

# WORKING KITAS EXTENSION

## DESCRIPTION

- 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)
- The KITAS is valid for 5 years
- Each year the visa will need to be extended. There is no need to leave the country to arrange the yearly extensions.

## PRICING

Process time 2-3 months

### ONSHORE

- 1 Year Working e-Visa, e-KITAS, MERP

### OFFSHORE

- 1 Year Working e-Visa, e-KITAS, MERP
- Annual Extension: IDR 9.500.000 + USD 1200 (process 2 months)
- Exit Permit Only (EPO): IDR 1.000.000 (for cancellation of the KITAS)



## APPLICANT REQUIREMENTS

- Job Position
- ID Photo
- Copy of Passport (min. 18 months validity)
- Personal Bank Statement from last 3 months
- Copy of University Graduation Certificate
- CV (Curriculum Vitae)
- Home Address in Indonesia
- Home Address with Domicile letter from Banjar
- Current HPK, RPTKA, PRPTKA or IMTA ( current work permit )
- Existing E-KITAS
- Current KITAS Stamp
- Personal Tax Number ( NPWP )
- BPJS of Employment ( BPJS Ketenagakerjaan )
- BPJS of Health ( BPJS Kesehatan )

## SPONSOR REQUIREMENTS

- Deed of the company/Akta
- SK Menkumham
- NIB Berbasis Resiko including PKKPR (Approval of the Suitability of Space Utilization Activities)
- Lease agreement from the property of the company registered
- Letterhead
- Stamp of the company (Physical stamp) Balinese
- ID Card That Has Been Registered on WLKP company's employees)
- Copy KTP/Passport Director & Commissioner
- SKTU or KKKPR or Izin Usaha
- NPWP Company (tax number)
- Username & Password for Visa Online
- Username & Password TKA Online
- WLKP (Wajib Lapor Ketenagakerjaan) 1 foreign staff = 10 Local Staff needed
- Company Profile ( Profile Perseroan from AHU )

# DOCUMENTS DO'S & DONT'S

To avoid delay in your Visa Application, please apply the rules below to any documents you send to us.

## 1) SCAN YOUR DOCUMENT

(PASSPORT, ID CARD, FAMILY BOOK, BIRTH CERTIFICATE...)

ENSURE YOU SEND US A CLEAN AND READABLE SCAN OF YOUR DOCUMENT, DON'T JUST TAKE A PICTURE OF IT.



## 2) SEND A PDF DOCUMENT

(BANK STATEMENT, VACCINE CERTIFICATE, INSURANCE...)

PLEASE DON'T SEND SCREENSHOTS, BUT SEND A READABLE AND CLEAN PDF DOCUMENT.



## 3) TAKE ID PHOTO WITH WHITE/RED BACKGROUND

MAKE SURE IT IS A CLEAN, GOOD-QUALITY PHOTO WITH THE RIGHT COLORED BACKGROUND.

