

# Process Guide



Total Recommended Lead Time: 54-78 Days

Total Recommended Lead Time (with Expedited Processing): N/A

| Process (See Below)                                     | Step   | Average Time Frame (Calendar Days)   | Comment  |
|---|--|--------------------------------------|--|
| Preliminary Activities                                  | <b>1. Case Formally Initiated</b><br>-Location of Step: Home Country<br>-Responsibility: Employer  | 2 days                               |  |
|   | <b>2. Obtain Company Supporting Documents</b><br>-Location of Step: Home Country<br>-Responsibility: Employer  | 3 days                               |  |
|   | <b>3. Obtain Employee Supporting Documents</b><br>-Location of Step: Home Country<br>-Responsibility: Employee   | 3 days                               | Varies, depending on applicant's circumstances (preferably within 3 days from case initiation)   |
| In-country Pre-approval Process                         | <b>4. Application for Foreign Personnel Utilization Plan (RPTKA)</b><br>-Location of Step: Indonesia<br>-Responsibility: Fragomen  | 12-20 days                           |  |
|   | <b>5. Application for Work Visa Recommendation (TA-01)</b><br>-Location of Step: Indonesia<br>-Responsibility: Fragomen  | 7-9 days                             |  |
|   | <b>6. Pre-approval of Entry Visa (VITAS)</b><br>-Location of Step: Indonesia<br>-Responsibility: Fragomen  | 9-19 days                            |  |
| Applying for Work Authorization                         | <b>7. Submission of Work Permit (IMTA) Application and Government Adjudication</b><br>-Location of Step: Home Country<br>-Responsibility: Fragomen/Indonesia Immigration Services                          | 12-17 days                           | Filed upon pre-approval of Telex-VITAS.<br><br>The following updated procedural and documentary requirements have been introduced for work permit-related applications filed at the OSS:<br><br><ul style="list-style-type: none"> <li>• Hard-copy applications can only be submitted if a color-scanned copy of the documents has been uploaded to the MOMT system. A printout of the system-generated receipt must be submitted;</li> <li>• The Company Domicile Letter and Mandatory Manpower Report must be valid for at least three months;</li> <li>• The foreign national's proposed job title must be on the MOMT's pre-approved list. If not, the application is likely to be rejected by the MOMT;</li> <li>• A company representative (not a third party or agent) must attend the hearing interview for RPTKA applications;</li> <li>• Additional certified documentation for the foreign national's Indonesian co-worker may be required; and</li> <li>• An Indonesian language proficiency certificate must be submitted.</li> </ul> |
| Entry Visa  | <b>8. Government Processing of Consular Application for Entry Visa (VITAS)</b><br>-Location of Step: Consular Post Abroad<br>-Responsibility: Main Applicant   | 3-7 days depending on the consulate* | To be obtained within 2 months from approval of the Telex-VITAS.<br><br>Can proceed simultaneously with IMTA application.  |
| <b>Main applicant can now legally enter Indonesia</b>   |  |                                      |  |
| Travel  | <b>9. Travel to Indonesia</b><br>-Location of Step: Indonesia<br>-Responsibility: Main Applicant   | 1 day                                | Within 90 calendar days from VITAS issuance. If entry is not made within such 90-day period, the pre-approval process must be re-filed.<br><br>Employee must carry a passport valid for at least 18 months with the VITAS attached.  |
| Post-Arrival  | <b>10. Application for Limited Stay Permit (KITAS) and Multiple Exit Re-entry Permit (MERP)</b><br>-Location of Step: Indonesia<br>-Responsibility: Main Applicant/Fragomen/Indonesia Immigration Services | 9-12 days                            | This step must be completed within 7 calendar days of arrival in Indonesia. To enable Fragomen to assist, the Employee must confirm his or her arrival date in advance and remain in Indonesia while these documents are in process.   |
| <b>Main applicant can now legally work in Indonesia</b> |  |                                      |  |
| Post-Arrival (continued)                                | <b>11. Various Local Registration Requirements</b><br>-Location of Step: Indonesia<br>-Responsibility: Indonesia Immigration Services  | Varies                               | <ul style="list-style-type: none"> <li>- Police Certificate (STM) issued by the local police office in Employee's place of residence;</li> <li>- Foreign Domicile Certificate (SKTT) issued by the local village office in Employee's place of residence;</li> <li>- Certificate of Family Composition of Foreign Citizen (SKSKP) issued by the local Population and Civil Registry Office;</li> <li>- Temporary Residence Card (KIP) issued by the local Population and Civil Registry Office (not required in some localities); and</li> <li>- Report on the Arrival and Presence of Foreign Citizen issued by the local Department of Manpower office.</li> </ul>   |
| Other Processes   | <b>12. Expiry Tracking and Departure Assistance</b><br>-Location of Step: Indonesia<br>-Responsibility: Fragomen   | N/A                                  | Within 3 months of expiry  |
|   | <b>13. Notification of Any Necessary Changes</b><br>-Location of Step: Indonesia<br>-Responsibility: Fragomen/Employer/Employee  | N/A                                  |  |

## Notes

\*Processing times, particularly government processing times, can change frequently and without notice. These time frames represent average processing times only.

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