

**EPO – Cancellations of Work Authorizations:**

	From the Company		From the Assignee		From the Family ( Dependents)
Document required	1). Signed sponsor letters (will send the draft letters)  2). Copy of ID card of the signatory		1). Original Passport 2). Original SKTT 3). Original DPKK receipt 4). Color Scan Notifikasi 5). Copy RPTKA 6). Color Scan E-ITAS 7). Copy Ticket flight out the country		1). Original passports 2). Copy Ticket flight out the country 3). Original SKTT 4). Copy of marriage certificate (for spouse) or birth certificate (for children)
STEPS:	1st. EPO ITAS	2nd. EPO Notifikasi	2nd. EPO SKTT		

**Timeline Proses :**

Item #	Description	Qty work day to process	Applied on	Estimation date	Done date	Notes
1	EPO ITAS ( Normal )	3-4 Working days				
	EPO ITAS ( Express )	2 Working days				
2	EPO Notifikasi	7 Working days				
3	EPO SKTT	3 Working days				