. Letter of Approval for PMDN/PMA
and its amendment, which extension is
applied for (number and date) :

II. EXTENSION OF PROJECT COMPLETION SCHEDULE

- Proposed project completion schedule :
- Reason of application for extension :
.....
.....

III. STATEMENT

We herewith declare that this application has been properly and duly executed by the authorised assignee on the sufficient stamped duty and it is accountable at any time including the document/data thereof either those enclosed hereto or those to be further submitted.

.....,20.....

Applicant
Stamp Duty of Rp.6.000,-

(.....)

Name, Signature, Position, Company's Seal

ENCLOSURES:

1. Copy of Letter of Customs Approval for company which are in possession;
2. Copy of Letter of Approval for Domestic Investment or Letter of Approval for Foreign Domestic Investment and its modification;
3. Copy of the current Investment Activity Report (LKPM);
4. Power of Attorney with sufficient stamp duty from whom signs and/or submits the application if the applicant is represented by another party.

APPLICATION FOR MERGER

I. DETAILS OF APPLICANT

A. Surviving Company

1. Name of Company

:

2. Status of Company

:

PMDN/PMA*)

*) Cross which is not applicable

3. Line of Business

:

4. Project Location

:

5. Business License/Permanent Business License

:

6. Complete Address

:

- Phone Number

:

- Fax Number

:

- E-mail

:

7. a) Deed of Establishment

:

b) Deed of Amendment

:

c) Legalisation from the Ministry of Laws and Human Rights

:

B. Merged Company

1. Name of Company

:

2. Status of Company

:

PMDN, PMA, Non PMDN/PMA*)

*) Cross which is not applicable

3. Line of Business

:

4. Project Location

:

5. Permanent Business License

:

Formatted

- 6. Complete Address :
- Phone Number :
- Fax Number :
- E-mail :
- 7. a) Deed of Establishment :
- b) Deed of Amendment :
- c) Legalisation from the Ministry of
Laws and Human Rights :

If the company is merged into more than one (1) company, data of the company must be completed in accordance with the above description (item B)

II. DATA/ DESCRIPTION OF THE COMPANY TO BE MERGED IN ACCORDANCE WITH PERMANENT BUSINESS LICENSE (IUT)

If the data is not set out in Permanent Business License (IUT), data from Investment Activity Report (LKPM) is to be used;

If line of business/ sector and project location of the surviving company as well as merged companies is more than one (1) line of business/ sector and 1 (one) Regency/Municipality, then data of project is made separately in accordance with the line of business/ sector and location of each Regency/Municipality.

A. Production Per Year

Types of Goods/Services	Unit	Production Capacity		
		I *)	II **)	III ***)
.....
.....
.....
.....

B. Sales of Export Per Year of the Surviving Company after merger:

Types of Goods/Services	Export (%)
.....

.....
.....

Estimated export value per year : US\$

*) Surviving Company

**) Merged Companies

***) Surviving Company after Merger

C.	Business Activities Location	:		
			I *)	II **)	III ***)
	1. Regency/Municipality	:
	2. Province	:
D.	Land Utilisation	:	Company		
			I *)	II **)	III ***)
	Total Area (M2)	:
E.	Employment	:	Company		
			I *)	II **)	III ***)
	Indonesian Worker (person)	:
F.	Investment	:	Company		
	(Filled out pursuant to previous currency)		I *)	II **)	III ***)
	1. Fixed Costs:				
	a. Cost of Land and Land Development	:
	b. Cost of Construction/ Building	:
	c. Cost of Machines/Equipment and Spare Parts	:
	d. Miscellaneous	:	<u>.....</u>	<u>.....</u>	<u>.....</u>
	Sub Total	:
	2. Working Capital	:
	Total	:
H	Source of Fund	:	Company		
			I *)	II **)	III ***)
	1. Equity	:
	2. Loan	:

3.	Reinvested Earnings	:	<u> </u>	<u> </u>	<u> </u>
	Total	:	<u> </u>	<u> </u>	<u> </u>

- *) Surviving Company
- **) Merged Companies
- ***) Surviving Company after merger

I.	Company's Equity	:	Company		
			I *)	II **)	III ***)
	1. Authorised Capital	:
	2. Issued Capital	:
	3. Paid-Up Capital	:
	2. Working Capital	:
	Total	:
J.	Structure of Share Ownership				
	(to be filled in if a PMA is merged or there is a merger inter-PMA)				

A. Foreign Participation				
MERGED COMPANIES			COMPANY AFTER MERGER	
Name of Company	Name of Shareholders	US\$	Name of Shareholders	US\$
1.
2.
3.

