



Schedule of Fees

WORKING KITAS/WORK PERMIT

WORKING KITAS/ WORK PERMIT - OFFSHORE

IDR 15.500.000

Valid for 6 Months or 1 Year, includes multiple entry permit and sponsorship if need it. This does not include:

- **IDR PLUS USD 100** per month for IMTA (Work Permit)
- **USD 150** Indonesia visa application fee.
- PayPal fees 5%
- Additional cost at **IDR 1.000.000** to apply personal Taxpayer Identification Number (NPWP)

Processing Time:

Up to 60 business days for processing in Indonesia.

There is an option for up to 30 business days of express service for additional fees. E-Visa Express Fee (**IDR 2.000.000**)

E-KITAS Express Fee (**IDR 2.000.000**)

Documents required:

- Scanning Passport full page 1 (Identity Page) and cover (No photos & in Color)
- Passport valid for at least 18 months and minimum 2 blank page
- Address in Original Country
- Address in Bali (hotel/villa)
- Domicile Letter Address in Bali (if any) or Lease Agreement Letter
- Photo with Red background
- Personal Phone Number & Email
- CV/Curriculum Vitae (optional)
- Certificate of Degree Graduated or Expertise (optional)
- Working Activity Area in Indonesia (City)
- Working Title/Position
- Offshore Application - Full Dose Vaccine Certificate required
- Emergency Contact Person (Family Members) Address & Phone Number

Process:

1. Recommendation Letter from BKPM (Capital Investment Coordinating Board)
2. Reporting to The Labor Department
3. RPTKA (Approval of Plan for using foreign employee)
4. IMTA (Working Permit)
5. E-Visa - C312
6. Process E-Visa C312 to KITAS C312 at the Local Immigration

Renewal:

- Renewal every year cost **IDR 15.500.000** and **USD 100** per month for IMTA (Work Permit) but you do not need to fly out and apply for the visa at Indonesian Embassy outside of Indonesia. And no cost for Indonesia Embassy visa application fee.
- Renewal needs to be process within 1 - 3 months before your KITAS Expired.
- You are required to be inside Indonesia to process any KITAS renewal.
- Document required:
 - Domicile Letter/SKTT
 - Personal Taxpayer Identification Number/NPWP
 - BPJS Kesehatan/Ketenagakerjaan (if any)

Please note:

All clients are responsible for their own income tax report fees and processing of NPWP (Tax file number) and the fees for this.

Clients are also responsible for BPJS (Health and Work Insurance) fees.

All clients are also responsible for any financial and criminal activities inside Indonesia.

*Payment can be done via PayPal or Bank Transfer.

**Prices are as per the date on the document.

***Processing will begin once funds are clear in our accounts

**** Price does not include SKTT or NIK document

After you receive the E-Visa (Offshore Application)

Follow the steps:

Step 1

Please print out the sponsorship and E-Visa for Entering Indonesia

Step 2

Upon arrival to Indonesia you will need to present us with your passport within 30 days. We then take it to the local immigration office to show them your visa for final approval. You will also be required to attend during this process for Biometrics.

EPO/KITAS Cancelation

If you do not continue or extending your KITAS you need to processing EPO and the Cost **IDR 1.000.000**

* If foreigners have their own sponsors Company Sponsor Documents:

1. Company deed of establishment and its amendments (*if any*)
2. Approval from the Ministry of Law and Human Rights (MoLHR) of company sponsor/SK Kehakiman Pendirian Perusahaan dan Perubahannya (*if any*)
3. Tax Registration Number (NPWP) of company sponsor
4. NIB (Business Registration Number) – OSS
5. Ijin Lokasi/PKKPR (Location Permit) – OSS
6. Ijin Usaha (SIUP)/Standard Certificate/SPPL (Business License) – OSS
7. ID Card (KTP) and Family Register (KK) of the Indonesian Director of company sponsor as Guarantor, or passport of foreign Director.
8. Blank papers with the company's letterhead and Company Stamp.
9. Login TKA Online (If PMA has been registered)

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