

Business Visa to visit Indonesia for Israeli passport holders

Application Procedures/Cycle

Visa application for Israeli citizens is based on Indonesia's Foreign Policy whereby the approval of visas for Israeli citizens is given by the Indonesian Immigration Head Office in Jakarta in the form of affidavit through the Indonesian Embassy in Singapore or Bangkok. There are no official guidelines on the issuance of such visas for Israeli citizens. However applications are based on the basic procedure for citizens of specific countries as regulated by the Indonesian Immigration. These countries are:

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| 1. Afghanistan | 21. Libya |
| 2. Albania | 22. Malawi |
| 3. Angola | 23. Mali |
| 4. Bangladesh | 24. Mongolia |
| 5. Botswana | 25. Mauritania |
| 6. Burkina Faso | 26. Mozambique |
| 7. Burundi | 27. Namibia |
| 8. Cameroon | 28. Nauru |
| 9. Chad | 29. Niger |
| 10. Cambodia | 30. Nigeria |
| 11. Congo | 31. North Korea |
| 12. Cuba | 32. Pakistan |
| 13. Djibouti | 33. Somalia |
| 14. Ethiopia | 34. Sudan |
| 15. Ghana | 35. Sri Lanka |
| 16. Iraq | 36. Tanzania |
| 17. Israel | 37. Tonga |
| 18. Laos | 38. Uganda |
| 19. Lebanon | 39. Vanuatu |
| 20. Liberia | 40. Yemen |

In the past the Trade and Economic Dept of the Israeli Embassy in Singapore, have been working with P.T. Hati International (HATI) in assisting Israeli businessmen to obtain a visit visa to Indonesia. HATI's role in this context is merely assist in the visa application process and at the same time act as sponsors for applicant's stay in Indonesia. In order to obtain a smooth and uninterrupted process HATI advises Israeli applicants the following procedures:

1. PROCESSING CYCLE

STEP 1

The Israeli company must send their request for assistance for the visa application to the Trade & Economic Dept of the Israel Embassy (EMBASSY) in Singapore stating the purpose of the visit which should only be for business related activities. Alternatively application can also be sent to HATI but keeping the EMBASSY in the loop.

STEP 2

The visa application shall be submitted under the sponsorship of HATI, a company specially designated by The Indonesian Chamber of Commerce (KADIN) to act as sponsors for the applicant. A recommendation will be issued by KADIN requesting the Indonesian Embassy (KBRI) in Singapore to issue another recommendation address to the Immigration Headquarters in Jakarta.

STEP 3

After notifying the EMBASSY requesting assistance for a visa application HATI will start the application process by first obtaining a recommendation from KADIN for the visa application.

STEP 4

Once the above main document is available HATI shall then compile the application dossier together with the recommendation from KADIN for further process.

STEP 5

Following Step 4 HATI will then submit the application to the Indonesian Embassy (KBRI) either in Singapore or Bangkok for registration and to obtain a recommendation for further process at the Indonesian Immigration HQ in Jakarta. **It is recommended to submit and obtain the visa endorsement in Singapore.** A recommendation letter from KBRI along with the application will be faxed by KBRI to the Immigration Headquarters (IMMIGRATION) in Jakarta expressing no objection to further process the application. The application will then be reviewed and approved by the Clearing House Committee (CH) at the Immigration Headquarters in their weekly (every Tuesday) inter department meeting.

STEP 6

The CH Meeting is the most vital part of the process. For ALL applications HATI must attend an interview session on behalf of the applicant with the CH Team to explain the purpose of the visit. In the case of the applicant has a local agent then the latter will be needed to be present at the interview session to explain their involvement with the Israeli company concern. HATI will organize/assist this activity in close collaboration with the local company concern.

STEP 6

Immediately after approval has been passed, the Indonesian Immigration Office (IMIGRASI) will send a telex to the KBRI in Singapore or Bangkok instructing the KBRI to issue the visa. The Telex Approval is valid for two months from the date of issue. The visa approved by the CH Team will be either be for 7 days or 14 days depending on the purpose of the visit.

