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## EXTENSION OF LIMITED STAY PERMIT FOR MALAYSIAN FOREIGN EMPLOYEE AT PT. SEFONG INDUSTRIES

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### *Abstract*

Job Training Program is designed as a form of learning that is integrated with the implementation of academic collaboration for community service. The form of cooperation is carried out in the form of assistance in providing solutions, creating certain innovations and technologies in a comprehensive and sustainable manner. By looking at the needs of several companies in hiring foreign employees to support the running of their companies and with the complexity of the main requirements in hiring expatriate, which is to have a Limited Stay Permit Card (KITAS) which causes the company to have difficulty in the process of hiring foreign employees, the author decided to provide assistance in the form of the process of extending the Limited Stay Permit Card (KITAS) document. Another problem that is also faced is the change of employees who take responsibility for carrying out each renewal process every year which leads to confusion experienced by personnel (Department of Human Resources) motivating the author to solve this problem by making a manual as a guide for personnel to carry out the process of extending the Limited Stay Permit Card (KITAS). The extension process will be carried out by completing the requirements through the government's official website which will then be ratified after going through the approval and payment process in three stages starting from RPTKA, Notification to the Immigration stage. The entire filling process will be documented so that a manual can be made at the end of the Job Training Program.

*Keywords:* Assistance, Expatriate, Documents, Extension.

### **Introduction**

#### **Background**

Every company must have several employees with various levels of ability and expertise. These employees will develop their abilities along with the experience they have and the perseverance possessed by each individual. In this development, the company can also play a role by employing foreign employees who can provide lessons by exchanging knowledge with local employees.

One of the requirements in hiring foreign employees is Limited Stay Permit Card. This requirement is the most basic and main thing in starting the process of recruiting foreign employees into companies in Indonesia. This applies to all foreign employees from any country of any age who wish to work in Indonesia.

Companies that have experience in processing Limited Stay Permit Card documents before will not facing any difficulties. The same goes for companies that have employed many foreign employees. The company must really understand the process flow for the Limited Stay Permit Card document. However, it will be different for new companies or other companies which do not even fully understand the process of managing a Limited Stay Permit Card document. The requirements and the online process, which is considered quite complicated, has forced some companies to assign the task of making and extending this document to several other companies that are specifically tasked with making a Limited Stay Permit Card document. Some companies also delegate this task completely to the staff of the Human Resources department. This of course will be very difficult and confusing if the staff has none experience at all in the process of extending the Limited Stay Permit Card document. This is what motivated the author to carry out practical work to provide assistance to the staff of the Human Resource department from the beginning of the extension process until it was finally completed and received approval for the first step of extension of the Limited Stay Permit Card. Another problem is the change of staff in the Human Resources department. In every personnel change, knowledge about the process of extending the Limited Stay Permit Card document is often not socialized so that the cycle of difficulties experienced by the staff responsible for this task will continue to occur again and again. Therefore, the author will also create a guidebook that will contain the flow of the process of extending the Limited Stay Permit Card document from beginning to end, which is accompanied by documents in each process. With the assistance and guidebooks provided to the partners, it is hoped that the extension process in the following years will no longer experience difficulties and confusion even though there is a change in the staff of the Human Resources department who is responsible for this task. The author found several problems at PT. Sefong Industries during discussions and observations, which are as follows:

- i. The staff who are responsible for the task of Limited Stay Permit Card Extension often undergo changes and do not leave a guide regarding the previous Limited Stay Permit Card renewal application process.
- ii. The small number of foreign workers (1 person) causes the extension process to occur only once a year so that it always causes confusion in every beginning of renewing the Limited Stay Permit Card.

## **Methods**

### **a. Methods Implementation**

In this practical work activity, the author uses the Advocacy method in solving problems that exist at PT. Sefong Industries. Advocacy carried out on Human Resource staff as the representatives from company in achieving the goals in the form of completing the extension of the Limited Stay Permit Card Document

and the guidebook for the process of extending the Limited Stay Permit Card document. The method in this practical work is divided into two methods, such as Observation and Documentation. Observations are carried out as a first step to determine the requirements in each stage. With observations, the author and partners will create a list of required documents that will be the basis for submitting an online application through a predetermined website. The next step after observation is documentation process where all required documents are made based on a list of documents that have been compiled through the observation process. Documents are prepared and also neatly organized in folders that will make it easier to search in the next renewal process.

