

DECREE OF THE MINISTER OF INDUSTRY AND TRADE
NO. 78/MPP/Kep/3/2001 DATED MARCH 2, 2001
GUIDELINES OF MINIMUM STANDARD OF SERVICE (PSPM)
IN THE TRADING AND INDUSTRIAL FIELD

MINISTER OF INDUSTRY AND TRADE,

Considering :

- a. that in order to implement the provisions in Article 2 paragraph (4) clause b of Government Regulation No. 25/2000, it is necessary to determine Guidelines of Minimum Standard of Service (PSPM) in Trade and Industry Field;
- b. that for that purpose, it is necessary to issue a decree of the Minister of Trade and Industry.

In view of :

1. Law No. 22/1999 on Regional Administration (Statute Book of 1999 No. 60, Supplement to Statute Book No. 3839);
2. Law No. 25/1999 on Financial Equilibrium between the Central Government and Regional Administrations (Statute Book of 1999 No. 72, Supplement to Statute Book No. 3848);
3. Government Regulation No. 25/2000 on Government Authority and Authority of Provinces as Autonomous Regions (Statute Book of 2000 No. 54, Supplement to Statute Book No. 3952);
4. Presidential Decree No. 234/M/2000 on Establishment of the Cabinet for the 1999-2004 period;
5. Presidential Decree No. 165/2000 on Status, Functions, Organizational Structure, and Working Procedures of Ministries, which has been amended by Presidential Decree No. 172/2000;
6. Presidential Decree No. 177/2000 on Organizational Structure and Responsibilities of Ministries;
7. Decrees of the Minister of Industry and Trade No. 444/MPP/Kep/9/1998 and No. 24/MPP/Kep/1/1999 on Organization and Work Procedures of the Ministry of Industry and Trade.

DECIDES :

To stipulate :

FIRST :

To enforce Guidelines of Minimum Standard of Service in the Trading and Industrial Field as specified in the Attachment to this decree.

SECOND :

The guidelines are construed as a reference for each Province in determining minimum standard of service in the trading and industrial field in Regency/Municipality suitable for each Region.

THIRD :

This decree comes into force from the date of stipulation.

Stipulated in Jakarta
On March 2, 2001

MINISTER OF INDUSTRY AND TRADE
sgd.
LUHUT B. PANDJAITAN

ATTACHMENT

0	COMPULSORY AUTHORITIES	TYPE OF SERVICE	INDICATOR	SCORE	REMARK
1	Granting of Industry License (IUI)	IUI Issuance	Processing time	14 working days	<ul style="list-style-type: none"> - Commencing from date of receipt of complete and correct application (for those without principle approval/ persetujuan prinsip) - Examination at company location - From date of issuance of Minutes of Examination (for those having obtain principle approval) - IUI is granted for industry having total investment value exceeding Rp. 200 million, excluding land and building for business purpose.
2	Granting of Type Registration Code (TPT) of Motor Vehicles for import purpose and non new vehicles	Issuance of TPT of Motor Vehicles	Processing time	5 working days	<ul style="list-style-type: none"> - Commencing from date of receipt of complete and correct application and establishment of online system. - Decree of the Minister of Industry and Trade No. 276/1999; - Decision of the Director General of ILMEA No. 027/SK-DJ.ILMEA/XII/1999; - Assigned to Regional Office of the Department of Trade and Industry, which has been : <ul style="list-style-type: none"> * Providing internet facility, which is able to connect with Website of the Directorate General of ILMEA * Personnel having been appointed a understood motor vehicles techniques * Personnel having been appointed a capable of operating computer
3	Granting of Code of Registration of Guidelines of Use of Manual and Guarantee Card in Bahasa Indonesia for electronic products	Issuance of Code of Registration of Guidelines of Use of Manual and Guarantee Card in Bahasa Indonesia for electronic products	Processing time	5 working days	Commencing from date of receipt of complete and correct application.
4	Granting of Industry Registration Code (TDI)	- Issuance of TDI	Processing time	<ul style="list-style-type: none"> - Not later than 14 days from date of receipt of complete and correct documentation - Free of charge - During operation 	Legal ground and reference for issuance of TDI is Decrees of the Minister of Trade and Industry No. 589/MPP/Kep/10/1999, No. 590/MPP/kep/10/1999, and No. 233/MPP/Kep/6/2000
		- Supervision	- Domicile	- Compliance	- Filling out Pdf I-IK and Pdf III-IK

