



2023

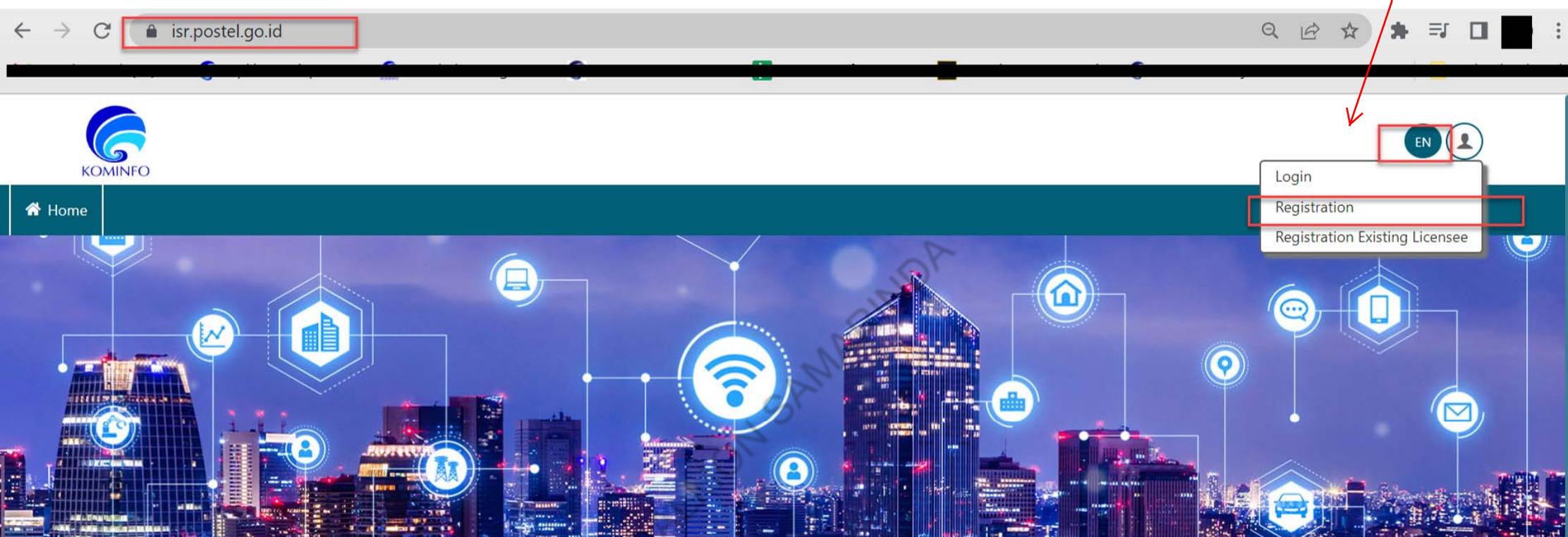
# PANDUAN PEMBUATAN AKUN BARU E - LICENSING



BALAI MONITORING SPEKTRUM FREKUENSI KELAS I SAMARINDA  
JL. SULTAN SULAIMAN, SAMBUTAN, KEC. SAMBUTAN, KOTA SAMARINDA,  
KALIMANTAN TIMUR 75115

masuk ke web: <https://isr.postel.go.id>

Gunakan fitur Bahasa Inggris (EN) klik registration untuk pengisian data



## Welcome to the Radio Frequency Spectrum Licensing Online Service.

Continuous innovation to provide better public services, we present through online services with new technology that is expected to provide a better and safer radio frequency spectrum licensing service experience.

Existing users can update their login access, follow the steps for updating on [link ini](#).

New users can register for service access on the menu [login](#)

Radio Frequency Usage Rights Fee (BHP) handling service via [Modul Billing](#)

Buat Username dan password dengan 8 karakter dengan menggunakan huruf depan kapital, dan number

## Web Account Information

User account application No.

