

**APPLICATION FORM
FOR THE ESTABLISHMENT OF A REPRESENTATIVE OFFICE
FOR TRADING IN INDONESIA
(SIUP3A Sementara)**

I. INFORMATION CONCERNING THE FOREIGN COMPANY WHICH WILL OPEN A REPRESENTATIVE OFFICE IN INDONESIA

1. Name of Company :
2. Form of Legal Entity :
3. Date of Establishment :
4. Headquarter Address :
- Phone Number :
- Fax number :
- E-mail :
5. Headquarter Line of Business :
6. Designated agent in Indonesia :
7. Investment in Indonesia :

II. INFORMATION ABOUT THE INDIVIDUAL WHO WILL BECOME THE REPRESENTATIVE OFFICE'S EXECUTIVE

1. Full Name :
2. Citizenship :
3. Address :
- a. in the country of origin :
- b. in Indonesia :
4. Place/date of birth :
5. Representative Office for Trading License
- Number :-
- Date :-
- Valid until :-

6. Current Activities in Indonesia : 1. To conduct and promote our range products;
2. Liaise with manufacture as well as distributors in advisory role and in providing sales support and assistance as well as technical improvements of the products; and
3. Conduct market research/survey and feasibility studies to ascertain the potential our products.

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|--|---------------------|---------------------|
| 7. Personnel/Manpower | Foreign | Indonesian |
| a. Assistant for chief representatives | :(L)/.....(P) | :(L)/.....(P) |
| b. Expert(s) | :(L)/.....(P) | :(L)/.....(P) |
| c. Staff(s) | :(L)/.....(P) | :(L)/.....(P) |
| Total | :(L)/.....(P) | :(L)/.....(P) |

8. Living in Indonesia (Foreign)
 - a. Since the date of :
 - b. Has visited Indonesia from date until date :
9. Passport Number (for foreign) or Identification Card Number (for Indonesia) :
Valid until :
10. Foreign Worker Permit (IMTA)
 - a. Number :
 - b. Date :
 - c. Valid until :
11. Curriculum Vitae (CV) :
12. Certificate of graduation
 - a. Number :
 - b. Date :

III. REQUIREMENTS OF REPRESENTATIVE OFFICE FOR TRADING

1. Letter of Appointment from the foreign company represented :
 - a. Number (if any) :
 - b. Date :
 - c. Valid until :

(This letter are consist of person who will be in charged as chief representative, position, headquarter address, line of business for headquarter company, validation for appointment)
2. Letter of Intent
 - a. Number (if any) :
 - b. Date :
3. Letter of Reference
 - a. Number (if any) :
 - b. Date :
4. Letter of Statement
 - a. Number (if any) :
 - b. Date :
5. Working Programme
 - a. Number (if any) :
 - b. Date :
6. Statement letter for labor companion
 - a. Number (if any) :
 - b. Date :
7. Registration Company (TDP)
 - a. Number (if any) :
 - b. Date :
8. Domicile
 - a. Number (if any) :
 - b. Date :
9. Working area :

IV. ADDRESS OF THE REPRESENTATIVE OFFICE IN INDONESIA

1. Regency/City :
2. Province :

- 3. Full Address :
- a. Phone Number :
- b. Fax Number :
- c. E-mail :

V. DECLARATION

It is declared that this application has been properly and duly executed and that the applicant is responsible for its accuracy, correctness, and completeness, including all data and documents attached hereto.

Jakarta, 2016

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Stamp duty
Rp. 6.000,-

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Name, Signature and Occupation

PRAYOGO ADVOCATEN LAW Office