



THE MINISTER OF MANPOWER OF
THE REPUBLIC OF INDONESIA

REGULATION OF THE MINISTER OF MANPOWER OF
THE REPUBLIC OF INDONESIA

NUMBER 16 OF 2015

CONCERNING

PROCEDURES FOR FOREIGN EMPLOYMENT

As amended by Regulation No. 35 of 2015, October 23, 2015

[The Affected Articles/New Articles:](#)

Article 3, Article 4A, Article 16, Article 37, Article 40 section (2), Article 46, Article 66, Article 66A, Chapter XIA, Article 66B

WITH THE BLESSING OF GOD ALMIGHTY

THE MINISTER OF MANPOWER OF THE REPUBLIC OF INDONESIA,

- Considering :
- a. that Regulation of the Minister of Manpower and Transmigration Number 12 of 2013 concerning Procedures for Foreign Employment is no longer current with the development of labor, so that it needs revising;
 - b. that the procedures for foreign employment as referred to in point (a) give effect to Article 42 section (1), Article 43 section (4), Article 44 section (2) of Law Number 13 of 2003 concerning Labor and Article 10 of Regulation of the President Number 72 of 2014 concerning Foreign Employment and Implementation of Learning and Training for Mentees;
 - c. that the procedures for foreign employment as referred to in point (a) are norms, standards, process, and criteria as mandated by Article 9 section (1) of Regulation of the Government Number 38 of 2007 concerning Distribution of Governmental Affairs Among the Government, the Provincial Governments, and the District/City Governments;
 - d. that in consideration of point (a), point (b), and point (c), it is necessary to issue Regulation of the Minister;
- Bearing in Mind :
1. Law Number 3 of 1951 concerning The Declaration of the Operation of Law of the Republic of Indonesia Number 23 of 1948 concerning Labor Supervision Throughout Indonesia (State Gazette of the Republic of Indonesia Number 4 of 1951);
 2. Law Number 7 of 1981 Concerning Mandatory Reports on Manpower in Companies (State Gazette of the Republic of



- Indonesia Number 39 of 1981, Supplement to the State Gazette of the Republic of Indonesia Number 3201);
3. Law Number 13 of 2003 concerning Labor (State Gazette of the Republic of Indonesia Number 39 of 2003, Supplement to State Gazette of the Republic of Indonesia Number 4279);
 4. Law Number 25 of 2007 concerning Investment (State Gazette of the Republic of Indonesia Number 67 of 2007, Supplement to the State Gazette of the Republic of Indonesia Number 4724);
 5. Law Number 39 of 2009 concerning Special Economic Zones (State Gazette of the Republic of Indonesia Number 147 of 2009, Supplement to the State Gazette of the Republic of Indonesia Number 5066);
 6. Law Number 6 of 2011 concerning Immigration (State Gazette of the Republic of Indonesia Number 52 of 2011, Supplement to the State Gazette of the Republic of Indonesia Number 5216);
 7. Law Number 7 of 2011 concerning Currency (State Gazette of the Republic of Indonesia Number 64 of 2011, Supplement to the State Gazette of the Republic of Indonesia Number 5223);
 8. Law Number 23 of 2014 concerning Regional Governments (State Gazette of the Republic of Indonesia Number 244 of 2014, Supplement to the State Gazette of the Republic of Indonesia Number 5587);
 9. Regulation of the Government Number 38 of 2007 concerning Distribution of Governmental Affairs Among the Government, the Provincial Governments, and the District/City Governments (State Gazette of the Republic of Indonesia Number 82 of 2007, Supplement to the State Gazette of the Republic of Indonesia Number 4737);
 10. Regulation of the Government Number 65 of 2012 concerning Types and Tariffs of the Types of Non-Tax State Revenues Prevailing in the Ministry of Manpower and Transmigration (State Gazette of the Republic of Indonesia Number 154 of 2012, Supplement to the State Gazette of the Republic of Indonesia Number 5333);
 11. Regulation of the Government Number 97 of 2012 concerning Traffic Control Charges and Work Permit Renewal Charges (State Gazette of the Republic of Indonesia Number 216 of 2012, Supplement to the State Gazette of the Republic of Indonesia Number 5358);
 12. Regulation of the Government Number 31 of 2013 concerning Ancillary Regulation to Law Number 6 of 2011 concerning Immigration (State Gazette of the Republic of Indonesia Number 68 of 2013, Supplement to the State Gazette of the Republic of Indonesia Number 5409);
 13. Regulation of the President Number 72 of 2014 concerning Foreign Employment and Implementation of Learning and Training for Mentees (State Gazette of the Republic of Indonesia

- Number 162 of 2014);
14. Regulation of the President Number 18 of 2015 concerning The Ministry of Manpower (State Gazette of the Republic of Indonesia Number 19 of 2015);
 15. Decision of the President Number 121/P of 2014 concerning Formation of the Ministries and Appointment of the 2014-2019 Working Cabinet;
 16. Regulation of the Minister of Manpower Number 8 of 2015 concerning Procedures for Preparation of Draft Laws, Draft Regulations of the Government, and Draft Regulations of the President and Draft Regulations of the Minister within the Ministry of Manpower (Official Gazette of the Republic of Indonesia Number 411 of 2015);

HAS DECIDED:

To issue: REGULATION OF THE MINISTER OF MANPOWER CONCERNING PROCEDURES FOR FOREIGN EMPLOYMENT.

CHAPTER I GENERAL PROVISIONS

Article 1

In this Regulation of the Minister:

1. Foreign Worker, hereinafter abbreviated to TKA (Foreign Workers), means a foreign citizen that holds a visa to have employment in the territory of Indonesia.
2. Indonesian Mentee, hereinafter shortened to TKI mentee (Indonesian Mentees), means an Indonesian citizen worker that is appointed a mentee to whom the Foreign Worker shall transfer technology and transfer expertise.
3. Job Provider, hereinafter referred to as Job Provider, means a legal entity or other entity that employs a Foreign Worker by paying a wage or other forms of remuneration.
4. Manpower Plan, hereinafter abbreviated to RPTKA (Manpower Plan), means a foreign employment plan for certain positions that is made by a Job Provider for a definite term for validation by the Minister or a designated official.
5. Work Permit, hereinafter abbreviated to IMTA (Work Permits), means a written permission that is issued to a Job Provider by the Minister or a designated official.
6. Online Foreign Employment Service System, hereinafter referred to as online, means a web-based application that is used by a Job Provider to submit an application for Manpower Plan until the issuance of a Work Permit (IMTA) through 1 (one) account of the Job Provider.
7. Foreign Employment Compensation, hereinafter abbreviated to DKP-TKA (Foreign Employment Compensation) means a compensation that must be paid by a Job Provider to the state for the benefit of employing foreign workers.
8. Emergency and Urgent Employment means employment that requires an immediate response, in which failure to immediately respond may result in serious loss to the company and/or the public.
9. Interim Employment means incidental employment or employment that is capable of

completion within a short time frame.

