

## **Procedure of Submission of Support for Visits by Representatives of Foreign Companies and/or Expert Foreign Workers during COVID-19 Period.**

1. Company/applicant propose Company Representative and/or Expert Foreign Workers Visit Request Document (Application Document) covering:
  - a. Application document addressed to Chairman of BKPM
  - b. Application document signed by the highest leader in the company (i.e. President Director/Director/Chief Director/CEO);
  - c. Provide contact person or person in charge for the application document (phone number)
  - d. Convey the purpose of inviting company representative and/or expert foreign workers during COVID-19 period.
  - e. Provide the detail of investment activities implementation (i.e. total investment, project location);
  - f. Provide plan of domestic labor absorption
  - g. Provide the data of company representative and/or expert foreign worker list that includes Name, Passport Number, Nationality, Position based on the applicable constitution;
  - h. Willing to fulfill the health protocol for COVID-19;

In hardcopy to BKPM administration (BKPM Head office, Ismail Saleh building Iv. 2, Jl. Gatot Subroto Kav. 44, South Jakarta) and provide receipt of the application document;

2. BKPM Administration will do recording application documents on incoming mail agenda data and storing official service files in hardcopy by verifying the aforementioned requirements (point 1a-1c);
3. BKPM Administration will return the application document to the company/applicant if the application document could not fulfill the requirements;
4. BKPM Administration will proceed the application document in hardcopy to Administration of BKPM Chairman if the data is verified.
5. Administration of BKPM Chairman will deliver the application document both in softcopy and hardcopy to obtain the disposition from Chairman of BKPM and proceed to BKPM Evaluation Team;
6. BKPM Evaluation Team will verify the application document based on the aforementioned requirements (point 1d to 1h);
7. BKPM Evaluation Team will contact the person in charge and return the application document if it is not fulfilled the aforementioned requirements;
8. BKPM Evaluation Team will proceed the Support Letter for Company Representative and/or Expert Foreign Workers Visit (Support Letter) in hardcopy completed, and deliver the support letter to be signed by BKPM authority (Deputy Chairman for Investment Climate Development on behalf of the Chairman of BKPM)
9. Support Letter that has been signed, further, will be delivered to the relevant agencies by BKPM Evaluation Team and will be archived by BKPM Administration;
10. Support Letter in the form of copied letter can be taken by company/applicant in BKPM Administration