

RESEARCH PERMIT PROCEDURES

FOR FOREIGN UNIVERSITIES, RESEARCH AND DEVELOPMENT INSTITUTIONS, COMPANIES AND INDIVIDUALS, REGARDING RESEARCH AND DEVELOPMENT ACTIVITIES IN INDONESIA



RESEARCH PERMIT PROCEDURES

for Foreign Universities, Research and Development Institutions, Companies and Individuals, regarding Research and Development Activities in Indonesia



**THE MINISTRY OF RESEARCH, TECHNOLOGY AND
HIGHER EDUCATION**

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Preface

According to Government Decree No: 41/2006, all foreign universities, research and development institutions, foreign entities, and foreign nationals are welcomed to conduct research in Indonesia. They are encouraged to participate in R & D activities in order to develop Science and Technology cooperation and ultimately to increase Science and Technology transfer in Indonesia. Foreign researchers who will conduct research in Indonesia have to involve local scientist as counterpart either from local university, research institute or Non Government Organization (NGO) who has competency in the research topic.

This book contains short guidelines for foreign research permit in Indonesia, is issued to guide the researchers and counterpart in conducting the research in Indonesia. Compared to the previous edition, this book has been revised with some simplification and has accommodated some feedback from various parties. In acknowledgement of the spirit for international cooperation in the field of research and development, this regulation is set forth simple and reasonable requirements, obligations and restrictions that must be satisfied, performed and complied by foreign institutions and/or researchers, working partner and sponsors. These provisions are not intended to hamper research and development by foreign university, research and development institute, entity or person in the territory of the Republic of Indonesia, but to protect the people, nation and state from any potential harms that may ensue from such research and development activities.

Jakarta, 24 April 2015

Editors

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A. Legal Basis

Regulating Research Permit for Foreign Universities, Research and Development Institutes, Companies and Individuals in Indonesia has been enacted in:

1. Law of The Republic of Indonesia No 18 of 2002 on National System of the Research, Development and Application of Science and Technology;
2. Government Regulation of The Republic Indonesia No 41 of 2006 on Permit to Conduct Research and Development Activities for Foreign Universities, Research and Development Institutes, Companies and Individuals in Indonesia;
3. Ministerial Decree No. 08/M/PER/IX/2007 on Reporting Research Result Conducted by Foreign Universities, Research and Development Institutes, Companies and Individuals;
4. Ministerial Decree No. 09/M/PER/XII/2007 on Coordinating Team, Monitoring, and Sanction on Implementation of Research Activities Conducted by Foreign Universities, Research and Development Institutes, Companies and Individuals;
5. Law of The Republic of Indonesia No 17 of 2013 on Non Governmental Organization;
6. Government Regulation No 9 of 2014 regarding the Implementation of The Law Number 9 of 2014 on The Geospacial Information;

In addition, there are other related laws and regulations in foreign research permit:

1. Law of The Republic of Indonesia No 9 of 1992, Law No 6 of 2011 on The Immigration

- a. Government Regulation No.31 of 2013 on Implementing of Immigration Law;
 - b. Government Regulation No. 32 of 1994 on Visa, Entry Permit and Immigration;
 - c. The Regulation of Director General of Immigration No. F434.IZ.0.1.10/2006 on Type of Visa Indexes;
 - d. Circular Note of Director General of Immigration No. IMI -118.Gr.01.11 of 2014 Regarding Exit and Re-entry Permit and Limited stay Permit.
2. Law of The Republic of Indonesia No 2 of 2002 on The National Police
 3. The Regulation of The Minister of Home Affairs No. 49 of 2010 on Guide Line for Foreign National and Foreign NGO Monitoring in the Districts.
 4. Law of The Republic of Indonesia No 5 of 1990 on Biodiversity and Nature Resources Conservation; particularly The Regulation of Director General for Forest Protection and Nature Conservation No. SK. 192/IV-Set/Ho/2006 on Permit for Entering conservation Areas (SIMAKSI);
 5. The Decree of The Minister of Health No. 732/Menkes/SK/VII/2008 Regarding regarding The Guideline for The Transferring Specimens for Health Research and Development Purposes;
 6. The Decree of The Minister of Agriculture No.15/Permentan/OT.140/3/2009 Regarding the Material Transfer Agreement;
 7. Law of The Republic of Indonesia No 11 of 2013 on Ratification of Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from Their Utilization to the Convention on Biological Diversity.

There are also some regulations in Material Transfer Agreement:

- a. Government Regulation No. 8 of 1999 on Utilization of Plant Species and Wildlife
 - b. The Regulation of The Minister of Health No. 647/MENKES/PER//VIII/2009 regarding Transferring and Use of Clinical Specimens, Biological Materials, and Their Information.
 - c. The Regulation of The Head of LIPI No. 9 of 2014 regarding The Guidelines about The Material Transfer Agreement in Indonesian Academy of Sciences Area.
8. Law of The Republic of Indonesia No. 20 of 1997 on Non Taxation State Revenue, particularly the Government Regulation No. 47 of 2009 on the type and Rates of Non Taxation State Revenues Prevailing in Ministry of Research and Technology (Ristek).
 9. Government Regulation No 9 of 2015 regarding the Implementation of The Law Number 4 of 2011 on The Geospacial Information;
 10. Law of The Republic of Indonesia No. 17 of 1985 on Ratification of United Nations Convention on the Law of the Sea.
 11. Law of The Republic of Indonesia No. 5 of 1994 on Ratification of United Nations Convention on Biological Diversity;
 12. Law of The Republic Indonesia No. 4 of 2006 on Ratification of International Treaty on Plant Genetic Resources for Food and Agriculture;
 13. Law of The Republic Indonesia No. 17 of 2015 on Community Organizations.

B. Pre Arrival Procedures

Referring to the fig.1 for Pre-Arrival Procedures for foreign researchers in Indonesia. The applicants should request Research Permit formally to the State Minister of Research and Technology cq. Research Permit Division, Bureau for Legal and Public Relations with the address as stated in paragraph B.2. (Page 6).

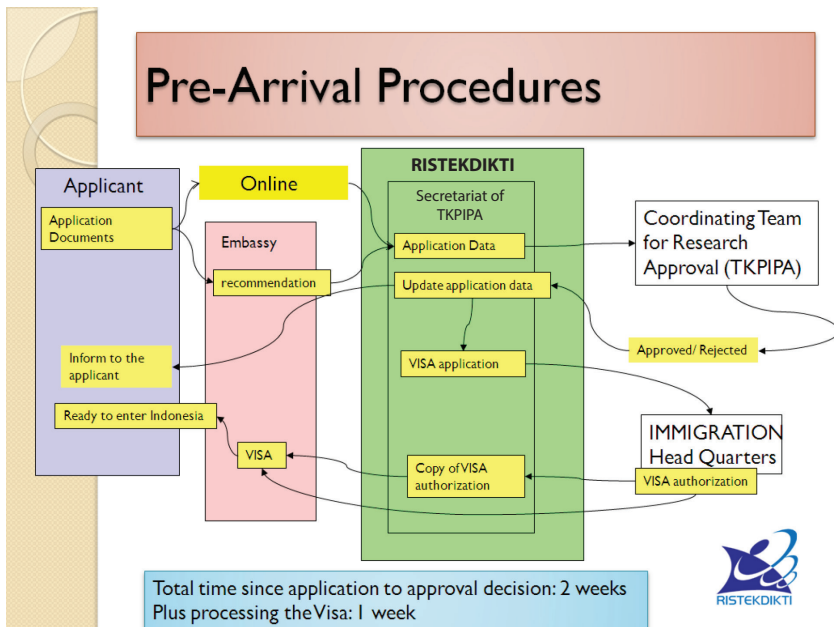


Figure 1: Foreign Research Permit Pre-Arrival Procedures

1. Research Permit Application Documents

The following enlists are required documents which should be prepared during the submission for research permit application:

1. A formal letter addressed to The Ministry of Research and Technology, f.d.t Secretary of the Minister of Research, Technology, and Higher Education. The letter should state clearly in which Indonesian Representatives (Embassy or Consulate General) abroad the researcher will collect the research visa number 315. The cc must be sent to the above mentioned Indonesian Embassy or Consulate General.
2. One copy of research proposal contains at least: Title, objectives, methodology, location, and duration of the research in Indonesia.
3. One copy of abstract on the research proposal, containing the title, methodology, and objectives.
4. One colorcopy of applicant's passport (The passport must be valid at least for 18 months when the applicant collects the Research Visa number 315). It means that the research visa No. 315's applicant should hold the passport which the date of expiration is still valid at least for 18 months when the researcher collects the visa. The passport should also be valid at least sixmonths from the date of the researcher's departure (when the researcher request Exit Permit Only/EPO).
5. One copy of the applicant's curriculum vitae (CV) including list of publications, if any. The position of the applicant in the institution must be stated, e.g. Professor, researcher, student, assistant, etc.
6. One copy of applicant's recent close up red background 4x6 cm size photograph;

7. Memorandum of Understanding (MoU) between applicant's institution and Indonesian partner institutions is needed if the research project will be multiyears and involve many researchers or scientists;
8. Material Transfer Agreement (MTA), if applicant will send or bring research sample or specimen.
9. Two letters of recommendation from: [a] professor or supervisor or other senior scientist and [b] official letter of recognition issued by the institution or university where the applicant works.
10. A letter of acceptance from Indonesian research institute or university which will act as a counterpart. (The letter should be addressed to Secretary of The Coordinating Team for Foreign Research Permit, The Ministry of Research, Technology and Higher Education (Sekretaris Tim Koordinasi Pemberian Izin Penelitian Asing (TKPIPA) Kementerian Riset, Teknologi dan Pendidikan Tinggi. It should be written in Bahasa Indonesia) For long term research collaboration, it is essential to arrange for agreement documents, such as Memorandum of Understanding (MoU) and Material Transfer Agreement (MTA) between the researcher and the Indonesian counterpart if the researcher plans to take specimen or samples to be analysed either in his/her home country or in Indonesia;
11. A letter guaranteeing sufficient fund to cover research and living expenses during conducting research in Indonesia (The amount of the research funding (s) should be stated in US \$).
12. Health certificate from legal-practising medical-doctor stating that the applicant is both physically and mentally capable to conduct the research (optional).

13. A recommendation letter(s) from Indonesian Representative (Indonesian Embassy or Consulate General) in researcher's country of residence (optional).
14. A list of research equipments that will be brought to Indonesia, along brief technical specification and mention the estimated value for each equipment on the use.
15. If the researcher plans to bring his/her spouse and children, he/she should submit the spouse' CV; a copy of marriage certificate or other citizen partnership certificates, child (children) birth certificate(s), copies of his/her family passports, and 4 (four) recent close-up photographs of each family member.

All the above documents in soft copies should be uploaded through Online Registration System in <http://frp.ristek.go.id/>. If you face technical difficulty in uploading the soft file, the documents could be sent to this email address: frp@ristek.go.id. Applicant should bring with him all hard copy documents when the applicant comes and reports his arrival to the Ministry of Research, Technology and Higher Education (Ristekdikti) office in Jakarta. The applicant can not apply more than one research application in the same time.

2. Secretariat of the Coordinating Team for Foreign Research Permit (TKPIPA)

In order to process the Foreign Research Permit, The Coordination Team of Foreign Research Permit is assisted by The Secretariat of Foreign Research Permit. The address of the Secretariat is as follows:

BPPT 2nd Building, 21st, floor

Jl. M.H. Thamrin No. 8

Jakarta 10340

Telephone : (+6221) 316-9697; 316 9695;
3169673

Fax : 62 21 39836180

Email : frp@ristek.go.id; frp@ristekdikti.go.id

Homepage : <http://international.ristek.go.id>;
<http://international.ristekdikti.go.id>

On-line registration: <http://frp.ristek.go.id/>; <http://frp.ristekdikti.go.id>



Their main duties of the Secretariat are:

1. Receiving and processing the research application.
2. Preparing letters needed to issue new or extended research permit.
3. Facilitating entry visas and exit permits for foreign researchers and their family members.
4. Issuing Research Permit Documents.

5. Forwarding three monthly research report/progress report/final report to researcher's counterpart and to The Coordination Team of Foreign Research Permit. Their report will be evaluated by institution(s) which is correlated to the particular topic.
6. Developing directory and database for foreign researchers.
7. Giving technical as well administrative support to TKPIPA.
8. Conducting other administrative duties regarding Foreign Research Permit.

3. Approval of Research Proposal in the Coordinating Meeting (TKPIPA)

The Ministry of Research and Technology, in reviewing the research proposal before granting the foreign research permit, is assisted by The Coordination Team of Foreign Research Permit. The members of The Coordination Team of Foreign Research Permit body consist of Government Institutional officials from various institutions; such as The Secretariat of the State, The Ministry of Home Affairs, The Ministry of Foreign Affairs, The Ministry of Law and Human Rights, The Ministry of Defense, The Ministry of Energy and Mineral Resources, The Ministry of Marine Affairs and Fisheries, The Ministry of Agriculture, The Ministry of Forestry, The Ministry of National Education, The Ministry of Environment, The Ministry of Health, National Intelligent Bureau, Strategic Intelligent Bureau of National Army Forces, Indonesian National Police, Indonesian Institute of Sciences, Geospatial Information Agency, National Atomic Energy Agency, National Institute of Aeronautics and Space, Agency for the Assessment and Application of Technology and Eijkman Institute for Molecular Biology.

The Coordination Team of Foreign Research Permit duty is mainly giving approval or refusal recommendation to The Ministry Research and Technology for each research application, through a periodical committee meeting. The committee meeting is usually held twice in every month to review the research application that has been submitted to the secretariat before 3 working days prior the meeting.

The Coordination Team of Foreign Research Permit may engage a meeting to discuss foreign research application under perceived urgent and crucial condition. However, under certain condition, foreign researcher(s) or the researcher's counterpart must fulfill the requirement(s) as recommended. Visa authorization will then be proceeded after all the required documents are submitted. Upon final refusal decision, the foreign researcher(s) and the counterpart will receive a formal letter informing that the application has been disapproved.

The result of the meeting will be uploaded within 5 working days to Ristek Website, so it could be accessed on the website: <http://international.ristek.go.id> (Figs. 2 and 3)

Indonesian Science & Technology Portal
State Ministry of Research and Technology


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CONTACT

Organizations Policies Research Priorities S&T Utilization Programme Cooperation

US and German Ambassadors Expect a 'One Gate System' for Foreign Research Permits

US Ambassador for Indonesia, Scott Brinker, and German Ambassador for Indonesia, Georg Witzelke, express their preference in appreciation to S&T Cooperation with Indonesia that has commenced for decades. This was stated by both Ambassadors of the two friendly countries in a meeting with the...