			<ul style="list-style-type: none"> - Business Field - Frequency - Environment 	<ul style="list-style-type: none"> - Compliance - 2 x 1 year - Level of Pollution 	forms
		<ul style="list-style-type: none"> - Monitoring and Evaluation 	<ul style="list-style-type: none"> - Production Capacity - Manpower - Standardization - Technology and Design 	1 x 1 year	<ul style="list-style-type: none"> - Centre and Regional Coordination
		<ul style="list-style-type: none"> - Reporting 	<ul style="list-style-type: none"> - Production and Export Report 	1 x 1 year	<ul style="list-style-type: none"> - Regions report to Directorate General of IKDK
5	Granting of Business License (SIUP)	<ul style="list-style-type: none"> - Issuance of Business License (SIUP) 	Processing time	Not later than 5 days	After fulfillment of complete and correct requirements
		<ul style="list-style-type: none"> - Postponement of issuance of SIUP 	Processing time	Not later than 5 days	In case SP-SIUP and supporting documents are incomplete and incorrect
		<ul style="list-style-type: none"> - Rejection against issuance of SIUP 	Processing time	Not later than 5 days	In case applicant does not revise and fulfill requirements
		<ul style="list-style-type: none"> - Recording of SIUP of Branch Office 	Processing time	Not later than 5 days	Commencing from date of receipt of complete and correct report and documentation
		<ul style="list-style-type: none"> - Recording of SIUP of Representative Office 	Processing time	Not later than 5 days	Commencing from date of receipt of complete and correct report and documentation
		<ul style="list-style-type: none"> - Recording of report of business activities of holders of SIUP : * Small SIUP * Middle and Large SIUP 	<ul style="list-style-type: none"> - Recording time - Recording time 	<ul style="list-style-type: none"> - Once a year - Twice a year 	<ul style="list-style-type: none"> - Every January 31 - Every January 31 and July
		<ul style="list-style-type: none"> - Sanctions imposed : * Written reminder * Freezing of SIUP 	<ul style="list-style-type: none"> Frequency Length of time Length of time 	<ul style="list-style-type: none"> 3 times 6 months Until date of executorial court ruling 	<ul style="list-style-type: none"> Grace period : 1 month In case of ignorance of written reminder During examination in court
		<ul style="list-style-type: none"> - Revocation of SIUP by issuing SK 	Frequency	Once	In the event company does not recover after receiving written reminder and after expiration of freezing period.
5	Granting of Code of Registration for Trading Organization/Association of Regent/Municipal DPD	Issuance of Registration Code for Trading Organization/Regent/Municipal Association	Processing time	Not later than 5 days	After fulfillment of complete and correct application
7	Granting of Hire Purchase License	Issuance of Hire Purchase License	Processing time	Not later than 5 days	After fulfillment of complete and correct application
3	Granting of Registration Code of Local Franchise	Issuance of Registration Code of Local Franchise	Processing time	Not later than 5 days	After fulfillment of complete and correct application