Username\*

New Password\*

Password must contain "Small Character(s)", "Capital Character(s)", "Special Character(s)" and "Number(s)" and must be at least 8 characters long

Confirm New Password\*

Type of Registration\*

Company

Please select...

Company

Governmental

Individual

### Contact Address Information

First Name\*

Other Actions ▲

Next ►

- Pilih Company jika berbentuk badan hukum.
- Pilih Governmental jika berbentuk Instansi Pemerintah.
- Pilih Individual Jika Perseorangan seperti Maritim perizinan (kapal, pantai)

Isi kontak data direktur Nama, No telpon, HP dan provinsi, kecamatan, kota samarinda, alamat dan email (email kantor yang aktif)



NIB

## Contact Address Information

First Name\*

UDIN

Second Name

SAPTA

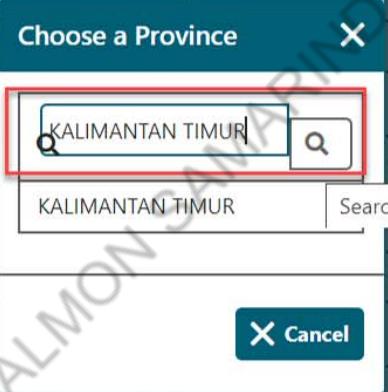
Phone Number:

012345678910

Mobile\*

012345678910

Province\*



District\*

Please choose province first.

Website

Street\*

E-mail Address\*

Other Actions ▲

Next ►

First Name\*  
UDIN

Second Name  
SAPTA

Phone Number  
012345678910

Fax  
23232323

Mobile\*  
012345678910

Country  
Indonesia (Republic Of)

Province\*  
KALIMANTAN TIMUR

District\*  
Please choose province first.

Street\*

E-mail Address\*

KTP Number

Choose a District X

KOTA SAMARINDA KOTA SAMARINDA

Cancel

first. Search

Other Actions ▲ Next ►

Phone Number  
012345678910

Fax  
23232323

Mobile\*  
012345678910

Country  
Indonesia (Republic Of)

