**STEPS for processing - NEW Working Visa index 312**

**UPDATED: 15 March 2019**

**1st STEP:**

Applying RPTK (Expatriate Placement Plan) for Assignee. It should be applied at the Directorate General Manpower Dept. : It takes 7-10 working days to process this RPTK. Or 4 working days from the approved “Skype Expose”.

**Company Support document are:**

* Color scanned of Deed of Company Establishment issued by Public Notary and the approval issued by the Ministry of Justice Dept.
* Color scanned NIB & Ijin Usaha / Business License
* Color scanned of Company Tax ID (NPWP)
* Color scanned of Company Domicile Permit. (Surat Keterangan Domisili Perusahaan)
* Color scanned of Director’s Indonesian ID Card (KTP) – if he is Indonesian. If the Director if a foreigner – Copy passport,
* Company Structure Organization chart and signed by the Director
* The Skype ID address in which the Skype ID name should be identical with the Company name.
* Color scanned of a valid Wajib Lapor UU # 7, 1981 (Yearly Manpower Report)
* Authorization letter from the Company to us for handling the RPTK application.
* We will send the draft letters to you so that the company can print them out on the company letterheads & signed by the Director of the company or Company HR.

Please notes: The Skype meeting “Expose Meeting” will be held in the Company Sponsor Office, and should be held by the company HR or local Employee.

**Required documents from the local Employee as a local counterpart**:

* Color scanned of Indonesian ID Card of the Indonesian Employee (staff) as the expatriate’s counterpart.
* Scanned soft photograph in PDF file 4X6 cm = 1 ea

**Required documents from the Expatriate:**

* Color Scanned of Expatriate’s full pages of passport. The minimum validation of the current passport should be 18 months.
* Color Scanned of Curriculum Vitae and should be signed by the expatriate.
* Color Scanned of University Degree Certificate – full degree (in English) OR “Competency Certificate” or “Training Skill Certificate”.

>> Should be in English or Indonesian (sworn translated if other language)

* Color Scanned of the reference letter (5 years experiences) from the previous employer (using previous employer’s company letterhead). **For the short-term work authorization (max 6 months), this is not required.**
* Soft Photograph 4X6 cm = 1 ea with red baclground color

Required documents from the family/ dependants:

* Color scanned passport pages (full pages)
* Soft Photograph 4X6 cm = 1 ea with red baclground color
* Color scanned Married certificate (the wife)
* Color scanned birth certificate (the child).

Application steps:

1). On-line application for the RPTK – [http://tka-online.kemnaker.go.id](http://tka-online.depnakertrans.go.id)

The required documents to be uploaded:

* **Orignal sponsor letter**
* **Letter of appointment fo the local counterpart & copy of KTP (Indonesian ID card)**
* **Authorization letter**
* **Valid Company domicile permit**
* **Valid Wajib Lapor UU # 7 (Manpower Obligation report)**
* **Valid NIB**
* **Valid Ijin Usaha**
* **Color scanned of NPWP (Company Tax ID)**
* **Skype ID address of the company**
* **The latest Deed of company establishment or latest amendment deed (if any) issued by Notary Public.**

2). Upon uploading all of the required documents, then we need to click “process”. And then we will have to check from time to time the status of our on line RPTK application from the website. Then when the on line application shows “Verification data & upload”– and if there is no any request for correction. Then authomaticly there will be a schedule for “Skype Expose”.

Then we will inform the company/ Client the Skype Expose schedule that the client (representative employee) will have to dial the Manpower Dept skype address in certain time and date.

After the Company successfully “Skype Expose” with the Manpower Dept officer (via skype). Then 4 working days from the Skype Expose, the RPTK permit will be issued. And we will collect the RPTK issuance at the Directorate General Manpower Dept office in Jakarta.

2nd STEP:

Upon the issuance of RPTK by Manpower Dept, the request of **Notification letter (request of Billing Code)**  should be applied for the expatriate (assignee). It should be applied at the Directorate General Manpower Dept. The confirmation letter will be issued by the Manpower Dept within 5-7 working days.

The support documents for requesting the Notification letter are:

* Color scan of Expatriate’s passport, CV and University Degree Certificate OR “Competency certificate/ Training Skill Certificate”.
* Color scan of the valid RPTK
* Color scan of Application letters signed by the Director of the company or Company HR.
* Color scan of the Health Policy Insurance of the expatriate (it’s a must)
* The latest bank account statement of the expatriate that minimum balance equivalent to USD. 1500 or The latest account statement of the company.
* Information of the Indonesian Embassy that the applicant would like to collect the visa
* Information of the airport/ seaport of arrival that the expatriate will enter in Indonesia.

Application steps:

* 1). On-line application for the confirmation letter –http://tka-online.kemnaker.go.id
* The required documents to be uploaded:
* > Color Scanned sponsor letter
* > Color scanned company permits
* > Color scanned photograph of the expatriate
* > Color scanned local counterpart report
* > Color scanned University Degree Certificate or Competency or Training Skill certificate of the Expat has to be sworned translated into English or Bahasa Indonesia.
* > Curriculum Vitae of the Expat signed by the expatriate.
* > Color scan Reference Letter from the previous employer.
* > Color scanned of the passport informative section of the Expat
* > Color scanned of the health policy insurance of the expatriate
* > Information of the Indonesian Embassy which the applicant would like to collect the visa
* > Information of the airport/ seaport of the arrival that the expatriate will enter in Indonesia

And the approval of the Billing code/ Notification letter can be download from

http://tka-online.kemnaker.go.id

3rd STEP:

Upon the issuance of the **Notification letter** by Manpower Dept, **within 24 hours the DPKK fee should be paid as per the Notification letter**. **And after the DPKK payment, it will be automatically noticed by the online system and the Directorate General Immigration will send the confirmation by email on the receipt of the telex index 312 application after one working day. And within 1- 2 working days, the Directorate General Immigration will send the billing code for payment of PNBP (Non-taxable Government charge). And within 8 working days from the payment of PNBP, the telex approval index 312 will be sent by email .**

**The Index 317 (Family visa or dependent visa) can only be applied after the issuance of the telex 312 of the principal applicant.**

Application steps Index 317 telex approval (VTT)

1). On-line Application for the VBS : [www.imigrasi.go.id](http://www.imigrasi.go.id)

First, Registration of the Username & password for Company Sponsor at the Directorate General Immigration. It takes 3 working days that the Directorate General Immigration will send email of the username & password for on-line application of the telex.

The required document for Username & password registration : Color scan of

* **Valid Company domicile permit**
* **NPWP (Company Tax ID)**
* **Valid NIB**
* **Valid Ijin Usaha (Company License)**
* **The latest Deed of company establishment or latest amendment deed (if any) issued by Notary Public.**

Second, after the Directorate General Immigration send the Username and password, then the telex 317 can be started to apply. It takes 6 – 8 working days to process the telex approval index 317.

4th STEP:

Upon the finalized telex index 317 (VTT Telex), we will scan the VTT telex approval to you.. Then the assignee & family will pick up the visa at the Indonesian Embassy they wish to pick up – for example: Indonesian embassy in Singapore. When the assignee pick-up the Indonesian temporary resident visa, he/she has to bring:

* Original passports of them (his, his wife’s and his child’s)
* Photos with the white background color = size 3.5 cm X 4 cm = 1 ea
* Copy of Telex approval 312 and 317
* Fill in the “Temporary Stay/ resident Visa form” provided in the Indonesian Embassy office.
* Pay the Indonesian Embassy fee – it’s about USD. 100,-/ person for dependent only.

Then the assignee’s passport and his family’s passport will get visa index 312 / index 317 stamped on their page of their passports.

5th STEP:

When the assignee & his family member have arrived in Indonesia using visa Index 312/ 317(Vitas), the assignee (principal) will have to do on line photo taken and finger printing at the appointed Immigration Airport upon the arrival.

While the family will do the on line photo taken at the local immigration office within few days (about a week) from the day we file the E-ITAS application at the local immigration.

The complete required documents for the new E-ITAS & MERP application for index 317 or ( Lapor E-ITAS for index 312) are:

>> Original Passports

>> Original Domicile Permit from the Hotel Management if staying in a hotel or from the RT& RW if living in housing area

>> Original & Copy RPTK, Notification Letter & DPKK payment receipt, telex Approvals

>> Curriculum Vitae

>> Copy Education certificate

>> Copy of Married certificate for his wife

>> Copy of the Birth certificate for the child

>> Copy of Company permits (Not applicable @ South Jakarta Immigration office): Deed of Company Establishment, Company Domicile Permit, NPWP, NIB & Ijin Usaha.

These above documents are for further process E-ITAS & MERP at the Immigration Office service point. First we will have to do the on-line E-ITAS application for the family (index 317). And then we will receive the notification letter that we will have to print out and bring it to the Immigration office service point for further E-ITAS applicatioin for the family.

Within 5 working days from the date we file the new E-Itas application, the family member will be scheduled by the Immigration officer to come to the Immigration office for finger prints and on line photo taken. And within 4 - 5 working days after the finger prints, the original passport with stamps of ITAS &MERP will be ready to collect at the Immigration office service point.

And the E-ITAS approval (Electronic ITAS) for index 312 & 317 will be sent by email by the Immigration office.

Please notes that without issuance of E-ITAS approvals, the assignee & the family can not travel out of the country. So please make sure that E-ITAS approvals are in hand whenever you will go out of the country.

E-ITAS issuance will be sent by the Immigration office service point by email. And we will forward the E-EITAS (A4 paper with barcode) to you. And you should print the E-ITAS and insert it in your original passport & each member of your family passport. They are allowed print it multiple (more than one copy).

Upon E-itas & MERP are finalized, other permits will have to be applied: STM, SKTT/ Green Card. The SKJ/ traveling permit will be needed if the assignee is travelling to work outside Jakarta areas (e.g.: Balikapapan, Surabaya, etc). If he only works in Jakarta, so the SKJ no need to be applied.

>> Notes: It takes 14 working days to process the SKTT/ Green card application

It takes 3 working days to process the STM/ Resort Police Report.

6th STEP:

Upon finalized of the RPTK, Notification letter & DPKK Payment , E-ITAS, MERP, STM, SKTT/ Green Card, then we can apply the final permit “Laporan Keberadaan TKA” at the local Manpower Dept. It takes 4 working days to process the ‘laporan Keberadaan TKA”.

8th STEP:

Rami will be handing out the complete documents/ permits in a neat organized folder to you. This way, it makes you easy to keep your valuable expatriate permits, and also can show the permit completeness whenever there is a Manpower/ immigration inspector coming to your office to check your permits in Indonesia.

Should you have any questions, please feel free to send us email at [ragustina@rami-services.com](mailto:ragustina@rami-services.com). Or call us at 62 21 872 2711 or 62 21 87700908 , and our RAMI team will be happy to help you.

Best regards,

RAMI Team