

REGULATION OF THE MINISTER OF MANPOWER  
OF THE REPUBLIC OF INDONESIA  
NUMBER 10 OF 2019  
ON  
PROCEDURES FOR ISSUANCE OF LICENSE  
OF INDONESIAN MIGRANT WORKERS PLACEMENT AGENCY  
  
BY THE BLESSINGS OF ALMIGHTY GOD

MINISTER OF MANPOWER OF THE REPUBLIC OF INDONESIA,

Considering : that to implement the provisions of Article 51 section (3), Article 53 section (4), and Article 55 section (3) of Law Number 18 of 2017 on Protection of Indonesian Migrant Workers, it is necessary to issue a Regulation of the Minister of Manpower on Procedures for Issuance of License of Indonesian Migrant Workers Placement Agency;

Observing : 1. Law Number 40 of 2007 on Limited Liability Company (State Gazette of the Republic of Indonesia of 2007 Number 106, Supplement to the State Gazette of the Republic of Indonesia Number 4756);  
2. Law Number 23 of 2014 on Local Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to the State Gazette of the Republic of Indonesia Number 5587) as amended several times, last by Law Number 9 of 2015 on Second Amendment to Law Number 23 of 2014 on Local Government (State Gazette of the Republic of Indonesia of 2015 Number 58,

- Supplement to the State Gazette of the Republic of Indonesia Number 5679);
3. Law Number 18 of 2017 on Protection of Indonesian Migrant Workers (State Gazette of the Republic of Indonesia of 2017 Number 242, Supplement to the State Gazette of the Republic of Indonesia Number 6141);
  4. Government Regulation Number 24 of 2018 on Electronically Integrated Business Licensing Services (State Gazette of the Republic of Indonesia of 2018 Number 90, Supplement to the State Gazette of the Republic of Indonesia Number 6215);
  5. Presidential Regulation Number 18 of 2015 on Ministry of Manpower (State Gazette of the Republic of Indonesia of 2015 Number 19);
  6. Regulation of the Minister of Manpower Number 8 of 2015 on Procedures for Preparing of Draft Law, Draft Government Regulation, and Draft Presidential Regulation and Draft Ministerial Regulations Making in the Ministry of Manpower (State Bulletin of the Republic of Indonesia of 2015 Number 411);

HAS DECIDED:

To issue : REGULATION OF THE MINISTER OF MANPOWER ON PROCEDURES FOR ISSUANCE OF LICENSE OF INDONESIAN MIGRANT WORKERS PLACEMENT AGENCY.

## CHAPTER I GENERAL PROVISIONS

### Article 1

In this Ministerial Regulation:

1. Prospective Indonesian Migrant Worker means any Indonesian worker who fulfills the criteria as a job seeker who will work abroad and is 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. Indonesian Migrant Workers Placement Agency (*Perusahaan Penempatan Pekerja Migran Indonesia*) hereinafter referred to as P3MI means a business entity that is legally incorporated as a limited liability company that has obtained a written permit from the Minister to operate the placement service of Indonesian Migrant Workers.
4. 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.
5. Electronically Integrated Business Licensing Service (Online Single Submission), hereinafter referred to as OSS, means business licensing issued by OSS Institutions for and on behalf of Ministers, heads of institutions, governors, or regents/mayors to businesses through an integrated electronic system.
6. License of Indonesian Migrant Workers Placement Agency (*Surat Izin Perusahaan Penempatan Pekerja Migran Indonesia*), hereinafter referred to as SIP3MI means a written permit that is given by the Minister to a legally incorporated business entity in Indonesia that will become P3MI.
7. Online Single Submission Management and Organization Institution, hereinafter referred to as OSS Institution, means non-ministerial government institution administering government affairs in the field of investment coordination.
8. Business Identification Number (*Nomor Induk Berusaha*) hereinafter abbreviated as NIB means the identity of the company issued by the OSS Institution after the company has been registered.
9. Person in Charge means the President Director.

10. Integrated Employment Information System (*Sistem Informasi Ketenagakerjaan Terpadu*), hereinafter referred to as Sisnaker, means a unit component consisting of institutions, human resources, hardware, software, and substances related to each other in an integrated work mechanism for data and information management in the field of manpower.
11. ISO 9001 means an international standard that is used to establish policies and quality objectives in every company.
12. Commitment means a statement of the Business Actor to fulfill the requirements of a business license and/or commercial or operational license.
13. Branch Office of the Indonesian Migrant Workers Placement Agency (*Kantor Cabang Perusahaan Penempatan Pekerja Migran Indonesia*), hereinafter referred to as the P3MI Branch Office, means a branch of P3MI that acts for and on behalf of the P3MI concerned.
14. Regency/Municipal Office means the office administering government affairs in the field of manpower in regency/municipality.
15. Provincial Office means the office administering government affairs in the field of manpower in province.
16. Director General means the director general who administers workers placement and expansion of work opportunities.
17. Indonesian Migrant Workers Protection Agency (*Badan Pelindungan Pekerja Migran Indonesia*), hereinafter referred to as BP2MI, means a non-ministerial government institution that has the duty of implementing policies in the service and protection of Indonesian Migrant Workers in an integrated manner.
18. Minister means the minister administering government affairs in the field of manpower.

