



AZRA SOLUTIONS
CONSULTING & BUSINESS INVESTMENT

THE REQUIRED DOCUMENTS FOR COMPANY GUARANTEE REGISTRATION

If your company intends to become a sponsor or guarantor in inviting foreign nationals, the following documents must be prepared:

- Company establishment deed and its amendments
(akta pendirian Perusahaan dan Perubahannya)
- Identification card of the company's leadership
(KTP/ITAS pimpinan perusahaan)
- Company tax identification number (NPWP)
(NPWP Perusahaan)
- Trading business license (SIUP), operational permit (IUT), or business identification number (NIB)
(SIUP/IUT/NIB Perusahaan)
- Letter of ratification from the Ministry of Law and Human Rights
(Surat Pengesahan Perusahaan dari Kemenkumham)
- Company registration certificate (TDP)
(Tanda Daftar Perusahaan)

All of these documents should be scanned with good quality results in JPG format and with a maximum size of not more than 400KBs.

Please do not forget to provide us with your company's phone number and email address, which will be entered into the online immigration system. This is a crucial step.

After all of your company's documents have been gathered, please send them to us via email at **service.azra@gmail.com**. Then, we will process your company's account registration in the online immigration system. Within 2-3 working days, your company will be registered in the online immigration system.