RESEARCH PERMIT PROCEDURES

for Foreign Universities, Research and Development Institutions, Companies and Individuals, Regarding Research and Development Activities in Indonesia

THE MINISTRY OF RESEARCH, TECHNOLOGY AND HIGHER EDUCATION

THE REPUBLIC OF INDONESIA

2017

FRP Secretariat
Preface

According to Government Regulation No: 41 of 2006, all foreign universities, research and development institutions, foreign entities, and foreign nationals are welcomed to conduct research in Indonesia. They are encouraged to participate in R & D activities in order to develop Science and Technology cooperation and ultimately to increase Science and Technology transfer in Indonesia. Foreign researchers who will conduct research in Indonesia have to involve local scientist as counterpart either from local university, research institute or Non Government Organization (NGO) who has competency in the research topic.

This book contains short guidelines for foreign research permit in Indonesia, is issued to guide the researchers and counterpart in conducting the research in Indonesia. Compared to the previous edition, this book has been revised with some simplification and has accommodated some feedback from various parties. In acknowledgement of the spirit for international cooperation in the field of research and development, this regulation is set forth simple and reasonable requirements, obligations and restrictions that must be satisfied, performed and complied by foreign institutions and/or researchers, working partner and sponsors. These provisions are not intended to hamper research and development by foreign university, research and development institute, entity or person in the territory of Republic of Indonesia, but to protect the people, nation and state from any potential harms that may ensue from such research and development activities.

Jakarta, 8 November 2017

Editor
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A. Legal Basis

Regulating Research Permit for Foreign Universities, Research and Development Institutes, Companies and Individuals in Indonesia has been enacted in:

1. Law of Republic of Indonesia No 18 of 2002 on National System of the Research, Development and Application of Science and Technology;

2. Government Regulation of Republic Indonesia No 41 of 2006 on Permit to Conduct Research and Development Activities for Foreign Universities, Research and Development Institutes, Companies and Individuals in Indonesia;

3. Minister of Research and Technology Regulation No. 08/M/PER/IX/2007 on Reporting Research Result Conducted by Foreign Universities, Research and Development Institutes, Companies and Individuals;

4. Minister of Research, Technology and Higher Education Regulation No. 1 of 2018 on Coordinating Team, Monitoring, and Sanction on Implementation of Research Activities Conducted by Foreign Universities, Research and Development Institutes, Companies and Individuals;

5. Government Regulation of Republic Indonesia No 13 of 2014 on Types of Tariff on Non Taxation State Revenue;

6. Minister of Research, Technology, and Higher Education Regulation No. 59 of 2016 on Public Service at the Ministry of Research, Technology, and Higher Education;

7. Minister of Research, Technology, and Higher Education Regulation No. 4 of 2017 on Guideline of Cooperation for Ministry of Research, Technology, and Higher Education;

8. Minister of Research, Technology, and Higher Education Regulation No. 14 of 2017 on List of Unrecommended activities and Objects of Foreign Research Permit;


In addition, there are other related laws and regulations in implementing of foreign research permit in Indonesia as follows:


2. Law of Republic of Indonesia No 5 of 1990 on Conservation of Biological Natural Resources;


4. Law of Republic of Indonesia No 10 of 1995 on Customs;

5. Law of Republic of Indonesia No 20 of 1997 on Non Taxation State Revenues;
6. Law of Republic of Indonesia No 4 of 2006 on Ratification of International Treaty on Plant Genetic Resources for Food and Agriculture;
7. Law of Republic of Indonesia No 14 of 2008 on Public Information Transparancy;
8. Law of Republic of Indonesia No No 25 of 2009 on Public Services;
9. Law of Republic of Indonesia No 6 of 2011 on Immigration;
10. Law of Republic of Indonesia No 11 of 2013 on Ratification of Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefit Arising from the Utilization to the Convention on Biological Diversity;
11. Law of Republic of Indonesia No 17 of 2015 on Society Organization;
13. Government Regulation No 8 of 1999 on Utilizations of Wild Plants and Animals;
14. Minister of Forestry Decree No 447/KPTS-II/2003 on Administration of Collection and Distribution of Wild Plant and Animal;
15. Government Regulation No 60 of 2007 on Fishery Resources Conservation;
16. Government Regulation No 60 of 2009 on Forest Protection;
17. Government Regulation No 12 of 2010 on Research & Development and Education & Training on Forestry;
18. Government Regulation No 28 of 2011 on Management of Natural Resources and Nature Preservation Areas;
20. Government Regulation No 13 of 2014 on Tarifs and Types of Non Taxation State Revenues at The Ministry of Research and Technology;
21. Government Regulation No 09 of 2015 on Implementing Regulation of the Law No. 4 of 2011 on Geospatial Information;
22. Minister of Defence Implementing Guidance No: JUKLAJ/01/V1/2004 on Safety of Surveying and Mapping of National Territory;
23. Minister Decree of Health No 732/MENKES//SK/VIII/2008 on The Guidance of Specimen Delivery for Health Research and Development Purposes;
24. Minister Regulation of Agriculture No 15/Permentan/OT.140/2009 on The Guidance of Material Transfer Agreement Drafting;
25. Minister of Health Regulation No 647/MENKES/PER//VIII/2009 on Delivery and Utilization of Clinical Specimen, Biological Material and Their Information Contents;
26. Minister of Finance Regulation No 142/PMK.04 of 2011 on Temporary Import
27. Minister of Defence Decree No : KEP/09/MVI/2003 Dated June 30th, of 2003 on Securing Survey and Mapping National Territory;
28. Minister of Law and Human Right Regulation No 27 of 2014 on Technical Procedures of Provision, Extension, Disapproval, Cancelation, and Termination of Visiting Permit, Limited Stay Permit, and Permanent Stay Permit and Exemption of Obligation to have a Stay Permit;
29. Head of Indonesian Institute of Sciences Regulation No 9 of 2014 on The Guidance of Material Transfer Agreement;
30. Minister of Home Affairs Regulation No 49 of 2010 on Monitoring Guide for Foreign National and Foreign Non Governmental;
31. Director General of Immigration Regulation No F434.IZ.0.1.10/2006 on Size, Types, and Visa Indexes;
32. Director General of Immigration Regulation No IMI-118.GR.001 of 2014 on Issuing of Re-entry Permit of the Extension for Limited Stay Permit and Permanent Stay Permit Duration;
33. Director General of Forest Protection and Nature Conservation Regulation No SK. 192/IV-Set/Ho/2006 on Entering Permit to Nature Conservation Areas;
34. Director General of Forest Protection and Nature Conservation No P.7/IV-SET/2011 on Procedures to Enter Sanctuary Areas, Natural Conservation Areas, and Hunting Park.

B. Pre Arrival Procedures

Referring to the fig.1 for Pre-Arrival Procedures for foreign researchers in Indonesia. The applicants should request Research Permit formally to the Minister of Research, Technology and Higher Education cq. Director of Intelectual Property Management as Secretary of Coordinating Team for Foreign research Permit (TKPIPA), Directorate General of Strengthening for Research and Development with the address as stated in paragraph B.2.(Page 6)
Pre-Arrival Procedures of Foreign Research Permit

![Diagram](image)

Figure 1: Foreign Research Permit Pre-Arrival Procedures

*) Internal process in Kemenristekdikti only
1. **Research Permit Application Documents**

The following enlists are required documents which should be prepared during the submission for research permit application:

1. A formal letter of request addressed to The Ministry of Research, Technology and Higher Education, f.d.t Director of Intelectual Property Management as Secretary of the Coordinating Team for Foreign Research Permit (TKPIPA). The letter should be stated clearly in which Indonesian Representatives (Embassy or Consulate General) abroad the applicant will collect the research visa number 315. The cc must be sent to the above mentioned Indonesian Embassy or Consulate General.

2. One copy of research proposal contains at least: title, objectives, methodology, locations (districts, cities and provinces should be mentioned clearly), and duration of the research in Indonesia.

3. One copy of abstract of the research proposal, containing the title, methodology, and objectives.

4. One scanned copy of applicant’s passport (The passport must be valid at least for 18 months when the applicant collects the Research Visa number 315). It means applicant should hold the passport which the date of expiration is still valid at least for 18 months when the researcher is collecting the visa.

5. One copy of the applicant’s curriculum vitae (CV) including a list of publications, if any. The position of the applicant in the institutional employment must be stated clearly, e.g.Professor, Researcher, Student, Research Assistant, Technician, etc.

6. One copy of local counterpart’s *Curriculum Vitae* including a list of publications, if any;

7. One copy of applicant’s recent close up red background 4x6 cm size photograph;

8. Memorandum of Understanding (MoU) and Implementing Arrangement or Letter of Agreement between applicant’s institution and Indonesian partner institutions (local counterpart) is needed if the research project will be multiyears and involve many researchers or scientists, Letter of Agreement is enough if the research project period is less than 12 months;

9. Material Transfer Agreement (MTA), if applicant will send or bring research sample or specimen.

10. Two letters of recommendation from: [a] professor or supervisor or other senior scientist and [b] official letter of recognition issued by the institution or university where the applicant works.

11. A letter of acceptance from Indonesian research institute or university which will act as the research counterpart. (The letter should be addressed to Director of Intelectual Property Management as Secretary of The Coordinating Team for Foreign Research Permit, *Ministry of Research, Technology and Higher Education (Direktur Pengelolaan Kekayaan Intelektual selaku Sekretaris Tim Koordinasi Pemberian Izin Penelitian Asing (TKPIPA) Kementerian...*)
Riset, Teknologi dan Pendidikan Tinggi and It should be written in Bahasa Indonesia). For long term research collaboration, it is essential to arrange for agreement documents, such as Memorandum of Understanding (MoU), Implementing Arrangement and Material Transfer Agreement (MTA) between the researcher’s institution and the Indonesian counterpart’ institution if the researcher plans to take specimen or samples to be analysed either in his home country or in Indonesia;

12. A letter of guaranteeing sufficient fund to cover research and living expenses during conducting research in Indonesia (The amount of the research funding(s) should be stated in US$). The Applicant should upload scanned copy of Bank Account with balance at least is USD 1,500.00 or in other currency equivalent to USD 1,500.00;

13. Health certificate from legal practising medical doctor stating that the applicant is both physically and mentally capable to conduct the research (optional).

14. A list of research equipments that will be brought or imported to Indonesia, along brief technical specification and mention the estimated value for each equipment on the use should be stated in US$.

15. If the Applicant plans to bring his/her spouse and dependents, he/she should submit the spouse’ CV; a copy of marriage certificate or other citizen partnership certificate, child (children) birth certificate(s), copies of his/her family passports, and 4 (four) recent close-up photographs of each family member.

All the above documents must be in soft copies and should be uploaded through online registration system via [http://frp.ristekdikti.go.id/](http://frp.ristekdikti.go.id/). If you face technical difficulty in uploading the soft file, the documents could be sent to email address: frp@ristekdikti.go.id. Applicant should bring with him all hard copy documents when the applicant comes and reports his arrival at the Ministry of Research, Technology and Higher Education (Ristekdikti) office in Jakarta. The applicant can not apply more than one research application in the same time.

All complete research application documents will be shared through Virtual Meeting of TKPIPA Application System to the competent reviewers in order to be reviewed. After receiving approval, the applicant will be contacted for visa application authorization arrangement through Immigration Head Quarters in Jakarta. For research permit application which is required more detailed discussion, it will be brought to the biweekly meeting of the Coordinating Team. The final decision will be taken in the meeting. For successful applicant, the visa will be further proceed and for disapproved applicant the formal letter of notification will be sent shortly.
Based on the Government Regulation Number 41 of 2006, the points of main considerations for research permit approval will be as follows:

- Bilateral/ Multilateral Relationship
- S&T Benefits
- Environmental Reservation
- Politics
- Defense & Security
- Social
- Cultural
- Religion
- Economic
- Equal Partnership

2. Secretariat of the Coordinating Team for Foreign Research Permit (TKPIPA)

In order to process the Foreign Research Permit, The Coordination Team of Foreign Research Permit is assisted by The Secretariat of Foreign Research Permit. The address of the Secretariat is as follows:

Directorate of Intellectual Property Management
Directorate General of Strengthening for Research and Development
The Ministry of Research, Technology, and Higher Education
Republic of Indonesia
the 2nd Building of BPPT, 20th floor
Jl. M.H. Thamrin No. 8 Jakarta 10340
Tel : (+6221) 316 9777, 316 9797, 316 2222 ext. 9777 and 9797
Fax : (+6221) 3983-6180
Email : frp@ristekdikti.go.id
Homepage : http://www.ristekdikti.go.id/
Online Registration : http://frp.ristekdikti.go.id/

Their main duties of the Secretariat are:

1. Receiving and processing the research application.
2. Preparing letters needed to issue new or extended research permit.
3. Facilitating entry visas and exit permits for foreign researchers and their family...
members.

4. Issuing Research Permit Documents.
5. Forwarding three monthly research report/progress report/final report to researcher's counterpart and to The Coordination Team of Foreign Research Permit. Their report will be evaluated by institution(s) which is correlated to the particular topic.
6. Developing directory and database of foreign researchers.
7. Giving technical as well administrative support to TKPIPA.

### 3. Approval of Research Proposal in the Coordinating Meeting TKPIPA)


The Coordination Team of Foreign Research Permit duty is mainly giving approval or refusal recommendation to The Ministry Research, Technology, and Higher Education for each research application, through a periodical committee meeting. The committee meeting is usually held twice in every month, to review the research application that has been submitted to the secretariat before 3 working days prior the meeting.

The Coordination Team of Foreign Research Permit may engage a meeting to discuss foreign research application under perceived urgent and crucial condition. However, under certain condition, foreign researcher(s) or the researcher's counterpart must fulfill the requirement(s) as recommended. Visa authorization will then be proceeded after all
the required documents are submitted. Upon final refusal decision, the foreign researcher(s) and the counterpart will receive a formal letter informing that the application has been disapproved.

Notification of the meeting result will be uploaded within 5 working days to Ristek Website and could be accessed on the website: http://www.frp.ristekdikti.go.id (Figs. 2 and 3)
Welcome to the Online Foreign Research Permit Application!

Researcher(s) from other countries are welcome to carry out research in Indonesia. In accordance with the Indonesian regulation (Govt. Regulation no. 41/2006), all foreign researchers doing research activities in Indonesia must obtain an official permit from the Indonesian authority in advance.

In order to improve our service and support foreign researchers working with Indonesian counterparts, Indonesia Ministry of Research and Technology has launched a full-online system through this site (http://frp.ristek.go.id) for all required procedures. All procedures and communication have to be done online, including the application form, uploading all necessary documents and the later reports as well. The Secretariat of Foreign Research Permit will take care all procedures required to obtain an official permit and subsequent stuff thereafter.

Figure 2: Submenu of Foreign Research Permit on the website
Figure 3: information of the List of Research Application with (uploaded meeting decision on the research application)
Figure 4: Link of Foreign Research Permit online Registration:  http://frp.ristekdikti.go.id/
4. Research Visa Application

Based on the Coordinating Team’s approval, Ristekdikti will request research visa number 315 to Director General of Immigration in Jakarta in order to issue the research visa authorization for foreign researcher who has been granted approval from the Team. The information regarding from which Indonesian Representative (Indonesian Embassy or Consulate General) the foreign researcher will collect the visa is absolutely needed before submission the visa application to the Immigration. The researcher should in advance inform the information when he sent the research application documents. Then, this visa authorization will be sent to the Indonesian Embassy/Consulate General as requested by the researcher. The process of visa application at the Immigration will take around 14 working days. For those proposals which are rejected by the Team, a formal notification letter will be sent to the applicant with cc to the counterpart.

C. Post Arrival Procedures

Referring to figure 5 for description of the Post Arrival Procedures, since the researcher has arrived in Indonesia. The researcher should follow the procedures as described in paragraph 1 to 7 below. The location of some institutions in Jakarta is shown in Fig. 5. Map of busway transportation route in Jakarta to get to the offices is shown in Fig. 6.
### POST ARRIVAL PROCEDURES

<table>
<thead>
<tr>
<th>No</th>
<th>APPLICANT</th>
<th>RISTEKDIKTI</th>
<th>POLICE HQ</th>
<th>MINISTRY OF HOME AFFAIRS</th>
<th>IMMIGRATION OFFICE</th>
<th>MOEF</th>
<th>OTHER AGENCIES</th>
<th>TIME</th>
<th>PRODUCTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.</td>
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<td>24 hours</td>
<td>1. Research Permit (SIP)</td>
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<td>2. Covering Letters</td>
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<td></td>
<td></td>
<td></td>
<td>24 hours</td>
<td>Travelling Permit (SKJ)</td>
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<td>3</td>
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<td></td>
<td></td>
<td></td>
<td>4 working days</td>
<td>Research Notification Letter (SPP)</td>
</tr>
</tbody>
</table>

**STAKEHOLDERS**

**QUALITY STANDARD**
| 4. | Immigration Office |  | 4 working days | 1. Limited Stay Permit (KITAS)  
2. Multiple Exit Re-entry Permit (MERP)  
3. Exit Permit Only (EPO) |
| 5. | DG of Conservation for Nature Resources & Ecosystem |  | 4 working days | 1. Entering Permit for Conservation Areas (SIMAKSI)  
2. Permit for Collecting and Delivering Research Sample (SATDN & SATLN) |
<p>| 6. | RC for Biology |  | 15 working days | Scientific Recommendation for Collecting and Delivering Research Sample |</p>
<table>
<thead>
<tr>
<th>No.</th>
<th>Department/Agency</th>
<th>Processing Time</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>Politic &amp; National Unity Agency</td>
<td>4 working days</td>
<td>Recommendation Letter issued by local Government (Badan Kesbangpol)</td>
</tr>
<tr>
<td>8.</td>
<td>Ministry of Defence</td>
<td>7 working days</td>
<td>1. Security Clearance (SC)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. Security Officer (SO)</td>
</tr>
<tr>
<td>9.</td>
<td>Immigration HQ</td>
<td>4 working days</td>
<td>Limited Stay Permit for doing research in Indonesian waters (Izin Tinggal Terbatas Perairan/ITAS PERAIRAN)</td>
</tr>
</tbody>
</table>
Figure 5: Post Arrival Research Permit Procedures
1. The Ministry of Research, Technology & Higher Education

Having obtained the research visa number 315, applicant may depart to Indonesia, and after arrival in Jakarta, the applicant should report to The Secretariat of Foreign Research Permit at BPPT 2nd Building, 20th floor, Jl. M.H. Thamrin No.8 Jakarta 10340. Ristekdikti strongly recommended the applicants to inform the Ristekdikti in advance the arrival day in Jakarta so that Ristekdikti could provide all required papers before the arrival date (Prior Inform Service).

