

REGULATION OF THE MINISTER OF MANPOWER OF  
THE REPUBLIC OF INDONESIA  
NUMBER 4 OF 2019  
ON  
AMENDMENT TO THE REGULATION OF THE MINISTER OF MANPOWER  
NUMBER 18 OF 2017 ON PROCEDURES FOR COMPANY'S ONLINE  
MANDATORY MANPOWER REPORTS

BY THE BLESSINGS OF ALMIGHTY GOD

MINISTER MANPOWER OF THE REPUBLIC OF INDONESIA,

- Considering :
- a. that in order to implement Government Regulation Number 24 of 2018 on Electronic Integrated Business Licensing Service requires the integration between mandatory manpower reporting system and online single submission system;
  - b. that the regulation concerning procedures for company's mandatory manpower reports is the implementation of provisions of Article 9 of Law Number 7 of 1981 on Mandatory Manpower Reports;
  - c. that based on consideration as referred to in point a and point b, it is necessary to issue the Regulation of the Minister of Manpower on Amendment to Regulation of the Minister of Manpower Number 18 of 2017 on Procedures for Company's Online Mandatory Manpower Reports;

- Observing :
1. Law Number 39 of 2008 on State Ministry (State Gazette of the Republic of Indonesia of 2008 Number 166, Supplement to State Gazette of the Republic of Indonesia Number 4916);

2. Law Number 7 of 1981 on Mandatory Manpower Reports (State Gazette of the Republic of Indonesia of 1981 Number 39, Supplement to State Gazette of the Republic of Indonesia Number 3201);
3. Government Regulation Number 24 of 2018 on Electronic Integrated Business Licensing Service (State Gazette of the Republic of Indonesia of 2018 Number 90, Supplement to State Gazette of the Republic of Indonesia Number 6215
4. Presidential Regulation Number 18 of 2015 on Ministry of Manpower (State Gazette of the Republic of Indonesia of 2015 Number 15);
5. Regulation of the Minister of Manpower Number 8 of 2015 on Procedures for Preparing Draft Law, Draft Government Regulation and Draft Presidential Regulation and the Draft Ministerial Regulation Making in the Ministry of Manpower (State Bulletin of the Republic of Indonesia of 2015 Number 411);
6. Regulation of the Minister of Manpower Number 13 of 2015 on Organization and Work Procedures of Ministry of Manpower (State Bulletin of Republic of Indonesia of 2015 Number 622) as amended by Regulation of the Minister of Manpower Number 8 of 2018 on Amendment to Regulation of the Minister Manpower Number 13 of 2015 on Organization and Work Procedures of Ministry of Manpower (State Bulletin of the Republic of Indonesia of 2018 Number 750);

HAS DECIDED:

To issue : REGULATION OF THE MINISTER OF MANPOWER ON AMENDMENT TO THE REGULATION OF THE MINISTER OF MANPOWER NUMBER 18 OF 2017 ON PROCEDURES FOR COMPANY'S ONLINE MANDATORY MANPOWER REPORTS.

Article 1

Several provisions in the Regulation of the Minister of Manpower Number 18 of 2017 on Company's Online

Mandatory Manpower Reports (State Bulletin of the Republic of Indonesia of 2017 Number 1540) are amended as follows:

1. Between number 4 and number 5 of Article 1 are inserted 2 (two) numbers , namely number 4a and 4b, Article 1 to be read as follows:

#### Article 1

In this Ministerial Regulation:

1. Employer means:
  - a. an individual, a partnership or legal entity that implement their owned companies;
  - b. An individual, a partnership or legal entity that independently runs a non-self-owned companies; and
  - c. An individual, a partnership or legal entity located in Indonesia and representing companies as referred to in point a and point b that is domiciled outside the territory of Indonesia.
2. Company means:
  - a. Every form of business, which is either a legal entity or not, which is owned by an individual, a partnership or a legal entity that is either privately owned or State owned, which employs workers/labourers by paying them wage or other forms of rewards;
  - b. social entity and other entities that have Leader and employ other people by paying wage or other forms of rewards.
3. Leader means person who has the task of directly leading a workplace or their stand-alone division.
4. Labour Inspector Officer hereinafter referred to as Labour Inspector means a Civil Servant appointed and assigned in the functional position as Labour Inspection to supervise and enforce the implementation of legislation in the field of manpower.

- 4a. Electronic Integrated Business Licensing or Online Single Submission hereinafter referred to as OSS means a business license issued by OSS institution for and on behalf of minister, head of institution, governor or regent/mayor to Employer through electronic integrated system.
- 4b. Business Identification Number (*Nomor Induk Berusaha*) hereinafter referred to as NIB means Employer's identity issued by OSS institution after Employer has been registered.
5. Company Establishment means since the Company carries out Company's physical activity and/or obtained license.
6. Termination of Company means termination of Company's business activity for no more than one year but not for the purpose of dissolving the Company, whether out of free will or in accordance with prevailing legislation.
7. Reopening of Company means reopening business activity after the Company has been terminated.
8. Transfer of Company means transferring the domicile and/or location of the Company or its ownership.
9. Dissolution of Company means terminating the Company's business activity forever.
10. Ministry means ministry that organizes governmental affairs in the field of manpower.
11. Director General means director general in charge of manpower supervision.
12. Provincial Office means office that administering governmental affairs in the field of manpower in provincial area.
13. Regency/Municipal Office means office administering government affairs in the field of manpower in regency/municipal area.
14. Minister means minister administering government affairs in the field of manpower.

2. Between Article 5 and Article 6, is inserted 1 (one) article namely Article 5A, to read as follows:

Article 5A

- (1) For the first manpower reporting, Employer inputs its data through OSS system in *http://oss.go.id*;
- (2) In the event that data input as referred to in section (1) has been completed with correct information, Employer receives NIB which also becomes the company's mandatory manpower report number.
- (3) For mandatory reporting in the next period, Employer conduct online reporting through company's mandatory manpower reporting system in *http://wajiblapor.kemnaker.go.id*.

3. The provisions of Article 16 are amended to read as follows:

Article 16

The administration of mandatory manpower reporting network and database which is integrated with OSS system is carried out by Manpower Planning and Development Board through Center of Manpower Data and Information.

Article II

This Ministerial Regulation comes into force on the date of its promulgation.

In order that every person may know hereof, it is ordered to promulgate this Ministerial Regulation by its placement in the State Bulletin of the Republic of Indonesia.

Issued in Jakarta  
on 26 April 2019

MINISTER OF MANPOWER OF  
THE REPUBLIC OF INDONESIA

Signed

M. HANIF DHAKIRI

Promulgated in Jakarta  
on 26 April 2019

DIRECTOR GENERAL OF LEGISLATION  
OF MINISTRY OF LAW AND HUMAN RIGHTS  
OF THE REPUBLIC OF INDONESIA,

Signed

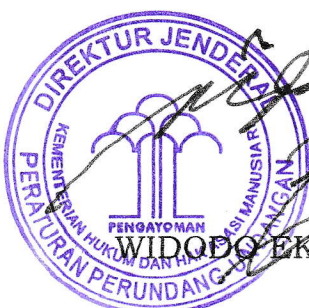
WIDODO EKATJAHJANA

STATE BULLETIN OF THE REPUBLIC OF INDONESIA OF 2019 NUMBER 463

Jakarta, 28 August 2019

Has been translated as an Official Translation  
on behalf of Minister of Law and Human Rights  
of the Republic of Indonesia

DIRECTOR GENERAL OF LEGISLATION,



WIDODO EKATJAHJANA