

Nama PT:

Nama TKA:

Case: Work Permit Ext

Item	Persyaratan/ Requirements	Tgl. Diterima/ Date Received	Ket/ Notes:
	<b>Perusahaan: Color Scan:</b>		
1	Akte Pendirian Perusahaan beserta akta perubahan <i>Deed of company establishment and the amendment (if any)</i>		
2	SK- Kehakiman untuk akta pendirian dan akta perubahan <i>Approval from the Ministry of Law and Human Rights for the Deed</i>		
3	Izin Lokasi/PKKPR dari OSS <i>Izin Lokasi/PKKPR from OSS</i>		
4	NPWP Perusahaan <i>Company Tax ID</i>		
5	Izin Usaha dari OSS <i>Business License from OSS</i>		
6	NIB dari OSS <i>NIB from OSS</i>		
7	Struktur Organisasi Perusahaan yang telah dicap dan ditanda tangani (harus tertera jabatan TKA) <i>Organization chart of the company – signed by the Director or HR Manager and company stamp (have to put the jb title of the expat)</i>		
8	KTP Direktur/ Penanggung jawab <i>Indonesian ID Card (e-KTP) and Personal Tax ID of the Director / HR Manager</i>		
9	Wajib Laporkan Ketenagakerjaan Online – UU #7, 1981 <i>Manpower Obligation Report</i>		
10	Tabungan dengan saldo terbaru minimal setara USD. 1500 <i>The latest saving account statement with minimum balance equal to USD. 1500,-</i>		
11	Perjanjian kerja dengan TKA <i>Work agreement with the expat</i>		<i>Draft akan kami siapkan</i>
12	Username dan password di TKA Online <i>Username and password of the company at TKA Online's website</i>		
13	Original sponsor letter		<i>Draft akan kami siapkan</i>
	<b>TKI Pendamping: Color scan:</b>		
1	KTP & Photo TKI Pendamping <i>Indonesian ID Card (e-KTP) and photograph of the Local Counterpart</i>		
2	Laporan TKI Pendamping		<i>Draft akan kami siapkan</i>
3	Sertifikat Pelatihan / Sertifikat Kompetensi TKI Pendamping (max. 1 tahun terakhir) <i>Training certificate/competency certificate of the Local Counterpart (max last 1 year)</i>		
	<b>Expatriat/ Foreigner: Color scan:</b>		
1	Passport & Stamp ITAS		

2	E-ITAS		
3	RPTKA lama		
4	IMTA/Notifikasi lama		
5	DPKK receipt lama		
6	STM lama		
7	SKTT lama		
8	LKOA lama		
9	Photograph latar belakang MERAH – 4 X 6 cm = 1 lb (memakai kemeja) <i>Photograph with red background color (formal wear)</i>		
10	Kartu BPJS Kesehatan / Asuransi lain berbadan hukum Indonesia <i>BPJS Health card or other insurance with Indonesian legal entity</i>		
11	Kartu BPJS Ketenagakerjaan <i>BPJS Employment card</i>		
12	NPWP Pribadi <i>Personal Tax ID</i>		

	Dependent (Expatriate's family) :		
1	Passport & Stamp ITAS		
2	E-ITAS		
3	Marriage Book (for spouse) and Birth Certificate (for children)		
4	STM		
5	SKTT		
6	Soft Photograph		