

Reporting of Foreign Electricity Support Service Representative Office (KPJPTLA)

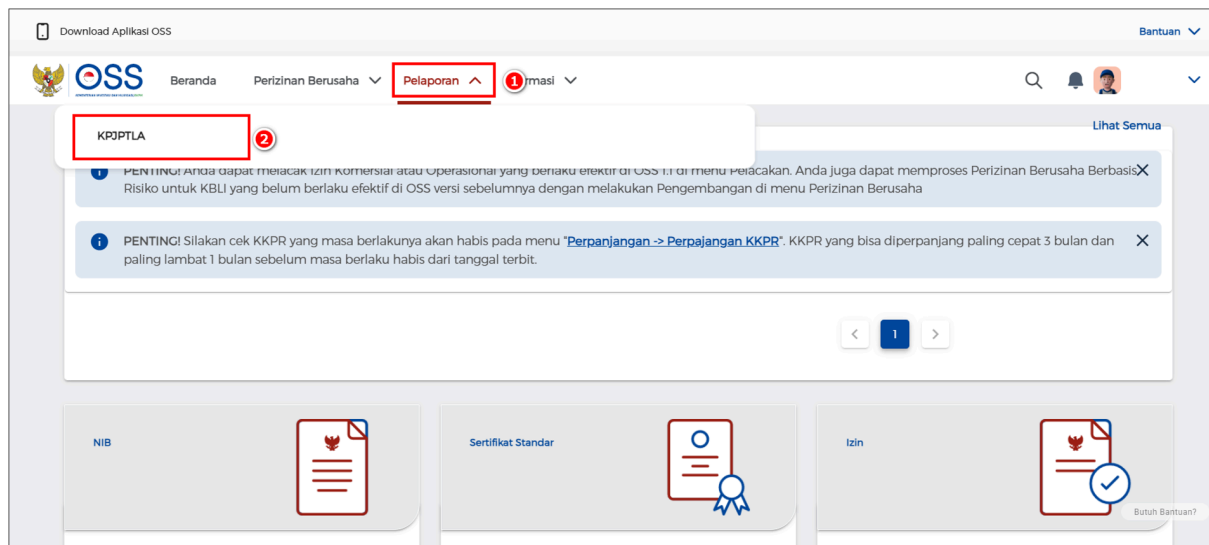
1. Visit <https://oss.go.id/>, click ENTER



2. Enter ***Username*** and ***Password***, then click the ENTER

The screenshot shows the login page of the OSS website. The header includes the OSS logo and the text 'KEMENTERIAN INVESTASI & DAFTAR USAHA'. The main section is titled 'Masuk' (Login). It contains two input fields: 'Nomor Ponsel, Email, atau Username' with a placeholder 'Contoh: 081xxxxxxx atau nama@email.com' and 'Kata Sandi' (Password) with a placeholder 'Masukkan kata sandi'. Below the input fields is a link 'Butuh Bantuan?' (Need Help?). At the bottom is a large 'Masuk' button. A footer link says 'Belum punya akun? [Daftar](#)' (Don't have an account? Register).

3. Enter the menu **PELAPORAN**, and click **KPJPTLA**



4. After entering the Reporting menu, click **CREATE REPORT**

- After You enter the Reporting menu, click **CREATE REPORT** to generate the KPJPTLA report.

Daftar Laporan KPJPTLA

Nama Perusahaan: NIB:

BUAT LAPORAN Cari Berdasarkan: Semua Data

No	Detail Laporan	Bidang Kegiatan	Periode	Detail Pelapor	Status	Aksi
1	Nomor: Tanggal: 20-12-2021 17:47	71102 - Aktivitas Keinsinyuran dan Konsultasi Teknis YBDI	Tahun 2020	Nama Pelapor : Jabatan : Nomor Handphone : Email :	Draf	UBAH HAPUS

5. Complete **Business Actor Data**

- Business Actor Data will be displayed by the system automatically.
- Business Actor Data that you must fill in.

