

## Investment Coordinating Board

### I. New Application for Local Investment



1. Applicant Identity:
  - a. Article of Associations and Amendments for Limited Company, *Perseroan Terbatas (PT)*, State Owned Enterprises, *Badan Usaha Milik Negara, (BUMN)* / Regional Owned Enterprises, *Badan Usaha Milik Daerah (BUMD)*, and Trading Company.
  - b. Copy of Financial Record for Corporate Body, or
  - c. Copy of Personal Identity Card
2. Authorization letter if an applicant is represented by other parties.
3. Copy of Applicant's Tax-payer Registration Number, *Rekaman Nomor Pokok Wajib Pajak (NPWP)*
4. Description:
  - a. Production process should attach processing flow chart and raw /supporting materials description; or
  - b. Activities Flow Chart for Services Company
5. Prerequisites and Conditions issued by Government such as the Investment Technical Guidelines Book.
6. Companies requiring Partnership:
  - a. Corporation Agreement / Written Corporation on the agreement for partnership with Small Enterprises which include name and address from each party, partnership model, rights and obligations for each party, training assistance for Small Enterprises.
  - b. Articles of Associations and its Amendments or Report of Shareholders General Meeting, *Rapat Umum Pemegang Saham, (RUPS)* on the participation of Small Enterprises as a shareholder when the partnership are shares involved.
7. Statement Letter with stamp duty from Small Enterprises explaining that the applicant is adequate for the business according to Laws, *Undang - Undang* No. 9 Year 1995.

### II. New Application for Foreign Investment

1. Applicant Identity
  - a. Company Article of Associations
  - b. Valid Passport
2. Authorization letter from an Attorney if the participant is represented by other parties
3. If Joint with Indonesian company/ individual:
  - a. Articles of Association of the Indonesian company or Identity Card for individual
  - b. Copy of Tax-payer Registration Number, *Rekaman Nomor Pokok Wajib Pajak (NPWP)*



### III. Application for Representative Office in Indonesia

1. Application Letter for Establishment from headquarter
2. Authorization letter if the signing is represented by other parties
3. Company Article of Associations and its Amendments
4. Copy of Valid Passports for the Head of Representative Office
5. Statement Letter with the purpose of stay and work in the position as the Head of Representative Office and not conducting other businesses in Indonesia.

### IV. Application for Business Permanent Licenses, *Izin Usaha Tetap (IUT)* for Local and Foreign Investment

#### 1. Attachment for Business Permanent Licenses Application

1. Copy of Company Article of Associations legalized by the Ministry of Justice and its amendments, or Copy of Financial Record for Corporate Body legalized by the Ministry of Cooperatives, Small & Medium Enterprises.
2. Copy of Land Rights or Land Ownership or Lease Agreement for leased land.
3. Copy of Building Permit or Building Lease Agreement Records for leased building or office space.
4. Copy of Hinder Ordonantie, Izin Undang-undang Gangguan (UUG).
5. Copy of Approval for Environment Management Planning, *Rencana Pengelolaan Lingkungan (RKL)* and Environment Control Planning, *Rencana Pemantauan Lingkungan (RPL)* for companies requiring Environmental Impact Assessment, Analisis Dampak Lingkungan (AMDAL) or Environment Management Statement Letter, *Surat Pernyataan Pengelolaan Lingkungan (SPPL)* for companies not requiring Environmental Impact Assessment.
6. Copy of Approval Letter for Local and Foreign Investments
7.
  - a. Minutes of Project Investigation, *Berita Acara Pemeriksaan Proyek (BAP)*.
  - b. When BAP could not be processed on time by the Regional Investment Coordinating Board, the applicant may attach the latest Investment Activities Report, *Laporan Kegiatan Penanaman Modal (LKPM)*.
8. Authorization Letter when the signing applicant is not member of Director Boards
9. Certain sectors must be completed with:
  - a. Commissioning Certificate, *Sertifikat Uji Operasi* from the Directorate General of Electricity and Energy Development for Electricity Company Providence.
  - b. Hotel Classifications Approval Record from Directorate General for Tourism
  - c. Copy of Operational License from Local Government for Taxi Operators.



- d. Copy of Operational License from Local Government for Travel Bureaus who owned vehicles
- e. Copy of Sales License for Alcohol Beverages at Hotels and Restaurants.

