



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

REGULATION OF THE MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA

NUMBER 08/M-DAG/PER/2/2017

CONCERNING

SECOND AMENDMENT ON REGULATION OF THE MINISTER OF TRADE

NUMBER 37/M-DAG/PER/9/2007 CONCERNING

COMPANY REGISTRATION ORGANIZATION

BY THE GRACE OF THE ALMIGHTY GOD

THE MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA,

- Considering :
- a. that in order to support business simplicity for business doers in the field of trade, it is necessary to amend some provisions concerning the obligation of Company Registration renewal as regulated in the Regulation of the Minister of Trade Number 37/M-DAG/PER/9/2007 concerning Company Registration Organization as amended with the Regulation of the Minister of Trade Number 116/M-DAG/PER/12/2015 concerning Amendment on the Regulation of the Minister of Trade Number 37/M-DAG/PER/9/2007 concerning of Company Registration Organization;
  - b. that based on consideration as intended in letter a, it is necessary to stipulate Regulation of the Minister of Trade concerning Second Amendment on the Regulation of the Minister of Trade Number 37/M-DAG/PER/9/2007 concerning of Company Registration Organization;



- In view of :
1. Law Number 3 of 1982 concerning Obligation of Company Registration (State Gazette of the Republic of Indonesia of 1982 Number 7, Supplementary State Gazette of the Republic of Indonesia Number 3214);
  2. Presidential Regulation Number 7 of 2015 concerning State Ministry Organization (State Gazette of the Republic of Indonesia of 2015 Number 8);
  3. Presidential Regulation Number 48 of 2015 on Trade Ministry (State Gazette of the Republic of Indonesia of 2015 Number 90);
  4. Regulation of the Minister of Trade Number 37/M-DAG/PER/9/2007 concerning Company Registration Organization as amended with the Regulation of the Minister of Trade Number 116/M-DAG/PER/12/2015 concerning Amendment on the Regulation of the Minister of Trade Number 37/M-DAG/PER/9/2007 concerning Company Registration Organization (State Gazette of the Republic of Indonesia of 2011 Number 1999);
  5. Regulation of the Minister of Trade Number 08/M-DAG/PER/2/2016 on Organization and Administration of the Trade Ministry (State Gazette of the Republic of Indonesia of 2016 Number 202);

HAS DECIDED:

To stipulate : REGULATION OF THE MINISTER OF TRADE CONCERNING SECOND AMENDMENT ON THE REGULATION OF THE MINISTER OF TRADE NUMBER 37/M-DAG/PER/9/2007 CONCERNING COMPANY REGISTRATION ORGANIZATION.

#### Article I

Some provisions in the Regulation of the Minister of Trade Number 37/M-DAG/PER/9/2007 concerning Company Registration Organization as amended with Regulation of the Minister of Trade Number 116/M-DAG/PER/12/2015 concerning Amendment on Regulation of the Minister



of Trade Number 37/M-DAG/PER/9/2007 concerning Company Registration Organization (State Gazette of the Republic of Indonesia of 2015 Number 1999) are amended as follows:

1. Provisions of Article 9 are amended, so that Article 9 shall read as follows:

Article 9

- (1) Company registration is conducted by owner, management, responsible person, or legal proxy of company on Regency/City/Municipality KPP where the company is situated.
- (2) Company's proxy as intended in paragraph (1) excludes authority to sign company registration forms.
- (3) Company registration is conducted by filling company registration forms as attached in Appendix II.A to Appendix II.F of this Regulation of Minister delivered directly to the Head of Regency/City/Municipality by attaching required documents as attached in Appendix III of this Regulation of Minister.
- (4) Company registration for company's agent or affiliated company shall apply provisions as intended in paragraph (3) in accordance with its company's type.
- (5) Company registration form for Limited Liability Company (Ltd) is signed by company's management or responsible person.
- (6) Company registration form for Cooperation, Limited Partnership (CV), Firm (Fa), Individual, and other Business types (BUL) is signed by company's owner, management, or responsible person.
- (7) The Head of Regency/City/Municipality KPP shall legalize company registration and issue Company Registration Certificate (TDP) at the latest 3 (three) working days as from registration forms and required documents as intended in paragraph (3) are received fully and correctly.
- (8) Registration as intended in paragraph (7) is imposed administrative sanction in the amount of R. 0,- (zero rupiah).



