



KEMENTERIAN LUAR NEGERI
REPUBLIK INDONESIA

2nd edition

HANDBOOK OF POLICIES AND GUIDELINES

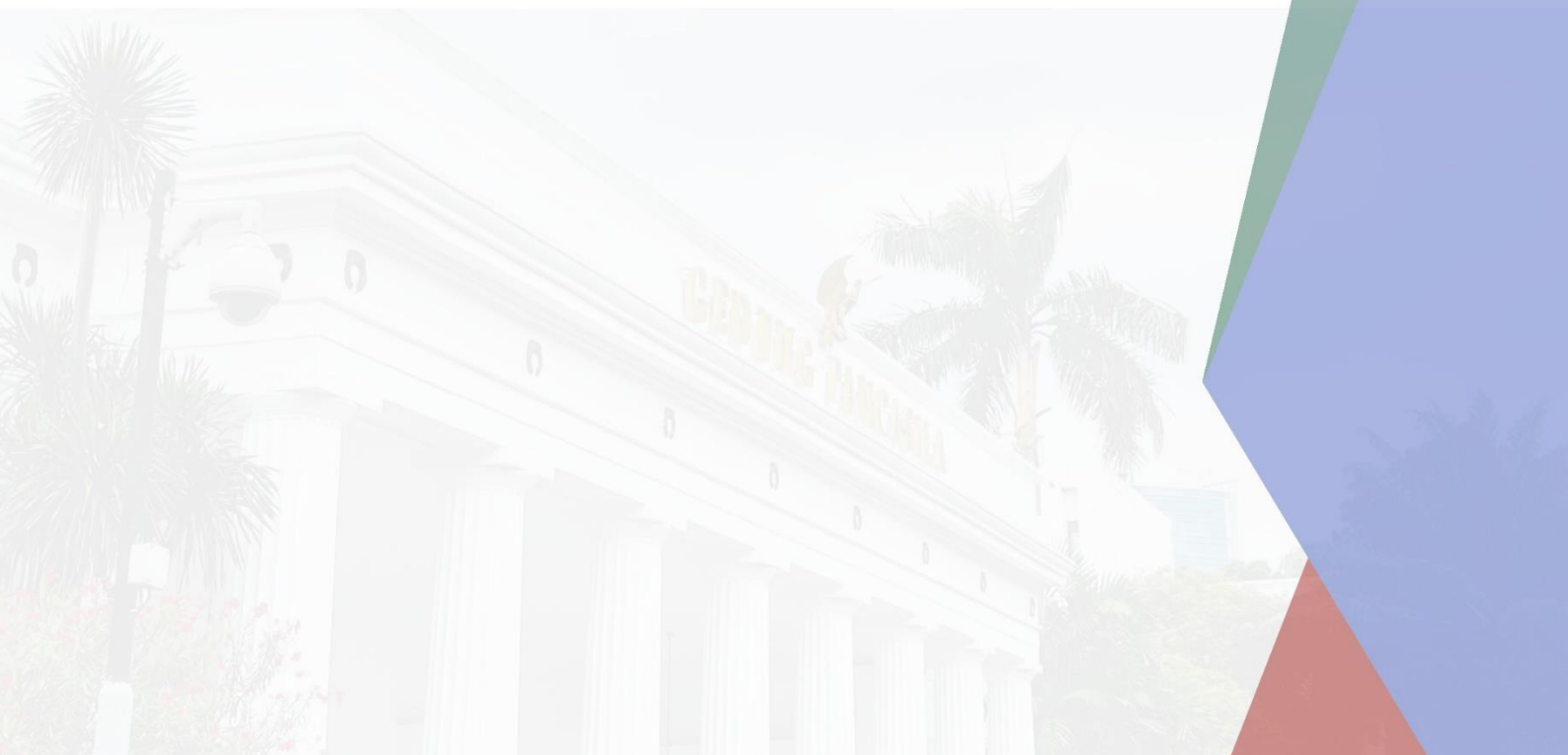
FOR FOREIGN MISSIONS IN INDONESIA

Directorate of Diplomatic Facilities

Directorate General of Protocol and Consular Affairs

Ministry of Foreign Affairs of the Republic of Indonesia

June 2024



**HANDBOOK OF POLICIES AND GUIDELINES
FOR FOREIGN MISSIONS IN INDONESIA**

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HANDBOOK OF POLICIES AND GUIDELINES FOR FOREIGN MISSIONS IN INDONESIA

I. INTRODUCTION

This handbook provides the framework with the primary objective to inform members of diplomatic missions, consular posts and international organizations accredited to Indonesia (henceforth referred to as foreign missions) on basic policies and procedures to be complied with, including privileges and immunities, during their term of duty in Indonesia.

The handbook is dynamic in nature and subject to revision on a periodic basis without notification by the Ministry of Foreign Affairs of the Republic of Indonesia (hereinafter referred to as the Ministry). The handbook has been developed using best practices compiled from legal documents, rules, and regulations in Indonesia. Nevertheless, this handbook is limited in nature, whose scope is intended to serve as a reference and general guidelines for foreign missions in Indonesia and is not to be considered a legally binding document.

Further reference and updates on policies and guidelines should also be looked at the Circular Notes sent out by the Ministry, application forms, and other information available at the Ministry's website.

II. GENERAL INFORMATION

Status of Foreign Missions

The status of foreign missions in Indonesia, including in determining privileges and immunities to the foreign missions and their staff members, is governed by the provisions in the Vienna Convention on Diplomatic Relations (VCDR, 1961), the Vienna Convention on Consular Relations (VCCR, 1963), the host country agreements between the Government of the Republic of Indonesia (hereinafter referred to as the GoI) and various international organizations, and is based on the principle of reciprocity.

Diplomatic Missions

According to the VCDR 1961, members of the diplomatic missions comprise the head and staff members of the mission. The three (3) categories of staff members of a mission, are as follows:

- a) Diplomatic staff members;
- b) Administrative and technical staff members; and
- c) Service staff members.

The specific or allocated category for members of the diplomatic missions will be determined by the type of their passport, title and/or duty conveyed to the Ministry and a visa from the Indonesian diplomatic mission or consular post abroad (hereinafter referred to as the Indonesian mission). This will ensure the associated privileges and immunities

are aligned with VCDR 1961, the Indonesian rules and regulations, and the principle of reciprocity.

Consular Posts

Pursuant to the provision stated in the VCCR 1963, members of consular posts consist of:

- a) career consular officers, including the head of the consular post;
- b) consular employees (administrative or technical service staff); and
- c) members of the service staff.

In granting privileges and immunities of the members of consular posts listed above, shall be consistent with the provisions in the VCCR 1963, the Indonesian rules and regulations, as well as the principle of reciprocity.

International Organizations

The Host Country Agreements (HCA) and/or the international conventions in which Indonesia is a party and any other formal arrangements, will be the source of reference to determine the categories of members of the international organizations; and to grant privileges and immunities to the international organizations and their staff members.

Establishment or Reactivation of Diplomatic Missions and Consular Posts in Indonesia

Foreign states wishing to establish or reactivate a diplomatic mission or a consular post in Indonesia must obtain a written approval from the GoI. The request to establish or reactivate a diplomatic mission or a consular post is conveyed by the Ministry of Foreign Affairs of the sending State to the Ministry (Directorate General of Asia Pacific and African Affairs or Directorate General of American and European Affairs) using the Note Verbale mechanism.

In the case of a consular post headed by a career consular officer, the Note Verbale request, should in principle, come from the sending State's diplomatic mission accredited to Indonesia and must contain the following information:

1. classification of the position and proposed consular district;
2. detailed justification of the need for and the importance of establishing or reactivating such post; and
3. In the case of a consular post headed by an Honorary Consul, please refer to the section of "Honorary Consuls" provided in this handbook.

In response to the sending State's request to establish or reactivate a diplomatic mission or a consular post in Indonesia, the Ministry (Directorate General of Asia Pacific and African Affairs or Directorate General of American and European Affairs) will forward the decision of the GoI by way of a Note Verbale.

At the time the sending State has received consent from the GoI to establish or reactivate a diplomatic mission or a consular post and has identified the location of the mission or

the post, a written approval from the Ministry (Directorate of Diplomatic Facilities) should be obtained prior to the purchase or lease of the property. Foreign missions are encouraged to refer to the section titled "Properties" of this handbook, for additional information concerning the acquisition of a property for foreign missions.

The same process is to be applied when the Sending State wishes to establish or reactivate other kinds of offices which will support the functions of the diplomatic mission and/or will become an integral part of the diplomatic mission's working system in Indonesia, such as a Trade Office or a Cultural Center.

III. ACCREDITATION

States wishing to open a new position or to send a replacement for Military / Defense and Police Attaché or a position that has been vacant for 3 (three) years or more must obtain a written consent or approval for the position from the Ministry.

The letter of consent or approval from the Ministry on the position that the foreign officials or staff will hold, especially the new position, should be submitted to the Indonesian mission abroad. The foreign officials shall not apply for a visa or enter Indonesia until the written approval is received.

The designated officials are obliged to apply for Assignment Visa (Visa index 10-1 and 20-1). Inquiries regarding the procedures and requirements for Assignment Visa and Stay Permit shall be communicated directly to the Directorate of Consular Affairs through konsuler@kemlu.go.id.

New Position

To obtain consent for accreditation of a new position from the Ministry, the Sending State shall convey a Note Verbale specifying:

- a. name of personnel (if available)*;
- b. personnel's rank and position;
- c. purpose of the assignment;
- d. job description;
- e. urgency of the additional position;
- f. the nature of the new position (whether it is permanent or temporary); and
- g. the partners and framework of cooperation for the said position (if any).

*Denotes - If the name of the individual cannot be provided at the time of the position request, the name can be submitted later after the position is approved by the Ministry.

