



CV. SAGURUKU ANDALAN PRATAMA

Komplek Golden Fatmawati Blok E No.14 Lt.2 Jl. Fatmawati Raya No.15 Jakarta Selatan

Tel./WA : 021-27814914 / 0812.9228.9232 ; Email : saguruku.sap@gmail.com



KEMNAKER

KEMENTERIAN KETENAGAKERJAAN R.I.
DIREKTORAT JENDERAL PEMBINAAN PENEMPATAN TENAGA KERJA
DAN PERLUASAN KESEMPATAN KERJA
Jl. Jenderal Gatot Subroto Kav.51 Jakarta Selatan
Telp. 021-5255733 Fax. 021-5227588

JANGKAPENDEK

KEPUTUSAN DIREKTUR JENDERAL
PEMBINAAN PENEMPATAN TENAGA KERJA DAN PERLUASAN KESEMPATAN KERJA
Nomor KEP /PPTK/PTA/NOTIF/2020
TENTANG
NOTIFIKASI PENGGUNAAN TENAGA KERJA ASING

- Menimbang : a. bahwa berdasarkan pengesahan RPTKA No.
b. bahwa berdasarkan Permohonan Pemberi Kerja nomor 1
c. bahwa berdasarkan hasil verifikasi dokumen, Pemberi Kerja dinyatakan memenuhi persyaratan;
d. bahwa berdasarkan pertimbangan sebagaimana dimaksud pada huruf a, huruf b, dan huruf c, perlu ditetapkan dengan keputusan Direktur Jenderal.
- Mengingat : 1. Undang-Undang Nomor 13 Tahun 2003 tentang Ketenagakerjaan;
2. Undang-Undang Nomor 11 Tahun 2008 tentang Informasi dan Transaksi Elektronik sebagaimana telah diubah dengan Undang-Undang Nomor 19 Tahun 2016 tentang Perubahan atas Undang-Undang Nomor 11 Tahun 2008;
3. Peraturan Presiden Nomor 20 Tahun 2018 tentang Penggunaan Tenaga Kerja Asing;
4. Peraturan Menteri Ketenagakerjaan Nomor 10 Tahun 2018 tentang Tata Cara Penggunaan Tenaga Kerja Asing.

MEMUTUSKAN

- Menetapkan PERTAMA : Memberikan persetujuan kepada : PT
Alamat Instansi/Perusahaan : 3 BARAT,
Jenis Usaha : INDUSTRI
untuk MEMPERKERJAKAN
- Nama Tenaga Kerja Asing :
Tanggal Lahir :
Kewarganegaraan :
Alamat Tempat Tinggal : 3 BARAT
No. Paspor :
Untuk menduduki Jabatan : MECHANICAL ENGINEER
Lokasi kerja : Bekasi(Kab)
- KEDUA : Berlaku
- KETIGA : Notifikasi ini merupakan satu kesatuan dan bagian yang tidak terpisahkan dari RPTKA No. tanggal
- KEEMPAT : Keputusan ini mulai berlaku sejak tanggal ditetapkan.

Ditetapkan di : Jakarta
Pada Tanggal : 4 September 2020

a.n.DIREKTUR JENDERAL
PEMBINAAN PENEMPATAN TENAGA KERJA
DAN PERLUASAN KESEMPATAN KERJA
DIREKTUR PENGENDALIAN PENGGUNAAN
TENAGA KERJA ASING



NIP. 1000000000000000000

Notifikasi Penggunaan TKA

- Upon receiving RPTKA, company propose a work permit, known as Notifikasi Penggunaan TKA (used to be IMTA).
- IMTA only applies to the employee, not his/her spouse or children.
- To get IMTA, company must first make an advanced payment of 100 USD per month for DKPTKA (Development Funds in Exchange of hiring a foreign worker).
- Once expatriate gains IMTA, he/she is able to work in Indonesia legally.
- License period : same as RPTKA
- Institution : The Ministry of Manpower
- Processing time : 5-10 working days