CHAPTER II  
PROCEDURES FOR APPLYING LICENSE OF INDONESIAN  
MIGRANT WORKERS PLACEMENT AGENCY

Part One

General

Article 2

- (1) In order to obtain SIP3MI, a company is obligated to have an NIB issued by OSS Institutions.
- (2) The company as referred to in section (1) is a limited liability company.
- (3) The NIB as referred to in section (1) is obtained after the company registers on the OSS page access.
- (4) The registration as referred to in section (3) includes manpower reports.
- (5) The manpower reports as referred to in section (4) are firstly carried out automatically in the OSS and the company immediately gets a number of mandatory manpower reports at the company.
- (6) The following period of manpower report is required to be carried out by the company through an online system on <http://wajiblapor.kemnaker.go.id> and carried out in accordance with the provisions of the legislation.

Part Two

Issuance of License of Indonesian  
Migrant Workers Placement Agency

Article 3

The issuance of SIP3MI is through the following stages:

- a. company submits an application of SIP3MI through OSS;
- b. OSS issues SIP3MI based on the Commitment;
- c. company is obligated to fulfill SIP3MI Business License Commitment;

- d. Director General submits SIP3MI notification to OSS Institutions for the results of the fulfillment of Commitments; and
- e. SIP3MI is effective based on notifications.

#### Article 4

- (1) The company is obligated to complete the fulfillment of the new SIP3MI Commitment, extension of SIP3MI, or amendment to SIP3MI to the Director General not later than 5 (five) work days.
- (2) In the event that the submission of Commitments is declared complete, the Director General verifies the required documents not later than 2 (two) work days.
- (3) In the event that the document verification as referred to in section (2) is declared complete and valid, the Director General conducts feasibility assessment/exposure not later than of 1 (one) work day and field verification not later than 3 (three) work days.
- (4) Based on the results of verification as referred to in section (2) and section (3), the Minister issues SIP3MI not later than 5 (five) work days.
- (5) The SIP3MI issued by the Minister as referred to in section (4) is notified by the Ministry of Manpower to OSS Institutions to be effective.
- (6) The form of new SIP3MI, extension of SIP3MI and amendment to SIP3MI to as referred to in section (1) is in accordance with Format 1 as listed in the Annex as an integral part of this Ministerial Regulation.

#### Article 5

Company fulfills the Commitment and updating of SIP3MI data through Sisnaker to be notified to the OSS.

Part Three  
Validity Period of License  
of Indonesian Migrant Workers Placement Agency

Article 6

SIP3MI is issued for a period of 5 (five) years and can be extended every 5 (five) years.

Part Four  
Fulfillment of Commitment of License of Indonesian  
Migrant Workers Placement Agency

Paragraph 1

Fulfillment of Commitment of New License of Indonesian  
Migrant Workers Placement Agency

Article 7

- (1) To obtain SIP3MI, company must fulfill the following Commitment requirements:
  - a. application letter from the Person in Charge of the company to the Minister through the Directorate General on duly stamped paper.
  - b. evidence of paid-up capital stated in the company's deed of at least Rp5,000,000,000.00 (five billion rupiah);
  - c. deposits in the name of the company in the amount of Rp1,500,000,000.00 (one billion five hundred million rupiah) to a government bank;
  - d. authorization of office means and infrastructure, proven by a letter of ownership or a lease/contract/cooperation agreement;
  - e. work plan for the placement and protection of Indonesian Migrant Workers for a minimum of 3 (three) years;
  - f. organizational structure of the company;
  - g. close-up photograph of the Person in Charge of the company sized 4x6 cm with red background; and

- h. statement letter from the Person in Charge of the company, which contains the following statements:
  - 1) does not hold concurrent positions as board of directors of other P3MI;
  - 2) never been sentenced to a criminal sentence relating to the placement of Indonesian Migrant Workers;
  - 3) willing to change and submit a deposit bill in the amount of Rp1,500,000,000.00 (one billion five hundred million rupiah) on behalf of the name of the company changed into on behalf of the Minister q.q. P3MI to the Director General for company designated as P3MI at the time of SIP3MI retrieval;
  - 4) has a quality management system that is proven by an ISO 9001 certificate not later than 1 (one) year after obtaining the SIP3MI; and
  - 5) conducts the placement process of Indonesian Migrant Workers not later than of 1 (one) year after obtaining the SIP3MI.
- (2) Office means and infrastructure as referred to in section (1) point d are at least posse:
  - a. standard work health and safety facilities;
  - b. workspace of commissioners, board of directors and staff;
  - c. praying room;
  - d. restroom/WC/toilet;
  - e. living/waiting room and meeting room;
  - f. parking lot for 4-wheeled vehicles;
  - g. means of transportation;
  - h. office equipment;
  - i. chart/organizational structure board of P3MI; and
  - j. P3MI office nameplate sized 1 x 1.5 meter and it is installed in front of the office yard in a place that is easily seen.
- (3) Work plan for the placement and protection of Indonesian



Migrant Workers is based on:

- a. projected employment opportunities;
  - b. target of placement of Indonesian Migrant Workers annually for each destination country; and
  - c. efforts to solve the problem of Indonesian Migrant Workers.
- (4) The form of work plan for the placement and protection of Indonesian Migrant Workers as referred to in section (3) is in accordance with Format 2 as listed in the Annex as an integral part of this Ministerial Regulation.