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Foreign Research Permit

- ONLINE RESEARCH PERMIT
- LIST OF RESEARCH APPLICANTS
- PROPOSAL FOREIGN RESEARCH PERMIT
- APPLICATION FORM

APAC SCIENCE PRIZE for INNOVATION, RESEARCH and EDUCATION (ASPIRE)

OVERVIEW: The APAC Science Prize for Innovation, Research and Education



Figure 2: Submenu of Foreign Research Permit on the website

The screenshot shows the Indonesian Science & Technology Portal website. The main header includes the URL 'international.ristek.go.id/onlineService/detail/view/72-list-of-research-application' and the portal's name 'Indonesian Science & Technology Portal' under the 'State Ministry of Research and Technology'. A navigation menu contains links for Home, National, News, Event, Gallery, and Contact. Below this is a secondary menu with 'Organizations', 'Policies', 'Research Incentives', 'S & T Utilisation', and 'Pro'. The main content area is titled 'Foreign Research Permit List of Research Application'. On the left, there is a search bar, 'Contact Us' and 'Site Map' links, and a sidebar with links to 'List of Research Application', 'Procedure Foreign Research Permit', 'Directory FRP', and 'Online Registration'. At the bottom left, there is a 'Stay Connected' section with a Facebook icon. The main content area displays a table with columns for years 2010, 2011, 2012, and 2013, and rows for application dates.

No.	2010	2011	2012	2013
1	23rd December	12th January	12th January	16th January
2			12th January	16th January
3			9th February	11 February
4			12th February	9th March
5			9th March	20th March

Figure 3 : information of the List of Research Application with (uploaded meeting decision on the research application

4. Research Visa Application

Based on the Coordinating Team's approval, Ristek will request research visa number 315 to Director General of Immigration in Jakarta in order to issue the research visa authorization for foreign researcher who has been granted approval from the Team. If the research application is approved with records, the foreign researcher will be asked to submit the required requirements as what the TKPIPA recommends. The researcher should in advance inform the information when he send the research application documents. Then, this visa will be sent to the Indonesian Embassy/ Consulate General as requested by the researcher. The process of visa application at the Immigration will take around 14 working days. For those proposals which are rejected by the Team, a formal notification letter will be sent to the applicant with cc to the counterpart.

C. Post Arrival Procedures

Referring to Fig. 4 for description of the Post Arrival Procedures, since the researcher has arrived in Indonesia. The researcher should follow the procedures as described in paragraph 1 to 7 below. The location of some institutions in Jakarta is shown in Fig. 5. Map of busway transportation route in Jakarta to get to the offices is shown in Fig. 6.

Post Arrival Procedures












Activities	Authorities					Quality Standar		
	Applicant	RISTEKDIKTI	POLICE	IMMIGRATIONS	Other Office	Require Document	Time	Output
Arrive in Indonesia and report to RISTEKDIKTI						Passport, arrival card, photograph	24 hr	
Receive researcn permit letter and recommendation letters for Police, Immigration, Ministry of Home Affairs, and PHKA								Researcn Permit (SIP), recommendation letters
Report to Police Head Quarters								Travelling Permit (SKJ)
Receive SKJ (Travelling Permit)						SIP	1 day	
Report to local Immigration Office							1 day	Limited stay permit (KITAS)
Report to Ministry of Home Affairs						SIP	3-10 day	Research Notification Letter (SPP-central)
Receive KITAS from Immigration, and SPP from Home Affairs							1 day	
Report to Kesbang Linmas, showing the SPP						SIP, SPP central	7 day	SPP - local
Ready to start researcn								

Figure 4: Post Arrival Procedures

1. Report to The Ministry of Research, Technology and Higher Education (Kemristekdikti)

Having obtained the research visa number 315, the foreign researcher(s) may depart to Indonesia, and after arriving in Jakarta, applicant should report to The Secretariat of Foreign Research Permit at BPPT 2nd Building, 18th floor, Jl. M.H. Thamrin No.8 Jakarta 10340. Ristekdikti strongly recommends the applicants to inform the Ristekdikti in advance the arrival day in Jakarta so that Ristekdikti could provide all required papers before the arrival date (Prior Inform Service)

Foreign researcher has to fill in a questionnaire given by the secretariat and attach a red-background recent photographs (one copy of 2x3 cm size and one copy of 4x6 cm size) within the questionnaire sheet as well as the revenue stamp 6000 (MATERAI 6000). On the same day, the applicant(s) will receive some letters from Secretariat as listed below:

- a) Letter of Research Permit and Research Permit Card.
- b) Letter of request for Travelling Permit (Surat Keterangan Jalan) addressed to **Kepala BAINTELKAM POLRI**, up. **Kabid YANMIN, MABES POLRI**, Jl. Trunojoyo No.3, Kebayoran Baru Jakarta Selatan.
- c) Letter of request for Research Notification Letter (Surat Pemberitahuan Penelitian) addressed to **Direktorat Kewaspadaan Nasional, Ditjen Kesatuan Bangsa dan Politik** Ministry of Home Affairs, Jl. Medan Merdeka Utara No.7 Jakarta.
- d) Letter of request for KITAS (*Kartu Izin Tinggal Terbatas*, Limited Stay Permit Card) and MERP (Multiple Exit Re-entry Permit) addressed to the local Immigration Office where the research will be conducted. Foreign researcher has to report to the local Immigration Office not later than 30 calendar days from arrival date. Late report will be fined Rp 200,000 per day.
- e) If the researcher will conduct research in more than one conservation areas such as national park or nature reserve, Letter of request for Entry Permit to Conservation Area (SIMAKSI= Surat Izin Masuk Kawasan Konservasi) should be addressed to Directorate General of Forest Protection and Nature Conservation, Ministry of Forestry (***Direktorat Jenderal Perlindungan Hutan dan Konservasi Alam, PHKA, Kementerian Kehutanan, Gedung Manggala Wanabakti Blok VII Lt. 7, Jln. Jenderal Gatot Subroto, Jakarta Selatan.***

The researcher will conduct research in only one Conservation area, the SIMAKSI will be issued by office of National Park or Nature Resource Conservation Institute (BKSDA) in the provincial capital city.

Beside the Research Permit Letter and Research Permit Card should be submitted to the Ministry of Research, Technology and Higher Education, the researcher must also report to the following offices:

2. Report to National Police Headquarters (MABES POLRI)

The foreign researcher should report to the National Police Headquarters (MABES POLRI) at Jl. Trunojoyo No.3, Kebayoran Baru Jakarta Selatan for obtaining Travelling Permit (Surat Keterangan Jalan/SKJ), with the required documents:

1. Copy of Research Permit issued by the Ministry of Research, Technology and Higher Education.
2. Copy of passport.
3. Copy of visa.
4. Copy of Departure Card.
5. Two pieces of 4x6 cm photograph in red background.

3. Report toThe Ministry of Home Affairs (KEMDAGRI)

The foreign researcher should report to the Ministry of Home Affairs at Jl. Medan Merdeka Utara No. 7 Jakarta for obtaining the Research Notification letter (Surat Pemberitahuan Penelitian), with the following documents required:

1. Copy of Travelling Permit Letter from MABES POLRI;
2. Copy of Research Permit Letter from the Ministry of Research, Technology and Higher Education.
3. Copy of passport.
4. Copy of visa.
5. Copy of Arrival Date Stamp on the Passport
6. Two copies of 4x6 photograph (red background).

4. Report to Immigration Office

The foreign researcher should report to local Immigration Office in Jakarta or the nearest city where you will conduct research, for obtaining the Limited Stay Permit Card (KITAS) and Multiple Exit Re-entry Permit (MERP). For obtaining KITAS and MERP, the following documents are needed:

1. Copy of passport.
2. Copy of visa.
3. Copy of Arrival Date Stamp on the Passport.
4. Two pieces of 4x6 photograph in red background.
5. Finger Printing and digital photo will be taken at Immigration Office.

