



MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA

REGULATION OF THE MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA

NUMBER 62/M-DAG/PER/8/2017

CONCERNING

GUIDELINE FOR OFFICIAL DOCUMENT ARRANGEMENT

IN ENVIRONMENT OF THE MINISTRY OF TRADE

BY THE GRACE OF THE ALMIGHTY GOD

THE MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA,

- Considering :
- a. that provisions concerning official document arrangement as regulated in Decree of the Minister of Trade Number 702//M-DAG/KEP/9/2011 concerning Guideline for General Administration of the Ministry of Trade has not been in accordance with general provisions for official document arrangement as regulated in the Regulation of the Head of National Archives Number 2 of 2014 concerning Official Document Arrangement;
 - b. that based on consideration as intended in letter a, and to conduct adjustment towards organizational structuring as regulated in the Regulation of the Minister of Trade Number 08/M-DAG/PER/2/2016 concerning Organization and Administration of the Trade Ministry, it is necessary to re-regulate Guideline for Official Document Arrangement in Environment of the Trade of Ministry;
 - c. that based on considerations as intended in letter a and letter b, it is necessary to stipulate Regulation of the Minister of Trade concerning



Guideline for Official Document Arrangement in Environment of the
Ministry of Trade;

- In view of :
1. Law Number 39 of 2008 concerning State Ministry (State Gazette of the Republic of Indonesia of 2008 Number 166, Supplementary State Gazette of the Republic of Indonesia Number 4916);
 2. Presidential Regulation Number 7 of 2015 concerning Organization of State Ministry (State Gazette of the Republic of Indonesia of 2015 Number 8);
 3. Presidential Regulation Number 48 of 2015 concerning Trade Ministry (State Gazette of the Republic of Indonesia of 2015 Number 90);
 4. Regulation of the Minister of Trade Number 08/M-DAG/PER/2/2016 concerning Organization and Administration of the Trade Ministry (State Gazette of the Republic of Indonesia of 2016 Number 202);
 5. Regulation of the Head of National Archives Number 2 of 2014 concerning Guideline for Official Document Arrangement (State Gazette of the Republic of Indonesia of 2014 Number 432);
 6. Regulation of the Head of National Archives Number 30 of 2011 concerning Guidelines of Paper Utilization for Permanent Document Archives;

HAS DECIDED:

To stipulate : REGULATION OF THE MINISTER OF TRADE CONCERNING
GUIDELINE FOR OFFICIAL DOCUMENT ARRANGEMENT IN
ENVIRONMENT OF THE MINISTRY OF TRADE.

Article 1

Guideline for Official Document Arrangement in Environment of the
Ministry of Trade is intended as guideline in official document management
in environment of the Ministry of Trade.



Article 2

- (1) Guideline for Official Document Arrangement as intended in Article 1 consists of:
 - a. preface;
 - b. type and format of official document;
 - c. making of official document;
 - d. official document security;
 - e. authority of signing; and
 - f. official document control.
- (2) Guideline for Official Document Arrangement as intended in article (1) is attached in Appendix which is inseparable part of this Regulation of Minister.

Article 3

Assistance and supervision for provision implementation as intended in Article 2 are conducted by Secretary General of the Ministry of Trade and the leader of working unit in environment of the Ministry of Trade.

Article 4

As this Regulation of Minister comes into effect, Decree of the Minister of Trade Number 702/M-DAG/KEP/9/2011 concerning Guideline for General Administration of the Ministry of Trade, shall be revoked and shall be declared null and void.

Article 5

This Regulation of Minister shall come into effect as from its stipulation date.

For public cognizance, ordering the promulgation of this Government Regulation in the Official Gazette of the Republic of Indonesia.

Stipulated in Jakarta
on 25 August 2017

THE MINISTER OF TRADE OF RI,



sgd.

ENGGARTIASTO LUKITA

Stipulated in Jakarta
on 28 August 2017

DIRECTOR GENERAL
LAWS AND LEGISLATIONS
THE MINISTRY OF LAW AND HUMAN RIGHTS
THE REPUBLIC OF INDONESIA,

sgd.

WIDODO EKATJAHJANA

STATE GAZETTE OF THE REPUBLIC OF INDONESIA OF 2017 NUMBER 1183

Copy conforms to the original
Secretariat General
The Trade Ministry
Head of Legal Bureau,

M. SYIST



APPENDIX
REGULATION OF THE MINISTER OF TRADE OF RI
NUMBER 62/M-DAG/PER/8/2017
CONCERNING
GUIDELINE FOR OFFICIAL DOCUMENT ARRANGEMENT IN
ENVIRONMENT OF THE MINISTRY OF TRADE

CHAPTER I
PREFACE

A. Background

General Administration as information facility to support the implementation of main duty and function in various activity fields in environment of the Ministry of Trade requires the existence of language similarity and action uniformity in its implementation. In connection to such things there should be any Official Document Arrangement in supporting the implementation of the Ministry of Trade's main duty. Official Document Arrangement as one of general administrative elements consisting of arrangement for type and compiling of official document, utilization of state symbol, official logo and stamp, utilization of proper Bahasa Indonesia, correspondences, legal product arrangement, as well as rectification.

Provisions concerning official document arrangement in the Ministry of Trade have been regulated in the Decree of the Minister of Trade Number 702/M-DAG/KEP/9/2011 concerning Guideline for General Administration of the Ministry of Trade, but as the time goes by and the existence of restructuring for management organization in environment of the Ministry of Trade, it is necessary to perfect the aforesaid Guideline for General Administration of the Ministry of Trade. Completion of Guideline for General Administration of the Ministry of Trade hereinafter referred to Official Document Arrangement of the Ministry of Trade as part of general administrative element necessarily considers the development dynamics of legislations and information technology to smoothen information flow as well as written official affairs communication.



Official Document Arrangement must be obeyed with full awareness based on reasons and objective that have been considered well to conduct connection system in an organization.

B. Purpose, Objective, and Target

1. Purpose

Official Document Arrangement is intended as guideline for management and providing instruction or reference for the implementation of official document arrangement in environment of the Ministry of Trade.

2. Objective

Official Document Arrangement purposes to create effective and efficient written communication smoothness in implementing duty and function in environment of the Ministry of Trade.

3. Target

- a. to achieve uniformity and integrity in the implementation of correspondences and archive administrative activity in environment of the Ministry of Trade;
- b. to form efficient and effective general administrative order;
- c. to achieve official affairs communication smoothness as well as simplicity in its implementation control; and
- d. to guarantee security, integrity, and confidentiality of state document/official affairs.

C. Scope

Scope of Official Document Arrangement of the Trade Ministry includes arrangement for type and format of official documents, making of official documents, official document security, authority of signing, and control of official documents.

D. Principles

1. Effective and efficient principles

The implementation of Official Document Arrangement is necessarily conducted effectively and efficiently in writing, utilization of official space or document sheet, information specification, as well as in utilization of good, correct, and simple Bahasa Indonesia.



2. Standardization Principle

Official Document is processed and arranged according to the standardized procedures and forms.

3. Accountability Principle

The implementation of Official Document Arrangement is accounted from content, format, procedure, archival, authority, and legality aspects.

4. Interrelatedness principle

Activity of Official Document Arrangement implementation is related to general administrative activity.

5. Speed and accuracy principle

Official Documents must be able to be completed quickly, punctually, and objectively in redaction clarity, procedural simplicity, as well as delivery and distribution speed.

6. Security principle

Official Document Arrangement must be secured physically and substantially as from the arrangement, classification, delivery to the entitled, filing, archival matters and distribution. For reason of creating effective and efficient Official Document Arrangement, security of document and its legality aspects is necessarily seen as the most important factor

E. General Meaning

1. Official Document Arrangement is arrangement of type, format, preparation, security, legalization, distribution and media used in official affairs communication.

2. Official Document is written information as official affairs communication tool made by the authorized officer in the environment of national institution, regional government, tertiary educational institution, State Owned Company/Regional Owned Company in order that the implementation of governmental duty and development.

3. Archive is activity or incident record in various forms and media in accordance with information and communication technology development made and received by national institutions, regional government, educational institution, company, political organization, social organization, and individual in implementing social, national and state life.



4. Format is structure and form of documents describing layout and redaction, as well as the utilization of state symbol, official logo and stamp.
5. Organizational unit in environment of the Ministry of Trade is Secretariat General, Inspectorate General, Directorate General, and Agencies.
6. Working Unit in Environment of the Ministry of Trade consists of Bureau, Center, Inspectorate, Directorate, Office in Directorate General, Foreign Trade Representative of the Republic of Indonesia.
7. Internal Communication is official information delivery relation system conducted interworking units in organization vertically and horizontally.
8. External Communication is official information delivery relation system conducted by instances with other parties outside the related instance's environment.
9. Symbol of the Republic of Indonesia hereinafter referred to State Symbol is Garuda Pancasila with its motto Bhinneka Tunggal Ika.
10. Logo of the Ministry of Trade is identity tag/identification of the Ministry of Trade describing typical duty and function of the Ministry of Trade.
11. Official Stamp is writing and/or symbol of position level and/or instance used as legal and applicable identification sealed in signature space.
12. Permanent Paper is acid free paper or having low acidity level, having high duration and durability in long period.
13. Authority of Signing Official Documents is right and obligation existing in officer to sign official documents in accordance with official duty and responsibility on its position.



CHAPTER II

TYPE AND FORMAT OF OFFICIAL DOCUMENT

A. Directive Official Document

Directive official document is official document containing main policy or implementing policy that must be guided and conducted in implementation of duty and activity of the Ministry of Trade in the form of legal product that is arranging, stipulating, and assigning.

1. Arrangement Official Document

Official document that is arranging consists of:

- a. Laws and Legislations;
- b. Guideline;
- c. Implementing Instruction/Technical Instruction;
- d. Instruction;
- e. Standard Operational Procedure; and
- f. Circular Letter.

a. Laws and Legislations

In accordance with provisions of Law Number 12 of 2011 concerning the Establishment of Laws and Legislations, that Regulation of Minister includes one of types of Laws and Legislations. Regulation of Minister is type of regulation stipulated by the Minister based on content material in the event of the implementation of certain governmental affairs.

Provisions concerning official document arrangement are not applicable towards Laws and Legislations. Draft arrangement of Laws and Legislations is conducted in accordance with arrangement technique of Laws and Legislations as regulated in Appendix II of Law Number 12 of 2011 concerning the Establishment of Laws and Legislations.

b. Guideline

1) Meaning

- a) Guideline is official document containing general reference in governmental Instance environment which is necessarily described into



operational/technical instructions. Guideline Application is poured in the form of regulation and as appendix of the regulation.

- b) Guideline Appendix is more detailed explanation/analysis/description from guideline content material and is a unity which is inseparable of regulation concerning the guideline.

2) Authority of Stipulation and Signing

Guideline is made in order to follow up the higher legislations and its validity is stipulated by the authorized official.

3) Structure

a) Heading

Heading of guideline is appendix title writing written on the upper right corner with its whole capital letter, left alignment and ended without punctuation mark.

b) Body

Part of guideline body consists of:

- (1) Preface, containing background/basic thinking, purpose and objective, scope and meaning;
- (2) Guideline material; and
- (3) Closing, consisting of things that must be taken note of, further description.

c) Foot

Part of guideline foot, placed on lower right consisting of:

- (1) Position name of the official signing the guideline written in capital letter and ended with comma;
- (2) Official's signature that signing guideline and position stamp; and
- (3) Official's complete name that signing the guideline written in capital letter, without attaching any degree.

c. Implementing Instruction/Technical Instruction

1) Meaning

- a) Implementing instruction/technical instruction is arrangement official document containing implementation method of activity, including its implementation order as well as its authority and procedures.



b) Appendix of implementing instruction/technical instruction is more detailed explanation/analysis/description from content material of implementing instruction/technical instruction and is a unity which is inseparable from regulation concerning such implementing instruction/technical instruction.

2) Authority of Stipulation and Signing

The official authorizing to stipulate and sign implementing instruction/technical instruction is the authorized official or the appointed official.

3) Structure

a) Heading

Heading of implementing instruction/technical instruction is appendix title writing which is written on upper right corner with its full capital letter, left alignment and ended without any punctuation mark.

b) Body

Part of body of the implementing instruction/technical instruction consists of:

- (1) Preface, containing background, purpose and objective, scope and meaning;
- (2) Material of implementing instruction/technical instruction, clearly shows action order, organization, coordination, control, and other things that are considered to be necessarily conducted; and
- (3) Closing.

c) Foot

Part of foot of implementing instruction/technical instruction is placed on lower right, consisting of:

- (1) Name of title the official signing implementing instruction/technical instruction is written in capital letter and ended with comma;
- (2) Official's signature that signing implementing instruction/technical instruction as well as title stamp and
- (3) Official's complete name that signing implementing instruction/technical instruction is written in capital letter, without attaching any degree.



4) Distribution

Distribution is conducted using the applicable distribution list. Implementing instruction/technical instruction is delivered to the entitled party correctly and punctually, completely as well as safely. The distribution of implementing instruction/technical instruction is followed with controlling action.

d. Instruction

1) Meaning

Instruction is official document containing order in the form of instruction/directive concerning the implementation of a policy regulated in laws and legislations.

2) Authority of Stipulation and Signing

The official that authorizing to stipulate and sign instruction is the Minister of Trade.

3) Structure

a) Heading

Part of instruction heading consists of:

- (1) Instruction letter head being signed by the Minister of Trade or on behalf of the Minister of Trade uses state symbol, along with name of the Ministry of Trade in capital letter symmetrically;
- (2) the word of instruction and title name of the stipulating official, written in capital letter symmetrically;
- (3) instruction number, written in capital letter symmetrically;
- (4) the word of concerning, written in capital letter symmetrically;
- (5) instruction title, written in capital letter symmetrically; and
- (6) title name of the official that stipulating instruction, written in capital letter, and ended with comma symmetrically.

b) Preamble

Preamble part of instruction consists of:

- (1) the word of Considering, containing background of instruction stipulation; and
- (2) the word of In View of, containing legal basis as instruction stipulation basis.



c) Body

Part of instruction body contains instruction substance.

d) Foot

Part of instruction foot is placed on lower left, consisting of:

- (1) place (city according to institution's address) and date of instruction stipulation;
- (2) title name of the stipulating official, written in capital letter and ended with comma;
- (3) official's signature that stipulating instruction; and
- (4) the signing official's complete name, written in capital letter, without attaching degree.

4) Distribution and Copy

Instruction is delivered to the entitled party quickly, punctually, completely, and safely. Instruction distribution is followed with controlling action.

5) Things To be Taken Note of

- a) Instruction is the implementation of main policy therefore instruction must refer to a law and legislation.
- b) Stipulation authority and instruction signing cannot be delegated to other officials.



Sample of Instruction Format

<p style="text-align: center;">MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA INSTRUCTION.....</p> <p style="text-align: center;">NUMBER YEAR</p> <p style="text-align: center;">CONCERNING</p> <p style="text-align: center;">TITLE NAME</p> <p>In order to.....hereby give instruction</p> <p>To : 1. Official's Name/Title; 2. Official's Name/Title; 3. Official's Name/Title; 4. Official's Name/Title;</p> <p>For : FIRST : SECOND : THIRD : so on.</p> <p>Issued in</p> <p>On</p> <p style="text-align: center;">THE MINISTER OF TRADE OF RI, Signature and Title Stamp COMPLETE NAME</p>	←	Printed state symbol and title name.
	←	Instruction title written in capital letter.
	←	Sequence numbering in one calendar year.
	←	Contains reasons concerning the importance of instruction stipulation
	←	List of official receiving instruction
	←	Contains substance concerning the instructed directive.
	←	City according to institution and date of signing.
	←	Position name and complete name written in capital letter.



e. Standard Operational Procedure (SOP)

1) Meaning

SOP is official document containing series of instruction with certain methods and activity orders.

2) Objective of SOP

SOP purposes to:

- a) simplify, enable, and accelerate instruction delivery;
- b) enable job;
- c) smoothen and standardize the implementation of activity; and
- d) increase cooperation between leaders, staff, and implementing elements.

3) Authority of Stipulation and Signing

Official that stipulating and signing SOP is the authorized official or other appointed officials.

