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# GUIDELINES TO CUSTOMS PROCEDURES INDONESIA

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## TABLE OF CONTENTS

1. Background and Scope
2. Specifics
3. Declarations & Examination
4. Pre-Clearance
5. Food, Medical Equipment & Shelters
6. Vehicles
7. Communications Equipment
8. ICT Equipment
9. Personal Effects
10. Customs Procedures for Humanitarian Operation Specifics in Aceh and Nias

## ANNEXES

**Annex A: DECREE 89 ISSUED BY THE FINANCE MINISTER OF INDONESIA**

**Annex A, Attachment I: LIST OF AUTHORISED NGOs, IPs AND UN AGENCIES**

**Annex A, Attachment II: DISPOSAL OF MOTOR VEHICLES**

**Annex A, Attachment III; PERSONAL EFFECTS**

**Annex B: Guidelines for Expedited Clearance of Specific Commodities**

**Annex C: Contact Points for Customs Offices – Sumatra and Jakarta**

**Annex D: Sample request letter to accompany Paper 19**

**Annex E: Sample Paper 19**

**Annex F: Sample P.I.B.**

**Annex G: DECREE 573 ISSUED BY THE FINANCE MINISTER OF INDONESIA**



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## CUSTOMS PROCEDURES

*for*

## HUMANITARIAN and RECOVERY OPERATIONS

### INDONESIA

#### 1. BACKGROUND AND SCOPE

1. This guidance document covers importation of humanitarian aid and material to be used in the recovery programme for Aceh and Nias..
2. Non-emergency importations (i.e. routine development) must not be dealt with under the protocols established and described in this document.
3. All UN imports for Indonesia have thus far been cleared under an informal agreement by the Indonesian Customs.
4. This agreement covers all materiel, equipment, supplies and personal effects of relief workers engaged in the delivery of humanitarian aid and/or recovery programmes to the people of Aceh and Nias.
5. Simplified procedures were issued by the Ministry of Finance to speed the clearance of goods through Customs. These procedures will remain in force until further notice.
6. These procedures are based on Decree 89, issued by the Ministry of Finance. This is the core document which drives these procedures; a translation is attached at Annex A to this document.
7. Attachments to this Decree are also at Annex A. These specify procedures for specific items.
8. An electronic copy of Decree 89 is posted on the WFP Shipping Service website at [www.wfpss.org](http://www.wfpss.org) along with copies of the P.I.B. (request for expedited clearance of humanitarian supplies – example at Annex F) and Paper 19 (see below).

#### SPECIFICS

9. There have been no major delays with the majority of consignments of humanitarian aid through Customs. The notable exception has been with vehicles; clearance was delayed because the number of vehicles exceeded the normal quota allowed by the Indonesian Government for UN use.
10. The standard request in for duty and tax free importation for emergency relief purposes in Indonesia is Paper 19 (attached at Annex E). Individual agencies are advised to obtain a Paper 19 if not already in possession of this document; these are issued by the Sekretariat Negara (Government Secreteriat).



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11. These guidelines are based on the assumption that individual organizations are already in possession of an authorised Paper 19.
12. ALL ITEMS CONSIGNED TO A UN AGENCY, IP OR NGO IN INDONESIA MUST BE CLEARLY MARKED WITH THE NAME OF THE AGENCY AND THE NAME OF THE HEAD OF AGENCY/MISSION. Failure to comply with this will result in Customs delays.
13. A certificate which must be signed by the Head of Agency requesting clearance of the equipment is attached to this document at Annex D. Although not mandatory, this will assist in the speed of clearance. Non-UN agencies should prepare their own request based on this format.
14. This clearance is discretionary on the part of Indonesia Customs and the Ministry of Finance and Planning and the other agencies involved. It may be withdrawn at any time.
15. It should be noted that Indonesia Customs have not waived their right of inspection.
16. Any staff found to be abusing the privileges accorded to the UN through these special procedures may be reported for disciplinary action.
17. It is **strongly recommended** that individual agencies also obtain the services of a local and reliable clearance agent.
18. Prior approval **MUST** be obtained from Customs, through a clearing agent. Without this clearance, agencies will not be able to fast track importations as humanitarian aid.