10. Impresario Service means a temporary arrangement for entertainments/performance in Indonesia, whether producing or repatriating arts and sports Foreign Workers.
11. Special Economic Zone, hereinafter abbreviated to KEK (Special Economic Zones), means a zone within the territory of the Unitary State of the Republic of Indonesia as confirmed to serve the economic functions of specific nature and that has access to certain facilities.
12. Free Trade and Port Zone, hereinafter abbreviated to KPBPB (Free Trade and Port Zones), means a zone within the territory of the Unitary State of the Republic of Indonesia that is separate from the customs zone so that it is free from import duties, value added tax, luxury sales tax and excise duties.
13. One-Stop Service, hereinafter abbreviated to PTSP (One-Stop Services), means an activity to provide licensing and non-licensing services in an integrated manner in one place, beginning from the application for a license to the issuance of a license.
14. Minister means the Minister that administers the governmental affairs in the field of labor.
15. Director General, hereinafter referred to as *Dirjen* (Director General), means the Director General of Worker Placement and Job Opportunity Expansion.
16. Director means the Director of Foreign Employment Control.
17. Office of the Province means the agency in charge of labor in the province.
18. Office of the District/City means the agency in charge of labor in the district/city.

Article 2

This Regulation of the Minister shall act as guidelines for stakeholders to control foreign employment.

Article 3

- ~~(1) A Job Provider who employs 1 (one) Foreign Worker must absorb at least 10 (ten) Indonesian Workers in the company of the Job Provider.~~
- ~~(2) The provision as referred to in section (1) shall not apply to:~~
 - ~~a. the members of the Board of Directors, the members of the Board of Commissioners or the members of the Trustees, the members of the Management, the members of the Supervisors;~~
 - ~~b. the Foreign Workers employed for emergency and urgent employment;~~
 - ~~e. the Foreign Workers employed for interim employment;~~
 - ~~d. the Foreign Workers employed for impresario services. (Rescinded by Permenaker 35/2015)~~

Article 4

- (1) Job Providers shall include:
 - a. government agencies;
 - b. international agencies;
 - c. representatives of foreign states;
 - d. international organizations;
 - e. foreign trade representative offices, foreign representative offices, representative news agencies;

- f. foreign private companies, foreign entities registered in the competent agencies;
 - g. Indonesian legal entities in the form of a limited liability company or foundation;
 - h. social, religious, education and cultural institutions; and
 - i. impresario services.
- (2) A Job Provider in the form of a professional partnership, commercial partnership (Fa), limited partnership (CV), partnership/associate (UB), sole proprietorship (UD), and cooperative is prohibited from employing Foreign Workers unless governed by law.

Article 4A

A Job Provider that is engaged in Domestic Investment is prohibited from employing Foreign Workers for the commissioner position. (Permenaker 35/2015)

CHAPTER II

PROCEDURES FOR VALIDATION OF MANPOWER PLAN

Part One

Manpower Plan

Article 5

- (1) A Job Provider to employ Foreign Workers must have its Manpower Plan validated by the Minister or a designated official.
- (2) The provision of section (1) shall not apply to government agencies, international agencies and representatives of foreign states.
- (3) Manpower Plan as referred to in section (1) shall be one on which a Work Permit is acquired.

Article 6

- (1) To have the Manpower Plan validated, a Job Provider must submit an application online to the Director General through the Director by uploading:
 - a. the reasons to employ Foreign Workers;
 - b. the completed Manpower Plan form;
 - c. the business license from the competent agency;
 - d. the deed of establishment and the decision of the competent agency on validation of the deed of establishment and/or its amendment;
 - e. the organization chart of the company;
 - f. the recommendation on the position to be occupied by a Foreign Worker from the technical agency in accordance with the prevailing regulations of the relevant technical agency;
 - g. the certificate of domicile of the company issued by the local government;
 - h. the Taxpayer ID Number (NPWP) of the Job Provider;
 - i. the letter of appointment of an Indonesian Mentee and the mentoring program plan;
 - j. the statement to implement the occupational learning and training for Indonesian Workers within the job qualification occupied by Foreign Workers; and
 - k. the valid report on manpower under Law Number 7 of 1981.
- (2) The Manpower Plan form as referred to in section (1) point (b) shall contain:
 - a. the name of the Job Provider;

- b. the address of the Job Provider;
 - c. the name of the management of the company;
 - d. the job title to be occupied by the Foreign Worker;
 - e. the job description of the Foreign Worker;
 - f. the number of the Foreign Workers;
 - g. the working location of the Foreign Worker;
 - h. the term of foreign employment;
 - i. the wage/salary of the Foreign Worker;
 - j. the date of join;
 - k. the number of the Indonesian Workers employed and the accessibility to create job opportunity;
 - l. the appointment of Indonesian Worker as Indonesian Mentees;
 - m. the learning and training program plan for Indonesian Workers.
- (3) The following Job Providers shall be exempt from fulfilling the requirements as referred to in section (1) point (d):
- a. government agencies;
 - b. international agencies;
 - c. representatives of foreign states;
 - d. international organizations;
 - e. foreign trade representative offices, foreign representative offices, representative news agencies;
 - f. foreign private companies, foreign entities registered in the competent agencies.
- (4) The formats of the Manpower Plan forms as referred to in section (2) are hereto attached as Form 1a to Form 1d to this Regulation of the Minister.

Part Two

Compliance Assessment of Manpower Plan

Article 7

- (1) Application documentation for Manpower Plan as referred to in Article 6 section (1) shall be examined for completeness.
- (2) In case of incomplete application documentation, the officer of the Director of Foreign Employment Control must notify the Job Provider to complete the missing required documentation online.
- (3) Where the documentation is complete, the compliance assessment shall be conducted referring to the list of the job titles determined by the Minister in consideration of the national job market demand.
- (4) The compliance assessment as referred to in section (3) may where necessary be site verified.
- (5) Procedures for the compliance assessment of Manpower Plan shall refer to the provisions of the laws and regulations.

Part Third
Validation of Manpower Plan

Article 8

Where upon assessment the Manpower Plan is compliant, the Director General or the Director must issue decision on validation of Manpower Plan within 3 (three) working days.

Article 9

Manpower Plan as referred to in Article 8 with the working location overlapping the boundaries of the provinces may act as the basic document for the competent province or district/city to renew Work Permits.

Article 10

Decision on validation of Manpower Plan as referred to in Article 8 shall be issued by:

- a. the Director General, for a Job Provider who employs 50 Foreign Workers or more;
- b. the Director, for a Job Provider who employs less than 50 Foreign Workers.

