REGULATION OF THE MINISTER OF INDONESIAN MIGRANT WORKERS PROTECTION/ INDONESIAN MIGRANT WORKERS PROTECTION BOARD OF THE REPUBLIC OF INDONESIA
NUMBER 4 OF 2026
ON
PLACEMENT COOPERATION AGREEMENTS, AGENCY AGREEMENTS, BUSINESS PARTNER REQUIREMENTS, AND VERIFICATION OF BUSINESS PARTNERS, EMPLOYERS, OR PRINCIPALS, AS WELL AS REQUEST LETTER FOR INDONESIAN MIGRANT WORKERS

BY THE GRACE OF ALMIGHTY GOD

THE MINISTER OF INDONESIAN MIGRANT WORKERS PROTECTION/
THE HEAD OF INDONESIAN MIGRANT WORKERS PROTECTION BOARD OF THE REPUBLIC OF INDONESIA,

Considering : a. that as an effort to provide protection to Indonesian migrant workers and to ensure that business partners, employers, and principals fulfill the rights of Indonesian migrant workers, it is necessary to regulate placement cooperation agreements, agency agreements, business partner requirements, and verification of business partners, employers, or principals, as well as request letter for Indonesian migrant workers;

b. that based on consideration as referred to in subparagraph a, and to implement the provisions of Article 95 paragraph (2) of Government Regulation Number 59 of 2021 on the Implementation of Indonesian Migrant Workers Protection, it is necessary to issue a Regulation of the Minister of Indonesian Migrant Workers Protection/Indonesian Migrant Workers Protection Board on Placement Cooperation Agreements, Agency Agreements, Business Partner Requirements, and Verification of Business Partners, Employers, or Principals, as well as Request Letter of Indonesian Migrant Workers;

Having regard to : 1. Article 17 paragraph (3) of the 1945 Constitution of the Republic of Indonesia;

2. Law Number 39 of 2008 on State Ministries (State Gazette of the Republic of Indonesia Year 2008 Number 166, Supplement to the State Gazette of the Republic of Indonesia Number 4916) as amended by Law Number 61 of 2024 on Amendment to Law Number 39 of 2008 on State Ministries (State Gazette of the Republic of Indonesia Year 2024 Number 225, Supplement to the State Gazette of the Republic of Indonesia Number 6994);

3. Law Number 18 of 2017 on Protection of Indonesian Migrant Workers (State Gazette of the Republic of Indonesia Year 2017 Number 242, Supplement to the State Gazette of the Republic of Indonesia Number 6141) as amended by Law Number 6 of 2023 on Enactment of Government Regulation in Lieu of Law Number 2 of 2022 on Job Creation to Become Law (State Gazette of the Republic of Indonesia Year 2023 Number 41, Supplement to the State Gazette of the Republic of Indonesia Number 6856);
4. Government Regulation Number 59 of 2021 on Implementation of Indonesian Migrant Worker Protection (State Gazette of the Republic of Indonesia Year 2021 Number 94, Supplement to the State Gazette of the Republic of Indonesia Number 6678);
5. Government Regulation Number 22 of 2022 on Placement and Protection of Migrant Commercial Vessel Crews and Migrant Fishing Vessel Crew (State Gazette of the Republic of Indonesia Year 2022 Number 132, Supplement to the State Gazette of the Republic of Indonesia Number 6799);
6. Presidential Regulation Number 165 of 2024 on Ministry of Indonesian Migrant Workers Protection (State Gazette of the Republic of Indonesia Year 2024 Number 361);
7. Presidential Regulation Number 166 of 2024 on Indonesian Migrant Workers Protection Board (State Gazette of the Republic of Indonesia Year 2024 Number 362);
8. Regulation of the Minister of Indonesian Migrant Workers Protection/Indonesian Migrant Workers Protection Board Number 1 of 2024 on Organization and Work Procedures of the Ministry of Indonesian Migrant Workers Protection/Indonesian Migrant Workers Protection Board (Official Gazette f the Republic of Indonesia Year 2024 Number 975);

HEREBY DECIDES:

To issue : REGULATION OF THE MINISTER OF INDONESIAN MIGRANT WORKERS PROTECTION/INDONESIAN MIGRANT WORKERS PROTECTION BOARD OF THE REPUBLIC OF INDONESIA ON PLACEMENT COOPERATION AGREEMENTS, AGENCY AGREEMENTS, BUSINESS PARTNER REQUIREMENTS, AND VERIFICATION OF BUSINESS PARTNERS, EMPLOYERS, OR PRINCIPALS, AS WELL AS REQUEST LETTERS FOR INDONESIAN MIGRANT WORKERS.

CHAPTER I
GENERAL PROVISIONS

Article 1

In this Ministerial/Board Regulation:

1. Prospective Indonesian Migrant Worker means any Indonesian worker who fulfils the criteria as a job seeker who will work abroad and has been registered in regency/municipal government institution responsible for manpower affairs.

