

To:

1. Head of Indonesian Representatives Overseas  
Attn. Immigration Attache/Technical Staff and Consular Officers at the Republic of Indonesia Representative;
2. Director General of Protocol and Consular Affairs
3. Head of Regional Offices of the Ministry of Law and Human Rights of the Republic of Indonesia throughout Indonesia  
Attn. Head of Immigration Division
4. Head of Immigration Technical Implementation Unit throughout Indonesia

CIRCULAR LETTER  
NUMBER IMI-GR-01.01-2493 OF 2020

REGARDING

THE EXTENSION OF DIRECTOR GENERAL OF IMMIGRATION CIRCULAR LETTER  
NUMBER IMI-GR.01.01-2325 OF 2020 REGARDING THE TEMPORARY  
PROHIBITION FOR FOREIGNERS FROM ENTERING THE TERRITORY OF THE  
REPUBLIC OF INDONESIA  
CONCERNING THE PROCEDURES OF GRANTING THE ENTRY PERMIT FOR THE  
HOLDERS OF EXPIRED ITAS/ITAP/IMK/VISA APPROVAL/VISA

1. General

Whereas the Minister of Law and Human Rights Regulation Number 11 of 2020 regarding the Temporary Prohibition of Foreigners from Entering the Territory of the Republic of Indonesia and Director General of Immigration Circular Letter Number IMI-GR.01.01-2325 of 2020 dated April 2, 2020 regarding the Temporary Prohibition of Foreigners from Entering the Territory of the Republic of Indonesia, are all temporary policies and are enforced to prevent the spread of the COVID-19, which continues to cause many casualties.

In its implementation, harmonization and alignment are still necessary to overcome the obstacles and hindrances in implementing and interpreting the Circular Letter dated April 2, 2020.

For that reason, it is considered necessary to issue a new Circular Letter to complete Circular Letter number IMI-GR.01.01-2325 of 2020 dated April 02, 2020 related to the number 5 letter (c), number 3 letter (a) and (b), and several things that haven't been regulated in the mentioned Circular Letter.

## 2. Scope

- a. Procedures to grant entry permits for ITAP (Permanent Stay Permit) holders, workers or non-workers for the purpose of family reunification, whose entry permit has expired and are currently abroad;
- b. Procedures to grant entry permits for ITAS (Temporary Stay Permit) holders, workers or non-workers for the purpose of family reunification, whose entry permit has expired and are currently abroad;
- c. Procedures to reactivate expired Approval/Telex Visa through the system after the COVID-19 Pandemic is declared over by the competent institutions;
- d. Procedures to reactivate Visa that expires through the system after the COVID-19 Pandemic is declared over by the competent institutions;
- e. Procedures of ITAS/ITAP extension, workers or non-workers, that have expired and currently in Indonesia.

## 3. Basis

- a. Minister of Law and Human Rights Regulation Number 11 of 2020 regarding the Temporary Prohibition of Foreigners from Entering the Territory of the Republic of Indonesia and Director General of Immigration Circular Letter Number IMI-GR.01.01-2325 of 2020 dated April 2, 2020 regarding the Temporary Prohibition of Foreigners from Entering the Territory of the Republic of Indonesia;
- b. Director General of Immigration Circular Letter Number IMI-GR.01.01-2325 of 2020 dated April 2, 2020 regarding the Temporary Prohibition of Foreigners from Entering the Territory of the Republic of Indonesia.

## 4. Grant of Entry Permit

- a. For ITAS/ITAP holders, workers or non-workers and investors, for the purpose of family reunification, which has expired and is currently abroad;
- b. For ITAP holders, workers or non-workers and investors, for the purpose of family reunification, whose re-entry permit has expired;

Shall be carried out under the following procedures:

- 1) Immigration Offices in charge of 7 Immigration Checkpoints (TPI), namely Soekarno-Hatta (Jakarta) TPI, Juanda (Surabaya) TPI, Ngurah Rai (Bali) TPI,

Kualanamu (Medan) TPI, Hang Nadim (Batam) TPI, and Citra Tritunas (Batam) TPI are given the authority to grant Emergency Stay Permit (Entry ITKT) in the form of *Hexagonal Stamp* without taking into account the validity period of the IMK/ITAS/ITAP;

