

## *Immigration Guide*

# **Indonesia**



### *Entry Visa*

A foreigner is required to obtain an appropriate entry visa prior to entering Indonesia. The type of visa required will depend on the purpose of the trip and nationality of the foreigner.

Certain nationals are exempt from the requirement to obtain an entry visa in advance of their travel to Indonesia. Under this provision, foreigners are permitted to stay in Indonesia for a period of 30 days. A one-time extension of stay for 30 days is available for visa-exempt nationals.

Citizens of certain countries are eligible to apply for a visit visa on arrival at designated airports and seaports.

### *Business Visitors*

Foreigners visiting Indonesia for business visits or non-working purposes can apply for a single or multiple visit visa.

Foreigners who enter Indonesia with a business visit (single or multiple) visa, or based on the visa-free concession are permitted to participate in 'non-work' activities which include attending business meetings, activities related to government, tourism and social or cultural activities which do not involve taking up employment or acquiring money for payments of services.

Visit visas can be applied for at the Indonesian Embassy/Consulate abroad. Nationals from certain countries including Bangladesh and Iran, are required to obtain a prior recommendation from the Central Immigration Office in Jakarta before applying for a visa at the Indonesian Embassy/Consulate abroad.

Under both types of visas (single or multiple visit), a foreigner is granted a maximum of 60-day stay in Indonesia. An extension of the period of stay may be applied for, but would be granted at the discretion of the Immigration Office.

## *Work Permit and Related Visa*

Foreign nationals must obtain a work permit and limited stay visa in order to work in Indonesia.

In addition to a work permit and limited stay visa, a foreigner must obtain other permits and immigration documents issued by various government authorities (for example, an expatriate manpower plan and police registration letter) in order to work and stay in Indonesia.

### ***Expatriate Positions***

The Ministry of Manpower provides a list of positions open for foreign employees, classified according to industry, as a guide to grant an expatriate manpower plan approval. A limited stay visa will be granted upon obtaining an expatriate manpower plan approval from the Ministry of Manpower.

### ***Indonesian Counterparts***

To apply for a work permit and a limited stay visa, the sponsoring Indonesian entity has to employ Indonesian employees as counterparts for each expatriate. Typically, the Ministry of Manpower will require at least two Indonesian employees to be counterpart.

### ***Duration***

The validity of a limited stay visa granted would be dependent on the validity of the accompanying work permit. Depending on the length of stay required, a limited stay visa valid for up to one year may be granted.

A limited stay visa valid for six months or more will be accompanied by a multiple exit re-entry permit.

A single entry permit will be granted to foreigners who hold a limited stay visa with a validity of less than six months. Consequently, the visa and accompanying work permit will be automatically cancelled when the foreigner leaves Indonesia prior to expiration of the visa.

### ***Extension***

Applications for an extension of a work permit and limited stay visa must be submitted to the Ministry of Manpower and Immigration Office at least one month prior to expiration.

## *Family Members*

A work permit holder's spouse and unmarried children under the age of 17 are eligible as dependants to apply for a limited stay visa to reside in Indonesia. However, this is not applicable for a wife who will sponsor her husband and/or children as dependants. Exemptions may be granted in special circumstances where it can be proven that the husband and/or children are dependent on the wife.

The limited stay visa for dependants will have the same validity as the work permit holder's visa.

With the exception of unpaid social or charity work, a dependant must apply for a separate work permit in their own right if they wish to take up employment in Indonesia.

Indonesian immigration regulations do not recognise an unmarried partner.

## *Application Process Overview*

Following submission of the limited stay visa and work permit applications by the sponsoring Indonesian entity, the Ministry of Manpower will issue an Expatriate Manpower Plan Approval and a recommendation for a visa addressed to the Immigration Office.

Based on the recommendation from the Ministry of Manpower, the Immigration Office will issue a telex visa to the Indonesian Consulate overseas as designated by the expatriate for collection. The expatriate can enter Indonesia upon collection of this telex visa.

The expatriate must report to the Immigration Office and Police Department within seven days of arrival where a limited stay visa and other immigration documents will be issued. The expatriate must also obtain the relevant immigration documents at the local authority where he/she resides in Indonesia.

A work permit would be issued upon payment of a Skill Development Fund Levy to the Ministry of Manpower.

### ***Supporting Documents***

The limited stay visa and work permit applications require submission of a significant number of supporting documents including, but not limited to: copies of academic certificates, employment/assignment contract, curriculum vitae, and a number of company documents including the articles of association, business licence, company registration certificate and documentation relating to the Indonesian counterpart to the expatriate.

Where a supporting document is not in English or Indonesian, an official English or Indonesian translation certified by the respective consulate is required.

### ***Timeline***

The time frame to complete the process of obtaining a work permit, limited stay visa and other immigration documents is approximately six to eight weeks. The expatriate can enter Indonesia in the 5th week.

## *Non-compliance*

Both the sponsoring entity and the expatriate may be subject to immigration sanctions which can range from penalties, imprisonment, extradition or quarantine depending on the extent of non-compliance with the Indonesian immigration rules and regulations.

## *New Immigration Law 2011*

The Government of the Republic Indonesia has issued a New Immigration Law No. 6 of 2011 ("New Law") which has been effective since 5 May 2011. This New Law which has replaced the previous Immigration Law No. 9 of 1992 provides among simplification of conversion process such as ability of visit visa holder to convert the visa to a limited stay permit, and the holder of limited stay visa to convert the visa to a permanent stay in Indonesia. Further implementing regulations, however, are still pending.

## *Contact*

This Guide is intended to provide a general overview of the immigration requirements and options for foreigners seeking to reside and work in Indonesia. For advice relating to a specific immigration matter please contact:

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