Foreign researcher has to fill a questioner presented by the secretariat and attach a red-background recent photographs (one copy of 2x3 cm size and one copy of 4x6 cm size) within the questioner sheet as well as the revenue stamp 6000 (MATERAI 6000). At the same day, the applicant(s) will receive some letters from Secretariat as listed below:

a) Letter of Research Permit and Research Permit Card;

b) Letter of request for Travelling Permit (Surat Keterangan Jalan) addressed to Kepala BAINTELKAM POLRI, up. Kabid YANMAS, MABES POLRI (Community Service Center, National Police Head Quarters) Jl. Trunojoyo No.3, Kebayoran Baru Jakarta Selatan;

c) Letter of request for Research Notification Letter (Surat Pemberitahuan Penelitian) addressed to Direktorat Kewaspadaan Nasional, Ditjen Politik dan Pemerintahan Umum, Kementerian Dalam Negeri (Directorate General of Politic and General Affairs, Ministry of Home Affairs, Jl. Medan Merdeka Utara No.7 Jakarta Pusat;

d) Letter of request for KITAS (Kartul zin Tinggal Terbatas, Limited Stay Permit Card) and MERP (Multiple Exit Re-entry Permit) addressed to local Immigration Office where the researcher will conduct fieldwork. Foreign researcher has to report to
the local Immigration Office not later than 30 calendar days from arrival date. Late report will be fined Rp 300,000 per day;

e) the researcher who will conduct research in more than one conservation areas such as national park or nature reserve, Ristekdikti will also provide a letter of request for Entering Permit to Conservation Areas (SIMAKSI = Surat Izin Masuk Kawasan Konservasi). The letter will be addressed to **Directorate General for Conservation of Nature Resources and Ecosystem, Ministry of Environment and Forestry (Direktorat Jenderal Konservasi Sumber Daya Alam dan Ekosistem, Kementerian Lingkungan Hidup dan Kehutanan)**, Gedung Manggala Wanabakti Blok VII Lt. 7, Jln. Jenderal Gatot Subroto, Jakarta Selatan. The researcher who will conduct research in only one Conservation area, the SIMAKSI will be issued by office of National Park or Nature Resource Conservation Institute (BKSDA) in the provincial capital city;

Beside the Research Permit Letter and Research Permit Card should be collected at the Ministry of Research, Technology and Higher Education, the researcher must also report to the following offices:

### 2. National Police Headquarters (MABES POLRI)

The foreign researcher should report to the National Police Headquarters (Kabid Yanmas, BAINTELKAN, MABES POLRI) at Jl. Trunojoyo No.3, Kebayoran Baru Jakarta Selatan for obtaining Travelling Permit (Surat Keterangan Jalan/SKJ), with the required documents:

1. Copy of Research Permit issued by the Ministry of Research, Technology and Higher Education;
2. Copy of passport;
3. Copy of visa;
4. Copy of Arrival Date Stamp on the passport from Immigration Check Point at the International Airport
5. Two pieces of recent red background 4x6 cm size photograph.

### 3. Ministry of Home Affairs (KEMDAGRI)

The foreign researcher should report to the Ministry of Home Affairs, Jl. Medan Merdeka Utara No.7 Jakarta for obtaining the Research Notification letter (Surat Pemberitahuan Penelitian), with the following documents required:

1. Copy of Travelling Permit Letter from POLICE HQ;
2. Copy of Research Permit Letter from the Ministry of Research, Technology and Higher Education;
3. Copy of passport;
4. Copy of visa number 315
5. Two pieces of recent red background 4x6 cm size photograph.

### 4. Immigration Office

The foreign researcher should report to local Immigration Office in Jakarta or the nearest city where you will conduct research, for obtaining the Limited Stay Permit Card (KITAS) and Multiple Exit Re-entry Permit (MERP). For obtaining KITAS and MERP, the following documents are needed:

1. Letter of Statement and Guaranteeing signed by Indonesian counterpart
2. KITAS On Line Notification Print out (It will be sent to Applicant email address after inputting data through http://izintinggal.imigrasi.go.id/IT-online/)
3. Copy of passport;
4. Copy of visa number 315;
5. Copy of Arrival Date Stamp on the Passport;
6. Two pieces of recent red background 4x6 cm size photograph;
7. Finger Printing and digital photo will be taken at Immigration Office.

Before reporting at local immigration office for collecting the KITAS, Applicant is requested to input his data through KITAS On Line Registration into the link: http://izintinggal.imigrasi.go.id/IT-online/ (See the below website)
Figurer 7: Website of Immigration Head Quarters for inputing data of KITAS On Line: http://izintinggal.imigrasi.go.id/IT-online/
For Applicant who enters Indonesia by using the visa number 315 for conducting research and will stay less than 30 calendar days, he may get exemption of the obligation to make a Limited Stay Permit (KITAS) at local immigration office. In this case, the Indonesian counterpart should report to the local immigration office instead of his obligation for making the KITAS. The visa number 315 is legally for doing research during less than 30 calendar days. After completion the research, he may also directly exit the country without any Exit Permit Only (EPO).

5. Ministry of Environment and Forestry

The foreign researcher who will conduct research in more than one conservation areas such as national park or nature reserve, Ristekdikti will also provide a letter of request for Entering Permit to Conservation Areas (SIMAKSI = Surat Izin Masuk Kawasan Konservasi). The letter will be addressed to Directorate General for Conservation of Nature Resources and Ecosystem, Ministry of Environment and Forestry (Direktorat Jenderal Konservasi Sumber Daya Alam dan Ekosistem, Kementerian Lingkungan Hidup dan Kehutanan) Gedung Manggala Wanabakti Blok VII Lt. 7, Jln. Jenderal Gatot Subroto, Jakarta Selatan. The researcher who will conduct research in only one Conservation area, the SIMAKSI will be issued by office of National Park or Nature Resources Conservation Institute (BKSDA) in the provincial capital city.

For obtaining SIMAKSI, the following documents are needed:
1. Copy of research proposal;
2. Copy of CV;
3. Copy of Travelling Permit (SKJ) from POLICE HQ;
4. Copy of Research Permit Letter from the Ministry of Research, Technology and Higher Education;
5. Copy of Research Notification Letter (SPP) from Ministry of Home Affairs;
6. Copy of passport;
7. Copy of visa number 315;
8. Revenue stamp values of Rp. 6000.

Foreign Researcher who will collect and deliver research sample to other region or foreign country should apply Permit for Collecting and Delivering Research Sample (SATDN & SATLN). Collecting and delivering samples from conservation area or outside conservation area to other ones, the permit will be issued by office of National Park or Nature Resources Conservation Institute (BKSDA = Balai Konservasi Sumber Daya Alam). Delivering samples to foreign countries should be equipped by Material Transfer Agreement and apply Delivering Permit (SATLN = Surat Angkut Tumbuhan dan Satwa Luar Negeri), The permit will be issued by the Directorate General for Conservation of Nature Resources and Ecosystem, Ministry of Environment and Forestry at Gedung Manggala Wanabakti Blok VII Lt. 7, Jln. Jenderal Gatot Subroto, Jakarta Selatan.
6. Research Center for Biology LIPI

Both for Collecting Permit and Delivering Permit (SATDN and SATLN), a Scientific Recommendation from Research Center for Biology LIPI, Cibinong Science Center, Jalan Raya Jakarta- Bogor, Cibinong, Jawa Barat is still needed.

For applying the Scientific Recommendation, the following documents are required:

1) Research Proposal contains at least: the detailed information as follows:
   a. Objectives or purposes of the collecting samples,
   b. Method and locations of collecting samples;
   c. Method of sample preservation;
   d. Location of sample preservation and sample analysis;
   e. Types and amount of sample;
2) Research Permit issued by Ristekdikti
3) Material Transfer Agreement signed by Indonesian counterpart and Foreign Researcher’s institution

Applicant should contact to email address the Research Center for Biology LIPI through biologi@mail.lipi.go.id

7. Agency of National Unity and Politics (Badan Kesatuan Bangsa dan Politik)

When the Researcher arrived in the research location, he should report to local government (Agency of National Unity and Politics = Badan Kesatuan Bangsa dan Politik, Badan Kesbangpol at the capital city of Province and as well as at the district capitals. Referring the Research Permit from Ristekdikti and the Research Notification Letter issued by the Ministry of Home Affairs, the Agency will issue Recommendation Letter for doing research in the locations. The Researcher should submit the following documents:

1. Copy of Travelling Permit (SKJ) from POLICE HQ;
2. Copy of Research Permit Letter from Ristekdikti;
3. Copy of Research Notification Letter (SPP) from Ministry of Home Affairs;
4. Copy of passport;
5. Copy of visa number 315.
8. Ministry of Defence

For Foreign Researcher who will conduct research in Indonesian waters including EEZ (Economic Exclusive Zone) as well as Indonesia air territory by using any floating tools or flying equipment (such as research vessel or aircraft, drone, air balloon, weather balloon, etc), beside Research Permit issued by Ristekdikti, Security Clearance (SC) and Security Officer (SO) are still needed.

Having received the Research Permit approval from the TKPIPA, the Applicant should contact Indonesian counterpart in order to apply the SC and SO at the Ministry of Defence. He should obtain the SC and SO first before commencing the research project.

Ristekdikti provides a covering letter addressed to Directorate of Territory Defence, Directorate General of Strategic Defence, Ministry of Defence (Direktur Wilayah Pertahanan, Ditjen Strahan, Kemenhan) Jl. Medan Merdeka Barat No. 13-14 Jakarta Pusat in order to get SC and SO. For applying the SC and SO, the following documents are still needed:

a. operation plan and research proposal
b. map of research sites with coordinate points
c. specification of research vessel or aircraft
d. technical data about the vessel or the aircraft
e. list of research equipment and its specification
f. CV of scientists, technician, and crew

9. Immigration Head Quarters

Researcher and technician who will conduct research in Indonesian waters and EEZ may use Temporary Stay Permit for doing research in Indonesian waters ITAS (Izin Tinggal Terbatas Perairan) issued by Immigration Head Quarters (Direktur Izin Tinggal dan Status Keimigrasian (ITASKIM) Ditjen Imigrasi, Jln. H.R. Rasuna Said Jakarta Selatan. Submission of the Temporary Stay Permit could be done by Indonesian counterpart after receiving approval of the research proposal. For this purpose, Ristekdikti will issue a recommendation letter addressed to Immigration Head Quarters.

Pengajuan permohonan ITAS Perairan dapat dilakukan oleh lembaga Mitra Kerja dengan surat rekomendasi dari Ristekdikti segera setelah aplikasi riset disetujui oleh TKPIPA.
10. Directorate General of Custom and Excise

Researcher who will bring with him or import some research equipments or research tools may request Letter of Import Duties Liberation (*Surat Pembebasan Bea Masuk Peralatan Penelitian*) to Directorate General of Custom and Excise (Ditjen Bea dan Cukai Kementerian Keuangan). Formal request should be addressed to Ministry of Research, Technology and Higher Education, f.d.t. Director of Intellectual Property Management as Secretary of the Coordinating Team for Foreign Research Permit (TKPIPA). For applying the Import Duties Liberation, the following documents are still needed:

1. Letter of request stating the status of research equipment either the equipment will be re-exported or be granted to Indonesian counterpart after completion of the research project
2. Letter of recommendation supporting that the equipment is needed to be imported for scientific research only
3. List of research equipment with detailed information as follows:
   - Name and amount
   - specification
   - value in USD
   - functions and utilization

11. Research Activity

Foreign researcher may start his/her research in Indonesia after submitting all requirements and receiving documents from Ristekdikti and other government agencies as described above. Then please refer to the following paragraph (D-I) below in case of research report, extension, exit and re-entry, or exit only.
Figure 8: Map of Jakarta, showing only some the offices related to research permit
D. Foreign Research Permit and Type of Visa

The validity period for a Research Permit is maximum 12 months. Extended period is possible only for two consecutive terms; each is 12 months long. Multi-year research activity must be stated explicitly in the proposal. Type of visa which might be used for research is VITAS C315 (Temporary Stay Visa for Conducting Research Number C315), while VITAS number 317 is for the spouse and family of foreign researcher. After the foreign researcher and his/ her family received VITAS either number 315 or 317, he/she must report to local Immigration office within 30 days after the arrival date.

Foreign researcher will get fining from Immigration Office for Rp 300,000 each-day for late report. Foreign researcher who holds VITAS number 315 and receive KITAS, will obtain Multiple Exit Re-entry Permit (MERP) if he/she leave from Indonesia temporarily then return to Indonesia to continue research activities.

Figure 9: Research Visa Index C315
**E. Stop Temporarily and Continuing the Research**

(1). If the researcher plans to make temporary recess and to leave Indonesia prior to his continuing the work, after receiving the KITAS and MERP stamp on his passport, he could leave the country directly without any reporting to the Ministry of Research, Technology and Higher Education nor Immigration Office;

(2). For foreign researcher who has finished his research activity, he should request for an Exit Permit Only (EPO). Letter of request for such exit permit must be addressed to The Minister for Research, Technology and Higher Education, attached by a recommendation letter from local counterpart, and a copy of the tentative final report;

(3). Based on the above request, The Ministry for Research, Technology and Higher Education will issued letter of request for Exit Permit Only (EPO) addressed to the Head of Immigration Office from where the KITAS has been issued;

(4). To avoid problems when re-entering Indonesia respectively by applying for a new research visa number 315, the foreign researcher who left Indonesia by using MERP and can not return the country until his MERP expired, he should request to the Ministry "MERP Tidak Tembali " in order to change his Immigration status to be Exit Permit Only (EPO). To proceed the “MERP Tidak Tembali” since the researcher has already exited, he should send via email the scanned copies of the KITAS, stamps of ITAS and MERP on the passport book to frp@ristekdikti.go.id.

**F. Research Permit Extension**

A foreign researcher who holds Letter of Foreign Research Permit from the Ministry of Research, Technology and Higher Education might apply for research extension. The application should be addressed to Director of Intellectual Property Management, Directorate General of Strengthening Research & Development, Ministry for Research, Technology and Higher Education not later than 30 days before the expired research permit date, with the following attachment:
1. Letter of request for research permit extension and explaining the reason of extending the research;
2. Recommendation letter from the Indonesian counterpart which support the extension request;
3. A copy of tentative final report.

Those documents have to be received at least one month before the foreign research permit expired. Research permit extension might be given twice, each of a maximum for 12 months.

Similar procedures also apply for revision/ addition of research location, change/ addition of team member. Addition of internship student/ staff is not allowed in the middle of the activity, unless stated in advance in the proposal.

Having received the Research Permit extension, Ristekdikti will provide some covering letters addressed to the related government agencies in order to report and extend the researchers travel documents as follows:

a) The foreign researcher should report to local Immigration Office from where he obtained the Limited Stay Permit Card (KITAS). For extending the KITAS, the following documents are needed:
   1. recommendation letter from Provincial office of Ministry of Law and Human Right
   2. passport.
   3. KITAS.
   4. Two pieces of 4x6 photograph in red background.
   5. Finger Printing and digital photo will be taken at Immigration Office.

c) The foreign researcher should report to the National Police Headquarters (MABES POLRI) in Jl. Trunojoyo No.3, KebayoranBaru Jakarta Selatan for extending the Travelling Permit (Surat Keterangan Jalan/ SKJ), with the required documents:
   1. Copy of Research Permit issued by the Ministry of Research, Technology and Higher Education.
   2. Copy of passport.
   3. Copy of Temporary Stay Permit (ITAS).
   4. Two pieces of 4x6 cm photograph in red background.

d) The foreign researcher should report to Ministry of Home Affairs, Jl. Medan Merdeka Utara No.7 Jakarta for extending the Research Notification letter (Surat Pemberitahuan Penelitian), with the following documents required:
   1. Copy of Travelling Permit Letter (SKJ) from MABES POLRI;
   2. Copy of Research Permit Letter (SIP) from the Ministry of Research, Technology
and Higher Education.
3. Copy of passport.
4. Copy of Temporary Stay Permit (ITAS).
5. Copy of limited stay permit card (KITAS)
6. Two copies of 4x6 photograph (red background).

G. The Rights and Obligation of the Counterpart

1. The Indonesian counterpart of the foreign researcher could be from government or private higher education institution, research and development either government or private, and non-governmental organisation which are suitable and competent with the research topic.
2. The counterpart should help the foreign researcher by giving a technical direction, support and effort during his/her research in Indonesia.
3. The counterpart should take active responsibility and give guidance to foreign researcher during his/her research.
4. The counterpart should report to the Ministry of Research, Technology and Higher Education if his/her foreign researcher partner exits from Indonesia.
5. The counterpart might appoint one or more Indonesian researcher to accompany her/his research.
6. The counterpart, together with the foreign researcher(s), should arrange for an agreement that regulate the data sharing and Material Transfer Agreement (MTA), in accordance with International and National legal aspects.
7. The counterpart could arrange for an agreement with foreign researcher in term of co-authorship of Intellectual Property Rights such as patent, and any publications: books, journals, or scientific magazines.
8. The copy of all agreement documents between counterpart and foreign researcher should be forwarded to Secretariat of Foreign Research Permit, the Ministry of Research and Technology.
9. The counterpart should give a presentation of a research proposal or progress report and tentative final report of the research findings on behalf of foreign researcher if requested by the Coordinating Team.
H. Foreign Researcher’s Obligations

1. After arrival in Indonesia, the foreign researcher should report to the Ministry of Research and Technology in order to obtain Research Permit Letter, Research Permit Card, and covering letters which are addressed to the related institutions.
2. The foreign researcher should make pre-project consultations with his/her counterpart before starting the research.
3. The foreign researcher should completely comply to his/her approved working plan with the local partner.
4. The foreign researcher is not allowed to take any other job during conducting research in Indonesia.
5. The foreign researcher should perform good/agreeable manner, tolerant, and obey all custom rules in every area in Indonesia.
6. The foreign researcher has to submit a progress report every three months and final report once he/she finishes the research project in Indonesia.
7. The foreign researcher is prohibited to bring any specimen/samples without the stakeholder permission.
8. The foreign researcher should make an agreement between the Ministry of Research and Technology and counterpart if there is any patent, intellectual property rights, brand, and registered mark as resulted from the research.
9. The foreign researcher has to submit three copies of research result include thesis/dissertation, paper, report, or another publication to Ministry of Research and Technology.
10. Any publications to be issued in Indonesia should get permission from The Ministry of Research and Technology.
11. The foreign researcher should gives one copy of photo, slide/microfilm, video cassette, and cast as research result to the Ministry of Research and Technology.

I. Report Writing Standard

1. Quarterly Progress Report

The progress report, must contain the followings:

(1) Research objectives.
(2) Description of study field.
(3) Research material or object to be investigated.
(4) Research approach or methods.
(5) Provisional results.
(6) Problems encountered.
(7) Planned activities in the next three months.

2. Final Report

The final report, must contain the following:

a. Introduction, include:
   1. Background information.
   2. Scientific justification on the selection of subjects and sites to be investigated.
   3. Review on and comparison with other studies that have been conducted previously on the same subject and or in the same region or else where with similar conditions.
   4. Hypotheses to be tested (if any).

b. Objectives, include:
   1. Objectives and scope of research have to be described clearly.
   2. Local research description in detail covers physically aspects (geography, topography, and climatology) as well as Biology, social-economic, cultural, and other aspects which are relevant to scope of research.
   3. Reason for selecting the method that being used.

c. Result and Discussion, include:
   (a) Description in detail of research result which has been acquired.
   (b) Discussion of research result cover its valuation, interpretation and significance, as well as suggestion for subsequent research.
   (c) The benefit for Indonesian development program.

d. Conclusion, include:
   1. Crucial points which may be encountered from research result.
   2. Problem solving of research, encouraging or discouraging of hypotheses stated in the research objectives.