The Note Verbale shall be supported by the following documents:

- a. Curriculum Vitae;
- b. Recent photograph; and
- c. Copy of Passport.

Positions that have been vacant for 3 (three) years or more are considered to be terminated by the Ministry. Therefore, it is mandatory for foreign missions wishing to reinstate a new official for the terminated/expired position to undergo the accreditation process as specified above.

The Ministry has the right to approve or deny a new position requested by the foreign missions, considering the size of the mission that is deemed appropriate and the degree of urgency of the new position, as stipulated in Article 11 of the VCDR 1961 and Article 20 of the VCCR 1963.

All members of foreign missions accredited to Indonesia are entitled to receive an ID Card from the Ministry. Detailed information about the ID Card will be elaborated in the section of “ID Cards” in this handbook.

The accreditation terminates when the Ministry has been notified by the foreign missions that their members have departed upon the completion of their assignment in Indonesia.

It should be noted that in accordance with Article 42 of the VCDR 1961 and Article 57 of the VCCR 1963, all members of foreign missions, including their family members, are not permitted to conduct any professional or commercial activities for personal gain in Indonesia. The family members may only carry on any private gainful employment in Indonesia pursuant to the Indonesian laws and regulations or under bilateral arrangements/agreements in a reciprocity manner, if any, provided that such family members shall not be granted privileges and immunities in conformity with the VCDR 1961 and the VCCR 1963.

Family Members

The Ministry acknowledges that the VCDR 1961 and the VCCR 1963 do not provide a clear definition of the term “family members” of members of foreign missions. Consequently, each State establishes its own definition of the term “family members”.

According to Indonesia’s rules and regulations, “family members” are husband (male), wife (female), and children (either biological or adopted) from husband and wife in a marriage or single parent. The family members are entitled to be accredited if the Ministry receives notification of their arrival from the foreign missions together with their copy of passport and visa from the Indonesian mission abroad.

Foreign missions shall respect that Indonesia does not recognize, nor support same-sex marriage. In accordance with the norms, culture, and customs of the Indonesian society, any related activities that facilitate, support, promote, and/or approve the same-sex marriage in Indonesia are not permissible. Furthermore, based on Law No.1 of 1974 on Marriage (Marriage Law) and other relevant laws and regulations, Indonesia does not recognize and legalize the same-sex marriage. Therefore, civil partners and same-sex couples cannot be accredited by the Ministry as “spouses” of members of foreign missions.

Military / Defense and Police Attaché

In accordance with the VCDR 1961, the sending State may assign military, naval, or air as well as police attaché to its diplomatic mission in Indonesia.

The assignment of the above-mentioned Attaché, either a new one or replacement, requires prior approval from the Gol. The sending State shall submit a request for approval to the Ministry (Directorate of Diplomatic Facilities) along with the following information and supporting documents:

- a) Full name and curriculum vitae;
- b) Military / Police rank;
- c) Copy of passport;
- d) Two (2) passport-sized photographs, white background (in uniform);
- e) Duration of assignment; and
- f) The name of the predecessor (for replacement).

The accreditation process begins when the Gol grants its approval of the assignment of the military, naval, or air as well as police attaché of the sending State. Following Gol approval the diplomatic mission/embassy of the sending States must notify the Ministry via a Note Verbale no later than **a week (7 calendar days)** after the attaché arrives in Indonesia.

The notification should be sent to the Ministry via e-mail at fasdip@kemlu.go.id, along with a copy of their passport and visa from the Indonesian mission abroad.

The same accreditation process also applies to the assignment of assistant of the military, naval, air or police attaché, including administrative and technical staff as well as civilians under the office of military, naval, air or police attaché.

Consul General, Consul and Consular Agent

After Gol approval of the opening of a Consulate General, Consulate or Consular Office, the Sending State may appoint a Consul General, Consul and Consular Agent in the designated area/city.

The process of assigning a Consul General, Consul and Consular Agent in Indonesia begins with a nomination of a candidate to the Ministry for further assessment by the Indonesian authorities.

The nomination should be made by **submitting a Note Verbale** to the Ministry's *Layanan Diplomatik Terpadu* (at <https://layanandiplomatik.kemlu.go.id>) with the following supporting documents as attachments:

- a) Copy of Passport;
- b) Curriculum Vitae (CV), including contact details, such as: phone number/mobile, e-mail and/or social media account; and
- c) Recent passport-sized photograph (white background).

The formal approval process is as follows:

1. The GoI will issue and submit a letter of preliminary approval to the Sending State subsequent to the GoI approval of the nomination;
2. The Sending State must provide a Letter of Commission (LoC) on the appointment of Consul General, Consul or Consular Agent; and
3. The GoI will issue a Letter of Exequatur providing the official approval of the appointment of Consul General, Consul and Consular Agent and is required prior to the commencement of his/her official duties.

Notes:

1. The Sending States are required to deliver the original LoC by hand to the Directorate of Diplomatic Facilities during normal business hours. The Missions of the Sending States may contact (+62 21) 344 1508 ext 3415 for further arrangement of the delivery of the LoC.
2. The issuance of Exequatur of the Consul General, Consul or Consular Agent may be based on bilateral arrangement and/or reciprocity.
3. The period of Exequatur issuance of the Consul General, Consul or Consular Agent may vary depending on the signee of the LoC (Head of State/Government or Foreign Minister).

Honorary Consular Officers (Honorary Consuls)

In accordance with VCCR 1963, the sending State is welcome to appoint an Honorary Consul in other cities (capital city of province) outside the capital of Indonesia. In the absence of a mission in Indonesia, an initial appointment of Honorary Consul in the capital of Indonesia should be prioritized first and if deemed necessary, the sending State may appoint an Honorary Consul in other capital cities of provinces in Indonesia.

An Honorary Consul should be an Indonesian citizen who is reputable, well-respected, impeccable, well-connected, and a resident of the city where the office of an Honorary Consul will be established by the sending State. In addition, an Honorary Consul should have close relations with the country that he/she will represent and serve only for one (1) country.

The process of assigning an Honorary Consul in Indonesia begins with the submission of a nomination of a candidate to the Ministry for assessment and approval by the Indonesian authorities. The nomination should be made by submitting a Note Verbale to the Ministry (Directorate of Diplomatic Facilities) along with the following necessary supporting documents related to the candidate:

- a) Copy of the Indonesian National Identity Card (KTP);
(Note: The residence/address of the candidate mentioned in the KTP must be consistent with the location of the office of Honorary Consul that the sending State will establish. If the location of the office of Honorary Consul is not consistent with the area of the residence mentioned in the candidate's KTP, a letter of domicile issued by the local authorities where the office will be set up, should be submitted).

- b) Copy of Passport;
- c) Curriculum Vitae (CV), including contact details, such as: phone number/mobile and e-mail;
- d) Recent passport-size photograph (white background); and
- e) Police Record Certificate (*Surat Keterangan Catatan Kepolisian/SKCK*).

It is important to note that the GoI reserves the right to deny the approval of a nomination without having to provide an explanation for the denial to the Sending State. If the nomination is approved, the Ministry will issue and submit a letter of preliminary approval to the Sending State.

Upon receiving the preliminary approval, the Sending States should submit a Letter of Commission (LoC) on the appointment of Honorary Consul. Following receipt of the LoC, the GoI will issue a Letter of Exequatur providing official approval of the appointment of Honorary Consul and is required prior to the Honorary Consul commencing his/her duties.

(Note: The Sending States are required to deliver the original LoC by hand to the Directorate of Diplomatic Facilities during normal business hours. The Missions of the Sending States may contact (+62 21) 344 1508 ext 3415 for further arrangement of the delivery of the LoC.

In support of the Honorary Consul's duties, the GoI will provide the Honorary Consul with an ID Card, a special car's plate number with the code "CH" from the Indonesian Police (*additional information concerning the car's plate number is explained in the "Motor Vehicles" section provided in this handbook*), and one (1) annual airport pass from the Ministry of Transportation, which are based on the sending State's request. All those facilities have duration of validity and to renew them, the sending State or the sending State's mission in Indonesia should send a Note Verbale to the Ministry along with the required documents. In this connection, the sending State or the sending State's mission are encouraged to inform the Ministry when the expiry date of those above items is approaching to avoid any disruptions to the duties of their respective Honorary Consuls.

In accordance with VCCR 1963, the privileges and immunities of the Honorary Consul are limited and granted on the basis not to benefit individuals, but to ensure the efficient performance of functions by the Honorary Consul. The Honorary Consul does not have immunity to detention or positive law in force in Indonesia, but the Honorary Consul has legal immunity from office activities and from giving testimony to problems related to consular functions or when becoming an expert witness related to the applicable laws and regulations in Indonesia.

The premises of the Honorary Consul do not have immunity. However, the GoI has the obligation to protect the premises of the Honorary Consul from interference and damage. The Honorary Consul also has the right not to be contested over documents and archives if stored separately from the Honorary Consul's personal and working documents.

Non-Resident Foreign Representatives

Non-Resident Foreign Representatives can be accredited to Indonesia as long as there is a notification by way of a Note Verbale from the Ministry of Foreign Affairs of the sending State to the Ministry explaining that a member of the sending State's mission in another country is assigned to cover Indonesia in their diplomatic duties.

Temporary Assignments

Temporary assignments should be notified to the Ministry by a Note Verbale within one (1) week after the arrival of the personnel in Indonesia for the purpose of his/her accreditation. Temporary assignment should not be more than nine (9) months and the temporary assigned personnel cannot be replaced by a new person after the period of the assignment has ended.

To enter Indonesia for the temporary assignments, personnel should have an appropriate visa obtained from the Indonesian mission abroad. When applying for a visa to the Indonesian mission abroad, the sending State should forward a Note Verbale that provides the following information:

- a) The duration of the assignment;
- b) The title, duty, or occupation of the individual;
- c) The rationale for the temporary assignment; and
- d) If applicable, the list of any family members accompanying the temporarily assigned individual.

