

## **KITAP (Permanent Stay Permit)**

KITAP (Kartu Izin Tinggal Tetap) is a Permanent Residence Permit issued by the Indonesian government, which allows foreigners to stay in Indonesia for an extended period of time. KITAP is valid for 5 years and can be extended indefinitely every 5 years. KITAP is usually granted to individuals who have held a KITAS (Temporary Residence Permit) for a certain period of time, such as 2 years for spouses of Indonesian citizens or 5 consecutive years for spouses of KITAP holders, foreign workers and investors. Retirees and children of Indonesian citizens are also eligible under certain conditions. The main advantage of KITAP over KITAS is the stability of long-term stay, so there is no need to extend it. KITAP also provides better access to work, business opportunities and property ownership (such as long-term leases), and can be a stepping stone to becoming an Indonesian citizen. Importantly, KITAP applications must be made when the applicant is physically present in Indonesia.



### **Key Benefits of KITAP over KITAS:**

- Long-Term Stability: KITAP is valid for 5 years and requires less frequent renewals compared to the 1-2 years of KITAS.
- Easier Work Authorization: For foreigners married to Indonesian citizens, a separate work permit is often not required.
- Property and Investment Rights: KITAP holders can more easily engage in property ownership through long-term leases and are favored for certain business activities.
- Pathway to Citizenship: A KITAP holder is often eligible for naturalization, providing a more straightforward route to Indonesian citizenship after continuous residency.
- In summary, KITAP provides more stability and privileges, including long-term residency, fewer administrative procedures, and better access to property and employment rights. Foreigners can apply for it after fulfilling specific residency requirements with a KITAS, depending on their category (marriage, employment, retirement, etc.).

### **Investor KITAP**

Suitable for foreign investors who have owned shares in an Indonesian company for at least three years, the KITAP must be applied for from within Indonesia. It is valid for five years and extendable for a lifetime. Additionally, if you plan to travel abroad and return to Indonesia, you will need a Multiple Re-entry Permit (MERP) after two years. The MERP is valid for two years and allows you to re-enter Indonesia.

### **Working KITAP**

Available for foreigners who have worked as a Board of Directors (BOD) or Commissioner (BOC) for an Indonesian company on a Working KITAS for at least three years. You must apply for this KITAP from within Indonesia. It is valid for five years and can be extended for a lifetime. Additionally, if you plan to travel abroad and return to Indonesia, you will need a Multiple Re-entry Permit (MERP) after two years. The MERP is valid for two years and allows you to re-enter Indonesia.

### **Family KITAP**

Suitable for foreigners married to Indonesian citizens or children of mixed-nationality marriages. It is also available for dependents (spouses and children) of existing Kitap Holders. It is valid for five years and is extendable for a lifetime. Additionally, if you plan to travel abroad and return to Indonesia, you will need a Multiple Re-entry Permit (MERP) after two years. The MERP is valid for two years and allows you to re-enter Indonesia.

### **Retirement KITAP**

Suitable for foreigners who have held a Retirement KITAS for at least four years. It is valid for five years and is extendable for a lifetime. Additionally, if you plan to travel abroad and return to Indonesia, you will need a Multiple Re-entry Permit (MERP) after two years. The MERP is valid for two years and allows you to re-enter Indonesia.

**Stay**

- Up to 5 Years

**With this KITAP you can**

- Stay in Indonesia for five years, with the possibility of extension.
- Engage in activities in accordance with the type of KITAP applied for.
- Engage in social, cultural, educational, and family activities.
- Travel in and out of Indonesia.

**You must**

- Comply with Indonesian laws and regulations.
- Respect local customs, culture, and wisdom.
- Have sufficient living expenses while in Indonesia.

**General Requirements:****For Investor KITAP:****From applicant**

- Original passport valid for a minimum of 36 months.
- A minimum of 3 months KITAS validity is required upon submission to immigration.
- Personal NPWP (Tax Filing Number).
- PMA (Foreign Investment Company) company document.
- Limited Stay Permit Card (KITAS) proving that the applicant has lived in Indonesia for the last 3 years.
- SKTT (Temporary Residential Registration).