4) Structure

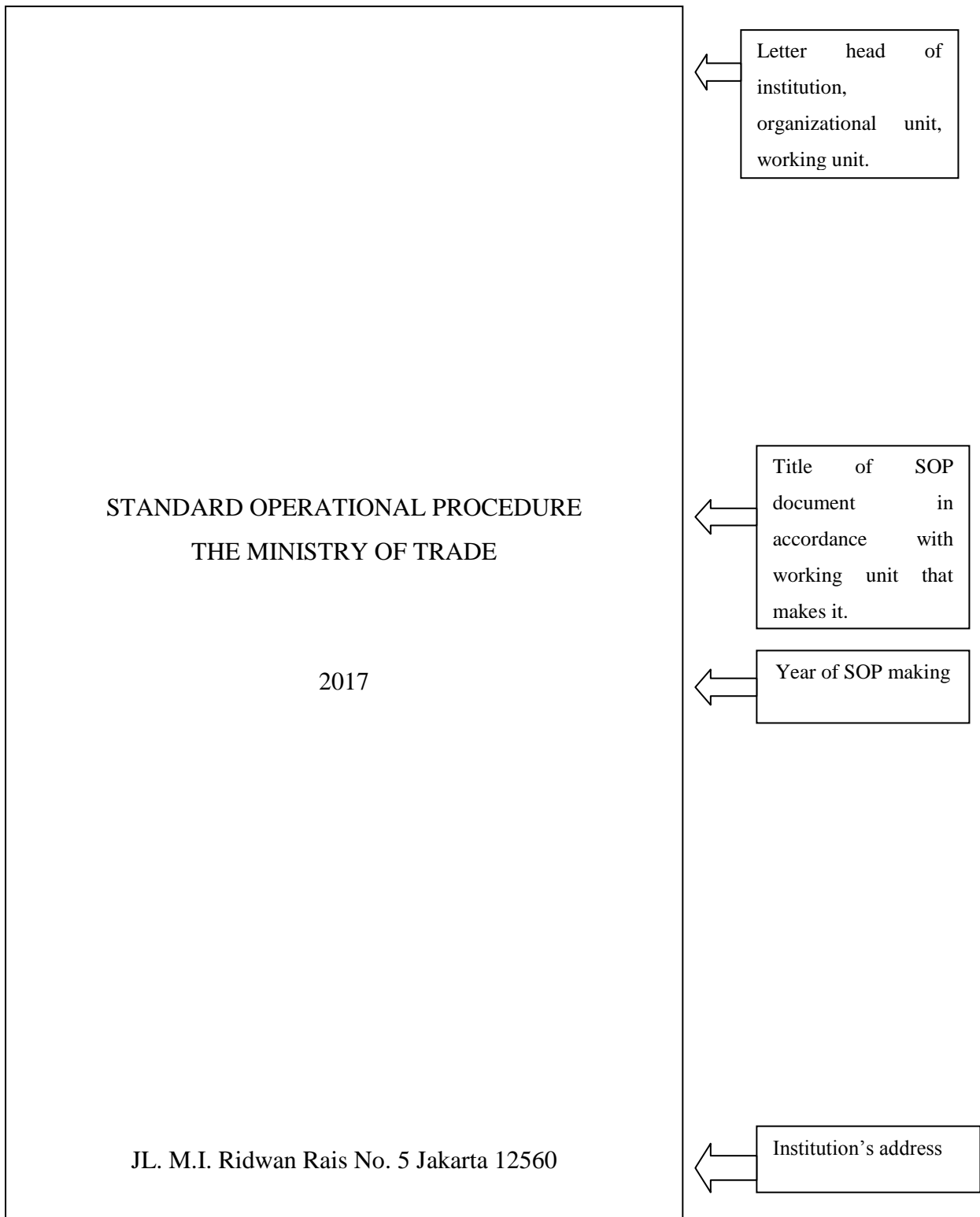
a) Cover

Cover is the first page as cover of an SOP. This cover contains information concerning:

- (1) SOP title.
- (2) Name of Working Unit.
- (3) Year of making
- (4) Other required information.



Here is Sample of cover of an SOP



b) Leader's Decree

Since SOP is guideline for each employee, then it must have legal force. In the next page after cover, Leader's decree concerning SOP stipulation is provided.



c) SOP table of contents

This table of contents is required to help accelerate information search and write amendment/revision made for certain parts of the related SOP.

d) Brief explanation for utilization

As a manual, SOP contains explanation concerning how to read and use it. Content of this part among others covers:

- (1) Scope, explains objective of procedure to be made and organization's needs.
- (2) Summary, contains brief summary concerning procedure that is made.

e) Identity Part

Identity part of SOP procedure element can be explained as follows:

- (1) Instance logo and working unit nomenclature of the maker.
- (2) SOP number, filled with ink in sequence within 1 (one) calendar year.
- (3) Legalization date, filled with SOP legalization date by the authorized Official in working unit.
- (4) Revision date, filled with revised SOP date or date of re-inspected plan for the related SOP.
- (5) Legalization by the authorized official is in working unit. Legalization item contains title nomenclature, signature, official's name attached with NIP/NIK as well as instance seal/stamp.
- (6) SOP title, in accordance with activity conforming to the possessed duty and function.
- (7) Legal Basis, in the form of laws and legislations serving as a basis for procedure which is made to be SOP along with its implementation rules.
- (8) Interrelatedness, provides explanations concerning procedure interrelatedness standardized with other standardized procedures (other SOP related directly to activity implementation process and becomes part of such activity).
- (9) Warning, provides explanations concerning possibility that occurs when procedures are conducted or not conducted. Warning gives indication of various problems that might arise and out of control of the executor when procedures are conducted, as well as other impacts resulted in. In this case it is also explained how to handle it if it is



required. Basically uses warning word, namely if/if-then or deadline of activity must already be conducted.

- (10) Executor's Qualification, provides explanation concerning executor's qualification required in conducting its role in the standardized procedures.
- (11) Tools and Equipment, provide explanation concerning list of main tools (principal) and equipment required which is related directly to procedures made to be SOP.
- (12) Recording and Data Collection, contains various things that need to be collected and recorded by certain officials. In this connection, it is necessarily made certain forms to be filled by each executor involved in the process. Each executor participating in the process, is obliged to record and collect data of what has been done, and legalizes that steps which are dealt with can be proceeded in the next steps. Data collection and recording will become documents that giving important information concerning "have procedures been conducted well".



Sample of Identity Part

SOP NUMBER : MOT – 10.01.CFM.02.SOP.01.IK.10 (SJ-DAG.5)

DATE OF MAKING :

DATE OF REVISION :

EFFECTIVE DATE :

GENERAL AFFAIRS BUREAU
SECRETARY GENERAL

HEAD OF GENERAL AFFAIRS BUREAU

LEGALIZED BY :
SIMON ZELOTES

SOP NAME : SECRETARY GENERAL’S DISHES

EXECUTOR’S QUALIFICATION:

LEGAL BASIS:

1. Law of the Republic of Indonesia Number 5 of 2010 concerning Protocol Affairs.
2. Law of the Republic of Indonesia Number 37 of 1999 concerning Foreign Relation;
3. Law of the Republic of Indonesia Number 24 of 2009 concerning State Flag, language and Symbol, as well as National Anthem.
4. Governmental Regulation of the Republic of Indonesia Number 42 of 1990 Concerning Protocol Affairs Provisions Concerning Place, Ceremony and Honor Management.
5. Regulation of the Minister of Trade Number 8/M-DAG/PER/2/2016 concerning Organization and Administration of the Ministry of Trade

INTERRELATEDNESS

MOT-10.01.CFM.08.SOP.01

THE IMPLEMENTATION OF PROTOCOL AFFAIRS AND DUTY TRIP- THE MINISTRY

TOOL/EQUIPMENT

WARNING:

RECORDING AND DATA COLLECTION

If this SOP is not conducted well, then it will cause the implementation of Secretary General’s dishes is restricted.

f) Flowchart Part

Flowchart part is description concerning activity steps in sequence and systematically from the standardized procedures, containing:



- (1) Number, filled with order number.
- (2) Activity Phase, filled with activity phase which is logical order of an activity process. It usually uses active sentences with prefix me-.
- (3) Executor, is doer (actor) of activity. Flow diagram symbol is accordance with the conducted process. Symbol description as determined in symbol list. Executor is filled with title names (General Functional Title, Certain Functional Title, Structural Title) existing in the related working unit that conducting activity process. Sequence of writing title is started with title that firstly conducting activity phase. If in the SOP is related to other units, then other working unit titles are placed after column of title in the relevant unit.
- (4) Standard Quality, contains completion, time, output and description. In order that this SOP is related to performances, then each activity is supposed to identify certain standard quality, such as: time needed to complete requirements/required completion (input standard) and its output. This standard quality will become quality control tool so that its end product of a process has fulfilled the expected quality, as stipulated in services standard. To simplify in documenting and implementation, SOP is supposed to have similarity in procedure elements although content of the elements will be different in accordance with working unit's needs. Time norm can be in minute, hour, day.



Sample of Flowchart Part

No	Activity	Kasubag of Administration of Secretary General	Kabag. Of Administration	Kasub. Of Protocol and Duty Trip	Kasubag of Internal Affairs	Head of General Affairs Bureau	Standard Quality			Description
							Requirement	Time	Output	
1	Receive information from Secretary of Secretary General concerning meeting program						Activity information of Secretary General	5 minutes	Activity/program plan	Invited Guest among others includes: Ministry/Institution, Association/business world and Related Unit
2	Report to Head of Administration related to program and guest's attendance of Secretary General						Activity information of Secretary General	5 minutes	Activity information of Secretary General that has been escalated to Kabag of Administration	
3	Proceed information related to program and guest's attendance of Secretary General						Activity information of Secretary General and Kasubag of Administration of Secretary General	5 minutes	Activity information of Secretary General that has been escalated to Head of General Bureau	
4	Instruct to prepare everything including escorting official						Activity information of Secretary General and Kabag of Administration	30 minutes	Program implementation instruction issued by Head of General Affairs Bureau	
5	Contact escorting Official and coordinate related to meeting room preparation						Instruction and directive of Head of General Bureau related to program implementation	30 minutes	Coordination result with escorting official and room utilization planning	



							of Secretary General			
6	Prepare meeting room						Guest list related to personal and number of guests	90 minutes		Guest list and its number used by kasubag of internal affairs in determining banquet room
7	Prepare/select menu for dishes						Guest list related to personal and number of guests	60 minutes	List of consumption/menu that has been prepared for Secretary General's program	
8	Order consumption to consumption provider/catering						List of consumption/menu that has been prepared for Secretary General's program	60 minutes	Consumption order that has been ordered to related party	
9	Report to the leader concerning guest's attendance of Secretary General						Final report of program activity of Secretary General	10 minutes	Approval of Head of General Bureau	
10	Coordinate with related unit and instance related to program implementation						Input from Subag of Administration of Secretary General related to program coordination	90 minutes	Final preparation before feast program implementation of Secretary General	Coordination is conducted between subagian of Administration of Secretary General and Protocol with related unit/related instance/business world related to Secretary General's dishes



g) Supporting Part

Supporting Part contains description, information, or form samples that can support activity procedure explanation or becomes completion requirement of an activity.

f. Circular Letter

1) Meaning

Circular letter is official document containing notification concerning certain thing that considered important and urgent.

2) Authority of Stipulation and Signing

Authority to stipulate and sign circular letter is the Minister of Trade and can be delegated to the leader of Secretariat General of the Trade Ministry or the appointed official in accordance with circular letter substance.

3) Structure

a) Heading

Heading part of circular letter consists of:

- (1) Letter head of circular letter signed by the Minister of Trade or on behalf of the Minister of Trade, uses state symbol, attached with name of the Trade Ministry in capital letter symmetrically;
- (2) Letter head of circular letter signed by official other than the Minister of Trade and secretariat of the Trade Ministry uses logo, attached with name of the Trade Ministry in capital letter symmetrically;
- (3) the word of the Honorable, followed by official's name who is sent circular letter;
- (4) circular letter writing, attached under the state symbol/institution logo, written in capital letter as well as circular letter number beneath it symmetrically;
- (5) the word of concerning, attached under circular letter word is written in capital letter symmetrically; and
- (6) formulation of circular letter title, written in capital letter symmetrically below the word of concerning.

b) Body

Body part of circular letter consists of:



- (1) Background concerning the importance of making circular letter;
- (2) Purpose and objective for making circular letter;
- (3) Scope of circular letter application;
- (4) Laws and legislations or other official documents that become basis for making circular letter;
- (5) Circular content concerning certain things considered urgent; and
- (6) Closing.

c) Foot

Foot part of circular letter is placed on the right consisting of:

- (1) place and date of stipulation;
- (2) title name of the signatory official, written in capital letter, ended with comma;
- (3) the signatory official's signature;
- (4) complete name of the signatory officer, written in capital letter; and
- (5) official stamp.

4) Distribution

Circular letter is delivered to the entitled party quickly and punctually, completely and safely. Circular letter distribution is followed with controlling action.



Sample of Circular Letter Format

THE MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA

The Honorable. 1.
 2.
 3. so on

CIRCULAR LETTER
 NUMBER..... YEAR.....
 CONCERNING

1. Background

2. Purpose and Objective

3. Scope

4. Basis

5. Circular Content
6. Closing

Stipulated in.....
 on.....

THE MINISTER OF TRADE OF RI,
 Signature and Title Stamp
 COMPLETE NAME

Copy :
 1.
 2.
 3. so on

Printed state symbol/institution logo and title name/institution's name. institution's letter head

List of official receiving Circular Letter.

Sequence numbering in one calendar year

Circular letter title written in capital letter

Contains reasons the importance of Circular letter stipulation

Contains regulation that becomes basis of stipulating circular letter.

Contains circular content concerning certain things considered urgent.

City according to institution's address and date of signing.

Title name and complete name written in capital.

List of officer receiving Circular letter copy.



signed by other than Governmental Official

SECRETARIAT GENERAL

Jl. M.I. Ridwan Rais No. 5 Jakarta 10110
Phone. 021-3841961. 3858171

The Honorable. 1.
2.
3. so on

CIRCULAR LETTER
NUMBER..... YEAR.....
CONCERNING
.....

1. Background
.....

2. Purpose and Objective
.....

3. Scope
.....

4. Basis
.....

5. Circular Content

6. Closing

Stipulated in.....
on.....

SECRETARIAT GENERAL,
Signature and Official Stamp
COMPLETE NAME

Copy :
1.
2.
3. so on

Printed state
symbol/institution logo
and title
name/institution's name.
Institution's letter head

List of officer receiving
Circular Letter.

Sequence numbering in
one calendar year

Circular letter title
written in capital letter

Contains reasons the
importance of Circular
letter stipulation

Contains regulation that
becomes basis of
stipulating circular letter.

Contains circular content
concerning certain things
considered urgent.

City according to
institution's address and
date of signing.

Title name and complete
name written in capital.

List of official receiving
Circular letter copy.



2. Stipulation Official Document (Decree)

Stipulation official document is conveyed in the form of decree.

a. Meaning

Decree is official document containing policy that is stipulating, non regulating, and is the activity implementation, used to:

- 1) Stipulate/change employee's affairs status/personal/membership/material/event;
- 2) Stipulate/change/dismiss a committee format/team; and
- 3) Stipulate authority transfer.

b. Authority of Stipulation and Signing

Official that authorizing to stipulate and sign decree is the highest leader of institution or other officials receiving authority delegation.

c. Structure

1) Heading

Heading part of decree consists of:

- a) decree letter head signed by the Minister of Trade or on behalf of the Minister of Trade uses state symbol attached with title name of the Ministry of Trade of the Republic of Indonesia written in capital letter symmetrically;
- b) decree letter head signed by official other than the Minister of Trade and secretariat of the Minister of Trade uses logo of the Minister of Trade attached with capital letter;
- c) the word of decree and title name of the stipulating official, is written in capital letter symmetrically;
- d) decree number, is written in capital letter symmetrically;
- e) the conjunction of concerning, is written in capital letter symmetrically;
- f) decree title, is written in capital letter symmetrically; and
- g) title name of the official stipulating decree, is written in capital letter symmetrically and ended with comma.

2) Preamble

Preamble part of decree consists of:



- a) The word of Considering, namely preamble containing reason/purpose/importance/consideration concerning the importance of decree stipulation; and
- b) The word of In View of, namely preamble containing laws and legislations as the basis of issuing decree.

3) Dictum

Dictum part of decree consists of things as follows:

- a) Dictum is started with the word of has decided which is written in capital letter and followed by the word of to stipulate on the left side with early capital letter;
- b) The stipulated policy content is attached after the word of to stipulate which is written in early capital letter; and
- c) For certain needs, decree can be completed with copy and excerpt in accordance with laws and legislations.

4) Body

Systematization and writing method of body part of decree is same as provisions in regulation arrangement, but decree content is described not in articles, it is started with ordinal number/the first, second, third dictum, so on.

