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| PREPAPARATIONS | Company Name:  COMPANY - Required document | Doc/ Permit # | Expiry date | Completion date |
| 1. | Color scan of Deed of company establishment issued by Notary Public (Akte Pendirian Perusahaan & Akte Perubahan) |  |  |  |
| 2. | Color scan of Approval from the Ministry of Justice Dept – (SK-Kehakiman) |  |  |  |
| 3. | Color scan of Company Domicile Permit – (Surat Keterangan Domisili Perusahaan) |  |  |  |
| 4. | Color scan of Company Tax ID - NPWP |  |  |  |
| 5. | Color scan of Company License issued by BKPM or Trade Dept. – (SIUP/ IUT / NIB) |  |  |  |
| 6. | Color scan of Director’s / HR Manager KTP (Indonesian ID card) |  |  |  |
| 7. | Organization chart of the company – should be signed by Director/ HRD & Company chop. |  |  |  |
| 8. | Color scan of a valid of the Manpower Obligation report – (Wajib Lapor Ketenagakerjaan UU # 7, 1981) |  |  |  |
| 9. | Original signed sponsor letters. |  |  |  |

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| Preparations: | EXPATRIATE – support documents | Assignee(s) Name | Passport # & Validity | Completion Date |
| 1. | Color scan of passport pages with Cover Passport– minimum validation is 12 months |  |  |  |
| 2. | Color scan of Curriculum Vitae |  |  |  |
| 3. | Color scan of University Degree Certificate or training certificate |  |  |  |
| 4. | Soft photograph with red background color 4X6 cm = 1 ea. |  |  |  |
| 5. | Health Insurance card/ Polis |  |  |  |
| 6. | Color scan of Working Agreement between the Company and the assignee (Expat) |  |  |  |
|  |  |  |  |  |
| No. | Family/ Dependents Required documents: | Family member name | Passport # & validity | Completion Date |
| 1 | Color scan of passport pages with cover passport – 12 months minimum validation. |  |  |  |
| 2 | Color scan of Married Certificate for Spouse |  |  |  |
| 3 | Color scan of Birth certificate for Child |  |  |  |
| 4 | Soft photograph with red background color 4X6 cm = 1 ea. |  |  |  |

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| Required documents for filing the E-ITAS & MERP Applications @ Immigration office | | | | |
| For Assignee & Family members: | | | | |
| Require ORIGINAL DOCUMENTS: | | Doc. # | Document validations | Document collection completion date |
| 1 | Original passports |  |  |  |
| 2 | Original Statement of Domicile Permit  (Surat Keterangan Domisili) issued by RT/RW (Chief Neighbourhood) or from Apartment Management until Kelurahan |  |  |  |
| 3 | Original Signed sponsor letters and copy of signatory’s ID card. |  |  |  |

TIME LINE PROSES :

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| **Item #** | **Description** | **Qty work day to process** | **Applied on** | **Estimation date** | **Done date** | **Notes** |
| 1 | RPTKA | 7-10 Working Days |  |  |  |  |
| 2 | Notifikasi | 7-8 Working days |  |  |  |  |
| 3 | DPKK | 1 Working days |  |  |  |  |
| 4 | VTT / Telex Approval Visa 312 | 7-10 Working days ( normal proses)  1 Working days (Express proses) |  |  |  |  |
| 5 | ITAS & MERP | 10 Working days ( normal proses )  5 Working days ( Express proses) |  |  |  |  |
| 6 | STM | 3 |  |  |  |  |
| 7 | SKTT | 15-20 |  |  |  |  |
| 8 | LKOA | 7 |  |  |  |  |