MINISTRY OF LAW AND HUMAN RIGHTS OF THE REPUBLIC OF INDONESIA
DIRECTORATE GENERAL OF IMMIGRATION



Jakarta, 19/07/2022

Dear,
KRIT MATAHARI

PROBOLINGGO

C312



We would like to inform you that your visa application has been approved, with the following data.
 (This document contains the approval of your visa application, with the following data)

A. VISA DATA

ID/ Application Number	: 160436193222155
Visa Type	: LIMITED STAY
Purpose of Visit	: AS EXPERT
Visa Registration Number	: 2A13IM27804DW
eVisa Number	: EVW0176250LN
Visa must be used by	: 19/10/2022
Length of Stay in Indonesia	: 1 MONTH

B. APPLICANT DATA

Gender	
Place of Birth	
Date of Birth	
Nationality	
Passport Type	
Passport Number	
Place of Issue	
Passport Expiry Date	
Address in Indonesia	

E-Visa

- Launched in October 2020. Previously, the immigrant office would issue a "Telex Approval" for the visa and TKA had to go to an Indonesian embassy to get a sticker put in the passport reflecting the approval.
- Due to Covid-19 pandemic, the Directorate General Immigration is now issuing an "e-Visa" instead. The e-Visa will be emailed to sponsor company. Once the visa has been granted, TKA can travel to Indonesia. Fee : 150 USD
- There is 2 type of visa : VTT 312 / Visa Tinggal Terbatas (Limited Stay Visa) and VK 211 / Visa Kunjungan (Visit Visa)
- If TKA come with VK 211, it must be changed to VTT 312 with ALTUS (Alih Status) process
- Institution : Directorate General of Immigration
- License period : 1-12 months
- Processing time : 5-10 working days



KEMENTERIAN HUKUM DAN HAK ASASI MANUSIA
REPUBLIK INDONESIA
KANTOR WILAYAH JAWA TIMUR
KANIM KELAS I TPI MALANG
JL. R. PANJI SUROSO NO. 4 MALANG



IZIN TINGGAL TERBATAS ELEKTRONIK
ELECTRONIC LIMITED STAY PERMIT



NIORA : IM2TCL26433
Permit Number : 2C13CC0108-W
Stay/Multiple Entries Permit Expiry : 08-09-2022
Stay Permit Index : 1A



Full Name :
Place / Date of Birth :
Passport Number :
Passport Expiry :
Nationality :
Gender :
Address :
Occupation :
Status :
Guarantor Name :

DISCLAIMER :

1. According to Article 71 Act Number 6 Year 2011 concerning Immigration, every changes of civil status, citizenship, occupation, Guarantor, or change of address must be reported to Local Immigration Office in an immediate period of time.
2. This Limited Stay Permit (online) must be attach to the bearer's Passport at all times
3. For further information please do not hesitate to contact Local Immigration Office or do visit our website www.imigrasi.go.id
4. This Electronic Limited Stay Permit is generated automatically by the Immigration Information Management System

Malang, 08-08-2022

Head of Kelas 1 TPI Malang Immigration Office.

ITAS (Izin Tinggal Terbatas)

- ITAS is a Residence Permit for limited stay. It allows the holder to stay in Indonesia for a period of up to 12 months, which can be extended until 5 times.
- After the 6th ITAS is over, TKA have to get EPO and leave Indonesia first, before comeback to Indonesia again with new license
- Once TKA (and his/her spouse or children) arrive in Indonesia, TKA have seven days to report to Immigration office and collect the requested documents.
- ITAS applies not only to the employee, but also his/her spouse or children.
- Institution : Immigration Office in domicile address
- License period : 1-12 months
- Processing time : 1-2 working days

SKD / Domicile Letter

- Surat Keterangan Domisili (SKD) is a license from your local government that certifies the residential address.
- TKA have to apply for the SKD within a week of arrival in Indonesia in their residential address or if they move into new residential address
- Institution : RT, RW, Kelurahan

STM

- Surat Tanda Melapor (STM) is a license which shows that TKA reported to the police within a week of arrival in Indonesia.
- Institution : Police Resort Department (Polres) in domicile location
- License period : until the same date ITAS expires.