5) Foot

Foot part of decree is placed on lower right, consisting of:

- a) place and date of decree stipulation;
- b) official's title that stipulating, written in capital letter, and ended with comma;
- c) signature of the official stipulating decree; and
- d) complete name of the official signing the decree, written in capital letter, without attaching degree.

d. Legalization

- 1) Legalization is validity statement that a decree has been recorded and examined so that it can be promulgated and distributed by the responsible official in the field of legal or general administration or the appointed official in accordance with decree content.
- 2) Legalization is attached on lower left, consisting of the word of copy in accordance with its origin, followed with institution's name, title name, signature space, and name of the signatory official.



3) Legalization is conducted by attaching signature and institution's official stamp.

e. Distribution

The stipulated decree is distributed to whom it may concern.

f. Things to Be Necessarily Taken Note of

The signed original document and decree copy must be kept as archives.



Sample of Decree Format
(Signed by the Supreme Leader of the Ministry)

THE MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA

DECREE OF THE MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA
NUMBER.....YEAR.....
CONCERNING
.....

THE MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA,

Considering : a. that.....
.....;

b. that.....
.....;

In View of: 1.;
2.;

HAS DECIDED:

To stipulate : DECREE OFCONCERNING
.....

FIRST:

SECOND:

THIRD:

Stipulated in.....
on.....

THE MINISTER OF TRADE OF RI,
Signature and Title Stamp
COMPLETE NAME

COPY of this Ministerial Decree is delivered to:

1.

2.

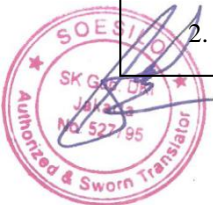
- ← Printed state symbol and title name.
- ← Sequence numbering in one calendar year
- ← Decree title written in capital letter
- ← Contains reasons the importance of decree stipulation.
- ← Contains regulations that become basis of stipulating decree.
- ← Contains substance concerning the stipulated policy.
- ← City according to institution's address and date of signing.
- ← Title name and complete name written in capital.



Sample of Decree Format

(Signed by other than the Supreme Leader of the Ministry)

<p>SECRETARIAT GENERAL</p> <p>Jl. M.I. Ridwan Rais No. 5 Jakarta 10110 Phone. 021-3841961. 3858171</p> <p>DECREE</p> <p>NUMBER YEAR</p> <p>CONCERNING</p> <p>.....</p> <p>TITLE NAME.....,</p> <p>Considering : a. that.....;</p> <p>b. that.....;</p> <p>In View of: 1. 2.</p> <p>HAS DECIDED:</p> <p>To stipulate : DECREE OFCONCERNING</p> <p>.....</p> <p>FIRST: To appoint.....</p> <p>SECOND: To assign.....</p> <p>THIRD:</p> <p>Stipulated in..... on.....</p> <p>SECRETARY GENERAL, Signature and Title Stamp COMPLETE NAME</p> <p>COPY of this.....Decree is delivered to:</p> <p>1. 2.</p>	<p>← Sample of printed instance logo and unit name.</p> <p>← Sequence numbering in one calendar year</p> <p>← Decree title written in capital letter</p> <p>← Contains reasons the importance of decree stipulation</p> <p>← Contains regulations that become basis of stipulating decree.</p> <p>← Contains substance concerning the stipulated policy.</p> <p>← City according to institution's address and date of signing.</p> <p>← Title name and complete name written in capital.</p>
--	--



3. Assignment Official Document (Assignment Letter)

a. Meaning

Assignment letter is official document made by superior or authorized official to other assigned subordinates or officials, containing what to do.

b. Authority for Making and Signing

Assignment letter is made and signed by superior or authorized officer based on its duty scope, authority, and responsibility.

c. Structure

1) Heading

Heading part of assignment letter consists of:

- a) Letter head of assignment letter in the form of state symbol or logo;
- b) the word of assignment letter, is written in capital letter symmetrically; and
- c) number, is below assignment letter writing.

2) Body

Body part of assignment letter consists of things as follows:

- a) Preamble includes considerations and/or basis
 - (1) considerations contain reasons of assignment letter stipulation; and
 - (2) basis contains provisions to be the foundation of stipulating the assignment letter;
- b) Dictum is started with the word of to assign, symmetrically, followed with the word of to on the left side attached with the assigned official's name and title; and
- c) Under the word of to is written the word of for containing duties to be conducted.

3) Foot

Foot part of assignment letter is placed on lower right consisting of:

- a) place and date of assignment letter;
- b) title name of the signing official, written in first capital letter on each first word, and ended with comma;
- c) signature of the assigning official;
- d) complete name of the official that signing the assignment letter, written in first capital letter on each first word; and
- e) official stamp.



- d. Distribution and Copy
 - 1) Assignment letter is delivered to the assigned.
 - 2) Copy of assignment letter is delivered to the related working unit/institution.
- e. Things To Be Taken Note of
 - 1) Preamble part contains considerations or basis,
 - 2) If the assignment is collective task, list of the assigned staff is inserted into appendix consisting of column of order number, name, rank, NIP, title, and description.

Format of assignment letter can be seen on the sample below.



Sample of Assignment Letter Format

SECRETARIAT GENERAL

Jl. M.I. Ridwan Rais No. 5 Jakarta 10110
Phone. 021-3841961. 3858171

ASSIGNMENT LETTER
NUMBER/...../ST/...../.....

Considering : a. that.....; ;
 b. that.....; ;

Basis: 1.; ;
 2.; ;

To Assign

To: 1.; ;
 2.; ;
 3.; ;
 4. so on.

For: 1.; ;
 2.; ;
 3.; ;
 4. so on.

Name of Place, Date
Name of Title,
Signature and Title Stamp
Complete Name

Printed institution logo and name.

Numbering consists of document number, working unit code, type of document initial, month and year of issuance.

Contains regulations/basis of stipulating assignment letter.

List of officials receiving orders.

Contains substance of directive to be ordered

City according to institution's address and date of signing.

Title name and complete name are written in first capital letter.



B. Correspondence Official Document

1. Internal Correspondence Official Document

a. Official Note

1) Meaning

Official note is internal official document made by official in conducting its duty and function in the environment of the Ministry of Trade.

2) Authority for Making and Signing

Official note is made by official in the environment of the Ministry of Trade in accordance with its duty, authority, and responsibility.

3) Structure

a) Heading

Heading part of official note consists of:

- (1) letter head of official note consists of name of the Trade Ministry and working unit placed on upper left corner;
- (2) the word of official note, written in capital letter symmetrically;
- (3) the word of number, written in capital letter symmetrically;
- (4) the word of the Honorable, written in first capital letter, followed with dot punctuation;
- (5) the word of From, written in first capital letter;
- (6) the word of Subject, written in first capital letter;
- (7) the word of Date, written in first capital letter.

b) Body

Body part of official note consists of brief, complete, and clear opening paragraph, content, and closing.

c) Foot

Foot part of official note consists of signature, official's name, and copy (if necessary).

4) Things To Be Taken Note of

- a) Official note is not sealed with official stamp.
- b) Copy of official note is applicable in internal environment of institution.
- c) Numbering of official note is conducted by attaching official note number, working unit code, month, and year.



Sample of Official Note Format

<p>SECRETARIAT GENERAL</p> <p>Jl. M.I. Ridwan Rais No. 5 Jakarta 10110 Phone. 021-3841961. 3858171</p> <p>OFFICIAL NOTE NUMBER/...../ND/...../.....</p> <p>The Honorable : From : Subject : Appendix : Date :</p> <p>.....</p> <p>Name of Title, Signature Complete Name</p> <p>Copy: 1. 2. 3. so on.</p>	<p>Letter head (name of organizational unit/working unit along with its address)</p> <p>Numbering consists of document number, working unit code, type of document initial, month and year of issuance.</p> <p>Contains report, notification, directive, warning, suggestion, or request in the form of brief note towards a problem.</p> <p>Title name and complete name are written in first capital letter, not sealed with official stamp.</p>
---	--

b. Disposition

Disposition is written instruction concerning follow up/response towards incoming letter, written clearly on disposition sheet, not on its letter. When it is disposed, disposition sheet is a unity with incoming letter.



Sample of Disposition Sheet

DISPOSITION SHEET SECRETARY GENERAL			
No. of Agenda :			
Date of Receive :			
Number / Date :			
Origin :			
Brief Content :			
From SECRETARY GENERAL for:		Initial	Date
1.	<u>Inspector General/Director General/Head of Body</u>		
2.	Assistant of Minister/Ministerial Specialized Staff.....		
3.	Ministerial Specialized Staff.....		
4.	<u>Head of Department of Planning</u>		
5.	<u>Head of Division of Organization and Employee Affairs</u>		
6.	<u>Head of Division of Finance</u>		
7.	<u>Legal Head of Division</u>		
8.	<u>General Affairs Head of Division</u>		
9.	<u>Public Relation Head of Division</u>		
10.	<u>Head of Division of Trade Advocacy</u>		
11.	<u>Head of Central of Trade Training and Education</u>		
12.	<u>Head of Central of Strategic Issue Handling</u>		
13.	<u>Head of Central of Metrological Resources Development</u>		
14.	<u>Head of Central of Data and Information</u>		
15.	<u>Administration of Secretary General</u>		
Your response		Make concept of answer for me	
To be known		Please complete it	
Please examine		Discuss in meeting	
Discuss with me		File of Administration of SECRETARY GENERAL	
DISPOSITION:			



c. Internal Invitation Letter

1) Meaning

Internal invitation letter is official letter containing invitation to official/employee in the environment of the Ministry of Trade to attend a particular official affairs program, such as assembly, ceremony, and meeting.

2) Authority

Internal invitation letter is signed by official in accordance with its duty, function, authority, and responsibility.

3) Structure

a. Heading

Heading part of internal invitation letter consists of:

- (1) letter head of internal invitation letter signed by himself or on behalf of the Minister of Trade uses state symbol, along with the name of the Trade Ministry.
- (2) letter head of internal invitation letter signed by official other than the Minister of Trade uses letter head in accordance with respective unit placed on the upper left corner;
- (3) number, nature, appendix, and subject, typed on the left side below the letter head of internal invitation letter;
- (4) place and date of making letter, typed on the upper right side align /in line with number; and
- (5) the word of the Honorable, written below the subject, followed by title name, and address of the addressee (if needed).

b. Body

Body part of internal invitation letter consists of:

- (1) opening paragraph;
- (2) content of internal invitation letter, including day, date, time, place, and program; and
- (3) closing paragraph.



c. Foot

Foot part of internal invitation letter consists of, title name written in first capital letter, signature, and official's name which is written in first capital letter.

4) Things To Be Taken Note of

Format of internal invitation letter is same as official letter format, the difference is that the invitee on internal invitation letter can be written on appendix.

Sample of Internal Invitation Letter Format

SECRETARIAT GENERAL

Jl. M.I. Ridwan Rais No. 5 Jakarta 10110
Phone. 021-3841961. 3858171

Number :/...../UND/...../..... (place),.....(date., month., year)
Nature :
Appendix :
Subject : Invitation

The Honorable

.....
.....
.....(opening paragraph and content paragraph).....

.....

day/date :
time : at
place :
program :

.....(closing Paragraph).....

.....

Title Name,
(Signature)
Complete Name

Copy:

1.
2.
3.

Printed letter head (name of organizational unit/working unit and complete address.

Place and date of making letter.

Destination address written on the left and it is plenty enough it can be made on appendix list

Title name and complete name written in first capital letter.



Sample of Internal Invitation Letter Appendix Format

Letter appendix.....
Number :/...../...../.....
Date :

LIST OF THE INVITED OFFICIALS/EMPLOYEES

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Title name,
(Signature)
Complete Name

d. External Correspondence Official Document

a. Official Letter

Type of external correspondence official document is only one type, namely official letter. Official letter form in the environment of the Trade Ministry uses official style.



1) Meaning

External Correspondence Official Document hereinafter referred to official letter is official document for an official's duty implementation in delivering official affairs information to other party outside the Trade Ministry.

2) Authority of Signing

Official letter is signed by official in accordance with its duty, function, authority, and responsibility.

3) Structure

a) Heading

Heading part of official letter consists of:

- (1) letter head of official letter signed by the Minister of Trade or on behalf of the Minister of Trade uses state symbol, attached with title name of the Minister of Trade of the Republic of Indonesia in capital letter symmetrically;
- (2) letter head of official letter signed by official other than the Minister of Trade uses Letterhead in accordance with respective unit;
- (3) number, nature, appendix, and subject, typed in first capital letter on the left below letter head of official letter;
- (4) place and date of making letter, typed on the upper right side align/in line with number;
- (5) the word of the Honorable., written under the Subject, followed by title name of the addressee; and
letter address, written under the Honorable.

b) Body

Body part of official letter consists of opening paragraph, content, and closing.

c) Foot

Foot part of official letter is placed on lower right side, consisting of:

- (1) title name, written in first capital letter, ended with comma;
- (2) official's signature;
- (3) official's/signatory's complete name, written in first capital letter;



(4) official seal/stamp, used in accordance with provisions; and

(5) copy, containing title name of the receiver official (if any).

4) Distribution

Official letter is delivered to the entitled party quickly, punctually, completely and safely. The distribution of official letter is followed with controlling action.

5) Things To Be Taken Note of

- a) Letter head of official letter is only used on the first page of official letter.
- b) If official letter is attached with appendix, its number is attached on Appendix column.
- c) Things contain official letter substances as short as possible which are written in first capital letter on each element, ended without punctuation.



Sample of Official Letter Format For Governmental Official

THE MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA

Number :/...../SD/...../..... (place).., (date., month., year)
Nature :
Appendix :
Subject :

The Honorable

.....(opening paragraph).....

.....(content paragraph).....

.....(closing paragraph).....

TITLE NAME,
(Signature and Title Stamp)
(COMPLETE NAME)

Copy:
1.
2.
3.
4.
5.

Printed letter head in the form of state symbol and title name.

Place and date of making letter.

Destination address written on the left.

Letter content.

Title name and complete name written in capital letter.



Sample of Official Letter Format For other than Governmental Official

SECRETARIAT GENERAL

Jl. M.I. Ridwan Rais No. 5 Jakarta 10110
Phone. 021-3841961. 3858171

Number :/...../SD/...../..... (place),.....(date., month., year)
Nature :
Appendix :
Subject :

The Honorable

.....(opening paragraph).....

.....(content paragraph).....

.....(closing paragraph).....

Title Name,
(Signature and title stamp)
Complete Name

Copy:
1.
2.
3.

Printed letter head
(name of organizational
unit/working unit and
complete address.

Place and date of
making letter.

Letter content.

Title name and complete
name written in first
capital letter.



b. External Invitation Letter

1) Meaning

External invitation letter is official letter containing invitation to official/employee mentioned in destination address to attend a certain official affairs program, such as assembly, ceremony, and meeting.

2) Authority

External invitation letter is signed by official in accordance with its duty, function, authority, and responsibility.

3) Structure

a) Heading

Heading part of external invitation letter consists of:

- (1) letter head of external invitation letter signed by the Minister of Trade or on behalf of the Minister of Trade uses state symbol, attached with title name of the Minister of Trade of the Republic of Indonesia in capital letter symmetrically;
- (2) letter head of external invitation letter signed by official other than the Minister of Trade uses letter head in accordance with respective unit placed on the upper left corner;
- (3) number, nature, appendix, and subject, typed on the left side under the letter head of external invitation letter;
- (4) place and date of making letter, typed on the upper right side align /in line with number;
- (5) the word of the Honorable., written under the subject, followed with title name and the invitee's address (if needed).

b) Body

Body part of external invitation letter consists of:

- (1) opening paragraph;
- (2) content of external invitation letter, consisting day, date, time, place, and program; and
- (3) closing paragraph.

c) Foot

Foot part of external invitation letter consists of title name written in first capital letter, signature, and official's name written in first capital letter.



4) Things To Be Taken Note of

- a. Format of external invitation letter is same as official letter format, the difference is that the invitee on external invitation letter can be written on appendix.
- b. External invitation letter for certain needs can be in the form of card.

Sample of External Invitation Letter Format

SECRETARIAT GENERAL

Jl. M.I. Ridwan Rais No. 5 Jakarta 10110
Phone. 021-3841961. 3858171

Number :/...../UND/...../..... (place),.....(date., month., year)
Nature :
Appendix :
Subject : Invitation

The Honorable
.....
.....
.....(opening paragraph and content paragraph).....
.....

daydate :
time : at
place :
program :

.....(closing paragraph).....
.....

