Registration of Access Rights for Non-Micro and Small Enterprises (Non-UMK)

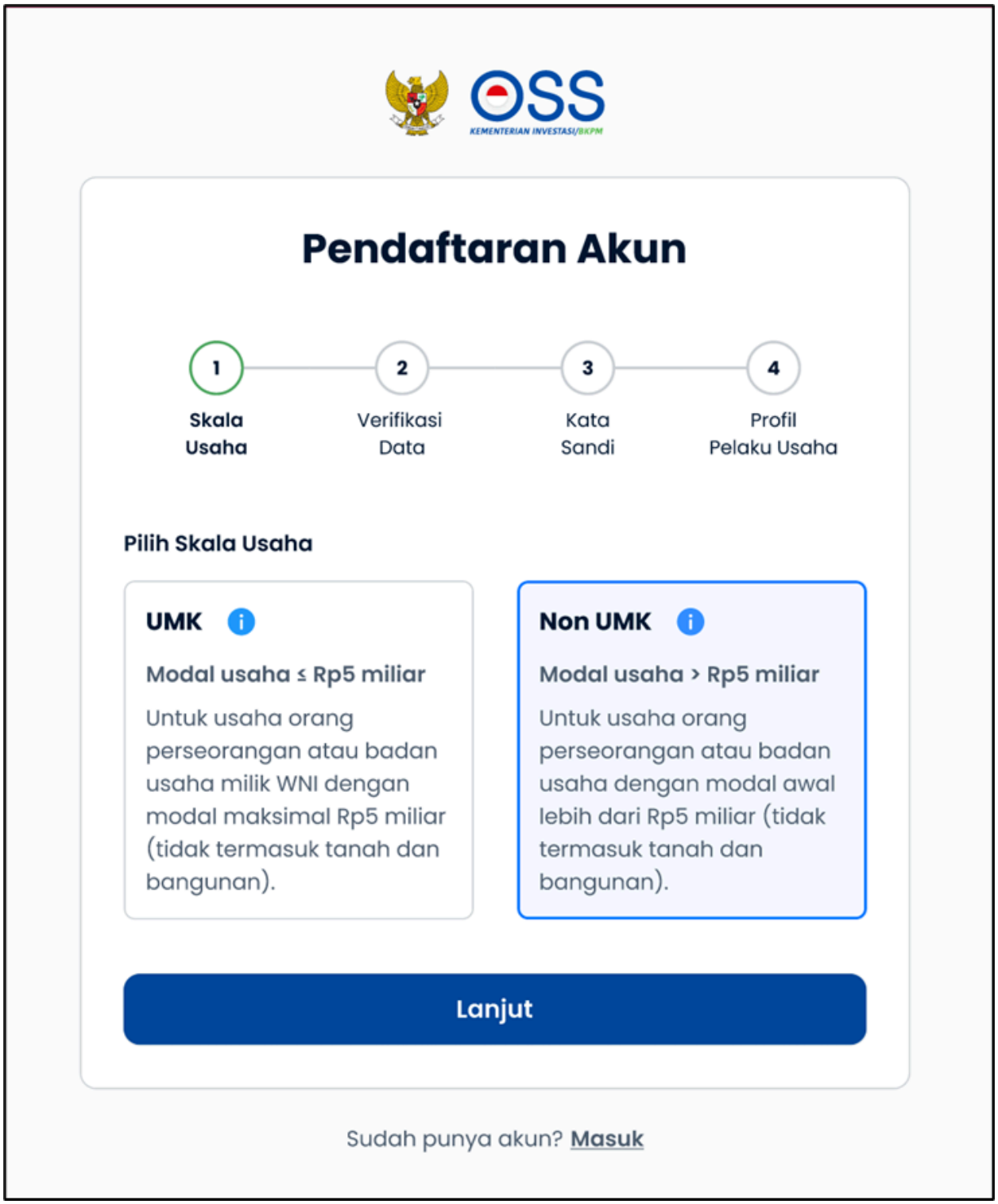
1. Visithttps://oss.go.id/



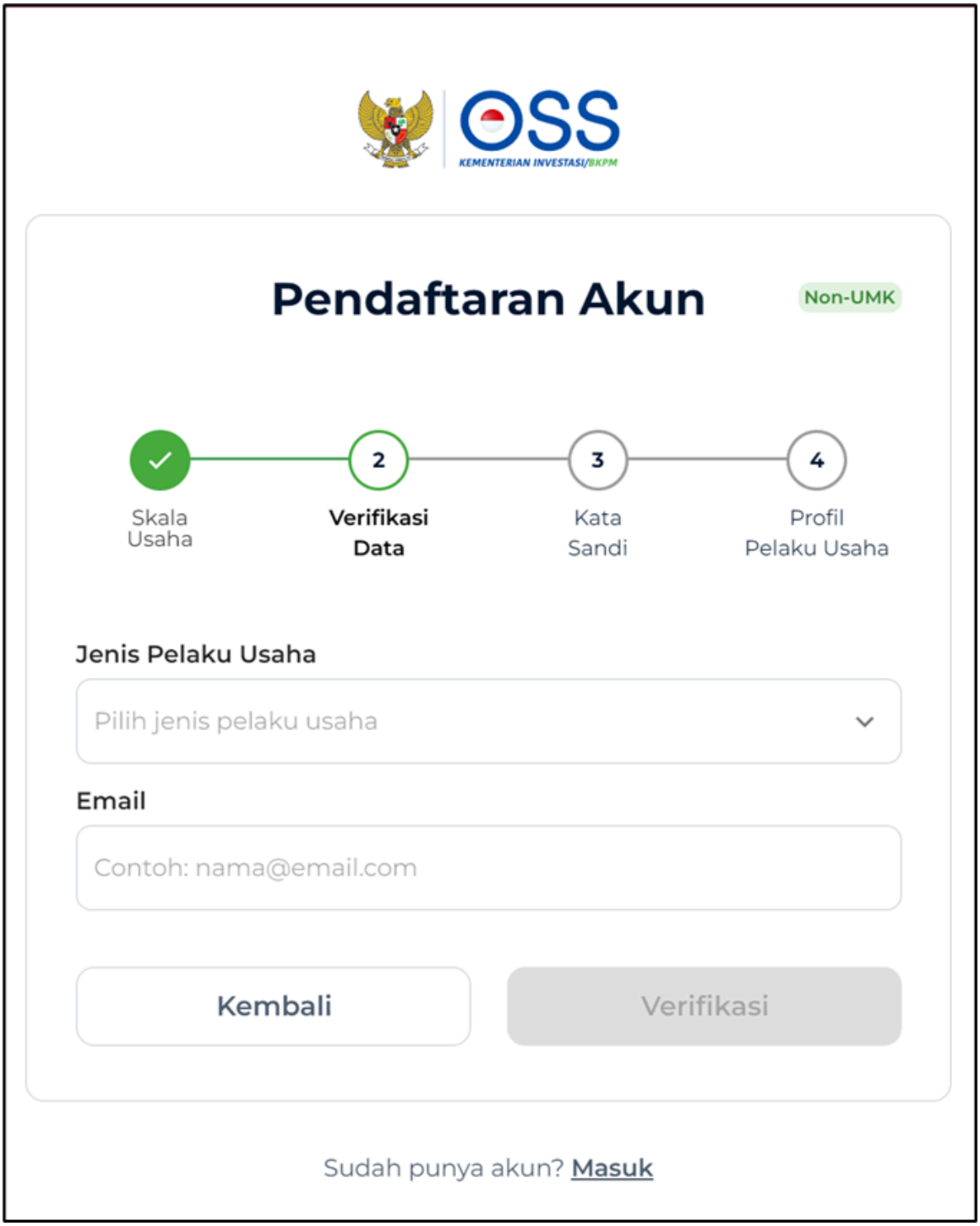
2. Select **LIST**



3. Choose the scale of business **Not UMK**

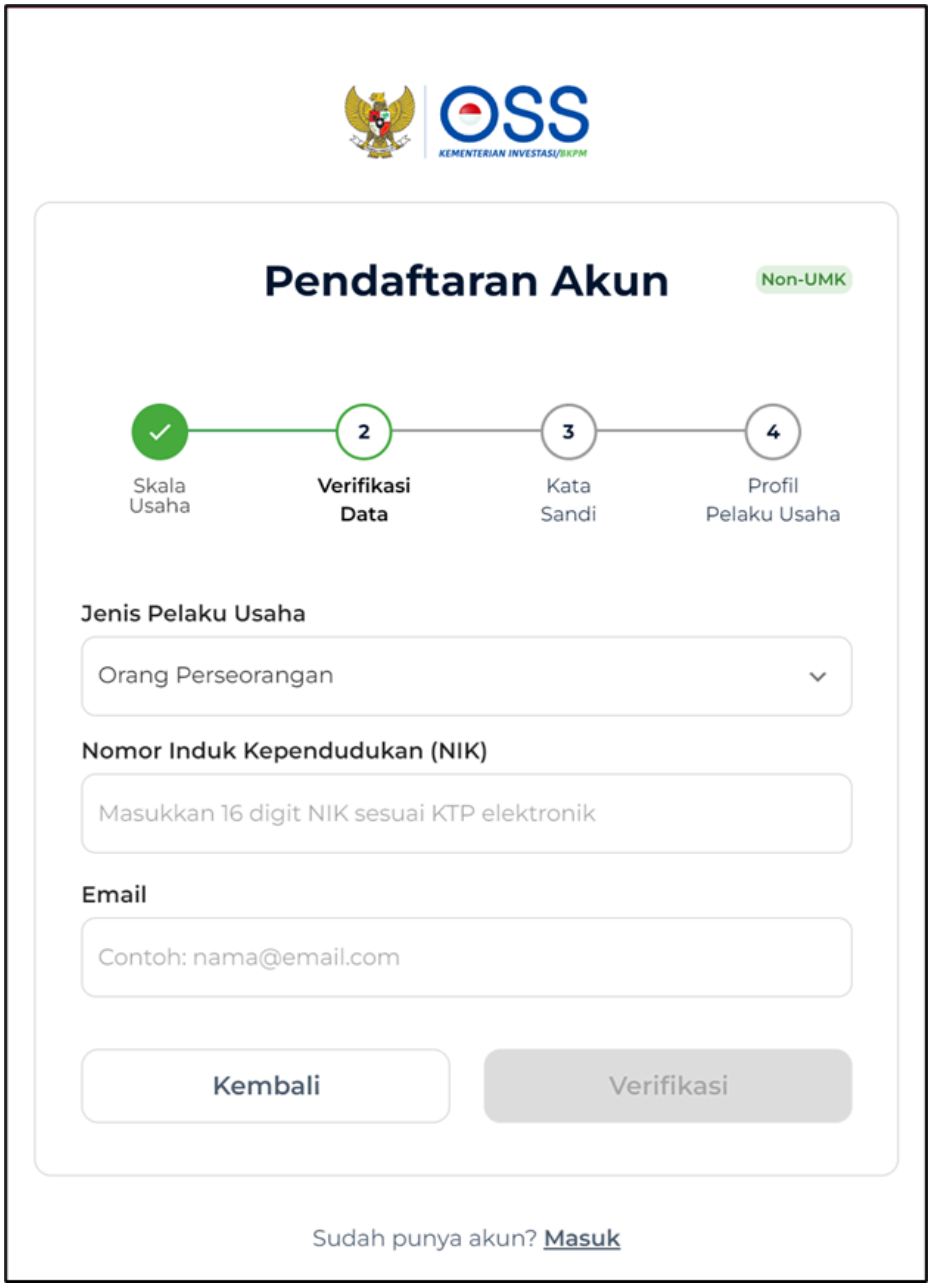


4. Choose the type of business actor **Not UMK**
    - Select the Type of Business Actor (Individual, Business Entity, Representative Office or Foreign Business Entity)
    - Complete the registration form provided