5. Report to The Ministry of Environment and Forestry

For foreign Researchers who will conduct research in more than one conservation areas (National Park, Wildlife Reserve or Nature Reserve), they should report to Directorate General of Forest

Protection and Nature Conservation, The Ministry of Forestry (Ditjen PHKA – Kementerian Kehutanan) in Jakarta to obtain SIMAKSI. The researcher who will conduct research in only one conservation area, the SIMAKSI will be issued by the office of National Park or Nature Resource Conservation Institute (BKSDA) in the provincial capital city. For obtaining the SIMAKSI, the following documents are needed:

1. Copy of research proposal.
2. Copy of CV.
3. Copy of Travelling Permit Letter (SKJ) from MABES POLRI.
4. Copy of Research Permit Letter from the Ministry of Research, Technology and Higher Education.
5. Copy of Research Notification Letter (SPP) from Ministry of Home Affairs.
6. Copy of passport.
7. Revenue stamp values of Rp. 6000.

6. Research Activity

Foreign researcher may start his/her research in Indonesia after submitting all requirements and receiving documents from Ristekdikti and other government agencies as described above. Then please refer to the following paragraph (D-I) below in case of research report, extension, exit and re-entry, or exit only.



Figure 5: Map of Jakarta, showing only some the offices related to research permit



Figure 6: Jakarta Busway transportation map, showing only the routes which pass the related offices

D. Foreign Research Permit and Type of Visa

The validity period for a Research Permit is maximum 12 months. Extended period is possible only for two consecutive terms; each is 12 months long. Multi-year research activity must be stated explicitly in the proposal. Type of visa which might be used for research is VITAS 315 (Temporary Stay Visa for Conducting Research Number 315), while VITAS number 317 is for the spouse/ family of foreign researcher. After a foreign researcher and his/ her family receive VITAS either number 315 or 317, he/she must report to the Immigration office by at the latest 30 days after the arrival date.

Foreign researcher will get fining from Immigration Office for Rp300,000 each-day for late report. Foreign researcher who hold VITAS number 315 and receive KITAS, will obtain Multiple Exit Re-entry Permit (MERP) if he/she leave from Indonesia temporarily then return to Indonesia to continue research.

E. Stop Temporarily and Continuing the Research

- (1). If the researcher plans to make temporary recess and to leave Indonesia prior to his/her continuing work. After receiving the KITAS and MERP stamp on his passport, he could leave the country directly without any report to the Ministry of Research, Technology and Higher Education nor Immigration Office;
- (2). For foreign researcher who has finished his/her research activity, he/ she should request for an Exit Permit Only (EPO). Letter of request for such exit permit must be addressed to The Minister for Research, Technology and Higher Education, attached with are commendation letter of local partner, and a copy of the tentative final report;

- (3). Based on the above request, The Ministry of Research, Technology and Higher Education will issue a recommendation letter of Request for Exit Permit Only (EPO) addressed to the Head of Immigration Office where the KITAS has been issued;
- (4). To avoid problems when re-entering Indonesia respectively applying for a new research visa number 315, the foreign researcher who left Indonesia by using MERP and can not return the country until his MERP expired, he should request to the Ministry "MERP TIDAK KEMBALI" in order to change his immigration status to be Exit Permit Only (EPO). To proceed the "MERP Tidak Kembali" since the researcher has already exited, he should send via email the scanned copies of the KITAS, Blue Book (Immigration Control Book), stamps of ITAS and MERP on the passport book to frp@ristek.go.id;

F. Research Permit Extension

A foreign researcher who holds Letter of Foreign Research Permit from the Ministry of Research, Technology and Higher Education might apply for research extension. The application should be addressed to the Secretariat of The Ministry of Research, Technology and Higher Education not later than 30 days before the expired research permit date, with the following attachment:

1. Letter of request for research permit extension and explaining the reason of extending the research;
2. Recommendation letter from the Indonesian counterpart which support the extension request;
3. A copy of tentative final report.

Those documents have to be received at least one month before the foreign research permit expired. Research permit extension might be given twice, each of 12 months.

Similar procedures also apply for revision/ addition of research location, change/ addition of team member. Addition of internship student/ staff is not allowed in the middle of the activity, unless stated in advance in the proposal.

Having received the Research Permit extension, Ristek will provide some covering letters addressed to the related government agencies in order to report and extend the researchers travel documents as follows:

- a) The foreign researcher should report to local Immigration Office from where you obtained the Limited Stay Permit Card (KITAS). For extending the KITAS, the following documents are needed:
 1. Recommendation letter from Provincial office of Ministry of Law and Human Right.
 2. Passport.
 3. KITAS.
 4. Two pieces of 4x6 photograph in red background.
 5. Finger Printing and digital photo will be taken at Immigration Office.
- b) The foreign researcher should report to the National Police Headquarters (MABES POLRI) at Jl. Trunojoyo No.3, KebayoranBaru Jakarta Selatan for extending the Travelling Permit (Surat Keterangan Jalan/ SKJ), with the required documents:

1. Copy of Research Permit issued by the Ministry of Research, Technology and Higher Education.
 2. Copy of passport.
 3. Copy of Temporari Stay Permit (ITAS).
 4. Two pieces of 4x6 cm photograph in red background.
- c) The foreign researcher should report to the Ministry of Home Affairs, Jl. Medan Merdeka Utara No.7 Jakarta for extending the Research Notification letter (Surat Pemberitahuan Penelitian), with the following documents required:
1. Copy of Travelling Permit Letter (SKJ) from MABES POLRI;
 2. Copy of Research Permit Letter (SIP) from the Ministry of Research, Technology and Higher Education.
 3. Copy of passport.
 4. Copy of Temporary Stay Permit (ITAS).
 5. Copy of limited stay permit card (KITAS)
 6. Two copies of 4x6 photograph (red background).

G. The Rights and Obligation of the Counterpart

1. The Indonesian counterpart of the foreign researcher could be from government or private higher education institution, research and development either government or private, and non-governmental organisation which are suitable and competent with the research topic.

2. The counterpart should help the foreign researcher by giving a technical direction, support and effort during his/her research in Indonesia.
3. The counterpart should take active responsibility and give guidance to foreign researcher during his/her research.
4. The counterpart should report to the Ministry of Research, Technology and Higher Education if his/her foreign researcher partner exits from Indonesia.
5. The counterpart might appoint one or more Indonesian researcher to accompany her/his research.
6. The counterpart, together with the foreign researcher(s), should arrange for an agreement that regulate the data sharing and Material Transfer Agreement (MTA), in accordance with International and National legal aspects.
7. The counterpart could arrange for an agreement with foreign researcher in term of co-authorship of Intellectual Property Rights such as patent, and any publications: books, journals, or scientific magazines.
8. The copy of all agreement documents between counterpart and foreign researcher should be forwarded to Secretariat of Foreign Research Permit, the Ministry of Research and Technology.
9. The counterpart should give a presentation of a research proposal or progress report and tentative final report of the research findings on behalf of foreign researcher if requested by the Coordinating Team.

H. Foreign Researcher Obligations

1. After arriving in Indonesia, the foreign researcher should report to the Ministry of Research and Technology in order to obtain Research Permit Letter, Research Permit Card, and covering letters which are addressed to the related institutions.
2. The foreign researcher should make pre-project consultations with his/her counterpart before starting the research.
3. The foreign researcher should completely comply to his/her approved working plan with the local partner.
4. The foreign researcher is not allowed to take any other job during conducting research in Indonesia.
5. The foreign researcher should perform good/agreeable manner, tolerant, and obey all custom rules in every area in Indonesia.
6. The foreign researcher has to submit a progress report every three month and final report once he/she finishes the research project in Indonesia.
7. The foreign researcher is prohibited to bring any specimen/samples without the stakeholder permission.
8. The foreign researcher should make an agreement between the Ministry of Research and Technology and counterpart if there is any patent, intellectual property rights, brand, and registered mark as resulted from the research.
9. The foreign researcher has to submit three copies of research result include thesis/dissertation, paper, report, or another publication to Ministry of Research and Technology.

10. Any publications to be issued in Indonesia should get permission from The Ministry of Research and Technology.
11. The foreign researcher should give one copy of photo, slide/microfilm, video cassette, and cast as research result to the Ministry of Research and Technology.