Title Name,
(Signature and Title stamp)
Complete Name

Copy:
1.
2.
3.

Printed letter head (name of organizational unit/working unit and complete address.

Place and date of making letter.

Destination address written on the left and it is plenty enough it can be made on appendix list.

Title name and complete name written in early capital letter.



Sample of External Invitation Letter Appendix Format

Letter appendix.....

Number :/...../...../.....

Date :

LIST OF THE INVITED OFFICIALS/EMPLOYEES

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Title name,
(Signature and Title stamp)

Complete Name



Sample of Invitation Card Format

THE MINISTER OF TRADE

Respectfully wish Sir's/Madam's/Your presence
on program of

.....
.....
.....

day...../ (date)at.....WIB
situated in.....

- Please be there 30 minutes prior to the program starts and bring the invitation
- Confirmation:
.....

Dress :
Male :
Female :
TNI/Polri:

.....
.....

C. Special Official Document

1. Agreement Letter

a. Meaning

Agreement letter is official document containing mutual agreement concerning something binding both parties or more to conduct legal action or deed that has been agreed together.



b. Type of Agreement

Type of agreement consists of domestic and foreign agreement.

1) Domestic Agreement

Cooperation between domestic institutions, either in central or regional level is made in the form of mutual of understanding or cooperation agreement.

a) Authority and signing

Agreement conducted between domestic institutions, either in central or regional level is made and signed by official in accordance with its duty, authority, and responsibility.

b) Structure

(1) Heading

Heading part consists of:

- (a) state symbol (for governmental official) is placed symmetrically, or letter head (for nongovernmental official) placed on the upper right and left side, adjusted with institutional name addressing;
- (b) agreement title; and
- (c) number.

(2) Body

Body part of cooperation agreement contains agreement materials, among others cooperation purpose, cooperation scope, activity implementation, funding, dispute settlement, closing and other things that become parties' agreement.

(3) Foot

Foot part of cooperation agreement consists of signatories' names of the parties conducting agreement and the witnesses (if it is assumed necessary), sealed in accordance with laws and legislations.



Sample of Agreement Letter Format Between
Domestic Institutions For Governmental Official

COOPERATION AGREEMENT
BETWEEN
THE MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA
AND
.....
CONCERNING
.....

NUMBER...../...../MoU/...../.....
NUMBER.....

On this day, date, month,year,situated in,
....., the undersigned

1., hereinafter referred to party I
2., hereinafter referred to party II

Agreed to conduct cooperation in the field of....., regulated in
provisions as follows:

Article 1
COOPERATION OBJECTIVE
.....
.....

Article 2
COOPERATION SCOPE
.....
.....

Article 3
IMPLEMENTATION OF ACTIVITY
.....
.....

Article 4
FUNDING
.....
.....

← Agreement title
(official document
name, the parties,
agreement object.

← Sequence
numbering in one
calendar year

← Contains identity
of the parties
holding and
signing agreement.

← Contains
agreement
materials written
in the form of
articles.



Article 5
DISPUTE SETTLEMENT

.....
.....

Article 6
MISCELLANEOUS

- (1) Should any force majeure occurs, the possibility of changing place and time for work duty implementation can be considered with both parties' approval.
- (2) Force majeure includes
 - a. Natural disaster;
 - b. Governmental actions in the field of fiscal and monetary;
 - c. Security condition that is not permissible.
- (3) Any changing and/or cancellation towards this cooperation contract will be regulated together further by the First Party and the Second Party.

Article 7
CLOSING

.....
.....

Institution's Name
Title Name,
Signature
Name

Institution's Name
Title Name
Signature
Name



Sample of Agreement Letter Format Between Domestic Institutions
For Nongovernmental Official

Logo of Party I

COOPERATION AGREEMENT
BETWEEN
.....
AND
.....
CONCERNING
.....

Logo of Party II

NUMBER.....
NUMBER.....

On this day, date, month,year,situated in,
....., the undersigned

1. hereinafter referred to party I
2. hereinafter referred to party II

Agree to conduct cooperation in the field of....., regulated in provisions as follows:

Article 1
COOPERATION OBJECTIVE
.....
.....

Article 2
COOPERATION SCOPE
.....
.....

Article 3
IMPLEMENTATION OF ACTIVITY
.....
.....

Article 4
FUNDING
.....
.....

Agreement title (official document name, the parties, agreement object.

Sequence numbering in one calendar year

Contains identity of the parties holding and signing agreement.

Contains agreement materials written in the form of articles.



Article 5
DISPUTE SETTLEMENT

.....
.....

Article 6
MISCELLANEOUS

- (1) Should any force majeure occurs, the possibility of changing place and time for work duty implementation can be considered with both parties' approval.
- (2) Force majeure includes
 - a. Natural disaster;
 - b. Governmental actions in the field of fiscal and monetary;
 - c. Security condition that is not permissible.
- (3) Any changing and/or cancellation towards this cooperation contract will be regulated together further by the First Party and the Second Party.

Article 7
CLOSING

.....
.....

Institution's Name
Title Name,
Signature
Name

Institution's Name
Title Name
Signature
Name

2) International Agreement

International agreement is agreement in certain form and name, regulated in international law made in written as well as results in rights and obligations in the field of public law.



International agreement can be conducted with one country or more, international organization, or other international legal subjects based on agreement, and the parties are obliged to conduct the agreement with a good will. International agreement is conducted as effort to develop relation and cooperation between countries. Foreign relation and cooperation can be conducted upon governmental institution's initiative either central or regional government as well as foreign Representative of the Republic of Indonesia.

a) Authority of Making and Signing

- (1) making of international agreement is created through preliminary phase, negotiation, document formulation, document acceptance, and signing.
- (2) international agreement is made and signed by official in accordance with its duty, authority, and responsibility.
- (3) The Minister of Trade in the event of having plan to make international agreement firstly conducts consultation and coordination concerning the plan with the Foreign Affairs Minister.

b) Structure

(1) Heading

Heading part consists of:

- (a) State symbol of respective party placed on the upper centre;
- (b) party's name holding international agreement or Memorandum Of Understanding (MoU); and
- (c) title of international agreement.

(2) Body

Body part consists of:

- (a) parties' explanations as the party bound by international agreement or Memorandum Of Understanding (MoU);
- (b) parties' goodwill;
- (c) parties' acknowledgment towards such international agreement;
- (d) referral towards Interest Letter or Will Letter;
- (e) reference towards the applicable provisions; and
- (f) both parties' agreement towards provisions poured in articles.



(3) Foot

Foot part consists of:

- (a) title name of the signatory official as respective governmental representative, signature, and official's name of signatory, in which its position is adjusted with addressing in international agreement title;
- (b) place and date of signing international agreement;
- (c) language text explanation used in international agreement; and
- (d) original seal.



Sample of Letter of Intent Format

LETTER OF INTENT
BETWEEN
THE MINISTRY OF TRADE OF THE REPUBLIC OF INDONESIA
AND.....
CONCERNING.....

Ministry of Trade of The Republic of Indonesia and.....hereinafter referred to as “the Parties”.

Desiring to promote goodwill and understanding as well as favourable cooperation between the people of the two parties.

Recognizing the importance of the principles of the equality and mutual benefits;

Do hereby declare our intention to

.....
.....
.....
.....
.....
.....

The implementation of such cooperation shall be concluded in appropriate measures in due course.

Done in duplicate at....., on this..... day of.....in the year....., in Indonesian,and English language.

For Ministry of Trade of The Republic of Indonesia For.....



Sample of Memorandum Of Understanding Format

State Symbol of
respective party

MEMORANDUM OF UNDERSTANDING

BETWEEN

MINISTRY OF TRADE

AND

.....

CONCERNING

.....

(e)

(4)

Ministry of Trade The Republic of Indonesia and.....hereinafter referred to as "the Parties".

Desiring to promote goodwill and understanding as well as favourable cooperation between the people of the two parties.

Recognizing the importance of the principles of the equality and mutual benefits;

Referring to the Letter of Intent between Ministry of Trade Republic of Indonesia and..... concerning....., signed inon.....

Pursuant to the prevailing laws and regulations in the respective countries. Have agreed as follows

Article 1

Objective and Scope of Cooperation

.....
.....

Others areas agreed upon by the Parties

Article 2

Funding

.....
.....

Article 3

Technical Arrangement

.....
.....



Article 4
Working Group

- a.
- b.
- c.

Article 5
Settlement of Disputes

.....
.....
.....

Article 6
Amendment

.....
.....
.....

Article 7
Entry into Force, Duration and Termination

- a.
- b.

in witness whereof, the undersigned being duly authorized thereof by their respective Government, have signed this Memorandum of Understanding.

done in duplicated in.....on this.....day of..... In the year of.....and one in Indonesia,and English language, all texts being equally authentic. In case of any divergence of interpretation of this Memorandum of Understanding, the English text shall prevail.

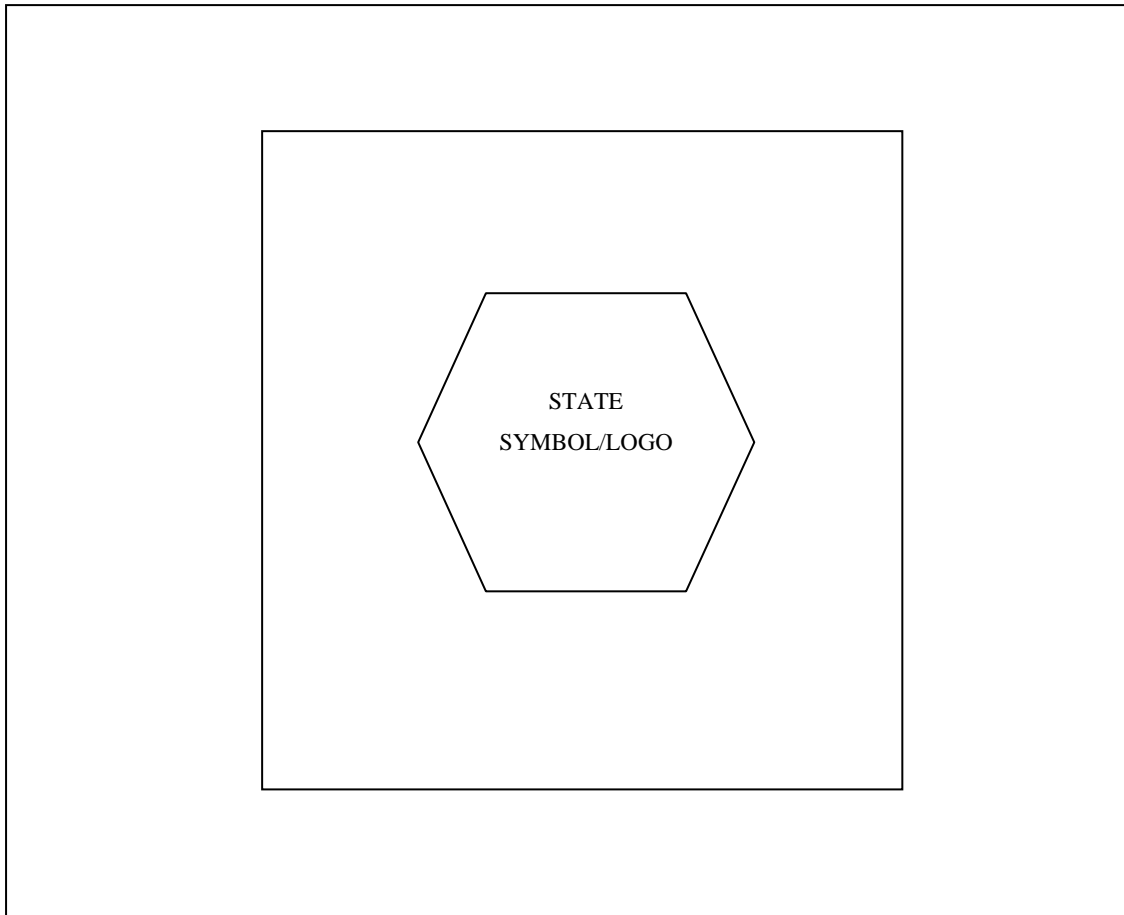
FOR.....

REPUBLIC OF INDONESIA

.....



Sample of Folder Format For Agreement Official Document



2. Power of Attorney

Power of attorney consists of two types, namely ordinary power of attorney and power of attorney for international agreement signing (full powers).

a. Meaning

- 1) Power of attorney is official document containing granting authority to corporate/group/individual or other party on behalf of its to conduct a particular action in the event of official affairs; and
- 2) Power of attorney for international agreement signing (full powers) is a letter issued by the Minister of Trade that granting authority to one or some people.

b. Structure

1) Heading

Heading part of power of attorney consists of:

- a) letter head of power of attorney consists of logo and institution name, placed symmetrically and written in capital letter;



- b) power of attorney title; and
- c) power of attorney number.

2) Body

Body part of power of attorney contains the empowered materials.

3) Foot

Foot part of power of attorney contains information of place, date, month, and year of making as well as the concerned parties' names and signatures, and sealed in accordance with provisions of laws and legislations.



Sample of Power of Attorney Format

SECRETARIAT GENERAL

Jl. M.I. Ridwan Rais No. 5 Jakarta 10110
Phone. 021-3841961. 3858171

POWER OF ATTORNEY
NUMBER...../...../SK/...../.....

The undersigned;
name :
title :
address :

has granted power to
name :
title :
address :

to.....
.....

This power of attorney is made to be used as necessarily.

Jakarta,

The Grantee,	The Grantor
Signature	Stamp and Signature
Complete Name	Complete Name
NIP	NIP

Printed logo and page name

Numbering consists of Document number, working unit code, initial of document type, month and year of issuance.

Contains grantor's identity.

Contains statement concerning granting authority to other party to conduct a particular action.

City in accordance with institution's address and date of signing.



Sample of Full Powers Format For MoU Signing

MINISTER OF TRADE
REPUBLIC OF INDONESIA

FULL POWERS
NUMBER/...../SK/...../.....

The undersigned, (official's name), the Minister of Trade Republic of Indonesia fully authorizes to

Name of Official

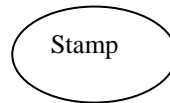
Title

To sign on behalf of the government of the Republic of Indonesia, related to

.....
.....
.....

In Witness Whereof, I have signed and sealed this power of attorney with stamp in Jakarta on this.....day of, month.....in the year of

Signature



Seal

Name of the Ministry of Trade
Republic of Indonesia



Sample of Power of Attorney Format For MoU Signing

MINISTER OF TRADE
REPUBLIC OF INDONESIA

FULL POWERS

The undersigned, (position name), Minister of Trade of the Republic of Indonesia, fully authorizes

Name of Official

Title

To sign on behalf of Minister of Trade of the Republic of Indonesia, the Memorandum of Understanding between Ministry of Trade of the Republic of Indonesia and....., concerning cooperation.

IN WITNESS WHEREOF, I have signed and sealed Full Powers in Jakarta on this.....day of..... In the year two thousand.....

Signature

(No Stamp)

Name of the Ministry of Trade
of the Republic of Indonesia



3. Official Report

a. Meaning

Official report is official document containing about statement that an activity implementation process has indeed occurred in certain time that has to be signed by the parties and witnesses. Official report can be attached with appendix.

b. Structure

1) Heading

Heading part of official report consists of:

- a) letter head of official report, consists of state symbol or logo and institution's name written in capital letter;
- b) title of official report; and
- c) official report number.

2) Body

Body part of official report consists of:

- a) writing of day, date, and year, as well as parties' names and titles that making official report;
- b) official report substance;
- c) information mentioning the existence of appendix; and
- d) closing that stating this official report is truly made.

3) Foot

Foot part of official report contains the place of signing implementation for title /official's name and parties' and witnesses' signatures.



c. Appendix of Official Report

Appendix of Official Report is additional document containing among others report, notes, memory, list such as asset/archive list related to contained materials of an official report.

4. Statement Letter

a. Meaning

Statement letter is official document containing information concerning thing, event, or about someone for official affairs importance.

b. Authority of Making and Signing

Statement letter is made and signed by official in accordance with its duty, authority, and responsibility.

c. Structure

1) Heading

Heading part of statement letter, consists of:

- a) letter head of statement letter, consists of respective unit logo and name placed on the upper left corner and written in capital letter;
- b) title of statement letter; and
- c) statement letter number.

2) Body

Body part of statement letter contains official that clarifying concerning a thing, event, or about the explained someone, purpose and objective for the issuance of statement letter.

