

**HEAD OF MANPOWER, TRANSMIGRATION AND ENERGY SERVICE OFFICE OF THE
SPECIAL CAPITAL REGION OF JAKARTA PROVINCE**

**DECREE OF THE HEAD OF MANPOWER, TRANSMIGRATION AND ENERGY SERVICE
OFFICE OF THE SPECIAL CAPITAL REGION OF JAKARTA PROVINCE**

NUMBER 3100 OF 2020

REGARDING

**CRITERIA AND REQUIREMENTS FOR THE APPLICATION TO IMPLEMENT PAYMENT
OF THE PROVINCIAL MINIMUM WAGE OF 2021 TO BE EQUAL TO THE PROVINCIAL
MINIMUM WAGE OF 2020 FOR ENTREPRENEURS, COMPANIES, AND/OR
EMPLOYERS ECONOMICALLY IMPACTED DUE TO THE CORONA VIRUS DISEASE
2019 (COVID-19)**

BY THE GRACE OF GOD ALMIGHTY

**THE HEAD OF MANPOWER, TRANSMIGRATION AND ENERGY SERVICE OFFICE OF
THE SPECIAL CAPITAL REGION OF JAKARTA PROVINCE**

Considering : whereas to implement the provision of Article 3 paragraph (2) of Regulation of the Governor of Special Capital Region of Jakarta Province Number 103 of 2020 regarding Provincial Minimum Wage of 2021, it is necessary to stipulate Decree of the Head of Manpower, Transmigration, and Energy Service Office regarding the Criteria and Requirements for the Application to Implement Payment of the Provincial Minimum Wage of 2021 to be Equal To the Provincial Minimum Wage of 2020 for Entrepreneurs, Companies, and/or Employers Economically Impacted Due to the Corona Virus Disease 2019 (COVID-19).

In view of : 1. Law Number 30 of 2014 regarding Government Administration (State Gazette of the Republic of Indonesia of 2014 Number 292, Supplement to the State Gazette of the Republic of Indonesia Number 5601);

2. Regulation of the Governor of Special Capital Region of Jakarta Province Number 147 of 2019 regarding Organization and Working Procedure of the Manpower, Transmigration, and Energy Service Office (Regional Gazette of the Special Capital Region of Jakarta Province of 2019 Number 62045);

3. Regulation of the Governor of Special Capital Region of Jakarta Number 103 of 2020 regarding Provincial Minimum Wage of 2021 (Regional Gazette of the Special Capital Region of Jakarta Province of 2020 Number 21042).

HAS DECIDED:

To Stipulate : DECREE OF THE HEAD OF MANPOWER, TRANSMIGRATION, AND ENERGY SERVICE OFFICE REGARDING CRITERIA AND REQUIREMENTS FOR THE APPLICATION TO IMPLEMENT PAYMENT OF THE PROVINCIAL MINIMUM WAGE OF 2021 TO BE EQUAL TO THE PROVINCIAL MINIMUM WAGE OF 2020 FOR ENTREPRENEURS, COMPANIES AND/OR EMPLOYERS ECONOMICALLY IMPACTED DUE TO THE CORONA VIRUS DISEASE 2019 (COVID-19)

FIRST : In this Decree of the Head of Service Office, what is meant by:

1. Governor is the Governor of the Special Capital Region of Jakarta Province.
2. Manpower, Transmigration, and Energy Service Office, hereinafter referred to as Service Office, is the Manpower, Transmigration, and Energy Service Office of the Special Capital Region of Jakarta Province.
3. Head of Service Office is the Head of the Manpower, Transmigration, and Energy Service Office of the Special Capital Region of Jakarta Province.
4. Board of Wages is the Board of Wages of the Special Capital Region of Jakarta Province.
5. Company is:
 - a. All business forms with/without a legal entity, owned by a person, owned by alliance, or owned by a legal entity, both private and state-owned that employs workers/labors by paying wages or compensation in other forms;
 - b. Social businesses or other businesses that have managers and employ other people by paying compensation in other forms.