Considering the assignment is on a temporary basis, the personnel who are under this kind of assignment will not be provided with an ID Card from the Ministry.

IV. ID CARDS

The Ministry will issue an ID Card for the accredited members of foreign missions, including their family members, except children who are under seventeen (17) years of age and above twenty-five (25) years of age and/or have been married.

The ID Card will serve as an identity and stay permit for the accredited members of foreign missions and their family members during their tenure in Indonesia. Therefore, it is mandatory for the accredited members of foreign missions and their family members to have the ID Card.

Additional benefits of the ID Card include:

- a) proof of entitlement to a duty-free card and importation or purchase of goods and Completely Built Up (CBU) or locally assembled motor vehicle;
- b) recognized documentation to open a bank account; and
- c) proof of entitlement to the valued added tax (VAT) exemption, including hotel and restaurant tax.

Hence, it is advisable for the accredited members of foreign missions and their family members to always carry the ID Card with them.

To obtain the ID Card, both new and renewed one, foreign missions should access *Layanan Diplomatik Terpadu* site and provide all necessary documents as requested. Normally, the ID Card will be issued within five (5) working days after the Ministry receives all the necessary documents from the site.

As for the members of consular post and their family members, the ID Card request should come from the sending State's diplomatic mission/embassy; while for the staff of the international organizations, a letter of approval (*Surat Persetujuan*) from the Ministry of State Secretariat of the Republic of Indonesia (*Kementerian Sekretariat Negara*) is required to be forwarded to the Ministry to issue the ID Card.

For further inquiries and questions regarding the process of an ID Card application, foreign missions may contact (+62 21) 344 1508 ext 3415.

Types of ID Cards

There are six (6) types of ID Cards issued by the Ministry which conform with the type of visa and stay permit obtained from the Indonesian mission abroad and the Ministry (Directorate of Consular Affairs), respectively.

The six (6) types of ID Cards are as follows:

1. Diplomatic ID Card (Red Circle);
2. Consular ID Card (Orange Circle);
3. Service ID Card (Yellow Circle);
4. International Organizations ID Card (Blue Circle);
5. Honorary Consul ID Card (Green Circle); and
6. White ID Card (Black Circle).

The Diplomatic ID Cards (Red Circle) are issued for the diplomatic agents and their family members, including military, naval or air as well as police attaché and their family members. The Consular ID Cards (Orange Circle) are for the consular officers and their family members; while the Service ID Cards (Yellow Circle) are for the administrative-technical staff members and service staff members of the foreign missions, including their family members. The International Organizations Cards (Blue Circle) are designed for the staff of the international organizations and their family members; the Honorary Consul ID Cards (Green Circle) are dedicated for the Honorary Consuls; and the White ID Cards (White Circle) are mainly for the home-based staff members of the diplomatic mission and consular post who are outside the category as mentioned in the section of "General Information".

The size of the ID Card is 8,5 cm x 5,4 cm, and on the front, it contains the bearer's name, photograph signature, passport number and type, and title; the mission's name; identification number; expiration date; security QR Code and number, and the seal of the Ministry. The following figure provides an ID Card sample.



ID Card Sample

The Diplomatic ID Card and the Consular ID Card will be valid for two (2) years for the first time it is received and can be renewed for the same period stated in the document of stay permit that is issued by the Ministry (Directorate of Consular Affairs). The diplomatic mission and the international organization should submit a Note Verbale to the Ministry to renew ID Cards prior to the expiry date.

As for the Honorary Consul ID Card, the period of validity will be two (2) years for the first time issued and can be renewed for another period of one (1) year consecutively based on the request from the sending State or the sending State's diplomatic mission accredited to Indonesia. For this purpose, the request and all the necessary documents can be sent to the Ministry's e-mail: fasdip.idcard@kemlu.go.id and by hand to the counter of Diplomatic Facilities' service.

The remaining ID Cards will be valid for one (1) year for the first time issued and can be renewed for another one (1) year consecutively based also on the request from the foreign missions.

The ID Card must be returned to the Ministry together with the notification of the departure of members of the foreign missions and their family members, if any, at the end of their tenure in Indonesia. If the ID Cards are not returned on time, it will delay the process of accreditation for the replacement.

Lost or Stolen ID Card

In the case of lost or stolen ID Card, the diplomatic mission or international organization should submit a Note Verbale to the Ministry requesting a replacement ID card. The request should be accompanied with an attached statement from the police authorities.

Damaged ID Card/Changes of Information in the ID Card

Requests for a new ID Card following damage or any changes in the previous card should be made via a Note Verbale from the diplomatic mission or international organization to the Ministry.

ID Card for Non-Resident Foreign Representatives

The Ministry will provide an ID Card for Non-Resident Ambassadors accredited to Indonesia on the day they present their credentials to the President of the Republic of Indonesia. As for the other level of Non-Resident Foreign Representatives accredited to Indonesia, the ID Card will be issued based on the sending State's request to the Ministry. To process the ID Card for the Non-Resident Ambassador or Non-Resident Representatives, the sending State may access the Ministry's *Layanan Diplomati Terpadu* site.

V. AIRPORT ACCESS AT SOEKARNO-HATTA AIRPORT

As part of the standard security protocols, every individual who wishes to enter the Restricted Security Area (RSA) at the airports in Indonesia, including airport pass holders, is subject to security checks, except the Head of State/Head of Government, the Deputy Head of State/Head of Government, and other VVIPs who are at the same level with the aforementioned dignitaries.

There are three (3) types of Airport Passes available to the members of foreign missions, namely Annual Airport Pass, Visitor Pass, and Visitor Vehicle's Pass.

Annual and Visitor Airport Pass

Airport Pass serves as a vital security control instrument designed for individuals, including members of foreign missions, seeking access to the RSA within the airport areas. Consequently, members of the foreign missions who wish to welcome/see-off delegation in areas within the airport's RSA must possess an Airport Pass.

To obtain an airport pass, foreign missions should firstly submit a request to the Ministry along with additional documents required by the Airport Authority Office via email at pasban.fasdip@kemlu.go.id, with a CC to fasdip@kemlu.go.id. Subsequently, the Ministry will issue a recommendation letter endorsing the foreign mission's request to the Airport Authority Office, taking reciprocity into account.

To process the issuance of the Annual and Visitor Airport Pass, foreign missions should complete the application form in the Airport Pass Management System (APMS): <https://otban-wil1.dephub.go.id/apms/> using their own APMS account and attach the supporting documents. Complete procedures, required supporting documents and latest regulation regarding annual and visitor airport pass can be found in the APMS account.

The Airport Authority will assess the request based on the information provided in the foreign missions' application letter and the Ministry's recommendation letter. The assessment process will take into consideration various factors, including aviation safety and security.

The issuance of the Airport Pass, including the number of passes and access area, **falls strictly under** the jurisdiction of the Airport Authority. As advised by the Airport Authority

Office, any further inquiries regarding the request can be addressed directly to their customer service via WhatsApp at +62-811-1380-1016.

Once the Airport Pass is issued, the holder of the Airport Pass must comply with the regulations at the Airport and the guidance of the Indonesian aviation security officers.

How Foreign Missions Apply for an APMS Account

Foreign missions which do not have an APMS account shall send the following documents to the Ministry via email at pasban.fasdip@kemlu.go.id, with a CC to fasdip@kemlu.go.id:

1. A Note Verbale requesting the creation of an APMS account; and
2. A completed company registration form, which can be downloaded from the Airport Authority's Office website: <https://otban-wil1.dephub.go.id/>

The process would continue as follows:

1. The Ministry will issue a recommendation letter to the Airport Authority Office endorsing the request for an APMS account, upon receiving the documents.
2. The foreign mission must submit the physical copies of the aforementioned documents to the Airport Authority Office.
3. The Airport Authority Office will review the request and coordinate with the foreign mission regarding the approval status.

The approval to open an APMS account **falls strictly under** the jurisdiction of the Airport Authority. As advised by the Airport Authority Office, any further inquiries regarding the request can be addressed directly to their customer service via WhatsApp at +62-811-1380-1016.

Annual Airport Pass Revocation

Upon the completion of an individual's tenure holding the Annual Airport Pass, foreign missions are required to formally request the revocation of the pass. This step ensures availability for new personnel seeking an annual airport pass under the Missions.

To revoke the Annual Airport Pass, foreign missions should physically submit the following documents to the Ministry:

- a. Note Verbale indicating the intention to revoke the specified airport pass;
- b. The airport pass card intended for revocation; and
- c. Item Loss Report Certificate (*Surat Keterangan Tanda Laporan Kehilangan*) from the police in the event of card loss.

Foreign missions should also submit a pass revocation request for the relevant pass holder through their APMS account.

Visitor's Vehicle Pass

To facilitate the entry of vehicles associated with foreign missions into restricted areas of the airport, it is essential to obtain a Visitor's Vehicle Pass. **This pass is exclusively granted for welcoming or escorting VVIP delegates on special flights.**

The process of obtaining this pass requires foreign missions to submit the following documents to the Ministry in a comprehensive manner:

- a. Note Verbale informing the purpose of entry, the identity of the driver, the car's registration number, and the area to be visited;
- b. Copies of driver's identity cards: Diplomatic ID Card, Stay Permit, Passport for members of the Foreign Missions, and the Indonesian National Identification Card (*KTP*) for the locally employed staff;
- c. Recent passport-size photograph;
- d. Statement letter downloaded from the APMS system, stamped and signed by the driver and the Ambassador/the Head of Mission; and
- e. Copy of the Vehicle Registration Certificate (*Surat Tanda Nomor Kendaraan/STNK*).