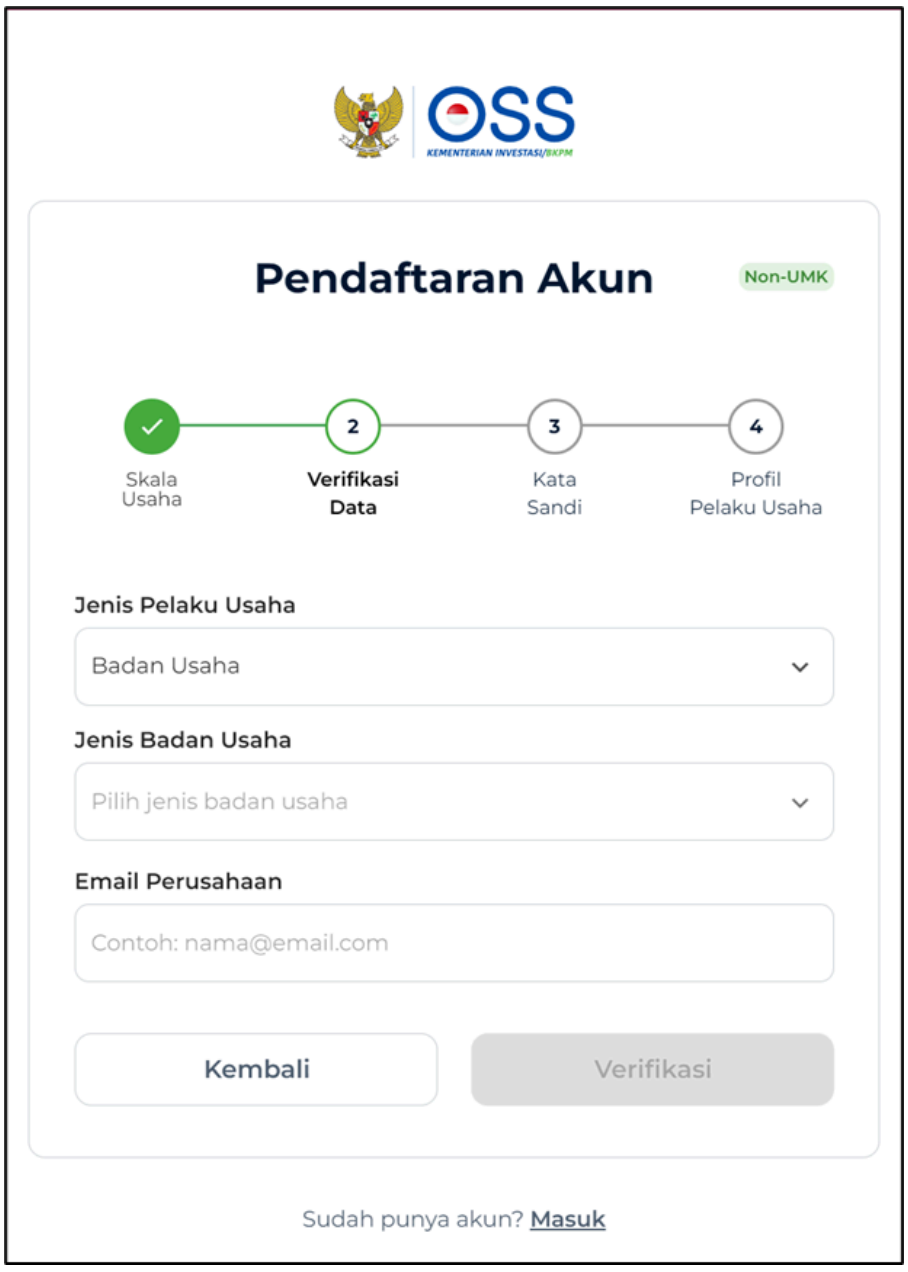


5. A. Complete **Business Scale Non-UMK** (as **Individual)**

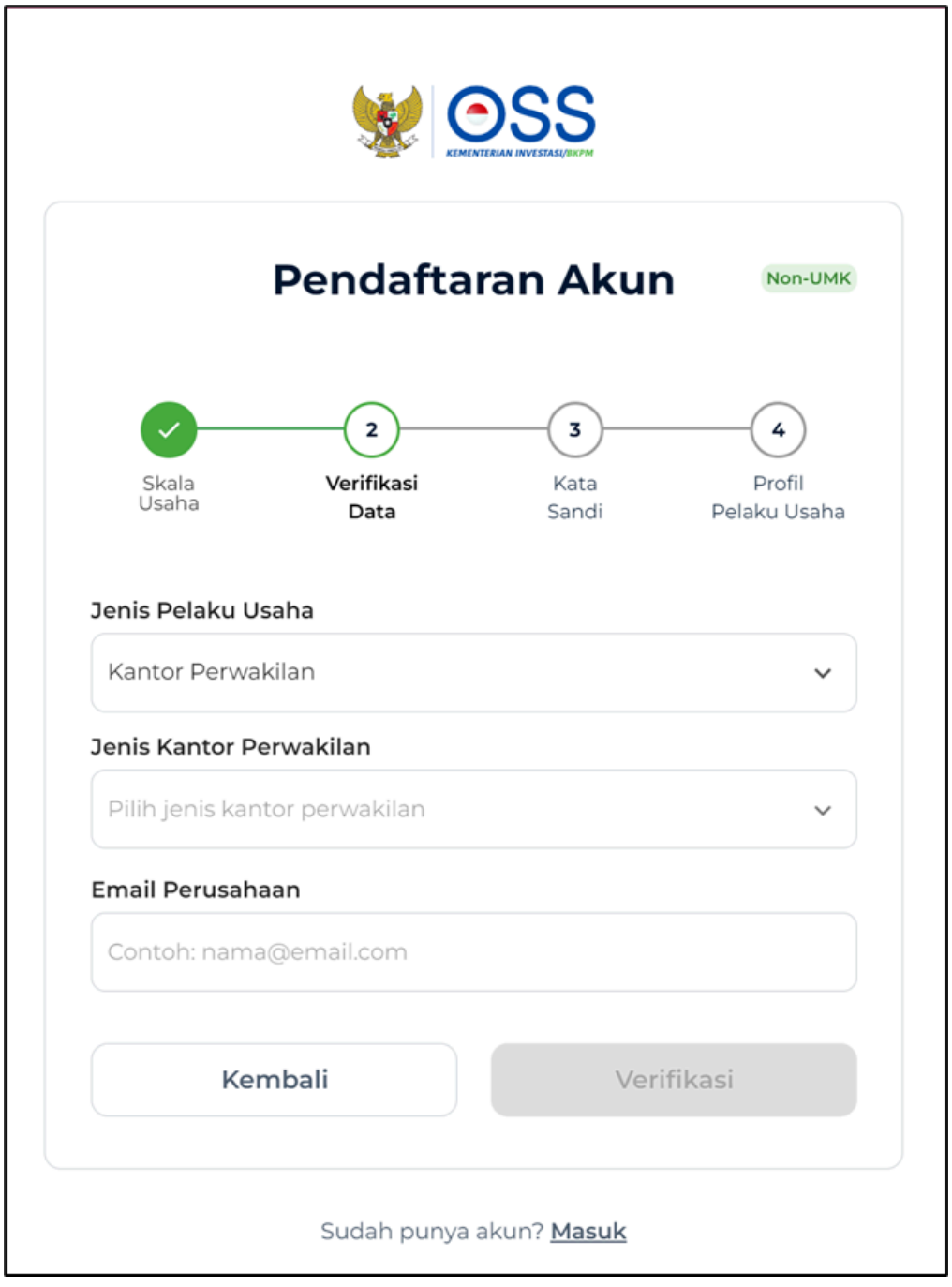
- Select the Type of Business Actor **Individual**
- Data you must complete:
    a. Population Identification Number (NIK) (registered with Dukcapil and must be at least 17 years old)
    b. Email
- Click the button **Verification**



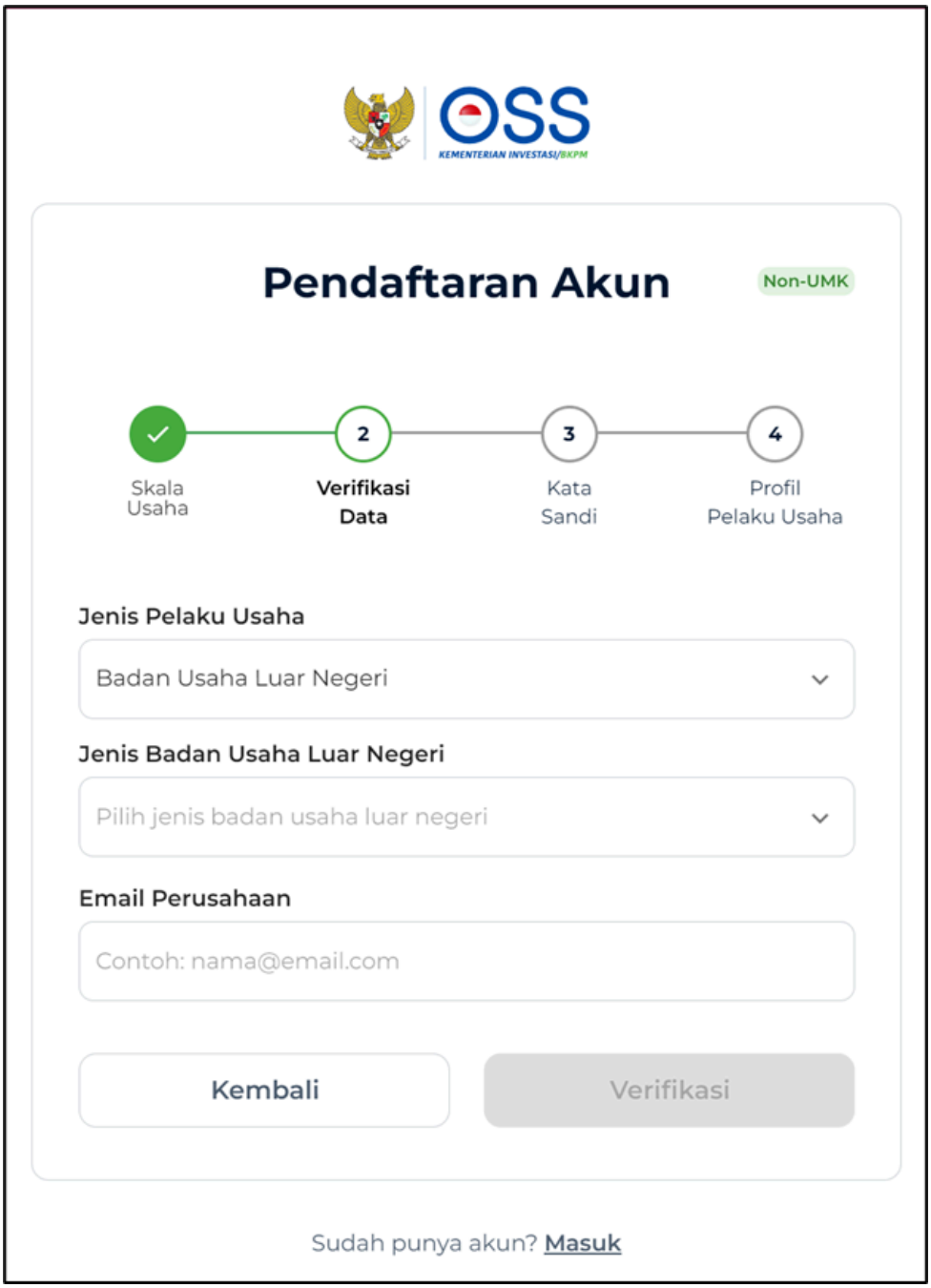
5. B. Complete **Business Scale Non-UMK** (as **Business entity)**
    - Select the Type of Business Actor **Business entity**
    - Select the type of business entity (PT, CV, FA, Civil Partnership, Perum, Perumda, Other Legal Entity, Cooperative, Association/Association, Foundation, Public Service Agency, Permanent Establishment, or BUMDES)
    - Complete Company Email
    - Click the button **Verification**