Article 11

(1) Decision of validation of Manpower Plan as referred to in Article 8 shall contain:

- a. the reasons for foreign employment;
- b. the title and/or position of the Foreign Worker;
- c. the working location of the Foreign Worker;
- d. the wage/salary of the Foreign Worker;
- e. the number of the Foreign Workers;
- f. the term of foreign employment;
- g. the number of the Indonesian Workers appointed Indonesian Mentees; and
- h. the number of the Indonesian Workers employed.

(2) The provision as referred to in section (1) point (g) shall not apply to:

- a. the members of the Board of Directors, the members of the Board of Commissioners or the members of the Trustees, the members of the Management, the members of the Supervisors;
- b. the Foreign Workers employed for emergency and urgent employment;
- c. the Foreign Workers employed for interim employment;
- d. the Foreign Workers employed for impresario services.

Article 12

Manpower Plan may be granted for a term not to exceed 5 (five) years and is renewable depending on the domestic job market condition.

Part Four

Manpower Plan for Emergency and Urgent Employment

Article 13

(1) To have the Manpower Plan for emergency and urgent employment validated, the Job Provider must submit an application online to the Director General through the Director by uploading:

- a. the reasons to employ Foreign Workers;

- b. the completed Manpower Plan form;
 - c. the business license from the competent agency;
 - d. the statement on the emergency and urgent condition from the Job Provider.
- (2) The Manpower Plan form as referred to in section (1) point (b) shall contain:
- a. the name of the Job Provider;
 - b. the address of the Job Provider;
 - c. the job title of the Foreign Worker;
 - d. the job description of the Foreign Worker;
 - e. the number of the Foreign Workers; and
 - f. the working location of the Foreign Worker.
- (3) The format of the Manpower Plan form for emergency and urgent employment as referred to in section (2) is hereto attached as Form 2 to this Regulation of the Minister.

Article 14

Where upon assessment the Manpower Plan for emergency and urgent employment is compliant, the Director General or the Director must issue decision on validation of Manpower Plan within 1 (one) working days.

Article 15

Manpower Plan for emergency and urgent employment may be granted for a non-renewable term not to exceed 1 (one) month.

Pat Five

Manpower Plan for Interim Employment

Article 16

~~Manpower Plan for interim employment shall be granted:~~

- ~~a. to provide guidance, counseling, and training on the application and innovation of industry technology to improve the industrial product quality and design and overseas marketing cooperation for Indonesia;~~
- ~~b. to make commercial films upon acquiring a license/permit from the competent agency;~~
- ~~c. to give lectures;~~
- ~~d. to attend meetings held by the head office or the representative office in Indonesia;~~
- ~~e. to conduct an audit, production quality control, or inspection of the company branches in Indonesia;~~
- ~~f. to Foreign Workers on probation;~~
- ~~g. for one shot employment;~~
- ~~h. for employment in connection with machine installation, electrical installation, after sales services, or trial products.~~

Manpower Plan for interim employment shall be granted:

- a. to make commercial films upon acquiring a license/permit from the competent agency;**
- b. to conduct an audit, production quality control, or inspection of the company branches in Indonesia for a period of exceeding 1 (one) month;**
- c. for employment in connection with machine installation, electrical installation, after**

sales services, or trial products. (Permenaker 35/2015)

Article 17

- (1) To have the Manpower Plan for interim employment validated, the Job Provider must submit an application online to the Director General through the Director by uploading:
 - a. the reasons to employ Foreign Workers;
 - b. the completed Manpower Plan form;
 - c. the business license from the competent agency;
 - d. the deed of establishment and the decision of the competent agency on validation of the deed of establishment and/or its amendment;
 - e. the organization chart of the company;
 - f. the certificate of domicile of the company issued by the local government;
 - g. the valid report on manpower under Law Number 7 of 1981;
 - h. the employment contract; and
 - i. the Taxpayer ID Number (NPWP) of the Job Provider.
- (2) The Manpower Plan form as referred to in section (1) point (b) shall contain:
 - a. the name of the Job Provider;
 - b. the address of the Job Provider;
 - c. the job title of the Foreign Worker;
 - d. the job description of the Foreign Worker;
 - e. the working location of the Foreign Worker;
 - f. the number of the Foreign Workers; and
 - g. the term of foreign employment.
- (3) The format of the Manpower Plan form for interim employment as referred to in section (2) is hereto attached as Form 3 to this Regulation of the Minister.

Article 18

Where upon assessment the Manpower Plan for interim is compliant, the Director General or the Director must issue decision on validation of Manpower Plan within 3 (three) working days.

Article 19

Manpower Plan for interim employment shall be granted for a term not to exceed 1 (one) month, and the Manpower Plan for interim employment under Article 16 point (b), point (g) and point (h) shall be granted for a non-renewable term not to exceed 6 (six) months.

Part Six

Manpower Plan for Special Economic Zones and Free Trade and Port Zones

Article 20

To have the Manpower Plan for Special Economic Zones and Free Trade and Port Zones validated, the Job Provider must submit an application in writing or online to the designated official with the Special Economic Zone and the Free Trade and Port Zone by enclosing or uploading the required documentation as referred to in Article 6 section (1).

Article 21

Where upon assessment the Manpower Plan for Special Economic Zones and Free Trade and

Port Zones is compliant, the designated official must issue decision on validation of Manpower Plan within 3 (three) working days.

Part Seven

Manpower Plan for the Territorial Waters

Article 22

To have the Manpower Plan for the territorial waters validated, the Job Provider must submit an application online to the Director General or the Director by uploading the required documentation as referred to in Article 6 section (1).

Article 23

Where upon assessment the Manpower Plan for the territorial waters is compliant, the Director General or the Director must issue decision on validation of Manpower Plan within 3 (three) working days.

Part Eight

Manpower Plan for Impresario Services

Article 24

- (1) To have the Manpower Plan for impresario services validated, the Job Provider must submit an application online to the Director General through the Director by uploading:
 - a. the reasons to employ Foreign Workers;
 - b. the completed Manpower Plan form;
 - c. the business license from the competent agency;
 - d. the deed of establishment and the decision of the competent agency on validation of the deed of establishment and/or its amendment;
 - e. the organization chart of the company;
 - f. the certificate of domicile of the company issued by the local government;
 - g. the valid report on manpower under Law Number 7 of 1981;
 - h. the recommendation on the position to be occupied by a Foreign Worker from the technical agency in accordance with the prevailing regulations of the relevant technical agency; and
 - i. the Taxpayer ID Number (NPWP) of the Job Provider.
- (2) The Manpower Plan form as referred to in section (1) point (b) shall contain:
 - a. the name of the Job Provider;
 - b. the address of the Job Provider;
 - c. the job title of the Foreign Worker;
 - d. the job description of the Foreign Worker;
 - e. the number of the Foreign Workers;
 - f. the working location of the Foreign Worker; and
 - g. the term of foreign employment.
- (3) The format of the Manpower Plan form for impresario services as referred to in section (2) is hereto attached as Form 4 to this Regulation of the Minister.

