

WORKING KITAS

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.

DAY 1







STEP 1: Submit all documents to LLI for checking

STEP 2: Invoice & Payment

STEP 3: Submit to Jakarta to make RPTKA, DPKK, IMTA



Process time 2-3 months

- **ONSHORE**
- 1 Year Working e-Visa, e-KITAS, MERP IDR 18.000.000 + USD 1200

OFFSHORE

- 1 Year Working e-Visa, e-KITAS, MERP IDR 17.000.000 + USD 1200
- Annual Extension: IDR 9.500.000
- (process 2 months) Exit Permit Only (EPO): IDR 1.000.000 (for cancellation of the KITAS)

DAY 31

DAY 30

STEP 4:

Creation of E-Visa.

Wait for E-Visa to

be issued







DAY 60

STEP 6: KITAS is done

APPLICANT REQUIREMENTS

- Iob Position
- **ID Photo**
- Copy of Passport (min. 18 months validity)
- Copy of University Graduation Certificate
- Personal Insurance Certificate
- CV (Curriculum Vitae)
- Statement letter (We provide)
- Home Address with Domicile letter from Banjar
- Existing e-Visa (Onshore)
- Current Visa (Onshore)
- Boarding Pass (Offshore)
- Personal Tax Number (For extension)
- BPJS of Employment (For extension)
- BPJS of Health (For extension)

SPONSOR REQUIREMENTS

STEP 5:

Offshore can arrive

to Indonesia. Process

in Bali immigration to get the KITAS

- Deed of the company/Akta
- SK Menkumham
- NIB Berbasis Resiko including PKKPR (Approval of the Suitability of Space
- Lease agreement from the property of the company registered
- Letterhead
- Stamp of the company (Physical stamp)
- Balinese ID Card (It can be your friend / company's employees)
- Copy KTP/Passport Director & Commissioner
- SKTU
- NPWP of Company
- Username & Password for Visa Online
- Online visa site name and password
- WLKP (Wajib Lapor Ketenagakerjaan) 1 foreign staff = 10 Local Staff needed



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.

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3) TAKE ID PHOTO WITH WHITE/RED BACKGROUND

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