5. C. Complete **Business Scale Non-UMK** (as **Representative office)**
    - Select the Type of Business Actor **Representative office**
    - Select the Type of Representative Office (KPPA,KPJPTLA, KP3A, KP3A PMSE, or BUJKA)
    - Complete Email Address
    - Click the button**Verification**

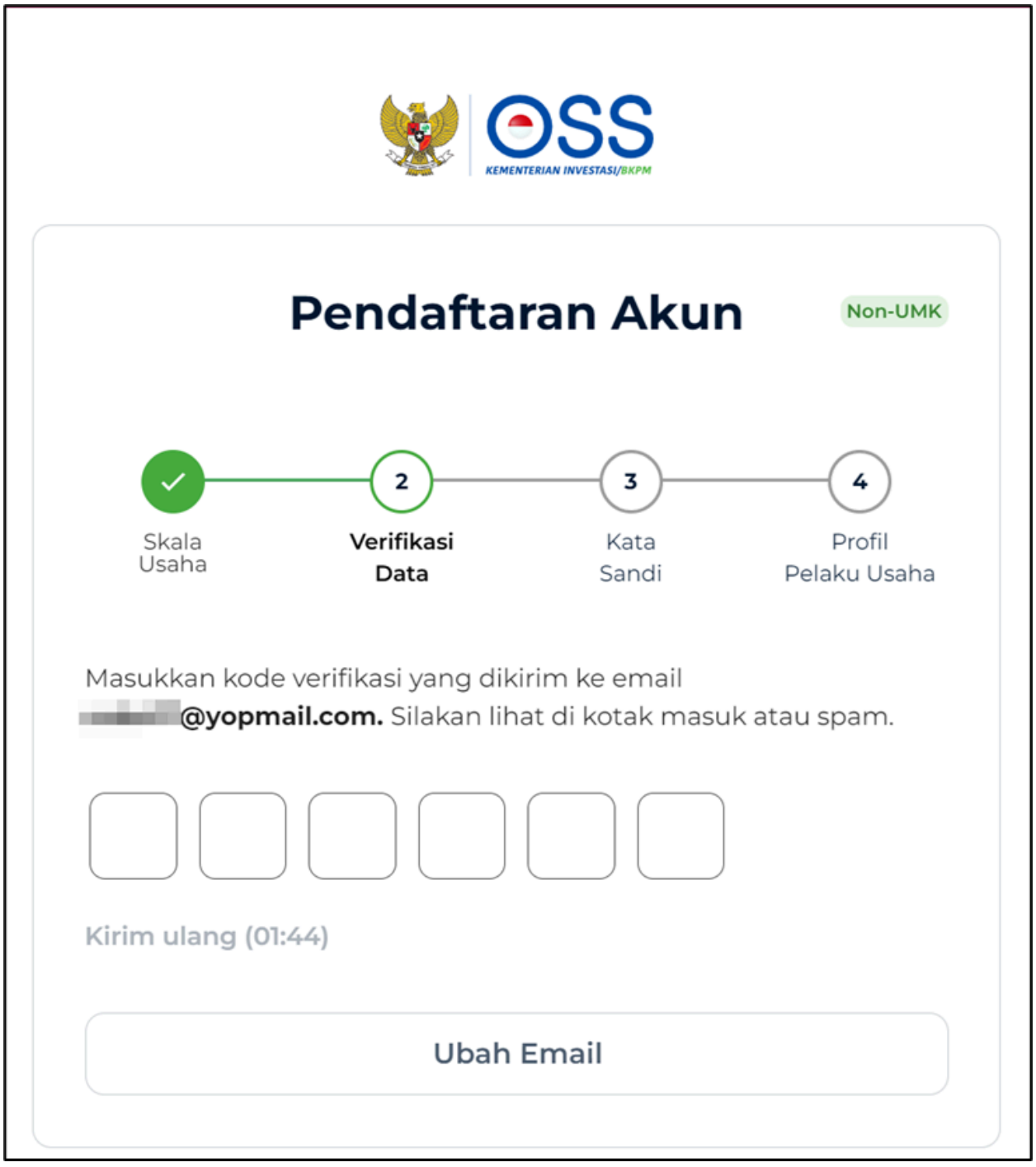


5. D. Complete **Business Scale Non-UMK** (as **Foreign Business Entity)**
    - Select the Type of Business Actor **Representative office**
    - Select the Type of Foreign Business Entity (STPW, PBA, Foreign PSE)
    - Complete Email Address
    - Click the button **Verification**