Article 25

Where upon assessment the Manpower Plan for impresario services is compliant, the Director

General or the Director must issue decision on validation of Manpower Plan within 3 (three) working days.

Part Nine

Manpower Plan for Karaoke Jockeys

Article 26

- (1) To have the Manpower Plan for karaoke jockeys validated, the Job Provider must submit an application online to the Director General through the Director by uploading:
 - a. the reasons to employ Foreign Workers;
 - b. the completed Manpower Plan form;
 - c. the business license from the competent agency;
 - d. the deed of establishment and the decision of the competent agency on validation of the deed of establishment and/or its amendment;
 - e. the organization chart of the company;
 - f. the certificate of domicile of the company issued by the local government;
 - g. the valid report on manpower under Law Number 7 of 1981;
 - h. the employment contract; and
 - i. the Taxpayer ID Number (NPWP) of the Job Provider.
- (2) The Manpower Plan form as referred to in section (1) point (b) shall contain:
 - a. the name of the Job Provider;
 - b. the address of the Job Provider;
 - c. the job title of the Foreign Worker;
 - d. the job description of the Foreign Worker;
 - e. the working location of the Foreign Worker;
 - f. the number of the Foreign Workers; and
 - g. the term of foreign employment.
- (3) The format of the Manpower Plan form for karaoke jockeys as referred to in section (2) is hereto attached as Form 5 to this Regulation of the Minister.

Article 27

Where upon assessment the Manpower Plan for karaoke jockeys is compliant, the Director General or the Director must issue decision on validation of Manpower Plan within 3 (three) working days.

Article 28

Manpower Plan for karaoke jockeys shall be issued by the Director General or Director for a non-renewable term not to exceed 6 (six) months.

Article 29

A Job Provider who employs Foreign Workers as karaoke jockeys must employ Indonesian Workers at least 5 (five) times the number of the foreign karaoke jockeys.

CHAPTER III

RENEWAL OF MANPOWER PLAN

Article 30

- (1) An application for renewal of Manpower Plan overlapping the boundaries of the

provinces shall be submitted by the Job Provider online to the Director General or the Director.

- (2) An application for renewal of the unchanged Manpower Plan within 1 (one) province shall be submitted by the Job Provider online to the Head of the Office of the Province.
- (3) An application for renewal of Manpower Plan as referred to in section (1) and section (2) by enclosing or uploading:
 - a. the reasons to employ Foreign Workers;
 - b. the completed Manpower Plan form;
 - c. the certificate of domicile of the company issued by the local government;
 - d. the valid report on manpower under Law Number 7 of 1981;
 - e. the report on the realization of the implemented learning and training in the scope of transfer of technology and transfer of expertise by enclosing the certificate of training;
 - f. the prevailing decision on Manpower Plan;
 - g. the valid Work Permit;
 - h. the receipt of payment for the Foreign Employment Compensation or the renewed Work Permit charges;
 - i. the recommendation on the position to be occupied by a Foreign Worker from the technical agency in accordance with the prevailing regulations of the relevant technical agency.
- (4) An application for renewal of Manpower Plan as referred to in section (1) and section (2) shall be submitted within 30 (thirty) working days prior to the expiration of the Manpower Plan.
- (5) The provision of section (3) point (e) shall not apply to the position of a member of the Board of Directors, a member of the Board of Commissioners or a member of the Trustees, a members of the Management, a member of the Supervisor;
- (6) The format of the realization of the implemented learning and training in the scope of transfer of technology and transfer of expertise as referred to in section (3) point (e) is hereto attached as Form 6 to this Regulation of the Minister;

Article 31

Where the renewal of Manpower Plan as referred to in Article 30 section (2) is made through the One-Stop Services of the province, the Job Provider must have a recommendation from the Office of the Province.

CHAPTER IV

Amendment of Manpower Plan

Article 32

- (1) A Job Provider may submit an application for amendment of the Manpower Plan online prior to the expiration of the Manpower Plan.
- (2) An application for amendment of Manpower Plan as referred to in section (1) shall be submitted to the Director General or the Director.
- (3) Amendment of Manpower Plan as referred to in section (2) shall include the change in/of:
 - a. the name of the Job Provider;

- b. the working location of the Foreign Worker;
- c. the title/position of the Foreign Worker; and/or
- d. the number of the Foreign Workers.

Article 33

- (1) A Job Provider to change the name of the Job Provider as referred to in Article 32 section (3) point (a) must submit an application for amendment of Manpower Plan online to the Director General or the Director by uploading:
 - a. the reasons for amendment;
 - b. the deed of establishment and the decision of the competent agency on validation of the changed name and address of the Job Provider;
 - c. the valid Manpower Plan;
 - d. the valid Work Permit;
 - e. the receipt of payment for the Foreign Employment Compensation.
- (2) Where the required documentation as referred to in section (1) is declared to be complete, the Director General or the Director shall issue the amended Manpower Plan within 2 (two) working days.

Article 34

- (1) A Job Provider who changes the working location of the Foreign Worker as referred to in Article 32 section (3) point (b) must submit an application for amendment of Manpower Plan online to the Director General or the Director by uploading:
 - a. the reasons for amendment;
 - b. the valid Work Permit;
 - c. the certificate of domicile of the company issued by the local government; and
 - d. the employment contract or the contract to do work.
- (2) Where the required documentation as referred to in section (1) is declared to be complete, the Director General or the Director shall issue the amended Manpower Plan within 2 (two) working days.

Article 35

- (1) A Job Provider who changes the title/position of the Foreign Worker and the number of the Foreign Workers as referred to in Article 32 section (3) point (c) must submit an application for amendment of Manpower Plan online to the Director General or the Director by uploading:
 - a. the reasons for amendment;
 - b. the valid Manpower Plan;
 - c. the organization chart of the company;
 - d. the valid Work Permit; and
 - e. the receipt of payment for the Foreign Employment Compensation.
- (2) In case of a change in/of the Foreign Worker's position of a member of the Board of Directors, a member of the Board of Commissioners or a member of the Trustees, a member of the Management, a member of the Supervisors, the deed of establishment and the decision of the competent agency on validation of the deed of establishment and/or its amendment must, in addition to fulfill section (1), also be uploaded.
- (3) Where the required documentation as referred to in section (1) and section (2) is declared

to be complete, the Director General or the Director shall issue the amended Manpower Plan within 2 (two) working days.

