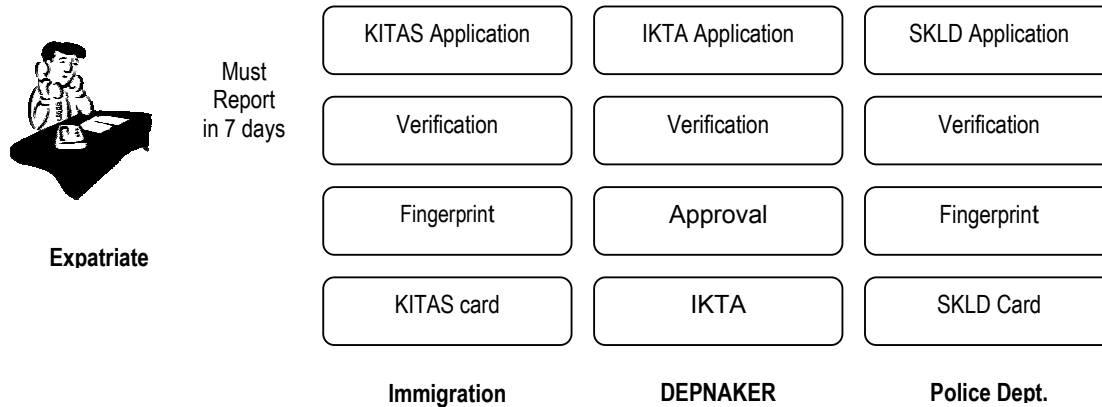


PROCESS FLOW AFTER FOREIGN EMPLOYEES HAVE ENTERED REPUBLIC OF INDONESIA:



1. The foreign national concerned must possess a Limited Stay Visa (VITAS) endorsed in the passport (issued by Overseas Visa Officer on an Indonesian Consulate/Embassy) on arrival in Indonesia.
2. The foreign national concerned, or sponsor, must report his / her arrival as indicated in his / her admission permit.
3. An application must be submitted to the Head of the local Immigration office whose jurisdiction covers the area of residence of the foreign national concerned, **within 7 (seven) days from the date of arrival (a fine of USD 20 a day after the time limit)** for the requirement of fingerprinting to obtain the limited stay permit card (KITAS).
4. A Curriculum Vitae / Resume of the foreign national concerned, original and photocopies of passport, and other proof to support his / her personal data in accordance with his / her visa application must be submitted.
5. A written guarantee of responsibility for the foreign national from the sponsor and the identity card of the sponsor must also be submitted.