#### Paragraph 2

Fulfillment of Commitment of Extension of License of  
Indonesian Migrant Worker Placement Agency

#### Article 8

- (1) P3MI can apply for an extension of SIP3MI to the Minister for a maximum of 30 (thirty) work days before the expiry of SIP3MI.
- (2) To submit an application for the extension of SIP3MI as referred to in section (1), P3MI must fulfill the following Commitment:
  - a. application letter from the Person in Charge of P3MI to the Minister through the Director General on duly stamped paper;
  - b. valid SIP3MI;
  - c. BP2MI recommendation letter stating that P3MI has resolved the problems and cases of Indonesian Migrant Workers;
  - d. has carried out placement of at least 75% (seventy-five percent) of the planned placement and protection of Indonesian Migrant Workers at the time of obtaining SIP3MI;
  - e. close-up photograph of the Person in Charge of P3MI sized 4x6 cm with red background;
  - f. proof of work plan for the placement and protection of Indonesian Migrant Workers for at least 3 (three) years;
  - g. authorization of office means and infrastructure,

- proven by a letter of ownership or a lease/contract/cooperation agreement;
- h. evidence of periodic submission of reports to the Minister;
  - i. recapitulation of placement of Indonesian Migrant Workers for 3 (three) consecutive years;
  - j. balance sheet for the past 2 (two) years which has not suffered losses prepared by public accountants; and
  - k. valid ISO 9001 certificate; and
  - l. statement letter from the Person in Charge of P3MI, which contains the following statements:
    - 1) does not hold concurrent positions as board of directors of other P3MI;
    - 2) never been sentenced to a criminal sentence relating to the placement of Indonesian Migrant Workers;and
    - 3) P3MI is not in a condition subject to administrative sanctions for temporary termination of part or all business activities.

#### Part Five

#### Fulfillment of Commitment of Amendment to License of Indonesian Migrant Workers Placement Agency

#### Article 9

P3MI may submit a request to amend SIP3MI if there is an amendment to:

- a. Person in Charge of P3MI; or
- b. address of P3MI.

#### Article 10

P3MI that applies for an amendment to SIP3MI because of the change in the Person in Charge of P3MI as referred to in Article 9 point a must fulfill the following Commitments:

- a. a written application from the new Person in Charge of

- P3MI to the Minister through the Director General on duly stamped paper;
- b. valid SIP3MI;
  - c. amendment to notarial deed and ratification of the amendment to deed from authorized institutions; and
  - d. statement letter from the Person in Charge of P3MI, which contains the following statements:
    - 1) does not hold concurrent positions as Person in Charge of other P3MI;
    - 2) never been sentenced to a criminal sentence relating to the placement of Indonesian Migrant Workers; and
    - 3) being responsible for Indonesian Migrant Workers who have been placed.

#### Article 11

P3MI that submits an application of amendment to SIP3MI because of the change in address of P3MI as referred to in Article 9 point b must fulfill the following Commitments:

- a. written application letter from the Person in Charge of P3MI to the Minister through the Director General on duly stamped paper;
- b. valid SIP3MI;
- c. an amendment to notarial deed and ratification of the amendment deed from the authorized institutions; and
- d. authorization of office means and infrastructure in accordance with the expiry of SIP3MI.

#### Part Six

#### Termination of License of Indonesian Migrant Workers Placement Agency

#### Article 12

SIP3MI ends if:

- a. the period of SIP3MI has expired;
- b. at the request of P3MI; or
- c. P3MI is subject to administrative sanctions in the form of revocation of SIP3MI.

## CHAPTER III

### DEPOSIT

#### Part One

#### Deposit

##### Article 13

Person in Charge of P3MI at the time of retrieving SIP3MI is obligated to submit the original certificate or deposit on behalf of the Minister q.q. P3MI in the amount of Rp 1,500,000,000.00 (one billion five hundred million rupiah) to the Director General.

##### Article 14

Deposit is placed on 1 (one) deposit paid to the Government Bank.

##### Article 15

The deposit as referred to in Article 13 is valid for a period of 1 (one) year with an automatic extension and the deposit interest belongs to the P3MI.

##### Article 16

The submission of certificates or deposit bill as referred to in Article 13 must be accompanied by:

- a. the power of attorney to disburse on duly stamped from the Person in Charge of P3MI to the Minister;
- b. bank statement concerning the validity and existence of funds in accordance with the nominal stated on the certificate or bill; and
- c. bank statement not to withdraw the deposit unless with the Minister's permission.

