

ANNOUNCEMENT
NUMBER: 8/ANNOUNCEMENT/A.5/2020
ON
PUBLICATION OF FOREIGN INVESTOR REPRESENTATIVE AND/OR EXPERT FOREIGN WORKER
VISIT SUPPORTING LETTER APPLICATION FLOW DURING COVID-19

1. Company/applicant submits Application Documents for Company Representative and/or Expert Foreign Worker (application documents) which consists of:
 - a. Application document addressed to BKPM Chairman;
 - b. Application document signed by highest ranking company officer (President Director/Chairman/Director/CEO);
 - c. Contact details of person responsible for application documents (cellphone number).
 - d. Statement of purpose of bringing in company representative and/or expert foreign worker during Covid-19 pandemic;
 - e. Details of implementation of investment activities (total investment, project location);
 - f. Plans of Indonesian Workers Employment;
 - g. Credentials of company representative and/or expert foreign worker which consists of Name, Passport Number, Citizenship, Position and/or department according to applicable laws;
 - h. Agreement to comply with Covid-19 health protocols;in hardcopy form to BKPM Administrative Office (BKPM Office, Ismail Saleh Building 2nd Floor, Jl. Gatot Subroto Kav. 44, South Jakarta) and be given a receipt for application documents submitted;
2. BKPM Administrative Office records the application documents in the letters received ledger and saves the documents in hardcopy form by checking the above requirements (points 1a through 1c);
3. BKPM Administrative Office shall return application documents which do not meet the above requirements;
4. BKPM Administrative Office shall forward to the BKPM Chairman Administrative Office application documents that meet the requirements in hardcopy;
5. BKPM Chairman Administrative Office shall send application documents in hardcopy and softcopy to receive disposition by the BKPM Chairman and forward the application documents to the BKPM Evaluation Team;
6. BKPM Evaluation Team will verify documents in compliance with the above requirements (points 1d through 1h);
7. BKPM Evaluation Team will contact the person responsible for the application and return application documents if it fails to meet the requirements above;

8. BKPM Evaluation Team will prepare Company Representative and/or Expert Foreign Worker Visit Supporting Letter (supporting letter) in hardcopy, and forward the supporting letter to be signed by BKPM Officer (Deputy Chairman for Investment Climate Development on behalf of BKPM Chairman);
9. Signed Supporting Letter will then be forwarded to agencies concerned by BKPM Evaluation Team and archived by the BKPM Administrative Office;
10. The applicant may pick up copy of the Supporting Letter from BKPM Administrative Office.

Issued in Jakarta

On 11 Juni 2020

Acting Deputy Chairman for Investment Climate Development

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