I. Report Writing Standard

1. Quarterly Progress Report

The progress report, must contain the following

- (1) Research objectives.
- (2) Description of study field.
- (3) Research material or object to be investigated.
- (4) Research approach or methods.
- (5) Provisional results.
- (6) Problems encountered.
- (7) Planned activities in the next three months.

2. Final Report

The final report, must contain the following:

- a. Introduction, include:
 1. Background information

2. Scientific justification on the selection of subjects and sites to be investigated
 3. Review on and comparison with other studies that have been conducted previously on the same subject and or in the same region or else where with similar conditions.
 4. Hypotheses to be tested (if any).
- b. Objectives, include:
1. Objectives and scope of research have to be described clearly.
 2. Local research description in detail covers physically aspects (geography, topography, climatology) as well as Biology, social-economic, cultural, and other aspects which are relevant to scope of research.
 3. Reason for selecting the method that being used.
- c. Result and Discussion, include:
- (a) Description in detail of research result which has been acquired.
 - (b) Discussion of research result cover its valuation, interpretation and significance, as well as suggestion for subsequent research.
 - (c) The benefit for Indonesian development program.
- d. Conclusion, include:
1. Crucial points which may be encountered from research result.
 2. Problem solving of research, encouraging or discouraging of hypotheses stated in the research objectives.

J. Material Transfer Agreement (MTA)

Foreign Researcher who will bring or take research sample/specimen out of Indonesian region should have written permit from related governmental stakeholders and should sign Material Transfer Agreement (MTA) with related governmental stakeholders.

K. Research Vessel

Foreign researcher who will conduct research in Indonesian waters and use research vessel should request for permission to the Secretary of the Minister for Research and Technology. In addition, he/she should request for security clearance as well as security officer to Ditwilhan, Dirjen Strategi Pertahanan, the Ministry of Defense, Jln. Medan Merdeka Barat No. 13 – 14 Jakarta Pusat.

In case of the research activities in the field of fisheries and marine, the following are also applied:

- 1) Research Vessels or Equipment owned by foreign researcher shall obtain written permit from the Minister of Marine and Fisheries.
- 2) In order to get above permit, the researcher shall apply in written to the Minister by attaching:
 - a. technical data about vessels;
 - b. technical data about on-board equipment; and
 - c. data about vessel crew.

L. Research Permit Fee

Research Permit Fee is subjected to Government Regulation of the Republic of Indonesia No. 13 of 2014. Referring to Table 1, the fee is classified according to the status of the researcher (University, R&D Institutions, Company, Individual), type of the permit (new or extension), and research duration (less than 6 month, or 6-12 month). In addition, spouse and family members which accompany the researcher in Indonesia are also charged according to the type of permit (new or extension). The permit fees are stated in Indonesian Rupiah. The new permit is also charged for registration fee as shown at the list below.

Table1: Tariff for Foreign Research Permit Fee
(Indonesian Rupiah)

CATEGORIES	New (<1 month)	New (<6 months)	New (6 - 12 months)	Extension (<1 month)	Extension (<6 months)	Extension (6-12 months)	New Travel Document for Spouse & Dependent	Extension Travel Document for Spouse & Dependent
Registration Fee	100.000	100.000	100.000	100.000	100.000	100.000	100.000	-
University	1.750.000	2.500.000	5.000.000	750.000	1.250.000	2.500.000	1.000.000	500.000
R&D Institution	1.750.000	2.500.000	5.000.000	750.000	1.250.000	2.500.000	1.000.000	500.000
Company	3.000.000	5.000.000	10.000.000	1.750.000	2.500.000	5.000.000	1.000.000	500.000
Individuals	750.000	1.300.000	1.500.000	500.000	650.000	750.000	1.000.000	500.000

The above listed fee does not include:

- ❖ Fee for collecting visa at Indonesian Embassy or Consulate General;
- ❖ Fee for Limited Stay Permit Card (KITAS) at Immigration Office
- ❖ Fee for Police Registration Card (SKLD) at National Police Headquarters or Provincial Police Headquarters in Provincial Capital CITY
- ❖ Other fee at related government agencies (if any)

Annex 1: Government Regulation Number 41 of 2006



**THE PRESIDENT REPUBLIC OF INDONESIA
GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA
NUMBER 41 OF 2006**

On

**PERMIT TO CONDUCT RESEARCH AND DEVELOPMENT ACTIVITIES FOR
FOREIGN UNIVERSITIES, RESEARCH AND DEVELOPMENT INSTITUTES,
COMPANIES AND INDIVIDUALS**

WITH THE BLESSING OF GOD ALMIGHTY

PRESIDENT OF THE REPUBLIC OF INDONESIA

Considering : In order to enforce the provisions of Article 17 paragraph (5) of Law Number 18 of 2000 on National System of Research, Development and Science and Technology Application, a Government Regulation on Research and Development Activities by Foreign University, Research and Development Institute, Company and Individual need to be established;

- In View of : 1. Article 5 paragraph (2) of 1945 Constitution of the Republic of Indonesia;
2. Law Number 18 of 2000 on National System of Research, Development and Science and Technology Application (Supplement Number 4219 to the State Gazette of the Republic of Indonesia Number 84 of 2002);

DECIDED:

To Promulgate : GOVERNMENT REGULATION ON PERMIT TO CONDUCT RESEARCH AND DEVELOPMENT ACTIVITIES FOR FOREIGN UNIVERSITIES, RESEARCH AND DEVELOPMENT INSTITUTE, COMPANIES AND INDIVIDUALS.

CHAPTER I

GENERAL TERMS

Article 1

Throughout this Government Regulation, the following terms shall have meanings as ascribed to them:

1. Science shall mean a series of knowledge that is explored, arranged, and developed systematically using particular approach and scientific methodology of quantitative, qualitative, or explorative nature to explain natural and/or social phenomenon.
2. Technology shall mean means or method, process or product resulting from the application and use of various disciplines that bring values for human being's need satisfaction, survival and life quality improvement.

3. Research shall mean an activity systematically conducted in accordance with scientific norms and method in order to gather information, data and facts in order to understand and establish the truth about science and technology and to arrive at scientific conclusion in the interest of science and technology.
4. Development shall mean any science and technology-related activities intended to make use of proven scientific ideas and theories in order to improve the function, benefits, and application of existing sciences and technology or to create new technology.
5. Foreign University shall mean a private or state-owned educational institution for higher learning established and legally existing under the law of a state other than the Republic of Indonesia.
6. Foreign research and development institute shall mean an institution established and legally existing under the law of a state other than the Republic of Indonesia, and engaged in research and development activities.
7. Foreign entity shall mean a private or state-owned legal entity established and legally existing under the law of a state other than the Republic of Indonesia.
8. Foreign person shall mean a non-Indonesian individual.
9. Sponsor shall mean a natural or corporate person residing in or outside Indonesia and established and existing under the law of the Republic of Indonesia or other jurisdiction that undertakes responsibility for research and development activities conducted by a foreign person, university, research and development institute and entity.

10. Working Partner shall mean an Indonesian private or state-owned corporate research and development institute, and/or university.
11. Minister shall mean the Minister in charge of research, development and application of science and technology.

CHAPTER II
RESEARCH AND DEVELOPMENT PERMIT

Section One

Authority to Grant Permit

Article 2

- (1) Any research and development activities by foreign university, research and development institute, entity and person within the territory of the Republic of Indonesia shall be subject to written permit from relevant government agency.
- (2) Written permit from government agency as referred to in paragraph (1) shall be issued by the Minister.
- (3) For the purpose of granting written permit as referred to in paragraph (2), the Minister shall evaluate the activities for which the permit is sought and the nature of potential harms that may ensue from the research and development activities.

