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# COMPANY INCORPORATION **MADE EASY**

[www.izin.co.id](http://www.izin.co.id)

Penanaman Modal Asing (PMA)

## ABOUT **US**

**Izin.co.id is part of vOffice Group which has been serving over 24,000 businesses since 2003. We are considered the largest privately own virtual office, serviced office and coworking space provider in Asean.**

IZIN.co.id was established specifically to provide company incorporation and foreign investment services.

Today, we are in over 42 locations globally and is expected to continuously grow at a rapid rate. In Indonesia alone, we have 23 locations in Jakarta, Surabaya and Bali since our first establishment here in 2012.



IN BUSINESS  
**SINCE 2003**



LOCALLY  
**42 LOCATION**



JAKARTA, SURABAYA, BALI  
**23 LOCATIONS**



FIRST ESTABLISH IN INDONESIA  
**2012**





## WHAT DO WE DO?

**We help businesses  
incorporate their  
company in Indonesia.**

Our honest and straight forward approach and transparent fees make us the chosen provider for over 1,000 businesses.

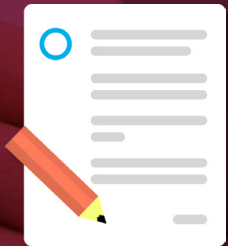
OVER  
**1.000**  
BUSINESS

**TRUSTED  
US**



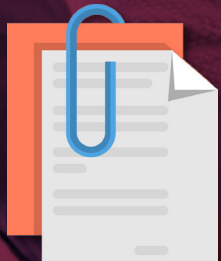
# WHAT'S INCLUDED

**in our Company Incorporation Service?**



- Preliminary consultation on the best approach based on the nature of your business and stakeholders arrangement.
- Data compilation and preparation to suit official requirements.
- Fixating your business legibility against The Negative List by BKPM
- Providing you the necessary Domicile Certificate to confirm your primary place of business.
- Acquiring a conditional pre-approval from BKPM for your proposed Company Name
- Drafting of Deed of Establishment and Article of Association (AKTA)
- Notarization of all your documents.
- Submission of your Company Incorporation application to the Ministry of Law & Human Rights
- Application of your Company Tax Identification Number (NPWP)
- Application of your Permanent Business License (IUT)

# — REQUIREMENTS



- **Proposed Company Name**
- **Primary business undertaken by the company**
- **Shareholders name and their shareholding**
- **Name of Commissioner and Director**
- **Total paid up capital**

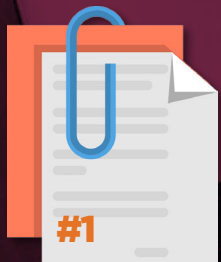


# WHAT'S GOING TO HAPPEN NOW?

1

Once we have gathered all the necessary information, our legal assistant will prepare your AKTA.

You're required to sign AKTA if everything is true and accurate.



- 2 We will have your AKTA notarized.
- 3 Will submit your Company Incorporation Application to BKPM & relevant departments for approval.
- 4 Provide you with a copy of your Company Incorporation Certificate and return your approved AKTA to you.

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- **You're almost ready to officially start your business here in Indonesia.**

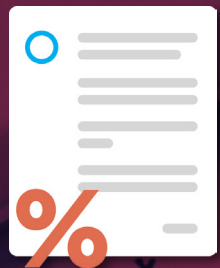
**Our team will now take care of your post-registration needs such as:**

- **Application of Tax Identification Number (NPWP)**
- **Application of company Domicile Certificate (SKDP)**
- **Application of company Registration Certificate (TDP)**
- **Application of Permanent Business License (IUT)** *(you will get this license after every once in three months)*

**Note :**

Post-registration process will take approximately 14 days

# FEES



## FEES

### 1ST PAYMENT

**50% payment**

of the agreed professional fee before commencement of the project.

## FEES

### FINAL PAYMENT

**The remaining 50%**

of our professional fee when we have obtained your Company Incorporation Certificate



# — OTHER SERVICES

THAT WE OFFER



## VIRTUAL OFFICE

cs@vOffice.co.id  
+6221 2922 2999  
vOffice.co.id



## ACCOUNTING AND BOOKKEEPING

## TAX ADVISORY



## SERVICED OFFICE

hello@cre8.id  
+6221 2922 2922  
CRE8.ID | vOffice.co.id



## LEGAL ADVISORY

cs@izin.co.id  
+6221 29553500  
IZIN.co.id



## GENERAL INFORMATION (FOR PMA)

It is important that you attempt to complete this form with your best effort as our initial advice will be based on the information you have given here.