To ensure that the issuance process of the Visitor's Vehicle Pass will be smooth and timely, the aforementioned documents should be submitted to the Ministry's e-mail: fasdip@kemlu.go.id and cc to: pasban.fasdip@kemlu.go.id at least seven (7) working days prior to the scheduled arrival of the delegation. The Ministry will forward the information to the Airport Authority for the issuance of the Visitor's Vehicle Pass that is free-of-charge.

It is important to be mindful that failure to meet all the procedures mentioned above will result in rejection of the issuance of the Visitor's Vehicle Pass by the authorities.

As part of the protocols, Visitor vehicle must arrive three (3) hours before entering the restricted area to be checked by the airport authority officers. Additionally, Visitor's Vehicles must be accompanied by a "Follow Me Car" and a "Patrol Car" for security and guidance purposes. These measures ensure the safety and proper management of the vehicles throughout the duration of the visit.

The approval for issuance of Visitor's Vehicle Pass **falls strictly under** the jurisdiction of the Airport Authority. As advised by the Airport Authority Office, any further inquiries regarding the request can be addressed directly to their customer service via WhatsApp at +62-811-1380-1016.

VI. CUSTOMS AND EXCISE

Importation of Diplomatic Goods

In accordance with the provision of the VCDR 1961, in particular Article 27 and the VCCR 1963, especially Article 50, the GoI facilitates the import/export duty exemption for the following goods:

- a. The goods for the utilization of the Mission;
- b. The goods for official purposes of the Mission;
- c. The goods for construction of the Mission premises;
- d. Personnel effects belonging to members of foreign missions; and

- e. The goods to support the high-level visits to Indonesia, such as the visit of Head of State/Head of Government, Ministers, or other VIP level officials.

Goods, including beverages containing ethyl alcohol, acquired under privilege should not be resold, lent, hired, or traded for commercial purposes to a non-privileged person in Indonesia. In this respect, the Ministry believes that the foreign missions will be exclusively responsible for any non-compliance to the aforementioned arrangement.

To request for the exemption of import duty, foreign missions need to submit the required documents via the INSW website (<https://insw.go.id/aplikasi-insw>) to obtain the following:

1. Letter of Recommendation for Import Duty Exemption (PP8) issued by the Ministry; and
2. Decree of the Minister of Finance (SKMK) for Exemption of Import Duty and/or Excise for the Purposes of Foreign Country Representatives and Their Officials Assignment in Indonesia issued by the Customs office.

The required documents for **importation** are as follows:

1. Note Verbale;
2. Attachment II PMK No. 149/PMK.04/2015;
3. Copy of ticket / boarding pass (for accompanied bag);
4. Airway Bill and/or Bill of Lading (optional);
5. Packing list; and
6. Invoice or other documents the same as invoice.

After receiving the SKMK:

1. Foreign missions (or their appointed Custom Broker (*Pengusaha Pengurusan Jasa Kepabeanan/PPJK*) must then submit Import Declaration Form (*Pemberitahuan Impor Barang/PIB*) and other supporting documents to the Custom and Excise Office where the imported goods arrived and temporarily stored.
2. The Customs and Excise Office will issue Import Customs Approval (*Surat Persetujuan Pengeluaran Barang/SPPB*) letter for the goods finally released from the Customs area.

The process time from the submission of duty exemption request to the release of imported goods is up to seven (7) working days, **with the condition** that there are no impediments related to the application, such as incompleteness of required documents, discrepancies of goods information, and so forth.

This procedure also applies for importation of Beverages containing Ethyl Alcohol and Tobacco Products.

Notes:

1. Should foreign missions appoint a Customs Broker (*Pengusaha Pengurusan Jasa Kepabeanan/PPJK*) to handle the importation process, please consider the

credibility and competence of the Broker to avoid any unnecessary delays to receive the goods.

2. The importation of prohibited or restricted goods, including, but not limited to, agricultural products, domestic animals/pets, fresh meats, fresh fruits, fresh fish and (considerable amount of) medicines, requires the submission of an additional recommendation letter from the relevant ministries and/or agencies.
3. Comprehensive guidelines on the application process, including information regarding prohibited and restricted items can be found on the INSW site at <https://insw.go.id>

Importation of Beverages containing Ethyl Alcohol

The GoI may allow Ambassadors (or Heads of Mission), members of diplomatic staff and consular officers to import beverages containing ethyl alcohol (such as liquor, spirits or wine) using the tax exemption facility with the following limits:

- For each diplomatic member of the mission: a maximum of twenty-five (25) liters per month, which can be accumulated within the same quarter period (1st quarter: Jan – March; 2nd quarter: Apr – Jun; 3rd quarter: Jul – Sep; and 4th quarter: Oct – Dec), but this accumulation does not carry over to the previous or the upcoming quarterly period.
- For the needs of the mission: a maximum of seventy-five (75) liters times the number of diplomatic staff (including Ambassador) per occasion. These occasions may include the National Day celebration, the welcome/farewell functions for Ambassadors (or Heads of Mission), and the Head of State/Government's visit.
 - In granting the approval of the importation request for such occasions, the principles of reciprocity and reasonability will be taken into consideration.

Application for importation on alcoholic beverages is submitted via the Ministry's *Layanan Diplomatik Terpadu* site.

Importation of Tobacco Products

- The GoI may allow Ambassadors (or Heads of Mission), members of diplomatic staff and consular officers to import cigarettes, cigars and tobacco cuts using the tax exemption facility with the following limits:
 - Cigarettes: three hundred (300) pieces/person/month,
 - Cigars: one hundred (100) pieces/person/month,
 - Tobacco cuts/other tobacco products: five hundred (500) grams/person/month,
- For the needs of the mission: a maximum three (3) months' worth of imports for all diplomatic staff (including Ambassador) per occasion. These occasions may include the National Day celebration, the welcome/farewell functions for Ambassadors (or Heads of Mission), and the Head of State/Government's visit.
 - In granting the approval of the importation request for such occasions, the principles of reciprocity and reasonability will be taken into consideration.

Application for importation on tobacco products is submitted via the Ministry's *Layanan Diplomatik Terpadu* site.

Importation of Pet Animals (Dog and Cat) Into the Territory of the Republic of Indonesia

The GOI allows members of diplomatic staff to bring their pets to Indonesia during their assignment. According to the Ministry of Agriculture's regulations, applicants must obtain a recommendation letter from the Directorate of Animal Health, Directorate General of Animal Husbandry and Animal Health, Ministry of Agriculture, before importing animals into Indonesia

To apply for the recommendation letter, the following documents are required:

1. Animal Health Certificate issued by an authorized government veterinarian from the country of origin;
2. Rabies Vaccination Certificate issued by a government veterinarian or licensed veterinary practitioner;
3. Vaccination book;
4. Animal's photograph;
5. Certificate of origin;
6. A copy of the owner's passport.

Upon arrival at the airport in Indonesia, pets must be reported to the Agricultural Quarantine Center at Soekarno-Hatta airport along with the recommendation letter and supporting documents mentioned above for official entry approval.

Further information and communication, please contact:

Subbag Layanan Rekomendasi

✉ yanrekditjenpkh@pertanian.go.id

Ph. (021) 7815380 Ext. 4713 / (021) 7801513

Direktorat Kesehatan Hewan

Subdit Perlindungan Hewan

✉ perlindungan.hewan@pertanian.go.id

Ph. (021) 7815383 ex 4925

C Building, 7th Floor,

Ministry of Agriculture

Jln. Harsono RM No.3 Ragunan Pasar Minggu Jakarta Selatan

Mon - Thu : 08.00 - 15.00

Fri : 08.00 - 15.30

Agricultural Quarantine Center (HQ Office)

Ministry of Agriculture, E Bldg, 5th Floor

Ph. (021) 781-6484 / 6483

Jln. Harsono RM No.3 Ragunan Jakarta Selatan.

Soekarno Hatta Agricultural Quarantine Center
Gedung Karantina Pertanian Bandara International Soekarno Hatta,
Pajang, Benda, Kota Tangerang, Banten 15126
Ph. (021) 5507930

Exportation of Diplomatic Goods

The Gol allows foreign missions and their staff members to export goods from Indonesia, such as office documents/equipment, personal effects, motor vehicles, and so forth. The required documents for **exportation** are as follows:

1. Note Verbale containing information of goods to be exported;
2. Packing list;
3. Declaration of restricted items; and
4. Statement of motor vehicle ownership status (for exporting motor vehicles).

Application for exportation of diplomatic goods is submitted via the Ministry's *Layanan Diplomatik Terpadu*. The Ministry (Directorate of Diplomatic Facilities) will then issue an official letter to the Directorate General of Customs and Excise, Ministry of Finance of the Republic of Indonesia.

Regarding the importation and exportation of goods by international organizations, except the ASEAN Secretariat, ASEAN Foundation, and ASEAN Inter Parliamentary Assembly (AIPA) Secretariat, the process falls under the jurisdiction of the Ministry of State Secretariat. This arrangement is in accordance with the regulation number 160/PMK.04/2022 issued by the Ministry of Finance. For further information on this matter, please contact the Ministry of State Secretariat (*Kementerian Sekretariat Negara*) via e-mail at fasilitas.ktln@setneg.go.id or phone number: (021) 3510203.

Alcohol, Items and Goods Purchases at the Duty Free Shops Downtown

Purchases at the Duty-Free Shops (DFS) downtown represent one (1) of the privileges extended by the Gol to the Head of Mission, diplomatic staff, and consular officers during their assignment in Indonesia.

Prior to purchasing at the DFS downtown, the Head of Mission, diplomatic staff and consular officers must obtain a Control Card from the Directorate General of Customs and Excise, Ministry of Finance of Indonesia. This card facilitates the authorized transactions within the DFS.