B. Indonesian Participation				
MERGED COMPANIES			COMPANY AFTER MERGER	
Name of Company	Name of Shareholders	US\$	Name of Shareholders	US\$
1.
2.
3.

- *) Surviving Company
- **) Merged Companies
- ***) Surviving Company after merger

III. STATEMENT

We herewith declare that this application has been properly and duly executed by the authorised assignee on the sufficient stamped duty and it is accountable at any time including the document/data thereof either those enclosed hereto or those to be further submitted.

.....20.....
signature, name, position and seals of the
merged companies

Surviving Company	Merging Company/Companies:
PT.	1. PT 2. PT

Stamp Duty of Rp. 6000

(.....) (.....) (.....)

ENCLOSURES:

1. Copy of Permanent Business License (IUT) or Inspection Formal Report (BAP) for those which are already engaged in commercial production but without having Permanent Business License (IUT) from each company (Domestic Investment/ Foreign Investment) or Business License for Non- Domestic Investment/ Foreign Investment.
2. Copy of Letter of Approval and its amendment for each company under Domestic / Foreign Investments;
3. Copy of Company's Deed of Establishment and its amendment including legalisation from the Ministry of Laws and Human Rights for each company;
4. Copy of Minutes of General Meeting of Shareholders acknowledged by Notary or Resolution/Minutes of Meeting in the form of Notary Deed, on the approval for merger from the shareholders of each company.
5. Copy of the current Investment Activity Report (LKPM) for company that will carry on business activities.
6. Power of Attorney with sufficient stamp duty from whom signs and/or submits the application if the applicant is represented by another party.

Submitted to BKPM in two (2)
counterparts

Attachment 13
Regulation of the Head of BKPM
No. 1/P/2008

MODEL IV / A

Number :
Encl : _
Subject : Application for Approval of Capital Goods
Importation Facilities

To:
Head of BKPM

By obtaining approval from BKPM under:

SP PMDN

_____ Number Date

SP PMA

We:

Name of Applicant :
Address :
- Phone Number :
- Fax Number :
- E-mail :

herewith submit application for obtaining Approval of Facilities for Capital Goods Importation and its modification/addition*) in the purpose of development/ industrial development/ industrial service*).

Master List of Capital Goods attached hereto is set up based on the actual need for the approved investment project development, at the loading port of,
....., and

We herewith declare that this application has been properly and duly executed by the authorised assignee on the sufficient stamped duty and it is accountable at any time including

the document/data thereof either those enclosed hereto or those to be further submitted.

This application is submitted for your perusal.

.....
Applicant

Stamp Duty of Rp.6000,-

(.....)
Name, Signature,
Position, Company's Seal

*) Cross which is not applicable

ENCLOSURES:

- I. Application for Approval of Importation Facilities for Capital Goods
 1. Master List of Capital Goods (sample of form attached hereto)
 2. Disk of Master List of Capital Goods (based on Investor Module BKPM)
 3. Design of factory and layout of machine/ equipment or technical drawing of building/ construction (including for hotel/ office)
 4. Brochures/ technical specification of machineries/equipments
 5. Description/ flowchart of production process
 6. Calculation of machine/equipment capacity
 7. Copy of Letter of Approval for PMDN or Letter of Approval for PMA and its amendment
 8.
 - a. Copy of Confirmation of Taxable Company (NPPKP)
 - b. Copy of Tax Payer Identification Number (NPWP)
 9. Copy of the current Investment Activity Report (LKPM).
 10. Particularly for certain line of business, it includes:
 - Recommendation from Director General of Mineral, Batubara and Geothermal especially for Work Contract (*Kontrak Karya* - KK) and Coal Mining Exploration Working Agreement (*Perjanjian Karya Pengusahaan Pertambangan Batubara* - PKP2B)
 - Recommendation from *Asahan* Project Authority Board with respect to Master List of Capital Goods for *Asahan* project/PT. INALUM

