

PREPARATIONS Renewal Appl.	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 orang asing (minimal 1 milyar))			
2.	Color scan of Approval from the Ministry of Justice Dept – (SK-Kehakiman)			
3.	Color scan of Company Domicile Permit – (Surat Keterangan Domisili Perusahaan) / Izin Lokasi dari OSS			
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 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.	Original signed sponsor letters.			

Preparations: Renewal Appl.	EXPATRIATE – support documents	Assignee(s) Name	Passport # & Validity	Completion Date
1.	Color scan of passport pages Immigration stamps, and informative sections.			
2.	Soft photograph with red background color 4X6 cm = 1 ea.			
3.	Color scan of the latest E-ITAS			
4.	Color scan of the latest STM & SKTT			
5.	Color scan NPWP Expat			
No.	Family/ Dependents Required documents:	Family member name	Passport # & validity	Completion Date
1	Color scan of passport pages of Immigration stamps, and informative sections.			
2	Color scan of Married Certificate for Spouse			
3	Color scan of Birth certificate for Child			
4	Color scan of E-ITAS			
5	Color scan of STM			
6	Color scan of SKTT			

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