



**COORDINATING MINISTRY
FOR ECONOMIC AFFAIRS
REPUBLIC OF INDONESIA**



GETTING YOUR BUSINESS LICENSE THROUGH ONLINE SINGLE SUBMISSION (OSS)

A manual for businesses

Government Regulation no.24/2018 - Online Single Submission



1. CREATING AND ACTIVATING YOUR OSS ACCOUNT

Businesses that can register through OSS are new/existing individuals and companies (including MSMEs).



Businesses access OSS by inputting their **National Identification Number**, e-mail or company e-mail (for companies) and other information in the registration form.



Businesses will receive an e-mail with **direct link** to activate the OSS account.



Businesses activate OSS account and will receive email containing **user-id and password**.

- * Businesses access the OSS by entering the person in charge in charge National Identification Number.
- * Prior to using OSS businesses must obtain certificate of company registration through AHU online (Ministry of Human Right).
- * Companies are advised to use companies email to create and activate their account.



2. OBTAINING YOUR BUSINESS IDENTIFICATION NUMBER

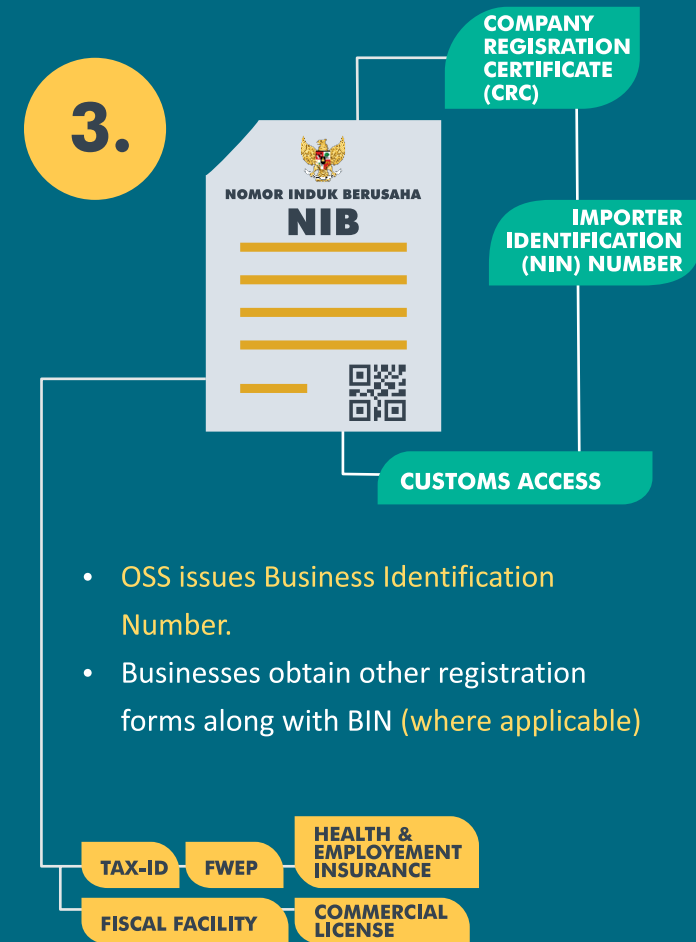
Business identification number is a unique identifier required to operate business. Business identification number is obligatory for all businesses.



- Login to your OSS using your **user-id** and **password**.
- Input the required data : **company profile**, **shareholders**, **capital distribution**, **investment value**, **application to use foreign worker**, **application to tax facilities** and **customs**.



Business will receive notification from OSS to adjust their business, if it is **not** applicable to **negative investment list**.



notes :

Health and employment insurance (BPJS Kesehatan & Ketenagakerjaan) will only be activated upon payment of first month premium based on notification from BPJS virtual account.



3. LOCATION PERMIT

Location Permit is required for business to operate within a spesific location. Location Permit also serves as right transfer.

✓ DETAILED SPATIAL PLAN ✓ DIGITAL MAP



If the Location is in accordance with spatial plan, OSS will automatically issue the Location Permit.

- Business issues a statement committing to fulfill the necessary requirement to obtain Location Permit.
- Upon issuance of Location Permit commitment, OSS System will issue the location permit.
- Businesses finalize their Location Permit approval by in investment and Integrated One Stop Service Office in accordance with their business location.

✓ DETAILED SPATIAL PLAN ? DIGITAL MAP



? DETAILED SPATIAL PLAN ? DIGITAL MAP



- Business issues a statement committing to fulfill the necessary requirement to obtain Location Permit.
- Upon issuance of Location Permit commitment, OSS System will issue the location permit.
- Businesses finalize their Location Permit commitment by obtaining approval of technical consideration from the Office Land Registry.