#### Part Two

#### Use of Deposit

##### Article 17

Deposit is used for:

- a. the cost of resolving disputes or conflicts over Prospective Indonesian Migrant Workers or Indonesian Migrant Workers and P3MI;
- b. the cost of resolving problems or cases of Prospective Indonesian Migrant Workers or Indonesian Migrant Workers which are the obligation and responsibility of P3MI is revoked or not extended; and/or
- c. the cost of resolving problems or cases of Prospective Indonesian Migrant Workers or Indonesian Migrant Workers which are the obligation of the P3MI if Prospective Indonesian Migrant Workers or Indonesian Migrant Workers are uninsured and unresolved through the Social Security Program.

#### Article 18

In the event that deposit is insufficient for the cost of resolving problems or cases of Prospective Indonesian Migrant Workers or Indonesian Migrant Workers as referred to in Article 17 points a and point c, the P3MI is obligated to settle the remaining costs needed to resolve the problems or cases of Prospective Indonesian Migrant Workers or Indonesian Migrant Workers.

#### Part Three

#### Deposits Disbursement

#### Article 19

- (1) Deposit disbursement can be made if the P3MI does not resolve the problems or cases of Prospective Indonesian Migrant Workers or Indonesian Migrant Workers.
- (2) The deposit disbursement as referred to in section (1) is submitted by the Director General to the Minister by attaching the following requirements:
  - a. evidence of the problems or cases of the Prospective Indonesian Migrant Workers or Indonesian Migrant Workers occurring in their working areas;

- b. an explanation of the efforts taken in resolving the problems or cases of Prospective Indonesian Migrant Workers or Indonesian Migrant Workers; and
  - c. the amount of money submitted.
- (3) The submission as referred to in section (2) is based on the proposal of the Person in Charge of P3MI or institution or official that handles the problems or case of Prospective Indonesian Migrant Workers or Indonesian Migrant Workers.
  - (4) In the event that the requirements of the application has been fulfilled as referred to in section (2) and has been notified to P3MI, the Minister gives an approval to disburse the deposit.

#### Article 20

- (1) The deposit that has been disbursed based on the approval of a deposit disbursement as referred to in Article 19 section (4) is submitted by the Director General to institution or official that proposes to be submitted to the Prospective Indonesian Migrant Workers or Indonesian Migrant Workers or their heirs.
- (2) The submission of the deposit as referred to in section (1) is stated in the official report by attaching the original proof of receipt and reported to the Director General with copies sent to the P3MI concerned.

#### Article 21

- (1) P3MI is obligated to deposit back a sum of money that has been disbursed as a deposit so that it meets the nominal value in accordance with the applicable provisions not later that 1 (one) month from the date of the disbursement.
- (2) As long as the P3MI has not fulfilled the obligation to submit the deposit as referred to in section (1), the P3MI is prohibited from carrying out activities related to the placement of Indonesian Migrant Workers.

- (3) In the event that P3MI does not fulfill the obligations as referred to in section (1), the SIP3MI is revoked by the Minister.

Part Four  
Deposit Return

Article 22

- (1) The Minister returns a certificate or deposit bill to the Person in Charge of P3MI or a limited company registered at the P3MI shareholders general meeting if:
  - a. validity period of the SIP3MI has expired and is no longer extended;
  - b. the SIP3MI is revoked; or
  - c. the extension of SIP3MI is rejected.
- (2) The retrieval of certificate or deposit bill as referred to in section (1) is made based on an application from the Person in Charge of P3MI.
- (3) In the event that the Person in Charge of P3MI dies or does not exist permanently, the retrieval of certificate or bill can be carried out by a limited company organ registered at the general meeting of shareholders of P3MI.
- (4) The application as referred to in section (2) is carried out after the expiry of the employment contract of the Indonesian Migrant Workers who have been placed.

CHAPTER IV  
APPLICATION PROCEDURE FOR LICENSE OF MIGRANT  
WORKERS PLACEMENT AGENCY BRANCH OFFICE

Part One  
General

Article 23

- (1) P3MI may establish a Branch Office outside the domicile of the head office.

- (2) The P3MI Branch Office as referred to in section (1) acts for and on behalf of the P3MI head office.
- (3) The P3MI Branch Office as referred to in section (2), is authorized to carry out:
  - a. submission of information on job opportunities;
  - b. selection of prospective Indonesian Migrant Workers; and
  - c. settlement of cases of Prospective Indonesian Migrant Workers or Indonesian Migrant Workers before or after work.

#### Article 24

P3MI Branch Offices are prohibited from carrying out activities in any form directly with business partners or employers of Indonesian Migrant Workers.

#### Article 25

All activities carried out by the P3MI Branch Office are the responsibility of the P3MI head office.