Section Two

Object of Permit

Article 3

- (1) The activities for which research and development permit as referred to in Article 2 paragraph (3) is sought shall be itemized in the List of research and development activities.

- (2) Further details pertaining to the list of research and development activities as referred to in paragraph (1) shall be set forth in a Ministerial Regulation.

Article 4.

- (1) The evaluation of research and development activities and nature of potential harms that may ensue from research and development activities shall be conducted by relevant government agency under the Minister's coordination.
- (2) The evaluation as referred to in paragraph (1) shall take into account and consider the following:
 - a. aspect of science and technology benefit;
 - b. foreign relation aspect;
 - c. aspect of environmental preservation;
 - d. political aspect;
 - e. defense aspect;
 - f. security aspect;
 - g. social aspect;
 - h. cultural aspect;
 - i. religious aspect; and
 - j. economical aspect.
- (3) For the purpose of evaluation as referred to in paragraph (1), the Minister may establish a coordinating team;
- (4) Further details pertaining to the establishment of coordinating team shall be set out in a Ministerial Regulation.

Section Three

Permit Issuance Procedure

Article 5

An application for permit in respect of research and development activities to be conducted by foreign person, university, research and development institute or entity shall be submitted in writing to the Minister.

Article 6

The application as referred to in Article 5 shall be accompanied with the following documents:

- a. research and development plan;
- b. recommendation or approval from the sponsor; and
- c. certificate of cooperation from Indonesian Working Partner.

Article 7

Research and development plan as referred to in Article 6 point a shall indicate at least the following information:

- a. foreign university, research and development institute, entity or person that will conduct the Research and development activities;
- b. names of the said foreign university, research and development institute or entity's researches;
- c. the purposes and objectives of the research and development;
- d. the object of research and development;

- e. the location and region in which the research and development activities are to be conducted;
- f. the benefit(s) offered by the research and development activities to Indonesian people.

Section Four

Approval and Rejection of Permit Application

Article 8

Within 90 (ninety) days after the receipt of complete application for research and development permit, the Minister shall give his responses in respect of the said application for research and development permit.

Article 9

In case that the application for research and development permit is rejected, the Minister shall send the rejection decision in writing together with the reasons therefore to the applicant, whether foreign university, research and development institute, entity or person.

Article 10

In case that the application for research and development permit is approved, the Minister shall send the rejection decision in writing together with the reasons therefore to the applicant, whether foreign university, research and development institute, entity or person, with copy to the head of relevant government agency.

Section Five

Term and Renewal of Permit

Article 11

Research and development permit shall be valid for 1 (one) year at the longest.

Article 12

- (1) The term of research and development permit as referred to in Article 11 may be renewed 2 (two) consecutive times at the most, each renewal is for 1 (one) year at the longest.
- (2) A foreign university, research and development institute, entity or person intending to renew its or his research and development permit as referred to in paragraph (1) shall submit to the Minister an application together with the reasons therefore in writing.
- (3) The application for renewal of research and development permit shall be accompanied with required documents as referred to in Article 6 and a statement explaining the benefits of the research and development activity for Indonesian people.
- (4) The application for renewal of research and development permit as referred to in paragraph (2) shall have been received by the Minister at the latest 30 (thirty) days before the expiry of the research and development permit.
- (5) The Minister may approve or reject the application for renewal of research and development permit filed by foreign university, research and development institute, entity or person.

Section Six

Permit Fee

Article 13

- (1) Each application for research and development permit filed by foreign university, research and development institute, entity or person shall be subject to research and development permit fee.
- (2) The rate of research and development permit fee as referred to in paragraph (1) shall be fixed in a regulation.
- (3) The research and development permit fee as referred to in paragraph (1) shall be treated as state non-tax revenue.

CHAPTER III

SPONSOR AND WORKING PARTNER

Article 14

- (1) A foreign university, research and development institute, entity or person intending to conduct research and development activity shall have a sponsor and working partner.
- (2) The competence and qualification of sponsor and working partner as referred to in paragraph (1) shall be decided by coordinating team.

Article 15

The sponsor as referred to in Article 14 shall be responsible for the foreign university, research and development institute, entity or person during their presence in territory of the Republic of Indonesia to conduct research and development activities.

Article 16

Working Partner as referred to Article 14 shall be responsible for the conduct of research and development activity.

Article 17

The requirement for foreign university, research and development institute, entity or person intending to conduct research and development activity to have sponsor may be excepted in case that the working partner of the said foreign university, research and development institute, entity or person has competence and qualification of sponsor.

CHAPTER IV

REPORTING AND IMPLEMENTATION

OF RESEARCH AND DEVELOPMENT ACTIVITY

Article 18

A foreign university, research and development institute, entity or person having obtained research and development permit shall report their arrival and intent to conduct research and development activity to the governor, mayor/regent and the Police of the Republic of Indonesia, unless required otherwise under the prevailing laws and regulations.

Article 19

- (1) The foreign university, research and development institute, entity or person shall furnish the Minister with reports on the progress of their research and development activities on periodical basis.

- (2) Other matters concerning the reporting of research and development activities as referred to in paragraph (1) shall be set forth in Ministerial regulation.

Article 20

- (1) A foreign university, research and development institute, entity or person may engage in research and development activities as set forth in their research and development permit.
- (2) A foreign university, research and development institute, entity or person as referred to in paragraph (1) may not take any sample and/or specimen from their research and development activities out of the territory of the Republic of Indonesia unless specified otherwise by the statutory provisions.

Article 21

In the conduct of research and development activities as referred to in Article 20 paragraph (1), the foreign university, research and development institute, entity or person shall respect local traditions and cultural norms prevailing in the area in which they conduct research and development activities.

CHAPTER V

SUPERVISION

Article 22

- (1) The Government shall supervise the conduct of research and development activities by foreign university, research and

development institute, entity or person in accordance with the prevailing laws and regulations.

- (2) Further details regarding the supervision of research and development activities as referred to in paragraph (1) shall be set forth in Ministerial Regulation.

CHAPTER VI

SANCTIONS

Article 23

- (1) Any violation of the provisions of Articles 14.(1), 18, 19.(1), 20.(1) and 20.(2) and/or 21 shall be subject to administrative punishment.
- (2) The administrative punishment as referred to in paragraph (1) may be in the form of:
 - a. Oral warning;
 - b. Written warning;
 - c. suspension of activity; or
 - d. annulment and/or revocation of research and development permit;
- (3) The Minister shall have the authority to impose administrative punishment in the form of annulment and/or revocation of research and development permit as referred to in paragraph (2).
- (4) Further details regarding the imposition of administrative punishment upon foreign university, research and development institute, entity or person as referred to in paragraphs (1), (2) and (3) shall be set out in Ministerial Regulation.

Article 24

Written and/or oral warning may be given in respect of violation as referred to in Article 16.

Article 25

The imposition of administrative punishment upon foreign university, research and development institute, entity or person as referred to in Article 23 shall be without prejudice to the Government's right to prosecute the violator in accordance with the prevailing laws and regulations.

CHAPTER VII

TRANSITIONAL PROVISIONS

Article 26

Any research permit issued to a foreign person by the Head of National Institute of Sciences under Presidential Decree Number 100 of 1993 on Research Permit for Foreign Person before the coming into effect of this Government Regulation shall continue to be in full force and effect until the expiry date.

Article 27

An application for research permit filed by a foreign person to the Head of National Institute of Sciences under the Presidential Decree Number 100 of 1993 on Research Permit for Foreign Person before or at the time of the coming into effect of this Government Regulation shall be processed in accordance with the provisions of this Government Regulation.