- In the event of the recommendation letter is unavailable, the company may submit investment application to BKPM by enclosing application letter of recommendation to the technical institution including the receipt of such application letter. Furthermore, BKPM will send a letter to technical institution regarding such recommendation and if within 17 (seventeen) working days by the latest, such recommendation has not been issued or none of response is provided, BKPM will process and then issue Letter of Approval for Facilities for the relevant capital goods importation.
11. Particularly Application for Approval of Modification/ Addition in Customs Facilities for Capital Goods for Master List of Capital Goods, plus the following requirements:
 - a) Reason of modification or addition of facilities for capital good importation for master list of capital goods in the application letter.
 - b) Document of Goods Import Declaration (PIB) for the realized capital goods.
 - c) Copy of Letter of Approval (SP) for Customs from BKPM
 - d) Copy of the current Investment Activity Report (LKPM)
 12. Power of Attorney with sufficient stamp duty from whom signs and/or submits the application if the applicant is represented by another party.

MASTER LIST OF CAPITAL GOODS

NAME OF COMPANY : (FOREIGN INVESTMENT/ DOMESTIC INVESTMENT)
NUMBER OF PROJECT CODE :

NO	TPPE OF GOODS	ORIGIN COUNTRY	TECHNICAL SPECIFICATIONS	TOTAL	UNIT	TOTAL ESTIM PRICE OF C& (US\$)	

*) Cross which is not applicable

.....

(.....
Name, Signature, Position, C

Submitted to BKPM
in two (2) counterparts

Attachment 14
Regulation of the Head of BKPM
No. 1/P/2008
MODEL IV / B

Number :
Encl. : _
Subject : Application for Approval of Raw/Auxiliary
Materials Importation Facilities

To
Head of BKPM

By obtaining approval from BKPM under:

SP PMDN	Number	Date
SP PMA		

We:

Name Applicant :
Address :
- Phone Number :
- Fax Number :
- E-mail :

herewith submit application for Approval of Raw/Auxiliary Materials Importation Facilities and its modification/addition*) in the purpose of development of industry/ industrial services*).

Master List of Raw/Auxiliary Materials attached hereto is set up based on actual need for the approved investment project development, at the loading port of,, and.....

We herewith declare that this application has been properly and duly executed by the authorised assignee on the sufficient stamped duty and it is accountable at any time including the document/data thereof either those enclosed hereto or those to be further submitted.

This application is submitted for your perusal.

.....,

Applicant

Stamp Duty of Rp.6000,-

(.....)

Name, Signature,

Position, Company's Seal

*) Cross which is not applicable

ENCLOSURES:

1. Master List of Raw/Auxiliary Materials (sample of form attached hereto)
2. Disk of Master List of Raw/Auxiliary Materials (based on Investor Module of BKPM)
3. Calculation of requirement of raw/auxiliary materials (material balance) in accordance with the installed machine capacity.
4. Copy of Goods Import Declaration (PIB) for the purpose of importing machines/equipment.
5. Copy of Industrial Operating Permit/Business License for company in possession.
6. Recommendation from the Minister of Industry for the use of domestic Capital Goods, in order to obtain raw/auxiliary materials importation facility up to four (4) years.
7. Power of Attorney with sufficient stamp duty from whom signs and/or submits the application if the applicant is represented by another party.

MASTER LIST OF GOODS AND MATERIALS (RAW/ AUXILIARY MATERIALS)

NAME OF COMPANY : (FOREIGN INVESTMENT/ DOMESTIC INVESTMENT)
NUMBER OF PROJECT CODE :

NO	TYPE OF GOODS	ORIGIN COUNTRY	TECHNICAL SPECIFICATION	TOTAL	UNIT	TOTAL ESTIM PRICE OF C& (US\$)	

*) Cross which is not applicable

.....