#### Part Two

##### Issuance of License

of Indonesian Migrant Workers Placement Agency Branch Office

#### Article 26

License of P3MI Branch Office is given through the following stages:

- a. P3MI submits an application of License of P3MI Branch Office through OSS;
- b. OSS issues License of the P3MI Branch Office based on Commitments;
- c. Business Actors are obligated to fulfill License of P3MI Branch Office Commitments;
- d. The Head of the Provincial Office recalls the notification of the License of P3MI Branch Office to the OSS Institution for the results of the fulfillment of the Commitments; and
- e. License of P3MI Branch Office is effective based on notifications.



Article 27

- (1) P3MI is obligated to submit fulfillment of the Commitments of License of P3MI Branch Office to the Head of Provincial Office not later than 5 (five) work days.
- (2) In the event that the Commitment submission is declared complete, the Head of the Provincial Office verifies the required documents not later than 2 (two) work days.
- (3) In the event that the document verification as referred to in section (1) is declared complete and valid, the Head of the Provincial Office carries out a feasibility assessment/exposure not later than 1 (one) work day and field verification not later than 3 (three) work days.
- (4) Based on the result of the verification as referred to in section (2) and section (3), the Head of the Provincial Office issues a License of P3MI Branch Office not later than 5 (five) work days.
- (5) License of P3MI Branch Office issued by the Head of the Provincial Office as referred to in section (4) is notified to the OSS system to be effective.
- (6) The format of the license of P3MI Branch Office as referred to in section (1) is in accordance with Format 3 as listed in the Annex as an integral part of this Ministerial Regulation.

Part Three

Validity Period of the License of Indonesian Migrant Workers  
Placement Agency Branch Office

Article 28

License of P3MI Branch Office is applicable in accordance with the validity period of SIP3MI.

Part Four

Fulfillment of Commitment of License of Indonesian Migrant  
Workers Placement Agency Branch Office

Article 29

- (1) To obtain a License of P3MI Branch Office, P3MI must fulfill the following Commitments:
  - a. application letter from the Person in Charge of P3MI to the Head of Provincial Office on duly stamped

- paper;
  - b. valid SIP3MI;
  - c. the organizational structure of P3MI Branch Office;
  - d. decision of the Person in Charge of P3MI concerning the appointment and placement of P3MI Branch Office heads and employees; and
  - e. ownership certificate or lease/contract/cooperation agreement that proves the authorization of P3MI Branch Office means and infrastructure.
- (2) Deposit is not required for the issuance of a License of P3MI Branch Office by the Head of the Provincial Office.

#### Part Five

#### Termination of License of Indonesian Migrant Workers Placement Agency Branch Office

#### Article 30

License of P3MI Branch Office expires if:

- a. SIP3MI is expired;
- b. at the request of P3MI; or
- c. license of P3MI Branch Office is revoked.

#### CHAPTER V

#### SUPERVISION OF BUSINESS LICENSING

#### Article 31

- (1) The Director General or Head of the Provincial Office in accordance with its authority is obligated to supervise:
- a. fulfillment of the requirements or Commitment of the SIP3MI or P3MI Branch Office application;
  - b. standard fulfillment; and/or
  - c. business and/or activity.
- (2) In the event that the Person in Charge of P3MI or P3MI Branch Office does not fulfill the supervision as referred to in section (1), an action can be taken by revoking license of SIP3MI or P3MI Branch Office.
- (3) The action as referred to in section (2) is reported to the OSS Institution.

- (4) The reporting as referred to in section (3) becomes the basis for OSS Institutions to revoke business licenses issued by OSS.

#### Article 32

- (1) To carry out the supervision as referred to in Article 31, the Director General is assisted by a team formed by and responsible to the Director General.
- (2) The membership of the team as referred to in section (1) consists of the following elements:
  - a. Directorate General of the Development of Manpower Placement and Expansion of Employment Opportunity;
  - b. Secretariat General;
  - c. Inspectorate General; and/or
  - d. Directorate General of Labour Inspection and Occupational Safety and Health.
- (3) The team as referred to in section (1) has the following duties:
  - a. validate fulfillment of P3MI Commitment;
  - b. carry out inspection of means and infrastructures in accordance with the required documents;
  - c. conduct research on the work plan for the placement and protection of Indonesian Migrant Workers; and
  - d. recommend revocation of SIP3MI to the Director General.

### CHAPTER VI REPORTING

#### Article 33

The Director General through the Director of Overseas Workers Placement submits the SIP3MI issuance to the Head of Provincial Office, Head of Regency/Municipal Office, and stakeholders.

#### Article 34

- (1) The Head of Provincial Office reports the issuance of

license of P3MI Branch Office to the Director General every 3 (three) months.

- (2) The Head of Provincial Office notifies the issuance of License of P3MI Branch Offices to the Head of the concerned Regency/Municipal Office.
- (3) The form of reports on the issuance of license of P3MI Branch Office as referred to in section (1) and section (2) is in accordance with Format 4 as listed in the Annex as an integral part of this Ministerial Regulation.