J. Research Samples and Material Transfer Agreement
Foreign Researcher who will bring or take research sample/specimen out of Indonesian territory should have written permit from Directorate General for Conservation of Nature Resources and Ecosystem, Ministry of Environment and Forestry (Direktorat Jenderal Konservasi Sumber Daya Alam dan Ekosistem, Kementerian Lingkungan Hidup dan Kehutanan), Gedung Manggala Wanabakti Blok VII Lt. 7, Jln. Jenderal Gatot Subroto, Jakarta Selatan. Both for Collecting Permit and Delivering Permit (SATDN and SATLN), Scientific Recommendation from Research Center for Biology LIPI, Cibinong Science Center, Jalan Raya Jakarta- Bogor, Cibinong, West Java is still needed. Applicant and his Indonesian counterpart should sign Material Transfer Agreement (MTA).

**K. Research in Indonesian Waters, EEZ and Air Territory**

For Foreign Researcher who will conduct research in Indonesian waters including EEZ (Economic Exclusive Zone) as well as Indonesian air territory by using any floating tools or flying equipment (such as research vessel or aircraft, drone, air balloon, weather balloon, etc), beside Research Permit issued by Ristekdikti, Security Clearance (SC) and Security Officer (SO) are still needed.

Having received the Research Permit approval from the TKPIPA, the Applicant should contact Indonesian counterpart in order to apply the SC and SO at the Ministry of Defence. He should obtain The SC and SO first before commencing the research project.

Ristekdikti provides a covering letter addressed to Directorate of Territory Defence, Directorate General of Strategic Defence, Ministry of Defence (Direktur Wilayah Pertahanan, Ditjen Strahan, Kemenhan) Jl. Medan Merdeka Barat No. 13-14 Jakarta Pusat in order to get SC and SO.

For applying the SC and SO, the following documents are still needed:

1. operation plan and research proposal
2. map of research sites with coordinate points
3. specification of research vessel or aircraft
4. technical data about the vessel or the aircraft
5. list of research equipment and its specification
6. CV of scientists, technician, and crew
Research Permit Fee is subjected to Government Regulation of the Republic of Indonesia No. 13 of 2014. Referring to Table 1, the fee is classified according to the status of the researcher (University, R&D Institutions, Company, Individual), type of the permit (new or extension), and research duration (less than 6 months, or 6-12 months). In addition, spouse and family members which accompany the researcher in Indonesia are also charged according to the type of permit (new or extension). The permit fees are stated in Indonesian Rupiah. The new permit is also charged for registration fee as shown at the list below.
## Foreign Research Permit Fee
(Indonesian Rupiah)

<table>
<thead>
<tr>
<th>CATEGORIES</th>
<th>New (&lt;1 month)</th>
<th>New (&lt;6 months)</th>
<th>New (6 – 12 months)</th>
<th>Extension (&lt;1 month)</th>
<th>Extension (&lt;6 months)</th>
<th>Extension (6-12 months)</th>
<th>New Travel Document for Spouse &amp; Dependent</th>
<th>Extension Travel Document for Spouse &amp; Dependent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fee</td>
<td>100.000</td>
<td>100.000</td>
<td>100.000</td>
<td>100.000</td>
<td>100.000</td>
<td>100.000</td>
<td>100.000</td>
<td>100.000</td>
</tr>
<tr>
<td>University</td>
<td>1.750.000</td>
<td>2.500.000</td>
<td>5.000.000</td>
<td>750.000</td>
<td>1.250.000</td>
<td>2.500.000</td>
<td>1.000.000</td>
<td>500.000</td>
</tr>
<tr>
<td>R&amp;D Institution</td>
<td>1.750.000</td>
<td>2.500.000</td>
<td>5.000.000</td>
<td>750.000</td>
<td>1.250.000</td>
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<tr>
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<td>5.000.000</td>
<td>10.000.000</td>
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<td>2.500.000</td>
<td>5.000.000</td>
<td>1.000.000</td>
<td>500.000</td>
</tr>
<tr>
<td>Individuals</td>
<td>750.000</td>
<td>1.300.000</td>
<td>1.500.000</td>
<td>500.000</td>
<td>650.000</td>
<td>750.000</td>
<td>1.000.000</td>
<td>500.000</td>
</tr>
</tbody>
</table>

Table 1: Tariff for Foreign Research Permit Fee
The above listed fee does not include:

- Fee for collecting visa at Indonesian Embassy or Consulate General;
- Fee for Limited Stay Permit Card (KITAS) and MERP at Immigration Office;
- Fee for Entering Permit to Conservation Areas (SIMAKSI), collecting, and transporting research samples (SATSDN and SATSLN) at Ministry of Environment and Forestry;

Other fees at related government agencies (if any).

As of January 1st, 2017 the payment of Research Permit Fee should be transferred via Mandiri Bank Account Number: 103 000 661 222 6 for BPN 088 Directorate General of Strengthening for Research and Development, Ministry of Research, Technology, and Higher Education.
THE PRESIDENT REPUBLIC OF INDONESIA
GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA
NUMBER 41 OF 2006
On
PERMIT TO CONDUCT RESEARCH AND DEVELOPMENT ACTIVITIES FOR FOREIGN UNIVERSITIES, RESEARCH AND DEVELOPMENT INSTITUTES, COMPANIES AND INDIVIDUALS
WITH THE BLESSING OF GOD ALMIGHTY
PRESIDENT OF THE REPUBLIC OF INDONESIA

Considering : In order to enforce the provisions of Article 17 paragraph (5) of Law Number 18 of 2000 on National System of Research, Development and Science and Technology Application, a Government Regulation on Research and Development Activities by Foreign University, Research and Development Institute, Company and Individual need to be established;
In View of : 1. Article 5 paragraph (2) of 1945 Constitution of the Republic of Indonesia;
2. Law Number 18 of 2000 on National System of Research, Development and Science and Technology Application (Supplement Number 4219 to the State Gazette of the Republic of Indonesia Number 84 of 2002);

DECIDED:
To Promulgate : GOVERNMENT REGULATION ON PERMIT TO CONDUCT RESEARCH AND DEVELOPMENT ACTIVITIES FOR FOREIGN UNIVERSITIES, RESEARCH AND DEVELOPMENT INSTITUTE, COMPANIES AND INDIVIDUALS.

CHAPTER I
GENERAL TERMS

Article 1
Throughout this Government Regulation, the following terms shall have meanings as ascribed to them:
1. Science shall mean a series of knowledge that is explored, arranged, and developed systematically using particular approach and scientific methodology of quantitative, qualitative, or explorative nature to explain natural and/or social phenomenon.
2. Technology shall mean means or method, process or product resulting from the application and use of various disciplines that bring values for human being’s need satisfaction, survival and life quality improvement.

3. Research shall mean an activity systematically conducted in accordance with scientific norms and method in order to gather information, data and facts in order to understand and establish the truth about science and technology and to arrive at scientific conclusion in the interest of science and technology.

4. Development shall mean any science and technology-related activities intended to make use of proven scientific ideas and theories in order to improve the function, benefits, and application of existing sciences and technology or to create new technology.

5. Foreign University shall mean a private or state-owned educational institution for higher learning established and legally existing under the law of a state other than the Republic of Indonesia.

6. Foreign research and development institute shall mean an institution established and legally existing under the law of a state other than the Republic of Indonesia, and engaged in research and development activities.

7. Foreign entity shall mean a private or state-owned legal entity established and legally existing under the law of a state other than the Republic of Indonesia.

8. Foreign person shall mean a non-Indonesian individual.

9. Sponsor shall mean a natural or corporate person residing in or outside Indonesia and established and existing under the law of the Republic of Indonesia or other jurisdiction that undertakes responsibility for research and development activities conducted by a foreign person, university, research and development institute and entity.

10. Working Partner shall mean an Indonesian private or state-owned corporate research and development institute, and/or university.

11. Minister shall mean the Minister in charge of research, development and application of science and technology.

CHAPTER II
RESEARCH AND DEVELOPMENT PERMIT
Section One
Authority to Grant Permit
Article 2

(1) Any research and development activities by foreign university, research and development institute, entity and person within the territory of the Republic of Indonesia shall be subject to written permit from relevant government agency.

(2) Written permit from government agency as referred to in paragraph (1) shall be issued by the Minister.

(3) For the purpose of granting written permit as referred to in paragraph (2), the Minister shall evaluate the activities for which the permit is sought and the nature of potential harms that may ensue from the research and development activities.

Section Two
Object of Permit
Article 3
(1) The activities for which research and development permit as referred to in Article 2 paragraph (3) is sought shall be itemized in the List of research and development activities.

(2) Further details pertaining to the list of research and development activities as referred to in paragraph (1) shall be set forth in a Ministerial Regulation.

**Article 4.**

(1) The evaluation of research and development activities and nature of potential harms that may ensue from research and development activities shall be conducted by relevant government agency under the Minister’s coordination.

(2) The evaluation as referred to in paragraph (1) shall take into account and consider the following:
   a. aspect of science and technology benefit;
   b. foreign relation aspect;
   c. aspect of environmental preservation;
   d. political aspect;
   e. defense aspect;
   f. security aspect;
   g. social aspect;
   h. cultural aspect;
   i. religious aspect; and
   j. economical aspect.

(3) For the purpose of evaluation as referred to in paragraph (1), the Minister may establish a coordinating team;

(4) Further details pertaining to the establishment of coordinating team shall be set out in a Ministerial Regulation.

**Section Three**

**Permit Issuance Procedure**

**Article 5**

An application for permit in respect of research and development activities to be conducted by foreign person, university, research and development institute or entity shall be submitted in writing to the Minister.

**Article 6**

The application as referred to in Article 5 shall be accompanied with the following documents:
   a. research and development plan;
   b. recommendation or approval from the sponsor; and
   c. certificate of cooperation from Indonesian Working Partner.

**Article 7**

Research and development plan as referred to in Article 6 point a shall indicate at least the following information:
   a. foreign university, research and development institute, entity or person that will conduct the Research and development activities;
   b. names of the said foreign university, research and development institute or entity’s researches;
c. the purposes and objectives of the research and development;
d. the object of research and development;
e. the location and region in which the research and development activities are to be conducted;
f. the benefit(s) offered by the research and development activities to Indonesian people.

Section Four
Approval and Rejection of Permit Application

Article 8
Within 90 (ninety) days after the receipt of complete application for research and development permit, the Minister shall give his responses in respect of the said application for research and development permit.

Article 9
In case that the application for research and development permit is rejected, the Minister shall send the rejection decision in writing together with the reasons therefore to the applicant, whether foreign university, research and development institute, entity or person.

Article 10
In case that the application for research and development permit is approved, the Minister shall send the rejection decision in writing together with the reasons therefore to the applicant, whether foreign university, research and development institute, entity or person, with copy to the head of relevant government agency.

Section Five
Term and Renewal of Permit

Article 11
Research and development permit shall be valid for 1 (one) year at the longest.

Article 12
(1) The term of research and development permit as referred to in Article 11 may be renewed 2 (two) consecutive times at the most, each renewal is for 1 (one) year at the longest.
(2) A foreign university, research and development institute, entity or person intending to renew its or his research and development permit as referred to in paragraph (1) shall submit to the Minister an application together with the reasons therefore in writing.
(3) The application for renewal of research and development permit shall be accompanied with required documents as referred to in Article 6 and a statement explaining the benefits of the research and development activity for Indonesian people.
(4) The application for renewal of research and development permit as referred to in paragraph (2) shall have been received by the Minister at the latest 30 (thirty) days before the expiry of the research and development permit.
(5) The Minister may approve or reject the application for renewal of research and development permit filed by foreign university, research and development institute, entity or person.

Section Six
Permit Fee

Article 13
(1) Each application for research and development permit filed by foreign university, research and development institute, entity or person shall be subject to research and development permit fee.

(2) The rate of research and development permit fee as referred to in paragraph (1) shall be fixed in a regulation.

(3) The research and development permit fee as referred to in paragraph (1) shall be treated as state non-tax revenue.

CHAPTER III
SPONSOR AND WORKING PARTNER

Article 14
(1) A foreign university, research and development institute, entity or person intending to conduct research and development activity shall have a sponsor and working partner.

(2) The competence and qualification of sponsor and working partner as referred to in paragraph (1) shall be decided by coordinating team.

Article 15
The sponsor as referred to in Article 14 shall be responsible for the foreign university, research and development institute, entity or person during their presence in territory of the Republic of Indonesia to conduct research and development activities.

Article 16
Working Partner as referred to Article 14 shall be responsible for the conduct of research and development activity.

Article 17
The requirement for foreign university, research and development institute, entity or person intending to conduct research and development activity to have sponsor may be excepted in case that the working partner of the said foreign university, research and development institute, entity or person has competence and qualification of sponsor.

CHAPTER IV
REPORTING AND IMPLEMENTATION OF RESEARCH AND DEVELOPMENT ACTIVITY

Article 18
A foreign university, research and development institute, entity or person having obtained research and development permit shall report their arrival and intent to conduct research and development activity to the governor, mayor/regent and the Police of the Republic of Indonesia, unless required otherwise under the prevailing laws and regulations.

Article 19
(1) The foreign university, research and development institute, entity or person shall furnish the Minister

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with reports on the progress of their research and development activities on periodical basis. 

(2) Other matters concerning the reporting of research and development activities as referred to in paragraph (1) shall be set forth in Ministerial regulation.

Article 20

(1) A foreign university, research and development institute, entity or person may engage in research and development activities as set forth in their research and development permit.

(2) A foreign university, research and development institute, entity or person as referred to in paragraph (1) may not take any sample and/or specimen from their research and development activities out of the territory of the Republic of Indonesia unless specified otherwise by the statutory provisions.

Article 21

In the conduct of research and development activities as referred to in Article 20 paragraph (1), the foreign university, research and development institute, entity or person shall respect local traditions and cultural norms prevailing in the area in which they conduct research and development activities.

CHAPTER V
SUPERVISION

Article 22

(1) The Government shall supervise the conduct of research and development activities by foreign university, research and development institute, entity or person in accordance with the prevailing laws and regulations.

(2) Further details regarding the supervision of research and development activities as referred to in paragraph (1) shall be set forth in Ministerial Regulation.

CHAPTER VI
SANCTIONS

Article 23

(1) Any violation of the provisions of Articles 14.(1), 18, 19.(1), 20.(1) and 20.(2) and/or 21 shall be subject to administrative punishment.

(2) The administrative punishment as referred to in paragraph (1) may be in the form of:
   a. Oral warning;
   b. Written warning;
   c. suspension of activity; or
   d. annulment and/or revocation of research and development permit;

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(3) The Minister shall have the authority to impose administrative punishment in the form of annulment and/or revocation of research and development permit as referred to in paragraph (2).

(4) Further details regarding the imposition of administrative punishment upon foreign university, research and development institute, entity or person as referred to in paragraphs (1), (2) and (3) shall be set out in Ministerial Regulation.

Article 24
Written and/or oral warning may be given in respect of violation as referred to in Article 16.

Article 25
The imposition of administrative punishment upon foreign university, research and development institute, entity or person as referred to in Article 23 shall be without prejudice to the Government’s right to prosecute the violator in accordance with the prevailing laws and regulations.

CHAPTER VII
TRANSITIONAL PROVISIONS

Article 26
Any research permit issued to a foreign person by the Head of National Institute of Sciences under Presidential Decree Number 100 of 1993 on Research Permit for Foreign Person before the coming into effect of this Government Regulation shall continue to be in full force and effect until the expiry date.

Article 27
An application for research permit filed by a foreign person to the Head of National Institute of Sciences under the Presidential Decree Number 100 of 1993 on Research Permit for Foreign Person before or at the time of the coming into effect of this Government Regulation shall be processed in accordance with the provisions of this Government Regulation.

CHAPTER VIII
CLOSING PROVISIONS

Article 28
(1) Upon its enactment, this Government Regulation shall supersede Presidential Decree Number 100 of 1993 on Research Permit for Foreign Person.

(2) Any regulations, directives or instructions created under Presidential Decree Number 100 of 1993 on Research Permit for Foreign Person shall continue to be in full force and effect to the extent not contrary with this Government Regulation.

Article 29
This Government Regulation shall come into full force and effect within 1 (one) year after enactment.

15 THE PRESIDENT REPUBLIC OF INDONESIA
In order to make it accessible to the public, it is instructed that the enactment of this Government Regulation be announced in the State Gazette of the Republic of Indonesia.

Promulgated in Jakarta
On December 15, 2006
PRESIDENT OF THE REPUBLIC OF INDONESIA
Signed
Dr. H. SUSILO BAMBANG YUDHOYONO
Enacted in Jakarta
On December 15, 2006
MINISTER OF LAW AND HUMAN RIGHTS
REPUBLIC OF INDONESIA
Signed
HAMID AWALUDIN
STATE GAZETTE OF THE REPUBLIC OF INDONESIA NUMBER 104 OF 2006
Certified true copy
Head of Law and Regulation Bureau
Politics and Public Welfare
[sealed and signed]
WisnuSetiawan
ELUCIDATION OF
GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA
NUMBER 41 OF 2006
ON
PERMIT TO CONDUCT RESEARCH AND DEVELOPMENT ACTIVITIES FOR FOREIGN
UNIVERSITIES, RESEARCH AND DEVELOPMENT INSTITUTES, COMPANIES AND
INDIVIDUALS

I. GENERAL

Article 17 paragraph (4) of Law Number 18 of 2002 on national System of Research, Development and Application of Sciences and Technologies provides that any foreign university, research and development institute, entity or person not residing in Indonesia and intending to conduct research and development activities in Indonesia shall first obtain written permit from relevant government agency. Article 17 paragraph (5) of the same law provides that matters pertaining to permit to conduct research and development activities in Indonesia, for foreign university, research and development institute, entity or person shall be set forth in a Government Regulation.

The said law plays a strategic role in the development of sciences and technologies and lays down direction for the improvement of scientific and technological supports for the achievement of the state’s objectives, and improvement of national competitiveness and independence in pursuit of the state’s interest in international arena. In addition, the law serves as legal basis for the establishment of statutory provisions governing the development of science and technology.

This Government Regulation is created with the rationale that the development of science and technology within national system of research, development and application of science and technology is not inseparable from international cooperation in the field of science and technology. This is fully understood considering that most of progresses in the field of science and technology take place in developed countries. Therefore, international cooperation established by all players in the field of science and technology is aimed at transferring technologies from other countries and improving the contribution of international science community.

One of the forms of international cooperation is research and development projects conducted the territory of the Republic of Indonesia in collaboration with foreign universities, research and development institutes, entities and persons. Such research and development projects include those conducted under Presidential Decree Number 100 of 1993 on Research Permit for Foreign Person. Following the coming into effect of Law Number 18 of 2002, matters concerning
permits for foreign universities, research and development institutes, entities or persons intending to conduct research and development activity in Indonesia need to be regulated in a Government Regulation.

In addition, the facts show that many research and development activities in Indonesia by foreign university, research and development institute, entity or person did not satisfy prescribed requirements or were conducted illegally without valid permit. Such activities can result in the irresponsible exploitation by foreign persons of Indonesia’s biological and non-biological resources, artifacts, and treasures. Worst, illegal research and development activities can cause epidemic, harm environment, bring social problems among the society, or trigger other harmful effects. Therefore regulation of research and development activities is a must in order to prevent research and development activities by foreign university, research and development institute, entity or person that can harm the people and state of the Republic of Indonesia.