The Control Card serves as a reporting mechanism for the purchases made by the Head of Mission, diplomatic staff, and consular officers at the DFS downtown. It is utilized to monitor the monthly total of alcohol, cigarettes, cigars, and other tobacco products acquired. The issuance of the Control Card is carried out by the Customs and Excise Regional Office.

Issuance of the Control Card

In compliance with the Ministry of Finance Regulation No. 204/PMK.04/2017 on Duty Free Shop, prior to the issuance of the Control Card, the Head of Mission, members of the diplomatic staffs and consular officers must obtain recommendation letter from the Ministry by submitting documents online at the Ministry's *Layanan Diplomatik Terpadu*, as follows:

- a. Note Verbale;
- b. Control Card Recommendation Form with the Diplomatic Missions' letterhead;
- c. The applicant's passport size photograph;
- d. Copy of the applicant's official Identification Card;
- e. Copy of the applicant's official passport;
- f. Stamped power of attorney (if represented by the courier/locally employed staff);
- g. Copy of Identity Card of the staff authorized to apply for a control card.

The average process time to obtain the letter of recommendation from the Ministry is up to three (3) working days. After receiving the recommendation from the Ministry, the diplomatic mission or consular post should submit the recommendation to the Custom and Excise Regional Office to obtain the Control Card.

Purchases at the DFS

Beverages containing ethyl alcohol and cigarettes can be purchased in the DFS, with the quota of twenty-five (25) liters/person/month for ethyl alcohol and three hundred (300) pieces/person/month for cigarettes. Purchases in the DFS must be done in person by the Head of Mission, members of diplomatic staff and consular officers by showing their valid ID Card from the Ministry and the Control Card. The purchases cannot be represented or delegated to others.

Purchases at the DFS are recorded in the Control Card by the Customs Officer, aligning with the allotted monthly quota for each individual. This ensures transparency and compliance with the authorized quota.

Notes:

1. Purchases in the DFS without a Control Card request may be approved for the purpose of the National Day (Independence Day) event, Ambassador's welcome/farewell receptions, State Visit (VIP/VVIP) and other important events of the mission or post.
2. Such a request is to be submitted to the Ministry (Directorate of Diplomatic Facilities) through a Note Verbale explaining the amount of liquor (in liters) to be purchased, the type and time of activities/events, and the name and address of the DFS.
3. After reviewing the requests, the Ministry will issue a recommendation letter to be forwarded to the Directorate General of Customs and Excise, Ministry of Finance.

The specified regulations regarding importation, exportation, and purchases at the DFS Duty do not apply to the international organizations, except the ASEAN Secretariat,

ASEAN Foundation, and ASEAN Inter Parliamentary Assembly (AIPA) Secretariat. It is recommended that international organizations seek guidance from the Ministry of State Secretariat (*Kementerian Sekretariat Negara*) for detailed information regarding the aforementioned matters through e-mail to fasilitas.ktln@setneg.go.id or at (021) 3510203.

VII. MOTOR VEHICLES

The foreign missions may acquire motor vehicles for the needs of the missions or for personal use.

There are three (3) types of motor vehicles for the diplomatic mission, consular post, and their staff members, namely: (a) Completely Built Up (CBU); (b) Completely Knocked Down (CKD); and (c) Full Tax (FT).

Motor Vehicle Procurement

Completely-Built-Unit (CBU)

CBU is a type of motor vehicle that is purchased from outside Indonesia in intact condition (a brand new or a used one). The custom duties, taxes, and related charges are exempted on importing the CBU. The production year of the CBU motor vehicle must be less than two (2) years when it arrives at the Indonesian port.

The foreign missions should send a Note Verbale to the Ministry to access this facility. The CBU is only granted for office and personal use of the Ambassador/Head of Mission and members of foreign missions. Subsequently, the Ministry will issue a letter of recommendation addressed to the Ministry of Finance (Directorate General of Customs and Excise) to obtain a B Form (*Formulir B*). The Form is required to release the CBU upon arrival in Indonesia and to process the Vehicle Registration Certificate (*Surat Tanda Nomor Kendaraan/STNK*) from the local police office.

Upon arrival in Indonesia, the CBU is subject to be checked for ensuring that it meets the safety standard in Indonesia. One of the safety standards is that the CBU should be right-hand drive for a car.

Completely-Knocked-Down (CKD)

CKD is a type of motor vehicle that is procured in Indonesia with tax exemption (a brand new or a used one). Foreign missions should send a Note Verbale to the Ministry to get the CKD facility.

Full Tax

Full Tax is a type of motor vehicle that is subject to all vehicle taxes. After receiving a Note Verbale from foreign missions regarding the intention to have a Full Tax motor vehicle, the Ministry will issue a letter of recommendation addressed to the local police office for the issuance of the Vehicle Registration Certificate (*Surat Tanda Nomor Kendaraan/STNK*).

Quota of Motor Vehicles

The number of motor vehicles that is allowed to be acquired by foreign missions is prescribed as follows:

- Up to thirty (30) motor vehicles if the number of diplomatic staff members with the rank of Counsellor or higher is below ten (10) persons, with the arrangement: ten (10) CBUs, ten (10) CKDs, and ten (10) FTs;
- Up to forty-eight (48) motor vehicles, if the number of diplomatic staff members with the rank of Counsellor or higher is above ten (10) persons, with the arrangement: sixteen (16) CBUs, sixteen (16) CKDs, and sixteen (16) FTs.

Furthermore, the Consulate General/Consulate Office and Permanent/Diplomatic Mission to ASEAN are allowed up to eighteen (18) motor vehicles that consist of six (6) CBUs, six (6) CKDs and six (6) FTs.

As for the personal use of the staff members of foreign missions, the number of motor vehicles that can be owned is as follows:

- Up to two (2) motor vehicles for each member of diplomatic staff, including consular officer, with the arrangement: one (1) CBU and one (1) CKD/FT, or one (1) CKD and one (1) FT, or two (2) CKDs, or two (2) FTs.
- Up to one (1) vehicle for each member of administrative and technical staff or member of service staff (the holder of Service ID Card), with the arrangement: one (1) CKD or one (1) FT.

(Note: To purchase one of the types of the motor vehicles, the ID Card of the staff members should be valid no later than six (6) months before the date of expiration).

However, the above quota can be diverse from one Sending State's mission to another based on the principle of reciprocity.

Motor Vehicle Plate Number

Based on the letter of recommendation from the Ministry, the Indonesian Police will issue a plate number with the code of "CD" for diplomatic missions and their staff members, and "CC" for consular missions and their staff members.

The plate should be returned to the Ministry (Directorate of Diplomatic Facilities) when the motor vehicle has been transferred, sold, (re)exported or scrapped. Failure to comply will delay the issuance of new plate numbers for the foreign missions, both for the office and personal use.

License Plate of Honorary Consul

A license plate with the code of "CH" will be provided to each Honorary Consul solely for one (1) of their operational vehicles. The vehicle should be registered at the local police station, where the Honorary Consul is accredited to.

The ownership of the vehicle should be under the name of the Honorary Consul. The validity of the car's plate with the code "CH" is one (1) year and can be extended for another one (1) year consecutively.

To obtain the car's plate for the Honorary Consul, the Sending State or the Sending State's mission accredited to Indonesia should send a Note Verbale to the Ministry with the following documents as attachments:

- a) Copy of the Honorary Consul's valid ID Card issued by the Ministry;
- b) Copy of Indonesia national identity card (KTP);
- c) Copy of the Vehicle Registration Certificate (*Surat Tanda Nomor Kendaraan/STNK*); and
- d) Copy of Certificate Vehicle Ownership (*Buku Kepemilikan Kendaraan Bermotor/BPKB*).

Motor Vehicles Transfer/Selling

All types of motor vehicles can be transferred, sold, (re)exported, or scrapped. The intention to transfer, sell, export, or scrap the motor vehicle should be notified to the Ministry by sending a Note Verbale.

The motor vehicles belonging to the diplomatic mission or consular post can be transferred, sold, or (re)exported after three (3) years of usage, and the ones that are owned by the staff members are permissible to be transferred, sold, or exported after two (2) years since the purchase. However, this condition can be waived in the case the owner should terminate his/her assignment in Indonesia early.

The diplomatic mission, consular post, and their members staff are not recommended to hand over the motor vehicle along with its original documents to the buyers before the proof of payment of custom duty/tax or C Form (*Formulir C*) is issued by the Directorate General of Customs and Excise, Ministry of Finance of the Republic of Indonesia.

CBU's can only be transferred or sold under certain conditions. For CBUs which are less than five (5) years from the year of manufacture, can be transferred or sold to any buyers in Indonesia. For CBU's that are more than 5 (five) years from the year of production, the settlement of customs and excise obligations could only be done by transferring or selling to other members of diplomatic mission or consular officers, re-exporting, or disposing for permanent destruction.

All requests related to motor vehicles (buying, selling, (re)exporting, and scrapping) should be submitted online through the Ministry's *Layanan Diplomatik Terpadu* site. After assessing the requests, the Ministry will issue a letter of recommendation to be used by the foreign missions in dealing with the relevant agencies, in particular the Ministry of Finance (Directorate General of Customs and Excise, Directorate General of Taxes) and the local police office.

As for the international organizations, **except** ASEAN Secretariat, ASEAN Foundation and ASEAN Inter-Parliamentary Assembly (AIPA) Secretariat, all motor-vehicles-related

requests, including buying, selling, importing, exporting, transferring and scrapping are coordinated by the Ministry of State Secretariat (*Kementerian Sekretariat Negara*).

The Ministry will only issue a letter of recommendation for international organizations' motor vehicle registration in the local police station. In this regard, a letter of recommendation from the Ministry of State Secretariat (*Kementerian Sekretariat Negara*) is necessary.