2. Indonesian Migrant Worker means any Indonesian citizen who will work, currently works, or has done a work for wage outside the territory of the Republic of Indonesia.
3. Migrant Commercial Vessel Crew means an Indonesian Migrant Worker who works or being employed on Foreign-Flag Commercial Vessel by the vessels' owners or operators to carry out tasks on board according to their positions stated in the vessel's logbook.
4. Migrant Fishing Vessel Crew means an Indonesian Migrant Worker who works or being employed on a foreign-flag fishing vessel by the vessel's owner or operator to carry out tasks on board according to their position stated in the vessel's logbook.
5. Indonesian Migrant Workers Placement Agency means a business entity that is legally incorporated as a limited liability company that has obtained a written permit from the central government to operate the placement service of Indonesian Migrant Workers.
6. Employer means a government institution, a government legal entity, a private legal entity, and/or individual in the destination country that employs Indonesian Migrant Workers.
7. Business Partner means an institution and/or business entity that is legally incorporated in the destination country that is responsible to place Indonesian Migrant Workers to employers.
8. Principal means service users of Migrant Commercial Vessel Crews and Migrant Fishing Vessel Crews who have position as vessel owner or vessel operator who employs Migrant Commercial Vessel Crews and Migrant Fishing Vessel Crews.
9. Placement Cooperation Agreement means a written agreement between P3MI and Business Partner or Employer that contains the rights and obligations of each party in the placement and protection of Indonesian Migrant Workers in the destination country.
10. Agency Agreement means a written agreement between P3MI and an Employer or Principal that sets forth the rights and obligations of each party for the placement and protection purpose of Migrant Commercial Vessel Crews or Migrant Fishing Vessel Crews in the country of placement.
11. Employment Contract means a written agreement between Indonesian Migrant Worker and Employer that contains terms of employment, rights, and obligations of each party, as well as security and safety assurance during working in accordance with the laws and regulation.
12. Request Letter for Indonesian Migrant Workers means a letter of request for Indonesian Migrant Workers from Business Partner or prospective Employer addressed to the placement operator containing a request for Indonesian Migrant Workers, including number, position, qualification, condition, and certain work requirements.
13. Computerized System for the Protection of Indonesian Migrant Workers (*Sistem Komputerisasi Pelindungan Pekerja Migran Indonesia*), hereinafter referred to as SiskoP2MI, means an administrative service system for the placement of Indonesian Migrant Workers.
14. Authorized Official means labour attaché, appointed foreign affairs official, or local worker who has competency and has been assigned oleh Head of the Indonesian

Missions abroad or Indonesian Economic and Trade Office in Taipei.

15. Ministry of Indonesian Migrant Workers Protection (*Kementerian Pelindungan Pekerja Migran Indonesia*) hereinafter referred to as KP2MI means the ministry administering governmental sub-affairs of Indonesian Migrant Worker protection constituting the scope of government affairs in the field of manpower.
16. Indonesian Migrant Worker Protection Board (*Badan Pelindungan Pekerja Migran Indonesia*) hereinafter abbreviated to BP2MI means a non-ministerial government board implementing governmental duties in the field of Indonesian Migrant Worker protection.
17. Indonesian Missions Abroad, hereinafter referred to as Indonesian Missions, means the diplomatic and consular representatives of the Republic of Indonesia who officially represent and strive for the interests of the nation, country, and government of the Republic of Indonesia in the destination country or in an international organization.
18. Indonesian Economic and Trade Office (*Kantor Dagang dan Ekonomi Indonesia*), hereinafter abbreviated to KDEI, means a non-governmental economic agency domiciled in Taipei.
19. Technical Implementing Unit of KP2MI/BP2MI, hereinafter referred to as UPT KP2MI/BP2MI, means a technical implementing unit of KP2MI/BP2MI conducting technical-operational duties and/or certain supporting technical duties of KP2MI/BP2MI in accordance with the provisions of laws and regulation.
20. Minister means the minister administering governmental sub-affairs of Indonesian Migrant Worker protection, constituting the scope of government affairs in the field of manpower.
21. Head means the head administering government duties in the field of Indonesian Migrant Workers protection.

CHAPTER II
PLACEMENT COOPERATION AGREEMENTS AND AGENCY AGREEMENTS

Article 2

(1) P3MI that places Indonesian Migrant Workers must have a Placement Cooperation Agreement with a Business Partner or Employer.
(2) P3MI that places Indonesian Migrant Workers as Migrant Commercial Vessel Crews and Migrant Fishing Vessel Crews must have an Agency Agreement with the Employer or Principal.
(3) The Placement Cooperation Agreement between P3MI and Business Partners as referred to in paragraph (1) is carried out in accordance with the criteria set by the Minister/Head.
(4) The Placement Cooperation Agreement and Agency Agreement as referred to in paragraphs (1) and (2) at least contain:
    a. name of Business Partner, Employer, or Principal;
    b. name of P3MI;
    c. type of work;
    d. wages or salary;
    e. rights and obligations or duties and responsibilities;
    f. Financing in the placement process;

g. period; and
h. dispute Settlement.

(5) In addition to containing the provisions as referred to in paragraph (4), the Agency Agreement also contains a request for Indonesian Migrant Workers as Migrant Commercial Vessel Crews or Migrant Fishing Vessel Crews based on qualifications and position.

(6) The Placement Cooperation Agreement and Agency Agreement as referred to in paragraph (1) are valid for a maximum period of five (5) years.

Article 3

(1) The Placement Cooperation Agreement and Agency Agreement as referred to in Article 2 must be made in two (2) languages, which are Indonesian and English.

(2) In addition to the languages as referred to in paragraph (1), the Placement Cooperation Agreement and Agency Agreement may also be made in the official language of the country/region of placement or any language that can be understood by the Business Partner, Employer, or Principal.