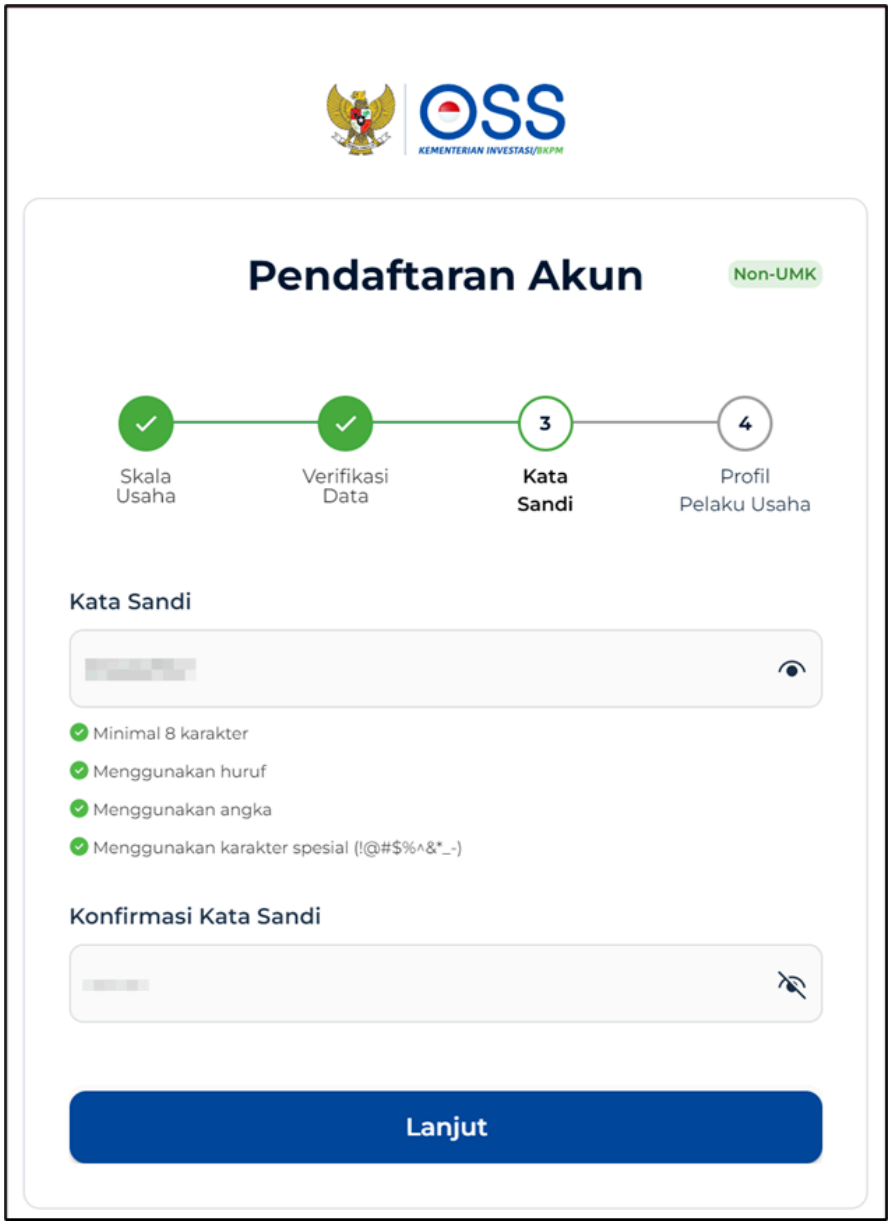


6. Select Method **Data Verification** (through **Email)**

- Check your Email messages
- **Enter Verification Code sent** via email
- Click **Change Email**, if you want to change the email to which the verification code will be sent

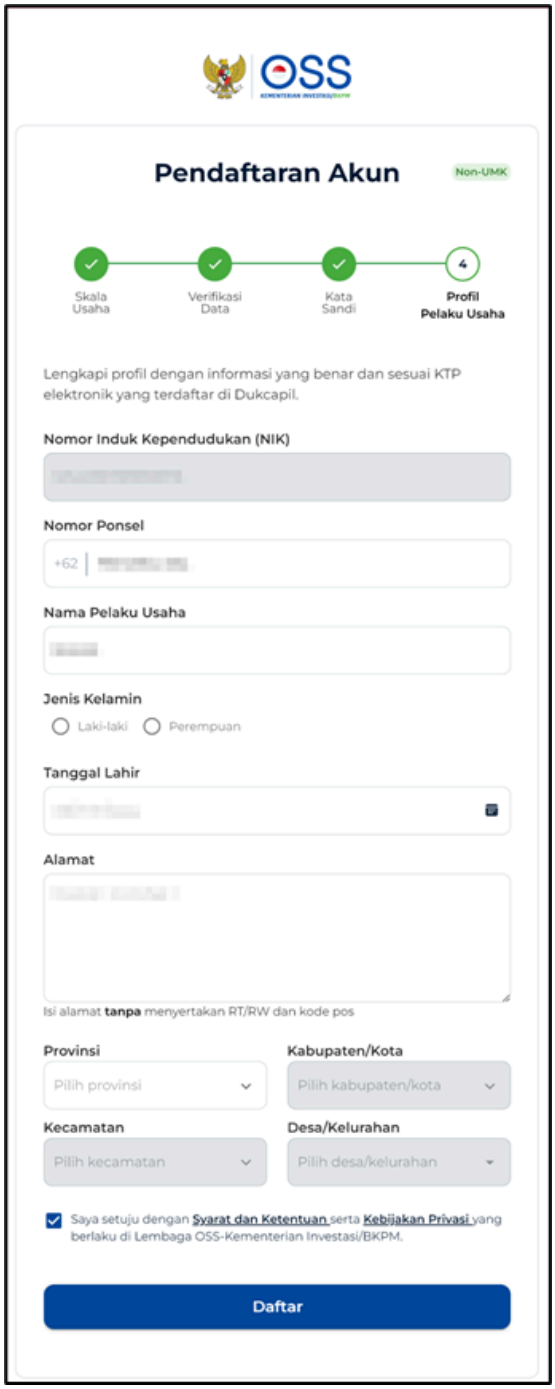


7. Enter **Password**
   - Enter **Password**
     Create a password:
     a. Minimum 8 Characters
     b. Using Letters
     c. Using Numbers
     .Using Special Characters (!@#$%^&*_-)
   - **Confirm Password**
   - Click **Carry on**



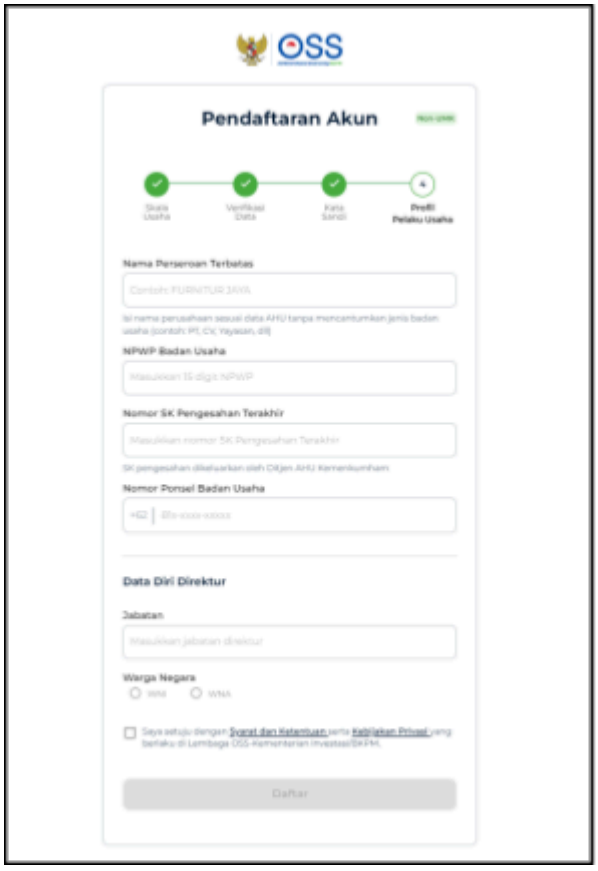
8. A. Complete the data as **Non-UMK Individuals**

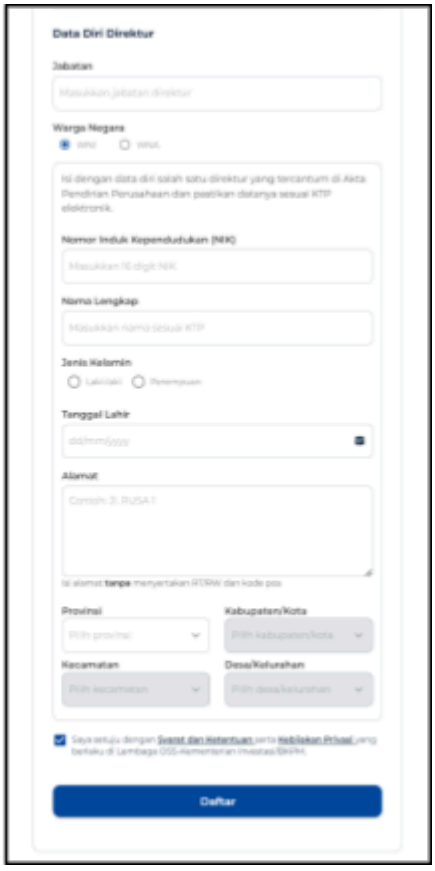
- Complete the Profile Data Form with the correct information according to **Electronic ID Card registered** in **Civil Registration Department**
- Read, understand, and click/checkbox***/checkbox*** in the Terms and Conditions and Privacy Policy stated.
- Then, Click **List**