(.....
Name, Signature, Position, C

Submitted to BKPM
in two (2) counterparts

Attachment 15
Regulation of the Head of BKPM
No. 1/P/2008

FORM OF APIT

**APPLICATION FOR OBTAINING
LIMITED IMPORTER IDENTIFICATION NUMBER OR ITS MODIFICATION
UNDER DOMESTIC /FOREIGN INVESTMENTS**

This application for obtaining Limited Importer Identification Number (APIT) is submitted by the undersigned:

I. DETAILS OF APPLICANT

- 1. Name of Company :
- 2. Line of Business/ Activities :
(In accordance with SP PMDN/PMA, IUT)
- 3. a. Tax Payer Identification Number :
(NPWP)
- b. Number of Project Code (NKP) :
- 4. Company's Deed of Establishment and its amendment (related to the latest board of directors formation) :
 Name of Notary :
 Number/Date :
- 5. Address :
 - a. Head Office :
 - Phone Number :
 - Fax Number :
 - E-mail :
 - b. Project Location/Factory :
 - Phone Number :
 - Fax Number :
 - E-mail :

II. PERMITS/APPROVAL WHICH HAVE BEEN OBTAINED

- 1. Number and Date of the Letter of Approval :
for PMDN/PMA and their modification
- 2. Number and Date of Business License :
- 3. Number and Date of APIT (for those :
submitting application for modification)

III. COMPANY’S MANAGEMENT*)

Name :
Position :
Citizenship :

IV. NAME OF OFFICIAL*) OF THE COMPANY WHO IS ENTITLED TO SIGN IMPORTATION DOCUMENT

Name :
Position :
Citizenship :

V. OTHERS

We herewith declare that this application has been properly and duly executed by the authorised assignee on the sufficient stamped duty and it is accountable at any time including the document/data thereof either those enclosed hereto or those to be further submitted.

.....
Management/Board of Directors

Stamp Duty of Rp.6000,-

(.....)
Name, Signature, Position
Company’s Seal

*) If more than one (1) person, it is required to state in a separate sheet of paper.

ENCLOSURES:

Specimen of management’s signature who are entitled to sign importation document:

- Name of Company :
1. Full Name :
Position :
Signature :

2. Full Name :
Position :
Signature :

3. Full Name :
Position :
Signature :

4. Full Name :
Position :
Signature :

5. Full Name :
Position :
Signature :

.....
Management/Board of Company

Stamp duty Rp.6000,-

(.....)
Name, Signature, Position,
Company’s Seal

ENCLOSURES

A. APPLICATION FOR NEW LIMITED IMPORTER IDENTIFICATION NUMBER (APIT)

1. Copy of Deed of Establishment and its amendment related to the latest board of directors formation
2. Power of Attorney (from Board of Directors) if the signatory of importation document (APIT) is not board of directors
3. Copy of Permit to Employ Expatriates (IMTA) for the signing of importation document for foreign citizen (WNA) and copy of Resident Identity Card (KTP) for Indonesian Citizen (WNI)
4. Copy of Letter of Approval for PMDN/PMA and Business License
5. Limited Importer Identification Number (APIT) signed and sealed by the company (sample of APIT is attached hereto)

B. APPLICATION FOR MODIFICATION OF LIMITED IMPORTER IDENTIFICATION NUMBER (APIT)

1. Copy of Deed of Establishment and its amendment related with the current board of directors' formation.
2. Power of attorney if the signatory of importation document is not board of directors.
3. Copy of Permit to Employ Expatriates (IMTA) for the signing of importation document for foreign citizen (WNA) and copy of Resident Identity Card (KTP) for Indonesian Citizen (WNI)
4. Copy of Letter of Approval for PMDN/PMA and Business License
5. Limited Importer Identification Number (APIT) which has been signed and sealed by the company
6. The previous original Limited Importer Identification Number (APIT) including copy of the current SK APIT.
7. Report of Loss from Police Department if the old APIT is missing.
8. Power of Attorney with sufficient stamp duty from whom signs and/or submits the application if the applicant is represented by another party.

