



**MINISTER OF TRADE OF REPUBLIC OF INDONESIA**

**REGULATION OF THE MINISTER OF TRADE OF REPUBLIC OF INDONESIA**

**NUMBER 86/M-DAG/PER/12/2016**

**CONCERNING**

**PROVISIONS ON SERVICE ADMINISTRATION FOR TRADE PERMIT**

**ONLINE AND DIGITAL SIGNATURE BASIS**

**BY THE MERCY OF ONE SUPREME GOD**

**THE MINISTER OF TRADE OF REPUBLIC OF INDONESIA,**

- Considering : that to increase the service in the permit and non Trade Permit to the business actors as well as to implement provisions in Article 10 paragraph (2) and Article 14 paragraph (2) of the Regulation of the Minister of Trade Number 85/ M-DAG / PER/ 12/2016 regarding Integrated Service for Trading, it necessary to stipulate the Regulation of the Minister of Trade regarding Provisions on Service Administration for Trade Permit Online and Digital Signature Basis;
- Recalling : 1. Law Number 3 of 1982 regarding Company Registration (Official Gazette of the Republic of Indonesia of 1982 Number 7, Supplement Number 3214);

2. Law Number 10 of 1995 regarding Customs (Official Gazette of the Republic of Indonesia of 1995 Number 75, Supplement Number 3612) as already amended by Law Number 17 of 2006 (Official Gazette of the Republic of Indonesia of 2006 Number 93, Supplement Number 4661);
3. Law Number 11 Year 2008 regarding Information and Electronic Transaction (Official Gazette of the Republic of Indonesia of 2008 Number 58, Supplement Number 4843);
4. Law Number 39 of 2008 regarding State Ministry (Official Gazette of the Republic of Indonesia of 2008 Number 166, Supplement Number 4916);
5. Law Number 25 Of 2009 regarding Public Service (Official Gazette of the Republic of Indonesia of 2009 Number 112, Supplement Number 5038);
6. Law Number 7 of 2014 regarding Trade (Official Gazette of the Republic of Indonesia of 2014 Number 45, Supplement Number 5512);
7. Government Regulation Number 82 of 2012 regarding Administration of Electronic System and Transaction (Official Gazette of the Republic of Indonesia of 2012 Number 189, Supplement Number 5348);
8. Regulation of President Number 10 of 2008 regarding Use of Electronic System for the National Single Window;
9. Regulation of President Number 7 of 2015 regarding State Ministry Organization (Official Gazette of the Republic of Indonesia of 2015 Number 8);

10. Regulation of President Number 48 of 2015 regarding Ministry of Trade (Official Gazette of the Republic of Indonesia of 2015 Number 90);
11. Decree of President Number 121/P of 2014 regarding Establishment of Ministry and Appointment of the Minister of Work Cabinet of 2014-2019;
12. Decree of President number 83/P Of 2016 regarding Substitution of Several State Minister of Work Cabinet Of 2014-2019;
13. Regulation of the Minister of Trade Number 08/M-DAG/PER/2/2016 regarding Organization and Work System of the Ministry of Trade (Official Gazette of the Republic of Indonesia of 2016 Number 202);
14. Regulation of the Minister of Trade Number 85/M-DAG/PER/12/2016 regarding Trade Integrated Service;

**HAS DECIDED:**

To Stipulate: **PROVISIONS ON SERVICE ADMINISTRATION FOR TRADE PERMIT ONLINE AND DIGITAL SIGNATURE BASIS.**

**Article 1**

In this Regulation of Minister by:

1. Permit Affairs shall mean the issue of business legality in trade sector in terms of permit, acknowledgement, appointment, determination, approval, or registration, including non permit in terms of issue of information, consultation, and other service in trade sector.

2. Trade Integrated Service Unit hereinafter abbreviated to UPTP shall mean unit providing trade integrated service.
3. Trade Actor shall mean any individual of the Indonesian National or corporate body in terms of corporate body or not, established and having domicile in the jurisdiction of the Republic of Indonesia conducting business activities in trade sector.
4. Permanent Establishment hereinafter abbreviated to BUT shall mean business entity established and incorporated outside the jurisdiction of the Republic of Indonesia conducting activities in the territory of the Republic of Indonesia and shall comply with the Legislation prevailing in the Republic of Indonesia.
5. Access Right shall mean the right granted to carry out incalibrationction with the electronic system independently or by using network.
6. Indonesian National Single Window hereinafter abbreviated to INSW shall be the national Indonesian System allowing the implementation of the submission of data and information on single basis (single submission of data and information), processing of data and information on single basis and synchronous (single and synchronous processing of data and information), and making of single decision to issue customs permit and release of goods (single decision-making for customs release and clearance of cargoes).
7. INATRADE shall mean Trade Integrated Service System in the Ministry of Trade conducted Onlinebasis via portal

<http://inatrade.kemendag.go.id>.