Province\*  
KALIMANTAN TIMUR

District\*  
KOTA SAMARINDA

Street\*

E-mail Address\*

City\*  
*Please choose district first.*

**Choose a City**

SAMBUTAN

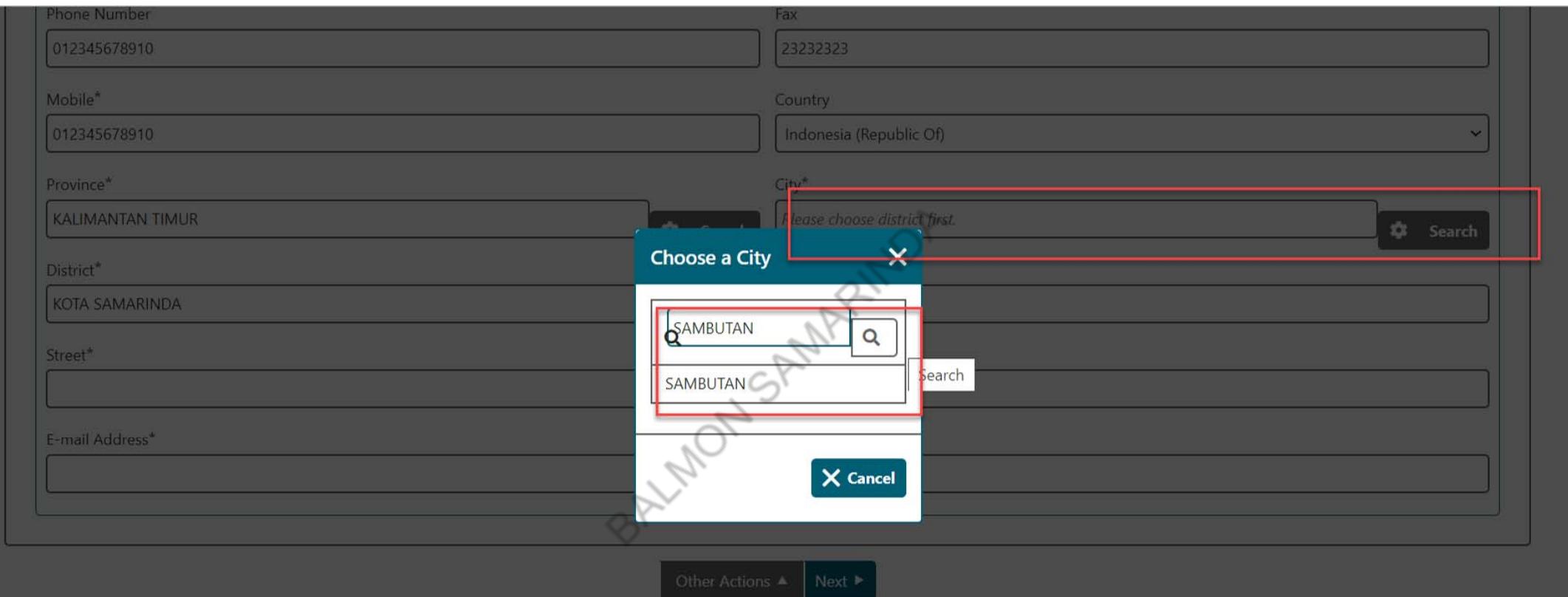
SAMBUTAN

Search

Cancel

Other Actions ▲

Next ►



Phone Number	Fax
012345678910	23232323
Mobile*	Country
012345678910	Indonesia (Republic Of)
Province*	City*
KALIMANTAN TIMUR	SAMBUTAN
District*	Post Code*
KOTA SAMARINDA	75125
Street*	Website
JL SULTAN SULAIMAN NO 55	-
E-mail Address*	KTP Number
ptmajumundur@gmail.com	64720631000054321

Validate  
Other Actions ▾ Next ►

Klik validate pastikan data valid dan pastikan tanda bintang (\*) terisi semua selanjutnya klik next untuk ketahap berikutnya.

## New Spectrum Applicant Information

### Applicant/Licensee Information

Company

PT.

Phone Number

0912345678910

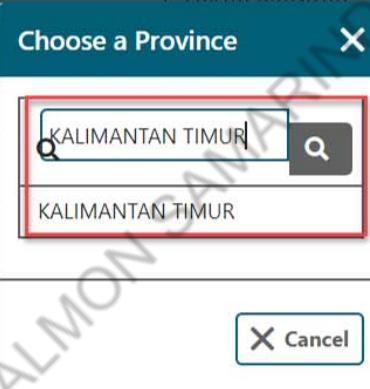
Mobile\*

0912345678910

Province

District\*

Please choose province first.



Street\*

Website

Post Code\*

Reg. Legal Company No.\*

Tax ID No.\*

◀ Back Other Actions ▲ Next ►

Applicant/licensee Information isi data perusahaan lengkap dengan reg legal Company ( no tanggal akta pendirian notaris) , Tax ID (no NPWP).

Province\*  
KALIMANTAN TIMUR

District\*  
KOTA SAMARINDA

Street\*

Website

E-mail Address\*

Administrative Contact

First Name

Second Name

Phone Number

City\*  
Please choose district first

Post Code\*

Req. Legal Company No.\*

Contact

First Name

Phone Number

Other Actions

Choose a District

KOTA SAMARINDA

KOTA SAMARINDA

Province\*

KALIMANTAN TIMUR

District\*

KOTA SAMARINDA

Street\*

Website

E-mail Address\*

Administrative Contact

First Name

Second Name

Phone Number

City\*

SAMBUTAN

Post Code\*

Choose a City

X

SAMBUTAN

SAMBUTAN

Cancel

First Name

Other Actions ▲

Back ▶ Next ▶

Phone Number

Province\*

 Search

City\*

SAMBUTAN

Search

Post Code\*

75125

NO. 143 TGL 20 APRIL 2018

090809898098908

080989070707

### Administrative Contact

First Name

Second Name

Phone Number

◀ Back Other Actions Next ▶

### Technical Contact

First Name

Second Name

Phone Number

Isi data administrasi dan teknikal kontak setelah itu klik service assignment : ALL Services atau Default (no maritime & Aeronautical Access)