6. Entrepreneur is:
 - a. Persons, alliances, or legal entities that are running a company that they own;
 - b. Persons, alliances, or legal entities that are running a company that they do not own;
 - c. Persons, alliances, or legal entities in Indonesia, representing a company as referred to in letter a and b located outside the territory of Indonesia.
7. Employer is a person, entrepreneur, legal entity, or other entities that hire employees by paying wage or compensation in other forms.
8. Worker union/labor union is an organization that is formed from, by, and for workers/labors whether in the company or outside of the company, that has the character of being liberal, open, independent, democratic, and accountable to be fought for, defending and protecting the rights and interests of the workers/labors as well as increasing the welfare of workers/labors and its families.
9. Worker/labor is all persons working by receiving wage or compensation in other forms.
10. Wage is the right of the worker/labor that is hired and stated in the form of money as a compensation from the entrepreneur or employers to the worker/labor that is stipulated and paid based on a working agreement, or laws and regulations, including allowance, for workers/labors and its families over a job and/or service that has been conducted.
11. Provincial Minimum Wage (*Upah Minimum Provinsi*), hereinafter referred to as UMP is the minimum wage applicable in the DKI Jakarta Province.
12. Provincial Sectoral Minimum Wage (*Upah Minimum Sektoral Provinsi*), hereinafter referred to UMSP is the sectoral minimum wage applicable in the DKI Jakarta Province.
13. Indonesian Standard Classification of Business Field (*Klasifikasi Baku Lapangan Usaha Indonesia*), hereinafter referred to as KBLI

is the standard classification of economic activities contained in Indonesia in 2017.

14. Business Registration Number (*Nomor Induk Berusaha*), hereinafter referred to as NIB is the identity of the business actor that is issued by the OSS institution after the business actor conducts registration.
15. Online Single Submission, hereinafter referred to as OSS is the business licensing issued by the OSS institution for and on behalf of the minister, head of institutions, governor, or regent/mayor to the business actor through the integrated electronic system.

SECOND : To stipulate the criteria and requirements for the application to implement payment of the UMP of 2021 to be equal to the UMP of 2020 for entrepreneurs, companies, and/or employers economically impacted due to the Corona Virus Disease 2019 (Covid-19) as follows:

A. Criteria

1. Considerations of growth value of the business field sector for the Quarter II of 2020 and Quarter III of 2020 period in accordance with the release of the DKI Jakarta Province Statistic Center.
2. Business field sectors that are impacted economically due to Covid-19 with considerations as referred to in paragraph (1) above are:
 - a. Agriculture, Forestry, and Fisheries;
 - b. Mining and Excavation;
 - c. Processing Industry;
 - d. Electricity and Gas Procurement;
 - e. Water Procurement, Garbage, Waste Processing;
 - f. Construction;
 - g. Wholesale Trade & Retail, Reparation of Cars and Motorcycles;
 - h. Transportation and Warehousing;
 - i. Accommodation and Food & Beverage;
 - j. Financial Service and Insurance;
 - k. Real Estate;
 - l. Company Service (Professional, Science, and Engineering, Rental, Lease, Manpower, Travel Agent)

- m. Government Administration, Security, and Social Service;
 - n. Education Service;
 - o. Other Services (Arts, Entertainment and Recreation, Other Services, Household, International Bodies).
3. The evidencing of entrepreneurs, companies, and/or employers that are included in the business field sector as referred to in number (2) above is conducted through the Indonesian Standard Classification of Business Field as stated in the NIB.

B. Requirements

- 1. Application letter from the entrepreneur, company, and/or employer;
- 2. Statement letter from the entrepreneur, company, and/or employer;
- 3. Copy of NIB which states the KBLI code;
- 4. Data on the number of workers/labors in accordance with the period of work.

THIRD : For entrepreneurs, companies, and/or employers having business fields outside the SECOND DICTUM letter A number (2), an application may be submitted to implement payment of the UMP of 2021 to be equal to the UMP of 2020 by attaching the requirements in accordance with the SECOND DICTUM letter B and the supporting documents as follows:

- a. Profit and loss statement for the period of January 2020 until October 2020 and January 2019 until December 2019; and
- b. Debtor Information Document (*Dokumen Informasi Debitur*) (ideb) from the Financial Information Service System (*Sistem Layanan Informasi Keuangan*, SLIK) of the Financial Authority Service (*Otoritas Jasa Keuangan*, OJK) for the October 2020 period, if any.

FOURTH : Application to implement payment of the UMP of 2021 to be equal to the UMP of 2020 for entrepreneurs, companies, and/or employers economically impacted due to the Corona Virus Disease 19 (Covid-19) is not applicable for entrepreneurs, companies and/or employers

in which the payment of its wages is regulated based on the governor regulation regarding UMSP.