In order to implement the provisions of Law Number 18 of 2002 on national System of Research, Development and Application of Sciences and Technologies and for the purposes of development of science and technology, this Government Regulation contain provisions governing research and development activity by foreign university, research and development institute, entity or person in the territory of the Republic of Indonesia. Those provisions shall be treated as guidance by any foreign institutions and/or researchers intending to launch research and development projects in Indonesia.

In acknowledgement of the spirit for international cooperation in the field of research and development, this Government Regulation set forth simple and reasonable requirements, obligations and restrictions that must be satisfied, performed and complied with by foreign institutions and/or researchers, working partner and sponsors. These provisions are not intended to hamper research and development by foreign university, research and development institute, entity or person in the territory of the Republic of Indonesia, but to protect the people, nation and state from any potential harms that may ensue from such research and development activities.

II. ELUCIDATION OF ARTICLE BY ARTICLE

Article 1
Sufficiently clear

Article 2
Paragraph (1)
Sufficiently clear
Paragraph (2)

The authority to issue research and development permits for foreign university, research and development institute, entity or person is vested in the Minister in order to facilitate the granting of research and development permit without prejudice to the authorities of relevant government agencies.

Paragraph (3)
Evaluation of harmful effect of research and development activities is aimed at preventing research and development activities by foreign university, research and development institute, entity or person that will bring harms to the people or the state due to the fact that:
a. the research and development activities can result in the irresponsible exploitation of biological and non-biological resources, artifacts and treasures of the state;

b. the research and development activities can cause epidemic, damage the environment, bring social problems or other harmful effects.

Article 3
Sufficiently clear
Article 4
Paragraph (1)
Evaluation of research and development activities and nature of potential harms that may ensue from research and development activities shall be conducted by relevant government agency in consideration of the competence and expertise of the said government agency. The evaluation involves many government agencies. Therefore, the Minister must coordinate the evaluation.
Paragraph (2)
Sufficiently clear
Paragraph (3)
The coordinating team are the representatives of relevant government agencies and has the duty to evaluate the object of research and development activities by foreign university, research and development institute, entity or person.
Paragraph (4)
Sufficiently clear
Article 5
Sufficiently clear
Article 6
Sufficiently clear
Article 7
Point a
“Information about foreign university, research and development institute, entity or person” include information about name, address, seat or legal status of foreign university, research and development institute, or entity. As to foreign person, the information shall contain personal data about the said person.

Point b
Foreign university, research and development institute and entity are required to indicate information about their researchers. The information include personal data and the status of their relation with the foreign university, research and development institute and entity.

Point c
Sufficiently clear
Point d
Sufficiently clear
Point e
Sufficiently clear
Point f
Sufficiently clear
Sufficiently clear

Article 8
Sufficiently clear
Article 9
Sufficiently clear
Article 10
“the head of relevant government agency” shall mean the head of government agency having jurisdiction over the object and field of research and development activities.

Article 11
Sufficiently clear
Article 12
Sufficiently clear
Article 13
Sufficiently clear
Article 14
Sufficiently clear
Article 15
“Be responsible” means the sponsor’s responsibility for research and development activity conducted by foreign university, research and development institute, entity or person during their presence in the territory of the Republic of Indonesia to conduct research and development activity. In the performance of its responsibility, the sponsor shall monitor and supervise foreign university, research and development institute, entity or person to ensure that they conduct the research and development activity in accordance with their permit.

Article 16
“be responsible for the conduct of research and development activity” means that the Working Partner together with foreign university, research and development institute, entity or person jointly conducting the research and development activity in accordance with their cooperation agreement and research and development permit.

Article 17
Sufficiently clear
Article 18
Sufficiently clear
Article 19
Sufficiently clear
Article 20
Paragraph (1)
Sufficiently clear
Paragraph (2)
The statutory provisions under this Article means Law Number 4 of 2006 on Ratification of International Treaty on Plant Genetic Resources for Food and Agriculture, which provides for Material Transfer Agreement that allows for the exchange of samples and/or specimens among countries for research purposes.
Article 21
Sufficiently clear
Article 22
Sufficiently clear
Article 23
Sufficiently clear
Article 24
Sufficiently clear
Article 25
Sufficiently clear
Article 26
Sufficiently clear
Article 27
Sufficiently clear
Article 28
Sufficiently clear
Article 29
Sufficiently clear
Annex 2: FREQUENTLY ASKED QUESTIONS

FREQUENTLY ASKED QUESTIONS

FOREIGN RESEARCH PERMIT

1. Q: What kind of activities should be requested for research permit?
   A: All activities which are categorized as research activities such as collecting data by using a scientific methodology and tool or equipment conducted by foreign national in Indonesian jurisdiction including in EEZ (Exclusive Economic Zone).

2. Q: I am an Indonesian national who study at a foreign university abroad. Do I need a Research Permit if I will conduct research in Indonesia for my thesis or dissertation, do I need a Research Permit?
   A: For Indonesian national, Research Permit is not needed eventhough

3. Q: What kind of visa index should be used for conducting research?
   A: The Temporary Stay Visa Index 315 (vitas 315) is the only one which is permitted for conducting research in Indonesia.

4. Q: Is there any similar visa for the researcher’s dependents or family members?
   A: The dependents and family members who will accompany the researcher will receive the Temporary Stay Visa Index 317 (vitas 317).

5. Q: How long is the maximum stay period of the visa number 315 and 317 will be issued?
   A: The maximum stay period either the visa index 315 or index 317 is 12 months. It is extendable for another 12 months 4 times.

6. Q: How many days the researcher and the family members must report to the local immigration office since their date of arrival in Indonesia?
   A: They must report to the local immigration office to make a KITAS within 30 calendar days since their date of arrival.

7. Q: In which immigration office the researcher and his family members must report and make a KITAS (limited stay permit)?
   A: They should report to the nearest local immigration office in their research sites. (e.g. The researcher who will conduct research in Sebangau National Park, Cebtral Kalimantan Province, should report to local immigration office in Palangkaraya).
8. Q: How much is the KITAS fee should be paid to the immigration office?
   A: It depends the stay period of the KITAS and type of the KITAS (e-Kitas and non e-Kitas (e.g. non e-KITAS period not more than 6 months, the fee is Rp 450,00.00)

9. Q: How many days the process of the KITAS at the immigration will finish?
   A: It takes approximately 5 working days

10. Q: Is the visa number 315 and the visa number 317 categorized as the multiple entry visa?
    A: After receiving KITAS and stamp of MERP (Multiple Exit Re-entry Permit) on his passport, the visa will automatically the visa will be valid as multiple entry visa.

11. Q: How much the MERP fee should be paid at the immigration office?
    A: It depends the duration of the MERP (e.g. MERP not more than 6 months period, the fee is Rp 600,000.00)

12. Q: After completion of the research project in Indonesia, do the researcher and the family members need to request an exit permit at the immigration office?
    A: Yes They do. Although the researcher and his family member already have the MERP.

13. Q: How many days the researcher or his family member must leave the country after receiving the exit permit only?
    A: They must leave the country within 7 calendar days after receiving the EPO stamp on their passport

14. Q: What is the impact for the researcher or his family member if they leave the country without any exit permit only?
    A: Their immigration status will not be changed to be EPO and consequently if they request the new Temporary Stay Visa, the request will be postponed.

15. Q: How long is the maximum period of the research permit granted by Ministry of Research, Technology and Higher Education (Ristekdikti)?
    A: The maximum period of the Research Permit is 12 months. It is extendable maximally for another 12 months for twice

16. Q: Is the research permit applicable including for entering the conservation areas (e.g. national park), collecting research samples, and transferring the samples or specimen?
    A: No, it is not. The research permit is applicable for collecting data in general but it is not included for entering the conservation areas, collecting and transferring the samples and specimen.
17. **Q:** Is there any additional permit for entering the conservation areas?  
**A:** Yes it is. For entering the conservation areas, the researcher should apply the Permit for entering the conservation areas (SIMAKSI=Surat Izin Masuk Kawasan Konservasi)

18. **Q:** Are there any additional permits for collecting research samples or specimen and transporting them to other region or shipping abroad?  
**A:** For collecting of wild life research samples, scientific recommendation issued by Research Center for Biology LIPI as the Scientific Authority and the collecting & transporting permits from Secretary of Directorate General of Nature Resources and Ecosystem Conservation, Ministry of Environment and Forestry (Sekretaris Ditjen KSDAE, Kementerian Lingkungan Hidup dan Kehutanan) are still needed.

19. **Q:** How long is the maximum period of the research permit extension granted by Ministry of Research, Technology and Higher Education (Ristekdikti)?  
**A:** The maximum period of the research permit extension is 12 months.

20. **Q:** When the researcher should request to extend the research permit?  
**A:** He should request the research permit extension at least one month prior to the permit expiration date.

21. **Q:** What kind of documents are needed to apply the research permit?  
**A:** The following enlists required documents which should be prepared during the submission for research permit application:

   a. A formal letter addressed to The Minister of Research, Technology, and Higher Education f.d.t Director of Intellectual Property Management, Ministry of Research, Technology, and Higher Education. The letter should state clearly in which Indonesian Representatives (Embassy or Consulate General) abroad the researcher will collect the research visa number 315. The cc must be sent to the above mentioned Indonesian Embassy or Consulate General.
   
   a. one copy of research proposal contains at least: title, objectives, methodology, location, and duration of the research in Indonesia.

   b. one copy of abstract on the research proposal, containing the title, methodology, and objectives.

   c. One color copy of applicant’s passport (The passport must be valid at least for 18 months when the applicant collecting the Research Visa number 315). It means that the research visa No. 315 applicant should hold the passport which the date of expiration is still valid at least for 18 months when the researcher is collecting the visa. The passport also should be valid at least six months from
the date of the researcher’s departure (when the researcher request Exit Permit Only/EPO)
d. one copy of the applicant’s curriculum vitae (CV) including list of publications, if
any. The position of the applicant in the institutions must be stated, e.g. Professor, researcher, student, assistant, etc.
e. one copy of applicant’s recent close up red background 4x6 cm size photograph;
f. Memorandum of Understanding (MoU) between applicant’s institution and
Indonesian partner institutions is needed if the research project will be multiyear
and involve many researchers or scientists;
g. Material Transfer Agreement (MTA) if applicant will send or bring research
sample or specimen
h. two letters of recommendation from: [a] professor or supervisor or other senior
scientist and [b] official letter of recognition issued by the institution or university
where the applicant’s works.
i. A letter of acceptance from Indonesian research institute or university which will
act as the counterpart. (The letter should be addressed to Secretary of The
Coordinating Team for Foreign Research Permit, Ministry of Research, Technology
and Higher Education (Sekretaris Tim Koordinasi Pemberian Izin Penelitian Asing (TKPIPA) Kementerian Riset, Teknologi dan Pendidikan Tinggi
and it should be written in Bahasa Indonesia) For long term research
collaboration, it is essential to arrange for agreement documents, such as
Memorandum of Understanding (MoU) and Material Transfer Agreement (MTA)
between the researcher and the Indonesian counterpart if the researcher plans
to take specimen or samples to be analysed either in his/her home country or in
Indonesia;
j. A letter guaranteeing sufficient fund to cover research and living expenses during
conducting research in Indonesia (The amount of the research funding(s) should
be stated in US $).
k. Health certificate from legal-practising medical-doctor stating that the
applicant is both physically and mentally capable to conduct the research
(optional).
l. A recommendation letter(s) from Indonesian Representative (Indonesian
Embassy or Consulate General) in researcher’s country of residence (optional).
m. A list of research equipments that will be brought to Indonesia, along brief
technical specification and mention the estimated value for each equipment on
the use.
n. If the researcher plans to bring his/her spouse and children, he/she should
submit the spouse’ CV, a copy of marriage certificate or other citizen partnership
certificate, child (children) birth certificate(s), copies of his/her family passports,
and 4 (four) recent close-up photographs of each family member.
22. Q: Does the applicant need to send all the hard copy of needed documents?  
A: No, it does not. The applicant should send the soft copy documents by uploading all the needed documents via online registration system: http://frp.ristek.go.id or http://frp.ristekdikti.go.id

23. Q: If the applicant face the technical difficulty in uploading the needed documents, how do the documents should be sent?  
A: The documents should be sent to frp.ristek.go.id or frp.ristekdikti.go.id.

24. Q: How long the applicant should wait for the research permit approval since the needed documents received completely?  
A: Within 2 weeks the research permit application will be reviewed in the meeting by the Coordinating Team for Research Permit Approval and the decision of the meeting will be informed to the applicant as soon as possible after the meeting.

25. Q: What kind of documents are needed to apply the extended research permit?  
A: The researcher who holds Letter of Foreign Research Permit from the Ministry of Research, Technology and Higher Education might apply for research extension. The application should be addressed to Director of Intellectual Property Management not later than 30 days before the expired research permit date, with the following attachment:

1. letter of request for research permit extension and including the scientific justification why the research activity should be extended;
2. recommendation letter from the Indonesian counterpart which support the extension request;
3. a copy of tentative final report.

26. Q: What does the by Prior Inform service (PIS) mean?  
A: Ristekdikti strongly recommended to the applicant in order to inform to the Ristekdikti in advance his arrival day in Jakarta so that Ristekdikti could provide all required papers before his arrival date. It is to speed up the process and reduce the waiting time so that when the applicant come to collect the permit and all needed papers, they had been already available.
27. Q: Based on the PIS, how long the research permit and all needed papers should be issued by the Ristekdikti?
   A: The permit and all needed papers should be issued and submitted to the applicant less than 24 ours since the fee paid.

28. Q: How much is the research permit should be paid by the researcher?
   A: It depends the duration of the permit, the position and affiliation or employment of the permit receiver. (eg. Professor from Tokyo University who granted 12 months research permit period, should pay research Permit fee Rp 5,000,000.00 and Rp 100,000.00 for Registration fee.

29. Q: Are there any additional charges in associated with the services provided by the Ristekdikti?
   A: Yes there are. There is registration fee Rp 100,000.00 for each person and Rp 1,000,000.00 and recommendation fee for travel documents of the dependent and family member

30. Q: Are there any fees at the related government agencies?
   A: No there are not fee for Research Notification Letter (Surat Pemberitahuan Penelitian=SPP) issued by The Ministry of Home Affairs (Kemdagri) and Traveling Permit (Surat Keterangan Jalan=SKJ) issued by National Police Head Quarters in Jakarta.

31. Q: How many days the process of traveling permit (Surat Keterangan Jalan) at the National Police Head?
   A: It takes around 24 hours.

32. Q: How many days the process of Research Notification Letter (Surat Pemberitahuan Penelitian at the Ministry of Home Affairs (Kementerian Dalam Negeri)?
   A: It takes around 4 working days

33. Q: How many days the process of issuing Entrance Permit Letter to Conservation Areas (Simaksi)?
   A: It takes 5 working days

34. Q: From which offices the SIMAKSI could be obtain?
   A: For entering one conservation area only, the permit could be obtained directly from the Office of National Park and for entering Nature Reserve (Cagar Alam) or Wildlife sanctuary, the permit could be obtained from The Nature Conservation Institute (Balai Konservasi Sumber Daya Alam=BKSDA). For entering two or more conservation areas, the researcher should apply the permit to Secretary of Directorate General of
Nature Resources and Ecosystem Conservation, Ministry of Environment and Forestry (Sekretaris Ditjen KSDAE, Kementerian Lingkungan Hidup)

35. **Q:** How much is the Simaksi fee?  
   **A:** It depends how long the SIMAKSI time period granted, e.g. For SIMAKSI less than 1 month = Rp 5,000,000.00; 1 - 6 months SIMAKSI = Rp 10,000,000.00, 12 months period = Rp 15,000,000.00.

36. **Q:** Is it possible for researcher to go directly to the research site without any reporting to Ristekdikti and other related government agencies?  
   **A:** Reporting to Ristekdikti and related government agencies (National Police HQ and Ministry of Home Affairs) is a MUST. Only in special case e.g. research project by using Research Vessel in Indonesian waters, the researchers do not need to report to Ristekdikti and other agencies. In this case, all paperworks could be handled by local counterpart.

37. **Q:** How long is the maximum stay duration of the temporary stay visa number 315 granted by Immigration Head Quarters?  
   **A:** The maximum stay duration of the visa index 315 is 12 months and extendable for another 12 months four times.

38. **Q:** How long the authorization of visa number 315 issued by the Immigration Head Quarters in Jakarta will be valid?  
   **A:** The visa authorization telex is valid for two months since the date of authorization.

39. **Q:** How long the visa number 315 will be valid for entering Indonesia since issued by Indonesian Embassy or Consulate General?  
   **A:** The visa will be valid for 3 months since issued by the Indonesian Representative (Embassy or Consulate General. It means that if the researcher can not enter Indonesia during three months having the visa received, it will automatically expired.

40. **Q:** What is the visa collecting statement?  
   **A:** It is a simple brief statement from the applicant informing explicitly in which Indonesian Embassy or Consulate General he will collect the visa index 315 if his research permit application will be approved. E.g. "Hereby I state that I will collect the visa number 315 at Indonesian Embassy in Tokyo, Japan"

41. **Q:** How long the passport expiration should be still valid to apply the temporary stay visa at Indonesian Embassy?  
   **A:** It should be valid least for 18 months.
42. **Q:** After the researcher arrived in Indonesia, How many days he should report and make a KITAS at the local immigration office?  
   **A:** He must report within 30 calendar days since the date of arrival.

43. **Q:** How much is the fining fee must be paid by the researcher for belating report at the immigration office after day 30?  
   **A:** He should pay Rp 300,000.00 per belating day.

44. **Q:** How long the KITAS will be valid?  
   **A:** It will be valid as long as the duration of Temporary stay visa index 315 (Vitas 315) (e.g. If the researcher received the visa number 315 valid for 12 months period, he will also receive the KITAS valid for 12 months at local immigration office.

45. **Q:** How long does the process of the KITAS?  
   **A:** It takes around 5 working days.

46. **Q:** What is the Indonesian counterpart?  
   **A:** It is an Indonesian legal entities (university and research institute) which will act as Indonesian counterpart for foreign researcher. The competency of the institution should be relevant with the researcher’s field of study. (e.g. Prof. Michael Myer, an Botanist from Kew Botanic Garden UK will conduct research in Indonesia. He should find the Indonesian Botanist from Research Center of Biology LIPI who will act as local counterpart and conduct research collaboration with him.

47. **Q:** What is the letter of acceptance?  
   **A:** It is a commitment letter from Indonesian university or research institute which will be act as local counterpart for foreign researcher. The letter issued by the Indonesian counterpart for the researcher who will conduct research collaboration. The letter should be signed by a Dean of Faculty or Director of Research Center.

48. **Q:** What is a Security Clearance?  
   **A:** It is a clearance issued by the Ministry of Defend. It is additional permit beside research permit for conducting research in Indonesian waters including EEZ (Exclusive Economic Zone) and the national air space.