Article 4

Placement Cooperation Agreement and Agency Agreement must be endorsed by an Authorized Official.

Article 5

(1) Application for endorsement of the Placement Cooperation Agreement and Agency Agreement as referred to in Article 4 is made by:
a. Business Partner or Employer for Placement Cooperation Agreement; or
b. P3MI for Agency Agreement.

(2) The application for endorsement as referred to in paragraph (1) is addressed to the Indonesian Missions or KDEI by:
a. non-electronic; or
b. electronic.

(3) The non-electronic application as referred to in paragraph (2) subparagraph a is made directly to Indonesian Missions or KDEI.

(4) The electronic application as referred to in paragraph (2) subparagraph b is done through Sisko P2MI or an electronic system integrated with Sisko P2MI.

Article 6

(1) Application for endorsement of the Placement Cooperation Agreement by the Business Partner as referred to in Article 5 paragraph (1) subparagraph a by attaching:
a. mandatory documents, including:
1. a copy of a valid business license for foreign worker recruitment activities;
2. company profile;
3. a letter of appointment of administrators assigned as the person in charge; and
4. a statement letter of the submitted document authenticity; and
b. other documents and/or other supporting requirements based on the needs of Indonesian Missions or KDEI in accordance with the provisions of the national and the country/region of placement.

(2) The other documents and/or supporting documents as referred to in paragraph (1) subparagraph b include:
   a. copy of the identity of the person in charge;
   b. a statement letter from the person in charge not being sentenced to imprisonment under a court decision that has permanent legal force for committing a crime that is punishable by imprisonment; and/or
   c. other supporting documents and/or other requirements based on the needs of Indonesian Missions or KDEI in accordance with the provisions of the national and the country/region of placement.

(3) The format of the letter of appointment of the administrators assigned as the person in charge as referred to in paragraph (1) subparagraph a point 3 is set out in the Annex as an integral part of this Ministerial/Board Regulation.

(4) The format of the statement letter of the submitted document authenticity as referred to in paragraph (1) subparagraph a point 4 is set out in the Annex as an integral part of this Ministerial/Board Regulation.

(5) The format for the statement letter of the person in charge not being sentenced to imprisonment as referred to in paragraph (2) subparagraph b is set out in the Annex as an integral part of this Ministerial/Board Regulation.

Article 7

(1) Application for endorsement of the Placement Cooperation Agreement by the Employer as referred to in Article 5 paragraph (1) subparagraph a may be made by the Employer:
   a. government agency;
   b. government/private legal entity; or
   c. individual.

(2) The Employer as referred to in paragraph (1) submits the endorsement of the draft Placement Cooperation Agreement by attaching the mandatory documents and supporting documents.

(3) The individual Employer as referred to in paragraph (1) subparagraph c may submit an endorsement of the draft Placement Cooperation Agreement in accordance with the provisions of laws and regulations.

Article 8

(1) The mandatory documents for the Employer of a government agency as referred to in Article 7 paragraph (1) subparagraph a are in the form of a letter of assignment or power of attorney as the person in charge for the Employer of a government agency.

(2) Supporting documents for the Employer of a government agency as referred to in Article 7 paragraph (1) subparagraph a consist of:
   a. copy of the employee's identity card for the person in charge; and
   b. other supporting documents and/or other requirements based on the needs of Indonesian Missions or KDEI in accordance with the provisions of the national and the country/region of placement.

(3) The format of the letter of assignment as the person in charge of the Employer of a government agency as referred to in paragraph (1) is set out in the Annex as an integral part of this Ministerial/Board Regulation.

Article 9

(1) The mandatory documents for the Employer of governmental/private legal entity as referred to in Article 7 paragraph (1) subparagraph b consist of:
   a. valid business license or other prevailing equivalent documents;
   b. company profile; and
   c. letter of appointment of administrator assigned as the person in charge of the government/private legal entity.

(2) The supporting documents for the Employer of government/private legal entity as referred to in Article 7 paragraph (1) subparagraph b include:
   a. copy of the employee's identity card of the person in charge;
   b. a certificate from an authorized agency related to criminal acts or banking violations; and
   c. other supporting documents and/or other requirements based on the needs of Indonesian Missions or KDEI in accordance with the provisions of the national and the country/region of placement.

(3) The format for the letter of appointment of administrators assigned as the person in charge of the government/private legal entity as referred to in paragraph (1) subparagraph c is set out in the Annex as an integral part of this Ministerial/Board Regulation.

Article 10

(1) The mandatory documents for individual Employer as referred to in Article 7 paragraph (1) subparagraph c include:
   a. Employer's identity;
   b. valid taxpayer identity in the country/region of placement;
   c. a certificate from the authorized agency related to criminal acts or banking violations;
   d. a statement letter containing a willingness to:
      1. register the Indonesian Migrant Workers in insurance/social security membership in the country/region of local placement;
      2. facilitate the account opening on behalf of Indonesian Migrant Workers in the country/region of placement;
      3. pay wages or salaries to Indonesian Migrant Workers; and
      4. provide adequate housing for Indonesian Migrant Workers.

(2) In addition to the mandatory documents as referred to in paragraph (1), supporting documents required by the country/region of placement may be attached.

