



Schedule of Fees

WORKING KITAS ONSHORE/WORK PERMIT

WORKING KITAS/WORK PERMIT - ONSHORE

IDR 18.500.000

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

- **USD100** per month for IMTA (Work Permit)
- 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.

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
- Scanning the last stamp of the current visa minimum validation 60 days/valid visa is required during the process to avoid overstay (Onshore Application)
- 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
- Onshore Application - Full dose Vaccine Certificate
- Letter of transfer of sponsor if your sponsor is different from the visit visa sponsor
- E-Visa B211A
- Emergency Contact Person (Family Members) Address & Phone Number

Process:

1. Reporting to The Labor Department
2. RPTKA (Approval of Plan for using foreign employee)
3. Payment DPKK IMTA (USD)
4. IMTA (Working Permit)
5. Process convert visit visa to KITAS C312 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
6. Biometric data retrieval (Photo & Fingerprint)
7. Verification Data
8. Process approval Regional Office of The Ministry Of Law and Human Rights
9. Process approval Directorate General of Immigration
10. Approval Stage
11. KITAS issued

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 Tax 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

EPO/KITAS Cancellation

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

* 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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