CHAPTER V QUALIFICATIONS FOR FOREIGN WORKERS

Article 36

- (1) A Foreign Worker who is employed by a Job Provider must qualify the following:
 - a. have education that fits the required position to be occupied by the Foreign Worker;
 - b. have a competency certificate or have at least 5 (five) year work experience that fits the position to be occupied by the Foreign Worker;
 - c. make a statement on his/her obligation to transfer expertise to the Indonesian Mentees as documented by a report on the implementation of learning and training;
 - d. have a Taxpayer ID Number for a Foreign Worker in employment for more than 6 (six) months;
 - e. have an insurance policy with an insurance company with an Indonesian legal entity; and
 - f. be a member of the National Social Security for a Foreign Worker in employment for more than 6 (six) months.
- (2) The qualifications as referred to in section (1) point (a), point (b), and point (c) shall not apply to the position of a member of the Board of Directors, a member of the Board of Commissioners or a member of the Trustees, a member of the Management, a member of the Supervisors;
- (3) The qualifications as referred to in section (1) shall not apply to a Foreign Worker employed in emergency and urgent employment.
- (4) The qualifications as referred to in section (1) point (a), point (b), point (c), point (d), and point (f) shall not apply to:
 - a. a Foreign Worker employed for interim employment; and
 - b. a Foreign Worker employed for impresario services.
- (5) An Indonesian mentee as referred to in section (1) point (c) must have educational background that fits the position to be occupied by the Foreign Worker.

CHAPTER VI PROCEDURES FOR ACQUIRING WORK PERMITS

Part One

Issuance of Work Permits

Article 37

- ~~(1) Any Job Provider must have a Work Permit that is issued by the Director.~~
- ~~(2) The Work Permit as referred to in section (1) shall also apply to a Foreign Worker holding the position of a member of the Board of Directors, a member of the Board of Commissioners or a member of the Trustees, a member of the Management, a member of the Supervisors domiciled abroad.~~
- ~~(3) An obligation to have a Work Permit as referred to in section (1) shall not apply to the representatives of foreign states who employ Foreign Workers as diplomatic and consular employees.~~

- (1) **Any Job Provider must have a Work Permit that is issued by the Director.**
- (2) **A Foreign Worker holding the position of a member of the Board of Directors, a member of the Board of Commissioners or a member of the Trustees, a member of the Management, a member of the Supervisors domiciled abroad is under no obligation to have a Work Permit.**
- (3) **An obligation to have a Work Permit as referred to in section (1) shall not apply to the representatives of foreign states who employ Foreign Workers as diplomatic and consular employees.** (Permenaker 35/2015)

Part Two

Procedures for Application for Work Permits

Article 38

- (1) To acquire a Work Permit, a Job Provider must submit an application online to the Director by uploading:
 - a. the receipt of payment for the Foreign Employment Compensation through a government bank designated by the Minister;
 - b. the decision on validation of Manpower Plan;
 - c. the passport of the Foreign Worker to be employed;
 - d. a 4 x 6 cm passport color photograph of the Foreign Worker;
 - e. the letter of appointment of the Indonesian mentee;
 - f. to have education fitting the position to be occupied by the Foreign Worker;
 - g. to have a competency certificate or have at least 5 (five)-year work experience that fits the position to be occupied by the Foreign Worker;
 - h. the draft employment agreement or agreement to do work;
 - i. the insurance policy with an insurance company with an Indonesian legal entity; and
 - j. where necessary, the recommendation from the competent agency for Foreign Workers to be employed by a Job Provider.
- (2) To apply for a Work Permit for the position of a member of the Board of Directors, a member of the Board of Commissioners or a member of the Trustees, a member of the Management, a member of the Supervisors, the deed of establishment and the decision of the competent agency on validation of the deed of establishment and/or its amendment must, in addition to fulfill section (1), also be uploaded or enclosed.
- (3) Job Providers in the form of representatives of foreign states, international agencies, international organizations, foreign trade representative offices, foreign representative offices, representative news agencies must have a recommendation from the competent agency.
- (4) The provision of section (1) point (a) shall not apply to government agencies, international agencies, representatives of foreign states, social institutions, and religious institutions.
- (5) The provisions of section (1) point (e), point (f), point (g), point (h) and point (i) shall not apply to the position of the Foreign Worker employed for emergency and urgent employment.
- (6) The provisions of section (1) point (e), point (f), point (g) and point (h) shall not apply to the position of:
 - a. a member of the Board of Directors, a member of the Board of Commissioners or a

- member of the Trustees, a member of the Management, a member of the Supervisors;
- b. the Foreign Workers employed for interim employment; and
 - c. the Foreign Workers employed for impresario services.
- (7) The format of the Work Permit form is hereto attached as Form 7 to this Regulation of the Minister.

Article 39

- (1) Where the requirements as referred to in Article 38 section (1) are fulfilled, the Director shall issue a Work Permit within 3 (three) working days.
- (2) The validity period of a Work Permit as referred to in section (1) shall not exceed renewable 1 (one) year, subject to the Decision of the Minister concerning positions open to Foreign Workers or the Manpower Plan.
- (3) The Work Permit as referred to in section (1) shall be the basic document to apply for the following:
 - a. issuance of a visa;
 - b. issuance and renewal of a Limited Stay Permit (ITAS);
 - c. change from a Visit Stay Permit (ITK) to a Limited Stay Permit (ITAS);
 - d. change from a Limited Stay Permit (ITAS) to a Permanent Residence Permit (ITAP); and
 - e. renewal of a Permanent Residence Permit (ITAP).
- (4) Where a Permanent Residence Permit (ITAP) as referred to in section (3) point (e) is renewed, the Work Permit must be renewed annually according to the validity of the Permanent Residence Permit (ITAP).
- (5) A Foreign Worker who holds the position of a member of the Board of Directors, a member of the Board of Commissioners or a member of the Trustees, a member of the Management, a member of the Supervisors may be issued a Work Permit for a renewable term not to exceed 2 (two) years.

Article 40

- (1) The Foreign Employment Compensation as referred to in Article 38 section (1) point (a) is set US\$100 (one hundred United States of America dollars) per position/month for every Foreign Worker and shall be paid in advance.
- ~~(2) The Foreign Employment Compensation as referred to in section (1) is subject to conversion into rupiah under the laws and regulations. (Rescinded by Permenaker 35/2015)~~
- (3) A Job Provider who employs a Foreign Worker for less than 1 (one) month must pay a full month's Foreign Employment Compensation.
- (4) The Foreign Employment Compensation form as referred to in section (1) shall contain:
 - a. the name of the Job Provider;
 - b. the name of the Foreign Worker;
 - c. the job title of the Foreign Worker;
 - d. the term of foreign employment;
 - e. the amount payable.
- (5) The Foreign Employment Compensation as referred to in section (1) shall be paid by the Job Provider and deposited to the Foreign Employment Compensation account with a

government bank designated by the Minister.