Article 11

(1) The application for endorsement of the Agency Agreement as referred to in Article 5 paragraph (1) subparagraph b, by attaching mandatory documents shall include:
   a. a letter of appointment endorsed by Indonesian Missions or KDEI for Employer or Principal domiciled abroad;
   b. a certificate of registration with an authorized institution or agency in each country, and shall be

endorsed by Indonesian Missions or KDEI for Employers or Principals domiciled abroad;
c. collective labor agreement;
d. power of attorney to act on behalf of the Principal for the placement of Migrant Commercial Vessel Crews shall be endorsed by Indonesian Missions for Employer or Principal domiciled abroad; and
e. a copy of the draft seafarer's Employment Agreement from Employer or Principal.

(2) In addition to the mandatory documents as referred to in paragraph (1), supporting documents required by the country/region of placement may be attached.

Article 12

(1) Based on the application for endorsement as referred to in Article 5 paragraphs (1) and (2), an Authorized Official carries out verification.
(2) The verification as referred to in paragraph (1) is carried out on:
a. draft Placement Cooperation Agreement and Agency Agreement; and
b. completeness of required documents.
(3) The verification of the required documents as referred to in paragraph (2) subparagraph b is carried out in the following manner:
a. checking via the official website of the ministry/institution/authority in the country/region where the placement is taking place;
b. coordinating with ministries/institutions/authorities in the destination country/region, both online and offline; and
c. field verification, if necessary.
(4) Where the prospective Employer has registered with Indonesian Missions or KDEI or is currently and/or has previously employed Indonesian Migrant Workers or foreign workers, the Authorized Official, in addition to carrying out verification as referred to in paragraph (3), may also assess:
a. realization of the implementation of the Employment Contract or seafarer's Employment Agreement; and
b. responsibility in resolving employment cases.
(5) Where Business Partner or Principal has been registered as having a Placement Cooperation Agreement or Agency Agreement at Indonesian Missions or KDEI, and if they are currently or have previously employed Indonesian Migrant Workers or foreign workers, the Authorized Official, in addition to carrying out verification, must assess:
a. realization of the implementation of the Placement Cooperation and Agency Agreement, as well as responsibility for the Indonesian Migrant Workers who are placed; and
b. responsibility in resolving cases of Indonesian Migrant Workers or foreign workers who are placed.

Article 13

In addition to the verification as referred to in Article 12, the Authorized Official must also take into account:
a. Business Partner, Employer, or Principal is not on the list of problematic Business Partners, Employers, or Principals; and

b. P3MI is not currently subject to administrative sanctions in the form of:
   1. temporary suspension of some or all business activities; or
   2. SIP3MI revocation.

Article 14

(1) The results of the verification as referred to in Articles 12 and 13 are in the form of:
   a. the application is declared complete and meets the requirements; or
   b. the application is declared incomplete and/or does not meet the requirements.
(2) Where the verification results are declared complete and meet the requirements as referred to in paragraph (1) subparagraph a, the Authorized Official conducts endorsement the Placement Cooperation Agreement or Agency Agreement.
(3) Where the verification results are declared incomplete and/or do not meet the requirements as referred to in paragraph (1) subparagraph b, the application will be returned to the applicant accompanied by the reasons for rejection.
(4) Endorsement of the Placement Cooperation Agreement or Agency Agreement in the form of a signature and wet stamp "Verified" and/or electronic signature and/or barcode.
(5) The format and example of the signature and wet stamp "Verified" and/or electronic signature and/or barcode as referred to in paragraph (4) are set out in the Annex as an integral part of this Ministerial/Board Regulation.

Article 15

The endorsement processes of the Placement Cooperation Agreement and Agency Agreement as referred to in Articles 12 to 14 is carried out within a maximum period of seven (7) workdays in accordance with the work days applicable in the country/region of placement from the date the application is received.

CHAPTER III
BUSINESS PARTNER REQUIREMENTS AND VERIFICATION OF BUSINESS PARTNERS, EMPLOYERS, OR PRINCIPALS

Article 16

(1) Business Partner, Employer, or Principal who will cooperate on the placement of Indonesian Migrant Workers with P3MI must be registered in the list of Business Partners, Employers, or Principals at Indonesian Missions or KDEI.
(2) Employer or Principal who will employ individual Indonesian Migrant Workers must be registered on the list of Business Partners, Employers, or Principals at Indonesian Missions or KDEI.
(3) The Business Partner, Employer, or Principal, as referred to in paragraph (1) must register with Indonesian Missions or KDEI and undergo verification.
(4) The registration and verification as referred to in paragraph (3) are carried out simultaneously with the submission of the Placement Cooperation Agreement for endorsement.
(5) The verification process for Business Partner or Employer, as referred to in paragraph (3), applies mutatis mutandis

to the verification process as referred to in Article 12 and the required documents for Business Partners or Employers as referred to in Articles 6 to 10.

(6) The verification process of Principal, as referred to in paragraph (3), applies mutatis mutandis to the verification process as referred to in Article 12 and the Employer's required documents as referred to in Articles 9 and 10.

(7) An Authorized Official registers and verifies Employer or Principal who will employ individual Indonesian Migrant Workers based on the application for the endorsement of Employment Contract.

(8) An Authorized Official enters Business Partner, Employer, or Principal who has been registered and verified as referred to in paragraphs (6) and (7) into the list of Business Partners, Employers, or Principals.

