

MURZAL AND PARTNERS LAW FIRM

# VESSEL STAY PERMIT

ITAS Dahsuskim





# Legal Basis

- LAW NO. 6 OF 2011 ON IMMIGRATION;
- REGULATION OF THE MINISTER OF LAW AND HUMAN RIGHTS NUMBER 27 OF 2014 REGARDING TECHNICAL PROCEDURE FOR THE GRANTING, EXTENSION, REJECTION, CANCELLATION AND EXPIRATION OF VISIT STAY PERMIT, LIMITED STAY PERMIT AND PERMANENT STAY PERMIT AS WELL AS EXEMPTIONS FROM THE REQUIREMENT OF A STAY VISIT AS AMENDED BY REGULATION OF THE MINISTER OF LAW AND HUMAN RIGHTS NUMBER 21 OF 2018 REGARDING AMENDMENT TO REGULATION OF THE MINISTER OF LAW AND HUMAN RIGHTS NUMBER 27 OF 2014 REGARDING TECHNICAL PROCEDURE FOR THE GRANTING, EXTENSION, REJECTION, CANCELLATION AND EXPIRATION OF VISIT STAY PERMIT, LIMITED STAY PERMIT AND PERMANENT STAY PERMIT AS WELL AS EXEMPTIONS FROM THE REQUIREMENT OF A STAY VISIT;
- REGULATION OF MINISTER OF MANPOWER NO. 8 REGARDING THE IMPLEMENTING REGULATION OF GOVERNMENT REGULATION 34 OF 2021 ON THE EMPLOYMENT OF FOREIGN WORKERS



Referring to Article 1 paragraph 21, the definition of ITAS DAHSUSKIM is :

Limited Stay Permit for Foreigners who working in Indonesian territorial waters, hereinafter referred to as Vessel Limited Stay Permit, is a Limited Stay Permit granted to the captain, crew, or foreign experts working on ships or floating equipment, installations operating in the territory of the Republic of Indonesia, Indonesian waters and Indonesian jurisdictions in accordance with the provisions of laws and regulations.

# Who Can Receive This Type of Visa?

BASED ON THE ARTICLE 41 PARAGRAPH (1)



Skipper/Ship  
Captain



Ship Crew



Experts who are  
working on the  
Ship



Foreigners who  
are working on the  
Ship

# Purposes of ITAS Dahsuskim

ARTICLE 43 PARAGRAPH (2)

SUPERVISE THE QUALITY OF  
GOODS OR PRODUCTION;

TO DO INSPECTION OR AUDIT

TO DO AFTER-SALES SERVICE;

INSTALLING AND REPAIRING  
MACHINES;

PERFORM NON-PERMANENT WORK  
IN THE CONTEXT OF CONSTRUCTION;  
OR

CARRY OUT EMERGENCY AND  
URGENT WORK IN THE TERRITORIAL  
WATERS AND JURISDICTION OF  
INDONESIA.

# The process to get the visa

## STEP 1

Recommendation of ITAS Dahsuskim.

The recommendation will be obtained from the Directorate General Immigration.

The process will take around 5 working days.

## STEP 2

Enter Indonesia

The ship members enter Indonesia, whether from the sea (Seaport) or from Land (Airport).

## STEP 3

Pra-Immigration Checkpoint

The Members are required to do the Pra-Immigration Checkpoint at the airport or seaport.

## STEP 4

ITAS Dahsuskim

Once the Pra-Immigration Checkpoint process is completed.

The members are required to process the ITAS Dahsuskim at the Local Immigration where the ship docks.

# The Process To Get the Visa

## STEP 5

RPTKA  
(Expatriate Manpower  
Utilization Plan)

The Members are  
required to obtain the  
RPTKA.

## STEP 6

Notifikasi  
(Work Permit)

Once the RPTKA  
process is completed.  
the members are  
required to process the  
Work Permit.

## STEP 7

STM  
(Police Report)

the members are  
required to process  
and report their status  
in Indonesia to  
Indonesian Police Head

## STEP 8

SKTT  
(Residence/Domicile  
Permit)

The last, process the  
Residence/Domicile  
Permit to Registration  
Office

# Document Requirements for ITAS Dahsuskim

## ARTICLE 45 PARAGRAPH (5)

- Sponsorship from the ship company;
- Letter of agency for ship, floating equipment, or installation;
- The list of foreign crew members or a list of foreign experts who issued by government agencies;
- The Passport or Travel Document which is still valid.
- Letter of recommendation from the relevant agency in accordance with its authority; and
- Power of attorney (POA)





# Company Document Requirements for WORK PERMIT DAHSUSKIM

- Company's deed (Deed of Establishment) and its last amendment (if any);
- Decree of Minister of Law and Human Rights and its last amendment (if any);
- Company Domicile Certificate issued by the Local Village;
- Tax Identification Number (Tax ID);
- Company Registration Certificate or Single Business Number (NIB) issued by OSS;
- Business license issued by BKPM or Business license issued by OSS;
- Location Permit/License issued by OSS;
- Mandatory Manpower Report;
- Company organization chart indicating expatriate name and position which will be applied in the company;
- ID Card / KTP, Family Card, Tax ID, and Company Badge of the authorized person of the Company who is authorized to sign any related immigration matters, e.g. Director; and
- Visa Online and Work Permit Account.



# Personal Document Requirements for WORK PERMIT DAHSUSKIM

- Passport of the expatriate
- Digital Photograph of the expatriate (4 cm x 6 cm)
- Proof of Health Insurance of the expatriate
- Curriculum Vitae or Resume
- Reference Letter from Previous Company
- Bank Statements last 3 months
- Highest education degree (ie. Bachelor's degree, Master's degree) of the expatriate
- Work Contract of the expatriate
- Job Description (150 - 800 characters)



**TERM OF VESSEL LIMITED STAY PERMIT**  
**ARTICLE 44 PARAGRAPH (1)**

**THE VESSEL LIMITED STAY PERMIT VALID  
FOR:**

- 12 MONTHS (1 YEAR); OR
- 6 MONTHS.

**RENEWABLE**





# MNIP

# MURZAL & PARTNERS

INDONESIAN LEGAL AND IMMIGRATION CONSULTANTS

## CONTACT DETAILS

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