Click or tap here to enter text.

**RESOURCE PERSON ENGAGEMENT FORM**

No. Click or tap here to enter text.

1. **Basic Data**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity/Hiring Manager | : | Click or tap here to enter text. | | |
| Activity Budget Line | : | Click or tap here to enter text. | | |
| Activity Base/Location | : | Click or tap here to enter text. | | |
| Resource Person hired for | : | Click or tap here to enter text. | | |
| Resource Person Name | : | Click or tap here to enter text. | Institution | Click or tap here to enter text. |
| Address/Alamat | : | Click or tap here to enter text. | | |
| E-mail address/AlamatEmail | : | Click or tap here to enter text. | | |
| Home phone/ TelpRumah | : | Click or tap here to enter text. | Cell phone | Click or tap here to enter text. |
| PDOB/ TempatTanggalLahir | : | Click or tap here to enter text. | | |
| Identity Card No / No KTP | : | Click or tap here to enter text. | NPWP | Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| Assignment Dates | : | Click or tap here to enter text. |
| No. of Input Days | : | 7 ***(default maximum is 7)*** |
| Qualifications | : | Click or tap here to enter text. |
| Summary Work Experience: | : | Click or tap here to enter text. |
| Services Needed | : | Click or tap here to enter text. |
| Deliverables | : | Click or tap here to enter text. |
| Previous INOVASI Work | : | Click or tap here to enter text. |

1. **Justifications**

|  |
| --- |
| Reasons for selecting / appointing the individual and for value for money : |
| Click or tap here to enter text. |

1. **Payment Terms**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Daily Rate (gross) | : | Click or tap here to enter text. | | |
| Airfare | : | Click or tap here to enter text. | Hotel | Click or tap here to enter text. |
| Per diems | : | Click or tap here to enter text. | Transport Allowance | Click or tap here to enter text. |
| Daily Allowance | : | Click or tap here to enter text. | Meeting Allowance | Click or tap here to enter text. |
| Total Cost | : | Click or tap here to enter text. | | |
| Bank/Nama Bank | : | Click or tap here to enter text. | Swift Code | Click or tap here to enter text. |
| Account No/No. Rekening: | : | Click or tap here to enter text. | Acc Name | Click or tap here to enter text. |

|  |
| --- |
| Approved by |
|  |
| Click or tap here to enter text. |
| Click or tap here to enter text. |

1. **Approvals**

|  |
| --- |
| Requested by |
|  |
| Click or tap here to enter text. |
| **Activity/Hiring Manager Name** |

**Important Notes/Catatan Untuk Menjadi Perhatian:**

1. INOVASI do not provide or pay any insurance coverage to Resource Persons. Resource Persons are responsibility to arrange their own insurance coverage. INOVASI tidak menyediakan atau membiayai perlindungan asuransi kepada Narasumber. Narasumber bertanggung jawab untuk menyediakan perlindungan asuransi untuk diri sendiri.
2. Daily rate is gross rate and subject to income tax. Besaran honor harian adalah bruto, dan akan dipotong pajak penghasilan.
3. Payments are paid through bank transfer by INOVASI Finance Unit. Pembayaran honor dilakukan melalui transfer perbankan oleh Bagian Keuangan INOVASI.
4. Resource Persons’ bank account must be under the name of the Resource Person. If the bank account is under another person’s name, the Resource Person will be requested to submit a signed Statement Letter. A sample of Statement Letter is available in INOVASI Finance Unit. Rekening Bank Narasumber harus atas nama Narasumber yang bersangkutan. Bila rekening bank atas nama orang lain, Narasumber yang bersangkutan harus menyerahkan dan menandatangani Surat Pernyataan. Contoh Surat Pernyataan bisa didapat di Bagian Keuangan INOVASI.
5. **Statement & Signature / Pernyataan & Tanda Tangan**

I, hereby, confirm that the above information is correct, and my attendance and participation in this event has been approved by my institution.

Saya menyatakan bahwa data yang saya informasikan di atas adalah benar, dan bahwa kehadiran dan partisipasi saya telah mendapat persetujuan dari instansi tempat saya bekerja.

Signature

Click or tap here to enter text.