CHAPTER IV
REQUEST LETTER FOR INDONESIAN MIGRANT WORKERS

Article 17

(1) Request Letter for Indonesian Migrant Workers must first be endorsed through verification by an Authorized Official.

(2) The standard format for the Request Letter for Indonesian Migrant Workers as referred to in paragraph (1) is set out in the Annex as an integral part of this Ministerial/Board Regulation.

(3) Business Partner, Employer, or Principal submits an application of endorsement for the Request Letter for Indonesian Migrant Workers together with the application for endorsement of the Placement Cooperation Agreement or Agency Agreement.

(4) Application for endorsement of the Request Letter for Indonesian Migrant Workers as referred to in paragraph (2) is submitted to the Head of Indonesian Missions or the Head of KDEI by attaching the following requirements:
   a. Placement Cooperation Agreement;
   b. document regarding the Request Letter for Indonesian Migrant Workers;
   c. documents regarding the use of foreign workers in accordance with provisions of laws and regulations of the country/region of placement;
   d. draft Employment Contract between the Employer and Indonesian Migrant Workers; and
   e. other supporting documents and/or requirements stipulated by Indonesian Missions or KDEI.

(5) Employer or Principal submits an application for endorsement of the Request Letter for Indonesian Migrant Workers as Migrant Commercial Vessel Crews and Migrant Fishing Vessel Crews to the Head of Indonesian Missions or the Head of KDEI by attaching the following requirements:
   a. Agency Agreement;
   b. Request Letter for Indonesian Migrant Workers;
   c. documents regarding the use of foreign workers in accordance with the provisions of laws and regulations of the country/region of placement;
   d. draft seafarer's Employment Agreement between Employer or Principal and Indonesian Migrant Workers; and

e. other supporting documents and/or other requirements stipulated by Indonesian Missions or KDEI.

(6) Where Business Partners, Employers, or Principals already have a Placement Cooperation Agreement or Agency Agreement, in addition to the documents as referred to in paragraph (3), they must also attach a Placement Cooperation Agreement or Agency Agreement that has been endorsed.

Article 18

(1) An Authorized Official verifies Request Letters for Indonesian Migrant Workers by:
   a. ensuring that the quota requested by Indonesian Migrant Workers is not greater than the quota given by the relevant authorities to Business Partners or prospective Employers;
   b. ensuring that sectors and types of positions are open and deemed safe for Indonesian Migrant Workers;
   c. reviewing the substance of the Indonesian Migrant Worker request documents, adjusted with the substance of the Placement Cooperation Agreement or Agency Agreement;
   d. reviewing the substance of the draft Employment Contract or seafarer's Employment Agreement, adjusted with:
      1. the substance of the request letter of Indonesian Migrant Workers and the substance of the Placement Cooperation Agreement or Agency Agreement documents;
      2. minimum standards for Employment Contracts or seafarers' Employment Agreements in accordance with the provisions of laws and regulations; and
      3. laws and regulations of the country/region where the placement is taking place, particularly in terms of work hours, wages or salaries, and other employment rights; and
   e. conducting field verification, if necessary, to ensure the domicile of Business Partner, prospective Employer, or prospective Principal, working conditions, workplace, work culture, and facilities to be provided by Business Partner, prospective Employer, or prospective Principal are in accordance with the Request Letter for Indonesian Migrant Workers.

(2) Where an application for endorsement of the Request Letter for Indonesian Migrant Workers is made by a Business Partner, in addition to the verification as referred to in paragraph (1), verification is also carried out on Employer.

(3) The verification as referred to in paragraph (1) is carried out against the checklist set out in the Annex as an integral part of this Ministerial/Board Regulation.

Article 19

(1) Indonesian Missions or KDEI provides a signature and wet stamp “Verified” and an electronic signature and/or barcode on behalf of Authorized Official on the Request Letter for Indonesian Migrant Workers if all requirements are met.

(2) The provisions of the granting of signature and wet stamp "Verified" and/or electronic signature and/or barcode as referred to in paragraph (1) apply mutatis mutandis to the draft Employment Contract or draft seafarer's Employment Agreement.
(3) The verified original Request Letter for Indonesian Migrant Workers document is submitted to the applicant and KP2MI/BP2MI.
(4) The format and examples of the signature and wet stamp "Verified" and/or electronic signature and/or barcode as referred to in paragraph (1) are set out in the Annex as an integral part of this Ministerial/Board Regulation.

Article 20

The validity period of the Request Letter for Indonesian Migrant Workers is a maximum of fifteen (15) months from the date the Request Letter for Indonesian Migrant Workers is declared “Verified”.

Article 21

Indonesian Mission or KDEI delivers the Request Letter for Indonesian Migrant Workers, which has been endorsed to:
a. Business Partner;
b. Employer or Principal;
c. P3MI; and/or
d. KP2MI/BP2MI.

Article 22

(1) The endorsement process of the Request Letter for Indonesian Migrant Workers is carried out within a maximum period of seven (7) workdays in accordance with the workdays applicable in the country/region of placement, from the date of the application is received.
(2) Where the application for endorsement of the Request Letter for Indonesian Migrant Workers is being made at the same time as the application for endorsement of the Placement Cooperation Agreement or Agency Agreement as referred to in Article 17 paragraph (3), the endorsement process will be carried out within a maximum period of fourteen (14) work days in accordance with the work days applicable in the country/region of placement, from the date of the application is received.