- (6) The Foreign Employment Compensation as referred to in section (1) shall go to the State Non-Tax Revenues (PNBP).

Article 41

- (1) Any Job Provider is prohibited from employing a Foreign Worker for more than 1 (one) title/position in the same company.
- (2) Any Job Provider is prohibited from employing a Foreign Worker being employed by other Job Provider.
- (3) The provision of section (2) shall not apply to a Foreign Worker who holds the position of a member of the Board of Directors, a member of the Board of Commissioners or a member of the Trustees, a member of the Management, a member of the Supervisors under the General Meeting of Shareholders (RUPS) or the Trustee Meeting and that is stated in the deed of establishment and the decision of the competent agency on validation of the deed of establishment.

Part Three

Renewal of Work Permits

Article 42

A renewed Work Permit shall be issued by:

- a. The Director, for a Foreign Worker whose working location is within more than 1 (one) province;
- b. The Head of the Office of the Province, for a Foreign Worker whose working location overlaps the boundaries of the districts/cities within 1 (one) province;
- c. The Head of the Office of the District/City, for a Foreign Worker whose working location is within 1 (one) district/city.

Article 43

- (1) A Job Provider to renew a Work Permit for a Foreign Worker whose working location is within more than 1 (one) must submit an application online to the Director.
- (2) A Job Provider to renew a Work Permit for a Foreign Worker whose working location overlaps the boundaries of the districts/cities within 1 (one) province must submit an application in writing or online to the Head of the Office of the Province.
- (3) A Job Provider to renew a Work Permit for a Foreign Worker whose working location is within 1 (one) district/city must submit an application in writing or online to the Head of the Office of the District/City.
- (4) An application as referred to in section (1), section (2), and section (3) shall be submitted within 30 (thirty) working days prior to the expiration of the Work Permit.

Article 44

- (1) To apply for renewal of a Work Permit as referred to in Article 43, the following shall be enclosed or uploaded:
 - a. the reasons for renewal of the Work Permit;
 - b. a copy of the valid Work Permit;
 - c. the receipt of payment for the Foreign Employment Compensation through the government bank designated by the Minister or charges through a bank designated by the Governor or the Regent/Mayor;

- d. a copy of the decision on the valid Manpower Plan;
 - e. the valid passport of the Foreign Worker;
 - f. 2 (two) 4 x 6 cm passport color photographs of the Foreign Worker;
 - g. a copy of the employment agreement or the agreement to do work;
 - h. a copy of the wage/salary of the Foreign Worker;
 - i. a copy of the Taxpayer ID Number of the Foreign Worker who is in employment for more than 6 (six) months;
 - j. a copy of the Taxpayer ID Number of the Job Provider;
 - k. an insurance policy with an insurance company with an Indonesian legal entity;
 - l. a copy of the membership in the National Social Security for the Foreign Worker in employment for more than 6 (six) months;
 - m. a copy of the letter of appointment of the Indonesian mentee;
 - n. the report on the realization of the implemented learning and training for Indonesian mentees in the scope of transfer of technology; and
 - o. the recommendation on the position to be occupied by a Foreign Worker from the technical agency in accordance with the prevailing regulations of the relevant technical agency.
- (2) Job Providers in the form of representatives of foreign states, international agencies, international organizations, foreign trade representative offices, foreign representative offices, representative news agencies must have a recommendation from the competent agency.
- (3) The passport of the Foreign Worker as referred to in section (1) point (e) shall have the equal validity period to the Work Permit
- (4) The format of the renewed Work Permit form is hereto attached as Form 8 to this Regulation of the Minister.

Article 45

Where the renewal of the Work Permit as referred to in Article 43 section (2) and section (3) is conducted through the One-Stop Services of the Province or the District/City, the Job Provider must have a recommendation from the Office of the Province or the Office of the District/City.

Part Four

Work Permits for Interim Employment

Article 46

- ~~(1) A Work Permit for interim employment shall be issued:~~
- ~~a. to provide guidance, counseling, and training on the application and innovation of industry technology to improve the industrial product quality and design and overseas marketing cooperation for Indonesia;~~
 - ~~b. to make commercial films upon acquiring a license/permit from the competent agency;~~
 - ~~e. to give lectures;~~
 - ~~d. to attend meetings held by the head office or the representative office in Indonesia;~~
 - ~~e. to conduct an audit, production quality control, or inspection of the company branches in Indonesia;~~

- ~~f. to Foreign Workers on probation;~~
 - ~~g. for one shot employment;~~
 - ~~h. for employment in connection with machine installation, electrical installation, after sales services, or trial products.~~
- ~~(2) A Work Permit for interim employment shall be issued for a term not to exceed 1 (one) month, and the Work Permit for interim employment under section (1) point (b), point (g) and point (h) shall be issued for a non-renewable term not to exceed 6 (six) months.~~

(1) A Work Permit for interim employment shall be issued:

- a. to make commercial films upon acquiring a license/permit from the competent agency;**
- b. to conduct an audit, production quality control, or inspection of the company branches in Indonesia for a period of exceeding 1 (one) month;**
- c. for employment in connection with machine installation, electrical installation, after sales services, or trial products.**

(2) A Work Permit for interim employment shall be issued for a non-renewable term not to exceed 6 (six) months. (Permenaker 35/2015)

Article 47

- (1) A Job Provider to employ Foreign Workers for interim employment as referred to in Article 46 section (1) must submit an application for a Work Permit online to the Director by uploading:
- a. the decision on validation of Manpower Plan;
 - b. the insurance policy with an insurance company with an Indonesian legal entity;
 - c. the passport of the Foreign Worker with a Visit Stay Permit visa issued by the representative of the Republic of Indonesia, with arrival being guaranteed by the Job Provider;
 - d. a 4 x 6 cm passport color photograph; and
 - e. the receipt of payment for the Foreign Employment Compensation through a government bank designated by the Minister.
- (2) Where the required documentation as referred to in section (1) is declared to be complete, the Director must issue a Work Permit within 2 (two) working days.

Part Five

Work Permits for Emergency and Urgent Employment

Article 48

- (1) The Work Permit for emergency and urgent employment shall be used for natural disasters, force majeure, breakdowns of production machines or equipment.
- (2) The Work Permit as referred to in section (1) shall be issued for a non-renewable term not to exceed 1 (one) month.

Article 49

- (1) Job Providers to employ Foreign Workers for emergency and urgent employment must submit an application for a Work Permit online to the Director by uploading:
- a. the declaration from the Job Provider with respect of the emergency and urgent condition;

- b. the passport of the Foreign Worker with a Stay Permit;
 - c. a 4 x 6 cm passport color photograph;
 - d. the receipt of payment for the Foreign Employment Compensation through a government bank designated by the Minister.
- (2) Where the required documentation as referred to in section (1) is declared to be complete, the Director must issue a Work Permit within 1 (one) working day.
 - (3) Where the Work Permit as referred to in section (2) is not yet issued or is in process, the Job Provider may first employ the Foreign Worker.

