

**The Investment Coordinating Board (BKPM)**

**Announcement number 8/PENGUMUMAN/A.5/2020 regarding the Flow to Request Support for the Visit of Representative(s) of Foreign Investment Company and/or Expert Foreign Workers during the COVID-19 Pandemic Period**

**Issued on 11<sup>th</sup> of June 2020**

1. Company/applicant submit a Request of Visiting Company Representative(s) and/or Expert Foreign Workers that contains:
  - a. A request document addressed to the Head of BKPM;
  - b. A request document signed by the highest executive of the company (President Director/Executive Director/Director/CEO);
  - c. Contact person/ person in charge of the request document (mobile phone number);
  - d. Purpose of hiring the company representative and/or expert foreign workers during the COVID-19 pandemic;
  - e. Plan of Indonesian Workforce Absorption;
  - f. List of company representatives and/or expert foreign workers that contain name, passport number, nationality, position based on the applied Law.
  - g. Willingness to obey the COVID-19 Health Protocol;

in hardcopy to the Administration of BKPM (BKPM Office, Ismail Saleh Building 2<sup>nd</sup> floor, Jl. Gatot Subroto Kav. 44, South Jakarta) and to be given a receipt of the submitted request document.

2. BKPM Administration records the request document on the agenda of incoming mail and official draft storage in hardcopy by verifying the requirements as listed above (point 1a until 1c);
3. BKPM Administration will return the request document to the company/applicant if it does not fulfill all requirements;
4. BKPM Administration forwards the request document in hardcopy to the Administration of the Head of BKPM if it fulfills the requirements;
5. The Administration of the Head of BKPM conveys the request document in softcopy and hardcopy to get disposition from the Head of BKPM and forward it to the BKPM Evaluation Team;
6. BKPM Evaluation Team will verify the request document based on the requirements listed above (point 1d until 1h);
7. BKPM Evaluation Team will contact the contact person/person in charge and return the request document if it does not fulfill the requirements.
8. BKPM Evaluation Team will process the Letter Supporting the Visit of Company Representative and/or Expert Foreign Worker (support letter) in full hardcopy, and deliver the support letter to be signed by BKPM Officer (Deputy of Investment Climate Development on behalf of the Head of BKPM).
9. Support Letter that has been signed will be delivered to the relevant institution by the BKPM Evaluation Team and archived by the BKPM Administration;
10. Support Letter in copy form may be collected by the company/applicant at the BKPM Administration.

The Flow of Request to Issue Support Letter for the Visit of Company Representative and/or Expert Foreign Workers during the COVID-19 Pandemic Period

