

STANDARD WORK PERMIT PROCESS MAP

STEP 12: EXPATRIATE EXISTENCE REPORT (L/K)

The Laporan Keberadaan report is filed, for the principal applicant only, once all other stamps are complete, and concludes the process.
Processing time: 1-2 weeks

STEP 11: TRAVEL PERMIT

An SKJ travel permit, valid for two to three months (renewable), will be needed if the applicant is assigned to work outside the working location stated in the IMTA.
Processing time: 3 days

STEP 10: TEMPORARY RESIDENCE CERTIFICATE

A SKTTS (Certificate of Foreign Temporary Residence), must be obtained, for the applicant and all family members, at their local Population/Civil Department, within 14 days after issuance of e-ITAS.
Processing time: 2-3 Weeks

STEP 9: REGISTRATION WITH LOCAL POLICE

The applicant must register with the local police in the area of residence and will obtain a Certificate of Registration.

STEP 8: E-ITAS & MERP APPLICATION

Within 30 days of arrival, an e-ITAS and MERP application must be submitted. Three days after the biometric appointment, the e-ITAS will be issued online and the passport with MERP can be collected from the Immigration Office.

STEP 7: E-ITAS ONLINE APPLICATION

The applicant must submit an online form and will receive an email confirmation which must be submitted in support of the e-ITAS application.
Processing time: 1 day

STEP 1: INITIATION

Client initiates the case with FGI and begins collating the personal and corporate documents. FGI reverts and provides feedback, missing information, etc.

STEP 2: RPTKA APPLICATION

The RPTKA request for approval to hire foreign nationals is submitted to the Manpower Department.
Processing time: 2-3 weeks

STEP 3: WORK PERMIT APPLICATION

The IMTA work permit application is submitted to the Ministry of Manpower. Qualifying companies can apply via the One Stop Service (OSS) at the BKPM
Processing time: 1- 2 weeks

STEP 4: VITAS TELEX APPROVAL APPLICATION

Once the IMTA has been issued, the application for Vitas telex approval for assignee and any accompanying family members is submitted to the Directorate General of Immigration (DGI) in Indonesia.
Processing time: 1 week

STEP 5: LIMITED STAY VISA APPLICATION

The applicant and any dependents must attend their nearest Indonesian embassy or consulate to apply to collect their limited stay visas: Index 312 for the work visa and Index 317 for family reunion for dependents.
Processing time 3 days – 1 week

STEP 6: ENTRY TO INDONESIA

Within 90 days of visa issuance, the assignee and any dependents can enter Indonesia, and should retain embarkation cards.



TEMPORARY WORK PERMIT (UP TO 180 DAYS) PROCESS MAP

STEP 12: EXPATRIATE EXISTENCE REPORT (L/K)

The Laporan Keberadaan report is filed, for the principal applicant only, once all other stamps are complete, and concludes the process.
Processing time: 1-2 weeks

STEP 11: TRAVEL PERMIT

An SKJ travel permit, valid for two to three months (renewable), will be needed if the applicant is assigned to work outside the working location stated in the IMTA.
Processing time: 3 days

STEP 10: TEMPORARY RESIDENCE CERTIFICATE

A SKTTS (Certificate of Foreign Temporary Residence), must be obtained, for the applicant and all family members, at their local Population/Civil Department, within 14 days after issuance of e-ITAS.
Processing time: 2-3 Weeks

STEP 9: REGISTRATION WITH LOCAL POLICE

The applicant must register with the local police in the area of residence and will obtain a Certificate of Registration

STEP 8: E-ITAS & MERP APPLICATION

Within 30 days of arrival, an e-ITAS and MERP application must be submitted. Three days after the biometric appointment, the e-ITAS will be issued online and the passport with MERP can be collected from the Immigration Office.

STEP 7: ITAS ONLINE APPLICATION

The applicant must submit an online form and will receive an email confirmation which must be submitted in support of the e-ITAS application.
Processing time: 1 day

STEP 1: INITIATION

Client initiates the case with FGI and begins collating the personal and corporate documents. FGI reverts and provides feedback, missing information, etc.

STEP 2: RPTKA APPLICATION

The RPTKA request for approval to hire foreign nationals is submitted to the Manpower Department.
Processing time: 2-3 weeks

STEP 3: WORK PERMIT APPLICATION

The IMTA work permit application is submitted to the Ministry of Manpower. Qualifying companies can apply via the One Stop Service (OSS) at the BKPM
Processing time: 1- 2 weeks

STEP 4: VITAS TELEX APPROVAL APPLICATION

Once the IMTA has been issued, the application for Vitas telex approval for assignee and any accompanying family members is submitted to the Directorate General of Immigration (DGI) in Indonesia.
Processing time: 1 week

STEP 5: LIMITED STAY VISA APPLICATION

The applicant and any dependents must attend their nearest Indonesian embassy or consulate to apply to collect their limited stay visas: Index 312 for the work visa and Index 317 for family reunion for dependents.
Processing time 3 days – 2 weeks

STEP 6: ENTRY TO INDONESIA

Within 90 days of visa issuance, the assignee and any dependents can enter Indonesia, and should retain embarkation cards.



URGENT OR TEMPORARY WORK PERMIT (UP TO 1 MONTH) PROCESS MAP

STEP 10: TRAVEL PERMIT

An SKJ travel permit, valid for two to three months (renewable), will be needed if the applicant is assigned to work outside the working location stated in the IMTA. Processing time: 3 days

STEP 9: REGISTRATION WITH LOCAL POLICE

The applicant must register with the local police in the area of residence and will obtain a Certificate of Registration.

STEP 8: E-ITAS & MERP APPLICATION

Within 30 days of arrival, an e-ITAS and MERP application must be submitted. Three days after the biometric appointment, the e-ITAS will be issued online and the passport with MERP can be collected from the Immigration Office.

STEP 7: E-ITAS ONLINE APPLICATION

The applicant must submit an online form and will receive an email confirmation which must be submitted in support of the e-ITAS application. Processing time: 1 day

STEP 6: ENTRY TO INDONESIA

Within 90 days of visa issuance, the assignee and any dependents can enter Indonesia, and should retain embarkation cards. The applicant can begin working.



STEP 1: INITIATION

Client initiates the case with FGI and begins collating the personal and corporate documents. FGI reverts and provides feedback, missing information, etc.

STEP 2: RPTKA APPLICATION

The RPTKA request for approval to hire foreign nationals is submitted to the Manpower Department. Processing time: 2-3 weeks

STEP 3: WORK PERMIT APPLICATION

The IMTA work permit application is submitted to the Ministry of Manpower. Qualifying companies can apply via the One Stop Service (OSS) at the BKPM. Processing time: 1-2 weeks

STEP 4: VITAS TELEX APPROVAL APPLICATION

Once the IMTA has been issued, the application for Vitas telex approval for assignee and any accompanying family members is submitted to the Directorate General of Immigration (DGI) in Indonesia. Processing time: 1 week

STEP 5: LIMITED STAY VISA APPLICATION

The applicant and any dependents must attend their nearest Indonesian embassy or consulate to apply to collect their limited stay visas: Index 312 for the work visa and Index 317 for family reunion for dependents. Processing time 3 days - 1 week