Part Six

Work Permits for Special Economic Zones and Free Trade and Port Zones

Article 50

- (1) Job Providers to employ Foreign Workers in the Special Economic Zones and the Free Trade and Port Zones must submit an application for a Work Permit in writing or online to the designated official with the Special Economic Zone and the Free Trade and Port Zone.
- (2) Procedures for acquiring a Work Permit in the Special Economic Zones and the Free Trade and Port Zones shall comply with the laws and regulations.

Part Seven

Work Permits for the Territorial Waters

Article 51

- (1) Job Providers who employ Foreign Workers whose working location is in the Territorial Waters must have a Work Permit.
- (2) Job Providers to employ Foreign Workers whose working location is in the Territorial Waters must submit an application online to the Director by uploading:
 - a. the recommendation from the relevant agency;
 - b. the valid Manpower Plan;
 - c. the receipt of payment for the Foreign Employment Compensation through a government bank designated by the Minister;
 - d. the passport of the Foreign Worker or seaman's book of the Foreign Worker;
 - e. a 4 x 6 cm passport color photograph of the Foreign Worker;
 - f. have a competency certificate or have at least 5 (five) year work experience that fits the position to be occupied by the Foreign Worker;
 - g. the insurance policy with an insurance company with an Indonesian legal entity.
- (3) The Work Permit as referred to in section (1) shall be issued by the Director.
- (4) The Work Permit as referred to in section (1) shall act as the basic document for the agency in charge of transportation to issue the port clearance to Job Providers who employ Foreign Workers.
- (5) The fishery ship crew list as technically recommended and issued by the agency in charge of the marine affairs and fisheries shall act as the basic document to issue a Work Permit to acquire a waters Limited Stay Permit.

Part Eight

Work Permits for Karaoke Jockeys

Article 52

Job Providers to employ Foreign Workers as karaoke jockeys must submit an application online to the Director by uploading:

- a. the place of business permit with karaoke facilities;
- b. the Manpower Plan that is validated by the Director;
- c. the receipt of payment for the Foreign Employment Compensation through a government bank designated by the Minister;
- d. a 4 x 6 cm passport color photograph of the Foreign Worker;
- e. the valid passport of the Foreign Worker;
- f. the insurance policy with an insurance company with an Indonesian legal entity; and
- g. the employment agreement between the Foreign Worker and the Job Provider.

Article 53

A Work Permit for a karaoke jockey shall be granted for a non-renewable term not to exceed 6 (six) months.

Part Nine

Work Permits for Permanent Residence Permit Holders

Article 54

- (1) Job Providers to employ Foreign Workers holding a permanent residence permit must submit an application online to the Director by uploading:
 - a. the valid Manpower Plan;
 - b. the valid permanent residence permit;
 - c. the certificate of membership of the National Social Security;
 - d. the receipt of payment for the Foreign Employment Compensation through a government bank designated by the Minister;
 - e. the employment agreement or agreement to do work;
 - f. the insurance policy with an insurance company with an Indonesian legal entity;
 - g. the valid passport of the Foreign Worker;
 - h. a 4 x 6 cm passport color photograph of the Foreign Worker;
 - i. the Taxpayer ID Number of the Foreign Worker; and
 - j. the Taxpayer ID Number of the Job Provider.
- (2) Where the required documentation as referred to in section (1) is declared to be complete and compliant, the Director shall issue a Work Permit within 3 (three) working days.

CHAPTER VII

CHANGES IN/OF WORK PERMITS

Article 55

- (1) A Job Provider to change the name of the Job Provider must submit an application for a change of the Work Permit online to the Director by uploading:
 - a. the reasons for the change;
 - b. the deed of establishment and the decision of the competent agency on validation of the changed name and address of the Job Provider;
 - c. the valid Manpower Plan;

- d. the valid Work Permit;
 - e. the valid Limited Stay Permit (ITAS) or Permanent Residence Permit (ITAP);
 - f. the insurance policy with an insurance company with an Indonesian legal entity;
 - g. the receipt of payment for the Foreign Employment Compensation.
- (2) Where the required documentation as referred to in section (1) is declared to be complete, the Director shall issue a Work Permit within 2 (two) working days.

Article 56

- (1) A Job Provider who changes the working location of the Foreign Worker must submit an application for a change of the Work Permit online to the Director by uploading:
- a. the reasons for the change;
 - b. the valid Manpower Plan;
 - c. the valid Work Permit;
 - d. the valid Limited Stay Permit (ITAS) or Permanent Residence Permit (ITAP);
 - e. the certificate of domicile of the Job Provider;
 - f. the insurance policy with an insurance company with an Indonesian legal entity;
 - g. the employment contract or contract to do work; and
 - h. the receipt of payment for the Foreign Employment Compensation.
- (2) Where the required documentation as referred to in section (1) is declared to be complete, the Director shall issue a Work Permit within 2 (two) working days.

Article 57

- (1) A Job Provider who changes the title/position of the Foreign Worker must submit an application for a change of the Work Permit online to the Director by uploading:
- a. the reasons for the change;
 - b. the valid Manpower Plan;
 - c. the valid Limited Stay Permit (ITAS) or Permanent Residence Permit (ITAP);
 - d. the valid Work Permit;
 - e. the insurance policy with an insurance company with an Indonesian legal entity;
 - f. the deed of establishment and the decision of the competent agency on validation of the deed of establishment and/or its amendment; and
 - g. the receipt of payment for the Foreign Employment Compensation.
- (2) Change of the title/position of the Foreign Worker as referred to in section (1) shall only apply to the members of the Board of Directors, the members of the Board of Commissioners or the members of the Trustees, the members of the Management, the members of the Supervisors.
- (3) Where the required documentation as referred to in section (1) is declared to be complete, the Director shall issue a Work Permit within 2 (two) working days.

CHAPTER VIII REPORTING

Article 58

A Job Provider holding a Work Permit must within 7 (seven) working days of the employment of a Foreign Worker report to the Head of the Office of the Province or the Head

of the Office of the District/City according to the working location of the Foreign Worker.

Article 59

- (1) A Job Provider must report the employment of a Foreign Worker to the Director or the Head of the Office of the Province or the Head of the Office of the District/City with a copy to the Director General.
- (2) A report as referred to in section (1) shall include:
 - a. the semi-annual report on the realization of the implemented learning and training for Indonesian mentees in the company;
 - b. the termination of the employment of the Foreign Worker.
- (3) The Director or the Head of the Office of the Province or the Head of the Office of the District/City shall report the issuance of Work Permits once every 3 (three) months to the Minister with a copy to the Director General.