8. Integrated Permit Information System hereinafter abbreviated to SIPT shall mean the domestic trade permit service system in the Ministry of Trade conducted Online basis via portal <http://sipt.kemendag.go.id>.
9. Standard Operating Procedure hereinafter referred to be SOP shall mean a standard/guideline in writing containing work procedure or phases that shall be passed to accomplish a process of Permit service activities and Non Permit service activities in trade sector.
10. Service Level Arrangement hereinafter referred to be SLA shall mean the service level that shall be complied with and implemented by Management Team of SIPT to carry out permit service activities and Non Permit service activities in trade sector.
11. Online shall mean the Trade Integrated Service Method conducted electrically via INATRADE or SIPT.
12. Digital Signature shall mean the signature consisting of the electronic information attached, associated or related to the other electronic information used as the means of verification and authentication.
13. Manual shall mean Trade Integrated Service Method conducted by directly coming to UPTP.
14. Minister shall mean the minister of the Trade.
15. Director of Export and Import Facilitation shall mean the Director of the Export and Import Facilitation, Directorate General of

Foreign of Trade, Ministry of Trade.

16. Director for Business Development and Distributor shall mean Director for Business and Distribution Development, directorate General of Domestic Trade, Ministry of Trade.
17. INATRADE management team shall mean team responsible to manage INATRADE.
18. SIPT management team shall mean team responsible for management of SIPT portal.

## **Article 2**

- (1) Permit Affairs service in trade sector shall be conducted by UPTP.
- (2) UPTP as referred to in paragraph (1) shall cover:
  - a. UPTP I serving Permit in domestic trade, foreign trade and consumers protection and commercial orderliness sector;
  - b. UPTP II Serving Permit in commodities future trading sector;
  - c. UPTP III Serving Permit in goods quality development sector; and
  - d. UPTP IV serving Permit in Metrology sector.

## **Article 3**

- (1) In conducting Permit Affairs service as referred to in Article 2, UPTP shall use Trade Integrated Service Method as mentioned in Appendix I forming integral part hereof.
- (2) Trade Integrated Service Method shall be conducted through service method I, namely Online and Digital Signature.

- (3) Besides service method I as referred to in article (2), Permit Affairs service may be conducted through:
- a. service method II in terms of trade Permit Affairs service that may only be filed Online basis; and
  - b. service method III in terms of trade Permit Affairs service that may only be subjected manually.

#### **Article 4**

- (1) Permit affair served by using service method I as referred to in Article 3 paragraph (2) shall be as that in Appendix II.A forming integral part hereof.
- (2) Permit affairs served by using service method II as referred to in Article 3 paragraph (2) item a shall be as that mentioned in Appendix II.B forming integral part hereof.
- (3) Permit affairs served by using service method III as referred to in Article 3 paragraph (2) item b shall be mentioned in Appendix II.C forming integral part hereof.

#### **Article 5**

- (1) Business Actor and BUT may only submit application for issue of permit in foreign trade, consumer protection and commercial orderliness, and Future trading Commodities sectors by using service method I and service method II through INATRADE.
- (2) Business Actor may only submit the application for issue of permit in domestic trade by using service method I through SIPT.
- (3) Business Actor and BUT shall file application for issue of permit in foreign trade sector, consumers protection and commercial

orderliness, and Future trading Commodities sector by using service method III to UPTP according to his authority as set forth in Article 2 paragraph (2).

#### **Article 6**

- (1) Permit processing by using service method I as referred to in Article 3 paragraph (2) shall be issued according to the provision in legislation.
- (2) Permit processing by using service method II and service method III as referred to in Article 3 paragraph (3) item a and item b in terms of registration, shall be issued within not later than 2 (two) business days as of the receipt of application in complete and correctly.
- (3) Permit processing by using service method II and service method III as referred to in Article 3 paragraph (3) item a and item b in terms of permit, acknowledgement, appointment, stipulation and approval shall be issued according to the provisions in the legislation.

#### **Article 7**

Service to issue Trade Permit shall be conducted according to SOP and SLA mentioned in Appendix III and Appendix IV.

#### **Article 8**

Application for issue of permit as referred to in Article 5 paragraph (1) and paragraph (2) may only be made by Business Actor and BUT already obtaining Right to Access.



## **Article 9**

- (1) Authority to grant approval to obtain the Right to Access and revocation of Right to Access IN TRADE shall be at the Director for Export and Import Facilitation.
- (2) Authority to grant approval to obtain the Right to Access and revocation of Right to Access to SIPT shall be at Director for Business Development and Distributor.

## **Article 10**

- (1) To obtain Right to Access to INATRADE, the Business Actor and BUT shall:
    - a. make registration through INATRADE by filling out the form available in complete and correctly to obtain the INATRADE registration document; and
    - b. Print the INTRADED registration document for subsequently delivery to officer of UPTP assigned to indicate the original document:
      - 1) Trade Business Permit or business permit from the technical ministry /non ministry government institution /agency;
      - 2) Certificate of Company's Registration, for Business Actor; and
      - 3) Taxpayer Identification Number,
- as well as delivering the result of scan of documents as referred to in point 1, point 2, and point 3 in terms of Portable Document Format (PDF) with color according to its original.