8. B. Complete Data **Business Entity Profile - Limited Liability Company (PT)** If **Indonesian citizens**

- Data you must complete:
    1. Company Data
        a. Company name
        b. Company Taxpayer Identification Number
        c. Final Approval Decree Number
        d. Business Entity Mobile Number
    2. Directors/Management Data
        a. Department
        b. Citizen
        c. Population Identification Number (NIK)
        d. Full Name
        e. Gender
        f. Date of birth
        g. Address (Province, Regency/City, Sub-district, Village/Ward)
- Check the Statement Column
- Click the button **Carry on**

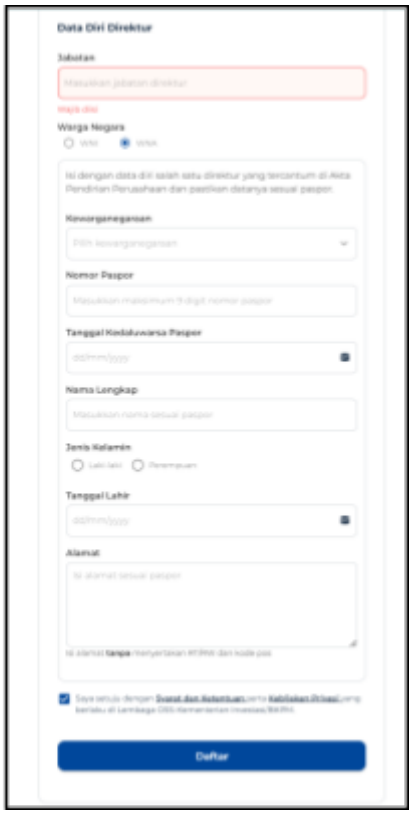




8. C. Complete the Data **Business Entity Profile - Limited Liability Company (PT)**If **DO**

- Data you must complete:
    1. 1. Company Data
        a. Company name
        b. Company Taxpayer Identification Number
        c. Final Approval Decree Number
        d. Business Entity Mobile Number
    2. Directors/Management Data
        a. Department
        b. Citizen
        c. Citizenship
        d. Passport Number
        e. Passport Expiration Date
        f. Full Name
        g. Gender
        h. Date of birth
        i. Address (Province, Regency/City, Sub-district, Village/Ward)
- Check the Statement Column
- Click the button**Carry on**

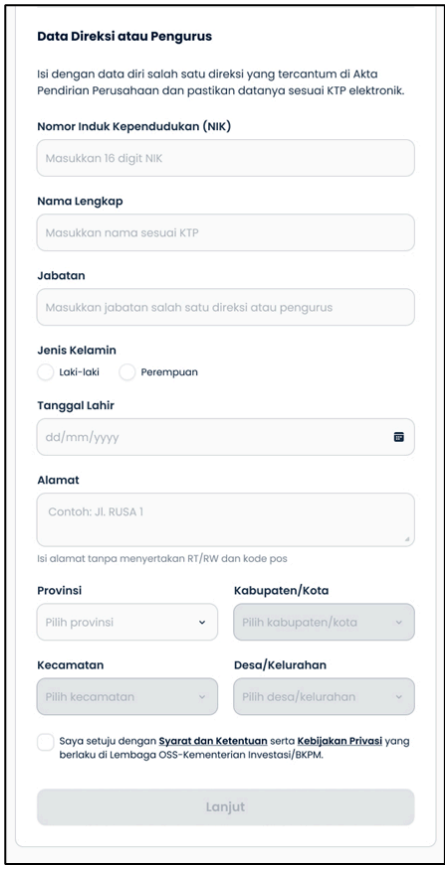




8. D. Complete **Business Entity Profile - CV, Perum, Perumda, Civil Partnership, FA, and Agency Other Laws**

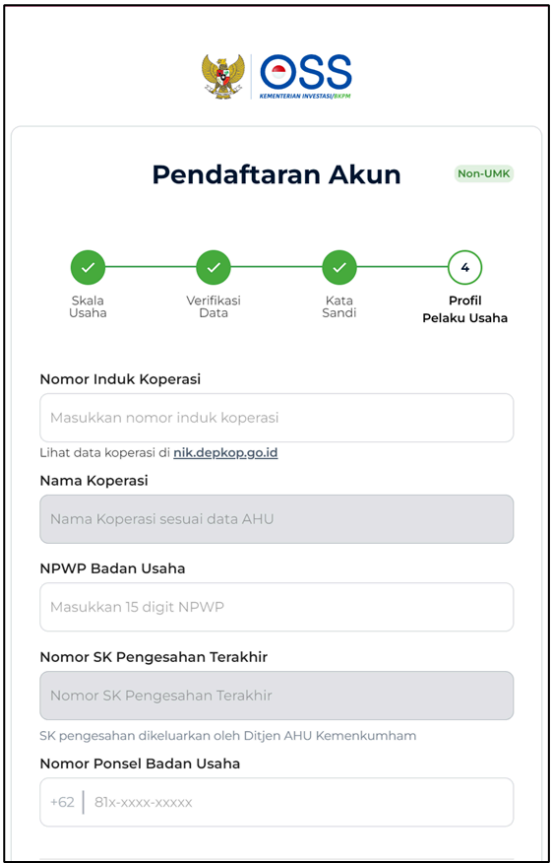
- Data you must complete:
    1. Company Data
        a. Company name
        b. Company Taxpayer Identification Number
        c. Final Approval Decree Number
        d. Business Entity Mobile Number
    2. Directors/Management Data
        a. Population Identification Number
        b. Full Name
        c. Department
        d. Gender
        e. Date of birth
        f. Address (Province, Regency/City, Sub-district, Village/Ward)
- Check the Statement Column
- Click the button**Carry on**

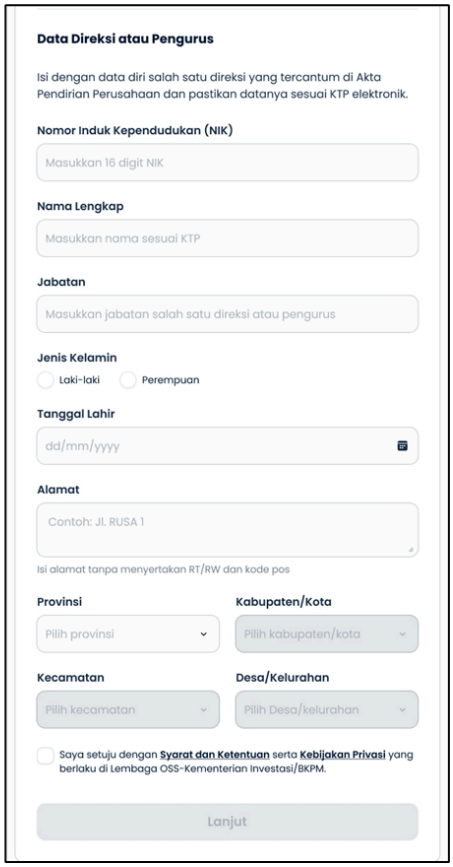




8. F. Complete **Business Entity Profile - Cooperative**

- Data you must complete:
    1. Company Data
        a. Cooperative Identification Number
        b. Company name
        c. Company Taxpayer Identification Number
        d. Final Approval Decree Number
        e. Business Entity Mobile Number
    2. Directors/Management Data
        a. Population Identification Number
        b. Full Name
        c. Department
        d. Gender
        e. Date of birth
        f. Address (Province, Regency/City, Sub-district, Village/Ward)
- Check the Statement Column
- Click the button**Carry on**

