



Schedule of Fees

DEPENDENT FAMILY KITAS ONSHORE 1 YEARS

DEPENDENT FAMILY KITAS - ONSHORE

IDR 13.500.000

Valid for 1 year, includes multiple entry permit.

This does not include:

- PayPal fees 5%

Option 6 Months includes multiple entry permit - **IDR 12.000.000**

Processing Time:

Up to 40 business days for processing in Indonesia.

Documents required:

- Passports valid for at least 18 months and minimum 2 blank pages.
- Scanning of the main page of the passport details
- Scanning of the page of the passport cover
- Scanning of the current valid visa (minimum 30 days valid visa)/valid visa is required during the process to avoid overstay (Onshore Application)
- Document showing family ties to Primary KITAS holder (Marriage Certificate or Birth Certificate)
 - Spousal (Marriage Certificate) must be in English/Bahasa Indonesia
 - Kids under 17 years old (Marriage & Birth Certificate) must be in English/Bahasa Indonesia
- Marriage Certificate (already reported to Civil Registration in Indonesia),
If married outside Indonesia:
 - Marriage Certificate original (Certificate must be translated in English/Bahasa Indonesia)
 - Marriage Certificate report from Indonesian Embassy
- Bank Statement (minimum amount USD 1.500)
- Address in original country.
- Address in Indonesia (hotel/villa).
- Domicile Letter Address in Bali (if any) or Lease Agreement Letter
- Primary KITAS has to be done to process Dependent KITAS
- Scanning passport of Primary KITAS holder (Husband/Parent)
- KITAS of Primary KITAS holder (Husband/Parent)
- E-Visa B211A
- Letter of transfer of sponsor if your sponsor is different from the visit visa sponsor
- Scanning document of Primary KITAS holder Company Sponsor

Process:

1. Process convert visit visa to KITAS C317 at the local immigration
 - 30 Days valid visa is required before submit to the local Immigration
 - If your visit visa is not our sponsor, Altus letter & copy of ID Card Guarantor are required
2. Biometric data retrieval (photo & fingerprint)
3. Verification data
4. Process approval regional office of the Ministry of Law and Human Rights
5. Process approval Directorate General of Immigration
6. Approval stage
7. KITAS issued

Renewal:

- Renewal every year cost **IDR 8.000.000**, 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

Please note:

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

EPO/KITAS Cancellation

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

Domicile Letter / SKTT

- Additional Price **IDR 250.000** to get the Domicile Letter, it does not include Local Banjar Fee **IDR 500.000** (different Local Banjar has different regulations)
- Address Mutation Same Region cost **IDR 500.000** & Different Region **IDR 1.000.000**

Scanning document of Primary KITAS Holder Company Sponsor:

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. Visa Online Log-in (*if any*)

Scanning document of Primary KITAS holder:

1. Scanning of the main page of the passport details
2. Scanning of the page of the passport cover
3. Scanning of KITAS Stamp on Passport Page
4. Scanning of KITAS



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