Sample of APIT:

BADAN KOORDINASI PENANAMAN MODAL

Jl. Gatot Subroto No. 44 PO Box 3186

Phone: 5252008

JAKARTA

**LIMITED IMPORTER IDENTIFICATION NUMBER
NUMBER:**

- 1. Name of Company :
- 2. Tax Payer Identification Number :
- 3. Address of Company's Head Office/ Branch :
Office
- 4. Phone Number :
- 5. Line of Business :
- 6. Project Location :
- 7. Validity :

MANAGEMENT'S SIGNATURES AND COMPANY'S SEAL

A.	NAME	POSITION	SIGNATURE
1.
2.
3.
4.
5.
B.	COMPANY'S SEAL	Jakarta,	

NIP _____

Submitted to BKPM
In two (2) counterparts

Attachment 16

Regulation of the Head
of BKPM
No. 1/P/2008

FORM OF RPTK

Number :
Encl. : One (1) file
Subject : Application for Legalisation of Expatriate To.
Employment Plan

Head of BKPM
in-

.....

We herewith submit application for legalization of Expatriates Employment (RPTK) for our project that has obtained Letter of Approval from the Head of BKPM No. date (new/extended project*).

We herewith enclose completed-list of RPTK.

.....
Management/Board of Directors

Stamp Duty of Rp.6000,-

(.....)
Name, Signature,
Position, Company's Seal

*) Cross which is not applicable

ENCLOSURES:**A. NEW APPLICATION FOR RPTK**

1. Counterpart Indonesian Employment Plan (TKI) (Annexes I to V)
2. Copy of Letter of Approval for PMDN/PMA and its amendment
3. Copy of company's articles of association and its amendment related to the current formation of company's board of directors and commissioners.
4. Company's organisation structure
5. Compulsory Company Registration legalised by local Manpower Office (Law Number 7 of 1981)
6. Specifically for position in Oil and Gas Sub-Sector, General Mining (Work Contract, Coal Mining Exploration Work Agreement/PKP2B and Mining Concession/KP) and Electricity and Sub-sector of Medical Services, they must enclose recommendation from the relevant Director General.
7. Power of Attorney with sufficient stamp duty from whom signs and/or submits the application if the applicant is represented by another party.
8. Particularly for application for extension /modification of RPTK and position, it is added by:
 - a. Copy of Decree of RPTK
 - b. Reason that company has not been able to replace their expatriates.
 - c. Report on the Implementation of Education and Training Program for Indonesian Worker (Annex VI)
 - d. Expatriates Employment (Annex VII)
 - e. Report on the Implementation of Training and Education Program for Personnel in accordance with RPTK (Annex VIII)
 - f. Copy of company's decision on the appointment an employee as counterpart Indonesian Worker (TKI)
 - g. Copy of Resident Identity Card (KTP) of the counterpart Indonesian Worker (TKI)
 - h. Copy of Permit to Employ Expatriate (IMTA), particularly for extension, change and addition/ reduction of position.

B. APPLICATION FOR DUAL POSITION

Only enclosing:

1. Application from company which will employ expatriates as Board of Directors
2. Copy of RPTK from 2 (two) companies or more in one group

3. Copy of valid IMTA
4. Copy of company's articles of association and its amendment of each relevant company including formation of the board of directors and commissioners of the company and formation of shareholders proving that those companies are one group
5. Power of Attorney with sufficient stamp duty from whom signs and/or submits the application if the applicant is represented by another party.

COMPLETED LIST
EXPATRIATES EMPLOYMENT PLAN

RPTK

1.	Name of Company	:	
2.	Address of Company		
	a. Head Office	:	
	b. Branch Office	:	
	c. Phone Number	:	Fax :
	d. Email	:	
3.	Name of Company's Management	:	
4.	Project Location	:	
5.	Business Lines	:	
6.	Number of Letter of Approval for PMDN/PMA	:	Date :
	and/or Business License		
7.	Status of Legal Entity	:	PMA/PMDN
8.	Institution Issuing Permit	:	

