

## Working Permit

RPTKA or Foreign Workers Employment Plan is a document that must be owned by a company in Indonesia (Private National / Foreign Investment) to invite in foreign manpower with the amount that has been determined by the Labor Department Republic of Indonesia.

We provide Labor Department services (RPTKA, IMTA) with competitive prices and on time schedule.

### RPTKA ( Foreign Worker Employment Plan) Labor Department - JAKARTA

Region	Periode	Normal	days	Express	days
RPTKA	1 Position	600.000	14	900.000	9

### IMTA (Working Permit) Labor Department - JAKARTA

Region	Periode	Normal	days	Express	days
IMTA	1 Person	600.000	14	900.000	9

### TA (Working Permit Recommendation) Labor Department - JAKARTA

Region	Periode	Normal	days	Express	days
TA 01, 03, 04	1 Person	600.000	14	900.000	9

### Exposes Position In RPTKA Labor Department - JAKARTA

Region	Periode	Normal	days	Express	days
Exposes	1 Position	400.000	14	600.000	9

### Returrt Working Permit Labor Department - JAKARTA

Region	Periode	Normal	days	Express	days

EPO IMTA	1 Person	500.000	5	700.000	2
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## Withdrawal DPKK

### Labor Department - JAKARTA

Region	Periode	Normal	days	Express	days
Withdrawal DPKK	1 Person	500.000	5	700.000	2
Melting DPKK	1 Person	500.000	5	700.000	2

## Company Manpower Report

### Regional offices of the Labor Department DKI JAKARTA

Region	Periode	Normal	days	Express	days
UU N0.7	1 Company	750.000	14	900.000	9

## Requirements RPTKA & IMTA

### Documents for Foreign Workers / TKA

1. Scan Color of Passport with validity 18 Months Minimum for KITAS 1 Year
2. Scan Color of Passport with validity 12 Months Minimum for KITAS 6 months
3. Scan Color Certificate of Graduated
4. Scan color Curriculum Vitae
5. TKA obliged to pay DPKK USD 100 (month) and the payment is paid according approval from Labor Department
6. Email of Photo Foreign Labor with size 4 x 6 (Red Background)

### Documents for the Indonesian Company's hiring Foreign Workers

1. Scan Color Akte Pendirian Perusahaan
2. Scan Color Surat Keputusan Kehakiman
3. Scan Color SIUP or License Permit Principle BKPM for PMA
4. Scan Color NPWP / Tax Number of Company
5. Scan Color TDP
6. Scan Color Company Domicile
7. Scan Color ID Director
8. Sheet 15 Company Letterhead
9. Scan Color Report Obligatory / Law N0.7
10. Organizational structure of the company

11. Scan Color Document Assistants Foreign Worker / TKA at least 2 person ID, Email, Telp NO

**\*\* ALL DOCUMENTS PROVIDED OF COLOR SCAN EMAIL FROM ORIGINAL \*\***

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### **Notes For RPTKA & IMTA**

1. Process Document starting after SKYPE by the Company to Labor Department.
2. The new companies that do not have RPTKA please attach ORIGINAL documents for showing.
3. Number of positions within the company are 4 Position, more than 4 should propose the addition.
4. Our services Report Obligatory / law only NO.7 only for JABOTABEK.

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*Last Updated 28 Dec 2015*

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