

# Indonesia Visa Checklist

## Personal Documents:

- Current and old passports
- Two recent color photograph (size 4 X 6 cm) with white background but no cap and no sun glasses.
- NID copy / Birth certificate of Children.
- Marriage certificate or divorce certificate copy.

## Professional Documents:

- For Business Person: Trade license (renewal) and company's letterhead pad (2 blank pages)
  - (ii) For partnership: Business agreement/deed copy.
  - (ii) For limited company: Certificate of incorporation, Memorandum of article, Form 12, IRC, ERC and Membership Certificates
- For Employee: No objection certificate (NOC), Pay slip / Salary statement / government order (GO) & original note verbal (official pp)
- For Student: Student ID copy, and School leave letter
- Business card: 02 pcs.

## Financial Documents:

- Original bank statement (of last 06 months), solvency certificate & copy of cheque for both company & personal
- E-TIN certificate copy

## Overseas Documents:

- **For Tourist Purpose:** Invitation letter with contact details, inviter's passport/ residence ID and status in Indonesia.
- **For Business Visit:** A letter of invitation from the host company. Including conference registration details, reasons for applicant's visit, itinerary with contact details of the business parties involved.

## Others Documents:

- Travel Health Insurance

*Please note, Notary, insurance and translation charges are additional- if needed*

## Note:

- We provides only consultancy service, doesn't provide any guaranty for visa.
- File processing for visa will start only after receiving all necessary documents.
- Processing time, requirements and fees are subject to change by the Embassy without any prior notice.
- The embassy reserves all the rights to ask for any additional documents with above mentioned checklist.
- All Bangla documents must be translated in English and notarized