EXPATRIATES EMPLOYMENT PLAN

NO.	POSITION	TOTAL EXPAT	EMPLOYMENT PERIOD	COMMENCE T HIRE	
1	2	3	4	5	

Note: Enclose Organization Structure

PLAN OF PLACEMENT FOR INDONESIAN WORKER
AS COUNTERPART OF EXPATRIATE (EXPAT)

NO.	POSITION	TOTAL EXPAT	TOTAL INDONESIAN WORKER AS ASSISTANT OF EXPAT	EDUCATION AND EXPERIENCE C EMPLOYMENT		
				EDUCATION	WORK EXPERIEN	
1	2	3	4	5	6	

BRIEF SUMMARY OF WORK MINIMUM REQUIREMENTS
FOR THE POSITION GIVEN TO EXPATRIATES

NO.	POSITION	SUMMARY OF THE WORK	MINIMUM REQUIREMENTS	
			EDUCATION	WOF
1	2	3	4	

TRAINING AND EDUCATION PROGRAMME FOR INDONESIAN PERSONNEL
PREPARED FOR REPLACING EXPATRIATES

NO.	NAME OF POSITION OCCUPIED BY EXPATRIATE TO BE REPLACED BY INDONESIAN WORKER	TRAINING AND EDUCATION TO BE IMPLEMENTED		INDONESIAN WORKER TO BE TRAINED (AS THE REPLACEMENT OF EXPATRIATES)		IMPLEMENTATION OF TRAINING AND EDUCATION		f	
		TYPES	DURATION	NAME	CURRENT POSITION	INTERNAL COMPANY	EXTERNAL COMPANY *)		
1	2	3	4	5	6	7	8		

*) Cross which is not applicable

Jakarta,

REPORT ON THE IMPLEMENTATION OF EDUCATION DAN TRAINING PROGRAMME FOR INDONE:
PREPARED FOR REPLACING EXPATRIATES

NO.	NAME OF POSITION TO BE REPLACED BY INDONESIAN WORKER	NAME OF TK WNAP AND ITS EDUCATION		NAME OF INDONESIAN WORKER AS COUNTERPART AND ITS EDUCATION		IMPLEMENTATION OF TRAINING AN PROGRAMME				
		NAME	EDUCATION	NAME	EDUCATION	NAME T&E	PLACE T&E	PERIOD T&E		
1	2	3	4	5	6	7	8	9		

Jakarta,

EMPLOYMENT OF EXPATRIATES

REQUIRED EXPATRIATES											
Name	Sex		Place and Date of Birth	Citizenship	Number and Date of Passport	Position	Number and Date				
	L	P					KIMS/S	IKTA	STMD	Self F Certi	
1	2	3	4	5	6	7	8	9	10	1	

.....
M

REPORT ON THE IMPLEMENTATION OF TRAINING AND EDUCATION PROGRAMME FOR PERSONNEL
WITH RPTK

Name of Position to be filled in by Expatriate set out in RPTK	Education and Training to be provided		Indonesian Worker to be trained (Candidate to replace Expatriate)		Implementation of Training and Education		Result of Training and Education			
	Types	Duration	Name	Current Position	Internal Company	External Company *)	Pass	Fail		
1	2	3	4	5	6	7	8	9		

* If the training and education is conducted outside the company
mention the institution of training and education
and its address

.....

FORM OF IMTA

**APPLICATION
PERMIT TO EMPLOY EXPATRIATES (IMTA)
AND RECOMMENDATION TA-01
UNDER DOMESTIC / FOREIGN INVESTMENTS
NEW (.....) EXTENSION (.....) CHANGE POSITION (.....)**

I. DATA OF APPLICANT FOR PERMIT TO EMPLOY EXPATRIATES

- 1. Name of Company/ Institution :
- a. NPWP :
- b. NKP :
- 2. Name of Management/ Responsible Party :
- 3. Company's Address :
- a. Phone Number :
- b. Fax Number :
- c. E-mail :
- 4. Domicile of Branch :
- 5. Letter of Approval and/or Business License and its amendment
 - a. Number :
 - b. Date :
- 6. Line of Business :
- 7. Total Indonesian Worker :person
- 8. Total Expatriates in RPTK :person
- 9. Personnel Employment Plan :
- a. Number of Decree on Legalisation of RPTK :
- b. Validity Period :

