

Number : IMI-GR.01.01-3558 July 22, 2020
Nature : Important
Appendix : -
Matter : Affirmation of Director General of Immigration Circular Letter Number IMI-GR.01.01-1102 of 2020 regarding Immigration Stay Permit Services in the New Normal Order

- To:
1. All Heads of Regional Offices of the Ministry of Law and Human Rights of the Republic of Indonesia
Attn. Head of the Immigration Division throughout Indonesia
 2. All Heads of Immigration Offices throughout Indonesia

In relation to the dynamics in the society, we hereby convey the Affirmation of Director General of Immigration Circular Letter Number: IMI-GR.01.01-1102 of 2020 regarding Immigration Stay Permit Services in the New Normal Order, as follows:

1. Returning the status of Emergency Stay Permit (*Izin Tinggal Keadaan Terpaksa*, or “ITKT”) holders

- a. Number 5 letter d number 1) letter a):
Foreigners holding Visit Stay permit (Izin Tinggal Kunjungan, or “ITK”) who have obtained ITKT, may extend their stay permit based on the previous ITK as long as the Covid-19 pandemic period has not ended and there are no means of transportation to leave the territory of Indonesia.
- b. Foreigners holding ITK as referred to in letter a includes holders of ITK originating from Multiple Entry Visit Visa (*Visa Kunjungan Beberapa Kali Perjalanan*, or “**VKBP D212**”) and Foreigners holding APEC Business Travel Card (ABTC), with a validity period of 30 days for each extension.
- c. Foreigners holding ITK and VKBP D212 who have extended their stay permits may apply for conversion of status to become ITAS after fulfilling the requirements in accordance with the applicable regulations.
- d. Foreigners Holding Limited Stay Permits (*Izin Tinggal Terbatas*, or “**ITAS**”) and Permanent Stay Permits (*Izin Tinggal Tetap*, or “**ITAP**”) as referred to in number 5 letter d number 2) letter c) and Number 5 letter d number 3) letter b) whose stay

permits have expired may apply for a Visit Visa (*Visa Kunjungan*) telex or Limited Stay Visa (*Visa Tinggal Terbatas*) telex through the Visa Online Application to the Sub-Directorate of Visa, Directorate of Immigration Traffic, Directorate General of Immigration after fulfilling the requirements in accordance with the applicable regulations.

- e. Foreigners who already hold a visa telex as referred to in letter d may apply for ITK or ITAS after paying Non-Tax State Revenue (*Penerimaan Negara Bukan Pajak*, or “PNBP”) for visa fees at the local Immigration Office without leaving the territory of Indonesia and without applying for a visa to a Republic of Indonesia representative of RI overseas.
- f. Foreigners as referred to in letter d who will return to their country of origin or exit the territory of Indonesia because of a certain matter, may leave the territory of Indonesia no later than 30 days after the Affirmation of Circular Letter is enacted.

2. Visit Visa Free (*Bebas Visa Kunjungan*, or “BVK”) and Crew Visit Holders

- a. Number 5 letter f:
Foreigners holding BVK who have obtained ITKT must leave the territory of Indonesia no later than 30 days as of the issuance of this Circular Letter.
- b. Foreigners holding BVK as referred to in letter a and Crew Visit holders may apply for a Visit Visa telex or Limited Stay Visa telex through the Visa Online Application to the Sub-Directorate of Visa, Directorate of Immigration Traffic, Directorate General of Immigration after fulfilling the requirements in accordance with the applicable regulations.
- c. Foreigners already having a visa telex as referred to in letter b may apply for ITK or ITAS after paying PNBP for visa fees at the local Immigration Office without leaving the territory of Indonesia and without applying for a visa to a Republic of Indonesia representative overseas.
- d. Visa fees as referred to in letter c shall be paid using a Visa PNBP service by first making a *Simponi* Billing as a basis for payment.
- e. Proof of Visa PNBP payment as referred to in letter d shall be deemed as a Proof of Already Holding a Visa.

- f. Passports of Foreigners holding a visit visa telex shall be stamped with the Granting/Extension of Visit Stay Permit (“Visit Stay”) Stamp.
- g. Passports of Foreigners holding limited stay visa telex shall be stamped with the Granting/Extension of limited Stay Permit along with the Re-Entry Permit (“Limited Stay & Re-Entry”) Stamp.

3. Foreigners already having a visa telex who are in the territory of Indonesia

Foreigners already having a visa telex as of December 1, 2019 who are in the territory of Indonesia may apply for ITK and ITAS after paying PNPB for Visa fees at the local Immigration Office without leaving the territory of Indonesia and without applying for a visa to a Republic of Indonesia representative overseas.

4. Calculation of Stay Permit

- a. For Foreigners already having a visa telex issued as of December 1, 2019 until the issuance of this Affirmation of Circular Letter, the granting of their Stay Permit shall be in accordance with the date of when the Foreigners submit the ITK and ITAS application to the Immigration Office;
- b. For Foreigners already having a visa telex issued after the issuance of this Affirmation of Circular Letter, the granting of their Stay permit shall be in accordance with the date of the visa telex issuance.

To be implemented accordingly.

(Barcode)

Director General of Immigration
(Signature)

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Copies to:

1. Minister of Law and Human Rights (as a report);
2. Head of State Audit Board of the Republic of Indonesia;
3. Head of Finance and Development Supervision Board of Indonesia;

4. Head of the Ombudsman of the Republic of Indonesia;;
5. Secretary General of the Ministry of Law and Human Rights;
6. Inspector General of the Ministry of Law and Human Rights;
7. Director General of Protocol and Consular at the Ministry of Foreign Affairs;
8. All Head of RI Representatives Outside of the State;
9. Primary High Leaders at the Directorate General of Immigration;
10. Principal Immigration Analyst Expert at the Directorate General of Immigration;
11. All Heads of Immigration Detention Houses;
12. A r c h i v e -----.