#### **b. Location, Time and Duration of Program**

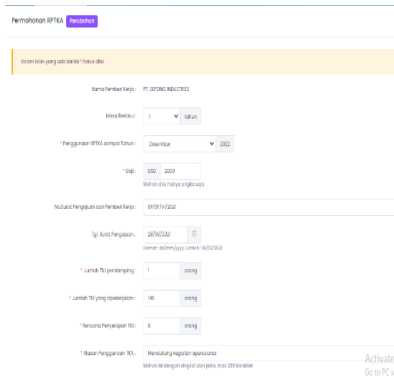
Companies that become partners in this Job Training program is PT. Sefong Industries. PT. Sefong Industries is a company located in Citra Buana Center Park 2 Lot. 4, Batu Ampar which has been established since 2011. The duration of the program is 6 (six) months starting from 01 July 2021 – 31 December 2021.

#### **Result and Discussion**

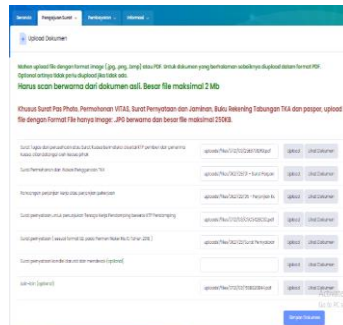
The implementation of the program is carried out at the PT. Sefong Industries' Office and the Immigration office by involving HRD staff who receive advocacy from the beginning until the results can be finally achieved. Implementation is carried out within 4 (four) months. The output target of this activity is to obtain approval for the Limited Stay Permit Card Document Extension Application which goes through 3 (three) types of stages, They are "RPTKA" stage, the "Notification" stage and the "Immigration" stage. In addition, the program implementation is also expected to produce a guidebook for the process flow for the Limited Stay Permit Card document extension. The results of its implementation are as follows:

##### **a. Plan for Employment of Foreign Workers (RPTKA)**

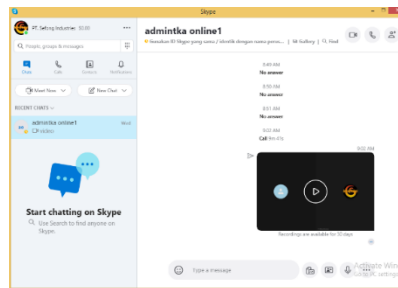
The first stage of the process, the "RPTKA" stage, is submitted online through the website <https://tka-online.kemnaker.go.id/> by filling in the provided fields and attaching the required documents such as Power of Attorney Letter, Application Letter and Reasons for using Foreign Workers, Work Agreement, Statement Letter of Companion Appointment, Statement Letter in Format of 1.B Permen Naker No. 10 of 2018, Authorizer's Identity Card, Authorized Person's Identity Card, Companion's Identity Card and Staff in charge Identity Card so as to produce the output, the Document of Validation of the Plan for Employment of Foreign Workers (RPTKA). After the examination of the submitted application is received, a final inspection process will be carried out via Skype before receiving the approved RPTKA Ratification.



Picture 1.  
Website Application Field Source: PT. Sefong Industries



Picture 2.  
Document Attachment Column Source: PT. Sefong Industries



Picture 3.  
Inspection Process (Skype)  
Source: PT. Sefong Industries

**b. Notification**

The second stage of the process, the "Notification" stage, is also submitted online through the website <https://tka-online.kemnaker.go.id/> by filling in the provided fields and attaching the required documents, such as the Foreign Worker's Photo (size in 3x4), the previous year's RPTKA, Notification of previous year, Limited Stay Permit Card to be extended, Passport of Foreign Worker, BPJS Health Card, BPJS Employment Card, Realization Report on the Implementation of Training for Workers' Companion, Work Agreement, Notification Application Letter, Statement and Guarantee Letter, Foreign Worker Bank Account, Foreign



the Limited Stay Permit Card Extension Application Letter, Statement and Guarantee Letter, Assignment Letter, Guarantor's Identity Card, Guarantor's Tax Identity Card, Staff in Charge Identity Card, Company Establishment Deed, Ministry Act Letter of company, Company Business Number, Company Location Permit, Company Business Permit, Company Tax Identity Card, Foreign Worker Residence Letter, Foreign Worker Original Passport, Photocopy of Foreign Worker's Passport, Photocopy of Limited Stay Permit Card Stamp in Passport, the latest RPTKA that has been ratified in the first stage, the latest notification that has been ratified in the second stage, the Limited Stay Permit Card to be extended, and the Limited Stay Permit Form so as to produce a Limited Stay Permit Document. Approval of the submitted documents will be followed by the payment of a Limited Stay Permit & Re-Entry Permit in the amount of IDR 2,500,000. After the payment has been validated, the Foreign Worker will be called for a photo session and fingerprint registration as the last step in this stage before receiving the approved Limited Stay Permit Card document.