SKTT

- Surat Keterangan Tempat Tinggal Orang Asing (SKTT) is a Civil Registry-issued domicile permit and is mandatory for TKA who hold ITAS.
- TKA have to apply for the SKTT within a week of arrival in Indonesia
- Institution : Province Civil & Population Department (Suku Dinas Kependudukan Provinsi)
- License period : until the same date ITAS expires.

ITAS Cancellation / Exit Permit Only (EPO)

- Company have to make IPO for TKA that no longer works for them. After EPO processed, TKA must leave Indonesia within 7 days.
- Institution : Directorate General of Immigration

*All of these licenses are processed for
Teacher, spouse and/or children*

ANOTHER PERMIT

ONLY FOR SPECIAL CASE

Surat Mutasi / Domicile Mutation Letter

- If TKA move to another residential address
- Institution : RT, RW, Kelurahan (previous address)
- This letter is used to process SKD, STM and SKTT in new address

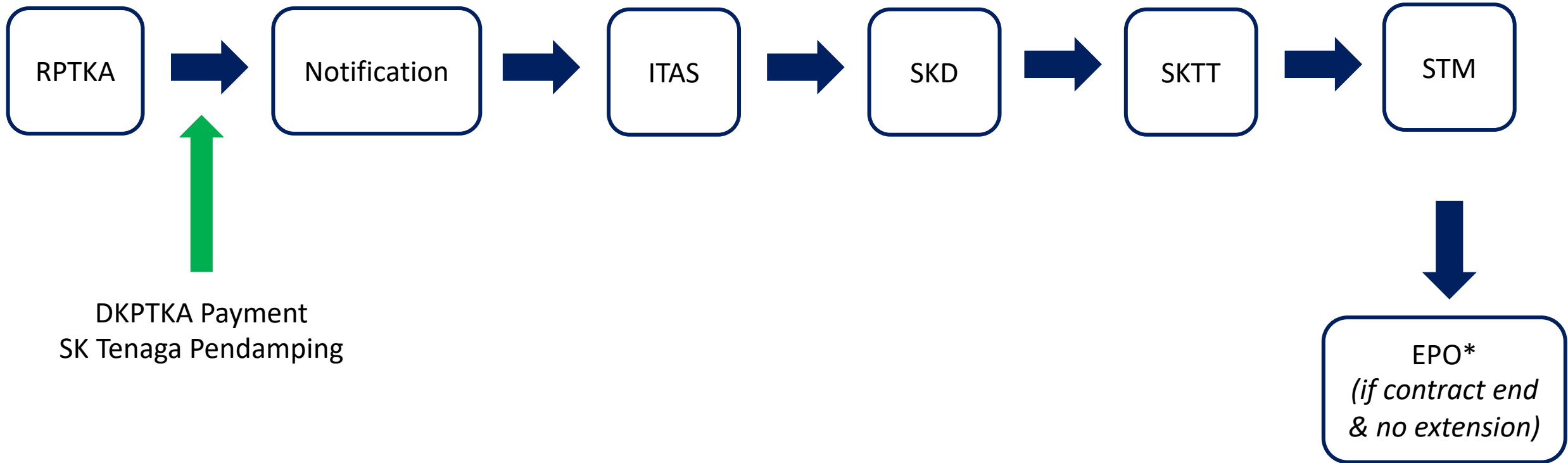
Alih Sponsor / Transfer of Sponsor

- Transfer of Sponsor is a change or change of responsibility or guarantor who is responsible for the existence and activities of TKA who hold ITAS / Limited Stay Permits
- The request for transfer of sponsorship is submitted by the foreigner concerned and/or the new sponsor or proxy to the Head of the Immigration Office whose working area includes the residence of the foreigner concerned by fulfilling the requirements