Article 23

The provisions for verification of the Request Letter for Indonesian Migrant Workers as referred to in Articles 17 to 20 are exempted from the verification of the Request Letter for Indonesian Migrant Workers placed by KP2MI/BP2MI, if specifically regulated in a written agreement between the Government of the Republic of Indonesia and the government of the country/region of placement or an Employer that is legal entity in the country/region of placement.

CHAPTER V
MONITORING, EVALUATION, AND REPORTING

Article 24

(1) An Authorized Official carries out monitoring and evaluation of:
    a. Business Partner; and/or
    b. Employer or Principal.

(2) Monitoring and evaluation of Business Partners and Employers or Principals as referred to in paragraph (1), is carried out by means of an assessment to determine which Business Partners, Employers or Principals have been verified and/or problematic Business Partners, Employers or Principals.

Article 25

(1) Determination of a problematic Business Partner, Employer, or Principal, as referred to in Article 24 paragraph (2) is carried out if the Business Partner, Employer, or Principal:
   a. is proven to be committing a crime related to the placement and protection of Indonesian Migrant Workers;
   b. based on a decision by the competent authority, has problems related to the placement and protection of Indonesian Migrant Workers based on an assessment by Indonesian Missions or KDEI;
   c. violates the provisions of laws and regulations in the country/region of placement and the laws and regulations of the Republic of Indonesia concerning the placement and protection of Indonesian Migrant Workers; and/or
   d. fails to provide protection services to Indonesian Migrant Workers dealing with problems.

(2) Where a Business Partner, Employer, or Principal is designated as a problematic Business Partner, Employer, or Principal as referred to in paragraph (1), it does not eliminate their obligation to resolve problems related to the placement and protection of Indonesian Migrant Workers in the country/region of placement.

Article 26

Head of Indonesian Missions or the head of KDEI submits data on the names of verified and/or problematic Business Partners, Principals, or Employers every three (3) months or at any time if necessary to:
a. Minister/Head; and
b. minister administering government foreign affairs.

Article 27

Indonesian Missions or KDEI shall announce and update the list of verified and/or problematic Business Partners, Employers, or Principals every three (3) months or at any time if necessary.

Article 28

(1) Head of Indonesian Missions or the head of KDEI submits a routine report on the implementation of the endorsement of the Placement Cooperation Agreement, Agency Agreement, and verification of the Request Letter for Indonesian Migrant Workers to the Minister/Head and the minister administering government foreign affairs every three (3) months.

(2) A routine report format as referred to in paragraph (1) is set out in the Annex as an integral part of this Ministerial/Board Regulation.

CHAPTER VI
TRANSITIONAL PROVISIONS

Article 29

Upon the entry into force of this Ministerial/Board Regulation:

a. any Placement Cooperation Agreements or Agency Agreements that have been endorsed are declared to remain valid until the validity period of the Placement Cooperation Agreement or Agency Agreement ends; and
b. the Request Letter for Indonesian Migrant Workers who have been verified are declared to remain valid until the validity period of the Request Letter for Indonesian Migrant Workers ends.

CHAPTER VII
CLOSING PROVISIONS

Article 30

This Minister/Board Regulation shall enter into force on the date of its promulgation.

In order to make this Ministerial/Board Regulation known to the public, it is hereby ordered that it be promulgated by its publication in the Official Gazette of the Republic of Indonesia.

Issued in Jakarta
on 22 April 2026

MINISTER OF INDONESIAN MIGRANT WORKERS PROTECTION/HEAD OF INDONESIAN MIGRANT WORKERS PROTECTION BOARD OF THE REPUBLIC OF INDONESIA,

signed

MUKHTARUDIN

Promulgated in Jakarta
on 24 April 2026

DIRECTOR GENERAL OF
LEGISLATION OF
THE MINISTRY OF LAW
OF THE REPUBLIC OF INDONESIA,

signed

DHAHANA PUTRA

OFFICIAL GAZETTE OF THE REPUBLIC OF INDONESIA YEAR 2026 NUMBER 265

Prepared and issued as an official translation

Jakarta, 29 June 2026
DIRECTOR GENERAL OF LEGISLATION
FOR THE MINISTER OF LAW
OF THE REPUBLIC OF INDONESIA,

DHAHANA PUTRA

Official Translation Notice:
This English translation is provided for information and reference purposes only. In the event of any discrepancy, inconsistency, or ambiguity between the English version and the Indonesian version, the Indonesian version shall prevail.

ANNEX TO
REGULATION OF THE MINISTER OF INDONESIAN MIGRANT WORKERS PROTECTION/ INDONESIAN MIGRANT WORKERS PROTECTION BOARD OF THE REPUBLIC OF INDONESIA NUMBER 4 OF 2026 ON PLACEMENT COOPERATION AGREEMENTS, AGENCY AGREEMENTS, BUSINESS PARTNER REQUIREMENTS, AND VERIFICATION OF BUSINESS PARTNERS, EMPLOYER, OR PRINCIPALS, AS WELL AS REQUEST LETTERS FOR INDONESIAN MIGRANT WORKERS

A. FORMAT OF LETTER OF APPOINTMENT OF THE ADMINISTRATOR AS THE PERSON IN CHARGE IN THE BUSINESS PARTNER

Letter of Appointment of The Administrator Assigned
as The Person in Charge
of The Business Partner

LETTERHEAD & COMPANY LOGO

The undersigned
Name :
Designation :
Company Name :
Business license number :
In this case, acting for and on behalf of the First Party.