#### Article 35

- (1) The Person in Charge of P3MI reports to the Director General regarding:
  - a. realization of the placement of Indonesian Migrant Workers periodically or at any time if necessary; and
  - b. establishment and closure of the P3MI Branch Office.
- (2) The form of the Person in Charge of P3MI report as referred to in section (1) is in accordance with Format 5 as listed in the Annex as an integral part of this Ministerial Regulation.

### CHAPTER VII

#### TRANSITIONAL PROVISIONS

#### Article 36

- (1) At the time this Ministerial Regulation comes into force, the P3MI is obligated to adjust the requirements regulated in this Ministerial Regulation for a maximum of 6 (six) months from the promulgation of this Ministerial Regulation.
- (2) In the event that the obligation to adjust the requirements as referred to in section (1) is not fulfilled by the P3MI, the Minister revokes the SIP3MI.

### CHAPTER VIII

#### CLOSING PROVISIONS

Article 37

At the time this Ministerial Regulation comes into force:

- a. Regulation of the Minister of Manpower and Transmigration Number PER.09 /MEN/V/2009 on the Procedure for Establishing a Branch Office of Private Indonesian Migrant Workers Placement Agency;
- b. Regulation of Minister of Manpower Number 41 of 2015 on Work Plan for Placement and Protection of Indonesian Migrant Workers, Means and Infrastructure for Placement Services for Indonesian Migrant Workers; and
- c. Regulation of the Minister of Manpower Number 42 of 2015 on Procedures for Issuance, Extension, and Revocation of Licenses of Indonesian Migrant Workers Placement Agency,

are repealed and declared ineffective.

Article 38

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 28 June 2019

MINISTER OF MANPOWER OF  
THE REPUBLIC OF INDONESIA,

signed

M. HANIF DHAKIRI

Promulgated in Jakarta  
on 2 July 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 730

Jakarta, 23 October 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~~

ANNEX TO  
REGULATION OF THE MINISTER OF MANPOWER OF  
THE REPUBLIC OF INDONESIA  
NUMBER 10 OF 2019  
ON PROCEDURES FOR ISSUANCE OF LICENSE OF  
INDONESIAN MIGRANT WORKER PLACEMENT AGENCY

ANNEX LIST

1. Format 1 : a. New SIP3MI  
b. Extension of SP3MI  
c. Amendment to SP3MI
2. Format 2 : Work Plan for the Placement and Protection of Indonesian Migrant Workers
3. Format 3 : License of P3MI Branch Office
4. Format 4 : Report of the Head of the Provincial Office concerning the Issuance of License of P3MI Branch Office.
5. Format 5 : P3MI Report:
  - a. Realization of Placement of Indonesian Migrant Workers; and
  - b. Establishment and Closure of Branch Offices.

MINISTER OF MANPOWER  
OF THE REPUBLIC OF INDONESIA,

signed

M. HANIF DHAKIRI

Format 1.a  
New SIP3MI

DECISION OF THE MINISTER OF MANPOWER  
OF THE REPUBLIC OF INDONESIA  
NUMBER ... OF ...  
ON  
LICENSE OF INDONESIAN MIGRANT WORKER PLACEMENT AGENCY  
FOR PT ...

BY THE BLESSINGS OF ALMIGHTY GOD

MINISTER OF OF MANPOWER OF THE REPUBLIC OF INDONESIA,

- Considering : a. that based on the request of the Person in Charge of PT ... to the Minister through the Letter Number ... dated ... concerning the SIP3MI application of PT ...;
- b. that based on the results of verification of fulfilling Commitment, PT ... is qualified for SIP3MI;
- c. that based on the considerations as referred to in point a and point b, it is necessary to issue a Ministerial Decision;
- Observing : 1. Law Number 18 of 2017 on Protection of Indonesian Migrant Workers (State Gazette of the Republic of Indonesia of 2017 Number 242, Supplement to the State Gazette of the Republic of Indonesia Number 6141);
2. Government Regulation Number 24 of 2018 on Electronically Integrated Business Licensing Services (State Gazette of the Republic of Indonesia of 2018 Number 90, Supplement to the State Gazette of the Republic of Indonesia Number 6215);
3. Regulation of the Minister of Manpower Number ... of ... on the Procedures for Issuance of License of Indonesian Migrant Worker Placement Agency (State Bulletin of the Republic of Indonesia of ... Number ...);



HAS DECIDED:

- To issue :
- FIRST : Issuance of SIP3MI to:  
Name of Company : PT ...  
Person in Charge : ...  
Address : Jl. ...  
Phone Number ... e-mail ...
- SECOND : The company as referred to in the FIRST Dictum is obligated to carry out the placement and protection of Indonesian Migrant Workers in accordance with the legislation.
- THIRD : The license as referred to in the FIRST Dictum is granted for a period of 5 (five) years.
- FOURTH : This Ministerial Decision comes into force on the date of its issuance to ...

Issued in Jakarta

on ...