3) Foot

Foot part of statement letter contains information of place, date, month, year, title name, signature, and official's name that making such statement letter. Position of foot part is located below right side.



b. Authority of Making and Signing

Letter of introduction is made and signed by official either the sender or receiver in accordance with its duty, authority, and responsibility.

c. Structure

1) Heading

Heading part of letter of introduction consists of:

- a) letter head of introduction letter;
- b) number;
- c) date;
- d) title name/the directed address; and
- e) writing of introduction letter placed symmetrically.

2) Body

Body part of letter of introduction in the form of column consists of:

- a) order number;
- b) the sent type;
- c) quantity of document/goods; and
- d) description.

3) Foot

Foot part of introduction letter consists of:

- a) sender on the right, consisting of:
 - (1) title name of the introduction maker;
 - (2) signature;
 - (3) name and NIP; and
 - (4) title /institution seal.
- b) receiver on the left, consisting of:
 - (1) receiver's title name;
 - (2) signature;
 - (3) name and NIP;
 - (4) institution stamp
 - (5) phone number/facsimile; and
 - (6) date of acceptance.

d. Things To Be Taken Note of

Letter of introduction is sent in double, first sheet is for the receiver and second sheet is for the sender.



Sample of Letter of Introduction Format

<p>NAME OF INSTITUTION JALAN....., PHONE....., FACSIMILE.....</p>	<p>Printed institution name and address</p>																																	
<p>....(Date., Month., Year.)</p> <p>The Honorable</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p style="text-align: center;">LETTER OF INTRODUCTION NUMBER...../...../PGNTR/.../....</p>	<p>Place and date of making letter.</p> <p>Destination address that can be written on the left.</p>																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">No.</th> <th style="width: 35%;">The Sent Official Document</th> <th style="width: 20%;">Quantity</th> <th style="width: 35%;">Description</th> </tr> </thead> <tbody> <tr> <td></td> <td>Received date.....</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Receiver</td> <td>Sender</td> <td></td> </tr> <tr> <td></td> <td>Title name,</td> <td>Title name,</td> <td></td> </tr> <tr> <td></td> <td>Signature</td> <td>Signature and Institution Stamp</td> <td></td> </tr> <tr> <td></td> <td>Complete Name</td> <td>Complete Name</td> <td></td> </tr> <tr> <td></td> <td>NIP.....</td> <td>NIP.....</td> <td></td> </tr> <tr> <td></td> <td>Phone Number.....</td> <td></td> <td></td> </tr> </tbody> </table>		No.	The Sent Official Document	Quantity	Description		Received date.....				Receiver	Sender			Title name,	Title name,			Signature	Signature and Institution Stamp			Complete Name	Complete Name			NIP.....	NIP.....			Phone Number.....			<p>Title name and complete name which is written in first capital letter.</p>
No.	The Sent Official Document	Quantity	Description																															
	Received date.....																																	
	Receiver	Sender																																
	Title name,	Title name,																																
	Signature	Signature and Institution Stamp																																
	Complete Name	Complete Name																																
	NIP.....	NIP.....																																
	Phone Number.....																																	

6. Promulgation

a. Meaning

Promulgation is official document containing notification concerning something directed to all officials/employees/individuals/institutions either internal or external the Ministry of Trade.



b. Authority of Making and Signing

Promulgation is made and signed by authorized official or other appointed officials.

c. Structure

1) Heading

Heading part of promulgation consists of:

- a) letter head of promulgation consists of logo attached with respective unit's name, written in capital letter;
- b) writing of promulgation is attached under the logo along with respective unit's name, written in capital letter and promulgation number is inserted below it;
- c) the word of concerning, inserted under *promulgation* is written in capital letter symmetrically, and
- d) formulation of promulgation title, written in capital letter symmetrically under concerning.

2) Body

Body of promulgation is supposed to consist of:

- a) reasons concerning the importance of making promulgation;
- b) regulation that becomes basis of making promulgation; and
- c) notification concerning certain things.

3) Foot

Foot part of promulgation is placed on the right, consisting of:

- a) place and date of stipulation;
- b) title name of the stipulating officials, written in first capital letter, ended with comma;
- c) signature of the stipulating official;
- d) signatory's complete name, written in first capital letter; and
- e) official stamp.



D. Report

1. Meaning

Report is official document containing notification concerning the implementation of an activity/event.

2. Authority of Making and Signing

Authority of making report is conducted by the assigned official/staff. Report is signed by official/staff that is given assignment.

3. Structure

a. Heading

Heading part of report contains report title written in capital letter and placed symmetrically.

b. Body

Body part of report consists of:

- 1) Introduction, containing general explanation, purpose and objective, as well as scope and report systematization;
- 2) Report materials, consisting of the conducted activity, the influencing factors, result of activity implementation, confronted obstacles, and other things to be necessarily reported;
- 3) Conclusion and suggestion, as input and considerations; and
- 4) Closing, which is report ending, contains expectation/directive request/thanking.

c. Foot

Foot part of report is placed on lower right side and consists of:

- 1) place and date of report making;
- 2) title name of official that making report, written in first capital letter;
- 3) signature; and
- 4) complete name, written in first capital letter.



Sample of Report Format

SECRETARIAT GENERAL

Jl. M.I. Ridwan Rais No. 5 Jakarta 10110
Phone. 021-3841961. 3858171

**REPORT
CONCERNING**

.....

A. Introduction

1. General
2. Purpose and Objective
3. Scope
4. Basis

B. The Conducted Activity

.....
.....

C. The Achieved Result

.....
.....

D. Conclusion and Suggestion

.....
.....

E. Closing

.....
.....

Issued in.....
on.....

Title Name of Report Maker ,
Signature and Institution Stamp
Complete Name

Printed institution logo and name

Report title written in capital letter.

Contains report concerning the implementation of official affairs assignment.

City according to institution's address and date of signing, position name, signature, and complete name.



E. Research Paper

1. Meaning

Research paper is form of analysis delivered by official or staff containing brief and clear analysis concerning a problem by providing suggested way out/solution.

2. Structure

a. Heading

Heading part of research paper consists of:

- 1) research paper title and placed symmetrically on upper centre; and
- 2) brief analysis concerning problem.

b. Body

Body part of research paper consists of:

- 1) Problem, containing brief and clear statement concerning problem to be solved;
- 2) Presumption, containing reasonable assumption, based on the existing data, is interconnected in accordance with the confronted situation, and is incident possibility in the future.
- 3) Influential fact, containing fact which is analysis and problem solving basis;
- 4) Analysis of presumption influence and fact towards problem and its impact, its obstacle and benefit and loss, solution or way of act that might be or can be conducted;
- 5) Conclusion, containing gist of research paper result, which is option of way of act or way out; and
- 6) Recommended action, containing brief and clear suggestion or recommendation to handle the confronted problem.

c. Foot

Foot part of research paper is placed on the lower right side, consisting of:

- 1) title name of research paper maker, written in first capital letter;
- 2) signature;
- 3) complete name; and
- 4) appendix list (if required).



Sample of Research Paper Format

RESEARCH PAPER
CONCERNING

.....

I. Problem

Problem part contains brief and clear statement concerning problem to be solved.

II. Presumption

Presumption contains reasonable assumption based on data and interconnected in accordance with the confronted situation and it is incident possibility in the future.

III. Influential Fact

Influential fact part contains fact which is analysis basis and problem solving.

IV. Analysis

This part contains presumption influence analysis and fact towards problem and its impact, obstacle and its benefit and loss, as well as solution or way of act that might be or can be conducted.

V. Conclusion

Conclusion part contains gist of discussion result and choice and a single way of act or way out as the confronted problem solving.

VI. Suggestion

Suggestion part contains brief and clear action suggestion to deal with the confronted problem.

Title name of Research Paper Maker

Signature

Complete Name



CHAPTER III OFFICIAL DOCUMENT MAKING

A. Requirement for Making

Each official document shall have to be brief and clear gist of thought in accordance with purpose and objective of making official document which is arranged systematically. In making it, it is necessary to pay attention on requirements as follows:

1. Carefulness

In making official document it must reflect carefulness and accuracy, either in form, arrangement, typing, content, structure, language principles, and application of spelling principles in typing.

2. Clarity

Official document must pay attention on the purpose clarity of material contained in official document.

3. Logical and Brief

Official document must use formal, effectively logical, brief, full, and complete Indonesian language so that it is easy to understand for the party receiving official document.

4. Standardization

Official document must obediently follow applicable standard rules so that it can guarantee to create authentic and reliable archives.

B. Official Document Numbering

Numbering on official document is an important part in archive creation process. Therefore, its arrangement must give simplicity of archive storage, security, retrieval, and evaluation.

1. Directive Official Document Number

a. Regulation, Guideline, Implementation Instruction, Technical Instruction, Instruction, Standard Operational Procedure, and Circular Letter.

Arrangement of official document number which is regulating and stipulating consists of writings of Number, document number (order number in one calendar year), the writing of Year in capital letter and, issuance year.



Sample of Regulation Numbering Format:

REGULATION OF THE MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA
NUMBER YEAR
CONCERNING
.....

Sample of Circular Letter Numbering Format:

CIRCULAR LETTER
NUMBER YEAR
CONCERNING
.....

Sample of Guideline Numbering Format:

REGULATION OF THE MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA
NUMBER YEAR
CONCERNING
GUIDELINE

b. Decree

Decree Numbering Arrangement (Stipulation official Document) is as follows:

Sample of Decree Format of the Trade Minister:

DECREE OF THE MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA
NUMBER YEAR
CONCERNING
.....

c. Mandate Letter/Assignment Letter

Arrangement for mandate letter/assignment letter is as follows:

- 1) Order number of mandate letter/assignment letter;
- 2) Initial code of official document type;
- 3) Official document abbreviation (letter type); and



4) Month and Year of issuance.

Sample of Mandate Letter Format signed by echelon I Official:

ASSIGNMENT LETTER

NUMBER 2319/SJ-DAG/ST/08/2016

2319 : document number (order number in one calendar year);

SJ-DAG : working unit code;

ST : official document type initial;

08/2016 : Month and Year of issuance.

2. Correspondence official document and special official document

Correspondence official document and special official document in its numbering use official document number, working unit code, official document type initial, month, and year, having purposes:

- a. to be easily remembered, either by employees/officials or outside party and can be known visually;
- b. to find out number of outcome letter from sender unit/official document maker;
- c. to find out unit of official document origin;
- d. to be used as reference; and
- e. to enable letter arrangement and retrieval.

Granting working unit code in official document numbering in the environment of the Ministry of Trade is conducted in accordance with working unit order attached in organizational structure of respective working unit. Official document numbering for correspondence official document and special official document consists of:

- a. official document number (order number in one calendar year);
- b. working unit code;
- c. official document type initial;
- d. month (written in two digits); and
- e. year of issuance.



Provisions for official document writing

a. Order number

If a unit issues letter concerning the same subject, day, and date, then such letter only uses one number of sender's identity code.

b. Working unit code

Provisions for granting working unit code on official document in the environment of the Ministry of Trade is in accordance with working unit code as attached in table II.

c. Official document type initial

Explains about official document type initial that is made.

d. Month

Written in Arabic number, for example march is written 03.

e. Year

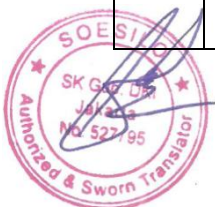
Year is written completely, for example year of 2015 is written 2015.

Table 1 : Working Unit Name (Nomenclature) and Title Name (System of Titles)

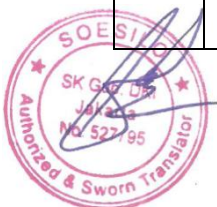
NO.	Working Unit Name (Nomenclature)	Title Name (System of Titles)
1.	Ministry of Trade of the Republic of Indonesia	Minister of Trade
2.	Secretariat General	Secretary General
1.	Planning Bureau	Head of Planning Bureau
2.	Finance Bureau	Head of Finance Bureau
3.	Personnel and Organization Bureau	Head of Personnel and Organization Bureau
4.	Legal Affairs Bureau	Head of Legal Affairs Bureau
5.	General Affairs Bureau	Head of General Affairs Bureau
6.	Public Relation Bureau	Head of Public Relation Bureau
7.	Trade advocacy Bureau	Head of Trade Advocacy Bureau
8.	Trade Education and Training Center	Head of Trade Education and Training Center
9.	Strategic Issues Center	Head of Strategic Issues Center
10.	Metrological Resources Development Centre	Head of Metrological Resources Development Centre



NO.	Working Unit Name (Nomenclature)		Title Name (System of Titles)
	11.	Data and Information System Center	Head of Data and Information System Center
3.	Directorate General (DG) of Domestic Trade		Director General (DG) of Domestic Trade
	1.	Secretariat of Directorate General of Domestic Trade	Secretary of Directorate General (DG) of Domestic Trade
	2.	Directorate of Business Development and Distribution Agents	Director of Business Development and Distribution Agents
	3.	Directorate of Logistics and Distribution Facilities	Director of Logistics and Distribution Facilities
	4.	Directorate of Staple Food and Essential Goods	Director of Staple Food and Essential Goods
	5.	Directorate of Domestic Product Use and Marketing	Director of Domestic Product Use and Marketing
4.	Directorate General (DG) of Foreign Trade		Director General (DG) of Foreign Trade
	1.	Secretariat Directorate General (DG) of Foreign Trade	Secretary Directorate General (DG) of Foreign Trade
	2.	Directorate of Agriculture and Forestry Products' Export	Director of Agriculture and Forestry Products' Export
	3.	Directorate of Industrial and Mining Products' Export	Director of Industrial and Mining Products' Export
	4.	Directorate of Import	Director of Import
	5.	Directorate of Export and Import Facilitation	Director of Export and Import Facilitation
	6.	Directorate of Trade Defense	Director of Trade Defense
5.	Directorate General (DG) of International Trade Negotiation		Director General (DG) of International Trade Negotiation
	1.	Secretariat of Directorate General of International Trade Negotiation	Secretary of Directorate General of International Trade Negotiation



NO.	Working Unit Name (Nomenclature)		Title Name (System of Titles)
	2.	Directorate of Multilateral Negotiation	Director of Multilateral Negotiation
	3.	Directorate of ASEAN Negotiation	Director of ASEAN Negotiation
	4.	Directorate of APEC and Other International Organization Negotiation	Director of APEC and Other International Organization Negotiation
	5.	Directorate of Bilateral Negotiation	Director of Bilateral Negotiation
	6.	Directorate of Trade and Services Negotiation	Director of Trade and Services Negotiation
6.	Directorate General (DG) of National Export Development		Director General (DG) of National Export Development
	1.	Secretariat of Directorate General of National Export Development	Secretary of Directorate General of National Export Development
	2.	Directorate of Export Product Development	Director of Export Product Development
	3.	Directorate of Market Development and Export Information	Director of Market Development and Export Information
	4.	Directorate of Export Development Cooperation	Director of Export Development Cooperation
	5.	Directorate of Promotion and Images Development	Director of Promotion and Images Development
	6.	Indonesia Export Education and Training Center	Head of Indonesia Export Education and Training Center
7.	Commodity Futures Trading regulatory Agency (CoFTRA)		Head of Commodity Futures Trading Regulatory Agency (CoFTRA)
	1.	Secretariat of Commodity Futures Trading Regulatory Agency (CoFTRA)	Secretary of Commodity Futures Trading regulatory Agency (CoFTRA)
	2.	Legislation and Enforcement Bureau	Head of Legislation and Enforcement Bureau
	3.	Futures and Physical Market Surveillance	Head of Futures and Physical



		Bureau	Market Surveillance Bureau
	4.	Market Assistance and Development	Head of Market Assistance and Development Bureau
	5.	Warehouse Receipt System and Commodity Auction Market Assistance and Surveillance Bureau	Head of Warehouse Receipt System and Commodity Auction Market Assistance and Surveillance Bureau
8.		Trade Analysis and development Agency	Head of Trade Analysis and development Agency
	1.	Secretariat of Trade Analysis and Development Agency	Secretary of Trade Analysis and Development Agency
	2.	Center for Domestic Trade Analysis	Head of Center for Domestic Trade Analysis
	3.	Center for Foreign Trade Analysis	Head of Center for Foreign Trade Analysis
	4.	Center for International Trade Cooperation Analysis	Head of Center for International Trade Cooperation Analysis
9.		Directorate General of Consumer Protection and Trade Compliance	Director General of Consumer Protection and Trade Compliance
	1.	Consumer Protection and Trade Compliance	Secretary of Directorate General of Consumer Protection and Trade Compliance
	2.	Directorate of Consumer Empowerment	Director of Consumer Empowerment
	3.	Directorate of Standardization and Quality Control	Director of Standardization and Quality Control
	4.	Directorate of Metrology	Director of Metrology
	5.	Directorate of Circulating Goods and Services' Surveillance	Director of Circulating Goods and Services' Surveillance
	6.	Directorate of Trade Compliance	Director of Trade Compliance
10.		Inspectorate General	Inspector General



NO.	Working Unit Name (Nomenclature)		Title Name (System of Titles)
	1.	Secretariat of Inspectorate General	Secretary of Inspectorate General
	2.	Inspectorate I	Inspector I
	3.	Inspectorate II	Inspector II
	4.	Inspectorate III	Inspector III
	5.	Inspectorate IV	Inspector IV

Table II : number, working unit code, working unit abbreviation, and title abbreviation as well as sample of official document numbering.