Name :
Designation :
Identity Number/Employee Identification Number :
In this case, acting for and on behalf of the Second Party.

The First Party now appoints the Second Party as an Employee of the Company (Company Name) as the person in charge of implementing the placement of Indonesian Migrant Workers.

The second party has responsibility to ensure to authenticity and validity of requirements documents submitted on the Placement Cooperation Agreement/Manning Agreement* (select one).

Thus, we make this letter of appointment truthfully and can be held accountable.

This Letter of Appointment is made and signed in_____on this day of month_____year_____.

First Party, Second Party,

(signature and company seal)

(Full Name) (Full Name)

B. FORMAT OF STATEMENT LETTER OF DOCUMENT AUTHENTICITY

Statement Letter of Document Authenticity

STATEMENT LETTER

The undersigned
Name :
Identity Number :
Address :

I hereby declare that all the documents I have submitted are true and valid in accordance with the laws.

Thus, I make this statement letter truthfully and can be held accountable.

City, date, month, year

(signature)

(Full Name)

C. FORMAT OF STATEMENT LETTER OF THE PERSON IN CHARGE NOT BEING SENTENCED TO IMPRISONMENT

Statement Letter of The Person in Charge Not Being Sentenced to Imprisonment

STATEMENT LETTER

The undersigned
Name :
Identity Number :
Address :

I hereby declare that I am not being sentenced to prison based on a court decision that has obtained permanent legal force for committing a criminal act.

Thus, I make this statement letter truthfully and can be held accountable.

City, date, month, year

(signature)

(Full Name)

D. FORMAT OF LETTER OF ASSIGNMENT AS THE PERSON IN CHARGE OF THE EMPLOYER OF A GOVERNMENT AGENCY

Letter of Assignment as The Person in Charge of The Employer of A Government Agency

LETTERHEAD & AGENCY LOGO

ASSIGNMENT LETTER

The undersigned

Name	:
Designation	:
Unit	:
Name of Agency	:
Employee Identification Number	:

Hereby assigns to:

Name	:
Designation	:
Unit	:
Name of Agency	:
Employee Identification Number	:

As the person in charge of (name of government agency) in implementing the Placement of Indonesian Migrant Workers.

City, date, month, year
Who assigns,

(signature and agency seal)

(Full Name)

E. FORMAT OF LETTER OF APPOINTMENT OF ADMINISTRATORS ASSIGNED AS THE PERSON IN CHARGE OF GOVERNMENT/PRIVATE LEGAL ENTITY

Letter of Appointment of Administrators Assigned as The Person in Charge of Government/Private Legal Entity

LETTERHEAD & COMPANY LOGO
APPOINTMENT LETTER

The undersigned

Name	:
Designation	:
Company Name	:
Business license number	:

In this case, act for and on behalf of the First Party

Name	:
Designation	:
Identity Number/Employee Identification Number	:

In this case acting for and on behalf of the Second Party.

The First Party now appoints the Second Party as an Employee of the Company (company name) to implement the placement of Indonesian Migrant Workers.

Thus, we make this appointment letter truthfully and can be held accountable.

This Letter of Appointment is made and signed in _____ on this day of _____ month _____ year ____.

First Party,	Second Party,
(signature and company seal)	
(Full Name)	(Full Name)

F. FORMAT OF STANDARD REQUEST LETTER FORMAT FOR INDONESIAN MIGRANT WORKERS

LETTERHEAD AND LOGO OF BUSINESS PARTNER/EMPLOYER IN THE COUNTRY/REGION OF PLACEMENT
JOB ORDER/DEMAND LETTER

Reference number: ....

Date : (date when JO Letter sent)
To : (Indonesian Migrant Worker placement operator (KP2MI/BP2MI or P3MI))
No SIP3MI : (for P3MI)
Address : (KP2MI/BP2MI or P3MI address in Indonesia)
Tel/Fax : (KP2MI/BP2MI or P3MI telephone/fax number)
PIC & MP : (person in charge of KP2MI/BP2MI or P3MI and mobile phone number)

Dear Sir/Madam,

Company ..... (name of incorporated Business Partner or Employer abroad), ... (country), requires to recruit worker(s) in one category/ several categories* for ..... (sector name) sector with positions, number of vacancies, salaries, terms and conditions given below, along with the job descriptions as attached.

NO	JOB TITLE/POSITION	PERIOD OF CONTRACT (Years)	BASIC SALARIES PER MONTH (Local Currency)	GENDER		NUMBER OF VACANCY
				MALE	FEMALE	
1.						
2.						
TOTAL						

Terms and Conditions:

Country of Employment	: ....., ... (the country of placement)
Place of Employment	: ..... (Province)
Working Hours	: 48 hours per week (8 hours per day, 6 days a week)
Weekly Day Off	: Minimum 1 day per week
Taxation	: As per Local Labor Law
Probation Period	: As per Local Labor Law
Over Time	: As per Local Labor Law
Airline Ticket	: One Way/ Round Trip (as per agreement between Business Partner with P3MI)
Annual leave	: ..... days (Paid by employer)
Sick leave	: Yes (As per Local Labor Law)
Public Holidays	: ..... days
Meal / Food	: ... times, provided by employer
Accommodation	: provided by employer (As per Local Labor Law)
Transportation	: provided by employer
Medical Facility	: provided by employer (As per Local Labor Law)

Insurance	:	provided by employer (As per Local Labor Law)
Visa	:	provided by the employing company
Age	:	... - ... years
Uniforms	:	provided by employer
Equipment	:	provided by employer
Recruitment Duration	:	..... months

Kindly arrange the recruitment of the above-mentioned categories at your earliest convenience. Thank you.

