

Indonesia Foreign-Owned Limited Liability Company Incorporation Package

Our Indonesia Foreign-Owned Limited Liability Company (PMA) Incorporation Package (INLLC01) – comes with incorporation, foreign investment approvals, government registration, local licensing, tax number registration and preparation of requires documents for bank account opening.

Our fee for this Registration Package is USD3,600. The fee includes the provision a company name search, preparation of Deed of Establishment (AKTA), obtain approval for AKTA from the Ministry of Law and Human Rights (MOLHR), Company Tax ID (NPWP), processing business registration number (NIB), obtain approval of Conformity of Spatial Utilization Activities (PKKPR), and opening of a corporate bank account in Indonesia.

An Indonesia Foreign-Owned Limited Liability Company (PMA) may take up to 3 weeks to incorporated, if the client provides all required documents and there is no objection/additional document request from the relevant institution.

Our fee stated in this quotation is for general reference and may be subject to change.

SHENZHEN 深圳

Rooms 1203-06, 12/F.
Di Wang Commercial Centre
5002 Shennan Road East
Luohu District, Shenzhen, China
中國深圳市羅湖區深南東路5002號
地王商業中心12樓1203-06室
T: +86 755 8268 4480

SHANGHAI 上海

Room 1201, 12/F., Tower A
Guangqi Culture Plaza
2899A Xietu Road, Xuhui District
Shanghai, China
中國上海市徐匯區斜土路2899甲號
光啟文化廣場A座12樓1201室
T: +86 21 6439 4114

BEIJING 北京

Room 303, 3/F.
Interchina Commercial Building
33 Dengshikou Street
Dongcheng District, Beijing, China
中國北京市東城區燈市口大街33號
國中商業大廈3樓303室
T: +86 10 6210 1890

TAIPEI 台北

Room 303, 3/F., 142 Section 4
Chung Hsiao East Road
Daan District, Taipei
Taiwan 10688
台灣台北市大安區忠孝東路四段
142號3樓之3
郵編: 10688
T: +886 2 2711 1324

TOKYO 東京

308 BIZMARKS Akasaka
2-16-6 Akasaka, Minato-Ku, Tokyo
Japan 107-0052
日本東京都港區赤坂二丁目16番6號
BIZMARKS赤坂308室
郵編: 107-0052
T: +81 3 5776 2637

SINGAPORE 新加坡

138 Cecil Street, #13-02 Cecil Court
Singapore 069538
T: +65 6438 0116

KUALA LUMPUR 吉隆坡

Menara Suezcap, Tower 2
E-13A-3A, No. 2 Jalan Kerinchi
Gerbang Kerinchi Lestari
59200 Kuala Lumpur, Malaysia
T: +60 19 2177 344

NEW YORK 紐約

202 Canal Street, Suite 303, 3/F.
New York, NY 10013, USA
T: +1 646 850 5888

LONDON 倫敦

Room 319, 3/F., One Elmfield Park
Bromley, Greater London
BR1 1LU, UK
T: +44 20 8176 3860

1. PMA Incorporation Standard Package - Services and Fees

Our fee for this Indonesia Foreign-Owned Limited Liability Company (PMA) incorporation package is USD3,600. In particular, our fee covers the following services:

- (1) Indonesia Company Incorporation - Pre- & Post-Incorporation
 - (a) Performs name availability search;
 - (b) Preparation of necessary documents including Deed of Establishment (AKTA) by Public Notary;
 - (c) Submission of AKTA to Ministry of Law and Human Rights (MOLHR);
 - (d) Approval of AKTA at MOLHR;
 - (e) Registration of Company Tax ID (NPWP);
 - (f) Application of a business license and Identification Number to Operate (NIB);
 - (g) Approval of Conformity of Spatial Utilization Activities (PKKPR).

(2) Indonesia Bank Account

Kaizen will assist the bank account opening and preparation of required documents (one set) for the opening of bank account (Minutes of Meeting, Verified Company Document Set). Please note that all directors have to physically visit the Indonesia bank upon banker request. It is the sole discretion of the banks to decide whether to accept an application. Kaizen cannot guarantee the application will be successful. Kaizen does not assume any responsibility and no payment will be refunded should such an application being rejected by the banks.