NO.	WORKING UNIT NAME	WORKING UNIT CODE	WORKING UNIT ABBREVIATION	TITLE ABBREVIATION	LETTER NUMBER
1	2	3	4	5	6
I.	Minister of Trade	M-DAG	Kemendag	Mendag	.../M-DAG/.../.../20....
II.	Secretariat General	SJ-DAG	Setjen	Sekjen	.../SJ-DAG/.../.../20...
1.	Planning Bureau	SJ-DAG 1	Roren	Ka.Roren	.../SJ-DAG.1/.../.../20...
2.	Organization and employee affairs Bureau	SJ-DAG 2	Roganpeg	Ka.Roganpeg	...SJ-DAG.2/.../.../20...
3.	Finance Bureau	SJ-DAG.3	Roku	Ka.Roku	.../SJ-DAG.3/.../.../20.....
4.	Legal Bureau	SJ-DAG.4	Rokum	Ka.Rokum	.../SJ-DAG.4/.../.../20.....
5.	General Affairs Bureau	SJ-DAG.5	Romum	Ka.Romum	.../SJ-DAG.5/.../.../20.....
6.	Public Relation Bureau	SJ-DAG.6	Humas	Karo.Humas	.../SJ-DAG.6/.../.../20.....
7.	Trade Advocacy Bureau	SJ-DAG.7	Rovodag	Karo.Vodag	.../SJ-DAG.7/.../.../20.....
8.	Trade Education and Training Center	SJ-DAG.8	Pusdiklatdag	Ka.Pusdiklatdag	.../SJ-DAG.8/.../.../20.....
9.	Strategic Issue Handling Center	SJ-DAG.9	Puspitra	Ka.Puspitra	.../SJ-DAG.9/.../.../20.....
10.	Resources Development Center	SJ-DAG.10	PPDSK	Ka.PPSDK	.../SJ-DAG.10/.../.../20.....
11.	Data and Information System Center	SJ-DAG.11	PDSI	Ka.PDSI	.../SJ-DAG.11/.../.../20.....
III.	Directorate General of Domestic Trade	PDN	Ditjen PDN	Dirjen PDN	.../PDN/.../.../20....



NO.	WORKING UNIT NAME	WORKING UNIT CODE	WORKING UNIT ABBREVIATION	TITLE ABBREVIATION	LETTER NUMBER
1	2	3	4	5	6
1.	Secretariat Directorate General of Domestic Trade	PDN-1	Set.Ditjen PDN	Ses. Ditjen PDN/PDN.1/...../20....
2.	Directorate of Business Assistance and Distribution Doer	PDN.2	Dit.Binusdis	Dir.Binusdis/PDN.2/...../20....
3.	Directorate of Distribution and Logistic Facility	PDN.3	Dit.Sardislog	Dir. Sardislog/PDN.3/...../20....
4.	Directorate of Staple Food and Essential Goods	PDN.4	Dit.Bapokting	Dir.Bapokting/PDN.4/...../20....
5.	Directorate of Domestic Product Use and Marketing	PDN.5	Dit. PPPDN	Dir. PPPDN/PDN.5/...../20....
IV.	Directorate General of Foreign Trade	DAGLU	Ditjen. DAGLU	Dirjen DAGLU/DAGLU/...../20....
1.	Secretariat Directorate General of Foreign Trade	DAGLU.1	Set. Ditjen DAGLU	Ses.Ditjen DAGLU/DAGLU.1/...../20....
2.	Directorate of Agriculture and Forestry Products' Export	DAGLU.2	Dit.Ekstanhut	Dir. Ekstanhut/DAGLU.2/...../20....
3.	Directorate of Industrial and Mining Product's Export	DAGLU.3	Dit. Eksprointam	Dir. Eksprointam/DAGLU.3/...../20....
4.	Directorate of Import	DAGLU.4	Dit. Impor	Dir. Impor/DAGLU.4/...../20....
5.	Directorate of Export and Import Facilitation	DAGLU.5	Dit. Faseksim	Dir. Faseksim/DAGLU.5/...../20....
6.	Directorate of Trade Security	DAGLU.6	Dit. PP	Dir. PP/DAGLU.6/...../20....



NO.	WORKING UNIT NAME	WORKING UNIT CODE	WORKING UNIT ABBREVIATION	TITLE ABBREVIATION	LETTER NUMBER
1	2	3	4	5	6
V.	Directorate General of International Trade Negotiation	PPI	Ditjen PPI	Dirjen PPI/PPI.1/...../20....
1.	Secretariat Directorate General of Trade Negotiation	PPI.1	Set. Ditjen PPI	Ses. Ditjen PPI/PPI.1/...../20....
2.	Directorate of Multilateral Negotiation	PPI.2	Dit. PM	Dir. PM/PPI.2/...../20....
3.	Directorate of ASEAN Negotiation	PPI.3	Dit. PA	Dir. PA/PPI.3/...../20....
4.	Directorate of APEC Negotiation and International Organization	PPI.4	Dit. PAOI	Dir. PAOI/PPI.4/...../20....
5.	Directorate of Bilateral Negotiation	PPI.5	Dit. PB	Dir. PB/PPI.5/...../20....
6.	Directorate of Trade and Service Negotiation	PPI.6	Dit. PPJ	Dir. PPJ/PPI.6/...../20....
Vi.	Directorate of National Export Development	PEN	Ditjen. PEN	Dirjen. PEN/PEN/...../20....
1.	Secretariat Directorate General of Consumer and Trade Compliance	PEN.1	Set. Ditjen PEN	Ses. Ditjen PEN/PEN.1/...../20....
2.	Directorate of Export Product development	PEN.2	Dit. P2E	Dir. P2E/PEN.2/...../20....
3.	Directorate of Market Development and Export Information	PEN.3	Dit. P2IE	Dir. P2IE/PEN.3/...../20....



NO.	WORKING UNIT NAME	WORKING UNIT CODE	WORKING UNIT ABBREVIATION	TITLE ABBREVIATION	LETTER NUMBER
1	2	3	4	5	6
4.	Directorate of Export Development Cooperation	PEN.4	Dit. KPE	Dir. KPE/PEN.4/...../20....
5.	Directorate of Promotion and Image Development	PEN.5	Dit. P2C	Dir. P2C/PEN.5/...../20....
VII.	Commodity Futures Trading Regulatory Agency	BAPPEBTI	BAPPEBTI	KA. BAPPEBTI/BAPEBBTI/...../20....
1.	Secretariat of Commodity Futures Trading Regulatory Agency	BAPPEBTI.1	Set. BAPPEBTI	Ses. BAPPEBTI/BAPEBBTI.1/...../20....
2.	Laws and legislations and Enforcement Bureau	BAPPEBTI.2	Rorundak	Karo.Rundak/BAPEBBTI.2/...../20....
3.	Futures and Physical Market Surveillance Bureau	BAPPEBTI.3	Rowaspaberfi	Karo.Waspaberfi/BAPEBBTI.3/...../20....
4.	Market Assistance and Development Bureau	BAPPEBTI.4	Ronabangsar	Karo.Nabangsar/BAPEBBTI.4/...../20....
5.	Warehouse Receipt and Commodity Auction Market System Assistance and Surveillance Bureau	BAPPEBTI.5	Robinwas SRG and PLK	Karo.Binwas SRG and PLK/BAPEBBTI.5/...../20....
VIII	Trade Development and Analysis Agency	BPPPP	BPPPP	KA.BPPPP/BPPPP/...../20....
1.	Secretariat of Trade Development and Analysis Agency	BPPPP.1	Set. BPPPP	Ses. BPPPP/BPPPP.1/...../20....
2.	Domestic Trade Analysis Center	BPPPP.2	Puska. PDN	Ka. Puska PDN/BPPPP.2/...../20....



3.	Foreign Trade Analysis Center	BPPP.3	Puska. DAGLU	Ka. Puska DAGLU/BPPP.3/...../20....
4.	International Consumer Protection Cooperation Analysis Center	BPPP.4	Puska. KPI	Ka. Puska KPI/BPPP.4/...../20....
IX	Directorate General of Consumer Protection and Trade Compliance	PKTN	Ditjen PKTN	Dirjen PKTN/PKTN/...../20....
1.	Secretariat Directorate General of Consumer Protection and Trade Compliance	PKTN.1	Set. Ditjen PKTN	Ses. Ditjen PKTN/PKTN.1/...../20....
2.	Directorate of Consumer Empowerment	PKTN.2	Dit. PK	Dir. PK/PKTN.2/...../20....
3.	Directorate of Standardization and Quality Control	PKTN.3	Dit. Standalitu	Dir. Standalitu/PKTN.3/...../20....
4.	Directorate of Metrology	PKTN.4	Dir. Met	Dir. Met/PKTN.4/...../20....
5.	Directorate of Circulating Goods and Services Surveillance	PKTN.5	Dit. PBBJ	Dir. PBBJ/PKTN.5/...../20....
6.	Directorate of Trade Compliance	PKTN.6	Dit. TN	Dir. TN/PKTN.6/...../20....
X.	Inspectorate General	IJ-DAG	Itjen	Irjen/IJ-DAG/...../20....
1.	Secretariat of Inspectorate General	IJ-DAG	Set.Itjen	Ses.Itjen/IJ-DAG.1/...../20....
2.	Inspectorate I	IJ-DAG.2	It.1	Ir.1/IJ-DAG.2/...../20....
3.	Inspectorate II	IJ-DAG.3	It.2	Ir.2/IJ-DAG.3/...../20....
4.	Inspectorate III	IJ-DAG.4	It.3	Ir.3/IJ-DAG.4/...../20....
5.	Inspectorate IV	IJ-DAG.5	It.4	Ir.4/IJ-DAG.5/...../20....
XI.	Assistant of Minister of Trade				



1.	Expert Staff for Market Security Field	SAM-PP	-	-/SAM-PP/...../20....
2.	Expert Staff for Services Trade Field	SAM-PJ	-	-/SAM-PJ/...../20....
3.	Expert Staff for International Relation Field	SAM-HI	-	-/SAM-HI/...../20....
4.	Expert Staff for Business Climate and Inter-Institutional Relation	SAM-IUHAL	-	-/SAM-IUHAL/...../20....

C. Use of Paper, Envelope and Ink

Paper, envelope, and ink are media or correspondence facility to record information in official affairs communication.

1. Writing Paper

a. Paper Use

- 1) Paper used for official activity is HVS minimum 70 grams, among others for correspondence activity, reduplication, and report documents.
- 2) Official document making from draft to net attached with initials may not utilize used paper since official document from draft until being signed is one archive file.
- 3) Official document having secondary or permanent utility, must use paper with permanent paper standard:
 - a) Weight minimum 70 grams/m²
 - b) Torn endurance minimum 350 mN
 - c) Folding endurance minimum 2.42 (schopper method) or 2.18 (MIT method)
 - d) pH on range 7.5 – 10
 - e) paper alkali content minimum 0.4 mol acid/kg
 - f) oxide durability contains kappa amount minimum 5

One of paper types fulfilling standard as mentioned above is conqueror, concorde paper used to arrange official document which is regulating



(Regulation of the Minister of Trade, Decree of the Minister of Trade, MoU, etc.)

- 4) Paper used for official document its size is adjusted with document type consisting of:
 - a) Directive official document uses paper F4 sizing 210 x 330 mm;
 - b) Correspondence official document uses paper A4 sizing 297 x 210 mm (8^{1/4} x 11 ¾ inch);
 - c) Special official document uses paper A4 sizing 297 x 210 mm (8^{1/4} x 11 ¾ inch);
 - d) Report uses paper A4 sizing 297 x 210 mm (8 ¼ x 11 ¾ inch); and
 - e) Research paper uses paper A4 sizing 297 x 210 mm (8 ¼ x 11 ¾ inch).

2. Envelope

Envelope is completion facility for letter delivery, particularly for institutional outward letter. Size, form, and cover color used for correspondence in institution's environment, is regulated in accordance with respective institution's needs by considering efficiency.

a. Size

Envelope size used for official document delivery is adjusted with type, size and thickness of official document to be distributed.

b. Color

Official document envelope uses white paper or light brown.

c. Sender and Destination Writing

It has to be attached sender's address and destination address on the envelope. Sender's address is in the form of state symbol or institution's logo, institution's name or title, as well as institution's address, whereas official document destination address is written completely with title name or institution and institution's address.

d. How to Fold and Insert Letter into Envelope

Letter that is ready to be delivered is folded in accordance with envelope size by meeting its corners so that its fold is straight and tidy with the letterhead faces front towards receiver or the reader. On the envelope having glass paper window, the position of destination address on the letterhead must be precisely on envelope window.



Sample of Letter Paper Folding Format

Letter Paper Sheet

First, one third of lower part of letter paper sheet is folded front



Second, one third of upper part of letter paper sheet is folded back



Third, letter is inserted into cover with letterhead part faces front towards the receiver



On cover using glass paper window, destination address on the letterhead must be precisely behind the glass paper window

D. Provisions for Space, Type and Letter Size, as well as Special Conjunction for Draft Arrangement of Regulation of the Minister of Trade in order to follow provisions of Law Number 12 of 2011 concerning the Establishment of Laws and Legislations and



Regulation of the Minister of Law and Human Rights Number 16 of 2015 concerning Laws and Legislations Stipulation Procedures in State Gazette of the Republic of Indonesia, Supplementary State Gazette of the Republic of Indonesia, Official Gazette of the Republic of Indonesia, and Supplementary Official Gazette of the Republic of Indonesia.

In determining space, it is supposedly taken note of compatibility, aesthetic, number of official document content by paying attention on provisions as follows:

1. Distance between title and content is two spaces.
2. If title is more than one line, distance between the first line and the second line is one space.
3. Distance of each line is adjusted with the needs.

Letter Type and Size

1. Letter type used on official document letter head is PT Sans Narrow.
2. Letter type used for directive official document is bookman old style 12.
3. Letter type of other official document uses arial 12.

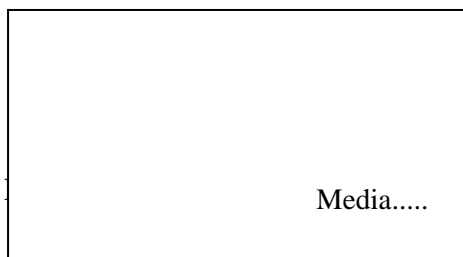
Conjunction

Conjunction is word used as sign that the text remains to continue to next page (if document is more than one page). Conjunction is written in the end of each page on the last line of the text on lower right corner of the page with conjunction order and three dots. Such conjunction is taken precisely same as from the first word of the next page. If the first word of the next page appoints article or underlined or italicized, conjunction must also be written same. Conjunction is not used for part substitution.

Sample of Conjunction Writing Format

On Page 1 of the Lowest Line

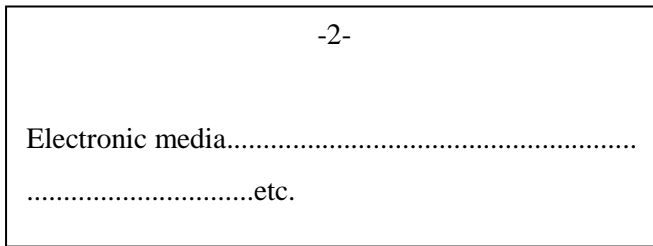
is media.....



← Conjunction



First word on page 2 of the upper left line is electronic media.....etc.



E. Border/Margin Determination

For compatibility and neatness (aesthetics) in official document arrangement, it is regulated that not all paper surface is used fully. Therefore, it is necessary to stipulate border between paper and document margin, either on upper, right, lower margin or left margin so that there is an empty space. Margin determination is conducted based on the size existing in equipment used to make official document, namely:

1. upper margin : if uses official document letter head, 2 spaces below letter head, and if without official document letter head, at least 2 cm from upper margin of paper;
2. lower margin : at least 2.5 cm from lower margin of paper;
3. left margin : at least 3 cm from left margin of paper; and
4. right margin : at least 2 cm from right margin of paper.