- (2) UPTP officer assigned to carry out validation to the document of INATRADE Registration as referred to in paragraph (1) item b shall subsequently issue the Minutes of Examination.
- (3) The Director of Export and Import Facilitation may assign the officer appointed to carry out site verification to identify the truth of document as referred to in paragraph (1) before carrying out validation to the document of INATRADE registration by UPTP officer assigned as referred to in paragraph (2).
- (4) The Issue of Right to Access in terms of user name and password shall be sent via electronic mail (email) of Business Actor and BUT within not later than 2 (two) business days as of the receipt of document as referred to in paragraph (1) in complete and correctly.
- (5) In case there is no application to obtain Right to Access submitted by the company's director, then the Business Actor and BUT shall upload the additional document in terms of:
  - a. Power of attorney from the company's director; and
  - b. Resident Identity Card or passport of the proxy.

#### **Article 11**

- (1) To obtain Right to Access to SIPT, Business Actor shall:
  - a. make registration via SIPT by filling out the form made available in complete and correctly; and
  - b. upload the document of SIPT registration:
    - 1) Certificate of Company's Registration, except for the application for issue of the Certificate of Registration of Franchise (STPW) of the

franchisor from overseas, the application for issue property Trade Broker Business Permit (SIU-P4) and the application for issue of New Survey Service Permit (SIUJS);

- 2) Taxpayer Identification Number of the Company, except for the application for issue of Certificate of Registration of Franchise (STPW) of the Franchisor overseas; and
- 3) Resident Identity Card or passport of the company's director,

in form of Portable Document Format (PDF), Joint Photographic Experts Group (JPEG), or Portable Network Graphics (PNG) in original color.

- (2) The issue of Right to Access in terms of user name and password shall be sent via electronic mail (email) of the Business Actor within not later than 2 (two) business days as of the receipt of document as referred to in paragraph (1) in complete and correctly.
- (3) In case there is no application submitted by the company's director for the issue of Right to Access, then the Business Actor shall upload additional documents in terms of:
  - a. Power of attorney from the company's director; and
  - b. Resident Identity Card or passport of the proxy.

## **Article 12**

Format of document of INATRADE registration as referred to in Article 10 paragraph (1) item b shall be mentioned in Appendix V forming integral part hereof.

## **Article 13**

- (1) Business Actor and BUT already obtaining Right to Access shall comply with all regulations on use of INATRADE and SIPT.
- (2) The regulations on use of INATRADE and SIPT as referred to in paragraph (1) shall be mentioned in Appendix VI A and Appendix VI B forming integral part hereof.

## **Article 14**

- (1) The Director of Export and Import Facilitation may assign the official so appointed to carry out site verification to identify the truth of document as referred to in Article 10 paragraph (1) item b to the Business Actor and BUT already obtaining Right to Access.
- (2) The Director of Business Development and Distributor may assign the official so appointed to carry out site verification to identify the truth of document as referred to in Article 11 paragraph (1) to Business Actor already obtaining already obtaining Right to Access.

## **Article 15**

- (1) Business Actor and BUT already obtaining Right to Access may submit the application for issue of permit in foreign trade, consumers protection and commercial orderliness, and Future trading Commodities sectors using service method I and service

method II by submitting application in INATRADE according to the provision in the legislation.

- (2) Business Actor and BUT submitting application for issue of permit as referred to in paragraph (1) shall input data and upload the supporting document to the Permit through INATRADE.
- (3) Supporting document to the Permit as referred to in paragraph (2) shall be adjusted to the provision in the legislation regulating each Permit.
- (4) In case the Permit arrangement as referred to in paragraph (1) required the Supporting document in terms of recommendation and/or other document from the relevant technical agency, then:
  - a. if the system in the relevant technical agency has been integrated to the INSW and/or INATRADE system, Business Actor and BUT shall input data recommendation and/or other document required through INATRADE; or
  - b. if the system in the relevant technical agency is not yet integrated to INSW and/or INATRADE system, Business Actor and BUT shall upload the original recommendation and/or other document required through INATRADE in form of Portable Document Format (PDF) in original color.

#### **Article 16**

- (1) Business Actor already obtaining Right to Access my submit the application for issue of permit in domestic trade sector through application of application in SIPT according to the provision in the legislation.

- (2) Business Actor submitting the application for issue of permit as referred to in paragraph (1) shall input data and upload the Supporting document related to the Permit arrangement through SIPT.
- (3) Supporting documents of the Permit Arrangement as referred to in paragraph (2) shall be adjusted to the provisions in the legislation on Permit Affair.

### **Article 17**

- (1) Official issuing the Permit according to his authority shall issue the Permit in foreign trade, consumers protection and commercial orderliness, and Future trading Commodities sector using service method I and service method II through INATRADE if the Supporting document of the Permit Arrangement is already complete and correct.
- (2) Official issuing Permit according to his authority may decline the issue of permit as referred to in paragraph (1) through INATRADE if the Supporting document of the Permit Arrangement is incomplete and/or incorrect.
- (3) The Issue of permit as referred to in paragraph (1) using the service method I shall be conducted by using Digital Signature not requiring stamp and wet signature (paperless) as well as mention the Quick Response Code (QR code).
- (4) Issue of permit as referred to in paragraph (1) using service method II shall be conducted in form of signature as well as wet stamp.

