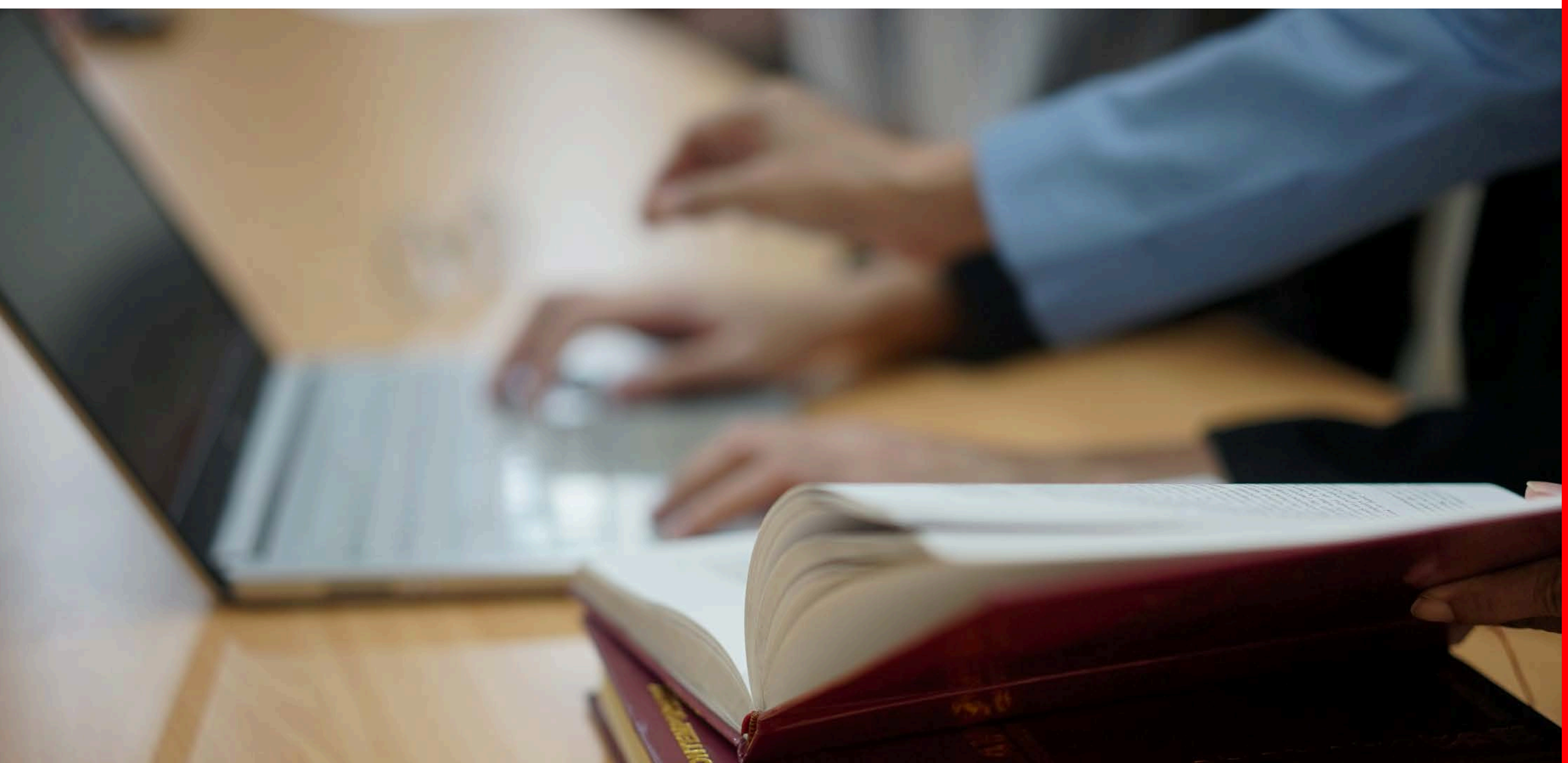


# HOW TO SECURE A WORK PERMIT IN INDONESIA

A STEP-BY-STEP GUIDE FOR FOREIGNERS



**JULY 2025**

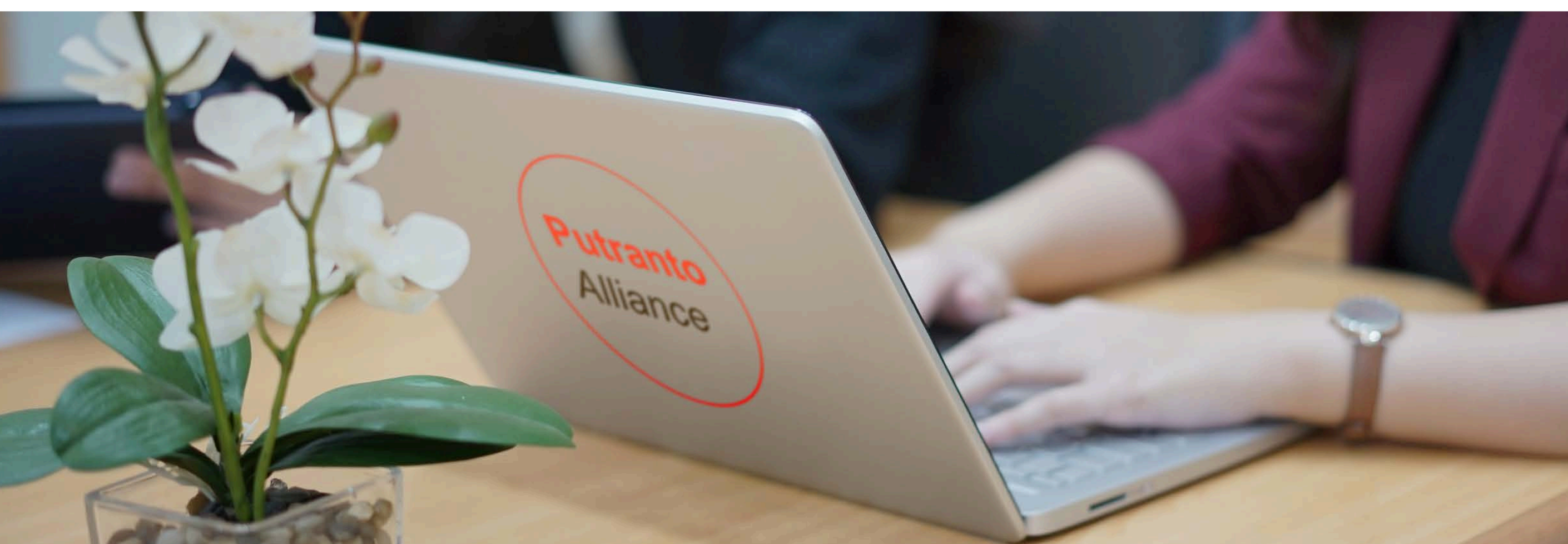
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→ EXECUTIVE SUMMARY

# EXECUTIVE SUMMARY

Navigating the process of securing a work permit in Indonesia can be intricate and time-consuming, requiring careful coordination between foreign nationals and their sponsoring companies. Compliance with Indonesia's immigration and employment regulations is essential, as the work permit process encompasses both permission to work and to reside in the country. This guide provides a comprehensive, step-by-step overview of all major requirements, procedures, and best practices for obtaining legal employment status as a foreigner in Indonesia.





→ KEY DOCUMENTS AND TERMINOLOGY

# KEY DOCUMENTS AND TERMINOLOGY

Terminology	Definition
RPTKA	The Expatriate Placement Plan, issued by the Ministry of Manpower, provides government approval for a company to employ a foreign worker. It details the specific position, duration, and justification for hiring a non-Indonesian national.
IMTA	The formal work permit granting legal authorization for a foreign national to work in Indonesia.
VITAS	The Temporary Stay Visa, which is obtained at an Indonesian embassy or consulate abroad and serves as the entry visa for a longer stay.
ITAS	The Temporary Stay Permit, issued after arrival in Indonesia and conversion of the VITAS. This permit allows the holder to reside and work in the country for a set period.
KITAS	The physical card proving the holder has a valid ITAS. While often colloquially called a “work permit,” it is technically a residence permit; legal work requires a valid IMTA in addition.
KITAP	The Permanent Stay Permit, available to foreign nationals who have held a KITAS for several consecutive years.

