

PREPARATIONS	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 mencantumkan nama & jumlah saham yang dimiliki Direksi WNA)			
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 OSS (Izin Usaha & 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 Laporan Ketenagakerjaan UU # 7, 1981)			
9	Color scan saving account statement with minimum balance equal to USD. 2000			
10	Original signed sponsor letters.			

Preparations:	EXPATRIATE – support documents	Assignee(s) Name	Passport # & Validity	Completion Date
1.	Color scan of passport pages with Cover passport – minimum validation is 18 months			
2.	Soft photograph with red background color 4X6 cm = 1 ea.			
3.	A Covid-19 vaccination certificate (completed doses)			
4.	Signed statement letters for willingness to have health monitoring and ability to pay the expenses when detected infected by Covid-19			
No.	Family/ Dependents Required documents:	Family member name	Passport # & validity	Completion Date
1	Color scan of passport pages with cover passport – 18 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.			
5	A Covid-19 vaccination certificate (completed doses)			
6	<i>Color scan health certificate stating you are free from Covid-19, issued by the hospital or Clinic where you are now. It should be in English language – for children under 12 years old</i>			
7	Signed statement letters for willingness to have health monitoring and ability to pay the expenses when detected infected by Covid-19			

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.			