**2. Attachments for Extension Application for Business Permanent Licenses, *Izin Usaha Tetap (IUT)*:**

1. Record of Business Permanent License, *Izin Usaha Tetap (IUT)*.
2. Extension of Building Title, Hak Guna Bangunan (HGB) and/ or Business Title, *Hak Guna Usaha (HGU)*.
3. Copy of the Latest Investment Activities Record, *Laporan Kegiatan Penanaman Modal (LKPM)*

**V. Application for Importer Registration Provision, *Angka Pengenal Importir Terbatas (APIT)* or Its Amendments for Local and Foreign Investments**

1. The signed Importer Registration Provision Report by authorized personnel and company stamp. If the signing is represented, an authorization letter from Board of Directors is required.
2. Copy of Company Articles of Association / Latest Corporation Financial Record on the company management structure/corporation
3. Copy of Issuance of Tax-payer Registration Number, *Nomor Pokok Wajib Pajak (NPWP)* for new foreign investment.
4. Copy of Expatriate Work Permit for Import Documents.
5. List of authorized personnels to sign Import Documents (Attached Form) with 2 Photographs size 3x4cm
6. Copy of Approval Letter for Local and Foreign Investments or Approval Amendments Letter, *Surat Perubahan Persetujuan (SPP)* from President and its Amendments

**VI. Application for Expansion on Foreign and Local Investments**

1. Copy of Business Permanent License, *Izin Usaha Tetap (IUT)*, except:
  - a. When the Project Expansions are in different locations, or
  - b. When the Project Expansions involve with different products than before.
2. Description of production process/activities when the business sectors are different from what stated in the Business Permanent License
3. Copy of the Latest Investment Activities Record, *Laporan Kegiatan Penanaman Modal (LKPM)*
4. Authorization Letter when the signing are represented.
5. For sectors requiring Partnerships:
  - a. Written Agreement on the partnership for Small Enterprise which include name and address of each party, partnership model, their own Rights and Obligations and Training that will be given to Small Enterprises



- b. Company Statement Letter to involve Small Enterprises as Shareholders in Company Article of Association, *Akta Pendirian* or its amendments or historical reports of Shareholders General Meeting, *Rapat Umum Pemegang Saham, RUPS* on the participation of Small Enterprises as shareholder when the partnership is in the form of Shareholdings.
  - c. Statement Letter with stamp duty from the Small Enterprises explaining that the party is liable for Small Enterprises according to the Laws, *Undang-undang* No. 9 Year 1995.
6. Copy of Articles of Associations and its Amendments
  7. Copy of Approval Letter for Local and Foreign Investments or Approval Amendments Letter

### VII. Applications for Regulations Amendments in the Approval Investment Letter

1. Copy of Approval Letter for Foreign Investment or President Approval Amendments Letter, *Surat Perubahan Persetujuan Presiden, SPPP* and its amendments.
2. Copy of the Latest Investment Activities Record, *Laporan Kegiatan Penanaman Modal (LKPM)*
3. For any location changes, should submit the reason for land usage when additional lands required.
4. For any business sectors changes, should submit the production process flowcharts when there are new additional products
5. For amendments in Expatriates Employment:
  - a. Changes on the company management structure  
Record of Articles of Associations or Reports on Shareholders General Meeting on the management structural changes
  - b. Amendments on Foreign Workers Employment, *Tenaga Kerja Warga Negara Asing Pendatang, TKWNAP*  
Description of the Foreign Workers, which were approved and applied.
6. For Investment Amendments and Financial Source:
  - a. Reason for Investment Amendments
  - b. Historical Records on the Shareholders General Meeting on the approval for any amendments of company capital which is signed by all shareholders authorized representatives
7. For Shareholders Amendments in Foreign Investments:
  - a. Foreign Investments:
    - 1) Historical Records of Shareholders General Meeting, *Rapat Umum Pemegang Saham (RUPS)* on the approval shareholdings amendments, or
    - 2) Historical Records of Shareholders General Meeting, *Rapat Umum Pemegang Saham (RUPS)* on the approval of conversion of the entire foreign shareholdings to Indonesian shareholdings and approval on the conversion of Foreign Investment to Local Investment
  - b. For new shareholders:
    - 1) Copy of Tax-payer Registration Number, *Nomor Pokok Wajib Pajak (NPWP)* to the Indonesian Board of Laws to the new shareholders

- 2) Copy of valid identity card and personal Tax-payer Registration Number, *Nomor Pokok Wajib Pajak (NPWP)* for Indonesian citizen's new shareholders
- 3) Copy of valid passport for new foreign shareholders
- 4) Copy of Company Article of Association and its amendments in both English and Indonesian language to Foreign Board of Laws to the new shareholders