**KANIM KELAS I KHUSUS TPI BATAM**  
**APPLICATION FORM IZIN TINGGAL TERBATAS**

Application Number	: 3201402312100093		Date of Application	: 19-08-2021
Application	: PERPANJANGAN IZAS KE 4 TKA BID. PERINDUSTRIAN 1 TAHUN			
Full Name	ONG EEE KEONG	Sex	: LAKH-LAKH	
Place of Birth	PERAK	Date of birth	06-03-1970	
Nationality	MALAYSIA			
Passport Number	A11000978	Date of issue	: 14-07-2017	
Place of Passport Issues	LTC PERAK	Expiry date	: 14-01-2023	
Occupation in Indonesia	OPERATIONAL MANAGER			
Field of work	TKA BID. PERINDUSTRIAN			
Address of office	JL. CEMARA MAS NO 19 SUKAJADI RT/RW 002/001 KEL. SUKAJADI			
Address of residence in Indonesia	PERUBA YA RESIDENSI BLOK D TWO 22 RT/005 RW VII KEL. BALOI PINDAH KEC. LUBUK BAJA			
Email address	ADMIN@SEFONG.COM			
Marital status	KAWIN			
<b>Reference Details</b>				
Reference category	-			
Name of reference	SEFONG INDUSTRIES			
Address of reference	JL. CEMARA MAS NO 19 SUKAJADI RT/RW 002/001 KEL. SUKAJADI			
Reference contact number	8277465720			
<b>Stay Permit Details</b>				
Permit Number	2021BK1620-U			
Date of issues	26-08-2020	Expiry Date	: 28-08-2021	
Place of issues	KANIM KELAS I KHUSUS TPI BATAM			

Picture 7.  
Application Online Form Source: PT. Sefong Industries



Picture 8.  
Billing Payment Source: PT. Sefong Industries



Picture 9.

Photo Session and Fingerprint Registration Source: PT. Sefong Industries

**d. Guide Book**

Based on the entire process that has been passed from the first stage to the last stage in the document extension process, a guidebook for the process of extending the Limited Stay Permit Card will be compiled in a guide book which contains a complete explanation and documentation of the entire process that has been passed.



Picture 10.

Limited Stay Permit Card Extension Guide Book Source: PT. Sefong Industries

**Conclusions**

By paying attention and referring to the Manpower Law, the author carries out this Community Service with a program to assist company in the preparation of legal documents. The main objective of implementing this program is to create legal certainty for foreign workers in partner companies. As discussed in the previous point, all of the planned outcomes for community service have been successfully achieved by producing four types of documents, such as Ratification of RPTKA, Ratification of Notification, Electronic Limited Stay Permit Card and Guidebook for Limited Stay Permit Card Extension.

The impact of this service activity is to make it easier for companies as partners so that they do not experience problems in the future when they want to do

Limited Stay Permit Card extension. Through this article, the author expresses his deepest gratitude to the Partners and all workers in the partner company who have been willing to cooperate with the author in this activity so that it can be carried out smoothly.

### **References**

#### **Law and Regulations**

Undang-Undang Nomor 6 Tahun 2011 Tentang Keimigrasian

Peraturan Pemerintah Nomor 31 Tahun 2013 Tentang Peraturan Pelaksanaan

Undang-Undang Nomor 6 Tahun 2011 Tentang Keimigrasian

Peraturan Pemerintah Nomor 48 Tahun 2021 Tentang Perubahan

Ketiga Atas Peraturan Pemerintah Nomor 31 Tahun 2013 Tentang Peraturan

Pelaksanaan Undang-Undang Nomor 6 Tahun 2011 Tentang Keimigrasian

#### **Website**

[tka-online.kemnaker.go.id](http://tka-online.kemnaker.go.id).

[izintinggal-online.imigrasi.go.id](http://izintinggal-online.imigrasi.go.id).