Note:

In its implementation, margin determination as mentioned above is flexible, adjusted with the amount of content of an official document. Margin determination (including space in paragraph) supposedly pays attention on compatibility and aesthetics aspects.

F. Page Number

Page number of official document is written using order number of Arabic number and attached symmetrically on upper center by attaching hyphen (-) before and after number, except the first page of official document using official document letter head does not need to attach page number.



G. Copy

Letter copy is attached on lower left side, showing that the party needs to know the letter content.

H. Appendix

If document has some appendixes, each appendix must be given order number with Arabic number. Appendix page number is continuous number of the previous page.

I. Institution Logo or State Symbol Use

State symbol, logo, and official stamp are used in official document arrangement as permanent and formal identity tag or identification. To obtain uniformity in implementing official document arrangement in all governmental apparatus officials, the use of state symbol, logo, and official stamp are necessarily determined on writing paper and envelope.

1. The Use of State Symbol

Provisions of State Symbol use for Official Document Arrangement are as follows:

- a. State Symbol is used in Official Document Arrangement as permanent and formal identity tag or identification.
- b. State Symbol is used in official document signed himself by:
 - 1) President and Vice President;
 - 2) Chairman, Deputy Chairman, and Member of People's Consultative Council;
 - 3) Chairman, Deputy Chairman, Member of Legislative Assembly;
 - 4) Chairman, Deputy Chairman, Member of Regional Assembly;
 - 5) Chairman, Deputy Chairman, Vice Chairman, and Chief Justice in Supreme Court, as well as chairman, deputy chairman, and judges in all court bodies.
 - 6) Chairman, Deputy Chairman, and Constitutional Court Judge in the Constitutional Court;
 - 7) Chairman, Deputy Chairman, and Member of Supreme Audit Board;
 - 8) Minister, Deputy Minister, ministerial level officials, and ministerial level deputy officials;
 - 9) Head of non ministerial governmental institution;



- 10) Chairman and member of non structural institution (other governmental officials stipulated by laws);
 - 11) Head of Foreign Indonesian Representative situated as Extraordinary and Full Power Ambassador;
 - 12) Governor and Vice Governor; and
 - 13) Regent/Mayor and Vice Regent/Vice Mayor.
- c. State Symbol can be used in official document signed by officials acting on behalf of the represented official.
 - d. State symbol is placed on the upper letterhead symmetrically in official document.

2. The Use of Logo

- a. Logo of the Trade Ministry is identity tag or identification in the form of symbol or letter used in Official Document Management as the identity of the Trade Ministry so that public knows it more easily.
- b. Logo is used by authorized officials other than the Minister of Trade.
- c. Logo is placed on the left of letterhead in official document.

3. The Use of State Symbol and Logo in Cooperation

- a. In cooperation conducted between government to government (G to G), uses official document folder with state symbol.
- b. Logo layout by cooperation agreement by sector, either ministry to ministry (domestic), logo being possessed by respective institution is placed above agreement document folder.

J. Official Document Initials Arrangement and Stamp Use

1. Official Initials Arrangement

- a. Attachment of Initials Hierarchically.
 - 1) official document before being signed by authorized official its concept must be firstly initialled at least by two officials in two structural position levels beneath;
 - 2) official document in which its concept is made by official that will sign such official document does not require initials;



- 3) official document in which its concept consists of some sheets, must be firstly initialled in each official document sheet by official in two structural position levels beneath; and
 - 4) position of initial attachment is regulated as follows:
 - a) for official's initial in one level below the official of signing official document is on the right or after signatory's title name;
 - b) for official's initial in two levels below official of signing official document is on the left or before signatory's title name; and
 - c) for official's initial in three levels next to official's initial above it.
- a. Initial Attachment in control sheet.

Official document in which its materials are interconnected and require coordination between working unit then the authorized official from related working unit participates in attaching initials on coordinating initial column.

Sample of Coordinating Initial Column Form Format:

COORDINATING INITIAL COLUMN FOR ECHELON I

COORDINATING INITIAL	
SECRETARY GENERAL	
INSPECTOR GENERAL	
DIRJEN OF DOMESTIC TRADE	
DIRJEN OF FOREIGN TRADE	
KA. BPPP	
KA. BAPPEBTI	
EXPERT STAFF OFFIELD	



COORDINATING INITIAL COLUMN FOR ECHELON II

COORDINATING INITIAL	
HEAD OF LEGAL AFFAIRS BUREAU	
HEAD OF GENERAL AFFAIRS BUREAU	
HEAD OF PLANNING BUREAU	
HEAD OF FINANCE BUREAU	
HEAD OF PUBLIC RELATION BUREAU	

2. The Use of official document head/letter head

a. Meaning of official document letter head

Official document letter head is the uppermost part in letter sheet. Letter head consists of the Trade Ministry's logo and working unit address.

b. Function of official document letter head

Function of official document letter head is representing institution's identity as working guideline, as reminder tool, because this letter can be made as institutional archives, as development proof of an instance or institution, as evidence, particularly agreement letter, so on.

c. Official Document Letter Head

1) Sample of official document letter head for Echelon I unit of the Trade Ministry.

SECRETARIAT GENERAL

SECRETARIAT GENERAL
Jalan M.I. Ridwan Rais No. 5 Jakarta 10110
Phone. 021-21528440, 021-3858171 Ext. 32040
Fax 021-3441759

INSPECTORATE GENERAL

INSPECTORATE GENERAL
Jalan M.I. Ridwan Rais No. 5 Jakarta 10110
Phone. 021-3455563, Ext. 1248
Fax 021-3455564



DIRECTORATE GENERAL OF DOMESTIC TRADE

DIRECTORATE GENERAL OF DOMESTIC TRADE

Jalan M.I. Ridwan Rais No. 5 Jakarta 10110
Phone. 021-21528440, 021-3858171 Ext. 34120, 34900
Fax 021-3857338

DIRECTORATE GENERAL OF FOREIGN TRADE

DIRECTORATE GENERAL OF FOREIGN TRADE

Jalan M.I. Ridwan Rais No. 5 Jakarta 10110
Phone. 021-23528560, 021-3858191, 021-3858171 Ext. 35900, 35160
Fax 021-23528570

DIRECTORATE GENERAL OF INTERNATIONAL TRADE NEGOTIATION

DIRECTORATE GENERAL OF INTERNATIONAL TRADE NEGOTIATION

Jalan M.I. Ridwan Rais No. 5 Jakarta 10110
Phone. 021-235228600, Ext. 36900
Fax 021-23528610

DIRECTORATE GENERAL OF NATIONAL EXPORT DEVELOPMENT

DIRECTORATE GENERAL OF NATIONAL EXPORT DEVELOPMENT

Jalan M.I. Ridwan Rais No. 5 Jakarta 10110
Phone. 021-23529640, 021-3858171 Ext. 37900
Fax 021-23528650



DIRECTORATE GENERAL OF CONSUMER PROTECTION AND TRADE
COMPLIANCE

DIRECTORATE GENERAL OF CONSUMER PROTECTION AND TRADE COMPLIANCE

Jalan M.I. Ridwan Rais No. 5 Jakarta 10110
Phone. 021-3451692, 3858171 Ext. 1225
Fax 021-3858205

TRADE ANALYSIS AND DEVELOPMENT AGENCY

TRADE ANALYSIS AND DEVELOPMENT AGENCY

Jalan M.I. Ridwan Rais No. 5 Jakarta 10110
Phone. 021-235228680, 021-3858171 Ext. 39900
Fax 021-23528890

COMMODITY FUTURES TRADE REGULATORY AGENCY

COMMODITY FUTURES TRADE REGULATORY AGENCY

Jalan Kramat Raya No. 172 Jakarta 10430
Phone. 021-31922389
Fax 021-31922421

- 2) For working unit (Echelon II Unit) having different location with Echelon I Unit, can use respective working unit's letter head and address by firstly attaching nomenclature of Echelon I unit.

sample:

TRADE EDUCATION AND TRAINING CENTER

SECRETARIAT GENERAL

TRADE EDUCATION AND TRAINING CENTER

Jalan Abdul Wahab No. 8 Cinangka, Sawangan, Depok
Phone. 021-7423226, 021-7422670, 021-7422654
Fax 021-7422570, 021-7422654



METROLOGY RESOURCES DEVELOPMENT CENTER

SECRETARIAT GENERAL

METROLOGY RESOURCES DEVELOPMENT CENTER

Jalan Daeng Muhammad Ardiwinata km 3,4 Cihanjung, Bandung

Phone. 022-6611054, 022-6610863

Fax 022-6611053

DIRECTORATE OF STANDARDIZATION AND QUALITY CONTROL

DIRECTORATE GENERAL OF CONSUMER PROTECTION AND TRADE COMPLIANCE

DIRECTORATE OF STANDARDIZATION AND QUALITY CONTROL

Jalan Raya Bogor KM 26 Ciracas, East Jakarta

Phone. 021-8710321/3

Fax 021-8710478

DIRECTORATE OF METROLOGY

DIRECTORATE GENERAL OF CONSUMER PROTECTION AND TRADE COMPLIANCE

DIRECTORATE OF METROLOGY

Jalan Pasteur No. 27 Bandung

Phone. 022-4203596, 022-4233930

Fax 022- 4207035

- 3) Special for working unit (Procurement Services Unit, Technical Executing Unit, and Metrology Academy) established outside Regulation of the Minister of Trade number 08/M-DAG/PER/02/2016 concerning Organization and Administration of the Minister of Trade, uses official document letter head as follows:

PROCUREMENT SERVICES UNIT

SECRETARIAT GENERAL

PROCUREMENT SERVICES UNIT

Jalan M.I. Ridwan Rais No. 5 Jakarta 10110

Phone. 021-3858212

Fax 021-3812016



INDONESIA EXPORT EDUCATION AND TRAINING CENTER

DIRECTORATE OF NATIONAL EXPORT DEVELOPMENT
INDONESIA EXPORT EDUCATION AND TRAINING CENTER
Jalan Letjen S. Parman No. 112 Grogol, Jakarta
Phone. 021-5666729, 021-5663309, 021-5674229 Ext. 138, 143
Fax 021-5666728, 021-5663309

GOODS QUALITY EXAMINER EDUCATION AND TRAINING CENTER

SECRETARIAT GENERAL
TRADE EDUCATION AND TRAINING CENTER
GOODS QUALITY EXAMINER EDUCATION AND TRAINING CENTER
Jalan Abdul Wahab No. 8 Cinangka, Sawangan, Depok
Phone. 021-7428920
Fax 021-7428920

METROLOGY ACADEMY

SECRETARIAT GENERAL
METROLOGY AND INSTRUMENTATION ACADEMY
Jalan Daeng Muhammad Ardiwinata km 3,4 Cihanjuang, Bandung
Phone. 022-6611054, 022-6610863
Fax 022-6611053

TESTING CENTER FOR MEASURING, DOSING, WEIGHING DEVICES AND THEIR OUTFITS

DIRECTORATE OF CONSUMER PROTECTION AND TRADE COMPLIANCE
DIRECTORATE OF METROLOGY
TESTING CENTER FOR MEASURING, DOSING, AND WEIGHING DEVICES AND THEIR OUTFITS
Jalan Pasteur No. 27 Bandung
Phone. 022-4203597
Fax 022-4203597



MANAGEMENT CENTER FOR NATIONAL STANDARD OF DIMENSIONAL
UNIT STANDARD

DIRECTORATE OF CONSUMER PROTECTION AND TRADE COMPLIANCE
DIRECTORATE OF METROLOGY
MANAGEMENT CENTER FOR DIMENSIONAL UNIT NATIONAL
STANDARD
Jalan Pasteur No. 27 Bandung
Phone. 022-4203597
Fax 022-4203597

BSML Regional I

DIRECTORATE GENERAL OF CONSUMER PROTECTION AND TRADE COMPLIANCE
DIRECTORATE OF METROLOGY
REGIONAL I LEGAL METROLOGY STANDARDIZATION CENTER
Jalan Bunga Terompet No.100 M, Sempakata Sub-village Cinangka, Medan Selayang Sub-district, Medan
Phone. \061-8369803, 061-8369803, 061-77825299
Fax 061-369802

BSML Regional II

DIRECTORATE GENERAL OF CONSUMER PROTECTION AND TRADE COMPLIANCE
DIRECTORATE OF METROLOGY
REGIONAL II LEGAL METROLOGY STANDARDIZATION CENTER
Jalan. Ring Road Selatan, Taman Tirta Kasihan, Bantul, Tamantirto, Kashan, Bantul, Special District of
Yogyakarta
Phone. 0274-4469580, 0274-4469583, 0274-4469581
Fax 0274-588613



BSML Regional III

DIRECTORATE GENERAL OF CONSUMER PROTECTION AND TRADE COMPLIANCE
DIRECTORATE OF METROLOGY
REGIONAL III LEGAL METROLOGY STANDARDIZATION CENTER
Jalan A. Yani km. 21 RT.04 RW.02, Landasan Ulin Banjarbaru, Banjarmasin
Phone. 0511-4707535, 0511-4707533, 0511-4707534
Fax 0511-4707535

BSML Regional IV

DIRECTORATE GENERAL OF CONSUMER PROTECTION AND TRADE COMPLIANCE
DIRECTORATE OF METROLOGY
REGIONAL IV LEGAL METROLOGY STANDARDIZATION CENTER
Jalan Tumanurung Raya, Sungguminasa, Gowa Regency
Phone. 0411-8211687, 0411-887077, 0411-880325
Fax 0411-880325

GOODS QUALITY TESTING CENTER

DIRECTORATE OF CONSUMER PROTECTION AND TRADE COMPLIANCE
DIRECTORATE OF STANDARDIZATION AND QUALITY CONTROL
GOODS QUALITY TESTING CENTER
Jalan Raya Bogor KM 26 Ciracas, East Jakarta
Phone. 021-8703881
Fax 021-8710477

CALIBRATION CENTER

DIRECTORATE OF CONSUMER PROTECTION AND TRADE COMPLIANCE
DIRECTORATE OF STANDARDIZATION AND QUALITY CONTROL
CALIBRATION CENTER
Jalan Raya Bogor KM 26 Ciracas, East Jakarta
Phone. 021-8703960
Fax 021-8710321



CERTIFICATION CENTER

DIRECTORATE OF CONSUMER PROTECTION AND TRADE COMPLIANCE
DIRECTORATE OF STANDARDIZATION AND QUALITY CONTROL

CERTIFICATION CENTER

Jalan Raya Bogor KM 26 Ciracas, East Jakarta
Phone. 021-8703960
Fax 021-8710321

- 4) For non structural organization/institution in the environment of the Trade Ministry namely, the National Anti-Dumping Committee (KADI) and Indonesia Trade Security Committee (KPPI) use letter head as follows:

NATIONAL ANTI-DUMPING COMMITTEE

NATIONAL ANTI-DUMPING COMMITTEE

Jalan M.I. Ridwan Rais No.5 Building I 5th Floo, Jakarta 10110
Phone. 021-3850541, 021-3841961
Fax 021-3850541

INDONESIA TRADE SECURITY COMMITTEE

INDONESIA TRADE SECURITY COMMITTEE

Jalan M.I. Ridwan Rais No.5 Building I 5th Floo, Jakarta 10110
Phone. 021-3857758
Fax 021-3857758

3. The Use of Official Stamp

a. Meaning of Stamp

Official stamp is a device to make sign or symbol record of an institution. Official stamp is used for official document legalization. Official stamp is divided into two, namely:



1) Title Stamp

Title stamp is stamp containing title name used as official document legalization sign by official of the Trade Ministry.

2) Institution Stamp

Institution stamp is stamp containing name of the Trade Ministry or respective unit used as official document legalization sign.

b. Each echelon I unit in the environment of the Trade Ministry is obliged to possess title stamp and institution/unit stamp.

c. Form of Official Stamp

Form and specification of the Trade Ministry stamp are as follows:

1) Official Stamp for the Trade Ministry

Official Stamp for the Trade Ministry, uses **purple ink** with diameter size as follows: Round Form, consists of two circles with radius $R1 = 35$ mm, and $R2 = 24$ mm. Circle line thickness $R1 = + 0.8$ mm and $R2 = + 0.8$ mm.

