

**DOCUMENT CHECK LIST**

Nama PT:

Nama TKA:

Case: New Work Visa

Item	Persyaratan/ Requirements	Tgl. Diterima/ Date Received	Ket/ Notes:
	<b>Company: Color Scan:</b>		
1	Akte Pendirian Perusahaan beserta akta perubahan (apabila ada) <i>Deed of company establishment and the amendment (if any)</i>		
2	SK- Kehakiman <i>Approval from the Ministry of Law and Human Rights for the Deed</i>		
3	SKDP / Domisili Perusahaan / Izin Lokasi dari OSS <i>Company Domicile Letter / Izin Lokasi from OSS</i>		
4	NPWP Perusahaan <i>Company Tax ID</i>		
5	SIUP/ IUT Perusahaan / 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 & NPWP 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 terbaru dengan saldo minimal setara USD. 2000 <i>The latest saving account statement with minimum balance equal to USD. 2000,-</i>		
11	Perjanjian kerja dengan TKA <i>Work agreement with the expat</i>		We will provide you the draft
12	Username dan password di TKA Online <i>Username and password of the company at TKA Online's website</i>		
13	Username dan password di Visa Online <i>Username and password of the company at Visa Online's website</i>		
14	Sponsor letter		We will provide you the draft
15	Sponsor letters for Recommendation at BKPM		
16	Statement letter that the expat has never committed a crime		
	<b>TKI Pendamping: Color scan:</b> <i>Local Counterpart</i>		
1	KTP & Photo TKI Pendamping <i>Indonesian ID Card (e-KTP) and photograph of the Local Counterpart</i>		
2	Laporan TKI Pendamping		We will provide you the draft

Expat/ Foreigner: Color scan:			
1	Semua Halaman Passport masa berlaku min. 18 bulan (termasuk cover) <i>Passport full pages with minimum validity 18 months</i>		
2	Curriculum Vitae		
3	Ijazah Pendidikan Terakhir (Universitas) <i>University Degree Certificate</i>		
4	Photograph latar belakang MERAH – 4 X 6 cm = 1 lb (memakai kemeja) <i>Photograph with red background color (formal wear)</i>		
5	Referensi dari Perusahaan sebelumnya – Pengalaman kerja min. 5 th. <i>Reference letter from the previous employer with minimum experiences 5 years</i>		
6	Polis asuransi <i>Health insurance</i>		
7	A Covid-19 vaccination certificate (completed doses)		
8	Signed statement letters for willingness to have health monitoring and ability to pay the expenses when detected infected by Covid-19		
9	Stay permit in Indonesia (for onshore visa 312)		
<b>Bila Akan Membawa Family ke Indonesia: Color Scan: Dependent</b>			
1	Semua Halaman Passport Istri & Anak – masa berlaku passport min. 18 bulan <i>Passport full pages with minimum validity 18 months</i>		
2	Akta nikah untuk istri/suami <i>Marriage certificate for spouse</i>		In English/Indonesian
3	Akta lahir untuk anak <i>Birth certificate for children</i>		In English/Indonesian
4	Photograph background merah <i>Photograph with red background color</i>		
5	Family Register / Family Card		
6	A Covid-19 vaccination certificate (completed doses)		
7	Sertifikat sehat (bebas Covid-19) dalam bahasa Inggris – untuk anak dibawah 12 tahun <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>		
8	Color scan signed "Surat Pernyataan Karantina" / Willing to be self Quarantined, Pemantauan" / Health Monitoring, Kemampuan Membayar Sendiri"/ Ability to pay the hospital expenses if detected the applicant infected Covid-19 while arriving in Indonesia		We will provide you the draft