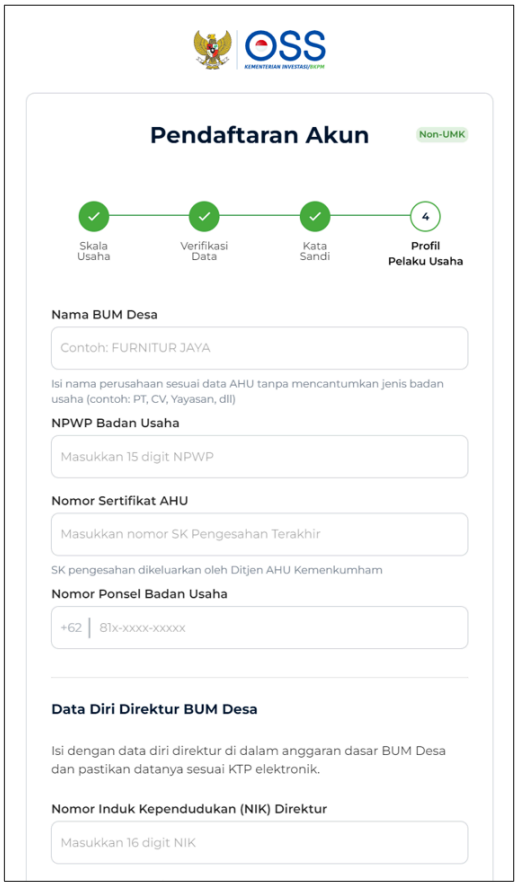


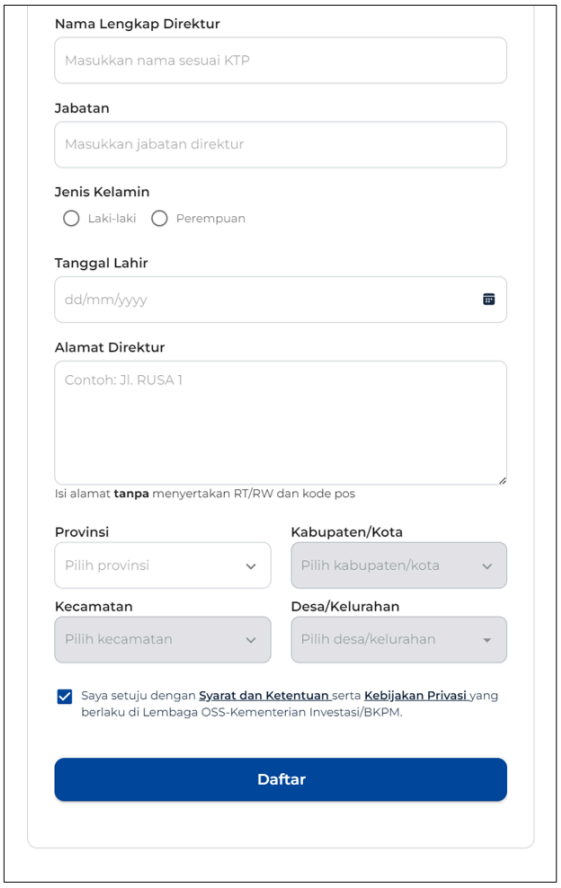


8. G. Complete **Business Entity Profile - Village-Owned Enterprises (BUMDES) and Business Entities**

Jointly Owned Enterprises (BUMDESMA)

- Data you must complete:
  1. Company Data
     a. Name of Village-Owned Enterprise
     b. Business Entity Taxpayer Identification Number
     c. AHU Certificate Number
     d. Business Entity Mobile Number
  2. Personal Data of the Director of Village-Owned Enterprises
     a. Director's Population Identification Number
     b. Director's Full Name
     c. Department
     d. Gender
     e. Date of birth
     f. Address (Province, Regency/City, Sub-district, Village/Ward)
- Check the Statement Column
- Click the button **List**

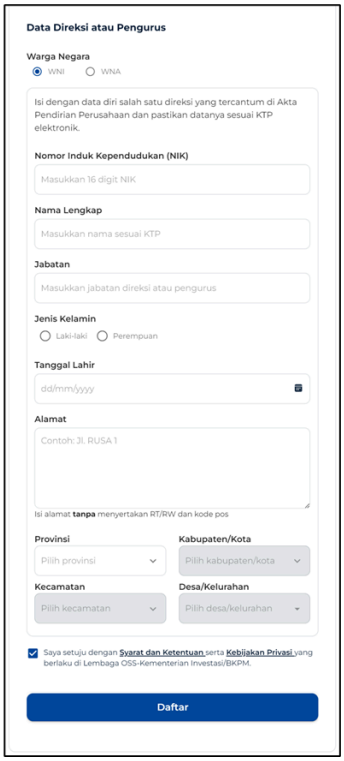




8.H. Complete **Business Entity Profile - Permanent Establishment**If **Indonesian citizens**

- Data you must complete:
  1. Company Data
     a. Cooperative Identification Number
     b. Company name
     c. Company Taxpayer Identification Number
     d. Final Approval Decree Number
     e. Business Entity Mobile Number
  2. Directors/Management Data
     a. Population Identification Number
     b. Full Name
     c. Department
     d. Gender
     e. Date of birth
     f. Address (Province, Regency/City, Sub-district, Village/Ward)
- Check the Statement Column
- Click the button**Carry on**

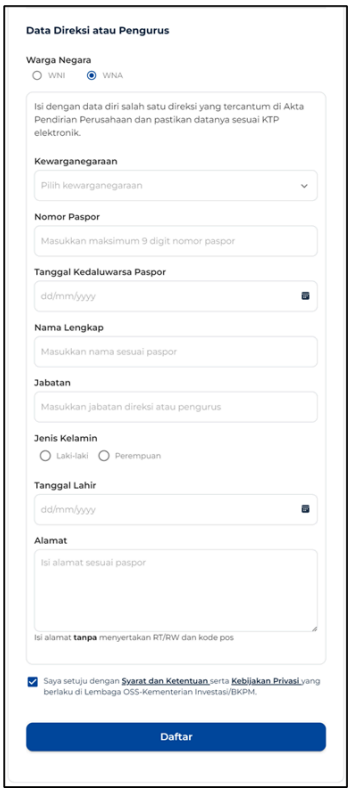




8. I. Complete **Business Entity Profile - Permanent Establishment** If **DO**

- Data you must complete:
    1. Company Data
        a. Cooperative Identification Number
        b. Company name
        c. Company Taxpayer Identification Number
        d. Final Approval Decree Number
        e. Business Entity Mobile Number
    2. Directors/Management Data
        a. Citizenship
        b. Passport Number
        c. Passport Expiration Date
        d. Full Name
        e. Department
        f. Gender
        g. Date of birth
        h. Address (Province, Regency/City, Sub-district, Village/Ward)
- Check the Statement Column
- Click the button **Carry on**