9	Granting of Registration Code for Agents of Local Productions	Issuance of Registration Code for Agents of Local Productions	Processing time	Not later than 3 days	After fulfillment of complete and correct requirements
0	Granting of License for Trading of Alcoholic Drinks (SIUP MB)	Issuance of SIUP-MIB for retailers/direct sellers/star hotels	Processing time	Not later than 5 days	After fulfillment of complete and correct requirements
1	Granting of Code of Registration Warehouse (TDG) with an area of less than 2,500 m ²	- Issuance of TDG	Processing time	Not later than 7 days	After fulfillment of complete and correct application and requirements
		- Rejection	Processing time	Not later than 7 days	In case application and requirements are incomplete and incorrect
2	Granting of Code of Registration of LPKSM	Issuance of Code of Registration of LPKSM	Processing time	Not later than 2 days	After fulfillment of complete and correct requirements
3	Recommendation of Modern Market Business License	Issuance/rejection	Processing time	Not later than 5 days	After complete and correct requirement
4	Observation of distribution of basic necessity	- Preparation of prognosis of basic necessity - Supervision of availability, distribution, and supply of basic necessity - Coordination with regard to solving of problem concerning distribution of basic necessity	- Prognosis book - Report regarding supervision of basic necessity - Coordination meeting	Once a year Once a year Once a year	Might be accelerated as required
5	Granting of Acknowledgement of registered Sandalwood Exporters (ETKC)	- Issuance of Acknowledgement of ETKC	Processing time	5 working days and free of charge	Requirements : Submitting application complete with : - SIUP/TDUP or Business License issued by Technical Department/Non-Ministerial Institutions based on applicable laws - TDP - Tax Registration Code (NPWP) - Deed of company establishment - Recommendation issued by Head of Regency of origin of sandalwood
6	a. Recommendation and establishment of harbors open for international trading	1. Examination regarding fulfillment of requirement - General			General Requirements : 1. Enhancing growth and development of regional economy 2. For sea transportation 3. Development of national economic interests
		- Administration			Administrative Requirements :

				<ol style="list-style-type: none"> 1. Status of harbor is as general or spec harbor 2. Recommendation issued by the Minister of Trade and Industry in compliance with proposal of Head of local Regional Office of Department of Trade and Industry 3. Recommendation issued by the Minister of Finance based on proposal of Head of local Regional Customs and Excise Office 4. Recommendation issued by local Level I Governor 5. Recommendation issued by Head of local Harbor Office 	
	2. Granting of recommendation	Processing time	15 working days		
b. Boosting regional exports	Guidance and information	Frequency of implementation	Not less than once a month		
7 Sub-Regional Economic Cooperation	- Development of KESR	Processing time	6 months	<ul style="list-style-type: none"> - Coordinating with related institutions regions in locating potentiality of each region, which will be engaged in cooperation - Central government becomes coordinator and facilitator for development of KESR since it is a consolidation of several regions 	
	- Execution of Border Trading Agreement	<ol style="list-style-type: none"> 1. Total transaction (in Rp/month) 2. Total of commodity 3. Total of trade point 4. Total and capacity of media and infrastructure 	Resolved : Decision of each region	<ul style="list-style-type: none"> - Preparing media and infrastructure for supporting border trading <p>Central government prepares format of border trading agreement considering proposal of each region engaged in the agreement. The agreement, inter alia, contains :</p> <ul style="list-style-type: none"> - Transaction value - Type of commodity 	
	- Settlement of Disputes	Total settlement : 100% of total dispute	Depending on the case	<ul style="list-style-type: none"> - Local settlement of disputes - National settlement of disputes, which is Central Government's authority 	
8	Instructions concerning Document on Environment Management (UKL) and Environment Supervision (UPL), which are self-assessed by business world as required in Permanent Business license (Izin Usaha Tetap)	Issuance of Recommendation regarding Permanent Business License	Processing time	14 days free of charge	<p>Instructions shall be given by referring</p> <ol style="list-style-type: none"> 1. Circular of implementation of UKL and UPL Documents No. 287/BPPII/SWDLH/VI/2000 under the following conditions : <ul style="list-style-type: none"> - Facility and non-facility investment exceeding Rp. 1 billion is guided Regional Office of Department of Trade and Industry - Facility and non facility investment below Rp. 1 billion is guided by Regent/Municipal Office of