## VIII. Application on the Approval for Foreign Investment Conversion to Local Investment

1. Historical Records of Shareholders General Meeting, *Rapat Umum Pemegang Saham (RUPS)*
2. Copy of Articles of Association or entire foreign ownership conversion to Indonesian party
3. Latest Investment Activities Records, *Laporan Kegiatan Penanaman Modal (LKPM)*
4. Copy of Approval Letter for Foreign Investment or Business Permanent License, *Izin Usaha Tetap (IUT)* with commercial production
5. Company Article of Associations and its Amendments

## IX. Application on the Approval for Local Investment to Foreign Investment

1. Documents submitted from the Local Investment who are selling their shares include:
  - a. Copy of the Local Investment and its amendments or Copy of Permanent Business License, *Izin Usaha Tetap (IUT)* for commercial companies
  - b. Copy of legalized Articles of Associations from the Ministry of Justice of the Republic of Indonesia and its amendments for commercial companies
  - c. Copy of Historical Records of Shareholders General Meeting, *Rapat Umum Pemegang Saham (RUPS)* approving the shares selling and the amended status as a Foreign Investment
  - d. Latest Investment Activities Records, *Laporan Kegiatan Penanaman Modal (LKPM)*
2. Documents submitted from Local Investments who are selling their shares include:
  - a. Copy of legalized Company Article of Associations by the Ministry of Justice of the Republic of Indonesia and its amendments
  - b. Copy of the Principal Approval from the Technical Department for companies who have not yet actively operated as commercial company or Business Permanent License, *Izin Usaha Tetap (IUT)* for commercial companies
  - c. Copy of Historical Records of Shareholders General Meeting, *Rapat Umum Pemegang Saham (RUPS)* approving the shares selling and the amended status as a Foreign Investment
  - d. Copy of Tax-payer Registration Number, *Nomor Pokok Wajib Pajak (NPWP)*
3. Documents submitted for Foreign Companies who are buying shares include:
  - a. Copy of Business Permanent License, *Izin Usaha Tetap (IUT)*.
  - b. Copy of Latest Investment Activities Records, *Laporan Kegiatan Penanaman Modal (LKPM)*

## X. Application for Amendments on the Regulations of Investment Approval Letter

1. Copy of Letter of Approval for Foreign Investment or President Approval Amendments Letter, *Surat Perubahan Persetujuan Presiden, SPPP* and its amendments.

## ONE ROOF POLICY GUIDELINES



2. Company Articles of Associations and its Amendments
3. Copy of Latest Investment Activities Records,  
*Laporan Kegiatan Penanaman Modal (LKPM)*
4. For Location Amendments, Production:  
Reason for Land Usage when additional land is required
5. For Business Sectors Amendments, Production: The Production process flowcharts when there are additional new products.
6. For Foreign Workers Employment Amendments:
  - a. Amendments on the company management structural  
Copy of Articles of Association or Historical Records of Shareholders General Meeting, *Rapat Umum Pemegang Saham (RUPS)* on the company management new structure
  - b. Amendments on Foreign Workers Employment, *Tenaga Kerja Warga Negara Asing Pendatang, TKWNAP*
7. For Investment and Source of Funds Amendments:
  - a. Reason for Investment Amendments.
  - b. Copy of Historical Records of Shareholders General Meeting, *Rapat Umum Pemegang Saham (RUPS)* on the signed approval of company capital amendments by the entire shareholders or representatives
8. For Foreign Investment Shareholdings Amendments:
  - a. For Foreign Investment Company:
    - 1) Copy of Historical Records of Shareholders General Meeting, *Rapat Umum Pemegang Saham (RUPS)* on the approval for shareholdings conversion, or
    - 2) Copy of Historical Records of Shareholders General Meeting, *Rapat Umum Pemegang Saham (RUPS)* on the approval for shareholdings conversion to Indonesian party and the approval on the company status conversion as a Local Investment Company
  - b. For New Shareholders:
    - 1) Copy of Articles of Associations and its amendments and Copy of Tax-payer Registration Number, *Nomor Pokok Wajib Pajak (NPWP)* for Indonesian Boards of Laws to the new Shareholder
    - 2) Copy of valid identity card and personal Tax-payer Registration Number, *Nomor Pokok Wajib Pajak (NPWP)* for Indonesian citizen's new shareholders
    - 3) Copy of valid passport for foreigner new shareholders
    - 4) Copy of Company Article of Association and its amendments in both English and Indonesian language to Foreign Board of Laws to the new shareholders