CHAPTER IX SUPERVISION

Article 60

Job Providers shall be supervised by the Manpower Supervisory Personnel under the laws and regulations.

BAB X REVOCATION OF WORK PERMITS

Article 61

- (1) A Job Provider who employs a Foreign Worker other than in accordance with the Work Permit shall have its Work Permit revoked.
- (2) The Work Permit as referred to in section (1) shall be revoked by:
 - a. The Director, for a Work Permit with the working location within 1 (one) province;
 - b. The Head of the Office of the Province, for a renewed Work Permit with the working location overlapping the boundaries of the districts/cities within 1 (one) province;
 - c. The Head of the Office of the District/City, for a renewed Work Permit with the working location within 1 (one) district/city.
- (3) The Work Permit as referred to in section (2) point (a) shall be revoked upon a recommendation from the Manpower Supervisory Personnel of the central level.
- (4) The Manpower Supervisory Personnel of the Province or the District/City that finds Job Providers employing Foreign Workers other than in accordance with the Work Permit issued by the Director must report to the Director General of Labor Supervision and Occupational Safety and Health for process under the laws and regulations.

Article 62

- (1) A renewed Work Permit with the working location overlapping the boundaries of the districts/cities within 1 (one) province shall be revoked upon a recommendation from the Manpower Supervisory Personnel of the provincial level.
- (2) A renewed Work Permit as referred to in section (1) shall be revoked in coordination with the Director General of Labor Supervision and Occupational Safety and Health.

Article 63

- (1) A renewed Work Permit with the working location within 1 (one) district/city shall be revoked upon a recommendation from the Manpower Supervisory Personnel of the district/city level.
- (2) A renewed Work Permit as referred to in section (1) shall be revoked in coordination with the Office of the Province.

Article 64

- (1) The Head of the Office of the Province as referred to in Article 61 section (2) point (b) must report the revocation of the renewed Work Permit to the Director General with a copy to the Director General of Labor Supervision and Occupational Safety and Health.
- (2) The Head of the Office of the District/City as referred to in Article 61 section (2) point (c) must report the revocation of the renewed Work Permit to the Office of the Province and the Director General with a copy to the Director General of Labor Supervision and Occupational Safety and Health.

CHAPTER XI

MISCELLANEOUS PROVISIONS

Article 65

Job Providers may assign Foreign Workers to transfer technology and expertise in the learning and training institution under the agreed upon agreement.

Article 66

~~Job Providers who employ Foreign Workers for the position of the member of the Board of Directors, the member of the Board of Commissioners or the member of the Trustees, the member of the Management, the member of the Supervisors must have a Work Permit from the date the decision on the validation of the deed of establishment and/or its amendment is issued by the competent agency.~~

Job Providers who employ Foreign Workers for the position of the member of the Board of Directors, the member of the Board of Commissioners or the member of the Trustees, the member of the Management, the member of the Supervisors domiciled in Indonesia must have a Work Permit from the date the decision on the validation of the deed of establishment and/or its amendment is issued by the competent agency.
(Permenaker 35/2015)

Article 66A

Ancillary provisions for the mentoring program in the scope of technology transfer and expertise transfer shall further be governed by Decision of the Director General.
(Permenaker 35/2015)

CHAPTER XIA

TRANSITIONAL PROVISIONS

Article 66B

Upon the promulgation of this Regulation of the Minister, a job provider who has paid the Foreign Employment Compensation under Regulation of the Minister of Manpower Number 16 of 2015 concerning Procedures for Foreign Employment for:

- a. **the position of a member of the Board of Directors, a member of the Board of Commissioners or a member of the Trustees, a members of the Management, a member of the Supervisor domiciled abroad as referred to in Article 37 section (2);**
- b. **interim employment granted to provide guidance, counseling, and training on the**

application and innovation of industry technology to improve the industrial product quality and design and overseas marketing cooperation for Indonesia as referred to in Article 46 section (1) point (a), to give lecture as referred to in Article 46 section (1) point (c), to attend meetings held by the head office or the representative office in Indonesia as referred to in Article 46 section (1) point (d), to Foreign Workers on probation as referred to in Article 46 section (1) point (f), for one-shot employment as referred to in Article 46 section (1) point (g);

is not entitled to claim it back. (Permenaker 35/2015)

CHAPTER XII

CONCLUDING PROVISIONS

Article 67

Upon this Regulation of the Minister coming into effect, Regulation of the Minister and Transmigration Number 12 of 2013 concerning Procedures for Foreign Employment (Official Gazette of the Republic of Indonesia Number 1565 of 2013) is revoked and declared to no longer be in effect.

Article 68

This Regulation of the Minister shall come into effect on the date it is promulgated.

In order that every person may know of it, the promulgation of this Regulation of the Minister is ordered by placement in the Official Gazette of the Republic of Indonesia.

Issued in Jakarta

on June 29, 2015

MINISTER OF MANPOWER OF THE REPUBLIC OF INDONESIA,

sgd.

M. HANIF DHAKIRI

Promulgated in Jakarta

on June 29, 2015

MINISTER OF LAW AND HUMAN RIGHTS OF THE REPUBLIC OF INDONESIA,

sgd.

YASONNA H. LAOLY

OFFICIAL GAZETTE OF THE REPUBLIC OF INDONESIA NUMBER 964 OF 2015

ATTACHMENT
REGULATION OF THE MINISTER OF MANPOWER OF THE REPUBLIC OF
INDONESIA
NUMBER 16 OF 2015 CONCERNING PROCEDURES FOR FOREIGN EMPLOYMENT

LIST OF ATTACHMENTS

1. Form 1 ENTRY LIST OF MANPOWER PLAN
 - Form 1a: Entry List of Manpower Plan
 - Form 1b: Manpower Plan
 - Form 1c: Indonesian Mentee Placement Plan
 - Form 1d: Brief Descriptions of Employment and Minimum Requirements for Titles/Positions of Foreign Workers
2. Form 2 MANPOWER PLAN FOR EMERGENCY AND URGENT EMPLOYMENT
3. Form 3 MANPOWER PLAN FOR INTERIM EMPLOYMENT
4. Form 4 MANPOWER PLAN FOR IMPRESARIO SERVICES
5. Form 5 MANPOWER PLAN FOR KARAOKE JOCKEYS
6. Form 6 REPORT ON IMPLEMENTATION OF LEARNING AND TRAINING FOR INDONESIAN WORKERS
7. Form 7 APPLICATION FOR A WORK PERMIT (IMTA)
8. Form 8 APPLICATION FOR RENEWAL OF A WORK PERMIT

Issued in Jakarta
on June 29, 2015
MINISTER OF MANPOWER OF THE REPUBLIC OF INDONESIA,
sgd.
M. HANIF DHAKIRI