EXISTING WORKING PERMIT

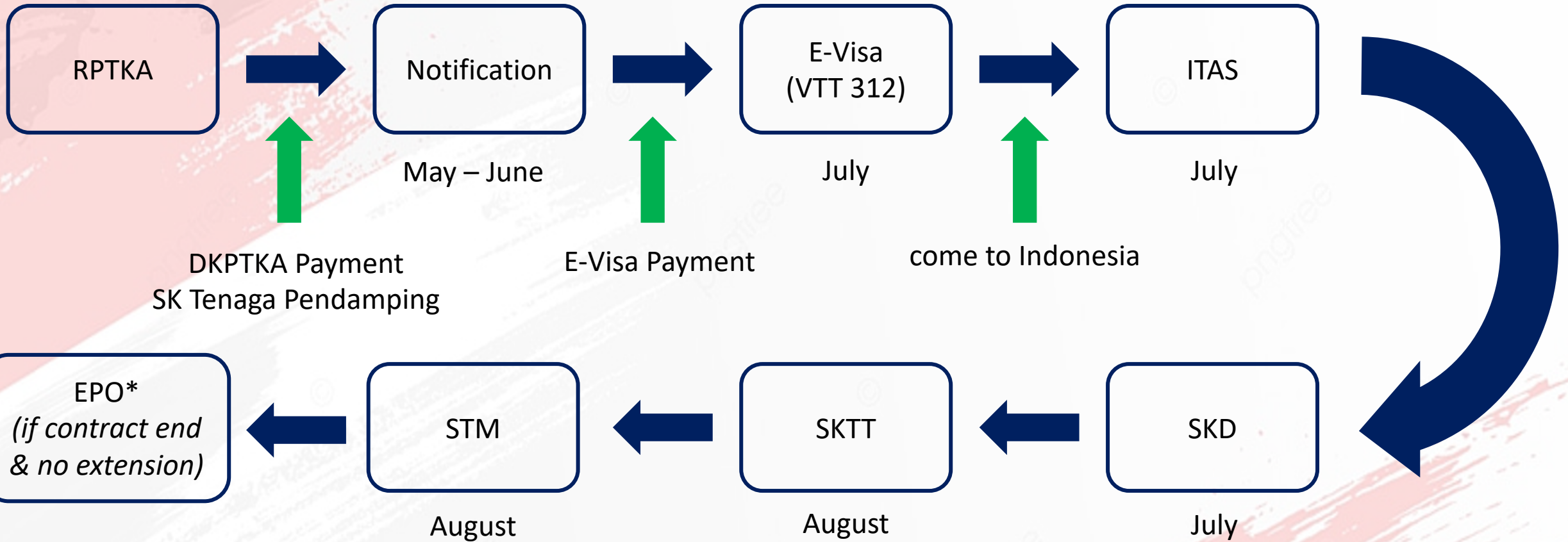
CONTRACT EXTENSION

Estimate process :