49. **Q:** What kind of research activity should require the Security Clearance?  
   **A:** All research activities conducted by foreign nationals in Indonesian waters including EEZ (Exclusive Economic Zone) and the national air space either by using research vessel or aeroplane.
50. **Q:** What does mean by Research Vessel?  
**A:** All types of floating vehicles and research equipment utilized for collecting data and research sample in the waters.

51. **Q:** When will the researcher send his quarterly progress report of the research findings to the Ristekdikti?  
**A:** He should send it three months after receiving the research permit and every three months since the first report sent. If the researcher conducts research than three months or less than three months period, he is requested to send the interim report only.

52. **Q:** When will the researcher send the tentative final report to the Ristekdikti?  
**A:** He should send it when he request EPO before leaving the country.

53. **Q:** What elements should be contained in the quarterly progress report?  
**A:** The progress report, must at least contain the following:  
1. Research objectives  
2. Description of study field  
3. Research material or object to be investigated  
4. Research approach or methods  
5. Provisional results  
6. Problems encountered  
7. Planned activities in the next three months

54. **Q:** What elements should be contained in writing the tentative report?  
**A:** The final report, must at least contain the following:

a. **Introduction**, include:  
   1. Background information  
   2. Scientific justification on the selection of subjects and sites to be investigated  
   3. Review on and comparison with other studies that have been conducted previously on the same subject and or in the same region or else where with similar conditions.  
   4. Hypotheses to be tested (if any).

b. **Objectives**, include:  
   1. Objectives and scope of research have to be described clearly.  
   2. Local research description in detail covers physically aspects (geography, topography, climatology) as well as Biology, social-economic, cultural, and other aspects which are relevant to scope of research.
3. Reason for selecting the method that being used.

c. Result and Discussion, include:
   (a) Description in detail of research result which has been acquired.
   (b) Discussion of research result cover its valuation, interpretation and significance, as well as suggestion for subsequent research.
   (c) The benefit for Indonesian development program.

d. Conclusion, include:
   Crucial points which may be encountered from research result.
   Problem solving of research, encouraging or discouraging of hypotheses stated in the research objectives.

Annex 3: List of Immigration Offices

Immigration Head Quarters
Directorate of Travel Document, Visa, and Immigration Facilitation, Directorate General of Immigration (Direktorat Dokumen Perjalanan, Visa dan Faskim)
Ditjen Imigrasi RI, Jl. H.R. Rasuna Said, JAKARTA SELATAN
Email address: visa@imigrasi.go.id

Aceh Province

I. Immigration Office (Kantor Imigrasi Kelas I)
   1. BANDA ACEH
      Jl. Tengku M. Daud Beureuh No. 82 Banda Aceh
      Alamat Sementara: Jl. Mr. Mohd.Hasan No. 186 Batoh Banda Aceh
      Telp.(0651)-23784
      Faks.(0651)-23784
      http://imigrasibandaaceh.org
      kanim_bandaaceh@imigrasi.go.id

II. Immigration Offices (Kantor Imigrasi Kelas II)
   1. LANGSA
      Jl. Jend. A. Yani No. 2A Langsa Aceh Timur 24411
      Telp.(0641)-424194
      Faks.(0641)-424194
      imigrasi_langsa@yahoo.com
      belum terdaftar
   2. LHOKSEUMAWE
      Jl. Pelabuhan No. 5 Puenteut Lhokseumawe 24315
FRP Secretariat

Telp.(0645)-43039
Faks.(0645)-46751
HP.085760002626
kanim_lhokseumawe@yahoo.com
belum terdaftar

3. MEULABOH
JL. MERDEKA NO.4 MEULABOH KEL. PASAR ACEH, KEC. JOHAN PAHLAWAN, ACEH BARAT, NAD, 23613
Telp.(0655)-7551358
Faks.(0655)-7551578
HP.085270711079
kanim_meulaboh@imigrasi.go.id, kanim.meulaboh@gmail.com
belum terdaftar

4. SABANG
Jl. Teuku Umar No. 10 Sabang 23511
Telp.(0652)-21343
Faks.(0652)-22833
HP.081219679064,081362925152
imigrasi_sabang@yahoo.co.id
http://facebook.com/imigrasisabang
twitter : @imigrasisabang

III. Immigration Office (Kantor Imigrasi Kelas III)
1. TAKENGON
   Jalan Sengeda No.131, Kebayakan
   Telp.0643-8001104
   Faks.0643-8001104
   HP.085372999292
   kanim_takengon@imigrasi.go.id
   Fb : imigrasi.takengon

   □ Bali Province

I. Immigration Office (Kantor Imigrasi Kelas I Khusus)
1. NGURAH RAII
   JL.BY PASS NGURAH RAI NO.300 B, TUBAN, BADUNG, BALI, 80361
   Telp.(0361)-9351038/(0361)935 7011 (Kantor), 8430870 & 082247510018
   (Informasi & Pengaduan), 081237654205 (SMS Gateway), 764993(Bandara)
   Faks.(0361)-9357011/(0361)9351038
   HP.08176572757 (Info Layanan Paspor), 081805221485 (Info Layanan Izin Tinggal)
   kanim_ngurahrai@imigrasi.go.id
   www.ngurahrai.imigrasi.go.id
   twitter @imngurahrai
II. Immigration Office (Kantor Imigrasi Kelas I)
  1. DENPASAR
     JL. D.I. PANJAITAN NO.3 KEL. DANGIN PURI KELOD, KEC. DENPASAR
     TIMUR, DENPASAR, BALI, 80235
     Telp.(0361)-227828, 231149, 265030
     Faks.(0361)-244340
     HP.081916281381, 081234112012
     kanim_denpasar@imigrasi.go.id
     kepegawaian.kanimdps@gmail.com
     http://denpasar.imigrasi.go.id
     Facebook:kanim kelas I denpasar

III. Immigration Office (Kantor Imigrasi Kelas II)
  1. SINGARAJA
     Jl. Seririt Singaraja Pemaron Singaraja Bali 81151
     Telp.(0362)-32174
     Faks.(0362)-31175
     HP.
     kanim_singaraja@imigrasi.go.id
     belum terdaftar

- Bangka Belitung Province

I. Immigration Office (Kantor Imigrasi Kelas I)
  1. PANGKAL PINANG
     JL. JEND. SUDIRMAN KM. 03, KEL. SELINDUNG BARU, KEC. PANGKALPINANG, KEP. BANGKA BELITUNG 33117
     Telp.(0717)-424700; 421774
     Faks.(0717)-424700
     HP.081995653745
     kanim_pangkalpinang@imigrasi.go.id
     pangkalpinang.imigrasi.go.id
     Twitter: @KanimPgkpinang
     Facebook: Imigrasi Pangkal Pinang

II. Immigration Office (Kantor Imigrasi Kelas II)
  1. TANJUNG PANDAN
     Jl. Jend. Sudirman Km. 6,5 Tg. Pandan 33413
     Telp.(0719)-22268
     Faks.(0719)-21814, 22268
     HP.087899564229
     -
     belum terdaftar

- Banten Province

I. Immigration Offices (Kantor Imigrasi Kelas I)
1. SERANG
   Jl. Warung Jaud No. 82 RT/RW. 03/11 Kel. Kaligandu, Kec. Serang, Serang, Banten 42151
   Telp. (0254)-209489
   Faks. (0254)-209440
   HP. 087771200744
   imigrasi_serang@yahoo.co.id; kanim_serang@imigrasi.go.id
   www.serang.imigrasi.go.id

   Facebook: imigrasi_serang; Twitter: @kanim_serang

2. TANGERANG
   Jl. Taman Makam Pahlawan Taruna No.10 RT/RW.05/12 Kel. Sukasari, Kec. Tangerang, Tangerang, Banten, 15111
   HOTLINE: (021) 55732580; SMS CENTER: 08118119000
   Telp. (021) 55790871/72
   Faks. (021) 55771874
   HP. 081316555144
   kanim_tanggerang@imigrasi.go.id; imigrasitangerang@yahoo.co.id
   tangerang.imigrasi.go.id
   twitter: @kanim_tangerang

II. Immigration Office (Kantor Imigrasi Kelas II)
   1. CILEGON
      Jl. Raya Merak Km. 116 RT/RW.001/002 Kel. Rawa Arum, Kec. Grogol, Cilegon, Banten, 42436
      Telp. (0254)-574033
      Faks. (0254)-572978
      HP. 085945234947
      kanim.cilegon@gmail.com
      http://www.imigrasicilegon.or.id/

   □ Bengkulu Provinces

      I. Immigration Office (Kantor Imigrasi Kelas I)
         1. BENGGKULU
            Jl. Pembangunan No.23 RT/RW. 08/03 Kel. Padang Harapan, Kec. Gading Cempaka, Bengkulu 38225
            Telp. (0736)-21675, 27979
            Faks. (0736)-341246
            HP.
            kanim_bengkulu@imigrasi.go.id
            belum terdaftar

   □ Yogyakarta Special Region Province
      Immigration Office (Kantor Imigrasi Kelas I)


YOGYAKARTA
JL. SOLO KM. 10 KEL.MAGUWOHARJO, KEC.DEPOK, SLEMAN, DAERAH ISTIMEWA YOGYAKARTA 55282
Telp.(0274)-484370
Faks.(0274)-487130
HP. 081228381605
kanim_yogyakarta@imigrasi.go.id
http://imigrasijogja.org
Twitter: @imigrasijogja

- **Jakarta Special Capital Region Province**

I. Immigration Offices (Kantor Imigrasi Kelas I Khusus)
   1. SOEKARNO – HATTA Cengkareng International Airport
      Jl. BANDAR UDARA INTERNASIONAL SOEKARNO HATTA, KEL.PAJANG, KEC.BENDA, TANGERANG, BANTEN, 19110
      Telp.(021)-5507185 (INFORMASI & PENGADUAN), 5507231-32
      Faks.(021)-5507187 (TU), 5507231
      HP.087809786678; SMS GATEWAY: 081219191847
      kanim_soetta@yahoo.com; kanim_soekarnohatta@imigrasi.go.id; pengaduan_kanimsoetta@yahoo.com
      soekarnohatta.imigrasi.go.id
   2. JAKARTA BARAT
      Jl. POS KOTA NO.4 RT/RW.004/006 KEL.PINANGSIA, KEC.TAMAN SARI, JAKARTA BARAT, DKI JAKARTA, 11110
      Telp.(021)-6904845, 6904795
      Faks.(021)-6930544
      HP.082139439599
      kanim-jakbar@imigrasi.go.id
      http://jakartabarat.imigrasi.go.id
   3. JAKARTA SELATAN
      Jl. WARUNG BUNCIT RAYA NO.207 RT/RW.001/001 KEL.DUREN TIGA, KEC.PANCORAN, JAKARTA SELATAN, DKI JAKARTA, 12760
      Telp.(021)79170912, 79170910
      Faks.(021)-79170907,79170910
      HP.081319066600
      kanim_jaksel@imigrasi.go.id
      http://jakartaselatan.imigrasi.go.id

UNIT LAYANAN PASPOR WILAYAH I
Jl. Ciputat Raya No.27 RT/RW.005/006, Pondok Pinang, Kebayoran Lama, Jakarta Selatan
Telp.(021) 7650719 - 7650715

UNIT LAYANAN PASPOR WILAYAH II
Jl. Karang Tengah Blok B/I No.8H, Kelurahan Lebak Bulus, Kecamatan Cilandak,
Jakarta Selatan  
Telp.(021) 29237049

II. Immigration Offices (Kantor Imigrasi Kelas I)

1. JAKARTA PUSAT
   Jl. Merpati Blok B 12 No.3, Kel. Gunung Sahari Selatan,  
   Kec. Kemayoran, Jakarta Pusat, DKI Jakarta, 10720  
   Telp.(021)-6541209, 6541211 (Lts), 6541214 (Was), 6541213 (tu)  
   Faks.(021)-6541210  
   HP.08211233884 (informasi & pengaduan) ; 082111087271 (SMS CENTER)08211233884 (Informasi & Pengaduan)  
   kanim_jakpus@imigrasi.go.id  
   kanimjakpus.dki@gmail.com  
   http://jakartapusat.imigrasi.go.id

2. JAKARTA TIMUR
   Jl. Bekasi Timur Raya No. 169 Rt/Rw. 08/14 Kel. Cipinang Besar Utara, Kec. Jatinegara, Jakarta Timur, DKI Jakarta 13410  
   Telp.(021)-8509104-05; 8503896  
   Faks.(021)-8509105; 8503896  
   HP. -  
   kanimjac@yahoo.co.id  
   jakartatimur.imigrasi.go.id  
   Facebook: Kantor Imigrasi Jakarta Timur  
   Twitter: @imigrasi_jaktim

3. JAKARTA UTARA
   Jl. Boulevard Artha Gading Blok A No. 5-7, 22-24, Kel. Kelapa Gading Barat, Kec. Kelapa Gading, Jakarta Utara, DKI Jakarta, 14240  
   Telp.(021)-45850345  
   Faks.(021)-45847160  
   082129294111  
   kanim.jakut@gmail.com; kanimjakut.dki@gmail.com; kanim_jakut@imigrasi.go.id  
   Twitter: @imigrasi_jakut  
   facebook: imigrasi klas I Jakarta Utara  
   http://jakartautara.imigrasi.go.id

4. TANJUNG PRIOK
   Jl. Melati 124 A Rt/Rw. 001/012 Kel. Rawabadak Utara, Kec. Koja,  
   Jakarta Utara, DKI Jakarta, 14230  
   Telp.(021)-43934909  
   Faks.(021)-4352253  
   HP.081285311116  
   Twitter:@kanimpriok  
   kanim.tgpriok.408912@gmail.com; kanim_tgpriok@imigrasi.go.id  
   www.tanjungpriok.imigrasi.go.id

- Gorontalo Province
Immigration Office (Kantor Imigrasi Kelas I)

GORONTALO
JL. BRIGJEN PIOLA ISA NO.214 KEL. DULOMO SELATAN, KEC. KOTA UTARA, GORONTALO 96123
Telp.(0435)-827662; 826249
Faks.(0435)-827662
HP.081340480374
Email: kanim.gorontalo@gmail.com
www.gorontalo.imigrasi.go.id
Twitter: @Kanim_Gorontalo

□ Jambi Province
I. Immigration Office (Kantor Imigrasi Kelas I)
   JAMBI
   JL. ARIEF RAHMAN HAKIM NO.63 RT/RW.28/07, KEL. SIMPANG IV SIPIN, KEC. TELANPAIPURA, JAMBI 36124
   Telp.(0741)-62033, 62214
   Faks.(0741)-61383
   HP. 081352644488
   kanim.jambi@imigrasi.go.id; jambi.imigrasi@yahoo.com
   www.kanimjambi.com

II. Immigration Office Kantor (Imigrasi Kelas II)
   1. KUALA TUNGKAL
      Jl. Delata Pura Kuala Tungkal, 36551
      Telp.(0742)-322757
      Faks.(0742)-21468
      HP.081367055411
      imigrasi_tungkal@yahoo.com
      belum terdaftar

□ West Java Province
I. Immigration Offices (Kantor Imigrasi Kelas I)
   1. BANDUNG
      JL. SURAPATI NO.82 RT/RW.09/06 KEL.CIHAURGEULIS, KEC.CIBEUNYING,
      BANDUNG, JAWA BARAT, 40122
      Telp.(022)-7272081, 7563439
      Faks.(022)-7275294
      HP.082127392666
kanim_bandung@imigrasi.go.id; kanim_bandung82@imigrasi.go.id
http://bandung.imigrasi.go.id

2. BOGOR
Jl. Jend. A. Yani No. 65 Bogor 16161
HOTLINE: (0251) 8383275 Telp.(0251)-8338074, 8332870
Faks.(0251)-332870
kanim_bogor@imigrasi.go.id
www.bogor.imigrasi.go.id

II. Immigration Offices (Kantor Imigrasi Kelas II)
1. CIREBON
JL. SULTAN AGENG TIRTAYASA NO. 51 RT/RW.03/04 KEL.KEDUNGDAWA,
KEC.KEDAWUNG, CIREBON, JAWA BARAT, 45153
Telp.(0231)-488282
Faks.(0231)-488284 - 85
HP.082320009000 (SMS GATEWAY); 082111012099

kanim_cirebon@imigrasi.go.id ; fosarkim.kanimcirebon@yahoo.com
http://www.cirebon.imigrasi.go.id
Twitter: @kanim_cirebon
Facebook: kantor imigrasi cirebon

2. DEPOK
JL. BOULEVARD RAYA, KOMP. PERKANTORAN PEMDA DEPOK, GRAND
DEPOK CITY
Telp.(021)-77820580
Faks.(021)-77820563
HP. -

www.depok.imigrasi.go.id

3. KARAWANG
Jl. Ahmad Yani No.18, Karawang 41312
Telp.(0267)-400725 - 727
Faks.(0267)-400726
HP.085770852111 (informasi & pengaduan; SMS CENTER : 08111018171
kanim_karawang@imigrasi.go.id
kanim2karawang@gmail.com
http://karawang.imigrasi.go.id/
Facebook: Kanim Karawang
@imigrasikarawang

4. SUKABUMI
JL. LINGKAR SELATAN NO.7 RT/RW.04/01 KEL.SUDAJAYAHILIR,
KEC.BAROS, SUKABUMI, JAWA BARAT, 43161
Telp.(0266)-243900
Faks.(0266)-243899
HP.08176647798
kanim_sukabumi@imigrasi.go.id
http://www.sukabumi.imigrasi.go.id

5. TASIKMALAYA
   JL. LETNAN HARUN, KOTA TASIKMALAYA 46151
   Telp.(0265)-346144
   Faks.(0265)-346430
   HP.085318176696
   pengaduankanimtasikmalaya@gmail.com
   imigrasitasikmalaya.com
   twitter : @imigrasitasik

III. Immigration Office (Kantor Imigrasi Kelas III)

BEKASI
KOMPLEK GOR BEKASI JL. A. YANI NO. 2 KEL.KAYURINGIN JAYA, KEC.BEKASI BARAT, BEKASI, JAWA BARAT
Telp.(021)-88968018
Faks.(021)-88968018
HP.081380005977
kanimbekasi@gmail.com
www.imigrasibekasi.com

   twitter : Kanim Bekasi @kanimbekasi

- Central Java Provinsi

I. Immigration Offices (Kantor Imigrasi Kelas I)
   1. SEMARANG
      Jl. SILIWANGI NO.514 KRAPYAK RT/RW.01/03 KEL. KEMBANG ARUM, KEC. SEMARANG BARAT, SEMARANG, JAWA TENGAH 50148
      Telp.(024)-7626365; 7623144
      Faks.(024)-7607461; 7623145; HP.08112785588
      kanim_semarang@imigrasi.go.id; kanim_semarang@yahoo.com
      www.semarang.imigrasi.go.id

         Twitter: @kanim_semarang; Facebook: Kantor Imigrasi Semarang

   2. SURAKARTA
      Jl. Lapangan Adi Sucipto No. 8 Colomadu Surakarta 57174
      Telp.(0271)-718479
      Faks.(0271)-719887
      HP. -
      kanim_surakarta@imigrasi.go.id; infokim.surakarta@gmail.com
      surakarta.imigrasi.go.id