Yours faithfully,

.....

Director/HRD Manager

Attachment 1:

JOB TITLE/POSITION AND JOB DESCRIPTIONS

NO	JOB TITLE/POSITION	JOB DESCRIPTIONS	REQUIREMENT
1.		a.....	
		b.....	
		c.....	
		.....	
2.		a.	
		b.	
		c.	
		.....	
3.		a.....	
		b.....	
		c.....	
		.....	

Attachment 2:

JOB TITLE/POSITION AND JOB REQUIREMENT

NO	JOB TITLE/POSITION	REQUIREMENT
1.		a. Knowledges
		b. Experiences
		c. Technical Skills
		d. Certification
		e. Others
2.		a. Knowledges
		b. Experiences
		c. Technical Skills
		d. Certification
		e. Others
3.		a. Knowledges
		b. Experiences
		c. Technical Skills
		d. Certification
		e. Others

G. FORMAT OF CHECKLIST OF VERIFICATION DOCUMENT OF REQUEST LETTER FOR INDONESIAN MIGRANT WORKERS

1. BUSINESS PARTNER VERIFICATION

Mandatory Document			
No	Available	Valid	Document
1.	☐	☐	a copy of a valid business license for foreign worker recruitment activities
2.	☐	☐	Company profile
3.	☐	☐	Letter of appointment of administrators assigned as the person in charge of the Business Partner
4.	☐	☐	Statement letter of the submitted document authenticity
Supporting Documents			
1.	☐	☐	Copy of the identity of the person in charge of Business Partner
2.	☐	☐	A statement letter of the person in charge not being sentenced to imprisonment based on a court decision that has obtained permanent legal force for committing a crime punishable by imprisonment.
3.	☐	☐	Other supporting documents ……

2. PROSPECTIVE EMPLOYER VERIFICATION

a. Prospective Employer of Government Agency Mandatory Document			
No	Available	Valid	Document
1.	☐	☐	Letter of assignment or power of attorney as the person in charge for the Employer Government agency
Supporting Documents			
1.	☐	☐	Copy of the employee ID card of the person in charge
2.	☐	☐	Other supporting documents……

b. Prospective of Incorporated Government/Private Employer Mandatory Document			
No	Available	Valid	Document
1.	☐	☐	Valid business license or other equivalent documents
2.	☐	☐	Company profile
3.	☐	☐	Letter of appointment of administrators assigned as the person in charge of the government/private legal entity
Supporting Documents			
1.	☐	☐	Copy of the employee ID card of the person in charge
2.	☐	☐	a certificate from an authorized agency related to banking crimes or violations
3.	☐	☐	Other supporting documents……

c. Prospective Individual Employer Mandatory Document			
No	Available	Valid	Document
1.	☐	☐	Employer identity
2.	☐	☐	Valid taxpayer identity in the country/region of placement

3.	☐	☐	a certificate from an authorized agency related to banking crimes or violations
	☐	☐	a statement letter containing a willingness to: 1. register the Indonesian Migrant Workers in insurance/social security participation membership in the country/region of local placement; 2. facilitate the account opening on behalf of Indonesian Migrant Workers in the country/region of placement; 3. pay wages or salaries to Indonesian Migrant Workers; and 4. provide adequate housing for Indonesian migrant workers.
Other Supporting Documents			
	☐	☐	.....

H. FORMAT OF ENDORSEMENT IN THE FORM OF A SIGNATURE AND WET STAMP "VERIFIED"

No: .....

VERIFIED

By the Embassy/Consulate General of the Republic of Indonesia
(Name of city – Name of country)
(Name of city) .....
on behalf of the Ambassador/Consul General
.....
Labour Attache/Consular Officer

I. FORMAT OF ENDORSEMENT IN THE FORM OF AN ELECTRONIC SIGNATURE AND/OR BARCODE ON BEHALF OF AUTHORIZED OFFICIAL

Example of Electronic Signature and/or Barcode on behalf of Authorized Official





J. FORMAT OF A ROUTINE REPORT FOR THE VERIFICATION IMPLEMENTATION OF REQUEST LETTER FOR INDONESIAN MIGRANT WORKERS

Routine Report
Verification Implementation of Request Letter for Indonesian Migrant Workers

No	Applicant JO Prospective Employer	Applicant JO Business Partner	Name P3MI	Employer's Name (for JO Business Partner)	Sector	Designation	Quota (M/F)	Approved/ Rejected (JO Period)	Notes
1	2	3	4	5	6	7	8	9	10
...	.....	.....	.....	.....	.....	.....	.....	.....	.....

MINISTER OF INDONESIAN MIGRANT WORKERS PROTECTION/HEAD OF INDONESIAN MIGRANT WORKERS PROTECTION BOARD
OF THE REPUBLIC OF INDONESIA,

signed

MUKHTARUDIN