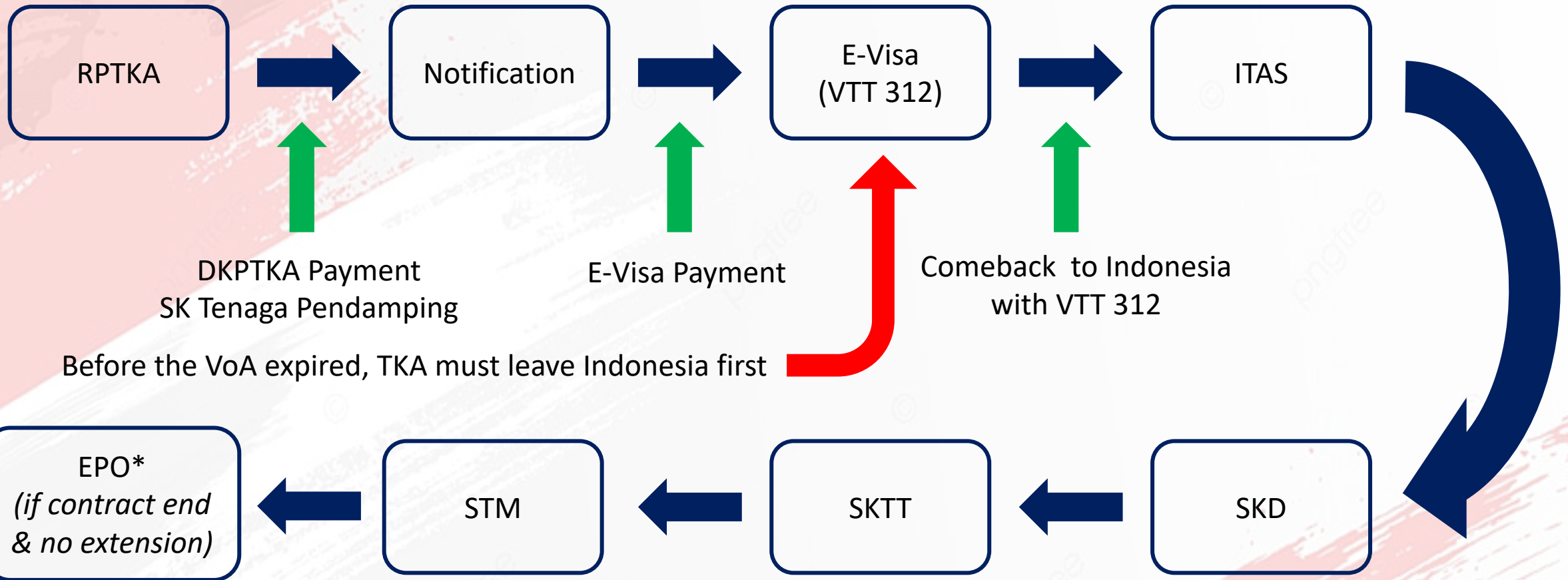


NEW FOREIGN WORKERS FROM OUTSIDE INDONESIA

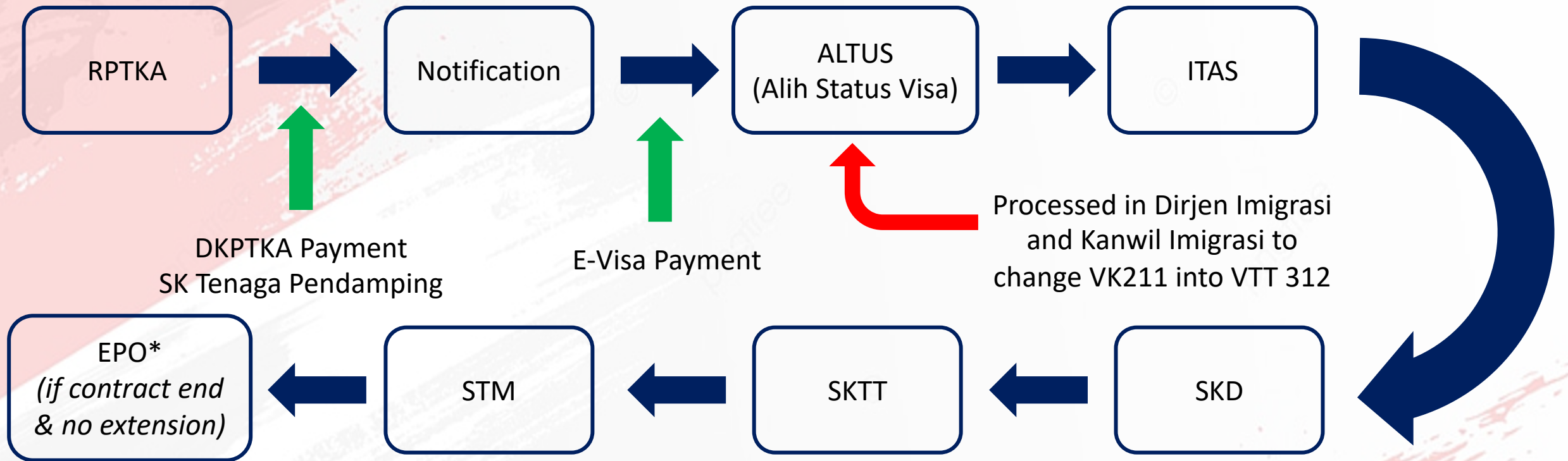
Estimate process : July



NEW FOREIGN WORKERS ALREADY IN INDONESIA WITH VISA ON ARRIVAL

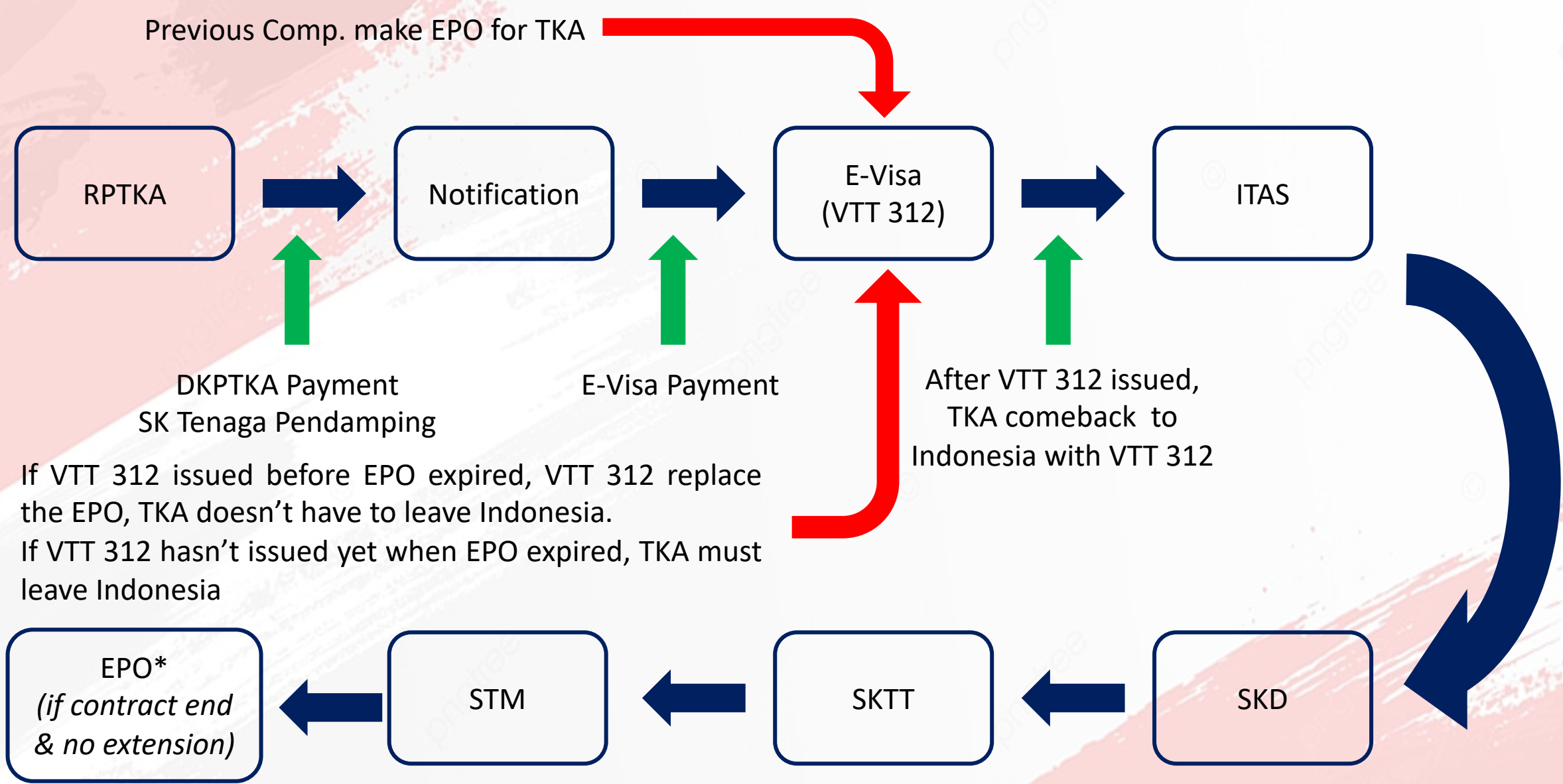


NEW FOREIGN WORKERS ALREADY IN INDONESIA WITH VK211 / VISIT VISA



NEW FOREIGN WORKERS

FROM ANOTHER COMPANY IN INDONESIA



If VTT 312 issued before EPO expired, VTT 312 replace the EPO, TKA doesn't have to leave Indonesia.
If VTT 312 hasn't issued yet when EPO expired, TKA must leave Indonesia

THANK YOU