## XI. Application on the Extended Project Completion Time for Local and Foreign Investment Company

1. Copy of Customs Approval Letter
2. Copy of Approval letter for Foreign Investment or President Approval Amendments Letter, *Surat Perubahan Persetujuan Presiden, SPPP* and its amendments
3. Copy of Latest Investment Activities Records, *Laporan Kegiatan Penanaman Modal (LKPM)*

## XII. Application for Company Merger

1. Copy of Approval Letter for Foreign and Local Investment merging or President Approval Amendments Letter, *Surat Perubahan Persetujuan Presiden, SPPP* and its amendments
2. Copy of each merging company's Articles of Associations and its amendments
3. Copy of Business Permanent License, *Rekaman Izin Usaha Tetap (IUT)* for company proceeding with their business activities. Regional Investment Coordinating Board, *Badan Penanaman Modal Daerah (BPMD)* should issue an Investigation Report, *Berita Acara Pemeriksaan (BAP)* when Business Permanent License is not yet obtained.
4. Copy of Historical Records of Shareholders General Meeting, *Rapat Umum Pemegang Saham (RUPS)* on the approvals from the merging companies.
5. Copy of Latest Investment Activities Records, *Laporan Kegiatan Penanaman Modal (LKPM)* for Local and Foreign Investment proceeding with their business activities.
6. The last 3 (three) years Company Balance Sheet

## XIII. Application on the Approval for List of Main Capital Goods / Amendment on Capital Goods

1. List of Main Capital Goods
2. Factory Lay out and drawings for machinery / equipment position.
3. Brochures / Machinery Technical Specification / Equipment.
4. Production flowchart.
5. Machinery Capacity Measurement.
6. Copy of Approval letter for Foreign and Local Investment merging or President Approval Amendments Letter, *Surat Perubahan Persetujuan Presiden, SPPP* and its amendments.
7. Copy of Taxable Entrepreneur Confirmation Number, *Nomor Pengukuhan Pengusaha Kena Pajak (NPPKP)*
8. Copy of Tax-payer Registration Number, *Nomor Pokok Wajib Pajak (NPWP)* and the Latest Investment Activities Records, *Laporan Kegiatan Penanaman Modal (LKPM)*

## XIV. Application on the Approval for List of Main Raw Material / Supporting Material for Raw Material Changes / Supporting Material

1. List of Main Raw Material / Supporting Material.
2. Estimation on Raw Material Needs / Imported Supporting Material
3. List of machinery used along with the technical specification and capacity of each machinery



4. Copy of Approval Letter for Foreign and Local Investment merging or President Approval Amendments Letter, *Surat Perubahan Persetujuan Presiden, SPPP* and its amendments.
5. Copy of Tax-payer Registration Number, *Nomor Pokok Wajib Pajak (NPWP)*
6. Copy of Taxable Entrepreneur Confirmation Number, *Nomor Pengukuhan Pengusaha Kena Pajak (NPPKP)*
7. Latest Investment Activities Records, *Laporan Kegiatan Penanaman Modal (LKPM)*

### Task Force Team for Investment Complaint Center in Batam, Bintan and Karimun

*Legal Platform:*

Decree of the Indonesia Investment Coordinating Board No. 140/SK/2006

*About:*

Organizing a Task Force Team to solve any complaints that may occurred during Investment process in Batam, Bintan and Karimun

1. Investors lodge their complaints to the Secretariate of Task Force Team located at Batam Centre
2. The Secretariate of Task Force Team:
  - a. Receiving and reviewing problems
  - b. Preparing for meeting materials for the Task Force Team discussion
3. The Task Force Team having discussions on the materials prepared:
  - a. Representatives from Investment Related Institutions in Province/City
  - b. Representatives from the Batam Industrial Development Authority (BIDA)
  - c. Representatives from the Investment Coordinating Board
  - d. Representatives from related institutions
4. Decision
5. When the meeting fail to solve problems, it would be forwarded to the National Team for Export and Investment Development, *Peningkatan Ekspor dan Peningkatan Investasi (PEPI)*

Contact address : BIDA Annex I Building, Batam Centre, Batam Centre, Batam 29400

Phone : (62-778) 462047/48 ext. 1306

Website : [www.bkpm.go.id](http://www.bkpm.go.id)

Contact person : Rio Sudarsono  
Dadang Mulyana  
Edwin Zulkarnain  
Setya Darmawati