Further information regarding motor vehicle-related matters for international organizations can be obtained by contacting the Ministry of State Secretariat by e-mail: biro_ktln@setneg.go.id or phone number (helpdesk): 021 351 0203 ext. 511.

Driving License

The Gol requires all drivers, including officials and staff of foreign missions, to obtain valid driving licenses in Indonesia. Failure to comply will result in penalties in accordance with the applicable laws and regulations.

Valid driving licenses in Indonesia are the ones issued by the Indonesian Police and/or by authorities of ASEAN member states as stipulated in the "Agreement on Recognition of Domestic Driving Licenses Issued by ASEAN Countries", signed in Kuala Lumpur on 9 July 1985.

For further information about the driving license, members of foreign missions may visit the local driving license office (*Satuan Penyelenggara Administrasi SIM / SATPAS*). No letter of recommendation from the Ministry is required to obtain the driving license.

Parking and Traffic Violations

All forms of parking and traffic violations cannot be tolerated. All penalties emerging from the violations must be settled by the foreign missions as the Ministry does not have any authority to intervene in the judicial process and to dismiss or cancel penalties associated with those violations.

The Use of Emergency Lights and Sirens

Based on the Indonesian regulations on Traffic and Transportation, the use of emergency lights and sirens is only allowed on motor vehicles entitled to primary rights. Motor vehicles used by foreign missions are **NOT INCLUDED** as part of motor vehicles entitled to primary rights. Therefore, foreign missions are **NOT PERMITTED** to use emergency lights and sirens for their motor vehicles as it is against the Indonesian rules and regulations. Failure to comply will result in penalties in accordance with the applicable laws and regulations.

Provincial Motor Vehicle Tax Exemption

Diplomatic motor vehicles with the plate numbers issued in Jakarta are exempted from the provincial yearly motor vehicle tax (PKB) and BBN-KB (Motor Vehicle Ownership Transfer Fee). All requests for this exemption should be made through the website <https://bapenda.jakarta.go.id/digital/login>. The login credentials (username and

password) for this website are the same as those used to log in to the Ministry's *Layanan Diplomatik Terpadu* site.

VIII. VALUE ADDED TAX (VAT) EXEMPTION

Tax Refund/Reimbursement and VAT Exemption in Advance

Value Added Tax (VAT) exemption may be granted to the office, officials, and staff of foreign missions, as well as International Organizations as stipulated by Ministry of Finance Decree No. 550/KMK.010/2021. VAT exemption is granted based on the principle of reciprocity and in compliance with the applicable national laws and regulations.

The required minimum purchase requirement (MPR) for the VAT exemption is Rp. 2.500.000,00 (two million and five hundred thousand rupiah) from a single receipt/invoice. However, the MPR may vary based on reciprocity or bilateral agreement.

There are two (2) systems to attain the VAT exemption, namely:

- a. by tax refund/reimbursement of the VAT that has been paid; and
- b. by the VAT exemption in advance.

The VAT exemption request shall be submitted through *Layanan Diplomatik Terpadu* by submitting:

1. Note Verbale specifying the request for either tax refund/reimbursement or VAT exemption in advance, and
2. other required supporting documents.

Foreign missions should submit a maximum of ten (10) invoices/transactions for VAT exemption per one (1) submission through the system.

Tax Refund/Reimbursement

To be eligible for a tax refund, transactions must have occurred no more than one (1) year prior to the refund submission. Foreign missions shall provide information of their valid Indonesian bank account and ensure that the bank account number corresponds to the applicant's name for the VAT exemption. Any discrepancy will result in the request being rejected.

For the tax refund/reimbursement system, the required documents that will be assessed along with the Note Verbale are:

1. Tax invoice (*Faktur Pajak*) issued by the shops/vendors/service providers specifying its National Tax Identification Number (*Nomor Pokok Wajib Pajak/NPWP*);
2. Original invoice/bill;
3. Proof of payment/receipt;
4. Copy of valid ID card;
5. Copy of the first page of bank account book (active account number); and
6. Copy of contract for services rendered (apartments, buildings, services, etc).

VAT Exemption in Advance

The VAT exemption in advance applies to requests submitted at least one (1) month before the transaction or within the same month as the transaction.

The required documents for the VAT exemption in advance are:

1. Original Invoice/Proforma Invoice from the shops/vendors/service providers specifying its National Tax Identification Number (NPWP);
2. Copy of valid ID card; and
3. Copy of contract for services rendered (i.e. apartments, buildings, services, etc.).

Upon the verification of all documents and data, the Ministry will issue a recommendation letter addressed to the Tax Office for Permanent Establishments and Expatriates, Ministry of Finance of the Republic of Indonesia (*Kantor Pelayanan Pajak Badan dan Orang Asing/KPP BADORA*).

The recommendation letter is only valid for six (6) months after the date of issuance. Foreign missions shall submit the recommendation letter enclosed with all original supporting documents to obtain VAT exemption to KPP BADORA, either in person or by mail to their address at Jalan Taman Makam Pahlawan Kalibata, South Jakarta, 12760. Foreign missions may also contact KPP BADORA through their helpdesk (*Whatsapp* only) at +62 811 1330 053.

It takes approximately ninety (90) working days for KPP BADORA to process the tax refund/reimbursement after receiving all the required documents from the applicant. Whereas, it takes approximately thirty (30) working days for the approval of VAT exemption in advance. Refunds/reimbursement would be transferred directly to the office or individual bank account provided by the mission.

Hotel and Restaurant Tax Exemption

Exemption from hotel and restaurant taxes may be granted to the office, officials, and staff of foreign missions, as well as International Organizations based on the principle of reciprocity and in compliance with the applicable regional government regulations.

In this case, all foreign missions are required to apply for tax exemption in advance, and **tax reimbursement is hereby not applicable.**

Currently there are nine (9) provincial governments in Indonesia that regularly grant hotel and restaurant tax exemption, namely DKI Jakarta, Central Java, DI Yogyakarta, East Java, Bali, South Sulawesi, Jambi, Bangka Belitung, and Riau.

The hotel and restaurant tax exemption are only applicable to four-star hotel, five-star hotel, five star-diamond hotel or condominium hotel or serviced apartment, as well as to restaurants that are managed by the afore-mentioned hotels/apartment.

To waive hotel and restaurant taxes, foreign missions shall submit the following documents to the Ministry:

1. Note Verbale requesting the tax exemption;
2. List of all officials and staff of diplomatic and/or consular missions, including their spouses (18 hard-copies); and
3. Copies of ID card of each official and staff, as well as their spouses (18 hard-copies).

The process would continue as follows:

1. Upon approving the request, The Ministry would issue a recommendation letter addressed to the aforementioned list of the nine (9) provincial governments mentioned above.
2. The Ministry would then forward the recommendation letter along with its supporting documents as submitted by foreign missions to all of the above-mentioned provincial governments, **except** for DKI Jakarta region.
 - All documents related to hotel and restaurant tax exemption requests to DKI Jakarta Provincial Government should be submitted directly to <https://bapenda.jakarta.go.id/digital> by each foreign mission.
3. Should foreign missions wish to apply hotel and restaurant tax exemption in other provinces outside of the nine (9) provinces mentioned above, foreign missions shall mention their request in the Note Verbale.
 - In this regard, foreign missions should provide two (2) additional duplicates of the list of officials and staff, as well as the copies of their ID Card for each province.
4. The Ministry will forward all documents to the corresponding local governments.

Based on the documents submitted by the Ministry, the local government c.q. Regional Revenue Agency will issue a Local Government Decree (*Surat Keputusan Pejabat Daerah*) and forwarded to the hotels and restaurants.

The officials and staff of foreign missions must present their ID card during their visit to the management of the hotel and/or restaurant and the management will check if the name corresponds with the list provided by the local government.

The management of the hotel and restaurant reserves the right to deny the hotel and restaurant tax exemption request if the ID card is not on the list or the ID card has expired. In this regard, it is highly suggested that the foreign missions should update the list on a **regular basis**.

Hotel and Restaurant Tax Exemption for Diplomatic Receptions and other Functions

Foreign missions may also request for tax exemption should they wish to organize diplomatic receptions or other functions at a hotel. In this case, all foreign missions are also required to apply for tax exemption in advance, and **tax reimbursement is hereby not applicable**.

The tax exemption will be applicable if the invoices are issued by four-star hotel, five-star hotel, five star-diamond hotel or condominium hotel or serviced apartment and restaurants managed by the said hotels.

For this purpose, foreign missions shall apply for the exemption to the Ministry by submitting a Note Verbale no later than one (1) week before the event takes place, enclosed with the following supporting documents:

1. Proforma invoice;
2. Contract/proposal from the hotel; and
3. Copy of the ID card of the Head of Mission or one of the members of diplomatic staff who oversees the event.

The process would continue as follows:

1. Upon approving the request, The Ministry would issue a recommendation letter addressed to the provincial government where the event takes place.
2. The Ministry would then forward the recommendation letter along with its supporting documents as submitted by foreign missions to the corresponding provincial governments, **except** for events conducted in DKI Jakarta.
 - All documents related to hotel and restaurant tax exemptions for diplomatic receptions or other functions requested to DKI Jakarta Provincial Government should be submitted directly to <https://bapenda.jakarta.go.id/digital> by each foreign mission.

All information related to the hotel and restaurant tax exemption in DKI Jakarta is available at DKI Jakarta Regional Revenue Agency's website (<https://bapenda.jakarta.go.id/digital>). In this regard, foreign missions shall register their account to the Agency to obtain permission to apply for the tax exemption.

Based on the documents issued by the Ministry, the local government c.q. Regional Revenue Agency will issue a Local Government Decree (*Surat Keputusan Pejabat Daerah*) and submit to the hotel and restaurant.

The foreign missions are required to present the ID card of the Head of Mission or one of the members of diplomatic staff who oversees the event to the hotel and restaurant. If the ID corresponds with the Decree, the hotel and/or restaurant will grant the tax exemption.