## **Article 18**

- (1) Official issuing Permit according to his authority shall issue Permit in domestic trade sector issuing service method I through SIPT if the Supporting document of Permit has been incomplete and correct.
- (2) The Official issuing Permit according to his authority may decline the issue of permit as referred to in paragraph (1) through SIPT if the Supporting document of the Permit is incomplete and/or untrue.
- (3) Issue of permit as referred to in paragraph (1) shall be conducted by using the Digital Signature requiring no wet stamp and signature (paperless) as well as mention Quick Response Code (QR code).

## **Article 19**

- (1) In case INATRADE and SIPT are unable to operate due to force majeure, the Permit Affairs service shall be conducted manually.
- (2) Force majeure as referred to in paragraph (1) shall cover:
  - a. natural disaster in form of flood, earthquake, land slide, and other disaster occurring naturally;
  - b. fire, electric out, and theft of equipment; and/or
  - c. damage and dysfunction of supporting facility and infrastructure on INATRADE and/or SIPT for more than 2 (two) hours.
- (3) Permit Affairs service manually as referred to in paragraph (1) shall be conducted in UPTP or technical unit in the Ministry of Trade according to his authority.

## **Article 20**

- (1) The operation of INATRADE shall be conducted by Management Team of INATRADE stipulated by the Director General for Foreign trade.
- (2) The Management Team of INATRADE as referred to in paragraph (1) shall send electronically the document of Permit Arrangement in foreign trade and consumers protection and commercial orderliness sector using service method I and service method II to portal INSW via INATRADE, after the document is issued by the official issuing Permit.

## **Article 21**

Operational implementation of SIPT shall be conducted by Management Team of SIPT determined by the Director General of Domestic trade.

## **Article 22**

- (1) Right to Access to INATRADE and SIPT as referred to in Article 10 and Article 11 may expire in case:
  - a. the owner of Right to Access does not exercise such Right for 1 (one) year;
  - b. the Right to Access is revoked since:
    1. The owner of Right to Access breaches the provisions in Article 13;
    2. Site verification finding as referred to in Article 14 found data or information untrue in the document;
    3. there is already abuse of service by the owner of



Right to Access based on the result of assessment by INATRADE Management Team or SIPT Management Team; or

4. there is written request from unit and/or technical agency to INATRADE Management Team or SIPT Management Team in relation to the breach in trade sector committed by the owner of Right to Access.
- (2) Termination of Right to Access as referred to in paragraph (1) shall be made manually and/or electronically.
  - (3) Termination of Right to Access as referred to in paragraph (1) item d shall be conducted after making coordination with the relevant technical unit.

### **Article 23**

- (1) Business Actor and BUT whose Right to Access as referred to in Article 22 paragraph (1) item a is already revoked may resubmit the application to obtain the Right to Access.
- (2) The Business Actor and BUT whose Right to Access as referred to in Article 22 paragraph (1) item b is already revoked may re-submit the application to obtain Right to Access at the soonest 6 (six) months as of the revocation of the Right to Access.
- (3) The application for the Right to Access as referred to in paragraph (1) and paragraph (2) may be submitted according to the requirements as referred to in Article 10 and Article 11.

#### **Article 24**

All costs arising from the implementation of INATRADE and SIPT activities shall be charged to the State Budget of the Ministry of Trade.

#### **Article 25**

If required, Director General of Foreign trade, Director General of Consumers protection and Commercial orderliness, Head of Future trading Commodities Supervisory Board and Director General of Domestic trade, according to their respective authority may determine the Technical Direction of the implementation of this Regulation of Minister.

#### **Article 26**

Upon the effective hereof the regulation of the Minister of Trade Number 123/M-DAG/PER/12/2015 regarding Provision on Permit Affairs service in Export and Import Sector Through Inatrade for Indonesian of the National Single Window ( State Gazette of Republic of Indonesia of 2016 number 111), shall be revoked and declared null in void.

#### **Article 27**

This Regulation of the Minister shall be effective as of:

- a. January 3, 2017, for foreign trade and domestic trade permit using service method I, foreign trade using service method II, and foreign trade, consumers protection and commercial orderliness, and Future trading Commodities sector using service method III; and

- b. February 1, 2017, for Permit for consumers protection and commercial orderliness and Future trading Commodities sector using service method II.

For public recognition, it is instructed to promulgate this Regulation of the Minister by inserting the same in the State Gazette of Republic of Indonesia.

