

## **Work Permit, Stay Permit and Other Related Permits**

The followings are the permits required to be obtained by an expatriate working in Indonesia:

1. Approval for Expatriate Manpower Plan (RPTKA)
2. Recommendation Letter for the Expatriate concerned (TA.01)
3. Temporary Permit to enter into Indonesia
4. Temporary Admission Card/Stay permit Card (KIMS/KITAS)
5. Multiple Re-entry Exit Permit – valid for 6 months and extendable once for another 6 months
6. Immigration Control Book (Blue Book/POA)
7. Skill Development Fund (DPKK) payable to the Ministry of Manpower (transfer directly through bank to designated DPKK bank account) – DPKK is US\$100/month and payable in advance for one year, plus US\$5 provision fee
8. Working Permit (IKTA) – valid for 1 year, and can be extended
9. Police Registration (SKLD)
10. Personal Report Certificate (STM)
11. Letter of Domicile (SKTT)
12. Registration Letter of Temporary Resident (SKPPS)
13. Expatriate Manpower Existence Report (Laporan Keberadaan)