MINISTER OF MANPOWER  
OF THE REPUBLIC OF INDONESIA,

M. HANIF DHAKIRI

Format 1.b

Extension of SIP3MI

DECISION OF THE MINISTER OF MANPOWER  
OF THE REPUBLIC OF INDONESIA  
NUMBER ... OF ...  
ON  
EXTENSION OF LICENSE OF INDONESIAN MIGRANT WORKER  
PLACEMENT AGENCY  
FOR PT...

BY THE BLESSINGS OF ALMIGHTY GOD

MINISTER OF MANPOWER OF THE REPUBLIC OF INDONESIA,

- Considering :
- a. that the Decision of the Minister of Manpower Number ... of ... on Extension of License of Indonesian Migrant Worker Placement Agency (SIP3MI) of PT ... has expired on ...;
  - b. that based on the application of the Person in Charge of PT ... to the Minister through a Letter Number ... dated ... concerning Application for Extension of SIP3MI of PT...;
  - c. that based on the results of verification of fulfilling Commitment, PT ... is qualified for extension of SIP3MI.
  - d. that based on the considerations as referred to in point a, point b and point c, it is necessary to issue a Ministerial Decision;
- Observing :
1. Law Number 18 of 2017 on Protection of Indonesian Migrant Workers (State Gazette of the Republic of Indonesia of 2017 Number 242, Supplement to the State Gazette of the Republic of Indonesia Number 6141);
  2. Government Regulation Number 24 of 2018 on Electronically Integrated Business Licensing Services (State Gazette of the Republic of Indonesia of 2018 Number 90, Supplement to the State Gazette of the Republic of Indonesia Number 6215);
  3. Regulation of the Minister of Manpower Number ... of ... on the Procedures for Issuance of License of Indonesian Migrant Worker Placement Agency (State Bulletin of the Republic of Indonesia of ... Number ...);

HAS DECIDED:

- To issue :
- FIRST : Issuance of Extension of SIP3MI to:  
Name of Company : PT ...  
Person in Charge : ...  
Address : Jl. ...  
Phone Number ... e-mail ...
- SECOND : The company as referred to in the FIRST dictum is obligated to carry out the placement and protection of Indonesian Migrant Workers in accordance with the legislation.
- THIRD : The license as referred to in the FIRST Dictum is granted for a period of 5 (five) years.
- FOURTH : This Ministerial Decision comes into force on ... to ... .

Issued in Jakarta

on ...

MINISTER OF MANPOWER OF THE  
REPUBLIC OF INDONESIA,

M. HANIF DHAKIRI

Format 1.c

Amendment to SIP3MI

DECISION OF THE MINISTER OF MANPOWER  
THE REPUBLIC OF INDONESIA  
NUMBER ... OF ...

ON

AMENDMENT TO LICENSE OF INDONESIAN MIGRANT  
WORKERS PLACEMENT AGENCY  
FOR PT. ...

BY THE BLESSINGS OF ALMIGHTY GOD

MINISTER OF OF MANPOWER OF THE REPUBLIC OF INDONESIA,

- Considering :
- a. that based on the application of the Person in Charge of PT ... to the Minister through a Letter Number ... dated ... concerning application for amendment to SIP3MI of PT...;
  - b. that based on the results of verification of fulfilling Commitment, PT ... is qualified for SIP3MI.
  - c. that based on the considerations as referred to in point a and point b, it is necessary to issue a Ministerial Decision;
- Observing :
1. Law Number 18 of 2017 on Protection of Indonesian Migrant Workers (State Gazette of the Republic of Indonesia of 2017 Number 242, Supplement to the State Gazette of the Republic of Indonesia Number 6141);
  2. Government Regulation Number 24 of 2018 on Electronically Integrated Business Licensing Services (State Gazette of the Republic of Indonesia of 2018 Number 90, Supplement to the State Gazette of the Republic of Indonesia Number 6215);
  3. Regulation of the Minister of Manpower Number ... of ... on Procedures for Issuance of License of Indonesian Migrant Worker Placement Agency (State Bulletin of the Republic of Indonesia of ... Number ...);

HAS DECIDED:

- To issue :  
FIRST : Amend the First Dictum of the Decision of the Minister of Manpower Number ... of ... on License of Indonesian Migrant Worker Placement Agency (SIP3MI) at PT ... so that it reads as follows:  
Name of Company : PT ...  
Person in Charge  
Former :  
Current :  
  
Address  
Former :  
Current :  
.  
SECOND : This Ministerial Decision comes into force on the date of its issuance to ... in accordance with Decision of the Minister of Manpower Number ... of ... on License of Indonesian Migrant Worker Placement Agency (SIP3MI) of PT ... .

Issued in Jakarta

on ...

MINISTER OF MANPOWER OF THE  
REPUBLIC OF INDONESIA,

M. HANIF DHAKIRI

Format 2

Work Plan for Placement and Protection of Indonesian Migrant Workers

Work Plan for Placement and Protection of Indonesian Migrant Workers

Name of P3MI : PT .....  
 Address : .....  
 Phone / Fax : .....  
 Email : .....  
 Period : .....

