

E25D - General Manager

The E25D General Manager KITAS is a temporary stay permit for foreign individuals serving as general managers in Indonesian companies. It allows the holder to work and reside in Indonesia for 6 months, 1 year, or 2 years, depending on the employment agreement with the organization. This permit is typically issued to professionals responsible for overseeing daily operations, managing staff, and driving business initiatives to achieve strategic goals. The E25D KITAS provides legal authorization for these general managers to implement management practices and contribute to the overall success of the company in Indonesia during the specified time frame.



Stay

- Up to 180 Days (Extendable)
- Up to 1 Year (Extendable)
- Up to 2 Years (Extendable)

With this visa you can

- Carrying out activities related to employment in accordance with the position and responsibilities assigned to them.
- Receiving a salary, allowance, or compensation from the company employing the applicant.
- Bring eligible members of your family.
- Enter and leave Indonesia as long as the re-entry permit is still valid.
- Study, as long as the foreigner obtains multiple residence permit activities.
- Conduct investment-related activities.
- Conducting activities related to tourism and visiting friends or family.

You must

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

Other information

- Staying in Indonesia over the period of your stay permit, engaging in prohibited activities, not complying with visa conditions, and/or not complying with Indonesian laws may result in you paying fines, being deported, and/or other legal charges.
- Doing work that is not suitable with the stay permit.
- In addition to the electronic limited stay permit, the limited stay permit also has a physical card available at the immigration office.

- Making sales of goods or services, unless required in the employment.

Document Requirement:

For Working KITAS (Regular Employee):

- Passport: Must be valid for at least 18 months. For holders of other travel documents (e.g., emergency passports, identity documents), validity must be at least 12 months. (JPG Format)
- Proof of Living Expenses or Personal Bank Statement: Minimum balance of USD \$2000 or equivalent for the past 3 months, including name, statement period, and account balance. (PDF Format)
- Employment Contract: A signed contract with an Indonesian company. (PDF Format)
- Latest Color Photograph: Recent passport-sized photo. (JPG Format)
- Curriculum Vitae: An updated resume outlining professional experience. (PDF Format)
- Travel Itinerary: Confirmed travel details. (PDF Format)
- Indonesian Company Documentation: Includes Deed of Establishment, Decree of Establishment, Director ID, Tax Number, BPJS, etc. (PDF Format)
- OSS User ID, Password, and Company Email: From the company employing the applicant. (PDF Format)
- RPTKA & IMTA: Relevant approvals for foreign workers. (PDF Format)
- Guarantee Letter from Sponsor: If applicable, or a statement from the relevant government agency. (PDF Format)

Visa Validity

This visa must be used within 90 days from the date of issue. Please note that the visa validity period of the visa is different from the period of stay, kindly check your visa for the period of stay Information.

Renewal Document Requirement:

Working KITAS (Regular Employee):

- Passport: Must be valid for at least 18 months. For holders of other travel documents (e.g., emergency passports, identity documents), validity must be at least 12 months. (JPG Format)
- Proof of Living Expenses or Personal Bank Statement: Minimum balance of USD \$2000 or equivalent for the past 3 months, including name, statement period, and account balance. (PDF Format)
- Employment Contract: A signed contract with an Indonesian company. (PDF Format)
- Latest Color Photograph: Recent passport-sized photo. (JPG Format)
- Curriculum Vitae: An updated resume outlining professional experience. (PDF Format)
- E-Visa & ITAS: Current visa and temporary stay permit. (PDF Format)
- Indonesian Company Documentation: Includes Deed of Establishment, Decree of Establishment, Director ID, Tax Number, BPJS, etc. (PDF Format)
- OSS User ID, Password, and Company Email: From the company employing the applicant. (PDF Format)
- RPTKA & IMTA: Relevant approvals for foreign workers. (PDF Format)
- Guarantee Letter from Sponsor: If applicable, or a statement from a relevant government agency. (PDF Format)
- Domicile Letter: Proof of residence in Indonesia. (PDF Format)
- SKTT (Temporary Residential Registration): Proof of temporary residency. (PDF Format)
- NPWP (Personal Tax Number): Tax number registration. (PDF Format)

Cost Work stay permit:

New Application

Applying Process	Visa	Duration Stay	DPKK	Work Insurance	Regular 25 BD	Medium 20 business days	Express 15 business days
Offshore	New Application for Type E Working Visa, include IMTA, Insurance & DPKK	6 Months	\$ 600	Rp. 3.000.000	Rp. 14.000.000	Rp. 15.500.000	Rp. 17.000.000
Offshore	New Application for Type E Working Visa, include IMTA & DPKK	1 Year	S 1200		Rp. 16.500.000	Rp. 18.500.000	Rp. 20.000.000
Offshore	New Application for Type E Working Visa, include IMTA & DPKK	2 Years	\$ 2400		Rp. 21.000.000	Rp. 22.500.000	Rp. 24.000.000

Conversion

Applying Process	Visa	Duration Stay	DPKK	Work Insurance	Regular 25 business days	Medium 20 business days	Express 15 business days
Onshore	Conversion from visa type C or D to Working Visa, include IMTA, Insurance & DPKK	6 Months	\$ 600	Rp. 3.000.000	Rp. 16.500.000	Rp. 18.000.000	Rp. 19.000.000
Onshore	Conversion from visa type C or D to Working Visa, include IMTA & DPKK	1 Year	S 1200		Rp. 19.000.000	Rp. 20.500.000	Rp. 22.000.000
Onshore	Conversion from visa type C or D to Working Visa, include IMTA & DPKK	2 Years	\$ 2400		Rp. 24.000.000	Rp. 25.000.000	Rp. 26.000.000

Extension

Applying Process	Visa	Duration Stay	DPKK	Regular 20 business days
Onshore	Extension of Working Visa, include IMTA & DPKK	1 Year	S 1200	Rp. 14.000.000
Onshore	Extension of Working Visa, include IMTA & DPKK	2 Years	\$ 2400	Rp. 17.000.000

Note:

This visa is intended for foreign nationals working for a specified period, either as employees or professionals, in foreign companies with headquarters, branches, or representatives in Indonesia, as well as local companies operating within the country. Extensions must be processed between two to one month before the stay period under the Temporary Stay Permit (KITAS) expires. Specifically, the six-month work permit cannot be extended.

If you do not extend your KITAS, an Exit Permit Only (EPO) is required. A fixed address is necessary, and if you move, your KITAS address must be updated. For domestic processing, a single-entry or multiple-entry visa (excluding VOA) with a validity of over 30 days and a sponsor transfer letter from the previous agency is required. Additionally, reporting a new passport is mandatory.

For a six-month stay or less, Work Insurance Requirements apply. All processes will incur additional fees.

Price above exclude:

- NPWP (Personal Tax Number) : Rp. 1,000,000,- / 5 business days
- Domicile letter of Indonesia home address : Rp. 300,000,- / 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. 750,000,- / 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 KITAS or not extending KITAS 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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