STEP 7

The actual visa will be stamped in the passport and to obtain this an endorsement process have to be done at the KBRI in Singapore or Bangkok. The issuance will be based on the Telex Approval stated in Step 6 above. HATI has engaged an agent in Singapore to arrange the endorsement. The agent will pick up the passport at the applicant's hotel or at an agreed location while in Singapore. Detailed information of the agent will be provided. To obtain the visa stamp (endorsement) at the KBRI, the applicant need to fill a set of forms along with 2 (two) colored passport size photographs. The agent will do all these for the applicant as part of the service.

FEE: The new fee structure is USD 480.00 (four hundred and eighty US dollars)

Note :

A. Included in the costs are expenses and fees for the following:

- 1. KADIN Recommendation*
- 2. Immigration Office Process*
- 3. CH Team Approval Process*
- 4. HATI's agent fee in Singapore*
- 5. Administration costs and expediting all documents & monitoring approval process*

B. Excluded in the above costs:

- 1. Official levy (SGD 75.00) for Visa Endorsement*
- 2. One day service for visa endorsement (SGD 50)*

- C. Payment has to be made in advance before an application is submitted. HATI will send an invoice via email after receiving a final confirmation from the applicant.

2. ENCLOSURES / SUPPORTING DATA REQUIRED ALONG WITH THE APPLICATION DOSSIER:

- A Visa Application Form (HATI will fill-in the complete data needed and sign on behalf of applicant on a stamp duty)
- Clear and colored scan copy of **ALL** pages of the passport (must be valid for at least 12 months)
- A full Curriculum Vitae (CV) of the applicant
- A summary of the company & catalogue where the application is working
- Letter of invitation from an Indonesian company or any other institution stating the purpose of the visit. **This letter must be addressed to HATI.**
- A letter of appointment from the Israel principal to P.T. Hati International (only for formality).
- It is highly recommended that the Israel company obtain a letter of invitation from an entity in Indonesia for a particular project.
- If a local company has been identified then a full set company bio-data of the local company/partner/agent of the applicant must be made to be made available to HATI for inclusion in the application dossier. These documents are:
 - Articles of Association
 - Domicile Statement
 - Tax Certificate
 - Operating License
 - Company Registration
 - Copy of ID of the President Director (local company)
- A declaration letter from the applicant will have to be signed stating that PT Hati International is not liable/responsible whatsoever should the applicant is faced with any problems/mishaps during the stay in Indonesia

The above documentation must to be handed over (via email) to HATI in Jakarta. These documents are to ensure the legality of the local company that is collaborating with the Israel company.

3. IMPORTANT NOTE

- The above procedures are based on the current rules and regulations of the Indonesian Immigration Office and The Ministry of Foreign Affairs as stated in the opening paragraph above

- These Set of Procedures are compiled based on an unofficial policy currently adopted by the IMIGRASI in handling visa applications of Israeli passport holders.
- HATI, in its capacity as an ad-hoc advisor & business consultant to the Israel Embassy in Singapore is only acting as facilitator for the application process under a mutual understanding between all parties involved in the application process cycle
- All fees due are only for expenses in the processing cycle. An invoice will be issued including the the terms of payment. **These expenses are paid in advance to all parties in the processing cycle and non-refundable.**
- The application process takes up to 3 weeks after payment have been received in the bank account of HATI.
- There may be some occasional delays due to political constraints and policies beyond HATI's control. Such circumstances will be notified and HATI does not hold or bear any responsibilities when such delays occur.
- Since HATI is acting as sponsors for the applicant, all activities coordinates of the applicant during the visit to Indonesia must be reported to HATI. A special form issued by the IMIGRASI will be used for submission to the authorities. These information is MANDATORY for safety and security reasons and all information will be kept and treated confidential.