AUTOMATIC LOCATION PERMIT ISSUANCE ELIGIBILITY

1. In accordance with detailed spatial plan and/or general location/city spatial plan.
2. Situated in Industrial Zones, Special Economic Zones and Free Trade & Port Zones.
3. A land whose Location Permit is owned by a company and used for business.
4. A land managed by local development authority.
5. A land that is situated next to current business premise (for expansion)
6. The proposed land is no wider than 25 ha for farming, 1ha for non-farming, and 5 ha for housing of the poor.
7. A land that will be utilized for National Strategic Project.

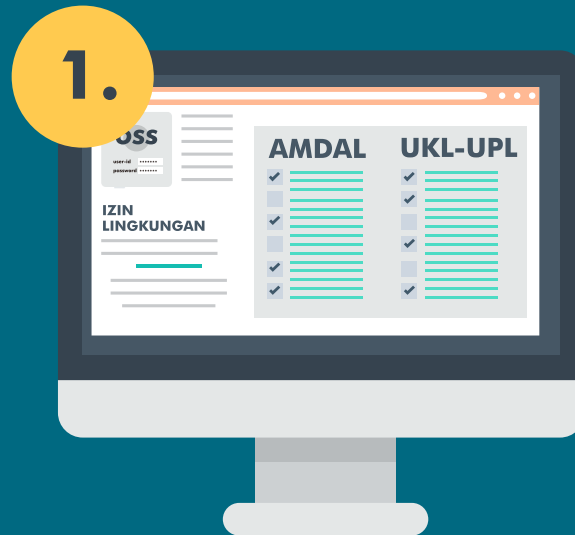
AUTOMATIC MARINE LOCATION PERMIT ISSUANCE ELIGIBILITY

1. Situated in Industrial Zones, Special Economic Zones and Free Trade & Port Zones.
2. A marine location whose Location Permit is owned by a company and used for business.
3. A land managed by local development authority.
4. Utilized by MSMES.
5. The marine location will be used for National Strategic Project.



4. ENVIRONMENT PERMIT

The permit is provided to businesses whose business require AMDAL or UKL UPL as part of environment protection and management as prerequisite to obtain business permit/activities.



- Business applies for Environment Permit Through OSS by Committing to Finalize UKL-UPL or AMDAL within specific period.
- OSS System will issue the Environment Permit.



- Business have 15 Days to finalize the UKL-UPL after Committing.
- Business have 115 Days to finalize AMDAL after Committing.

* AMDAL : Environment Impact Assesment.

* UKL-UPL : Environment Management Efforts and Environmental Monitoring Efforts



5. BUILDING PERMIT

Building permit is provided by regional government to building owner to built, renovate, expand, reduce and/or maintain building.



- Business applies for Building Permit through OSS by filling Commitment Statement to finalize their building permit in the allocated time.
- OSS system issues Building Permit.



Business obtain information on regional (municipality/city) planing from one stop Service.



Businesses fulfill the Commitment requirement in the form of building design based on composite as well as other requirement standart and building standard issued by the government.



- Businesses will receive notification from OSS whether their Building Permit is **approved** or **rejected**.
- Businesses **have 30 days** since making **Commitment** to complete their building permit commitment if **the business requires AMDAL**, then the deadline to finalize the building code commitment is 30 days since AMDAL commitment is fullfilled.

IMB is not required for :

- Building situated within a special economic zone, industrial zone, or free trade zone or free port, in so far that the zone management has prescribed an estate regulation
- Building which a government strategic project.

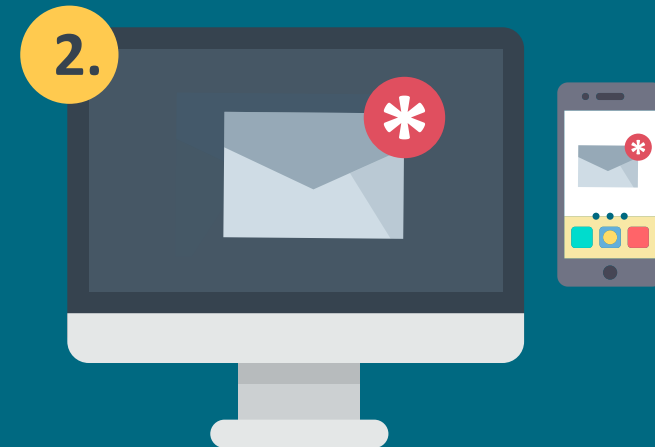


6. BUSINESS PERMIT

Business permit is a permit to start business operation.