LAPORAN KEGIATAN KANTOR PERWAKILAN JASA PENUNJANG TENAGA LISTRIK ASING
PERIODE PELAPORAN : TAHUN 2020

Nomor Perizinan	
Nama Pelaku Usaha/Perusahaan Di Luar Negeri Yang Menunjuk (Prinsipal)	
Nama Kepala Perwakilan	
Kewarganegaraan	
Alamat Kantor Perwakilan	
NPWP	
Nomor Telepon	
Fax	
Email	
Bidang Kegiatan	
Realisasi Kegiatan	

6.a Complete **the Manpower Data** (Number of TKI and TKA)

- Manpower Data that you must fill in.
- After you fill in the Labor Data, the total workforce entered will be calculated and displayed by the system automatically in the Total column.

Tenaga Kerja

	Laki-Laki	Perempuan	Total
Indonesia	Orang	Orang	0 Orang
Asing	Orang	Orang	0 Orang

6.b Complete **the Labor Data** (Foreign Work Permit Number)

- Fill in the TKA Work Permit Number data.
- Click **ADD** to save the Work Permit Number.

- To delete the Work Permit Number, you can check the checkbox for the selected Work Permit Number and click **DELETE**

You will not be able to continue sending the KPJPTLA report if the TKA Work Permit entered **does not match** the number of TKA and/or the TKA Work Permit **has expired**.

Nomor Izin Kerja
Tenaga Kerja Asing

Nomor Izin Kerja Laki-laki

Nomor Izin Kerja Perempuan

Masukan No Izin

Tanggal Terbit

Masa Berlaku

TAMBAH

Masukan No Izin

Tanggal Terbit

Masa Berlaku

TAMBAH

HAPUS

No	Nomor Izin Kerja Laki-laki	Tanggal Terbit	Tanggal Masa Berlaku
☐	1	PK3412	01/12/2021

No	Nomor Izin Kerja Perempuan	Tanggal Terbit	Tanggal Masa Berlaku
☐	1	PB1234	01/12/2021

***Make sure the Work Permit Number that you enter is still valid**

7. Complete **the Investment Realization**

- The Investment Realization Data that must be filled in is the Additional Realization During the Reporting Period for Fixed Capital and Working Capital:
- After you fill in the Investment Realization Data, the total Investment Realization entered will be calculated and displayed by the system automatically in the Total column.
- The system will automatically display the Total Accumulated Realization up to the Reporting Period based on the additional Realization of Fixed Capital and Working Capital completed by you

Realisasi Penanaman Modal		
	Tambahan Realisasi Pada Periode Pelaporan	Total Akumulasi Realisasi s/d Periode Pelaporan
Modal Tetap	Rp 0	Rp 0
Modal Kerja	Rp 0	Rp 0
Jumlah	Rp 0	Rp 0

8. Include Document Data Periodic Reports Supporting Reports in accordance with the Format Minister of Energy and Mineral Resources Regulation No. 5 of 2021

- You are required to upload Periodic Report Documents Supporting Reports in accordance with the format of Minister of Energy and Mineral Resources regulation no. 5 of 2021

Dokumen Laporan berkala Laporan Penunjang sesuai dengan format Peraturan Menteri ESDM No.5 Tahun 2021

Unggah Laporan:



Maksimal Upload File : 5Mb
Tipe File: PDF

9. Complete KPJPTLA Business Activity Report

- Person in Charge data that you must fill in.

Penanggung Jawab Laporan KPJPTLA

Nama Pelapor		Jabatan	
Nomor Handphone	+62 hilangkan angka 0 di depan	Email	email +

10. Approve KPJPTLA Reporting Statement

- then check the **DISCLAIMER**
- the **Read**
- understand **and** box

☒ Disclaimer

Telah mengisi laporan sebagaimana di atas dengan sebenarnya dan penuh dengan rasa tanggung jawab. Kebenaran atas data yang disampaikan dalam laporan ini menjadi tanggung jawab Pelaku Usaha sepenuhnya.

