Nama PT:

Nama TKA:

Case: Single Visa - 211

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Persayaratan/ Requirements | Tgl. Diterima/ Date Received | Ket/ Notes: |
|   | Perusahaan: Color Scan: |   |   |
| 1 | Username dan Password of the company at Visa Online’s website |  |  |
| 2 | If does not have the username and password:1. Deed of company establishment issued by Notary Public (Akte Pendirian Perusahaan & Akte Perubahan)
2. Approval from the Ministry of Justice Dept – (SK-Kehakiman)
3. Company Domicile Permit – (Surat Keterangan Domisili Perusahaan)
4. Company Tax ID – NPWP
5. Company License issued by BKPM or Trade Dept. – (SIUP/ IUT)
6. Company Registration – (TDP- Tanda Daftar Perusahaan)
7. Indonesian ID Card (KTP) of the Director
 |  |  |
| 3 | Saving account statement with minimum balance equal to USD. 1500 |  |   |
| 4 | Sponsor & guarantee letter – signed by the Director / HR Manager |  |  |
|   | Expat/ Foreigner: Color scan: |   |   |
| 1 | Passport full pages (including the cover) with minimum validity 6 months |   |   |
| 2 | Round trip tiket (in and out Indonesia) |   |   |

Lama proses Normal: 5-6 hari kerja

 Express: 1-2 hari kerja