Stipulated in : Jakarta

On : December 23, 2016

**MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA,**

*signed*

**ENGGARTIASTO LUKITA**

Promulgated in : Jakarta

On : December 27, 2016

DIRECTOR GENERAL OF  
LEGISLATION  
MINISTRY OF LAW AND HUMAN RIGHT  
OF THE REPUBLIC OF INDONESIA,

*signed*

WIDODO EKATJAHJANA

STATE GAZETTE OF THE REPUBLIC OF INDONESIA OF 2016 NUMBER 2008

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Secretariat General

Ministry of Trade of the Republic of Indonesia  
Head of Legal Bureau,

*signed and sealed*

**M. SYIST**

APPENDIX I

REGULATION OF THE MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA

NUMBER

CONCERNING

PROVISIONS ON SERVICE ADMINISTRATION FOR TRADE PERMIT ONLINE AND ELECTRONIC DIGITAL SIGNATURE

BASIS

**TRADE INTEGRATED SERVICE METHOD**

Service Method	Enter	Process	Out	Number of Types of Permit Affairs service and Non Permits	
Method I (Online and electronic Signature)	Online	UPTP	Online	6 Types of Foreign trade sector	47 Permits
	Online	Unit	Online	28 Types of Foreign trade Sector, 13 Types of Domestic trade	

Method II (Online)	Online	UPTP	UPTP	1 Types of Foreign trade sector	51 Permits
	Online	Unit	UPTP	41 Types of Foreign trade sector, 2 Types of Consumers protection and Commercial orderliness and 7 Types of Future trading Commoditiessector	
Method III (Manual)	UPTP	Unit	UPTP	9 Types of Foreign trade	

				sector, 12 Types of Consumers protection and Commercial orderliness, 15 Types of Future trading Commodities sector	36 Permits
Total Service					134 Permits

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Secretariat General  
Ministry of Trade of the Republic of Indonesia  
Head of Legal Bureau,

*signed and sealed*  
**M. SYIST**

MINISTER OF TRADE OF THE REPUBLIC  
OF INDONESIA,  
*signed*

**ENGARTIASTO LUKITA**

APPENDIX II

MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA

NUMBER

CONCERNING

PROVISIONS ON SERVICE ADMINISTRATION FOR TRADE PERMIT ONLINE  
AND DIGITAL SIGNATURE BASIS

**LIST OF PERMITS IN TRADE SECTOR**

A. LIST OF PERMITS USING SERVICE METHOD I (ONLINE AND DIGITAL  
SIGNATURE BASIS)

***ONLINE – UPTP – ONLINE***

**FOREIGN TRADE SECTOR**

1. Approval to Export of Animal and Animal Product
2. Approval to Import of Horticulture Product
3. Approval to Import of Animal and Animal Product
4. Approval to Import of Textile and Batik and Batik Motive Style Product
5. Approval to Import of Textile and Textile Product
6. Approval to Import of Salt

***ONLINE – UNIT – ONLINE***

**FOREIGN TRADE SECTOR**

1. Approval to Export Natural Vegetation and Wild Life
2. Approval to Export of Rice
3. Approval to Export of Oil and Natural Gas
4. Approval to Export Other Fuel

5. Registered exporter of Oil and Natural Gas
6. Registered exporter of Other Fuel
7. Approval to Import Mobile Phone, Computer and Handheld, and Tablet Computer
8. Approval to Import of Color Multifunction Machine, Color Photocopy Machine, and Color Printer Machine
9. Approval to Import of Ozone layer Destroyer Substance
10. Approval to Import of Corn
11. Approval to Import of Forestry Product
12. Approval to Import of capital Goods In Not New Condition for Direct User Company, Recondition Company, and Remanufacturing Company
13. Approval to Import of Plastic Raw material
14. Producer Importer of Plastic Raw material
15. Registered Importer of Cement
16. Approval to Import of Cement
17. Producer Importer of Cement
18. Registered Importer Celuler Phone, Handheld Computer, and Tablet Computer
19. Producer Importer of Hazardous Substance
20. Registered Importer of Hazardous Substance
21. Registered Importer of Non Pharmaceutical Precursor
22. Registered Importer of Nitrocellulose
23. Approval to Import of Nitrocellulose



24. Registered Importer of Oil and Natural Gas
25. Approval to Import of Oil and Natural Gas
26. Registered Importer of Other Fuel
27. Approval to Import of Other Fuel
28. Registered Importer of Plastic Raw material

#### **DOMESTIC TRADE SECTOR**

1. Acknowledgement as Registered Inter Island Wood Trader
2. Business Permit Hazardous Substance Trader as Registered Distributor of Hazardous Substance
3. Business Permit of Alcoholic Drink Trade for Registered Importer of Alcoholic Drink
4. Business Permit of Alcoholic Drink Trade for Distributor
5. Business Permit of Alcoholic Drink Trade for Sub Distributor
6. Certificate Alcoholic Beverage Retailer Group A
7. Certificate Direct Seller of Alcoholic Beverage Group A
8. Certificate of Registered Agent or Distributor of Goods or Service in Home Country or Overseas
9. Certificate of Franchise Registration
10. Registration of Direction on Use and After Sale Warranty Card in Indonesian Language for Domestic and Foreign Goods
11. Approval to Convene of Trade Expo, Convention and or International trade Seminar
12. Business Permit of Property Trade Broker Company
13. Business Permit of Survey Service

B. LIST OF PERMITS USING SERVICE METHOD II (ONLINE)

**ONLINE – UPTP – UPTP**

**FOREIGN TRADE SECTOR**

Producer Importer of 4 Chloro-3, 5-Dimethylphenol (PCMX)