KEMBALI

PRATINJAU

SIMPAN SEBAGAI DRAF

KIRIM LAPORAN

. , carefully

- the **Statement**, there will be a confirmation notification to send the KPJPTLA report
- Click **YES** to continue the KPJPTLA report process

Pemberitahuan

Apakah Anda yakin akan mengirimkan laporan ini?

YA

TIDAK

12.a Report of Foreign Electric Power Support Service Representative Office (KPJPTLA) has received

- the Report of the Representative Office of Foreign Electricity Support Services (KPJPTLA) which has been received will display:
 - Print KPJPTLA Report (click **PRINT KPJPTLA**)
 - Report Form that has been submitted (click **VIEW DETAILS**)
- Next you can **view, download, and print** Office report products Representative of Foreign Electric Power Support Services (KPJPTLA)

Daftar Laporan KPJPTLA

Nama Perusahaan:
NIB:

BUAT LAPORAN

Cari Berdasarkan:

CARI

No	Detail Laporan	Bidang Kegiatan	Periode	Detail Pelapor	Status	Aksi
1	Nomor: Tanggal: 20-12-2021 17:47	71102 - Aktivitas Keinsinyuran dan Konsultasi Teknis YBDI	Tahun 2020	Nama Pelapor : Jabatan : Nomor Handphone : Email :	Draf	UBAH HAPUS

UNDUH

13. Report of Representative Office of Foreign Electricity Support Services (KPJPTLA) has been received (Print of KPJPTLA Report)

LAPORAN KEGIATAN
KANTOR PERWAKILAN JASA PENUNJANG TENAGA LISTRIK ASING
PERIODE PELAPORAN: TAHUN 2020

1. DATA UMUM			
Nama Perorangan	:		
Nama Pejabat (nama/Pejabat/Asisten/ Kepala/ Wakil Kepala)	:	Boschirly Ghid	
Nama Kepala Perwakilan	:		
Pangkat/Jabatan	:	American Samoa	
Alamat Kantor Perwakilan	:	Jl Merdeka no 12	
HP/No HP	:		
Nomor Telepon	:	Fax:	
	:	Email:	
Bidang Kegiatan	:	PT102 - Aktivitas Keinsinyuran dan Konsultasi Teknis YBDI	
Deskripsi Kegiatan	:	Web Development	
Tenaga Kerja	:	Asing	No. Izin Kerja
	- LUKU-BMI	1 orang	Tertampil
	- Peningkatan	1 orang	Tertampil
	:	Indonesia	No. Izin Kerja
	- LUKU-BMI	1 orang	-
	- Peningkatan	2 orang	-

II. REALISASI PENANAMAN MODAL

Investasi		Tambahan realisasi pada Periode Pelaporan (Rp)	Total akumulasi realisasi s/d Periode Pelaporan (Rp)
I. Modal Tetap	:		
II. Modal Kerja	:		
Jumlah	:		

Jakarta, 16 Desember 2021

Nama :
Jelas :
Jabatan :
No.
Handphone :
Email :

Lampiran Izin Kerja TKA

No	Nomor Izin Kerja Laki-laki	Tanggal Terbit	Masa Berlaku
1	PK3412	01 Desember 2021	31 Desember 2021

No	Nomor Izin Kerja Perempuan	Tanggal Terbit	Masa Berlaku
1	PB1234	01 Desember 2021	31 Desember 2021

Lampiran Izin Kerja TKA

No	Nomor Izin Kerja Laki-laki	Tanggal Terbit	Masa Berlaku
1		01 Desember 2021	31 Desember 2021

No	Nomor Izin Kerja Perempuan	Tanggal Terbit	Masa Berlaku
1		01 Desember 2021	31 Desember 2021