







## Working KITAS Onshore INDEX C312

	CHECKED
<p><b>DESCRIPTION</b></p> <ul style="list-style-type: none"><li>• Working KITAS is for those who will work, and earn money in Indonesia. It must be sponsored by an Indonesian company (PT at least in Medium Size or PMA)</li><li>• The KITAS is valid for 5 years</li><li>• Each year the visa will need to be extended. There is no need to leave the country to arrange the yearly extensions.</li></ul>	
<p><b>APPLICANT REQUIREMENTS</b></p> <ul style="list-style-type: none"><li>• Job Position</li><li>• Complete address in Indonesia</li><li>• Photograph 3x4 with red background = 4 pieces</li><li>• Copy of the Passport minimum validity of 18 months</li><li>• Copy of the Graduation Certificate from the university</li><li>• Personal Insurance</li><li>• CV (Curriculum Vitae)</li><li>• Existing e-Visa</li><li>• Current Visa</li><li>• Proof of COVID-19 vaccinations (12+ years old)</li><li>• Statement letter (we have the draft, you just need to fill in the information and sign - <a href="#">click here</a>).</li><li>• Domicile letter from Banjar</li><li>• Personal Tax Number (for extension)</li><li>• BPJS of Employment (for extension)</li><li>• You must reside in the same country as your sponsor</li></ul>	

Canggu Office:  
Jalan Subak Canggu No.1B Canggu,  
North Kuta, Badung Bali 80361, Indonesia  
Phone: +62 361 95 61771  
 +62 812 3995 1929

Pererenan Office:  
Jalan Pantai Pererenan 98C Mengwi,  
Badung Bali 80351, Indonesia  
 +62 821 4636 1295

Customer Service:  
 +33 6 40 30 60 69  
 +62 821 6998 4908  
contact@legallegendsindonesia.com



## SPONSOR REQUIREMENTS

- The deed of the company/Akta
- SK Menkeh
- NIB Berbasis Resiko including PKKPR (Persetujuan Kesesuaian Kegiatan Pemanfaatan Ruang/Approval of the Suitability of Space Utilization Activities)
- Lease agreement from the property the company registered
- Letterhead
- Stamp of the company (Physical stamp)
- Balinese ID card/local KTP
- Copy KTP/Passport Director
- Copy KTP/Passport Commissioner
- SKTU
- NPWP of company
- Username and password for visa online if they have it
- If they don't have, add Bank Statement of the company (min 10.000 USD)
- WLKI (Wajib Laport Ketenagakerjaan) 1 foreign staff should be followed by 10 Local Staff

## PRICE

- **Working e-Visa, e-KITAS, MERP (multiple entry/exit)**  
1 Year: IDR 16.900.000 (process 2-3 months)
- **DPKK USD 1200**
- **Annual Extension**  
1 year: IDR 8.300.000 (process 2 months)
- **Exit Permit Only (EPO):**  
IDR 1.000.000 (for cancellation of the KITAS)


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