## → STEP-BY-STEP WORK PERMIT PROCESS

# STEP-BY-STEP WORK PERMIT PROCESS

Securing a work permit in Indonesia involves several sequential steps, primarily managed by the sponsoring employer:

### 1. Expatriate Placement Plan (RPTKA) Approval

- ✓ The sponsoring employer must apply for and secure RPTKA approval from the Ministry of Manpower. This plan justifies the need for a foreign employee for a specific role and is mandatory before proceeding to subsequent steps.

### 2. Work Permit (IMTA) Application

- ✓ Upon RPTKA approval, the employer applies for the IMTA. The process includes payment of the Development Fund for Foreign Workers (DKP-TKA), typically USD 100 per month for the permit's duration.

## → STEP-BY-STEP WORK PERMIT PROCESS

# STEP-BY-STEP WORK PERMIT PROCESS

Securing a work permit in Indonesia involves several sequential steps, primarily managed by the sponsoring employer:

### 3. Temporary Stay Visa (VITAS) Application

- ✓ With the IMTA issued, the employer applies for a VITAS recommendation through the Indonesia Investment Coordinating Board (BKPM). The VITAS must be collected by the foreign worker at an Indonesian embassy or consulate outside Indonesia.

### 4. Visa Issuance and Arrival

- ✓ The foreign worker receives the VITAS and travels to Indonesia.

### 5. Conversion to ITAS and KITAS

- ✓ The foreign worker must convert the VITAS into an ITAS at the local immigration office. After successful processing, the physical KITAS card is issued as proof of temporary residence.

## → STEP-BY-STEP WORK PERMIT PROCESS

# STEP-BY-STEP WORK PERMIT PROCESS

Securing a work permit in Indonesia involves several sequential steps, primarily managed by the sponsoring employer:

### 6. Post-Arrival Registration

- ✓ Several additional registrations are required within a short timeframe after receiving the KITAS, including:
  - Police Report Letter (STM)
  - Certificate of Registration for Temporary Resident (SKPPS) from the local municipality
  - Tax Identification Number (NPWP) registration, if employed for more than six months.
  - Registration with the National Social Security programs (BPJS)

## → DOCUMENTATION REQUIREMENTS

# DOCUMENTATION REQUIREMENTS

### **For the Foreign Worker (Applicant):**

- Passport with at least 18 months' validity and multiple blank pages
- University degree certificate
- Curriculum Vitae (CV)
- Certificate of work experience. Commonly at least 5 (five) years in the relevant field.
- Signed statement agreeing to employment by the Indonesian company
- Recent passport-sized color photographs with a red background
- Proof of insurance policy issued by an Indonesian insurance company

### **For the Sponsoring Company:**

- Company documents (Deed of Establishment, Business License/SIUP, Tax Identification Number/NPWP)
- Company letterhead and official stamp
- Organizational structure chart
- Annual employee report (Wajib Lapor), indicating both local and foreign employees
- Copies of the identity cards (KTP) of the Indonesian director and at least one local employee



→ PATHWAY TO PERMANENT STAY

# PATHWAY TO PERMANENT STAY

The initial work permit and KITAS are typically valid for 6 or 12 months, depending on the employment agreement and company needs. Both permits are renewable, and it is advisable to initiate the renewal process well before expiration to avoid legal complications. After a set period of consecutive years as a KITAS holder, a foreign national may become eligible to apply for the KITAP, a five-year permanent stay permit.

A step-by-step covering each stage of **obtaining legal residency** in Indonesia is presented in a separate, in-depth resource. Access the guide [here](#).

# NEXT STEP

With a multidisciplinary team of legal experts, tax consultants, and notarial professionals, **we provide tailored solutions** that align with each client's specific needs and objectives. Whether managing company incorporation, securing permits, or ensuring regulatory compliance, our services are structured to minimize risk, streamline execution, and support long-term success.

Explore how we can assist you:

→ [RPTKA Service](#)

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→ [Temporary and Permanent Stay Permit](#)

For more information or assistance, please [contact us](#) directly or visit our [official website](#).

# SOURCES

- Ministry of Manpower, Republic of Indonesia
- Directorate General of Immigration, Republic of Indonesia
- Indonesia Investment Coordinating Board (BKPM)
- Government Regulation No. 34 of 2021 on Use of Foreign Workers
- Law No. 6 of 2011 on Immigration

# GET IN TOUCH WITH US



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