The screenshot shows a user registration form with the following fields:

- Administrative Contact:**
  - First Name: siti
  - Second Name: ropeah
  - Phone Number: 081234567810
  - E-mail Address: sitimajumundur@gmail.com
- Technical Contact:**
  - First Name: raju
  - Second Name: tan
  - Phone Number: 012345678910
  - E-mail Address: rajumajumundur@gmail.com
- Service Assignment:**

If you require to access specific services, please select from below:

  - All Services
  - All Services (excluding Maritime & Aeronautical)
  - Maritime & Aeronautical Services
  - Default (No Maritime & Aeronautical access)
  - Default plus Fixed PMP public service
  - Default plus LM Trunking public service

If you require to access Machine to Machine Service, please check:

 M2M Access Right
- Disclaimer:**

By checking the "Yes, I agree" box I confirm that all the information provided is correct and complete to the best of my knowledge, and I approve the [following Disclaimer](#).

 Yes, I agree
- Date:** 07/01/2023
- Action Buttons:**
  - Validate (highlighted with a red box)
  - Back
  - Other Actions ▾
  - Next ► (highlighted with a red box)

Klik Validate jika sudah valid Klik Next.

<https://isr.postel.go.id/products/777-10/effdbae5-3988-498a-80a3-bdc3e2c0a3bb/UserRegistration.SimpleRegistrationPage/edit#>

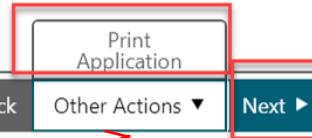
## Supporting documents

Allowed Data Types

pdf

## Mandatory Documents

1. Signed printout of the filled online username form. [Download as PDF](#)
2. An official company letter stating that the person whose details are listed are correct and that he is entitled to apply for the company toward SDPPI.
3. Other required documents
  - a. A softcopy of the Deed of Establishment and validation of a Legal Entity in charge of the Ministry of Justice and Human Rights
  - b. A softcopy of the Taxpayer Identification Number (NPWP)
  - c. softcopies:
    - Principle Permit or License of Telecommunications operations for telecommunications carriers
    - Principle Permit or License of Telecommunications operations for Broadcasting Company
  - d. A softcopy of the Company's Business License (SIUP)
    - Note
      - Fixed Service and Land Mobile Users: a, b, c
      - Broadcast Service Users: c
      - Maritime and Aeronautical Service Users: a, b, d
      - Satellite Service Users: a, b, c



Klik Print Aplikasi untuk  
Form registrasi yang sudah  
ditanda tangani setelah itu  
Klik Next

2. An official company letter stating that the person whose details are listed are correct and that he is entitled to apply for the company toward SDPPI.

3. Other required documents

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b. A softcopy of the Taxpayer Identification Number (NPWP)

c. softcopies:

Principle Permit or License of Telecommunications operations for teleco

Principle Permit or License of Telecommunications operations for Broad

d. A softcopy of the Company's Business License (SIUP)

Note

- Fixed Service and Land Mobile Users: a, b, c

- Broadcast Service Users: c

- Maritime and Aeronautical Service Users: a, b, d

- Satellite Service Users: a, b, c



File Name

1. Pilih Upload Signed Prinout Of the Filled Online username form = data registrasi form yang sudah ditanda tangani.
2. Pilih Upload An Official Company letter stating that the person whose details are listed = Surat pernyataan PIC.
3. Pilih upload Other required documents NIB OSS RBA yang sudah ditmbhkn PBUMKU Izin Stasiun Radio.
4. Akta Pendirian Notaris Hal 1,2,3,4,5 dan tanda tangan notaris.
5. NPWP Perusahaan
6. KTP Penanggung jawab
7. Penerima kuasa.