II. Immigration Offices (Kantor Imigrasi Kelas II)
   1. CILACAP
      Jl. Urip Sumoharjo No.249, Cilacap
Telp.(0282)-547779
Faks.(0282)-547775
Hotline. 082226488000 ; SMS Center 081217000900
kanim_cilacap@imigrasi.go.id
cilacap.imigrasi.go.id

2. PATI
Jl. Raya Pati - Kudus KM.7 No.1, Morgorejo, Pati, Jawa Tengah, 59163
Telp.(0295)-386278
Faks.(0295)-386277
HP.08157706444
humas.imigrasi.pati@gmail.com
www.imigrasi-pati.net

3. PEMALANG
Jl. PERINTIS KEMERDEKAAN NO.110 KEL.TAMAN, KEC.BEJI, PEMALANG,
JAWA TENGAH, 52313
Telp.(0284)-325010
Faks.(0284)-324219
HP.081276739739
Email: kanim_pemalang@imigrasi.go.id
http://pemalang.imigrasi.go.id
Facebook: kantorimigrasipemalang; Twitter: @kanimpemalang
SMS Gateway. 08112622121

4. WONOSOBO
Jl. Raya Banyumas Km. 5,5 Selomerto, Wonosobo
Telp.(0286)-321628
Faks.(0286)-325587
SMS Gateway 085727844448
Informasi dan Pengaduan 082221252656; 085747591115, 08112698859
Email: kanim_wonosobo@imigrasi.go.id, kanim.wonosobo@gmail.com
Twitter: @kanim_wonosobo
Facebook: Kantor Imigrasi Klas II Wonosobo
Website: imigrasiwonosobo.com

East Java Provinces
Immigration Office (Kantor Imigrasi Kelas I Khusus)
SURABAYA
JL. JEND. S. PARMAN NO. 58A RT/RW.02/ 03 KEL/KEC. WARU, SIDOARJO,
JAWA TIMUR, 61256
Alamat Sementara: Gedung Graha pena Lantai 1 Ruang 109, Jl. Jend. Ahmad Yani
No.88 - Surabaya
Telp.(031)-8531785, 8530340,8550719
Faks.(031)-8531926
HP.081230056677
kanim_surabaya@imigrasi.go.id
www.imigrasisurabaya.org
UNIT LAYANAN PASPOR
Maspion Square, Jl. Ahmad Yani No.73 Surabaya

I. Immigration Office (Kantor Imigrasi Kelas I)
   1. MALANG
      Jl. R. Panji Suroso No. 4 RT/RW.01/01 Kel. Polowijen, Kec. Blimbing, Malang, Jawa Timur 65126
      Telp. (0341) 491039
      Faks. (0341) 482233, 487105
      HP. 08113595000
      kanim_malang@imigrasi.go.id
      www.imigrasimalang.com
      Twitter: @imigrasi_malang
      Facebook: imigrasi.malang
   2. TANJUNG PERAK
      Jl. Raya Darmo Indah No. 21 Kel/Kec. Tandes, Surabaya, Jawa Timur 60186
      Telp. (031) 7315570; 7345182; 7325734
      Faks. (021) 7329835
      HP. 081234333700
      SMS CARE: 081234 333 700 Twitter: @ImigrasiTgPerak
      kanim_tgperak@imigrasi.go.id
      www.tanjungperak.imigrasi.go.id

II. Immigration Offices (Kantor Imigrasi Kelas II)
   1. BLITAR
      Jl. Raya Mastrip No.45 RT/RW.03/01, Kel/Kec. Srengat, Blitar, Jawa Timur 66152
      Telp. (0342) 554759; 554760
      Faks. (0342) 554759; 554760
      HP. 082311723135
      kanim_blitar@imigrasi.go.id; kanim.blitar@yahoo.co.id
      http://blitar.imigrasi.go.id
      twitter: @kanim.blitar
   2. JEMBER
      Jl. Letjend. D.I Panjaitan No. 47 RT/RW.005/003, Kel/Kec. Sumberhari, Jember, Jawa Timur, 68121
      Telp. (0331) 335494, 333177
      Faks. (0331) 333157
      HP. 08123201951
      kanim_jember@imigrasi.go.id; kanim.jember@gmail.com
      Twitter: @imigrasijember
      jember.imigrasi.go.id
3. MADIUN
   Telp. (0351)-386667 Layanan Pengaduan (0351)7031414
   Faks. (0351)-386668
   SMS Gateway 085735178999

   0811949850
   kanim_madiun@imigrasi.go.id
   http://madiun.imigrasi.go.id

   kanim.madiun@yahoo.com
   twitter :@kanim_madiun

III. Immigration Offices (Kantor Imigrasi Kelas III)
   1. KEDIRI
      Jl. Ir Sutami No. 16 Kediri
      Telp. 0354-688307
      Faks. 0354-688987
      Hp. 081233481201
      imigrasi.kediri@gmail.com
      belum terdaftar

   2. PAMEKASAN
      Jl. Raya Panglegur, Tlanakan, Pamekasan, Jawa Timur
      Telp. (0324)-336978, 3515188
      Faks. (0324)-336978, 3515188
      Hp. 081939000800, 081939000700
      kanim.pamekasan@yahoo.com, kanim_pamekasan@imigrasi.go.id
      www.pamekasan.imigrasi.go.id
      facebook: kanim pamekasan
      twitter: @kanim_pamekasan

   West Kalimantan Province

   I. Immigration Office (Kantor Imigrasi Kelas I)

   PONTIANAK
   Jl. Letjen Sutoyo Pontianak No.122 RT/RW.01/02 Kel. Parit Tokaya,
   Kec. Pontianak Selatan, Pontianak, Kalimantan Barat 78121
   Telp. (0561)-765576
   Faks. (0561)-734516; 730582
   Hp. 08115722330; 08115737117
   kanim_pontianak@imigrasi.go.id; imigrasi.pontianak@gmail.com
   www.imigrasipontianak.go.id
Facebook: IMIGRASI PONTIANAK
Twitter: @kanim_pontianak

II. Immigration Offices (Kantor Imigrasi Kelas II)

1. ENTIKONG
   Jl. Raya Entikong, Kabupaten Sanggau, Kalimantan Barat 78557
   Telp.(0564)-31180
   Faks.(0564)-31181
   HP.081286552556
   kanim_entikong@yahoo.co.id
   belum terdaftar

2. SAMBAS
   Jl. Pembangunan Kel. Dalam Kaum, Kec. Sambas, Sambas,
   Kalimantan Barat, 79462
   Telp.(0562)-391733
   Faks.(0562)-393062
   HP.085721396181
   mail@sambas.imigrasi.go.id
   http://sambas.imigrasi.go.id

3. SANGGAU
   Jl. Sultan Syahrir No. 261 RT/RW.10/2 Kel. Ilir Kota, Kec. Kapuas,
   Sanggau, Kalimantan Barat 78512
   Telp.(0564)-22885
   Faks.(0564)-21464
   HP.081258902010
   kanim_sanggau@imigrasi.go.id
   kanimsanggau.imigrasi.go.id

4. SINGKAWANG
   Jl. Firdaus H. Rais No.31 RT/RW.43/16 Kel. Pasiran, Kec.
   Singkawang Barat, Singkawang, Kalimantan Barat, 79123
   Telp.(0562)-631646, 631400(R)
   Faks.(0562)-633455
   HP.08126326269
   Pengaduan: 081952306653
   kanim_singkawang@imigrasi.go.id; pengaduan@singkawang.imigrasi.go.id
   http://singkawang.imigrasi.go.id

III. Immigration Office (Kantor Imigrasi Kelas III)

1. PUTUSSIBAU
   Jl. gajahmada no.1 Putussibau -Kalimantan Barat
   Telp. (0567)21231
   Faks.(0567)21231
   HP.082353056066/085652389455
   kanimputussibau@yahoo.co.id; kanimputussibau@gmail.com
South Kalimantan Province

I. Immigration Office (Kantor Imigrasi Kelas I)
   1. BANJARMASIN
      Jl. Jend. A. Yani Km. 5 1/2 Banjarmasin 70249
      Telp.(0511)-3253731
      Faks.(0511)-3253670
      HP.
      kanim_banjarmasin@imigrasi.go.id
      belum terdaftar

II. Immigration Office (Kantor Imigrasi Kelas II)
    1. BATULICIN
       Jl. Dharma Praja Gunung Tinggi Kab. Tanah Bumbu, Kalimantan Selatan
       Telp.(0518)-6070010
       Faks.(0518)-600011
       HP. 081221331065 ; 08125061832; SMS GATEWAY: 081297142418
       kanim_batulicin@imigrasi.go.id
       batulicin.imigrasi.go.id

Central Kalimantan Province

I. Immigration Office (Kantor Imigrasi Kelas I)

PALANGKARAYA
JL. G. OBOS NO.10 RT/RW.004/015 KEL. PAHANDUT, KEC. JEKAN RAYA,
PALANGKARAYA, KALIMANTAN TENGAH 73111
Telp.(0536)-3221869
Faks.(0536)-3234977 / 3359555
HP. 085267001991
kanim_palangkaraya@imigrasi.go.id

  http://palangkaraya.imigrasi.go.id

belum terdaftar

II. Immigration Office (Kantor Imigrasi Kelas II)

SAMPIT
JL. CILIK RIWUT RT/RW.021.A/VIII KEL. MENTAWA BARU HULU, KEC.
MENTAWA BARU KETAPANG, KOTAWARINGIN TIMUR/SAMPIT, KALIMANTAN
TENGAH, 74322
Telp.(0531)-21512
Faks.(0531)-21512
I. Immigration Offices (Kantor Imigrasi Kelas I)
   1. BALIKPAPAN
      Jl. JENDERAL SUDIRMAN NO.23 RT/RW.12 KEL. KLANDASAN ILIR, KEC. BALIKPAPAN SELATAN, BALIKPAPAN, KALIMANTAN TIMUR, 76112
      Telp.(0542)- 421175, 415581, 766886/21175
      Faks.(0542)-421681
      HP.0852-08483000
      kanimbalkapapan@imigrasi.go.id; kanimbalkapapan@yahoo.co.id
      http://kanimbalkapapan.com

   2. SAMARINDA
      Jl. IR. H. JUANDA NO.45 KEL. AIR HITAM, KEC. SAMARINDA ULU, SAMARINDA, KALIMANTAN TIMUR 75124
      Telp.(0541)-743945
      Faks.(0541)-202242
      http://imigrasisamarinda.org
      kanimsamarinda@gmail.com

II. Immigration Offices (Kantor Imigrasi Kelas II)
   1. NUNUKAN
      Jl. Ujang Dewa Sedadap Nunukan Selatan, Nunukan 77482
      Telp.(0556)-21012
      Faks.(0556)-21812
      HP.081348179499
      kanimmunukan@imigrasi.go.id; imigrasinunukan409087@gmail.com
      www.imigrasinunukan.com

      Facebook: Kantor Imigrasi Nunukan; Twitter: @KanimNunukan

   2. TARAKAN
      Jl. SUMATERA NO.01 RT/RW.15 KEL. PAMUSIAN, KEC. TARAKAN TENGAH, TARAKAN, KALIMANTAN TIMUR, 77131
      Telp.(0551)-21242,(0551)-31306
      Faks.(0551)-24745
      imigrasitarakan@yahoo.co.id
      http://tarakan.imigrasi.go.id

III. Immigration Office (Kantor Imigrasi Kelas III)
   1. TANJUNG REDEB
      Jl. MANGGA II NO.51 RT/RW.11 KEL. KARANG AMBUN, KEC. TANJUNG REDEB, BERAU, KALIMANTAN TIMUR 77311
      Telp.(0554)-26750
Lampung Province

I. Immigration Office (Kantor Imigrasi Kelas I)

BANDAR LAMPUNG
JL. HJ. HANIAH NO.3 CUT MUTIA RT/RW.021/01 KEL. GULAK GALIK, KEC. TELUK BETUNG UTARA, BANDAR LAMPUNG, LAMPUNG 35214
Telp.(0721)- 482828, 482607
Faks.(0721)-482607
HP.08232371113298
kanimbdl@gmail.com
twitter: @imigrasilampung

II. Immigration Offices (Kantor Imigrasi Kelas III)

1. KALIANDA
   JL. JALAN RADIN INTAN, KALIANDA, KABUPATEN LAMPUNG SELATAN
   Telp.(0727)-3330003
   Faks.(0727)-3330004 / 3330005
   HP.-
imigrasikalianda@yahoo.com
   www.kalianda.imigrasi.go.id

2. KOTABUMI
   JL. TJOKOEL SOEBROTO NO.75 KELAPA TUJUH KOTABUMI
   Telp.(0724) 21467
   Faks.(0724) 21467
   HP.082184890547
   www.imigrasi-kotabumi.com
   imigrasi.kotabumi@gmail.com

Maluku Province

I. Immigration Office (Kantor Imigrasi Kelas I)

1. AMBON
   JL. DR. KAYADOE NO.48 A, KEL.KUDAMATI, KEC. NUSANIWE, AMBON, MALUKU, 97118
   Telp.(0911)-353066
   Faks.(0911)-343712
   HP.085254903434
   imigrasiambon@yahoo.co.id
   www.kanimambon.webs.com

II. Immigration Office (Kantor Imigrasi Kelas II)
TUAL
Jl. Jend. Ahamd Yani, Tual
Telp.(0916)-23678
Faks.(0916)-23076
HP.
kanimtual@ymail.com; ku_kanimtual@rocketmail.com
Twitter @kanimtual

North Maluku Province

I. Immigration Offices (Kantor Imigrasi Kelas I)
   1. TERNATE
      Jl. SKSD PALAPA NO.338 KEL.KALUMPANG, KEC. TERNATE TENGAH, TERNATE, MALUKU UTARA 97722
      Telp.(0921)-3121568
      Faks.(0921)-3125598
      HP.081356470313
      kanim_ternate@imigrasi.go.id; imigrasiternate@yahoo.com
      www.imigrasiternate.wordpress.com
   2. TOBELO
      Jl TERUSAN GALELA/KEMAKMURAN, GORUA SELATAN, TOBELO, MALUT
      Telp.0924-2706023
      Faks.0924-2704851
      HP.082139958066
      kanim_tobelo@imigrasi.go.id
      belum terdaftar

West Nusa Tenggara Province

I. Immigration Office (Kantor Imigrasi Kelas I)
   MATARAM
   Jl. UDAYANA NO. 2 MATARAM RT/RW.05 KEL. MONJOK BARAT, KEC. SELAPARANG, MATARAM, NTB 83122
   Telp.(0370)-632520, 633346
   Faks.(0370)-635285
   HP.08187908222
   kanimmataram@imigrasi.go.id
   www.mataram.imigrasi.go.id

II. Immigration Office Kantor (Imigrasi Kelas II)
   1. SUMBAWA BESAR
      Jl. Bungur No. 13 Sumbawa Besar NTB 84351
      Telp.(0371)-626642
      Faks.(0371)-626641; HP.081327007780
East Nusa Tenggara Province

I. Immigration Office (Kantor Imigrasi Kelas I)

KUPANG
Jl. Adi Sucipto, Penfui, Kupang 85119
Telp. (0380) - 8588033
Faks. (0380) - 8588034
HP. 08113860121
kanimkupang1@gmail.com
Twitter @kanimkupang1

II. Immigration Offices (Kantor Imigrasi Kelas II)

1. ATAMBUA
   Jl. Adi Sucipto No. 8, Atambua RT/RW.003/001 Kel. Manumutin, Kec. Atambua Barat, Atambua, Nusa Tenggara Timur, 85711
   Telp. (0389) - 2325064
   Faks. (0389) - 2325068
   HP. 081311230090
   atambua_kanim@yahoo.co.id
   http://atambua.imigrasi.go.id

2. MAUMERE
   Jl. Adi Sucipto No. 24 RT/RW. 024/07 Kel. Waioiti, Kec. Alok Timur, Sikka, Nusa Tenggara Timur, 86111
   Telp. (0382) - 21150 - 51
   Faks. (0382) - 21180
   HP. kanim_maumere@imigrasi.go.id
   belum terdaftar

III. Immigration Office (Kantor Imigrasi Kelas III)

LABUAN BARIO
Jalan Frans Nala, Manggarai Barat
Telp. (0385) 2443222
Faks. (0385) 42134
HP. 081238554899
kanimlabuanbajo@yahoo.com
facebook: kanim labuan bajo
twitter: @kanimlabajo

Papua Province

I. Immigration Office (Kantor Imigrasi Kelas I)

JAYAPURA
Jl. Percetakan Negara No. 15 RT/RW. 03/III, Kel. Gurabesi, Kec.
II. Immigration Office (Kantor Imigrasi Kelas II)

1. BIAK
   Jl. Jend. Sudirman No. 1 Biak 98112
   Telp.(0981)-25455
   Faks.(0981)-21109
   HP. kanimbiak@yahoo.com
   www.kanim-biak.net

2. MERAUKE
   Jl. T.M.P TRIKORA NO.88 RT/RW.17/VI KEL. MANDALA, KEC. MERAUKE,
   MERAUKE, PAPUA 99616
   Telp.(0971)-321977, 321045
   Faks.(0971)-321054
   HP.081341536072
   Email : kakanim.merauke@gmail.com
   Twitter:HariDJokoS

3. TEMBAGA PURA
   Jl. Kantor Utama Pt. Freeport Ind. Tembagapura Biak 98100/C.Heatubun NO.1
   TIMIKA PAPUA 99910
   Telp.(0901)-321168, 322293
   Faks.(0901)-321168
   HP.08114911221
   tembagapura.imigrasi.go.id
   kanimtembagapura@yahoo.com
   twitter : @imigrasi_tbgpra

West Papua Province

I. Immigration Offices (Kantor Imigrasi Kelas II)

1. MANOKWARI
   Jl. Trikora Logpond Arfai, Manokwari, Papua Barat 98315
   Telp.-
   Faks.-
   HP.081247221233
   imigrasi.pengaduan@gmail.com
   belum terdaftar
2. SORONG
   Jl. Masjid Raya HBM Sorong 98416
   Telp.(0951)-321915
   Faks.(0951)-321393
   Twitter:@imigrasi_sorong

Riau Province

I. Immigration Office (Kantor Imigrasi Kelas I)

   PEKANBARU
   Jl. TERATAI NO. 87 RT/RW.02/02 KEL. PULAU KARAM, KEC. SUKAJADI,
   PEKANBARU, RIAU 28127
   Telp.(0761)-21536
   Faks.(0761)-40393
   HP.081281720561
   kanim_pekanbaru@imigrasi.go.id
   kanimpku@yahoo.co.id
   http://pekanbaru.imigrasi.go.id

II. Immigration Offices (Kantor Imigrasi Kelas II)

1. BAGAN SIAPI API
   Jl. GEDUNG NASIONAL NO.78 RT/RW.017/005 KEL.BAGAN BARAT,
   KEC.BANGKO, BAGAN SIAPI-API, RIAU, 28912
   Telp.(0767)-21472
   Faks.(0767)-21160
   HP.085208755580

   kanim_bagansiapiapi@yahoo.com
   kanim_bagansiapiapi@gmail.com
   http://bagansiapiapi.imigrasi.go.id/