CHAPTER VIII
CLOSING PROVISIONS

Article 28

- (1) Upon its enactment, this Government Regulation shall supersede Presidential Decree Number 100 of 1993 on Research Permit for Foreign Person.
- (2) Any regulations, directives or instructions created under Presidential Decree Number 100 of 1993 on Research Permit for Foreign Person shall continue to be in full force and effect to the extent not contrary with this Government Regulation.

Article 29

This Government Regulation shall come into full force and effect within 1 (one) year after enactment.

In order to make it accessible to the public, it is instructed that the enactment of this Government Regulation be announced in the State Gazette of the Republic of Indonesia.

Promulgated in Jakarta
On December 15, 2006
PRESIDENT OF THE REPUBLIC OF INDONESIA

Signed

Dr. H. SUSILO BAMBANG YUDHOYONO

Enacted in Jakarta
On December 15, 2006
MINISTER OF LAW AND HUMAN RIGHTS
REPUBLIC OF INDONESIA

Signed

HAMID AWALUDIN

STATE GAZETTE OF THE REPUBLIC OF INDONESIA
NUMBER 104 OF 2006

Certified true copy
Head of Law and Regulation Bureau
Politics and Public Welfare

Signed

Wisnu Setiawan



**ELUCIDATION OF
GOVERNMENT REGULATION OF THE REPUBLIC OF INDONESIA
NUMBER 41 OF 2006
ON
PERMIT TO CONDUCT RESEARCH AND DEVELOPMENT
ACTIVITIES FOR FOREIGN UNIVERSITIES, RESEARCH AND
DEVELOPMENT INSTITUTES, COMPANIES AND INDIVIDUALS**

I. GENERAL

Article 17 paragraph (4) of Law Number 18 of 2002 on national System of Research, Development and Application of Sciences and Technologies provides that any foreign university, research and development institute, entity or person not residing in Indonesia and intending to conduct research and development activities in Indonesia shall first obtain written permit from relevant government agency. Article 17 paragraph (5) of the same law provides that matters pertaining to permit to conduct research and development activities in Indonesia, for foreign university, research and development institute, entity or person shall be set forth in a Government Regulation.

The said law plays a strategic role in the development of sciences and technologies and lays down direction for the improvement of scientific and technological supports for the achievement of the state's objectives, and improvement of national competitiveness and independence in pursuit of the state's interest in international arena. In addition, the law serves as legal basis for the establishment of statutory provisions governing the development of science and technology.

This Government Regulation is created with the rationale that the development of science and technology within national system of research, development and application of science and technology is not inseparable from international cooperation in the field of science and technology. This is fully understood considering that most of progresses in the field of science and technology take place in developed countries. Therefore, international cooperation established by all players in the field of science and technology is aimed at transferring technologies from other countries and improving the contribution of international science community.

One of the forms of international cooperation is research and development projects conducted the territory of the Republic of Indonesia in collaboration with foreign universities, research and development institutes, entities and persons. Such research and development projects include those conducted under Presidential Decree Number 100 of 1993 on Research Permit for Foreign Person. Following the coming into effect of Law Number 18 of 2002, matters concerning permits for foreign universities, research and development institutes, entities or persons intending to conduct research and development activity in Indonesia need to be regulated in a Government Regulation.

In addition, the facts show that many research and development activities in Indonesia by foreign university, research and development institute, entity or person did not satisfy prescribed requirements or were conducted illegally without valid permit. Such activities can result in the irresponsible exploitation by foreign persons of Indonesia's biological and non-biological resources, artifacts, and treasures. Worst, illegal research and development activities can cause epidemic, harm environment, bring social problems among the society, or trigger other harmful effects. Therefore regulation of research and development activities is a must in order to prevent research and development activities by foreign university, research and development institute, entity or person that can harm the people and state of the Republic of Indonesia.

In order to implement of the provisions of Law Number 18 of 2002 on national System of Research, Development and Application of Sciences and Technologies and for the purposes of development of science and technology, this Government Regulation contain provisions governing research and development activity by foreign university, research and development institute, entity or person in the territory of the Republic of Indonesia. Those provisions shall be treated as guidance by any foreign institutions and/or researchers intending to launch research and development projects in Indonesia.

In acknowledgement of the spirit for international cooperation in the field of research and development, this Government Regulation set forth simple and reasonable requirements, obligations and restrictions that must be satisfied, performed and complied with by foreign institutions and/or researchers, working partner and sponsors. These provisions are not intended to hamper research and development by foreign

university, research and development institute, entity or person in the territory of the Republic of Indonesia, but to protect the people, nation and state from any potential harms that may ensue from such research and development activities.

II. ELUCIDATION OF ARTICLE BY ARTICLE

Article 1

Sufficiently clear

Article 2

Paragraph (1)

Sufficiently clear

Paragraph (2)

The authority to issue research and development permits for foreign university, research and development institute, entity or person is vested in the Minister in order to facilitate the granting of research and development permit without prejudice to the authorities of relevant government agencies.

Paragraph (3)

Evaluation of harmful effect of research and development activities is aimed at preventing research and development activities by foreign university, research and development institute, entity or person that will bring harms to the people or the state due to the fact that:

- a. the research and development activities can result in the irresponsible exploitation of biological and non-biological resources, artifacts and treasures of the state;

- b. the research and development activities can cause epidemic, damage the environment, bring social problems or other harmful effects.

Article 3

Sufficiently clear

Article 4

Paragraph (1)

Evaluation of research and development activities and nature of potential harms that may ensue from research and development activities shall be conducted by relevant government agency in consideration of the competence and expertise of the said government agency. The evaluation involves many government agencies. Therefore, the Minister must coordinate the evaluation.

Paragraph (2)

Sufficiently clear

Paragraph (3)

The coordinating team are the representatives of relevant government agencies and has the duty to evaluate the object of research and development activities by foreign university, research and development institute, entity or person.

Paragraph (4)

Sufficiently clear

Article 5

Sufficiently clear

Article 6

Sufficiently clear

Article 7

Point a

“Information about foreign university, research and development institute, entity or person” include information about name, address, seat or legal status of foreign university, research and development institute, or entity.

As to foreign person, the information shall contain personal data about the said person.

Point b

Foreign university, research and development institute and entity are required to indicate information about their researchers. The information include personal data and the status of their relation with the foreign university, research and development institute and entity.

Point c

Sufficiently clear

Point d

Sufficiently clear

Point e

Sufficiently clear

Point f

Sufficiently clear

Article 8

Sufficiently clear

Article 9

Sufficiently clear

Article 10

“the head of relevant government agency” shall mean the head of government agency having jurisdiction over the object and field of research and development activities.

Article 11

Sufficiently clear

Article 12

Sufficiently clear

Article 13

Sufficiently clear

Article 14

Sufficiently clear

Article 15

“Be responsible” means the sponsor’s responsibility for research and development activity conducted by foreign university, research and development institute, entity or person during their presence in the territory of the Republic of Indonesia to conduct research and development activity. In the performance of its responsibility, the sponsor shall monitor and supervise foreign university, research and development institute, entity or person to ensure that they conduct the research and development activity in accordance with their permit.

Article 16

“be responsible for the conduct of research and development activity” means that the Working Partner together with foreign university, research and development institute, entity or person jointly conducting the research and development activity in accordance with their cooperation agreement and research and development permit.

Article 17

Sufficiently clear

Article 18

Sufficiently clear

Article 19

Sufficiently clear

Article 20

Paragraph (1)

Sufficiently clear

Paragraph (2)

The statutory provisions under this Article means Law Number 4 of 2006 on Ratification of International Treaty on Plant Genetic Resources for Food and Agriculture, which provides for Material Transfer Agreement that allows for the exchange of samples and/or specimens among countries for research purposes.