**Add Attachment**

Select the attachment type and browse for a file

Type\*

File\*  
   
An official company letter stating that the person whose details are listed ar

Select a file (not g)

Date\*

Other required documents

Fields marked with a red asterisk (\*) are mandatory.

[◀ Back](#) | [Other Actions ▲](#) | [Next ▶](#)

3. Other required documents

- a. A softcopy of the Deed of Establishment and validation of a Legal Entity in charge of the Ministry of Justice and Human Rights
- b. A softcopy of the Taxpayer Identification Number (NPWP)
- c. softcopies:

Principle Permit or License of Telecommunications operations for telecommunications carriers

Principle Permit or License of Telecommunications operations for Broadcasting Company

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Note

- Fixed Service and Land Mobile Users: a, b, c
- Broadcast Service Users: c
- Maritime and Aeronautical Service Users: a, b, d
- Satellite Service Users: a, b, c

	<b>File Name</b>
*** form yg sudah ditanda tngani.pdf	

**Add Attachment**

Select the attachment type and browse for a file

Type\*  
An official company letter stating that the person who

File\*  
Choose File No  
Select No file chosen ter than 2MB).

Date\*  
07/01/2023

Fields marked with a red asterisk (\*) are mandatory.

 Cancel  Add Attachment

c. softcopies:

Principle Permit or License of Telecommunications operations for telecommunications carriers

Principle Permit or License of Telecommunications operations for Broadcasting Company

d. A softcopy of the Company's Business License (SIUP)

Note

- Fixed Service and Land Mobile Users: a, b, c
- Broadcast Service Users: c
- Maritime and Aeronautical Service Users: a, b, d
- Satellite Service Users: a, b, c

	File Name	Type
***	form yg sudah ditanda tngani.pdf	Signed printout of the filled on
***	SURAT PERNYATAAN PIC.pdf	An official company letter statu

Add Attachment X

Select the attachment type and browse for a file

Type\* Other required documents

File\* Choose File No Other required documents

Select a f No file chosen han 2MB).

Date\* 07/01/2023

Fields marked with a red asterisk (\*) are mandatory.

Cancel Add Attachment

Note

- Fixed Service and Land Mobile Users: a, b, c
- Broadcast Service Users: c
- Maritime and Aeronautical Service Users: a, b, d
- Satellite Service Users: a, b, c

	File Name	Type
***	form yg sudah ditanda tngani.pdf	Signed printout of the filled online username form.
***	SURAT PERNYATAAN PIC.pdf	An official company letter stating that the person whose details are listed are correct and that he is entitled to apply for the company toward SDPPI.
***	NIB OSS RBA.pdf	Other required documents
***	AKTA PENDIRIAN.pdf	Other required documents
***	NPWP.pdf	Other required documents
***	KTP.pdf	Other required documents

[◀ Back](#) Other Actions ▲ [Next ▶](#)

Required fields are required. Please ensure to not leave them empty.

Expand All

## Application Details

> Web Account Information

Edit

> New Spectrum Applicant Information

Edit

> Supporting documents

Edit

Validate

Download as  
PDF

Submit ▶

◀ Back

Other Actions ▼

Klik Validate jika isian  
sudah valid klik submit.



EN

Home

## Registration successful

Email failed to send. Please check if your email is valid in your account information.

Application Number: 2337898

Your application for registration of an existing licensee has been successfully submitted, to login with your new account please go to the login page.

