

DOCUMENT CHECK LIST

Nama PT:

Nama TKA:

Case: New Work Visa – Long term

Item	Persyaratan/ Requirements	Tgl. Diterima/ Date Received	Ket/ Notes:
	Company: Color Scan:		
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	Izin Lokasi / PKKPR dari OSS <i>Izin Lokasi / PKKPR from OSS</i>		
4	NPWP Perusahaan <i>Company Tax ID</i>		
5	NIB dari OSS <i>NIB from OSS</i>		
6	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>		
7	KTP & NPWP Direktur/ Penanggung jawab <i>Indonesian ID Card (e-KTP) and Tax ID of the Director / HR Manager</i>		
8	Wajib Laport Ketenagakerjaan Online – UU #7, 1981 <i>Manpower Obligation Report</i>		
9	Tabungan terbaru dengan saldo minimal setara USD. 2000 <i>The latest saving account statement with minimum balance equal to USD. 2000,-</i>		
10	Perjanjian kerja dengan TKA <i>Work agreement with the expat</i>		We will provide you the draft
11	Sponsor letter		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>		
	TKI Pendamping: Color scan: <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
	Expatriate/ 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>		In English/Indonesian

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	Itinerary (Schedule of activities in Indonesia)		
	Bila Akan Membawa Family ke Indonesia: Color Scan: Dependent		
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 (if any)		