- 2) Immigration Officer and/or Landing Inspection Officer to input every transaction of the granting of entry permit in the Entry ITKT feature on the Crossing Application;
  - 3) This ITKT grant is not an automatic extension of ITAS/ITAP for workers, non-workers, or investors, considering the procedures of ITAS/ITAP extension requires a notification from the Ministry of Manpower or recommendation from Investment Coordinating Board
5. Immigration Officers and/or Landing Examiner Officer in Immigration Checkpoints:
- a. Process the entry of Foreigners after they are going through a health check and are determined fit to enter Indonesian territory by the Port Health Quarantine Officer;
  - b. The entry mark is given after completing the requirement as stipulated under number 5 letter (c) point (7) of Circular Letter Number IMI-GR.01.01-2325 of 2020 dated April 2, 2020, as follows:
    - 1) A health certificate, as stated in article 3 paragraph (2) letter (a) in The Regulation of Minister of Law and Human Rights of the Republic of Indonesia number 11 of 2020, can be substituted with a fit-to-fly certificate issued by the authorities in the respective countries;
    - 2) Quarantine, as mandated in article 3 paragraph (2) letter (c) in The Regulation of Minister of Law and Human Rights of the Republic of Indonesia Number 11 of 2020, can be interpreted that the foreigners, in number 2 (a-d) in this Circular Letter are willing to carry out quarantine independently at their own expenses under the surveillance of the health authorities of Indonesia;

- c. After the COVID-19 pandemic is declared over by the authority, to grant the entry stamp to foreigners who hold Visa that has been issued since January 1, 2020;
  - d. The granting of ITAS for foreign workers who hold Visa, as stated in letter (c), is carried out in certain Immigration Checkpoints.
6. The reactivation of Approval/Telex Visa:
  - a. Reactivation will be done automatically through the system after the COVID-19 Pandemic is declared over by the competent government institutions. This applies to all Approval/Telex Visas issued since January 1, 2020, Approval/Telex Visas that have expired, and those who have not taken the visa from the Representative of the Republic of Indonesia.
  - b. Reactivated Approval/Telex Visas are valid for 60 (sixty) days after the COVID-19 Pandemic has been declared over by the competent government institutions;
  - c. For the holders of Approval/Telex Visa as referred to in letter a, they still need to take the visa at the Representative of the Republic of Indonesia that they selected at the time they submitted the application.
7. The reactivation of Visa:
  - a. Reactivation will be done automatically through the system after the COVID-19 Pandemic is declared over by the competent government institutions. This applies to all visas issued since January 1, 2020 by the Indonesian Representatives through the SIMKIM application, visas that have expired, and visas that have not been used to travel to Indonesian territory;
  - b. Reactivated visas are valid for 90 (ninety) days after the COVID-19 Pandemic is declared over by the competent government institutions;
  - c. System-based automatic reactivation cannot be done for visas issued by Indonesian Representatives that have not used the SIMKIM application.
8. For the guarantors of any Foreign Workers (TKA) whose issuance of Approval/Telex Visa or Visa for Foreign Workers was made through the procedures referred in number 6 or 7, they must notify the Directorate General of Manpower Placement Development and Working Opportunity Expansion, Ministry of Manpower regarding the arrival of the TKA.

9. For the guarantors of the Investor whose issuance of Approval/Telex Visa or Visa for Investors was made through the procedures referred in number 6 or 7, they must report the arrival of the investor to the Investment Coordinating Board.
10. Grant of Extension:
  - a. For ITAS/ITAP holders, workers or non-workers, or Investors who are in Indonesia, their extension can be granted after the end of the COVID-19 Pandemic;
  - b. To extend the ITAS/ITAP, workers or non-workers, or Investors, the guarantor is *required to re-submit* the requirement of notification from the Ministry of Manpower or recommendation from the Investment Coordinating Board.
  - c. The guarantor is also required to process the Re-Entry Permit (IMK) for ITAP holders at the Immigration Office.
11. System:
  - a. In order to support the accountability of this Circular Letter, the Immigration Crossing Application (APK) SIMKIM version 2 will provide new features, namely Entry ITKT, to input 4 (four) crossing transaction types as listed in number 4 a and b in this Circular Letter;
  - b. Recapitulation of the granting of entry permits on the Emergency Stay Permit (ITKT) feature is reported on a monthly basis by the Directorate of Immigration Information Systems and Technology to the Director General of Immigration.

Thus to be carried out seriously.

Stipulated in Jakarta  
on May 6, 2020  
Director General of Immigration

(Signed)

Jhoni Ginting  
NIP 19610612 198903 1 003

Forwarded to:

1. Minister of Law and Human Rights (as a report);
2. Minister of Foreign Affairs (as a report);
3. Secretary General of the Ministry of Law and Human Rights;
4. Inspector General of the Ministry of Law and Human Rights;
5. Inspector General of the Ministry of Foreign Affairs;
6. Primary High Leaders at the Directorate General of Immigration;
7. Immigration Analyst Expert at the Directorate General of Immigration;
8. A r c h i v e -----