NO	DESTINATION COUNTRY	INDIVIDUAL/HOUSEHOLD EMPLOYER				LEGAL ENTITY EMPLOYER				TOTAL		SITE SUPERVISION/ YEAR (times/year)	
		OPPORTUNITY		PLACEMENT TARGET		OPPORTUNITY		PLACEMENT TARGET		OPPORTUNITY	PLACEMENT TARGET		
		M	F	M	F	Mduty	F	M	F				
1	2	3	4	5	6	7	8	9	10	11	12	13	14
2019	1												
	2												
	etc												
	TOTAL												
2020	1												
	2												
	etc												
	TOTAL												
202.....													
	TOTAL												

Jakarta, .....  
 Person in Charge of P3MI

.....

Format 3

License of P3MI Branch Office

OFFICIAL LETTERHEAD

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DECISION OF  
HEAD OF MANPOWER OFFICE OF PROVINCE OF ...  
NUMBER:

ON  
LICENSE OF INDONESIAN MIGRANT WORKER PLACEMENT AGENCY  
BRANCH OFFICE  
FOR PT. ...

BY THE BLESSINGS OF ALMIGHTY GOD

HEAD OF MANPOWER OFFICE OF PROVINCE OF ...;

Considering : a. that based on the Letter of the President Director of the Indonesian Migrant Workers Placement Agency of PT ... Number ... dated ... concerning ..., it is necessary to issue the Decision of the Head of the Manpower Office of Province of ... on License of Indonesian Migrant Worker Placement Agency Branch Office for PT. ... ;

Observing : 1. Law Number 18 of 2017 on Protection of Indonesian Migrant Workers (State Gazette of the Republic of Indonesia of 2017 Number 242, Supplement to the State Gazette of the Republic of Indonesia Number 6141);  
2. Government Regulation Number 24 of 2018 on Electronically Integrated Business Licensing Services (State Gazette of the Republic of Indonesia of 2018 Number 90, Supplement to the State Gazette Republic of Indonesia Number 6215);  
3. Decision of the Minister of Manpower on License of Indonesian Migrant Worker Placement Agency of PT. ...;

HAS DECIDED:

- To issue :
- FIRST : To grant license of Indonesian Migrant Worker Placement Agency Branch Office (P3MI) to carry out the operational recruitment of Prospective Indonesian Migrant Workers in the Province of ..., to:
- Name of Company : ...
- Person in Charge : ...
- Branch Office Address : ...
- Phone/Mobile Phone Number : ...
- SECOND : The operational area of the PSMI Branch Office as referred to in the FIRST Dictum covers ...
- THIRD : The P3MI Branch Office as referred to in the FIRST Dictum is authorized to:
1. submit information on job opportunities;
  2. select prospective Indonesian Migrant Workers; and
  3. resolve cases of Prospective Indonesian Migrant Workers/Indonesian Migrant Workers before or after work.
- FOURTH : This Head of Office Decision comes into force on the date of its issuance to ... (the expiration date of SIP3MI of PT. ...)

Issued in

on ...

HEAD OF MANPOWER OFFICE OF  
PROVINCE OF ...,

.....

NIP. ....



Format 4

Report of the Head of the Provincial Office concerning the Issuance of License of P3MI Branch Office

OFFICIAL LETTERHEAD

REPORT OF ISSUANCE OF LICENSE OF P3MI BRANCH OFFICE

NO	NAME AND ADDRESS OF P3MI BRANCH OFFICE	NAME OF LEADER	MOBILE PHONE NUMBER	ADDRESS	REGENCY/ MUNICIPALITY	NUMBER AND DATE OF ESTABLISHMENT LICENSE	START DATE	END DATE	OPERATIONAL AREA
1.									
2.									
3.									
4.									

HEAD OF MANPOWER  
OFFICE OF PROVINCE OF .....

.....

NIP. ....

Format 5.a  
 Report on Realization of Placement of Indonesian Migrant Workers  
 REALIZATION OF PLACEMENT OF INDONESIAN MIGRANT WORKERS

Name of P3MI : PT .....  
 Address : .....  
 Phone/Fax : .....  
 E-mail : .....  
 Period : .....

No.	Name of IMW	Citizenship ID Number	Address of IMW	Village	District	Regency/Municipality	Province	Sex	Country of Destination	Position	Passport Number	Visa Number	Type of Employer	Name of Employer	Address of Employer	Name of Business Partner	Address of Business Partner	Departure Date	Contract End Date		
1.																					
2.																					
3.																					
4.																					
5.																					

Jakarta, .....  
 Person in Charge of P3MI

.....

Format 5.b

Report on Establishment and Closure of Branch Offices

REPORT ON ESTABLISHMENT AND CLOSURE OF BRANCH OFFICES

PT ...

No.	Decision Number	Date of Decision	Phone	Name of Branch Office Head	Address	E-mail

Jakarta, .....

Person in Charge of P3MI

.....