

MINISTER OF INDUSTRY OF THE REPUBLIC OF INDONESIA

To the Heads of Industrial /Industrial Estate Companies

in

Place

**CIRCULAR LETTER OF THE
MINISTER OF INDUSTRY OF THE REPUBLIC OF INDONESIA
NUMBER 8 OF 2020
REGARDING
REPORTING OBLIGATIONS FOR INDUSTRIAL COMPANIES AND INDUSTRIAL ESTATE
COMPANIES THAT POSSESS OPERATIONAL AND INDUSTRIAL ACTIVITY MOBILITY
LICENSES**

A. Background

Whereas for the purpose of accelerating the mitigation of COVID-19 in Indonesia, the Government has stipulated Government Regulation No. 21 of 2020 regarding Large-Scale Social Restrictions for the Acceleration of Mitigation of the Corona Virus Disease 2019 (COVID-19), Presidential Decree No. 11 of 2020 regarding the Stipulation of the Corona Virus Disease 2019 (COVID-19) Public Health Emergency, Presidential Decree No. 12 of 2020 regarding the Stipulation of the Corona Virus Disease 2019 (COVID-19) as a Non-Natural National Disaster, and Minister of Health Regulation No. 9 of 2020 regarding the Guidelines for Large-Scale Social Restrictions to Accelerate Mitigation of the Corona Virus Disease 2019 (COVID-19).

Whereas to ensure the continuity of industrial activities which are directly related to economic and social aspects during the COVID-19 public health emergency, the Minister of Industry has issued Minister of Industry Circular Letter No. 4 of 2020 regarding the Implementation of Factory Operations during the Period of Corona Virus Disease 2019 Public Health Emergency and Minister of Industry Circular Letter No. 7 of 2020 regarding Guidelines for the Submissions of Applications for Industrial Activity Implementation Permits During the Corona Virus Disease 2019 (COVID-19) Public Health Emergency. Whereas to ensure Industrial Companies and Industrial Estate Companies that possess

Operational and Industrial Activity Mobility Licenses carry out their industrial activities in accordance with policies issued by the government during the public health emergency COVID-19, it is necessary to issue Minister of Industry Circular Letter regarding Reporting Obligations for Industry Companies and/or Industry Estate Companies that Possess Operational and Industrial Activity Mobility Licenses.

B. Purpose and Objectives

1. Purpose

This Circular Letter is intended to serve as a guide for Industrial Companies and Industrial Estate Companies that possess Operational and Industrial Activity Mobility Licenses in carrying out and reporting the implementation of its industrial activities during the COVID-19 public health emergency period.

2. Objective

This Circular Letter aims to ensure that Industrial Companies and Industrial Estate Companies that possess Operational and Industrial Activity Mobility Licenses carry out their industrial activities in accordance with policies issued by the government in the COVID-19 public health emergency period.

C. Scope

This Circular Letter contains:

1. Reporting obligations for Industrial Companies and Industrial Estate Companies that possess Operational and Industrial Activity Mobility Licenses;
2. Procedure for reporting industrial activities by Industrial Companies and Industrial Estate Companies; and
3. Administrative sanctions.

D. Basis

1. Law No. 3 of 2014 regarding Industry;
2. Government Regulation No. 21 of 2020 regarding Large-Scale Restrictions for the Acceleration of Mitigation of the Corona Virus Disease 2019 (COVID-19);
3. Presidential Decree No. 11 of 2020 regarding the Stipulation of the Corona Virus Disease 2019 (COVID-19) Public Health Emergency;
4. Presidential Decree No. 12 of 2020 regarding the Stipulation of Non-Natural Disaster of the Spread of the Corona Virus Disease 2019 (COVID-19) as a National Disaster;
5. Minister of Health Regulation No. 9 of 2020 regarding the Guidelines for Large-Scale Social Restrictions to Accelerate Mitigation of the Corona Virus Disease 2019 (COVID-19).

E. Content

1. Industrial Companies and Industrial Estate Companies that possess Operational and Industrial Activity Mobility Licenses are required to:
 - a. have a Standard Operating Procedure for implementing health protocol in the mitigation of COVID-19 in operational and mobility of industrial activity;
 - b. ensure the implementation of health protocol in the mitigating of COVID-19 in operational and mobility of industrial activity;
 - c. report on the operational implementation and mobility of industrial activities periodically every weekend through the SIINas portal (siinas.kemenperin.go.id) in accordance with the reporting guidelines as contained in the Appendix to this Circular Letter.
2. If there are workers who are exposed to the COVID-19 virus, Industrial Companies and Industrial Estate Companies in possession of Operational and Industrial Activity Mobility Licenses must conduct health checks on workers who are potentially exposed to the COVID-19 virus, as well as sterilize work areas that have the potential as a place to transmit the COVID-19 virus.
3. In case Industrial Companies and Industrial Estate Companies fail to submit reports on the operational implementation and industry activity mobility as referred to in number 1 letter c for 3 (three) reporting periods, are subject to administrative sanctions in the form of revocation of Operational and Industrial Activity Mobility Licenses.