[Back To Home](#)

Simpan no aplikasi 2337898 Pengajuan pembuatan akun dan menunggu proses 1-3 hari atau dapat mengirimkan no resi ke WA Wayan (08111100159) jam kerja 09.00- 16.00 WIB Kominfo pusat untuk proses akun tersebut approve atau direject atau dapat WA Kantor Balmon samrinda (085648283012).

# LAMPIRAN

BALMON SAMIRINDA

# Web Account Information

User account application No.

Username

FORM YANG SUDAH PRINT  
DAN SUDAH DITANDA  
TANGANI

please contact sdppi in case you did not receive the below fields to link this account to your existing authorizations.

User ID

ID Code

Type of Registration

## Contact Address Information

First Name

Phone Number

Mobile

Province

District

Street

E-mail Address

Second Name

Fax

Country

City

Post Code

Website

KTP Number

# New Spectrum Applicant Information

## Applicant/Licensee Information

Company

Phone Number

Mobile

Province

District

Street

Website

E-mail Address

Company

Fax

Country

City

Post Code

Reg. Legal Company No.

Tax ID No.

SIUP No.

.07 KEL. AIR HITAM

## Administrative Contact

First Name

Second Name  
Phone Number

E-mail Address


## Technical Contact

First Name


Second Name

Phone Number

E-mail Address


## Service Assignment

- Semua Layanan
- Semua Layanan (tidak termasuk Maritim & Penerbangan)
- Layanan Maritim & Penerbangan
- Default (Tidak ada akses Maritim & Penerbangan)
- Default plus layanan publik PMP Tetap
- Default plus layanan publik Trunking LM
- M2M Access Right

## Applicant's Declaration

I/We declare that the information provided in this application is correct.

Name -----

Signature -----

Designation -----

Date -----

\* The declaration shall be filled by an authorized person who has signatory power on behalf of the applicant.

## Mandatory Documents

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  - d. A softcopy of the Company's Business License (SIUP)
    - Note
      - Fixed Service and Land Mobile Users: a, b, c
      - Broadcast Service Users: c
      - Maritime and Aeronautical Service Users: a, b, d
      - Satellite Service Users: a, b, c

## - CONTOH SURAT PERNYATAAN PIC

Contoh format Penunjukan *Person In Charge* (PIC) pembuatan username akun e-licensing

(KOP SURAT)

### SURAT PERNYATAAN

Yang bertanda tangan di bawah ini:

Nama : .....  
Jabatan : .....  
Alamat : .....  
Tlp/Hp : .....  
Faks : .....  
Email : .....

**DATA DIREKTUR  
UNTUK EMAIL GUNAKAN  
EMAIL KANTOR ATAU EMAIL  
AKTIF**

Dengan ini menyatakan bahwa

Nama : .....  
Jabatan : .....  
Alamat : .....  
Tlp/Hp : .....  
Faks : .....  
Email : .....

**DATA PIC  
UNTUK EMAIL GUNAKAN  
EMAIL KANTOR ATAU EMAIL  
AKTIF**

Telah ditunjuk sebagai Person In Charge (PIC) untuk pengurusan Izin Stasiun Radio(ISR) a.n.  
PT ..... di Direktorat Jenderal Sumber Daya dan Perangkat Pos dan Informatika

Demikian Surat Pernyataan ini dibuat dengan sebenar-benarnya untuk dipergunakan sebagaimana mestinya.

Samarinda, (tanggal-bulan-tahun)

Yang membuat pernyataan,

{tanda tangan}  
{stempel}  
materai 10000

Nama direktur

( Jabatan)

3.Pilih upload Other required documents

NIB OSS RBA yang sudah ditmbhkn  
PBUMKU Izin Stasiun Radio.

4.Akta Pendirian Notaris Hal 1,2,3,4,5  
dan

tanda tangan notaris.

5.NPWP Perusahaan

6.KTP Penanggung jawab

7.Penerima kuasa.



# **FREKUENSI RADIO SATUKAN NEGERI**



## **BALAI MONITOR KELAS I SAMARINDA**