**ONLINE – UNIT – UPTP**

**FOREIGN TRADE SECTOR**

1. Determination of Cement Importer Producer
2. Approval to Import of Pearl
3. Producer Importer of Lubricant
4. Approval to Import of Non Pharmaceutical Precursor
5. Producer of Plastic Importer
6. Approval to Import of Non Hazardous Substance and Toxic Waste
7. Producer Importer of Nitrocellulose
8. Producer Importer of Non Pharmaceutical Precursor
9. Registered Importer of Alcoholic Beverage
10. Approval to Import of After Sale Service Goods
11. Registered Importer of Industrial Explosive Raw material
12. Approval to Import of Rice
13. Approval to Import of Sugar
14. Approval to Import of Alcoholic Drink
15. Approval to Import of Subsidized Fertilizer
16. Identity Number of Producer Importer (Specially issued by Directorate General of Foreign trade).
17. Approval to Import of Hazardous Substance

18. Approval to Import of Industry (Commercial) Explosive raw material
19. Acknowledgement as Registered exporter-of Non Pharmaceutical Precursor
20. Approval to Export of Non Pharmaceutical Precursor
21. Approval to Import of Iron or Steel, or their derivative Product
22. Acknowledgement as Registered exporter of Coffee and Exporter of Temporary Coffee
23. Registered exporter of Swallow Nest
24. Approval to Import of Complementary Goods
25. Approval to Import Goods for Market Test
26. Approval to Import of Tire
27. Approval to Import of Agricultural equipment and Machine
28. Approval to Export of Metal Remnant and Scrap
29. Approval to Export of Processing and Purification
30. Acknowledgement As Registered exporter of Coal
31. Acknowledgement As Registered exporter of Tin
32. Approval to Export of Non Subsidy Urea Fertilizer
33. Approval to Export of Tin
34. Approval to Import of Example Goods of Calibration Devices, Scale and their Equipment
35. Approval to Export of Rude Diamond
36. Registered exporter of Rude Diamond
37. Approval to Import of Saccharin and Salt
38. Approval to Import of cyclamate
39. Approval to Import of Rude Diamond

40. Registered Importer of Saccharin and its salt

41. Registered Importer of Rude Diamond

## **CONSUMERS PROTECTION AND COMMERCIAL ORDERLINESS SECTOR**

1. Type of Permit

2. Manufacture mark Permit

## **FUTURE TRADING COMMODITIESSECTOR**

1. Approval to be Manager of Warehouse Receipt System.

2. Approval to be Warehouse Receipt System.

3. Approval to be the Conformance Assessment Institution.

4. Approval to be Commodity Auction Market Agency With Forward Term.

5. Permit as the Representative of future Broker.

6. Certificate of Future Trader Registration

7. Future Broker Business Permit.

## **C. LIST OF PERMIT USING SERVICE METHOD III (MANUAL)**

### **UPTP – UNIT – UPTP**

#### **FOREIGN TRADE SECTOR**

1. Approval to Import – of Goods already exported for repair, processing and testing

2. Approval to Import Without Importer Identification Number – Goods already Exported for repair, processing and testing

3. Approval to Import - export Goods rejected by the purchaser of the overseas

4. Approval to Import Without Importer Identification Number – Relocation Goods
5. Approval to Import of Temporary Goods
6. Approval to Import of No Re-Export Goods of temporary Ex-Import
7. Approval to Import of Grant Goods
8. Approval to Import Without Importer Identification Number
9. Approval to Import Without Importer Identification Number – Goods of Relocation of Ambassador

## **CONSUMERS PROTECTION AND COMMERCIAL ORDERLINESS SECTOR**

1. Number of Goods Registration
2. Number of product Registration
3. Producer Identification Number of Standard Indonesian Rubber
4. Registration of the Conformance Assessor Institution
5. Goods Quality Inspection Service
6. Calibration Service
7. Product Certification Service
8. Certification Service For Sample taking officer
9. Calibration and Recalibration of Scale and its Equipment with special handling
10. Verification of Measurement Standard
11. Calibration of Technical Metrology Meter Device
12. Testing of Scale Measurement Devices and its equipment for Permit of Type and Permit For Manufacture mark

## **FUTURE TRADING COMMODITIESSECTOR**

1. Approval to be the Center of Registration (Pusreg) in Warehouse Receipt System
2. Approval of Clearing House and Underwriting of Auction Market By Forward Delivery
3. Future Exchange Business Permit
4. Future Clearing House Business Permit
5. Approval to Opening Branch Office of Future Broker
6. Approval to Broker of Foreign mandate Distribution
7. Approval to margin Depository Bank
8. Approval to Future Exchange To Carry Out Organized Commodity Physical Market Implementation Activities
9. Approval to Future Clearing House to Carry out Clearing activities and Underwriting of Accomplishment of Transaction at Organized Commodity Physical Market
10. Approval to Broker Being The Member of Alternative Trade System
11. Approval to Trader Running Alternative Trade System
12. Business Permit for Future Advisor
13. Business Permit For Future Fund Center Management
14. Permit of The Future Advisor Representative
15. Permit of the Future Fund Center Representative

MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA,

*signed*

ENGARTIASTO LUKITA

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

*signed and sealed*

**M. SYIST**

**APPENDIX III A.1****MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA****NUMBER****CONCERNING****PROVISIONS ON SERVICE ADMINISTRATION FOR TRADE PERMITON ONLINE AND ELECTRONIC DIGITAL SIGNATURE****BASIS**

**STANDARD OPERATING PROCEDURE OF PERMIT AFFAIRS SERVICE IN FOREIGN TRADE SECTOR USING METHOD I  
(ONLINE AND DIGITAL SIGNATURE)**

No	Activity	Conducted by					Standard Quality			Remark
		Business Actor	Processing Officer	Section Head	Sub directorate Head	Official Signing	Requirement	Time	Output	
1	INATRADE into Portal <a href="http://inatrade.kemendag.go.id">http://inatrade.kemendag.go.id</a> and login by using Right to Access already owned by Actor						According to the type of permit requested by the applicant			Business Actor have carried out Registration dan obtaining Right to
2	selecting type of service that will be submitted and filling out form of application according to the applicable procedure/ requirement									
3	Uploading form of application and supporting		In accordance with				Receipt of INATRADE, form			

	document of the application for service and carry out check list to completeness of data on application							of application and supporting document have been uploaded through INATRADE			
4	Notify via system that automatically will send e-mail of notification to applicant	No						Document have been examined...			
5	preparing draft of permit							Document already complete and correct		draft of the permit	
6	Examining document and draft of permit already made by processing officer		In accordance with	in accordance with	No in accordance with			draft of the permit		draft of the permit	
7	Examining document and draft of permit already approved by Section Head and ensuring that the permit is already correct substantially and according to the prevailing policy /regulation				in accordance			draft of Permit already approved by Section Head			
1	Conducting approval to the concept of the certificate draft of permit							draft of Permit already signed by Head of Sub Directorate Head			
9	Permit already approved will be provided to QR Code and Digital Signature									Permit already signed electronically is sent real time to email	



**APPENDIX III A.2****MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA****NUMBER****CONCERNING****PROVISIONS ON SERVICE ADMINISTRATION FOR TRADE PERMITON ONLINE AND ELECTRONIC DIGITAL SIGNATURE****BASIS****STANDARD OPERATING PROCEDURE OF PERMIT AFFAIRS SERVICE IN FOREIGN TRADE SECTOR USING METHOD I****(ONLINE AND DIGITAL SIGNATURE)**

No	Activity						Standard Quality			Remark
		Business Actor	Processing Officer	Section Head	Sub Directorate Head	Director	Requirement	Time	Output	
1	Enter to portal permit of Directorate General of PDN at address <a href="http://sipt.kemendag.go.id">http://sipt.kemendag.go.id</a> and login by using Right to Access	Start					Having Right to Access			
2	Selecting the type of permit requested for, then, filling out form already available and uploading the document according to the						- Form of Model; - Document of Permit Requirement		- Form of Model - Document of permit already uploaded	
3	Conducting verification to the			Yes			- Form of Model –			Time of

	completeness of document already uploaded		Appropriate?					Document of requirement already uploaded			commencement of SLA
4	Automatic system will send email of the notification to the applicant when there is denial	Finish	No								
5	Conducting verification to certain requirement with document already uploaded		No		Yes			- Form of Model – Document of Requirement already uploaded		Draft of permit	
6	Conducting verification on the report to realization/agreement to the prevailing regulation			No		Yes		Draft of permit		Draft of permit	
7	Conducting approval to the draft of permit				No		Appropriate?	Draft of permit		Draft of permit	Time on Expiry of SLA
8	Permit already approved will be provided with QR Code and Digital Signature	Finish				Yes				Certificate of Permit	

**APPENDIX III B.1****REGULATION OF THE MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA****NUMBER****CONCERNING****PROVISIONS ON SERVICE ADMINISTRATION FOR TRADE PERMITON ONLINE AND ELECTRONIC DIGITAL SIGNATURE****BASIS****STANDARD OPERATING PROCEDURE OF PERMIT AFFAIRS SERVICE IN FOREIGN TRADE SECTOR USING METHOD II  
(ONLINE) ON LINE – UPTP – UPTP**

No	Activity	Conducted							Standard Quality			Remark
		Business Actor	Receptionist	Administration Officer	Processing Officer	Validator	Executive Coordinator	Requirement	Time	Output		
1	Entering to portal of INATRADE on <a href="http://inatrade.kemendag.go.id">http://inatrade.kemendag.go.id</a> and login by using Right to Access owned by Busiiness Actor							In accordance with the type of permit submitted by applicant			Business Actor has make registration and gained Right to Access	
2	Selecting the type of service requested for and filling out the form of the application according to the prevailing procedure/ requirement											
3	downloading form of application and							Receipt of INATRADE,				

