

## Requirement for visa

### Requirement for WORK / JOINING SPOUS / JOINING PARENT / JOINING CHILDREND

1. All the documentation as per given on website:  
<http://www.kjrimumbai.net/consular/consular.htm>
2. Invitation letter on the letter head of Sponsor company giving brief profile of the company and giving brief detail of the **total working employees foreigner and Indonesian in that company**. Detail of the person whom they are inviting what kind of job/position will be given. Responsibility of Indonesian company for food, accommodation and salary and the **photo copy of signatory of invitation KTP name and designation**.
3. Trading business licence (**SIUP**) of Indonesian Company.
4. Tax payer's registration number (**NPWP**) of Indonesia Company.
5. **Company deed / contract** of establishment and related ministry approval of Indonesian Company with (**BKPM**) certificate.
6. Indonesian Company registration certificate. (**TDP certificate**)
7. Approval letter from labour ministry of Indonesian for company (**RKPT**) and applicant **TA-01/TA-04**
8. Submit your documentation to our office and office will inform you the date and time for interview, applicant has to come to our office to meet our consul.
9. **Aadhaar or Pan card copy of Applicant.**

### Other than work visa with immigration approval.

- Single entry Business visa for 60 days with immigration approval**
  - i. invitation from Indonesian Sponsor Company with brief profile of company KTP of signatory, propose of visit and responsibility of Indonesian company.
  - ii. Covering letter by the Indian company give brief profile of the company, applicant detail, responsibility of applicant in Indonesia and request to issue the business visa for 60 days.
  - iii. Covering letter by the applicant on the plain paper, giving his detail residential address with the contact detail, and the company where he works detail address with address, contact detail and his position. Who going to take responsibility of his in Indonesia, purpose of visit and request to issue 60 days Business visa.

- Business Multiple Entry visa for 1 year with immigration approval**
  - i. Invitation letter from Indonesian company with brief profile, KTP copy of signatory, propose of visit and responsibility of Indonesian company. Request to issue Multiple Entry visa.

- ii. Covering letter on the letter head of Indian company give brief profile of the company, applicant details, responsibility of applicant in Indonesia and request to issue the Multiple business visa.
- iii. Covering letter by the applicant on the plain paper, giving his detail residential address with the contact detail, and the company where he works detail address with address, contact detail and his position. Who going to take responsibility of his in Indonesia, purpose of visit and request to issue Multiple Business visa.

#### **Single entry 30 days Social/Family visa**

- i. Invitation letter on the letter head of Indonesian company with brief profile of company, KTP copy of the signatory of invitation letter giving the detail of the applicant, purpose of visit, days of stay, relationship with the applicant & responsibility of the Indonesian company / invitees.
- ii. Covering letter on the letter head of Indian company give brief profile of the company, applicant details, responsibility of applicant in Indonesia and request to issue the social visa for 30 days.
- iii. Covering letter by the applicant on the plain paper, giving his detail residential address with the contact detail, and the company where he works detail address with address, contact detail and his position. Who going to take responsibility of his in Indonesia, purpose of visit and request to issue social visa for 30 days.

#### **Tourist visa**

- i. Leave letter from applicant if she/he working with any company/firm
- ii. Covering letter by the applicant on the plain paper, giving his detail residential address with the contact detail, and the company where he works detail address with address, contact detail and his position. Who going to take responsibility of his in Indonesia, purpose of visit and request to issue Tourist visa.
- iii. International Credit-card or Endorsement on passport of \$1000/- USA by authorized Agent or buy \$ USA from the National Bank or authorized agent enclosed the receipt of its.
- iv. Confirm Hotel booking.
- v. Confirm Air tickets.
- vi. If wife is also joining with children and by profession she is home maker or house Wife, she have to giving her own covering letter to request issue tourist visa. And Informing how will bear the expenses in Indonesia.

#### **Single entry 30 days Business visa**

- i. Invitation letter on the letter head of Indonesian company with brief profile of company, KTP copy of the signatory of invitation letter giving the detail of the applicant, purpose of visit, days of stay, relationship with the applicant & responsibility of the Indonesian company / invitees.
- ii. Covering letter on the letter head of Indian company give brief profile of the company, applicant details, responsibility of applicant in Indonesia and request to issue the business visa for 30 days.
- iii. Covering letter by the applicant on the plain paper, giving his detail residential address with the contact detail, and the company where he works detail address with address, contact detail and his position. Who going to take responsibility of his in Indonesia, purpose of visit and request to issue business visa for 30 days.