II. DATA OF EXPATRIATES TO BE EMPLOYED

1.	Name	:
2.	Overseas Address	:
3.	Address in Indonesia	:
4.	Citizenship	:
5.	Passport Number	:
	Validity Date	:
6.	Place of Birth	:
	Date of Birth	:
	Sex	:
7.	Marital Status	:
8.	Highest Education *)	:
9.	Work Experience	:	a.
			b.
			c.
			d.
10.	Entry/Stay Permit in possession		
	a. Visa - Types	:
	- Number	:
	- Issued Date	:
	- Validity Period	:
	b. Entry Permit (KIM)		
	- Number	:
	- Issued Date	:
	- Validity Period	:
	c. Self Report Certificate (STMD)		
	- Number	:
	- Issued Date	:
	- Validity Period	:
	d. Certificate of Residence		
	- Number	:
	- Issued Date	:
	- Validity Period	:

III. POSITION TO BE FILLED IN BY EXPATRIATES

- 1. Name of Position :
- Level of Position : (....) Management/Manager
(....) Professional
(....) Supervisor
(....)Technical Operator
- 2. Description of Position :
(duties, responsibilities and authorities)
- 3. Certain Requirements to Fill in the Position:
 - a. Education :
 - b. Work Experience :
- 4. Location of Placement in :
Regency/Municipality

IV. WORKING CONDITION

- 1. Validity Date of Employment Agreement :
- 2. Facility and Salary
 - a. Housing : (....) entitled
(....) not entitled
 - b. Vehicle : (....) entitled
(....) not entitled
 - c. Salary per Month : US\$

V. OTHER DESCRIPTION DEEMED NECESSARY:

VI. STATEMENT

(Filled in according to standard content)
We have properly and duly executed this application and we are responsible for the truth thereof.

.....
Applicant
(.....)
signature and name of the responsible party
on a stamp duty of Rp.6000,-

*) Enclosed copy of current diploma/ other valid evidence

A. ENCLOSURES FOR APPLICATION FOR RECOMMENDATION TA.01

1. Copy of valid passport from the concerned Expatriate Personnel
2. Resume (original) signed by the concerned
3. Copy of diploma and/or certificate of education and prove of work experience in English
4. Copy of deed of minutes of General Meeting of Shareholders on the appointment/ assignment of a position of board of directors
5. Copy of valid Decree of RPTK
6. Copy of company's decision concerning appointment of employee and assignment as counterpart Indonesian Worker (TKI).
7. Copy of valid Resident Identity Card (KTP) of the counterpart Indonesian Worker (TKI).
8. Evidence of Exit Permit Only (EPO)/copy of IMTA for Foreign Citizens who have ever worked in Indonesia before.
9. Power of Attorney with sufficient stamp duty from whom signs and/or submits the application if the applicant is represented by another party.

B. ENCLOSURES FOR APPLICATION FOR NEW IMTA

1. Two (2) pieces of photograph in size of 4 x 6.
2. Copy of SP PMDN/PMA and its amendment
3. Copy of valid passport
4. Payment receipt of Skill and Expertise Development Fund (DPKK) and Credit Note.
5. Training and education program for counterpart Indonesian Worker
6. Decree of RPTK and its amendment
7. Power of Attorney with sufficient stamp duty from whom signs and/or submits the application if the applicant is represented by another party.
8. Copy of VITAS/Telex

C. ENCLOSURES FOR APPLICATION FOR EXTENSION OF IMTA

1. Decree of Permit to Employ Foreign Personnel (IMTA)
2. Copy of valid passport
3. Payment receipt of Skill and Expertise Development Fund (DPKK) and Credit Note.
4. Copy of valid RPTK
5. Two (2) pieces of photograph in size of 4 x 6.
6. Report on the realised implementation of training and education programme and/or

personnel Indonesianisation programme.

7. Power of Attorney with sufficient stamp duty from whom signs and/or submits the application if the applicant is represented by another party.
8. Copy of Limited Stay Permit (KITAS)