As for the international organizations, except ASEAN Secretariat, ASEAN Foundation, and ASEAN Inter-Parliamentary Assembly (AIPA) Secretariat, a letter of recommendation from the Ministry of State Secretariat (*Kementerian Sekretariat Negara*) is required to process the VAT Exemption. In this regard, the international organizations may contact the Ministry of State of Secretariat's e-mail: fasilitas.ktln@setneg.go.id or phone number (helpdesk): 021-3510203 for further details.

IX. PROPERTIES

Purchase of Properties

Foreign missions are allowed to acquire a landed property (land and/or building) with the Right-of-Use (*Hak Pakai*) as the highest applicable land title. Right-of-Use can be retained as long as the property is utilized for diplomatic purposes.

Prior to initiating the transaction, foreign missions shall send a Note Verbale to the Ministry (c.q. Directorate of Diplomatic Facilities), requesting permission to purchase the said property. The Note Verbale must outline:

- a. Purpose of usage of the said property;
- b. Complete address of the property; and
- c. Size of the property (land area and building dimensions, if applicable).

A copy of the land certificate (*sertifikat tanah*) and the Land Registry Book (*Buku Tanah*) shall be attached to the Note Verbale. The Note shall be sent to the Ministry *via* email: fasdip.bangwas@kemlu.go.id, cc: fasdip@kemlu.go.id). Physical copy of the Note (and related annexes) shall also be submitted to the Ministry (Directorate of Diplomatic Facilities).

Upon receiving the request:

1. The Gol will conduct an internal assessment to verify the clearance of any land disputes and to issue zoning permits.
2. Once approved, the Ministry will convey the Gol's approval of the purchase to foreign missions.
3. Foreign missions may then proceed with the transaction with the owner of the property.
4. Transaction between foreign missions and the owner of the property shall be conducted privately, adhering to standard commercial practices and legal regulations.

Rent of Properties

Foreign missions are permitted to rent a property in Indonesia by following these procedures:

1. Foreign missions shall send a Note Verbale requesting permission to rent the property. The note shall include the following:
 - a. Purpose of usage of the said property;
 - b. Complete address of the property; and
 - c. Size of the property (land area and building dimensions, if applicable).
2. A copy of the land certificate (*Sertipikat tanah*) and the Land Registry Book (*Buku Tanah*) should be attached to the Note Verbale. The Note shall be submitted to the Ministry *via* email: fasdip.bangwas@kemlu.go.id, cc: fasdip@kemlu.go.id). Physical copy of the Note (and related annexes) shall be submitted to the Ministry (Directorate of Diplomatic Facilities).

Upon receiving the request:

1. The Gol will conduct an internal assessment for the issuance of zoning permits.
2. Once approved, the Ministry will convey the Gol's approval of the purchase to foreign missions.
3. Foreign missions may then proceed with the transaction with the owner of the property.
4. Transaction between foreign missions and the owner of the property shall be conducted privately, adhering to standard commercial practices and legal regulations.

Sale of Properties

Foreign missions are permitted to sell their property in Indonesia by following these procedures:

1. Foreign missions shall submit a Note Verbale requesting permission to sell a property. The note shall include:
 - a. The usage of the property;
 - b. Complete address of the property; and
 - c. Size of the property (land area and building dimensions, if applicable).
2. A copy of certificate (*sertifikat tanah*) and Land Registry Book (*Buku Tanah*) shall be attached to the Note Verbale. The Note shall be submitted to the Ministry via email: fasdip.bangwas@kemlu.go.id, cc: fasdip@kemlu.go.id). The physical copy of the Note (and related annexes) shall be submitted to the Ministry (Directorate of Diplomatic Facilities).

Upon receiving the request:

1. The Gol will conduct an internal assessment to verify the clearance of any land disputes.
2. Once approved, the Ministry will convey the Gol's approval of the sale to foreign missions.
3. Foreign missions may then proceed with the transaction with the prospective buyers of the property.
4. Transaction between foreign missions and the new owner of the property shall be conducted privately, adhering to standard commercial practices and legal regulations.

Foreign missions could offer their properties for sale and relinquish their Right-of-Use title, only if the said properties were acquired by the means of purchase.

Relinquishment of Property with Right-of-Use Title

Pursuant to the Gol's laws and regulations, foreign missions' property bearing Right-of-use title, shall be relinquished and repatriated to Gol under the following circumstances:

- a. If the property ceases to be utilized in accordance with its original intention; and/or
- b. If the property is acquired by means of a grant from the Gol.

To relinquish the Right-of-Use, foreign missions shall send a Note Verbale specifying:

- a. Usage of the property;
- b. Complete address of the property; and
- c. Size of the property ((land area and building dimensions, if applicable).

A copy of the land certificate (*sertifikat tanah*) and the Land Registry Book (*Buku Tanah*) shall be attached to the Note Verbale. The Note shall be submitted to the Ministry via email: fasdip.bangwas@kemlu.go.id, cc: fasdip@kemlu.go.id). The physical copy of the Note (and related annexes) shall be submitted to the Ministry (Directorate of Diplomatic Facilities).

The Gol would then conduct internal procedures to expedite the process.

Renovation and Construction of Properties

Property renovation and construction by foreign missions shall be notified to the Ministry (Directorate of Diplomatic Facilities) via Note Verbale. The Note shall include detailed information regarding the renovation/construction plan and supported by the following:

- a. Land certificate/ Land Registry book;
- b. Copy of Building Permit (PBG); and
- c. Copies of architectural drawings from the renovation.

The Note shall be submitted to the Ministry via email: fasdip.bangwas@kemlu.go.id, cc: fasdip@kemlu.go.id). The physical copy of the Note (and related annexes) shall be submitted to the Ministry (Directorate of Diplomatic Facilities).

Upon receiving the Note Verbale and supporting documents:

- The Ministry will inform the foreign missions of feedback from relevant authorities regarding the renovation or construction plan.
- The relevant authorities will determine if the proposed renovation requires a new Building Permit (*Persetujuan Bangunan Gedung/ PBG*). If required, foreign missions may proceed to apply for the Building Permit from the respective local authorities.

It is essential for foreign missions to follow these procedures to ensure compliance with Indonesian regulations and to facilitate smooth handling of property renovation or construction projects.

Property Tax Exemption

Referring to Article 22 of the VCDR 1961 and based on the principle of reciprocity as well as the existing regulations in Indonesia, the Gol may exempt the premises belonging to foreign missions from taxation and other fees on the basis of reciprocity, including:

1. Taxes related to Land Purchase including VAT and Acquisition Duty of Rights on Land and Building (*Bea Perolehan Hak atas Tanah dan Bangunan/ BPHTB*);
2. Annual Land and Property Taxes (*Pajak Bumi dan Bangunan/ PBB*);
3. Building Permit (*Persetujuan Bangunan Gedung/ PBG*)*; and
4. Certificate of Occupancy (*Sertifikat Laik Fungsi/ SLF*)*.

*Exemption from the said fees are only applicable in DKI Jakarta.

X. SECURITY

Security and Protection

The GoI has the responsibility to protect the premises of foreign missions, diplomatic agents and consular officers in its territory as set out in VCDR 1961, VCCR 1963, and/or the host country agreements and conventions in which Indonesia is a party.

The foreign missions, diplomatic agents and consular officers may also take appropriate measures to ensure that the premises and personnel are appropriately protected according to security and safety standards. The foreign missions, diplomatic agents and consular officers should immediately inform the Ministry (Directorate of Diplomatic Security) if the security and peace of the premises and the personnel come under threat.

Requests for supplemental protection shall be informed or coordinated with the Ministry (Directorate of Diplomatic Security) through email at dit.kamdip@kemlu.go.id, informing the nature of the threat related to personnel and mission.

In case of emergency, foreign missions should call:

- Emergency Call Center 112
- Police 110
- Ambulance 118/119
- Fire Brigade 113

Peaceful Assembly

Indonesia has national laws that govern and ensure the protection of peaceful assembly and association by its citizens. Law No. 9 of 1998 on Freedom to Express an Opinion in Public is the primary legislation governing assemblies. The Law requires the organizer of an assembly to notify the nearest police station at least twenty-four (24) hours in advance, unless the assembly relates to academic activities on campus or to religious activities.

Dispersal may be resorted to if the assembly as such is no longer peaceful or if there is clear evidence of an imminent threat of serious violence. All force used by police and other law enforcement agencies must be proportionate to that threat.

Further information or inquiries related to peaceful assembly shall be addressed to or coordinated with the Ministry (Directorate of Diplomatic Security) through email at dit.kamdip@kemlu.go.id.

Firearms for the VVIP and VIP Visits to Indonesia

Security officers accompanying VVIPs (Head of Government/Head of State) and VIPs (ministers and equivalent) are permitted to carry firearms during the visit.

Pursuant to the GoI's rules and regulations, it is permissible to carry firearms with the following conditions:

- a. In the event of bilateral visit, it is permissible to carry three (3) firearms with ten (10) bullets each;

- b. In the event of a multilateral conference, it is permissible to carry four (4) firearms with ten (10) bullets each.

The quantity may vary based on reciprocity and threat assessment of the Gol's authorities.

To request a firearms permit, foreign missions shall submit a Note Verbale and include the following:

- a. Purpose of the visit (state/ official/ working/ private visits);
- b. A copy of the officers' ID (mentioning name, place of birth, date of birth, rank, and passport number);
- c. Flight details (flight number, date of arrival, and date of departure of the security officers thereof);
- d. Firearms detail (make, model and serial number);
- e. Firearms quantity; and
- f. Bullet quantity.

The Note should be received by the Ministry via email at fasdip.bangwas@kemlu.go.id and CC fasdip@kemlu.go.id no later than five (5) working days prior to the delegates' arrival.