Figure 1. sample of the Trade Ministry official stamp

2) Title Stamp and Institution/Echelon I Unit Stamp, use **purple ink** with diameter size as follows:

Round form, consists of two circles with radius $R1 = 35$ mm, and $R2 = 24$ mm. Circle line thickness $R1 = + 0.8$ mm and $R2 = + 0.8$ mm.

Round form, consists of three circles with radius $R1 = 37$ mm, $R2 = 35$ mm, and $R3 = 25$ mm. Circle line thickness $R1 = + 0.8$ mm and $R2 = R3 = + 0.2$ mm.

Figure 1. sample of Title Stamp

3) The Use of Title Stamp and Institution/Echelon I Unit Stamp

- Echelon I title stamp is only used for official document signed directly by the concerned officials.



- Institution stamp (Echelon I Unit) is used for official document signed by other than Echelon I official.

Sample of title stamp and institution/unit stamp

Instance Official Stamp	Title Official Stamp
<u>THE MINISTRY OF TRADE</u>	<u>THE MINISTER OF TRADE</u>
<u>SECRETARIAT GENERAL</u>	<u>SECRETARY GENERAL</u>
<u>INSPECTORATE GENERAL</u>	<u>INSPECTOR GENERAL</u>
<u>DIRECTORATE GENERAL OF DOMESTIC TRADE</u>	<u>DIRECTOR GENERAL OF DOMESTIC TRADE</u>



<u>DIRECTORATE GENERAL OF FOREIGN TRADE</u>	<u>DIRECTOR GENERAL OF FOREIGN TRADE</u>
<u>DIRECTORATE GENERAL OF INTERNATIONAL TRADE NEGOTIATION</u>	<u>DIRECTOR GENERAL OF INTERNATIONAL TRADE NEGOTIATION</u>
<u>DIRECTORATE GENERAL OF NATIONAL EXPORT DEVELOPMENT</u>	<u>DIRECTOR GENERAL OF NATIONAL EXPORT DEVELOPMENT</u>
<u>DIRECTORATE GENERAL OF CONSUMER PROTECTION AND TRADE COMPLIANCE</u>	<u>DIRECTOR GENERAL OF CONSUMER PROTECTION AND TRADE COMPLIANCE</u>
<u>COMMODITY FUTURES TRADE REGULATORY AGENCY</u>	<u>HEAD OF COMMODITY FUTURES TRADE REGULATORY AGENCY</u>



<u>TRADE ANALYSIS AND DEVELOPMENT AGENCY</u>	<u>HEAD OF TRADE ANALYSIS AND DEVELOPMENT AGENCY</u>
--	--

- Official stamp used for official document for working unit (Procurement Services Unit, Technical Executing Unit, and Metrology Academy) established outside Regulation of the Minister of Trade number 08/M-DAG/PER/02/2016 concerning Organization and Administration of the Ministry of Trade, uses respective institution stamp (working unit).

Sample as follows:

<u>PROCUREMENT SERVICES UNIT</u>	<u>INDONESIA EXPORT EDUCATION AND TRAINING CENTER</u>
<u>GOODS QUALITY EXAMINER TRAINING AND EDUCATION CENTER</u>	<u>METROLOGY AND INSTRUMENTATION ACADEMY</u>



<p><u>TESTING CENTER FOR MEASURING, DOSING, WEIGHING DEVICES AND THEIR OUTFITS</u></p>	<p><u>DIMENSIONAL UNIT NATIONAL STANDARD MANAGEMENT CENTER</u></p>
<p>BSML I</p>	<p>BSML II</p>
<p>BSML III</p>	<p>BSML IV</p>



PMB CENTER	CERTIFICATION CENTER
CALIBRATION CENTER	

- For official stamp of National Anti-Dumping Committee (KADI) and Indonesia Trade Security Committee (KPPI) is as follows:

<u>NATIONAL ANTI-DUMPING</u> <u>COMMITTEE</u>	<u>INDONESIA TRADE SECURITY</u> <u>COMMITTEE</u>
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c. The Use of official stamp for Extremely Confidential Official Document

Official stamp used for official document requiring high level security (extremely confidential official document) is supposed to use emboss stamp without using ink by purpose to avoid misuse.



d. Storage and Utilization Authority of official stamp For Official Document

Storage and utilization of official stamp for official document become the authority of respective Echelon I Unit Leader.

Respective Echelon I Unit leader appoints:

- 1) official/officer in the environment of Echelon I Unit Secretariat;
- 2) official/officer in the environment of Echelon II Unit for Echelon II Unit in the environment of Secretariat General, technical Echelon II Unit, and technical Echelon III Unit located outside central office,

to store and secure the use of official stamp as well as be responsible for the storage and security of the intended official stamp use.

K. Amendment, Revocation, Cancellation and Rectification of Official Document

Amendment, revocation, cancellation, as well as rectification of official document can be conducted with condition by clearly showing the official document or of which part of the official document to be amended, revoked, cancelled, and/or rectified.

1. Meaning

a. Amendment

Amendment is to change certain part of official document which is declared with amendment sheet.

b. Revocation

Revocation is to revoke certain official document for being against or not in accordance with the higher, more special laws and legislations anymore, or newly stipulated official document.

c. Cancellation

Cancellation is to state that all official document materials are no longer applied through a cancellation statement in new official document.

d. Rectification

Rectification is repair which is conducted towards some official document materials through rectification statement in new official document.



2. Amendment, Revocation, Cancellation and Rectification Procedures
 - a. Regulating official document, if it is amended, revoked, or cancelled, it must be amended, revoked, or cancelled with equal or higher official document.
 - b. Official having right to determine amendment, revocation, and cancellation is official that signing such official document or by higher rank official.
 - c. Rectification with small error, such as typo, is conducted by official that signing official document.



CHAPTER IV OFFICIAL DOCUMENT SECURITY

A. Determination of Security Classification Category and Official Document Access

Security classification category for official document, consists of:

1. Extremely confidential is official document in which if its physique and information are known by not entitled party, it can harm national sovereignty, integrity of the Republic of Indonesia and national safety;
2. Confidential is official document in which its physique and information are known by not entitled party, it can result in the disturbance of state implementation function, national resources, public order, including towards macro economy. If information contained in official document is sensitive either for institution or individual, it will cause serious loss towards privacy, competitive profit, lost of trust, as well as ruin partnership and reputation;
3. Restricted is official document in which if its physique and information are known by not entitled party, it can cause the disturbance of institution's function and duty implementation, such as significant financial loss; and
4. Ordinary/Open is official document in which if its physique and information are open for public they do not cause any impact towards national security.

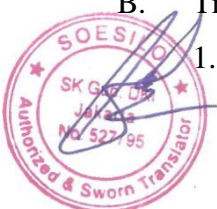
Determination of those four security classification levels is adjusted with official document importance and substances. In an institution, it is possible to make at least 2 (two) official document classification levels/degrees.

Official document access right:

1. Official document which is classified extremely confidential, confidential, and restricted, access right is granted to the highest institutional leader and equalized level beneath it if permit is already given , internal supervisor, external supervisor, and law enforcer; and
2. Official document which is classified ordinary/open, access right is given to all concerned official levels and staff.

B. Treatment Towards Official Document Based on Security and Access Classification

1. Granting of Security and Access Classification Degree Code



Official document treatment based on security and access classification, is given security degree code in the envelope and on the upper left of official document as well as the use of double envelope for extremely confidential and confidential official document. For classification degree code:

- a. Extremely Confidential official document is given 'SR' code using red ink;
- b. Confidential official document is given 'R' code using red ink;
- c. Restricted official document is given 'T' code using black ink; and
- d. Ordinary/Open official document is given 'B' code using black ink.

2. Granting of Security Serial Number and Security Printing

Security printing is printing related to high level security on document, aimed to prevent counterfeiting and damage as well as assurance towards the authentication and trustworthiness of official document. Security printing uses technical methods as follows:

a. Special Paper

Paper used as security has security serial number in which its position is regulated separately and is only known by certain parties. The use of this paper must be in sequence in accordance with its serial number so that it enables in tracing.

b. Watermarks

Figure 3. Watermarks

Watermarks is recognizable picture or pattern on paper arising lighter or darker than its surrounding paper that has to be seen with light from the back of paper, due to paper density variation.



c. Rosettes

Figure 4. Rosettes

Rosettes is a security printing technique in the form of unbroken curving lines and places a certain area. It usually resembles flower.

d. Guilloche

Figure 5. Guilloche

Guilloche is a security printing technique consisting of unbroken curving lines that placing a restricted area made in such a way that forms a beautiful border ornament.

e. Filter Image

Figure 6. Filter Image

Filter image is a security printing technique that can only be seen if this filter viewer is installed on printed surface, and without this reading tool, text is unreadable.

f. Anticopy

Figure 7. Anticopy

Anticopy is a security printing technique with line or raster on certain and hidden area that will only appear if this document is photocopied.



g. Microtext

Figure 8. Microtext

Microtext is a security printing technique using hidden safety element consisting of text with very small size so that it will visually look like a line. Magnifying glass is needed to see this text.

h. Line Width Modulation

Figure 9. Line Width Modulation

Line width modulation is a security printing technique formed from line structures that having thickening on straight design lines and curving on certain area.

i. Motive relief

Figure 10. Motive Relief

Motive relief is a security printing technique formed by bending on certain areal so that it will emerge image as if relief design (motive) seems to be embossed.



j. Invisible Ink

Figure 11. Invisible Ink

Invisible ink is a security printing technique in the form of text, picture and logo application printed in special security ink for safety. Such ink will only appear if it is observed under ultraviolet ray.

3. Making and Supervision for Confidential Official Document

Making and supervision for security serial number and official document security printing are conducted by working unit in which functionally has duty and function related to administration affairs. Making of security serial number and security printing are coordinated with related technical institutions.

For letter numbering that requiring high security, uneasily remembered special code writing is required.



CHAPTER V SIGNING AUTHORITY

A. The Use of Authority Line

Institution's leader is responsible for any activity conducted in its organization or institution. The responsibility cannot be mandated or transferred to any unauthorized officials. Authority line is used if official letter is signed by official obtaining delegation of authority from the authorized official.

B. Signing

Official letter signing that using authority line can be conducted by using four ways.

1. On Behalf of (p.p.)

On behalf of abbreviated as (p.p.) is used if the official signing official letter has been granted authority by the responsible official, by virtue of the concerned official's duty and responsibility fields. Responsibility remains on the mandating official and the mandated official must be responsible to the mandating official.

The structure of signing on behalf of (p.p.) other official namely title name of the authorized official is written complete in capital letter on each early word, preceded with p.p. abbreviation.

Sample of On Behalf of Format:

p.p. the Minister of Trade Secretary General,
--

2. On Behalf of Him (u.b.)

On behalf of him abbreviated as (u.b.) is used if the authorized re-authorizes to one level official beneath him, so that on behalf of him (u.b.) is used after on behalf of (p.p.). This granting authority follows order until two structural levels beneath it. Responsibility remains on the mandating official and the mandated official must be responsible to the mandating official.

Sample of On Behalf of Him Format:

p.p. the Minister of Trade Secretary General, u.b. Head of General Bureau
--



3. Acting Official (Plt.)

Provisions for acting official signing, abbreviated as (Plt.), are as follows:

- a. Acting official (Plt.) is used if the official authorizing to sign official document is not stipulated yet due to waiting for further provisions for employee affairs field.
- b. The authority of Plt. is temporary, until the definitive official is stipulated.
- c. Plt. is responsible for the signed official document.

Sample of Acting Official Format:

Plt. of Head of General Affairs Bureau Signature Complete name
--

4. On Duty (Plh.)

Provisions for on duty signing, abbreviated as (Plh.), are as follows:

- a. On duty (Plh.) is used if the official authorized to sign official document is not at his place so that for the smoothness of daily job implementation there should be any temporary official to replace him.
- b. The authority of Plh. is temporary, until the definitive official returns to its place.
- c. Plh. is responsible for official document that he signs to definitive official.

Sample of On Duty Format:

Plh. Head of General Affairs Bureau, Signature Complete name
--

C. Signing Authority

1. Authority to conduct and sign official document between institutions as policy/decreed/directive is on the official of the supreme institutional leader.



2. Authority to conduct and sign official document which is not as policy/decreed/directive can be delegated to institution's leader in each echelon level or other official authorized to sign it.



CHAPTER VI OFFICIAL DOCUMENT CONTROL

Arrangement concerning official document control is continual phase of making official document. Official document control must be followed with actions including phases as follows:

A. Incoming Official Document

1. Incoming official document is all official documents that received from person or other institutions. Principles of incoming official document:

- a. Incoming official document acceptance is centred in archive unit or other units administering secretariat affairs function.
- b. Official document acceptance is considered valid if it is received by officer or the entitled party to receive in archive unit.
- c. Incoming official document delivered directly to official or staff of processing unit must be registered in archive unit.

2. Incoming official document control is conducted through phases as follows:

a. Acceptance

Incoming official document received in closed cover is categorized based on security classification category: top secret (TS), secret (S), restricted (R), ordinary (O).

b. Record

- 1) Incoming official document received from acceptance officer that has been categorized based on security classification category.
- 2) Official document control is conducted with official document registration in official document control facility.

Official document registration includes:

- a) Order number.
- b) Acceptance date.
- c) Date and number of official document.
- d) Origin of official document.
- e) Brief content of official document.
- f) The directed working unit.
- g) Description.



- 3) Official document control facility among others can be in:
 - a) Incoming Official Document Datebook.
 - b) Control card.
 - c) Notch.
 - d) Electronic Datebook.
- c. Briefing
 - 1) Incoming official document briefing with top secret, secret, and restricted category is delivered directly to the directed processing unit.
 - 2) Incoming official document briefing with ordinary/open category is conducted by opening, reading and understanding all content and aim of official document to find out the processing unit that will follow up such official document.
- d. Delivery
 - 1) Incoming official document is delivered to processing unit in accordance with directive with official document delivery proof.
 - 2) Incoming official document delivery proof contains information concerning:
 - a) Recording order number.
 - b) Date and number of official document.
 - c) Origin of official document.
 - d) Brief content of official document.
 - e) The directed working unit.
 - f) Acceptance time.
 - g) Receiver's signature and name in processing unit.
 - 3) Form of official document delivery proof can be in:
 - a) Expedition book.
 - b) Delivery receipt sheet.

B. Outward Official Document

1. Outward official document is all official documents delivered to person or other institutions. Principles of outward official document:
 - a. Outward official document delivery is centred and registered in archive unit or other units administering secretariat functions including official document delivered directly by processing unit official or staff.



- b. Before being registered inspection must be conducted towards official document completion, including:
 - 1) Official document number;
 - 2) Official stamp;
 - 3) Signature;
 - 4) The directed address; and
 - 5) Appendix (if any).
2. Outward official document control is conducted through phases as follows:
 - a. Recording
 - 1) The delivered outward official document must be registered in outward official document control facility.
 - 2) Outward official document control is conducted with official document registration in outward official document control facility. Information for outward official document control facility includes:
 - a) Order number.
 - b) Delivery date.
 - c) Date and number of official document.
 - d) Official document destination.
 - e) Brief content of official document.
 - f) Description.
 - 3) Outward official document control facility among others can be in:
 - a) Outward Official Document Datebook.
 - b) Control card.
 - c) Notch.
 - d) Electronic Datebook.
 - b. Reduplication
 - 1) Official document reduplication is activity to reproduce official document with the available reproduction facility in accordance with the needs.
 - 2) Official document reduplication is conducted after outward official document is signed by the entitled official.
 - 3) Outward official document reduplication in which its security classification category is top secret, secret, and restricted must be observed strictly.



c. Delivery

- 1) Outward official document to be delivered by processing unit is inserted into envelope by attaching complete address and official document number in accordance with security classification category: Top Secret (TS), Secret (S), Restricted (R), and Ordinary (O).
- 2) Special for official document with security classification category Top Secret (TS), Secret (S), and Restricted (R) is inserted into the second envelope by only attaching the directed address and official stamp attachment.
- 3) To accelerate official document follow up process can be delivered specifically by adding 'u.p' sign (for attention) followed by title name that following up under the directed title name.

d. Storage

- 1) Activity of outward official document processing must be documented by processing unit and archive unit in the form of official document control facility and outward official document file.
- 2) The stored outward official document file is original official document initialled by official in accordance with its authority level.
- 3) Outward official document file storage is filed to be one unity with incoming official document that having same information or subject.

THE MINISTER OF TRADE OF RI,

sgd.

ENGGARTIASTO LUKITA

Copy conforms to the original
Secretariat General
The Ministry of Trade
Head of Legal Bureau,

M. SYIST