2. BENGKALIS
   Jl. Jend. A. Yani No. 04 Bengkalis 28712 (Sementara Rehab Jl. Hang Tuah
   Bengkalis (fax. 0766-22697)
   Telp.(0766)-21021; 23102
   Faks.(0766)-21022
   HP.081277975388
   www.imigrasibengkalis.org
   kanim.bengkalis@gmail.com

3. DUMAI
   Jl. YOS SUDARSO NO.2 RT/RW.003 KEL. BULUH ASAP, KEC. DUMAI
   TIMUR, DUMAI, RIAU, 28814
   Telp.(0765)-31280, 33845 ®
   Faks.(0765)-438112
4. SELAT PANJANG
Jl. Merdeka No. 150 Selat Panjang 28753
Telp. (0763)-31018
Faks. (0763)-33818
HP. 081276051859
kanim.selatpanjang@gmail.com
belum terdaftar

5. SIAK
Komplek Perkantoran Tanjung Agung Desa Sei. Mempura Kec. Mempura, Kab. Siak, Riau
Telp. (0764)-8001032
Faks. (0764)-8001033
HP. 08127033309
kanim2siak@yahoo.com
siak.imigrasi.go.id
Facebook: imigrasisiak
Twitter @imigrasisiak

6. TEMBILAHAN
Jl. Praja Sakti No.03 RT/RW.001/005 Kel. Tembilahan Hilir, Kec. Tembilahan, Indragiri Hilir, Riau, 29213
Telp. (0768)-21074; 23969
Faks. (0768)-23969; 21700
HP. 08122288208
kanim_tembilahan@imigrasi.go.id
belum terdaftar

Riau Kepulauan Province

I. Immigration Office (Kantor Imigrasi Kelas I Khusus)

BATAM
Jl. Engku Putri No. 3 Batam Centre RT/RW. 02/08, Kel. Teluk Terind, Kec. Nongsa, Batam, Kepulauan Riau, 29400
Telp. (0778)-462068, 462069
Faks. (0778)-462070, 462004
HP. 081378087020 SMS ANTRIAN: 08127044443 (Cek Antrian)
Twitter: @imigrasibatam
Facebook: Kantor Imigrasi Batam
kanimbatam@yahoo.co.id
http://batam.imigrasi.go.id
II. Immigration Office (Kantor Imigrasi Kelas I)

TANJUNG PINANG
JL. JENDERAL A.YANI NO. 31 TANJUNGPINANG, KEPULAUAN RIAU, 29124
Telp.(0771)-21073
Faks.(0771)-21073
HP.081372309393
kanim_tgpinang@imigrasi.go.id
imigrasi_tanjungpinang@yahoo.co.id
imigrasi.tanjungpinang@gmail.com
Twitter @kanim_tgpinang
http://tanjungpinang.imigrasi.go.id

III. Immigration Offices (Kantor Imigrasi Kelas II)
1. BELAKANG PADANG
JL. HANG TUAH NO.1 KEL. TANJUNG SARI, KEC. BELAKANG PADANG, BATAM, KEPULAUAN RIAU, 29411
Telp.(0778)-312690
Faks.(0778)-312419
HP.081277976168
kanim_belakangpadang@imigrasi.go.id
belakangpadang.imigrasi.go.id
Twitter : @kanim_blkpadang
Facebook: www.facebook.com/imigrasibelakangpadang
2. RANAI
JL. DATUK KAYU WAN MOHD BENTENG, RANAI NATUNA, KEPULAUAN RIAU
Telp.(0773)-31366
Faks.(0773)-31015
HP.
kanim_ranai@imigrasi.go.id
belum terdaftar
3. TANJUNG UBAN
Jl. Indunsuri No. 9 Tg. Uban 29152
Telp.(0771)-81927, 81460 ®
Faks.(0771)-81760
imigrasitanjunguban.com
www.tanjunguban.imigrasi.go.id
4. TG. BALAI KARIMUN
JL. JEND. A. YANI NO. 105 RT/RW. 01/04, KEL. SUNGAI LAKAM, TANJUNG BALAI KARIMUN, KEPULAUAN RIAU, 29631
Telp.(0777)-22273
Faks.(0777)-21230
HP.08117098484
kanim_tgbalaikarimun@imigrasi.go.id, pengaduan.kanimtbk@gmail.com
http://tanjungbalaikarimun.imigrasi.go.id
facebook : kantor imigrasi kelas II Tg. Balai Karimun
Twitter : @kanim_karimun

IV. Immigration Offices (Kantor Imigrasi Kelas III)
   1. DABO SINGKEP
      JL. KARTINI, DABO SINGKEP-LINGGA, DABO SINGKEP, KEPULAUAN RIAU
      Telp.(0776)-21823
      Faks.(0776)-21182
      HP.
      kanim_dabosingkep@imigrasi.go.id
      belum terdaftar
   2. TAREMPA
      JL. KARTINI NO. 51 TAREMPA, KEPULAUAN RIAU 29791
      Telp.(0772)-31028
      Faks.(0772)-31028
      HP.082283908326
      kanim_tarempa@imigrasi.go.id
      kakanim.tarempa@kemenkumham.go.id
      www.tarempa.imigrasi.go.id
      Fb : Kanim Tarempa
      Twitter : @kanim_tarempa

West Sulawesi Province

I. Immigration Offices (Kantor Imigrasi Kelas II)
   1. MAMUJU
      Jl. H. Abd. Malik Pattana Endeng-Rangas, Mamuju 91511
      Telp.(0426)-232540; 232541
      Faks.(0426)-232540; 232541
      HP.0811462875 dan 081398198988
      e-mail: imigrasi_mamuju@yahoo.com
      website: imigrasimamuju.org
      SMS : 082343385929
      Twitter : @imigrasimamuju
      -belum terdaftar
   2. POLEWALI MANDAR
      JL. TRITURA NO. 12,KEL.MADATTE  KEC.POLEWALIKAB,POLEWALI
      MANDAR KODE POS 91315
      Telp.(0428)-2412323
      Faks.(0428)-21456
      HP.08114223313
      kanim_polewali@imigrasi.go.id; kanimpolewali@gmail.com
      Twitter : @kanimpolewali; FB: Imigrasi Polewali

South Sulawesi Province
I. Immigration Office (Kantor Imigrasi Kelas I)

MAKASSAR
JL. PERINTIS KEMERDEKAAN KM.13 RT/RW.02/07 KEL. KAPASA, KEC. TAMALANREA, MAKASSAR, SULAWESI SELATAN 90243
Telp.(0411)-584559
Faks.(0411)-584906
kanim_makasar@imigrasi.go.id
www.makassar.imigrasi.go.id

II. Immigration Office (Kantor Imigrasi Kelas II)

PARE PARE
Jl. Jend. Sudirman No. 87 Pare-pare 91122
Telp.(0421)-21014
Faks.(0421)-22298
HP.0421-9759000
imigrasi_parepare@ymail.com
parepare.imigrasi.go.id

Central Sulawesi Province

I. Immigration Office (Kantor Imigrasi Kelas I)

PALU
JL. R.A KARTINI NO.53 PALU RT/RW.001/005 KEL. LOLU UTARA, KEC. PALU SELATAN, PALU, SULAWESI TENGAH 94112
Telp.(0451)-421433
Faks.(0451)-455279
HP.081341016969; 081341022326
immigration.palu@gmail.com; infokim.kanimpalu@gmail.com
Twitter: @Imigrasi Palu

II. Immigration Office (Kantor Imigrasi Kelas III) BANGGAI
Jln. Urip Sumoharjo

South East Sulawesi Province

I. Immigration Office (Kantor Imigrasi Kelas I)

1. KENDARI
JL. JEND. AHMAD YANI NO.101 RT/RW.001/001 KEL. BONGGOEYA, KEC. WUA-WUA, KENDARI, SULAWESI TENGGARA 93117
Telp.(0401)-3930851
Faks.(0401)-3930350
HP 08114001330
II. Immigration Office (Kantor Imigrasi Kelas III)

1. BAU-BAU
   JL. Muh. Husni Thamrin No 32 baubau
   Telp.(0402)-2823789
   Faks.(0402)-2823789
   HP.081342322218
   kanim03.baubau@gmail.com

2. WAKATOBI
   JL. Adhyaksa No.34, Desa Numana Kec. Wangi-wangi Selatan, Kab.Wakatobi
   Telp.-
   Faks.-

   Email: kanimwakatobi@gmail.com
   HP.081342410115

North Sulawesi Utara Province

I. Immigration Office (Kantor Imigrasi Kelas I)

   MANADO
   JL. 17 AGUSTUS KEL.TELING, KEC.WANEAA, MANADO, SULAWESI UTARA, 95119
   Telp.(0431)-841688, 863491
   Faks.(0431)-841688, 863491
   HP.082234307111, 081399333521
   kanim_manado@imigrasi.go.id
   http://www.manado.imigrasi.go.id
   Facebook: imigrasimanado
   Twitter: @imigrasimanado

II. Immigration Offices (Kantor Imigrasi Kelas II)

1. BITUNG
   JL. DR. SAM RATULANGI RT/RW.001/002 KEL. BITUNG BARAT SATU, KEC. MAESA, BITUNG, SULAWESI UTARA 95511
   Telp.(0438)-31869, 085341672996 (SMS Pengaduan)
Faks.(0438)-34410
kanim-bitung@imigrasi.go.id
www.kanimbitung.org
twitter @kanimbitung
facebook: www.kanimbitung@yahoo.com
email www.kanimbitung@yahoo.com

III. TAHUNA
Jl. Pelabuhan Tahuna
Telp.(0432)-24639
Faks.(0432)-24639
HP.0812288319619

IV. Immigration Office (Kantor Imigrasi Kelas III)
KOTAMOBAGU
Jl. Veteran No 475 Kel. Matali Kec Kotamobagu Timur, Kota Kotamobagu
Telp.(0434)-24474
Faks.(0434)-24474
HP.085399677790
kanim.kotamobagu@gmail.com
facebook: Kantor Imigrasi Kotamobagu

● West Sumatera Province

I. Immigration Office (Kantor Imigrasi Kelas I)
PADANG
Jl. KHATIB SULAIMAN NO.50 RT/RW. 003/007, KEL. LOLONG BELATI, KEC. PADANG UTARA, PADANG, SUMATERA BARAT, 25135
Telp.(0751)7055113
Faks.(0751)-41900
Hotline: (0751) 9762968
kanim_padang@imigrasi.go.id
padangkanim@yahoo.co.id
www.imigrasipadang.com

II. Immigration Office (Kantor Imigrasi Kelas II)
BUKIT TINGGI
Jl. RAYA BUKITTINGGI - PAYAKUMBUH KM.9 KOTO HILALANG KEC. AMPEK ANGKEK KAB. AGAM, BUKIT TINGGI, SUMATERA BARAT
Telp.(0752)-628269
Faks.(0752)-627598
HP.-
South Sumatera Province

I. Immigration Office (Kantor Imigrasi Kelas I)

PALEMBANG
JL. PANGERAN RATU NO.1 RT/RW.015/005 KEL. ULU, KEC. SEBERANG ULU I, PALEMBANG, SUMATERA SELATAN 30252
Telp.(0711)-518309
Faks.(0711)-519135
HP.085264481569
imigrasipalembang@yahoo.co.id
http://palembang.imigrasi.go.id

II. Immigration Office (Kantor Imigrasi Kelas II)

MUARA ENIM
Jl. Dr. A.K. Ghani Muara Enim
Telp.(0734)-421148, 421555
Faks.(0734)-421666421148
HP.081311347664
-
belum terdaftar

North Sumatera Province

I. Immigration Office (Kantor Imigrasi Kelas I Khusus)

MEDAN
JL. GATOT SUBROTO NO.268A MEDAN 20123
Telp.(061)8452112
Faks.(061)8455941
HP.08116187001 (informasi & pengaduan) - 08116187000 (SMS GATEWAY)
kanim_medan@imigrasi.go.id
medan.imigrasi.go.id
Twitter: @kanimsus_medan
Facebook: Kantor Imigrasi Medan

II. Immigration Office (Kantor Imigrasi Kelas I)

POLONIA
JL. MANGKUBUMI NO. 2 RT/RW. 001/009, KEL. AUR, KEC. MEDAN MAIMUN, MEDAN, SUMATERA UTARA 20151
Telp.(061)-4533117  
Faks.(061)-4558488  
HP.081269286037  
kanim.polonia@yahoo.com  
Twitter: @kanimpolonia  
www.imigrasipolonia.com

III. Immigration Offices (Kantor Imigrasi Kelas II)  

1. BELAWAN  
   Jl. Serma Hanafiah No.1, Kel. Belawan I, Kec. Medan Belawan, Medan, Sumatera Utara 20411  
   Telp.(061)-6941008  
   Faks.(061)-6941754  
   HP.0818120731  
   kanim_belawan@imigrasi.go.id; kanimbelawan@yahoo.com  
   belum terdaftar

2. PEMATANG SIANTAR  
   Jl. Raya Medan Km. 11,5 Pematang Siantar, 21154  
   Telp.(0622)-7439110  
   Faks.(0622)-7439111  
   HP.085270450003  
   http://www.pematangsiantar.imigrasi.go.id/  
   kanim_pematangsiantar@imigrasi.go.id  
   Facebook: http://facebook.com/imigrasi.psiantar  
   twitter: @kanim_siantar

3. SIBOLGA  
   Jl. Sisingamangaraja No. 477 Lingkungan 3, Kel. Aek Parombunan, Kec. Sibolga Selatan, Sibolga, Sumatera Utara, 22533  
   Faks.(0631)-22929  
   Telp.(0631)-21714  
   HP.081364649689,085361190407  
   imigrasi.sibolga@yahoo.co.id  
   belum terdaftar

4. TANJUNG. BALAI ASAHAN  
   Jl. Jend. Sudirman Km 4,5 Tg. B. Asahan 21369  
   Telp.(0623)-92220, 92078  
   Faks.(0623)-92078  
   HP.085372626422  
   imigrasi-tanjungbalai@imigrasi-tanjungbalai@gmail.com

Annex 4: List of Agencies of Politics and National Unity
### BADAN KESATUAN BANGSA DAN POLITIK PROVINSI

<table>
<thead>
<tr>
<th>NO</th>
<th>PROVINCE</th>
<th>CODE PROVINCE</th>
<th>ADDRESS</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Aceh</td>
<td>ACH</td>
<td>Jl. Tgk Malem No. 8 Banda Aceh</td>
<td>(0651) 31858</td>
</tr>
<tr>
<td>2</td>
<td>Sumatera Utara</td>
<td>SMU</td>
<td>Jl. Gatot Subroto 361 Medan</td>
<td>(061) 4524894</td>
</tr>
<tr>
<td>3</td>
<td>Riau</td>
<td>RIA</td>
<td>Jl. Cut Nyak Dien I/2</td>
<td>(0761) 23740/38736</td>
</tr>
<tr>
<td>4</td>
<td>Kepulauan Riau</td>
<td>KRI</td>
<td>Komplek Perkantoran DOM-PAK</td>
<td>(0771) 318609</td>
</tr>
<tr>
<td>5</td>
<td>Jambi</td>
<td>JMB</td>
<td>Jl. Nur Achmad di Brata</td>
<td>(0741) 64341</td>
</tr>
<tr>
<td>6</td>
<td>Sumatera Barat</td>
<td>SMB</td>
<td>Jl. Sudirman No. 51 Padang</td>
<td>(0751) 31554</td>
</tr>
<tr>
<td>7</td>
<td>Sumatera Selatan</td>
<td>SMS</td>
<td>Jl. Kapten Piere. Tendean Palembang</td>
<td>(0711) 354715</td>
</tr>
<tr>
<td>9</td>
<td>Bengkulu</td>
<td>BKL</td>
<td>Jl. Pembangunan</td>
<td>(0736) 26967</td>
</tr>
<tr>
<td>10</td>
<td>Lampung</td>
<td>LMP</td>
<td>Jl. Basuki Rahmat 21 Teluk Betung</td>
<td>(0721) 482201</td>
</tr>
<tr>
<td>11</td>
<td>Banten</td>
<td>BNT</td>
<td>KP3B Jl. KH Syech Nawawi Al-Bantani, Serang, Banten</td>
<td>(0254) 218785</td>
</tr>
<tr>
<td>12</td>
<td>Jawa Barat</td>
<td>JWB</td>
<td>Jl. Supratman 44 Bandung</td>
<td>(022) 7206174/7205759</td>
</tr>
<tr>
<td>13</td>
<td>Jakarta</td>
<td>DKI</td>
<td>Jl. Medan Merdeka Selatan No. 8-9 Jakarta Pusat 10110</td>
<td>(021) 3800590</td>
</tr>
<tr>
<td>14</td>
<td>Jawa Tengah</td>
<td>JWT</td>
<td>Jl. Ahmad Yani 160 Semarang</td>
<td>(024) 8414205</td>
</tr>
<tr>
<td>No.</td>
<td>Province</td>
<td>Code</td>
<td>Address</td>
<td>Contact</td>
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<td>15</td>
<td>Yogyakarta</td>
<td>DIY</td>
<td>Jl. Jenderal Sudirman No. 5 Yogyakarta</td>
<td>(0274) 551137</td>
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<tr>
<td>16</td>
<td>Jawa Timur</td>
<td>JWR</td>
<td>Jl. Putat Indah No. 1 Surabaya</td>
<td>(031) 5663530/5663534</td>
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<td>17</td>
<td>Kalimantan Selatan</td>
<td>KLS</td>
<td>Jl. Jenderal Sudirman No. 14 Banjarmasin</td>
<td>(0511) 3352185</td>
</tr>
<tr>
<td>18</td>
<td>Kalimantan Barat</td>
<td>KLB</td>
<td>Jl. A. Yani Komplek Kantor Gubernur</td>
<td>(0561) 736531</td>
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<tr>
<td>19</td>
<td>Kalimantan Tengah</td>
<td>KLT</td>
<td>Jl. Yos Sudarso No. 33</td>
<td>(0536) 3221644</td>
</tr>
<tr>
<td>20</td>
<td>Kalimantan Timur</td>
<td>KLR</td>
<td>Jl. Jenderal Sudirman No. 1 Samarinda</td>
<td>(0541) 733333 ext. 232</td>
</tr>
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<td>21</td>
<td>Kalimantan Utara</td>
<td>KLU</td>
<td>Jl. Kol. Soetadji No. 1 Tanjung Selor</td>
<td>(0552) 2026052</td>
</tr>
<tr>
<td>22</td>
<td>Bali</td>
<td>BLI</td>
<td>Jl. Kapten Tantular No. 1</td>
<td>(0361) 255193</td>
</tr>
<tr>
<td>23</td>
<td>Nusa Tenggara Barat</td>
<td>NTB</td>
<td>Jl. Pendidikan No. 2 Mataram</td>
<td>(0370) 631714</td>
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<tr>
<td>24</td>
<td>Nusa Tenggara Timur</td>
<td>NTT</td>
<td>Jl. Basuki Rachmat Gedung F</td>
<td>-</td>
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<tr>
<td>25</td>
<td>Sulawesi Utara</td>
<td>SLU</td>
<td>Jl. 17 Agustus No. 72 Manado</td>
<td>(0431) 867466</td>
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<tr>
<td>26</td>
<td>Sulawesi Tengah</td>
<td>SLT</td>
<td>Jl. Tanjung Api No. 7 Palu</td>
<td>(0451) 453350</td>
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<td>28</td>
<td>Sulawesi Tenggara</td>
<td>SLR</td>
<td>Jl. Made Sabara No. 6 Kendari</td>
<td>(0401) 3121370</td>
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<td>29</td>
<td>Sulawesi Selatan</td>
<td>SLS</td>
<td>Jl. Urip Sumoharjo 269</td>
<td>(0411) 453046/444884</td>
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<td>30</td>
<td>Gorontalo</td>
<td>GTL</td>
<td>Jl. Jend. Sudirman Kota Gorontalo</td>
<td>(0435) 831582</td>
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<tr>
<td>31</td>
<td>Maluku</td>
<td>MLK</td>
<td>Jl. Pattimura No. 1</td>
<td>(0911) 335511</td>
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<td>32</td>
<td>Maluku Utara</td>
<td>MLU</td>
<td>Jl. Batu Angels No. 20 Kel. Dufa-Dufa</td>
<td>(0921) 21970</td>
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<tr>
<td>33</td>
<td>Papua</td>
<td>PPA</td>
<td>Jl. Soasiu Dsk JI Jayapura</td>
<td>(0967) 534792</td>
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<td>34</td>
<td>Papua Barat</td>
<td>PPB</td>
<td>Jl. Imam Bonjol Manokwari</td>
<td>(0986) 213799</td>
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**Annex 5: List of National Park Offices**