Article 21

Sufficiently clear

Article 22

Sufficiently clear

Article 23

Sufficiently clear

Article 24

Sufficiently clear

Article 25

Sufficiently clear

Article 26

Sufficiently clear

Article 27

Sufficiently clear

Article 28

Sufficiently clear

Article 29

Sufficiently clear

REPUBLIC OF INDONESIA STATE GAZETTE SUPPLEMENT
NUMBER 4666

Annex 2 : Abbreviations

No.		
1.	BAINTELKAM	Badan Intelijen dan Keamanan
2.	BAPETEN	Badan Pengawas Tenaga Nuklir
3.	BAIS TNI	Badan Intelijen Strategis Tentara Nasional Indonesia
4.	BAKOSURTANAL	Badan Koordinasi Survei dan Pemetaan Nasional
5.	BALITBANG	Badan Penelitian dan Pengembangan
6.	BATAN	Badan Tenaga Nuklir Nasional
7.	BIN	Badan Intelijen Negara
8.	BPPT	Badan Pengkajian dan Penerapan Teknologi
9.	BRKP	Badan Riset Kelautan dan Perikanan
10.	CV	Curriculum Vitae
11.	Ditjen Imigrasi	Direktorat Jenderal Imigrasi
12.	DITJEN KESBANGPOL	Direktorat Jenderal Kesatuan Bangsa dan Politik
13.	DITWILHAN	Direktorat Wilayah Pertahanan
14.	DITJEN STRAHAN	Direktorat Jenderal Strategi Pertahanan
15.	EPO	Exit Permit Only
16.	ERP	Exit Re-entry Permit
17.	FRP	Foreign Research Permit
18.	HKI	Hak Kekayaan Intelektual
19.	IPR	Intellectual Property Rights
20.	KBRI	Kedutaan Besar Republik Indonesia
21.	KANIM	Kantor Imigrasi

No.		
22.	KJRI	Konsulat Jenderal Republik Indonesia
23.	KIP	Kartu Izin Penelitian
24.	KITAS	Kartu Izin Tinggal Terbatas
25.	KR	Kapal Riset
26.	KLH	Kementerian Negara Lingkungan Hidup
27.	KNRT	Kementerian Negara Riset dan Teknologi
28.	KESBANG LINMAS	Kesatuan Bangsa dan Perlindungan Masyarakat
29.	Kemdagri	Kementerian Dalam Negeri Republik Indonesia
30.	Kemlu	Kementerian Luar Negeri
31.	Kemdikbud	Kementerian Pendidikan dan Kebudayaan
32.	KKP	Kementerian Kelautan dan Perikanan
33.	Kemenprin	Kementerian Perindustrian
34.	Kem. ESDM	Kementerian Energi dan Sumber Daya Mineral
35.	Kemkumham	Kementerian Hukum dan Hak Asasi Manusia
36.	Kemhut	Kementerian Kehutanan
37.	Kemkes	Kementerian Kesehatan
38.	Kemtan	Kementerian Pertanian
39.	LIPI	Lembaga Ilmu Pengetahuan Indonesia
40.	LITBANG	Penelitian dan Pengembangan
41.	LSM	Lembaga Swadaya Masyarakat
42.	MABES POLRI	Markas Besar Kepolisian Negara Republik Indonesia
43.	MAPOLDA	Markas Kepolisian Daerah
44.	MERP	Multiple Exit Re-entry Permit

No.		
45.	MTA	Material Transfer Agreement
46.	PA	Peneliti Asing
47.	PHKA	Perlindungan Hutan dan Konservasi Alam
48.	PP	Peraturan Pemerintah
49.	PT	Perguruan Tinggi
50.	PUSLITBANG	Pusat penelitian dan Pengembangan
51.	RISTEK	Riset dan Teknologi
52.	RV	Research Vessel
53.	SETNEG	Sekretariat Negara
54.	SC	Security Clearance
55.	SIP	Surat Izin Penelitian
56.	SO	Security Officer
57.	SIMAKSI	Surat Izin Masuk Kawasan Konservasi
58.	SKJ	Surat Keterangan Jalan
59.	SKLD	Surat Keterangan Laporan Diri
60.	SPP	Surat Pemberitahuan Penelitian
61.	TKPPA	Tim Koordinasi Perizinan Penelitian Asing
62.	VITAS 315	Visa Tinggal Terbatas dengan index 315 untuk pelatihan dan penelitian ilmiah dengan izin tinggal terbatas

Annex 3 : List of Related Government Agencies

1.	<p>Directorate of Travel Documents, Visa and Immigration Facilitation, Directorate General for Immigration, Ministry of Law and Human Rights (<i>Direktorat Dokumen Perjalanan, Visa dan Faskim, Ditjen Imigrasi, Kemkum HAM</i>)</p> <p>Jl. H.R. Rasuna Said, JAKARTA SELATAN</p> <p>Tel: 021 5225037; Fax.: 021 5225037</p>
2.	<p>Immigration Office, West Jakarta (<i>Kantor Imigrasi Jakarta Barat</i>)</p> <p>Jln. Pos Kota No. 1, Jakarta Kota 13410</p> <p>Tel: 021 6904845; 6904795; Fax.: 021 69030544</p>
3.	<p>Immigration Office, Central Jakarta (<i>Kantor Imigrasi Jakarta Pusat</i>)</p> <p>Jln. Merpati II, Kemayoran</p> <p>Jakarta Pusat</p> <p>Tel.: 021 6541209; 6541211; 6541214; 6541213; Fax.: 021 6541210</p>
4.	<p>Immigration Office, South Jakarta (<i>Kantor Imigrasi Jakarta Selatan</i>)</p> <p>Jln. Warung Buncit Raya No. 207</p> <p>Jakarta Selatan 12760</p> <p>Tel: 021 7996334; 7996340; 7900928; 7900927; Fax.: 021 79192883</p>
5.	<p>Immigration Office, East Jakarta (<i>Kantor Imigrasi Jakarta Timur</i>)</p> <p>Jln. Bekasi Timur Raya No. 169</p> <p>Jakarta Timur 13410</p> <p>Tel.: 021 8509104; 8503896; Fax.: 021 8509105; 8517520</p>
6.	<p>Immigration Office, North Jakarta (<i>Kantor Imigrasi Jakarta Utara</i>)</p> <p>Perkantoran Plaza Pasifik Blok A4 No. 80 Kelapa Gading</p> <p>Jalan Raya Boulevard Barat, Jakarta Utara</p> <p>Tel.: 021 45840542; Fax.: 45840527</p>

7.	Directorate General for Forest Protection and Nature Conservation, Ministry of Forestry (<i>Direktorat Jenderal Perlindungan Hutan dan Konservasi Alam, PHKA</i>) Kementerian Kehutanan Gedung Manggala Wanabakti Blok VII Lt. 7 Jln. Jenderal Gatot Subroto Jakarta Selatan Tel.: 021 5730390 5730398; Fax.: 021 5737945
8.	Directorate National Vigilance, Ministry of Home Affair (<i>Direktorat Kewaspadaan Nasional Direktorat Jenderal Kesatuan Bangsa dan Politik Kementerian Dalam Negeri</i>) Jln. Medan Merdeka Utara No, 7 Jakarta Pusat 10110 Tel.: 021 3452456; Fax.: 021 3452456
9.	Administration Section for Intelligence and Security, National Police Headquarters (<i>KABID YANMAS BAINTELKAM, MABES POLRI</i>) Jln. Trunojoyo No. 3, Kebayoran Baru Jakarta Selatan Tel.:021 7248440; Fax.: 021 7248440
10.	Research Center for Biology LIPI (<i>Pusat Penelitian Biologi - LIPI</i>) Cibinong Science Center Jalan Raya Jakarta - Bogor Km 46, Cibinong PO Box 25 Cibinong Phone : +62 21 87907636 ; 87907604 Fax : +62 21 87907636 www.biologi@lipi.go.id