**From company (PMA)**

- Company deed of establishment and its amendments.
- Approval from the Ministry of Law and Human Rights (MoLHR) of company.
- Tax Registration Number (NPWP) of company.
- OSS documents (NIB, Ijin Lokasi, Ijin Usaha).
- Copy of shareholders passport or Indonesian ID card (KTP).
- Company letterhead and company stamp.

**For Working KITAP:****From applicant**

- Original passport valid for a minimum of 36 months.
- A minimum of 3 months KITAS validity is required upon submission to immigration.
- Recent passport-style color photo (digital format).
- Copy of University Degree Certificate or relevant qualification/ experience.
- Place of work in Indonesia (Region).
- Job title/ position.
- Limited Stay Permit card (KITAS) proving that the applicant has lived in Indonesia for the last 3 years.
- SKTT (Temporary Residential Registration).

**From company**

- Company deed of establishment and its amendments.
- Approval from the Ministry of Law and Human Rights (MoLHR) of company.
- Tax Registration Number (NPWP) of company.
- OSS documents (NIB, Ijin Lokasi, Ijin Usaha).
- Copy of shareholders passport or Indonesian ID card (KTP).
- Company letterhead and company stamp.
- Login TKA Online & Visa
- Online (If company has been registered).

**For Family KITAP:****From applicant**

- Original passport valid for a minimum of 36 months.
- A minimum of 3 months KITAS validity is required upon submission to immigration.
- Bank statement (minimum amount USD \$1.500).
- Indonesian ID card (KTP) of Indonesian spouse.
- Family Card (Kartu Keluarga) of Indonesian spouse.
- Birth Certificate (Akta Lahir) of Indonesian spouse.
- Marriage Certificate (already reported to civil registration Indonesia).
- Limited Stay Permit Card (KITAS) proving that the applicant has been married for the last 2 years at time of submission.
- SKTT (Temporary Residential Registration).

**For Retirement KITAP:****From applicant**

- Original passport valid for a minimum of 36 months.
- A minimum of 3 months KITAS validity is required upon submission to immigration.
- Bank statement (minimum amount USD \$1.500).
- Domicile letter of home address in Bali and copy of lease agreement.
- Life or health insurance policy.
- Maid/ helper ID card (KTP).
- Limited Stay Permit Card (KITAS) proving that the applicant has lived in Indonesia for the last 3 (three) consecutive years.

- SKTT (Temporary Residential Registration).

#### Cost Permanent Stay Permit (KITAP)

Applying Process	Visa	Duration Stay	Regular 40 BD
Onshore	Conversion from KITAS to INVESTOR KITAP	5 years	Rp. 40.000.000
Onshore	Conversion from KITAS to WORKING KITAP	5 years	Rp. 40.000.000
Onshore	Conversion from KITAS to FAMILY KITAP	5 years	Rp. 35.000.000
Onshore	Conversion from KITAS to RETIREMENT KITAP	5 years	Rp. 35.000.000

#### Price above exclude:

- NPWP (Personal Tax Number) : Rp. 1,000,000,- / 5 business days
- Domicile letter of Indonesia home address : Rp. 250.000,- / 3 business days  
(This does not include the "banjar" contributions, which remain the responsibility of the individual concerned)
- SKTT (Temporary Residential Registration) : Rp. 1,000,000,- / 10 business days
- Address change in the same region : Rp. 500,000,- / 5 business days
- Address change to different region : Rp. 1,000,000,- / 5 business days
- EPO (Exit Permit Only) : Rp. 1,000,000,- / 5 business days
- ERP (Exit Re-entry Permit) : Rp. 1,000,000,- / 5 business days

#### The cancellation of KITAP or not extending KITAP can be done in the following ways:

1. Submit an EPO (Exit Permit Only) to the nearest Immigration Office, two weeks before leaving Indonesia. After receiving the EPO stamp, you must exit Indonesia within a maximum of 7 days from the approval of the EPO.
2. Submit an ERP (Exit Re-entry Permit) when you are not in Indonesia and have decided to cancel or not extend your KITAS. This can be done by contacting the nearest Indonesian Embassy.
3. You cannot apply for another type of visa while you have not completed the EPO/ERP process, which may result in a fine.

#### Please Note:

- Payments may be conveniently processed through bank transfer. Kindly refrain from making any payments until we have issued an invoice.
- The prices in this document reflect the most current rates and are valid as of the specified date.
- Document processing will commence once payment has been confirmed.



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