The fees quoted above includes professional service fee, notarization fee, government fee, legal fee for incorporation but exclusive of courier charge, if any.

2. Time of Billing and Payment Methods

Upon receipt of your confirmation of engagement, we will issue and email our invoice to you for your settlement. We require full payment in advance. Please write our invoice number or account number in the message section of the remittance receipt and send a copy of the same to us after fund is remitted. Because of the nature of services, we require full payment in advance. Also, once service is commenced, no service fee will be refunded except in special cases.

We currently accept Hong Kong Dollar check, cash or TT and credit card through PayPal only. If payment is settled through PayPal, extra 5% services fee will be charged.

3. Basic Structure of a PMA

The minimum requirements of a PMA are as follows:

- Minimum of one (1) director. No restriction on nationality. It is not mandatory to have local directors, as long as one foreign director hold with KITAS.
- Minimum of two (2) shareholders (can be individual or legal entity). No restriction on nationality.
- Minimum of one (1) commissioner (may not be also the director of the company). No restriction on nationality.
- Minimum capital must be more than IDR10 billion.

4. Time Frame to Incorporate

An Indonesia company can be incorporated within three (3) weeks.

5. Materials Required for Incorporation of a PMA in Indonesia

Client needs to provide the following documents and information to Kaizen by email or post for purpose of incorporation:

- (1) *Certified True Copy (CTC) of passport (or copy of KTP & NPWP for Indonesian) and the latest proof of residential address (such as utility bill or telephone bill or bank statement issued within the last 3 months) in respect of each director, shareholder and commissioner;
- (2) For the shareholder who is foreign company, please provide the CTC copy of Certificate of Incorporation/Incumbency, Constitution, Business Profile, Register of Directors and Members or equivalent, latest Audited Financial Report;
- (3) For shareholder who is Indonesian company, please provide the CTC copy of Deed of Establishment and the Ministerial Letter of Approval along with amendments (if any), NPWP, NIB, KTP & NPWP of the Director;
- (4) A company group chart;
- (5) Email address and phone number of all director(s), shareholders and commissioner.
- (6) Least Agreement, land-use certificate (SHGB)/ building construction permit (IMB) and domicile certificate.

The identification documents and address proof of the director, shareholder and commissioner, and all companies documents of the proposed Indonesia company must be certified by a notary public. English translation may be required if any of the documents are not in English and need to be certified by a notary public.

6. Annual Maintenance

After a company is officially registered in Indonesia, there will be tax and accounting report you need to do, both monthly and annually. These responsibilities are not only to the internal board of shareholders but will also need to be reported to the tax office. For a detailed list of the on-going compliances and the estimated costs, please refer to the summary of the various category of fees is listed in Schedule below.

Also, it should be noted that some of the activities are regulated and require special licence or permit. If the business activity of your Indonesia company requires special licence or permit, you will need to apply and obtain such a licence or permit before commencing business.

If you wish to obtain more information or assistance, please visit our official website at www.kaizencpa.com or contact us through the following methods:

E: info@kaizencpa.com

T: +852 2341 1444

M: +852 5616 4140, +86 152 1943 4614

WhatsApp/ Line/ Wechat: +852 5616 4140

Skype: kaizencpa

Summary of Maintenance Services Fees

No.	Services	Fee (USD)	
Mandatory Compliance			
1	Registration of Tax ID (NPWP)	One Time	400
2	BPJS Registration	One Time	700
3.	Electronic Filing (EFIN) Registration	One Time	400
4.	Annual Individual Income Tax Report	Yearly	400+
Tax and Accounting Services			
5	Annual Corporate Income Tax Report (SPT)	Yearly	600 +
6	Bookkeeping/Accounting fee	Monthly	400 +
7	LKPM reporting	Yearly	1280
8	Financial Audit (KAP)		by consultation
9	Payroll	Monthly	400 up to 10 employees