- FIFTH : Mechanism for the application to implement payment of the UMP of 2021 to be equal to the UMP of 2020 for entrepreneurs, companies, and/or employers economically impacted due to the Corona Virus Disease (Covid-19) shall be conducted with the following method:
- a. Submission of the application and requirement in accordance with the provision as referred to in the SECOND DICTUM or THIRD DICTUM to the Governor through the Head of Service Office;
 - b. Service Office conducts verification towards such application;
 - c. If required, the Head of the Service Office may request the advice and consideration of the Board of Wages;
 - d. Head of Service Office issued a letter relating to the approval or rejection regarding such application.
- SIXTH : Entrepreneurs, companies, and/or employers shall submit the application to the Governor through the Head of Service Office no later than December 18, 2020.
- SEVENTH : a. Implementation of the UMP of 2021 for entrepreneurs, companies, and/or employers economically impacted due to Covid-19 that has received the approval from the Head of Service Office is implemented with the same amount of the UMP of 2020 in the amount of Rp. 4,276.349.906 (four million two hundred seventy-six thousand three hundred forty-nine nine hundred and six Rupiah);
- b. Provisions as referred to in letter (a) shall be applicable as of January 1, 2021, and is applicable for workers in which his/her period of work is less than 1 (one) year.
- EIGHT : Supervision over the implementation of the UMP of 2021 is conducted by the Manpower Supervisor (*Pengawas Ketenagakerjaan*).
- NINTH : This Decree is applicable as of the date of the stipulation.

Stipulated in Jakarta
On November 23, 2020

HEAD OF MANPOWER,
TRANSMIGRATION AND
ENERGY SERVICE OFFICE OF
THE SPECIAL CAPITAL REGION
OF JAKARTA PROVINCE

(Signed and Stamped)

Copies to:

1. Governor of DKI Jakarta Province
2. Deputy Governor of DKI Jakarta Province
3. Regional Secretary of DKI Jakarta Province
4. Assistant for Economy and Finance in the Regional Government of DKI Jakarta Province
5. Head of Manpower, Transmigration, and Energy Service Office (*Kasudin Nakertrans dan Energi*) of 5 (five) areas of DKI Jakarta Administration City and Kepulauan Seribu Administration Regency

LETTERHEAD OF THE ENTREPRENEUR, COMPANY AND/OR EMPLOYER

Number : Jakarta, 2020
 Attachment :
 Matter : Application for the To
 Implementation of the DKI The Honorable Governor of DKI Jakarta
 Jakarta UMP of 2021 to be Province through the Head of Manpower,
 equal to the DKI Jakarta UMP Transmigration and Energy of DKI Jakarta
 of 2020 Province

 in Jakarta

Respectfully,

In accordance with the provision of Article 3 of Regulation of the Governor of DKI Jakarta Province Number 103 of 2020 regarding Provincial Minimum Wage of 2021 jo. Decree Letter of the Head of Manpower Service Office Number 3100 of 2020 regarding Criteria and Requirements for the Application to Implement Payment of the Provincial Minimum Wage of 2021 to be Equal to the Provincial Minimum Wage of 2020 for Entrepreneurs, Companies, and/or Employers Economically Impacted Due to the Corona Virus Disease 2019 (Covid-19), we herewith submit the application and requirements as follows:

1.	Name and Address of the Entrepreneur, Company, and/or Employer	:			
2.	Email Address of the Entrepreneur, Company, and/or Employer	:			
3.	a. Person in Charge b. Position c. Telephone	:			
4.	Business Registration Number	:			
5.	Indonesian Standard Classification of Business Field	:			
6.	Number of All Workers	: persons		
	a. period of work is less than 1 (one) year	 persons		
	b. period of work is above 1 (one) year	 persons		
7.	Including Entrepreneur, Company, and/or Employer in which the Payment of its Wage is Based on the Regulation of Governor Regarding UMSP	:	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> </tr> </table>	YES	NO
YES	NO				

We thank you for your attention.

Head of the Company

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Attachment:

1. Copy of the Application Letter
2. Original Copy and Copy of the Statement Letter
3. NIB
4. Profit and Loss Report*
5. Debtor Information Document (ideb)*

*Specifically, for companies from sectors that are not impacted

STATEMENT LETTER

I, the undersigned

1. Name of the Person in Charge :

2. Position :

3. Name of the Entrepreneur,
Company, and/or Employer :

4. Address of the Entrepreneur,
Company, and/or Employer :

States that the data that I submitted to the Governor of DKI Jakarta Province through the Head of Manpower, Transmigration, and Energy Service Office of DKI Jakarta Province relating to the application to implement payment of the Provincial Minimum Wage of 2021 to be equal to the Provincial Minimum Wage of 2020 for entrepreneurs, companies, and/or employers economically impacted due to the Corona Virus Disease 2019 (Covid-19) is true and if an error is found in the future, then I am willing to be imposed with sanctions in accordance with the applicable provisions.

Jakarta, 2020

Stamp Duty

(...Clear Name...)