All firearms and bullets must be presented to and inspected by Indonesian authorities at the designated locations of the airport or seaport upon entry and departure to/from Indonesia.

In the event of any discrepancies (serial number, firearms quantity, bullets quantity, etc.), the firearms must be impounded and deposited/stored at the designated customs' office and retrieved prior to the departure.

Radio License for the VVIP and VIP Visits to Indonesia

Security officers accompanying VVIPs (Head of State/Government) and VIPs (ministers and equivalent) are permitted to utilize radio communication devices and frequency during the visit.

To request a temporary radio frequency permit, foreign missions shall submit a Note Verbale and include the following information:

- a. Purpose of the visit;
- b. A copy of the security personnel's ID (mentioning name, place of birth, date of birth, rank, and passport number);
- c. Flight details (date of arrival and date of departure of the security personnels thereof);
- d. Devices (make and model);
- e. Quantity of the devices;
- f. Duration of use;
- g. Location of use; and
- h. Requested frequency.

The Note Verbale should be received by the Ministry via email at fasdip.bangwas@kemlu.go.id and CC fasdip@kemlu.go.id no later than five (5) working days prior to the delegates' arrival.

Procedures to Visit Provinces in Indonesia

In accordance with Article 26 of VCDR 1961 and Article 34 of VCCR 1963, the Gol ensures to all members of foreign missions in Indonesia freedom of movement and travel in Indonesian territory which is in the framework of the existing regulations in Indonesia, and based on the laws whereby the entry is regulated for national security reasons.

In this regard, members of the foreign missions who wish to travel to provinces in Indonesia on business purposes or official visit, either at their own initiative or at the invitation of an institution/agency in Indonesia, should notify the Ministry (Directorate of Diplomatic Facilities) at least fourteen (14) days before the time of departure for further coordination and arrangement with the concerned authorities in Indonesia. The notification should indicate the dates, duration of the visits, aims and objectives, detailed program, local officials to meet, and the name of the staff who can be reached by phone number and e-mail. The notification should be submitted using the Ministry's *Layanan Diplomatik Terpadu* site.

The Ministry has the authority to deny the planned visit if the notification is received less than fourteen (14) days and/or the lack of detailed information of the visit, especially on the aims and objectives or the list of local officials whom to be met. Furthermore, a new notification should be submitted to the Ministry if there are any changes to the planned visit.

It is worth noting that the safety and well-being of the members of foreign missions during their trip to the provinces is the utmost priority of the Gol.

The Gol would like to emphasize that any officials and staff members of the foreign missions who are visiting provinces in Indonesia to strictly comply with the Indonesian laws and regulations as well as not to conduct any activities other than the planned ones that have been reported to the Ministry.

General Election of Foreign Countries in Indonesia

As a democratic country, Indonesia is committed to encouraging foreign countries to allow their fellow citizens residing in Indonesia to exercise their right to vote in the election of their country of origin. In this regard, foreign countries that are seeking to set up balloting stations at their diplomatic missions or consular posts, or other public facilities in Indonesia and requesting security arrangements during the voting should send a Note Verbale to the Ministry (Directorate of Diplomatic Security).

However, the Ministry will not allow foreign governments to organize election campaigns in Indonesia or establish foreign political parties and political movements in Indonesia.

Also, the Ministry will refuse any requests by foreign countries to include Indonesia in their respective extraterritorial electoral constituencies.

Further inquiries related to the above-mentioned matters shall be addressed to the Ministry (Directorate of Diplomatic Security) via email at dit.kamdip@kemlu.go.id.

IMEI Registration

In accordance with the Indonesian regulation, any communication devices from outside Indonesia that will be used with a local SIM card are subject to the International Mobile Equipment Identity (IMEI) registration.

Foreign missions may do the IMEI registration of communication devices belonging to its staff members and their family members by the following these procedures:

1. A Note Verbale with the following attachments:
 - a. Copy of Passport, Stay Permit and ID card (if any) of the device owner;
 - b. IMEI number of the communication device;
 - c. Make and model of the said communication devices
2. The above-mentioned documents shall be sent to the Ministry *via* email at fasdip.bangwas@kemlu.go.id and CC fasdip@kemlu.go.id). The physical copies of the Note (and related annexes) shall be submitted to the Ministry (Directorate of Diplomatic Facilities).

Foreign missions shall register the device under the name of 1 (one) member of the mission. It is advisable to regularly check the approval status of the registered device.

IMEI registration is not recommended in the event of short visits for less than 60 (sixty) days to Indonesia. The Ministry recommends the use of international roaming packages during the visit.

Request for Telecommunication Devices and Radio Frequency Usage

Any request to utilize telecommunication devices and radio frequency other than mentioned above, shall be submitted to the Ministry (c.q. Directorate of Diplomatic Facilities).

The Gol will determine the admissibility of such a request. If admissible, the Ministry will inform subsequent measures to take in order to complete the request.

XI. MISSIONS TO ASEAN

The Secretariat of Association of Southeast Asian Nations (ASEAN) is located in Jakarta, Indonesia. Ever since the issuance of the ASEAN Charter in 2007, the Committee Permanent Representatives (CPR) of ASEAN Member States have been set up and ASEAN welcomes the accreditation of Non-ASEAN Member States and relevant intergovernmental organizations to ASEAN.

Permanent Representatives of ASEAN Member States

In accordance with the ASEAN Charter, each ASEAN Member State shall appoint a Permanent Representative to ASEAN with the rank of Ambassador based in Jakarta. The Permanent Representatives collectively constitute a Committee of Permanent Representatives (CPR) with the following responsibilities:

- Support the work of the ASEAN Community Councils and ASEAN Sectoral Ministerial Bodies;
- Coordinate with ASEAN National Secretariats and other ASEAN Sectoral Ministerial Bodies;
- Liaise with the Secretary-General of ASEAN and the ASEAN Secretariat on all subjects relevant to its work;
- Facilitate ASEAN cooperation with external partners; and
- Perform such other functions as may be determined by the ASEAN Coordinating Councils.

All ASEAN Member States have established their Permanent Mission to ASEAN in Jakarta led by their respective Permanent Representatives.

Based on the Interim Guidelines for Appointment of Permanent Representatives to ASEAN and Establishment of Permanent Missions to ASEAN in Jakarta approved in 2009, the appointment of the Permanent Representative and the assignment of the members of Permanent Missions should be communicated in writing to the Secretary-General of ASEAN and the Ministry as the representation of the host country.

In addition, the Permanent Missions of ASEAN Member States to ASEAN should also notify the Secretary General of ASEAN and the Ministry on the arrival and departure of their members of missions.

To support the work of the Permanent Missions of ASEAN Member States to ASEAN, the Gol ensures to all Permanent Representatives and members of the Permanent Missions privileges and immunities as set out in the VCDR 1961 and the Agreement on the Privileges and Immunities of ASEAN 2009. Furthermore, all arrangements with regard to the privileges as mentioned in this handbook are applicable to the Permanent Missions of ASEAN Member States to ASEAN and their members of staff.

Non-ASEAN Member States and Relevant Inter-Governmental Organizations to ASEAN

Appointment and Accreditation of Ambassadors to ASEAN

Article 46 of the ASEAN Charter justifies that Non-ASEAN Member States and relevant intergovernmental organizations may appoint and accredit Ambassadors to ASEAN. The accreditation of the Ambassadors will be decided by the ASEAN Foreign Ministers.

Non-ASEAN Member States and relevant intergovernmental organizations that wish to appoint and accredit Ambassadors to ASEAN should inform the Secretary-General in writing, using appropriate diplomatic channels. The Secretary-General of ASEAN will

communicate in writing the proposed appointment to the Committee of Permanent Representatives to ASEAN (CPR) for consideration and recommendation to the ASEAN Foreign Ministers Meeting. The ASEAN Foreign Ministers Meeting will decide on the accreditation.

Also, the ASEAN Foreign Ministers may decide on the accreditation on *ad referendum* basis and communicate their decision to the Chair of the CPR through their respective Permanent Representatives. The Chair of the CPR shall inform the Secretary-General of ASEAN of the decision who will then convey the decision to the sending State or inter-governmental organization.

At the end of his/her tenure, the Ambassador to ASEAN should notify in writing the Secretary General of ASEAN on the completion of their assignment. The Secretary General of ASEAN then will inform the CPR and the Ministry of such notification.

Establishment of a Representative Mission in Jakarta

The sending State or inter-governmental organization whose Ambassador to ASEAN has been accredited may establish a Representative Mission to ASEAN. The request to establish a Representative Mission should be conveyed concurrently to the Secretary General of ASEAN and the Ministry. The Secretary General will also inform the CPR in writing about the request.

The Gol will facilitate the establishment of the representative mission to ASEAN at the time the request has been received by all ASEAN Member States.

Regarding members of the Representative Mission, Non-ASEAN Member States and the inter-governmental organizations should notify the Secretary General of ASEAN and the Ministry on the assignment of the members for further consideration. The Ministry as the host country, shall have the full authority to consider and decide on the assignment, and if deemed necessary to consult with the Permanent Mission of Indonesia to ASEAN and the ASEAN Secretariat.

It is advisable also to notify the arrival and departure of the members of the Representative Mission as soon as possible to the Secretary General of ASEAN and the Ministry.

To support the duties of the Representative Mission, the Gol ensures that privileges and immunities as set out in the VCDR 1961 will be accorded to Non-ASEAN Member States and inter-governmental organizations. All arrangements pertaining to the privileges as mentioned in this handbook are applicable to the Representative Missions and their staff members.

XII. CONTACT POINT

Any inquiries or issues regarding the above-mentioned information can be posed to the Ministry (Directorate of Diplomatic Facilities) by sending an e-mail to: fasdip@kemlu.go.id.

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