F. Closing

This Circular Letter is valid until the end of the COVID-19 public health emergency period.

Thus, this Circular Letter is to be carried out accordingly. Thank you for your attention and cooperation.

Issued in Jakarta

On April 24, 2020

MINISTER OF INDUSTRY OF THE
REPUBLIC OF INDONESIA,

[Signed and Stamped]

AGUS GUMIWANG
KARTASASMITA

Copies to:

1. Coordinating Minister for Political, Legal, and Security Affairs;
2. Coordinating Minister for Economic Affairs;
3. Coordinating Minister for Maritime Affairs and Investment;
4. Coordinating Minister for Human Development and Culture;
5. Minister of Health;
6. Minister of Manpower;
7. Minister of Home Affairs;
8. Minister of Transportation;
9. Head of the Task Force for the Acceleration of the Corona Virus Disease 2019 Mitigation
10. Governor/Regent/Mayor;
11. Chairperson of the Indonesian Chamber of Commerce and Industry;
12. Chairperson of the Employers' Association of Indonesia.

APPENDIX
CIRCULAR LETTER OF THE
MINISTER OF INDUSTRY OF THE
REPUBLIC OF INDONESIA
NUMBER 8 OF 2020
REGARDING
REPORTING OBLIGATIONS FOR
INDUSTRIAL COMPANIES AND
INDUSTRIAL ESTATE COMPANIES
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INDUSTRIAL ACTIVITY MOBILITY
LICENSES

GUIDELINES FOR THE REPORTING OF THE IMPLEMENTATION OF OPERATIONAL AND
INDUSTRIAL ACTIVITY MOBILITY

- A. General
Industrial Companies and/or Industrial Estate Companies that possess operational and Industrial Activity Mobility licenses are required to report their operational and industrial activity mobility implementation every weekend through the SIINas portal (siinas.kemenperin.go.id).
- B. Procedure for Reporting Operational Operations and Industrial Activity Mobility
Industrial Companies and/or Industrial Estate Companies shall report the operational implementation and industrial activity mobility with the following method:
- a. Login to their SIINas (siinas.kemenperin.go.id) account;
 - b. Click “e-Services”;
 - c. Pick “Operational and Mobility License”;
 - d. Pick “Weekly Report”;
 - e. Upload Operational and Industrial Activity Mobility Implementation Report document using the pdf file format;
 - f. After the document has been uploaded, click “Send”.

C. Report Format

OPERATIONAL AND INDUSTRIAL ACTIVITY MOBILITY IMPLEMENTATION REPORT			
Company Name	:		
Factory Address	:		
Office Address	:		
IOMKI Number	:		
Reporting Period	:	(per week)	
A. Industry Operational Activity Report			
		Office	Factory
1.	Number of employees		
	Total number of employees (People)		
	number of employees working daily (Persons)		
2.	Number of shifts in a day (Shifts)		
B. Industrial Activity Mobility Report			
		Entering Location	Exiting Location
1.	Type of Mode of transportation	Truck/train/ship/etc	Truck/train/ship/etc
2.	Capacity per mode (Ton)		
3.	Number of trips per day (Trips)		
	(if more than 1 type of mode of transportation, more trips can be added)		
C. Health Protocol Implementation Report			
1.	Number of employees with ODP status (Persons)		
2.	Number of employees with PDP status (Persons)		
3.	Number of employees tested positive for COVID-19 (Persons)		

4.	COVID-19 prevention efforts that have been implemented (based on Minister of Industry Circular Letter Number 4 of 2020)	Yes	No
	a. Performing initial screening for all workers by checking body temperature and symptoms of respiratory disorders such as coughing/flu/shortness of breath		
	b. Prohibiting unhealthy workers from working and recommending check-ups		
	c. Ensuring that unhealthy workers who have a history of travel to COVID-19 affected areas do not enter the factory area		
	d. Ensuring the work area has good air circulation and has hand washing facilities		
	e. Ensuring the availability of soap and water or hand sanitizer masks, hand gloves, and protective clothing		
	f. Increasing the frequency of routine cleaning, among others, by using disinfectants		
	g. Regulating the number of workers in public facilities such as places of worship, canteens, and toilets		
	h. Providing nutritious supplements and food for all employees		
	i. Preparing guidelines for workers ranging from leaving the residence to returning to the place of residence		

	j. Participating in socializing clean and healthy living behavior and information about COVID-19		
	k. Ensuring the minimum required distance (social/physical distancing) between workers and not grouping together when working and resting		
5.	Documentation of COVID-19 prevention efforts that have been applied	Photo to be attached	

Place, Date.....

Signature of Person in Charge

MINISTER OF INDUSTRY OF THE
REPUBLIC OF INDONESIA,

[Signed and Stamped]

AGUS GUMIWANG
KARTASASMITA