					Department of Trade and Industry 2. Circular Letter regarding Evaluation ANDAL (ANDAL, RKL/RPL and UKL/UPL and DPL) Document No. 428/BPPIP-SDWLH/IX/00 dated September 4, 2000 covering Instructing Technique Materials.
9	Pesticide Industry	Issuance of Industry License	Processing time	14 days	<ul style="list-style-type: none"> - Recommendation issued by Pesticide Commission is required for will-be-established industry - Circulation and supervision by Pestic Commission - Pesticide Registration Number written in Decision Letter of Minister of Agriculture regarding registration and application of active pesticide ingredients or temporary license for formulation of pesticide is required in pesticide industry
10	Fertilizer Industry	Issuance of Industry License	Processing time	14 days free of charge	<ul style="list-style-type: none"> - License for will-be-established industry requires recommendation from Directorate General of Agricultural Infrastructure and Media of Department of Agriculture including its circulation and supervision. - Fertilizer industry requires : <ol style="list-style-type: none"> 1. Examination certificate issued by accredited laboratory 2. Certificate of on-the-spot examination and registration number issued by Department of Agriculture
11	Explosive Industry	Granting of license	Processing time	<ul style="list-style-type: none"> - Not later than 14 days from date of complete and correct documentation - Free of charge - During operation 	<ul style="list-style-type: none"> - License will be given to business/ industrial institutions obtaining recommendation from Department of Defense - Storage and distribution are implemented by companies chosen by government on behalf of Department of Defense - Copy of license furnished to Directorate General of IKAH
12	Money Printing Industry	Issuance of license	<ul style="list-style-type: none"> - Processing time - Expense - Validity 	<ul style="list-style-type: none"> - Not later than 14 days from date of complete and correct documentation - Free of charge - During operation 	<ul style="list-style-type: none"> - Requiring license issued by Botasupa and Bank Indonesia approval - Recommendation issued by Directorate General of IKAH
13	Special Printing Industry (stamps, stamp duty, commercial paper, Bank Indonesia, passports)	Issuance of license	<ul style="list-style-type: none"> - Processing time 	<ul style="list-style-type: none"> - Not later than 14 days from date of complete and 	<ul style="list-style-type: none"> - Requiring license issued by Botasupa Bakin

			<ul style="list-style-type: none"> - Expense - Validity 	<ul style="list-style-type: none"> correct documentation - Free of charge - During operation 	<ul style="list-style-type: none"> - Recommendation issued by Directorate General of IKAH
4	Crumb Rubber Industry	Issuance of license	<ul style="list-style-type: none"> - Processing time - Expense - Validity 	<ul style="list-style-type: none"> - Not later than 14 days from date of complete and correct documentation - Free of charge - During operation 	<ul style="list-style-type: none"> - Requiring recommendation concerning raw rubber materials guarantee (Boka) issued by Directorate General of Plantation - Copy of license furnished to Directorate General of IKAH
5	Wood-Processing Industry	Issuance of Industry License	<ul style="list-style-type: none"> - Processing time - Expense - Validity 	<ul style="list-style-type: none"> - Not later than 14 days from date of complete and correct documentation - Free of charge - During operation 	For plywood, wood sawing, processing estuary wood requires a letter regarding type of raw materials issued by Department of Forestry/Forestry Service
6	Alcoholic Drink Industry	Issuance of Industry License	<ul style="list-style-type: none"> - Processing time - Expense - Validity 	<ul style="list-style-type: none"> - Not later than 14 days from date of complete and correct documentation - Free of charge - During operation 	<ul style="list-style-type: none"> - Closed for Foreign Investment (PMA) and Local Investment (PMDN) on Negative List of Investment (DNI) - Issuance of license is required only for relocated industry or change of ownership - Recommendation issued by DJIKAH complete with Minutes of Examination (BAP) is required
7	Granting of STPPET Company Identity Certificate (Manufacturers)	Issuance of Industry License	<ul style="list-style-type: none"> - Processing time - Expense - Validity 	<ul style="list-style-type: none"> - Not later than 14 days from date of complete and correct documentation - Free of charge - During operation 	Before SPPET license is provided, there must be clearance by tax department, banking authority, Bapeksta, and Directorate General of Customs and Excise
8	Granting of Certificate of SNI Products not related to health, security, public safety, environment, and norms	Issuance of Certificate of SNI Products not related to health, security, public safety, environment, and norms	Processing time	14 days	After fulfillment of complete and correct requirements