

**DOCUMENT CHECK LIST**

Nama PT:

Nama TKA:

Case: New Work Visa – Short term

| Item | Persyaratan/ Requirements   | Tgl. Diterima/<br>Date Received | Ket/ Notes:                   |
|------|---|---------------------------------|-------------------------------|
|      | <b>Company: Color Scan:</b>   |                                 |                               |
| 1    | Akte Pendirian Perusahaan beserta akta perubahan (apabila ada)<br><i>Deed of company establishment and the amendment (if any)</i>   |                                 |                               |
| 2    | SK- Kehakiman<br><i>Approval from the Ministry of Law and Human Rights for the Deed</i>   |                                 |                               |
| 3    | Izin Lokasi / PKKPR dari OSS<br><i>Izin Lokasi / PKKPR from OSS</i>   |                                 |                               |
| 4    | NPWP Perusahaan<br><i>Company Tax ID</i>  |                                 |                               |
| 5    | Izin Usaha dari OSS<br><i>Business License from OSS</i>   |                                 |                               |
| 6    | NIB dari OSS<br><i>NIB from OSS</i>   |                                 |                               |
| 7    | Struktur Organisasi Perusahaan yang telah dicap dan ditanda tangani (harus tertera jabatan TKA)<br><i>Organization chart of the company – signed by the Director or HR Manager and company stamp (have to put the job title of the expat)</i> |                                 |                               |
| 8    | KTP & NPWP Direktur/ Penanggung jawab<br><i>Indonesian ID Card (e-KTP) and Personal Tax ID of the Director / HR Manager</i>   |                                 |                               |
| 9    | Wajib Laporkan Ketenagakerjaan Online – UU #7, 1981<br><i>Manpower Obligation Report</i>  |                                 |                               |
| 10   | Tabungan terbaru dengan saldo minimal setara USD. 2000<br><i>The latest saving account statement with minimum balance equal to USD. 2000,-</i>  |                                 |                               |
| 11   | Perjanjian kerja dengan TKA<br><i>Work agreement with the expat</i>   |                                 | We will provide you the draft |
| 12   | Sponsor letter  |                                 | We will provide you the draft |
| 13   | Username dan password di TKA Online<br><i>Username and password of the company at TKA Online's website</i>  |                                 |                               |
| 14   | Username dan password di Visa Online<br><i>Username and password of the company at Visa Online's website</i>  |                                 |                               |
|      | <b>Expat/ Foreigner: Color scan:</b>  |                                 |                               |
| 1    | Semua Halaman Passport masa berlaku min. 12 bulan (termasuk cover)<br><i>Passport full pages with minimum validity 12 months</i>  |                                 |                               |
| 2    | Curriculum Vitae  |                                 |                               |
| 3    | Ijazah Pendidikan Terakhir (Universitas)<br><i>University Degree Certificate</i>  |                                 | In English/Indonesian         |
| 4    | Photograph latar belakang MERAH – 4 X 6 cm = 1 lb (memakai kemeja)<br><i>Photograph with red background color (formal wear)</i>   |                                 |                               |

|   |   |  |   |
|---|---|--|---|
| 5 | Referensi dari Perusahaan sebelumnya<br><i>Reference letter from the previous employer</i>  |  |   |
| 6 | Travel Itinerary (schedule of activities in Indonesia)  |  |   |
| 7 | Polis Asuransi ASTAKA<br><i>ASTAKA insurance policy</i>   |  | <a href="https://astaka.id/">https://astaka.id/</a> |
|   | <b>Bila Akan Membawa Family ke Indonesia:<br/>Color Scan:<br/>Dependent</b>   |  |   |
| 1 | Semua Halaman Passport Istri & Anak – masa berlaku passport min. 12 bulan<br><i>Passport full pages with minimum validity 12 months</i> |  |   |
| 2 | Akta nikah untuk istri/suami<br><i>Marriage certificate for spouse</i>  |  | In English/Indonesian                               |
| 3 | Akta lahir untuk anak<br><i>Birth certificate for children</i>  |  | In English/Indonesian                               |
| 4 | Photograph background merah<br><i>Photograph with red background color</i>  |  |   |
| 5 | Family Register / Family Card (if any)  |  |   |