- Business Permit is automatically issued after businesses state their commitment to finalize the prerequisite permits (Location Permit, Environment Permit, Building Permit and/or other permits if applicable)
- Upon obtaining Business Permit, businesses can start preparing for their business operation in accordance to article 38 Government Regulation No. 24/2008



Businesses will receive notification from OSS that businesses permit has been activated upon completing Commitments on Location Permit, Environment Permit and Building Permit as well as Functionality Certificate (SLF) and other requirements, including payment of invoices incurred.



7. COMMERCIAL/OPERATIONAL LICENSE

Commercial/Operational License is required when businesses commence their commercial/operational activities. Commercial/Operational License can be in the form of standard, certificate, export/import approval, license



- Businesses fill out commitment form to complete their operational/commercial license within the allocated time. Businesses is committed to fulfill:
 - Standard, certificate, and/or license
 - Goods/service registration.
- Upon filling the commitment statement, **OSS system will issue the operational/commercial license.**



Business fulfill the required operational/standards or requirement Commercial for example : "Good manufacturing Practice, National Indonesian Standard, etc.



OSS system activates Comercial /Operational License.



8. PAYMENT

After obtaining license through OSS, businesses make the necessary payments of PNPB, PAD or regional retribution and make payment confirmation to OSS. All licenses issued by the OSS system will be activated once payment is completed and commitments fulfilled.



1. Businesses receive email and notification from OSS System on list of obtaining licenses.



2. Businesses make payment to a designated institution.



3. Businesses upload the proof of payment to OSS system.



9. EXPANSION OF BUSINESS LICENSES AND DATA RENEWAL

Businesses can expand their business such as capacity expansion business expansion within the same /different location.



If the expansion is conducted within the same location, then businesses is obligated to update the information on business expansion in the OSS system.



If the expansion is conducted in different location, then businesses have to fulfill all the requirement (Location Permit, Environment Permit, Building Permit, etc) as if starting a new business.



10. ONGOING BUSINESSES

Existing businesses and companies that exist prior OSS establishment can register and activate their OSS account to obtain Business Identification Number.



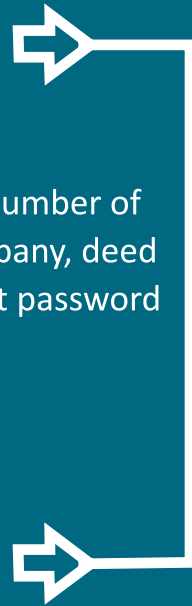
COMPANY

Register using national identification number of the person who is in charge of the company, deed number or registration number, account password and email address.



INDIVIDUAL

Register using personal national identification number, account and email address.



- Fill out data component into OSS system.
- Fill out information on prior obtained licenses.



OSS system issues Business Identification Number.

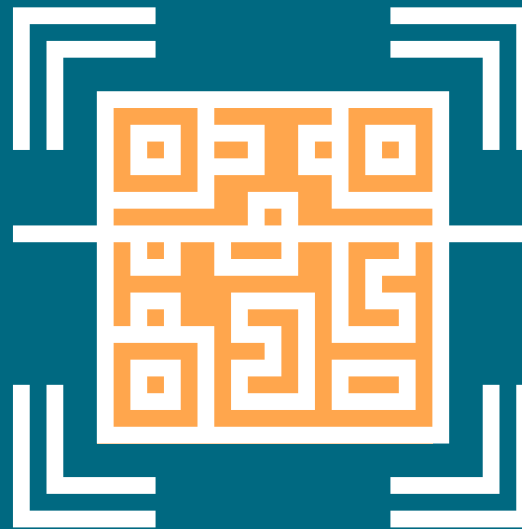


11. COMPLAIN MECHANISM





12. DOWNLOAD APPLICATION TO READ QR CODE



the Qr code can only be read with QR reader that is downloadable through OSS webpage. For now the application is only available for Android.



**COORDINATING MINISTRY
FOR ECONOMIC AFFAIRS
REPUBLIC OF INDONESIA**



SYSTEM
TECHNICAL ASSISTANCE

(021) 2120 1020
helpdesk.oss@insw.go.id



LICENSE
TECHNICAL ASSISTANCE

(021) 2120 2020
(021) 385 7596
(021) 385 7595
satgasnasional@ekon.go.id