- (9) TDP is issued by virtue of company's type by using color blank as attached in Appendix IV.A to Appendix IV.F of this Regulation of Minister.
  - (10) Company receiving TDP shall have to put TDP in a readable spot and to be seen by public and TDP number must be attached on company's name board and documents used in its business activity.
  - (11) Refusal of Registration shall be conducted if form filling of company registration is not correct and/or incomplete.
  - (12) Refusal of registration as intended in paragraph (11) is delivered in written by Regency/City/Municipality KPP to the company at the latest 3 (three) working days as from the filled form of company registration is received along with refusal reasons using refusal letter format as attached in Appendix V of this Regulation of Minister.
  - (13) Should the company as intended in paragraph (12) within at the latest 10 (ten) working days as from the refusal letter is received, does not conduct revision and/or complete the required documents, shall be obliged to perform re-registration by filling re-registration forms as attached in Appendix II.A to Appendix II.F of this Regulation of Minister.
  - (14) TDP comes into effect for 5 (five) years as from the issuance date and is obliged to be renewed at the latest 3 (three) months prior to its validity period terminates.
2. 1 (one) article is inserted between Article 9 and Article 10, namely Article 9A, so that Article 9A shall read as follows:

Article 9A

- (1) For company to renew TDP sufficiently conveys notification letter to the Head of Regency/City/Municipality KPP concerning the termination of TDP validity period by attaching the old TDP copy.
- (2) Delivery of notification letter as intended in paragraph (1) shall be conducted manually or electronically with the format as attached in Appendix VA which is inseparable part of this Ministerial Regulation.



- (3) The head of Regency/City/Municipality KPP shall issue TDP at the latest 3 (three) working days as from the acceptance of notification letter for TDP renewal as intended in paragraph (1).
  - (4) Should within 3 (three) working days the renewal of TDP as intended in paragraph (3) is not issued, then the old TDP shall be considered to remain in effect and renewed.
  - (5) TDP renewal as intended in paragraph (3) is imposed administrative sanction in the amount of Rp. 0,- (zero rupiah).
3. Provisions of Article 23 are deleted.
  4. Provisions of Article 27 are amended so that Article 27 shall read as follows:

#### Article 27

- (1) Company violating provisions as intended in Article 2 paragraph (1) and paragraph (2), Article 9 paragraph (13), Article 13 paragraph (1) or paragraph (4), and Article 19 paragraph (2), shall be imposed sanction as regulated in Article 32 Law Number 3 of 1982 on Company Registration Obligation.
  - (2) Company fulfilling provisions as intended in Article 12, is imposed sanction as regulated in Article 33 Law Number 3 of 1982 on Company Registration obligation.
  - (3) Company violating provisions as intended in Article 9 paragraph (13), Article 10, Article 14 paragraph (2), paragraph (3), or paragraph (4), shall be imposed sanction as regulated in Article 34 Law Number 3 of 1982 on Company Registration Obligation.
5. 1 (one) appendix is inserted between Appendix V and Appendix VI, namely Appendix VA concerning format of renewal notification letter for Company's Registration.

#### Article II

This Regulation of Minister shall come into effect on 22 February 2017.

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



Stipulated in Jakarta  
on 17 February 2017

THE MINISTER OF TRADE OF RI,

sgd.

ENGGARTIASTO LUKITA

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Secretariat General  
The Ministry of Trade of RI  
Head of Legal Bureau,

M. SYIST



APPENDIX VA

REGULATION OF THE MINISTER OF TRADE OF THE REPUBLIC OF INDONESIA

NUMBER 08/M-DAG/PER/2/2017

CONCERNING

SECOND AMENDMENT ON REGULATION OF THE MINISTER OF TRADE NUMBER

37/M-DAG/PER/9/2007 CONCERNING COMPANY REGISTRATION ORGANIZATION

FORMAT OF RENEWAL NOTIFICATION LETTER FOR  
COMPANY'S REGISTRATION CERTIFICATE

(Company's Letter Head)

Dear,

The Head of Company Registration Office/PTSP in Regency/City/Municipality

in.....

the undersigned:

Name :

Position :

Company :

Company's Address :

TDP Number :

hereby notify that the validity period of Company Registration Certificate (TDP) of our company shall terminate on date.....month.....year....., therefore we are intending to renew the intended Company Registration Certificate (TDP).

In accordance with such matter we shall attach copy or scan of Company Registration Certificate (TDP) of our company.

We, therefore, convey, thank you for your attention.

Yours sincerely,

Sgd.

(Clear name)



THE MINISTER OF TRADE OF RI,

sgd.

ENGGARTIASTO LUKITA

Copy conforms to the original

Secretariat General

The Ministry of Trade of RI

Head of Legal Bureau,

M. SYIST