**DAFTAR BALAI TAMAN NASIONAL**

1. **Balai Besar Taman Nasional Gunung Leuser**  
   Jl. Selamat No. 137 Kel. Sitirejo III Kec. Medan Ampras  
   Medan (20219) Telp. 061-7872919, Fax. 061-7864510  
   e-mail: balai_tngl@dephut.go.id  
   web: [www.gunungleuser.or.id](http://www.gunungleuser.or.id)

2. **Balai Besar Taman Nasional Gunung Leuser**  
   Jl. Raya Blangkejeren No. 37 Tanah Merah Kutacane  
   Po. Box. 16 Aceh Tenggara - 24601  
   Telp. (0629) 21358  
   Fax. (0629) 21016

3. **Balai Taman Nasional Batang Gadis**  
   Jl. Wilem Iskandar Kel. Pidoli Dolok  
   Panyabungan - Sumatera Utara  
   Telp. (0636) 321375  
   Fax. (0636) 321670

4. **Balai Taman Nasional Siberut**  
   Jl. Khatib Sulaiman No. 46 Padang  
   Telp./Fax. (0751) 423094
5. Balai Besar Taman Nasional Kerinci Seblat
   Jl. Basuki Rachmat No. 11 Kotak Pos. 40 Sungai Penuh, Jambi 37101
   Telp. (0748) 22250, 22240
   Fax. (0748) 22300
   website: http://www.kerinciseblat.org

6. Balai Taman Nasional Bukit Tigapuluh
   Jl. Lintas Timur Km. 3 Puncak Selasih Pematang Rebah-Rengat INHU Riau
   Telp. (0769) 700030
   Fax. (0769) 341727
   website: http://www.bukit30.org/

7. Balai Taman Nasional Bukit Duabelas
   Jl. Lintas Sumatera KM.4 Sorolanguin
   Bangko, Sorolanguin Jambi
   Tlp. (0745) 7002069
   Tlp. (0745) 91368

8. Balai Taman Nasional Berbak
   Jl. Yos Sudarso Km. 4 PO Box 112 Sejinjang, Jambi
   Telp. (0741) - 31257, 7076277
   Fax. (0741) 31257

9. Balai Taman Nasional Sembilang
   Jln. AMD Kelurahan Talang Jambe Kecamatan Sukarame
   Palembang 30152
   Telp. (0711) 7839200

10. Balai Taman Nasional Bukit Barisan-Selatan
    Jl. Ir. Juanda 19 Kota Agung, Tanggamus
    Lampung Selatan 35751
    Telp./ Fax. (0722) 21064

11. Balai Taman Nasional Way Kambas
    Jl. Raya Labuhan Ratu Lama, Labuhan Ratu
    Sukadana - Lampung Timur - 34196
    Telp. (0725) 7645024
    Fax. (0725) 7645090
    e-mail : program@waykambas.or.id, kabalai@waykambas.or.id
    website : www.waykambas.or.id

12. Balai Taman Nasional Tesso Nilo
    Jl. Langgam Km.4 Kotak Pos 1
13. **Balai Taman Nasional Ujung Kulon**  
   Jl. Perintis Kemerdekaan No.51 Labuan, Serang, Pandeglang, Banten  
   Telp. (0253) 801731, 804681  
   Fax. (0253) 804651

14. **Balai Taman Nasional Laut Kepulauan Seribu**  
   Jl. Salemba Raya No. 9 Lt. III Jakarta Pusat 10440  
   Telp. (021) 3915773, 3103574  
   Fax. (021) 3915773

15. **Balai Taman Nasional Gunung Halimun Salak**  
   Jl. Raya Cipanas, Kabandungan Kotak Pos 2 Parung Kuda Sukabumi 43368  
   Telp./ Fax. (0266) 621256,57  
   website : www.tnhalimun.go.id

16. **Balai Besar Taman Nasional Gunung Gede Pangrango**  
   Jl. Raya Cibodas, Cipanas PO.Box 3 Cipanas,Cianjur, Jabar 43253  
   Telp/Fax. (0263) 512776, 519415  
   e-mail : info@gedepangrango.org  
   website : http://www.gedepangrango.org

17. **Balai Taman Nasional Gunung Ciremai**  
   Jl. Raya Kuningan - Cirebon Km. 9 No. 1  
   Manis Lor, Jalaksana, Kuningan - 45556  
   Telp. (0232) 613152

18. **Balai Taman Nasional Karimun Jawa**  
   Jl. Sinar Waluyo Raya Nomor 248  
   Semarang, Jawa Tengah - 50273  
   (024) 6735419, 76738248  
   website : http://tn-karimunjawa.net

19. **Balai Taman Nasional Bromo Tengger Semeru**  
   Jl. Raden Intan No. 6 PO. BOX 54 Malang- 65101  
   Telp. (0341) 491828, 490885

20. **Balai Taman Nasional Gunung Merapi**  
    Jl.Gedongkuning 172 A, Yogyakarta 55171  
    Telp./ Fax : (0274) 373324  
    email : bksdayogya@yahoo.com

21. **Balai Taman Nasional Gunung Merbabu**  
    Jl. Merbabu No. 136 Boyolali - 57316, Jawa Tengah
22. **Balai Taman Nasional Meru Betiri**  
   Jl. Sriwijaya 53 Kode Pos 269 Jember 68101  
   Telp. (0331) 335535  
   Fax. (0331) 335384  
   email : meru@telkom.net  
   website : http://www.merubetiri.com

23. **Balai Taman Nasional Baluran**  
   Jl. K.H.Agus Salim No. 132 Mojopanggung- Banyuwangi 68425  
   Telp. (0333) 424119  
   Fax. (0333) 412680  
   website : http://www.balurannationalpark.web.id/

24. **Balai Taman Nasional Alas Purwo**  
   Jl. Brawijaya No. 20 Banyuwangi 68416  
   Tlp. (0333) 410857  
   Fax. (0333) 428675

25. **Balai Taman Nasional Bali Barat**  
   Jl. Raya Cekik Gilimanuk-Jembrana - Bali 82253  
   Telp. (0365) 61060  
   Fax. (0365) 61479  
   email : tnbb@telkom.net  
   website : http://www.tnbalibarat.com

26. **Balai Taman Nasional Gunung Rinjani**  
   Jl. Arya Banjar Getas LingkarSelatan - Mataram, NTB  
   Telp/Fax. (0370) 6608874  
   email : tngr@indo.net.id  
   website : http://tngr.dephut.go.id

27. **Balai Taman Nasional Komodo**  
   Jl. Kasimo Labuan Bajo Ruteng, NTT 86554  
   Telp. (0385) 41004, 41005  
   Fax. (0385) 41005  
   website : http://www.komodo-gateway.org/, atau  
   website : http://www.gokomodo.org/

28. **Balai Taman Nasional Manupeu Tanadaru**
29. Balai Taman Nasional Laiwangi Wanggameti
   Jl. Mataawai Amahu, Kampung Baru
   Kel. Hambala, Waingapu, Sumba Timur
   Nusa Tenggara Timur - 87113
   Telp. (0387) 61683

30. Balai Taman Nasional Kelimutu
   Jl. Eltari No. 16 Ende Flores, Nusa Tenggara Timur
   Telp. (0381) 23405
   website : http://www.tnkelimutu.com

31. Balai Taman Nasional Gunung Palung
   Jl. Gajahmada, Kalinilam
   Ketapang - Kalimantan Barat
   Telp. (0534) 32720
   Fax. (0534) 9707345

32. Balai Taman Nasional Danau Sentarum
   Jl. YC. Oevang Oeray No. 43
   Sintang - Kalimantan Barat
   Telp./ Fax. (0565) 22242

33. Balai Taman Nasional Betung Kerihun
   Jl. Kapten Pierre Tendean, Kompleks KODIM 1206
   Putussibau - Kalbar 78711
   Telp/ Fax. (0567) 21935
   e-mail : tn_betungkerihun@yahoo.com

34. Balai Taman Nasional Bukit Baka - Bukit Raya
   Jl. Dr.W. Sudiro Husodo No.75 Sintang 73112
   Telp./ Fax. (0565) 23521
   e-mail : tnbbr@plasa.com

35. Balai Taman Nasional Tanjung Puting
   Jl. HM Rafi'Km 2 Pangkalan Bun - Kalimantan Tengah
   Telp./ Fax. (0532) 23832
   e-mail : balai_tntp@yahoo.com

36. Balai Taman Nasional Sebangau
37. Balai Taman Nasional Kutai
Jl. Awang Long Tromol POS I Bontang, Kalimantan Timur 75311
Telp. (0548) 27218
Fax. (0548) 22946
e-mail : balai@tnkutai.com

38. Balai Taman Nasional Kayan Mentarang
Jl Pusat Pemerintahan, Malinau 77554 Kalimantan Timur
Telp. (0553) 2022 758
Fax. (0553) 2022 757
e-mail : bksdakaltim@yahoo.com
Kantor Perwakilan (sementara) :
Jl. Flamboyan No 6 RT 27, Karang Anyar
Tarakan 77111, Kalimantan Timur

39. Balai Taman Nasional Bunaken
Jl. Raya Molas Kode Pos 1202 Batusaiki - Manado 95242
Telp. (0431) 859022
e-mail : info@bunaken.org
website : http://www.bunaken.org/

40. Balai Taman Nasional Bogani Nani Wartabone
Jl. AKD Mongkonai Kotak Pos 106
Kotamobagu 95716 - Sulawesi Utara
Telp. (0434) 22548
Fax. (0434) 22547

41. Balai Besar Taman Nasional Lore Lindu
Jl. Prof. Dr. Moh. Yamin No. 21
Palu 94111 - Sulawesi Tengah
Telp. (0451) 457623
e-mail : tnlorelindu@gmail.com

42. Balai Taman Nasional Kepulauan Togean
Jl. Sis Aljufri
Kec. Ampara Kota, Kab. Tojo
Una-Unan 94683 - Sulawesi Tengah
Telp./ Fax. (0451) 481106

43. Balai Taman Nasional Taka Bonerate
44. **Balai Taman Nasional Bantimurung Bulusaraung**
   Jl. Poros Maros - Bone Km. 42 Bantimurung
   Kab. Maros, Sulawesi Selatan
   Telp. (0411) 3881699, 3880252
   Fax. (0411) 3880139
   e-mail : tnbabul@tnbabul.org

45. **Balai Taman Nasional Rawa Aopa Watumohai**
   Desa Lamowulu Kec. Binanggia, Kab. Konawe Selatan
   Kendari - Suawes Tenggara 93721
   Telp. (0408) 21377, Hp. 086812101439

46. **Balai Taman Nasional Kepulauan Wakatobi**
   Jl. Dayanu Ikhsanuddin No. 71
   Bau Bau - Sulawesi Tenggara 93721
   Telp. (0402) 25652

47. **Balai Taman Nasional Manusela**
   Jl. Kelang No. 1 Kotak Pos 09
   Masohi - Maluku Tengah 97511
   Telp/ Fax. (0914) 22164

48. **Balai Taman Nasional Aketajawe Lolobata**
   Jl. Bandara Sultan Babullah
   Ternate - Maluku Utara

49. **Balai Taman Nasional Teluk Cendrawasih**
   Jl. Trikora Wosi, Rendani 17 Kotak Pos 229
   Manokwari - Papua Barat 98312
   Telp. (0986) 212212
   Fax. (0986) 214719
   e-mail : btntc@manokwari.wasantara.net.id
   atau Jl. Essau Sesa Sowi Gunung Kotak Pos 229
   Manokwari - Papua Barat 98312
   Telp/ Fax. (0986) 214719

50. **Balai Taman Nasional Lorentz**
   Jl. Raya Abepura Kotaraja Kotak Pos 1217
   Jayapura - Papua Barat 99351
   Telp. (0967) 581596; Fax (0967) 585529
   website : http://btnlorentz.blogspot.com/

51. **Balai Taman Nasional Wasur**
Annex 6: List of Nature Resources Conservation Institutes

LIST OF NATURE RESOURCES CONSERVATION OFFICES

1. **Balai KSDA Nangroe Aceh Darussalam**
   Jl. Cut Nyak Dhien Km 1,2 Kotak Pos 29, Banda Aceh
   Tlp. (0651) 42694
   Fax. (0651) 41943

2. **Balai Besar KSDA Sumut**
   Jl. S.M Raja No. 14 Km 5,5 Marindal, Medan
   Telp./Fax. 061-7860606

3. **Balai KSDA Sumatera Barat**
   Jl. Khatib Sulaiman No. 46 Padang
   Tlp/Fax. (0751) 7054136, 7053343

4. **Balai Besar KSDA Riau**
   Jl. HR Soebrantas Km 8,5 Kotak Pos.1048 Tampan, Pekanbaru
   Tlp/Fax. (0761) 63135

5. **Balai KSDA Lampung**
   Jl. Haji Zainal Abidin Pagar Alam Rajabasa No. 1 B
   Bandar Lampung 35145
   Tlp/Fax. (0721) 703882
   Website: http://www.kakatau.org

6. **Balai KSDA Sumatera Selatan**
   Jl. Kol. H. Burlian Km.6 Puntikayu No.79 Po.Box 1288 Palembang 30153
   Tlp/Fx.(0711) 410948, 411578
7. **Balai KSDA Jambi**  
   Jl. Arief Rachman Hakim No. 10 B Lt. II Telanaipura, Jambi 36124  
   Tlp/Fax. (0741) 669224, 62451

8. **Balai KSDA Bengkulu**  
   Jl. Mahoni No.55 Rt.10 Rw.02  
   Padang Jati, Bengkulu  
   Tlp/Fax. (0736) 21697

9. **Balai KSDA DKI Jakarta**  
   Jl. Salemba Raya No. 9 Lt. III, Jakarta Pusat 10440  
   Tlp/Fax. (021) 3157917, 3158142

10. **Balai Besar KSDA Jawa Barat**  
    Jl. Gede Bage Selatan No. 117 Cisaranten Kidul,  
    Rancasari, Bandung  
    Tlp/Fax. (022) 7567715  
    Website: http://bbksda-jabar.dephut.go.id

11. **Balai KSDA D.I. Yogyakarta**  
    Jl. Dr. Rajiman. W Km. 0.4 Tridadi,  
    Ka. Sleman 55511 Yogyakarta - 55171  
    Tlp/Fx. (0274) 864203, 864130  
    e-mail: bksda_yogya@yahoo.com  
    Website: http://bksdadiy.dephut.go.id

12. **Balai Besar KSDA Jawa Timur**  
    Jl. Bandara Juanda Airport Surabaya 61253  
    Tlp. (031) 8667239  
    Fax. (031) 8671985  
    Website: www.baungcamp.com

13. **Balai KSDA Jawa Tengah**  
    Jl. Dr. Suratmo No. 171 Semarang 50147  
    Tlp. (024) 7614752, 7614701

14. **Balai KSDA Bali**  
    Jl. Suwung Batan Kendal No. 37 Sesetan, Denpasar 80233  
    Tlp. (0361) 720063  
    Fax. (0361) 710129

15. **Balai KSDA NTB**  
    Jl. Majapahit No. 54.B Mataram 83115  
    Tlp. (0370) 627851, 633953  
    Fax. 0370-627851
Website: www.mount-tambora.org  
Email: bksda_ntb@dephut.go.id

16. Balai Besar KSDA NTT  
Jl. Perintis Kemerdekaan Kelapa Lima  
Po.Box. 15 Kupang, Nusa Tenggara Timur  
Tlp/Fax. (0380) 832211

17. Balai KSDA Kalimantan Barat  
Jl. Achmad Yani No. 121 Pontianak  
Tlp. 0561-735635, 760949  
Fax. 0561-747004

18. Balai KSDA Kalimantan Selatan  
Jl. Sei Ulin 28 Simpang Empat  
Po.Box. 1048, Banjarbaru 70714  
Tlp. (0511) 4772408  
Fax. (0511) 4773370  
Website: http://bksdakalsel.co.cc  
Email. Bksda_ks@telkom.net

19. Balai KSDA Kalimantan Timur  
Jl. M.T. Haryono RT 10 No. 128 Kel. Air Putih  
Kode Pos 1001, Samarinda Ulu  
Tlp/Fax. (0541) 743556  
Email: http://bksdakaltim.dephut.go.id/

20. Balai KSDA Kalimantan Tengah  
Jl. Yos Sudarso No. 3 Kode Pos 32, Palangkaraya 73112  
Tlp. (0536) 3221268  
Fax. (0536) 3237034  
Email. balaiksdakalteng@yahoo.com

21. Balai Besar KSDA Sulawesi Selatan  
Jl. Perintis Kemerdekaan Km 13 Makassar 90242  
Tlp. (0411) 590370  
Fax. 0411-590371

22. Balai KSDA Sulawesi Tengah  
Jl. Prof. M. Yamin No. 19 Palu 94121  
Tlp/Fax. (0451) 481106

23. Balai KSDA Sulawesi Utara  
Jl. Tololiu Supit, Kotak Pos 1080 Manado 95117  
Tlp. (0431) 868214  
Fax. 0431-864296
24. **Balai KSDA Sulawesi Tenggara**
   Jl. La Ute No. 7 Kendari
   Tlp/Fax. 0401-326716

25. **Balai KSDA Maluku**
   Jl. Kebun Cengkeh, Kotak Pos 1176 Ambon 97128
   Tlp/Fax. 0911-343619, 362034

26. **Balai KSDA Papua**
   Jl. Raya Abepura, Kota Raja, Jayapura 99351
   Tlp. 0967-581596
   Fax. 0967-585529

27. **Balai Besar KSDA Papua Barat**
   Jl. Jend. Sudirman No. 40 Sorong
   Papua Barat 98401
   Tlp. 0951-321986
   Fax. 0951-334073

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**Annex 7: Abbreviations**

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