	supporting document of the application for service and conducting check list to completeness of data application for					appropriate			form of application and supporting document has been uploaded through INATRADE			
4	Notify through system that automatically will send e-mail on notification to the applicant			Tidak					Document already examined			
5	Prepare and print permit							inappropriate	Document already complete and correct		draft of permit	Applicant may complete the document not incomplete through e-mail of UPTP that will directly transferred to the officer conducting
6	Inspect to the document and draft of permit and ensuring that the permit already true substantially and				in accordance with				draft of permit		draft of permit	If complete and correct, permit will be printed.
7	Affixing initial on draft of permit								draft of permit		draft of permit already signed	
8	Ensuring the truth and appropriates of the permit/result of testing to the applicable policy / regulation								draft of permit already signed			
9	Signing permit								draft of permit already		draft of permit	

								signed		already signed	
10	Taking the permit already signed by executive coordinator							Permit already signed			
11	Sending notification through system automatically will send e-mail to the							Permit already signed			
12	Giving the permit to receptionist for being taken by the Applicant							Permit already signed			
13	Taking permit already issued							Receipt of NATRADE			
14	Receiving letter of agreement							Receipt of INATRADE		draft of permit already signed	

### APPENDIX III C

#### PROVISIONS ON SERVICE ADMINISTRATION FOR TRADE PERMIT ONLINE AND DIGITAL SIGNATURE BASIS

#### STANDARD OPERATING PROCEDURE FOR TRADE PERMIT ISSUE USING SERVICE METHOD II (ONLINE) ONLINE – UNIT – UPTP

No	ACTIVITY	Conducted by						Standard Quality			Remark
		Business Actor	Receptionist	Administrative	Processing	Validator	Executive coordinator	Requirements	Time	Output	
1	entering to portal INATRADE on							having Right to Access to		login to INATRADE portal	
2	<a href="http://inatrade.kemendag.go.id">http://inatrade.kemendag.go.id</a> and							INATRADE			
3	Selecting type of service intended to			Inappropriate				login to INATRADE portal		form already complete	
4	file and filling out form of application										
5	Administration officer download the				appropriate			Notification on email from		Type of service	if incomplete and incorrect,
6	form of application and supporting				te			INATRADE system as the		requested by applicant	then the administration officer
7	document of the service application							receipt of application for the		can be followed up	will notify through system that
8	Clarifying the validity of application							form of application and		Document already	After receiving the
9	form and supporting document							supporting document of		checked	completeness of the Application
	processing Party officer carries out							Documents already checked		form of application and	For certain permit arrangement
	the site verification to check the									supporting document	
	processing Party prepares the site		Inappropriate					application form and		permit already verified	
	verification instrument, carries out							supporting document			
	Informing through system that				appropriate			Document already checked		Document already	Applicant may complete the
	automatically will send e-mail of									complete and appropriate	document not yet completed
	Making and printing permit then			Inappropriate		appropriate		Document already complete		draft of permit already	total time required to so permit
	delivery the draft of permit to the					te		and appropriate		printed	is two business days/ 16 hours
	relevant technical unit validation										of UIPP calculate after the data
	Checking the document and draft of							draft of permit already		draft of permit already	and correctly on the application
	permit and ensuring that the letter							printed		signed	of INATRADE web

PROVISIONS ON SERVICE ADMINISTRATION FOR TRADE PERMIT ONLINE AND DIGITAL SIGNATURE BASIS

STANDARD OPERATING PROCEDURE FOR PERMIT AFFAIRS SERVICE IN TRADE SECTOR BY USING

SERVICE METHOD III (MANUAL) UPTP – UNIT – UPTP

No.	Activity	Conducted by									Standard Quality			Remarks	
		Business Actor	Receptionist		Processing officer	Verificator		Treasurer	Technical Unit Official	Customer Service	Requirements	Time	Output		
1	Submitting application for Permit			in accordance with							According to type of permit submitted by the Applicant		Application for Permit	Business Actor brings document of requirements in terms of hardcopy to UPTP	
2	Checking verification and validation of completeness of document already			in accordance with							Application for Permit together with complementary		document of application of permit already checked and	if incomplete, then receptionist addresses the denial verbally & issues the letter of denial automatically	
3	Entering data on application and then printing the receipt										In accordance with the requirements		Receipt and sheet of checklist	Receipt is delivered to Business Actor. The Sheet of check list together with the	
4	Recapitulating according to type of permit and determining the										According to the type of permit Submitted by				
5	Distributing to processing officer										Document status: "process of"			After receiving completeness of Document of Application submitted by Business Actor	

6	Checking document and draft of the permit and ensuring that the permit is already correct substantially and according to the effective policy				in accordance with				draft of permit		draft of permit	If complete and correct, the permit is printed.
7	Affixing initial on the draft of permit								draft of permit		draft of permit affixed with initial	
8	Ensuring the truth and conformance of the permit/result of checking with the policy and prevailing Regulation					L	J		draft of permit affixed with initial			
9	Signing permit								draft of permit affixed with initial		permit already signed	
10	taking permit already signed by executive coordinator								permit already signed			
11	Sending notification through system that automatically will send e-mail to the Applicant to take the permit		I		v				permit already signed			
12	providing permit to the receptionist for taken by Applicant								permit already signed			
13	taking permit already issued	4+							receipt of INATRADE			
14	Receiving permit								receipt of INATRADE		permit already signed	



MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA,

signed.

ENGGARTIASTO LUKITA