

LEGAL
ALERTIndonesia
3 January 2018

Author

Poppy Cut Rahmasuci
Partner
Roosdiono & Partners
(a member of ZICO Law)
poppy.rahmasuci@zicolaw.com

Steffen Hadi
Senior Associate
Roosdiono & Partners
(a member of ZICO Law)
steffen.hadi@zicolaw.com



Manpower Mandatory Report (“Report”) Goes Online

On 6 November 2017, the Ministry of Manpower issued Regulation No. 18 of 2017 on the Procedures of Manpower Mandatory Online Report (“[Regulation 18/2017](#)”). This regulation revokes the previous Regulation No. PER.14/MEN/IV/2006 on the Procedure of Manpower Report in a Company and other implementing regulations.

Regulation 18/2017 mainly sets out the procedure for submitting the Online Report.

Types of report and period of submission

An employer must submit a Report in the following circumstances:

- upon the commencement or establishment of business (if the employer is a business entity), or re-operation or relocation of the employer (“[Report 1](#)”);
- before the employer’s cessation, relocation, winding-up or dissolution of the business (“[Report 2](#)”); and
- at the submission of the Annual report (“[Report 3](#)”).

Reports 1 and 2 must be submitted no later than 30 days before or after the occurrence of the above event. Report 3 is submitted annually in December.

Procedures of submission

Account creation

Upon the date of coming into operation of Regulation 18/2017 on 6 November 2017, all reports must be submitted online via <http://wajiblapor.kemnaker.go.id>.

Employers must create a registered account on the website prior to submitting the Reports.

Sanctions

Employers who contravene the requirements set out in Regulation 18/2017 may be fined up to IDR1,000,000 (approximately USD70) or imprisoned for 3 months pursuant to Law No. 7 of 1981 on the Mandatory Manpower Report in the Company.

If you have any questions or require any additional information, please contact [Poppy Rahmasuci](#), [Steffen Hadi](#), or the ZICO Law partner you usually deal with.

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