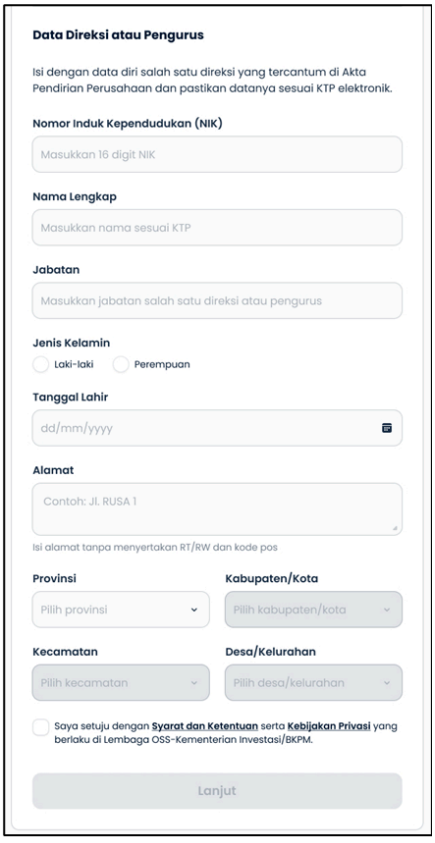


8. J. Complete **Business Entity Profile - Foundation, Association/Association, Permanent Establishment**

and Public Service Agency

- Data you must complete:
    1. Company Data
        a. Company name
        b. Company Taxpayer Identification Number
        c. Legal Entity or Business Establishment Letter Number
        d. Business Entity Mobile Number
    2. Directors/Management Data
        a. Population Identification Number
        b. Full Name
        c. Department
        d. Gender
        e. Date of birth
        f. Address (Province, Regency/City, Sub-district, Village/Ward)
- Check the Statement Column
- Click the button **Carry on**

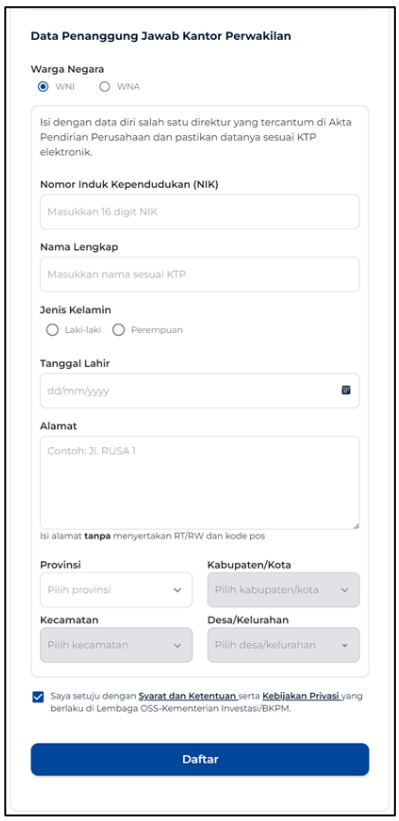




8. K. Complete **Representative Office Profile**If **Indonesian citizens**

- Data you must complete:
    1. Company Data
        a. Company name
        b. Company Taxpayer Identification Number
        c. Legal Entity or Business Establishment Letter Number
        d. Business Entity Mobile Number
    2. Directors/Management Data
        a. Population Identification Number
        b. Full Name
        c. Department
        d. Gender
        e. .Date of birth
        f. Address (Province, Regency/City, Sub-district, Village/Ward)
- Check the Statement Column
- Click the button **Carry on**

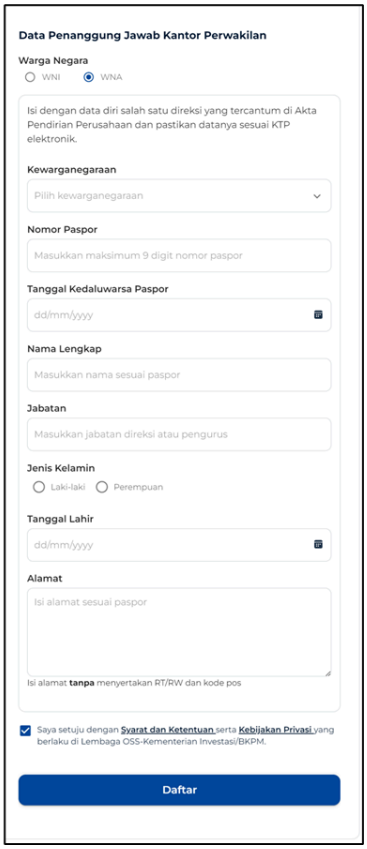




8. L. Complete **Representative Office Profile**If **DO**

- Data you must complete:
    1. Company Data
        a. a. Company Name
        b. b. Company Taxpayer Identification Number
        c. c. Number of Letter of Establishment of Legal Entity or Business
        d. d. Business Entity Mobile Number
    2. Directors/Management Data
        a. Citizenship
        b. Passport Number
        c. Passport Expiration Date
        d. Full Name
        e. Department
        f. Gender
        g. Date of birth
        h. Address (Province, Regency/City, Sub-district, Village/Ward)
- Check the Statement Column
- Click the button **Carry on**

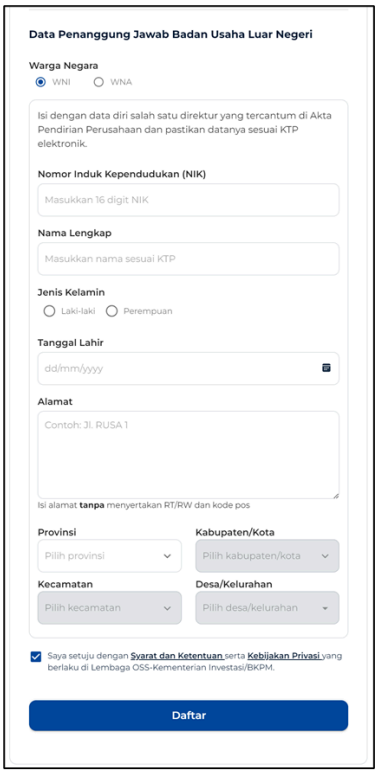




8. M. Complete **Profile of Foreign Business Entities**If **Indonesian citizens**

- Data you must complete:
    1. Company Data
        a. Company name
        b. Company Taxpayer Identification Number
        c. Legal Entity or Business Establishment Letter Number
        d. Business Entity Mobile Number
    2. Data on Persons in Charge of Foreign Business Entities
        a. Population Identification Number
        b. Full Name
        c. Department
        d. Gender
        e. Date of birth
        f. Address (Province, Regency/City, Sub-district, Village/Ward)
- Check the Statement Column
- Click the button **Carry on**

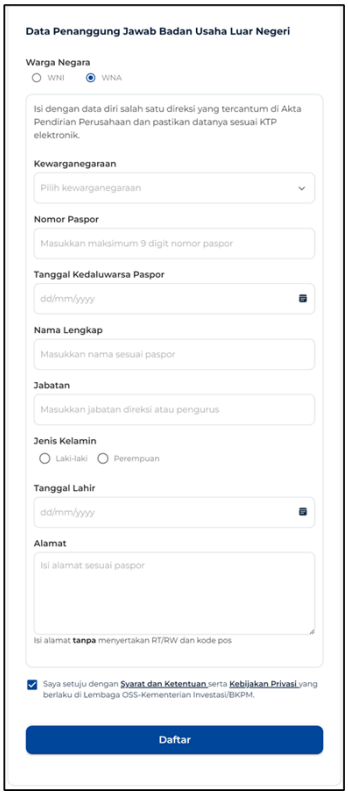




8. N. Complete **Profile of Foreign Business Entities**If **DO**

- Data you must complete:
    1. Company Data
        a. Company name
        b. Company Taxpayer Identification Number
        c. Legal Entity or Business Establishment Letter Number
        d. Business Entity Mobile Number
    2. Data on Persons in Charge of Foreign Business Entities
        a. Citizenship
        b. Passport Number
        c. Passport Expiration Date
        d. Full Name
        e. Department
        f. Gender
        g. Date of birth
        h. Address (Province, Regency/City, Sub-district, Village/Ward)
- Check the Statement Column
- Click the button **Carry on**





9. Registration **Succeed**



10. Your access rights ready **to use to** log into the OSS System