### PROPOSED COMPANY NAME

Please provide more than one name. List alternatives in order of preference

1	
2	
3	

### PRIMARY BUSINESS FUNCTION (Bidang)

It's important to describe your primary business function accurately because different law or restriction may applies.

### COMPANY ADDRESS

Please provide the full address of the primary place of operation for your business. You are required to substantiate it with a Domicile Certificate from your landlord. If you do not have one and would like to use Izin.co.id as your registered address, a yearly fee of Rp7 million applies.

### SHAREHOLDERS

All Indonesian companies require a minimum of two (2) shareholders, either persons or companies. If you require more than two shareholders, please add their details in the NOTES AND SPECIAL INSTRUCTIONS in the following page. For each shareholder, a copy of current passport is required (photo and signature page only). For corporate shareholders, copy or articles of company is required, plus copy of passport of one director (photo and signature page only).

Name of person or company		Name of person or company	
Nationality		Nationality	
Address		Address	
Phone		Phone	
Email		Email	
% Share (min. 1%)		% Share (min. 1%)	

### OFFICE BEARERS

An Indonesian company requires at least one Commissioner (Komisaris) and one Director (the executive officer). If you require more than one Chairman or more than one Director, please add their details in the NOTES AND SPECIAL INSTRUCTIONS section below. The Director should be the person most involved in the day-to-day operations of the company within Indonesia.

COMMISSIONER		DIRECTOR	
Name		Name	
Nationality		Nationality	
Address		Address	
Phone		Phone	
Email		Email	

### NOTES AND SPECIAL INSTRUCTIONS



## INDEMNITY

The owner of the Company to be established must agree to indemnify the incorporator, IZIN.co.id, its associates and employees, from and against all actions, suits, proceedings, and claims that may be sought against any of these persons or entities by reason of holding any office in the Company, or by acting on recommendations received from the Indemnifier.

## AGREEMENT OF CONTRACTING PARTY AND SHAREHOLDERS

"In sending this form to IZIN.co.id, the shareholders hereby authorize IZIN.co.id to take all actions and representations with notary public and government officials or to establish the Indonesian private limited company detailed in this document."

Signatures of all shareholders	
Date	

## NOTE :

This page is only relevant to those wishing to domicile their company at an address supplied by IZIN.co.id

**If you have your own address, you may skip this page**

## COMPANY DOMICILE SERVICES (Registered Company Address)

Companies intending to domicile with IZIN.co.id should pay close attention to the following terms and conditions :

- All immigrations matters involving the Company must be handled by IZIN.co.id , at our standard published rate
- All company accounting and tax reporting must be handled by IZIN.co.id, to commence immediately the Company starts activity, at our standard published rate.
- Import permits may not be domiciled at this address
- All originals Company documents, including the Investment Permits, Articles and Amendments, TDP, NPWP, Deed of Establishment, etc, must be retained by IZIN.co.id at all times, until such time as the Company has moved its domicile.
- Moving of the company to a new domicile must be handled by IZIN.co.id. After the Company has moved, all original Company documents will be returned to the Company's Directors. Cost of moving as per our standard published rate.

For Companies domiciled with IZIN.co.id, IZIN.co.id will be obliged to :

- Provide notarised copies of original Company documents whenever requested, at no additional cost.
- Undertake zero-activity tax reporting at no additional cost in the event the Company is non-active (no financial transactions whatsoever, incoming or outgoing).
- Inform the Company or any events that may impact it.
- Scan and forward any official correspondence to the Company Directors.

Domicile Services are charged in advance annually, at our standard published rates. Standard published rates are available at [www.IZIN.co.id](http://www.IZIN.co.id)

## AGREEMENT TO TERMS AND CONDITIONS FOR PROVISION OF REGISTERED COMPANY ADDRESS

" We are shareholders, agree to the above terms and conditions for domiciling our company with IZIN.co.id . "

Signatures of all shareholders	
Date	



COMPANY  
INCORPORATION  
**MADE EASY**

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## CONTACT US

**+6221 2922 2922**

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**Menara Rajawali Level 7th**

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Jakarta Selatan 12950

[www.izin.co.id](http://www.izin.co.id)