#### DECLARATIONS & EXAMINATION

19. It is insufficient to describe imported relief as "Humanitarian Relief Goods"- vague descriptions will not be accepted by Customs. However, a description such as "Food items, tents, medicines" should suffice. This does not apply in the case of vehicles and telecommunications equipment; details of the information required for such equipment are provided below.
20. Customs staff have been instructed to offer assistance to consignees in importing relief consignments. However, agencies are strongly advised to develop and nurture relationships with local Customs offices, a list of which is appended below at Annex G.

#### PRE-CLEARANCE

1. In principle, pre-clearance is available for relief aid shipments is available to the UN and recognized NGOs and Implementing partners.
2. The procedure is relatively simple. Advance notification on a Paper 19 must be given to the Government Secretariat via the clearing agent, who will also copy the documents to Customs.
3. A minimum of 48 hours for clearance is required. Certain sensitive and technical equipment requires more notice.
4. The aim of following this procedure is to allow for goods received to be transited directly to UN or partner warehouses without being delayed at the airport.
5. It should be stressed that the services of a clearance agent **will** enhance the process at the airport and to the point of delivery.





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## FOOD, MEDICAL EQUIPMENT AND SHELTERS

6. These categories of aid should be cleared immediately providing that 48 hours'(minimum) notice is passed to Customs. Notice of clearance will be copied back to the originator. On receipt of this clearance, supplies can be removed direct from the aircraft/ship side to the receiving warehouse off-port/airport.

## VEHICLES

7. Vehicles should be cleared within 48 hours unless they have radio equipment fitted. If this is the case, the procedure for radio equipment will be followed in tandem with that for vehicles; 96 hours' notice should be given.
8. Vehicles destined for re-exportation after the emergency will not normally encounter problems. Similarly, if UN vehicles are formally handed over to the Government at the conclusion of operations, no problems are anticipated. Duty and tax exemption will not apply to vehicles which are disposed of in the private sector at the conclusion of operations; agencies should expect to face a duty and tax liability if this is the case.
9. A specimen form for requesting disposal of a vehicle imported under tax exemption regimes can be found within Attachment II to Decree 89 in Annex A.

## COMMUNICATIONS EQUIPMENT

10. Communications equipment requires special handling because of sensitivity from the Indonesian military. Retrospective clearance is granted by the Dirjen Pos Tel, and takes time because the frequencies on which the UN will operate must be checked against local military and civil frequencies. Details are also required of the planned location of the equipment, especially VSAT.
11. The procedure to be followed with requests for radio equipment is:
  - a) Complete a P.I.B. with details of all equipment and frequencies on which they will be operated.
  - b) Attach a copy of the Paper 19 to the P.I.B. together with the documents listed below.
  - c) Apply as soon as possible to the DIREKTORAT JENDERAL POS DAN TELEKOMUNIKASI, or DIRJEN POS TEL (Directorate General of Post and Telecommunications). This application should be made via the clearance agent and copied to Customs.

## ICT EQUIPMENT

12. Normal ICT equipment, excluding telecommunications equipment, will be subject to the same pre-clearance regime as vehicles; prior notice must be given on the same basis as for vehicles. Apply through the Paper 19 exemption route and submit a PIB via a clearance agent as soon as practicable.



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## PERSONAL EFFECTS

21. There are no special clearance facilities for personal effects traveling as unaccompanied baggage. It is suggested that all personal effects be carried by hand or as checked baggage when staff arrive.

## CUSTOMS PROCEDURES

*for*

## HUMANITARIAN OPERATIONS

## SPECIFICS IN ACEH AND NIAS

### BASE ON DECREE 573/2005 AND DECREE 803/2005

In General, the procedure for releasing the imported goods must follow the steps such as:

1. Apply BRR Recommendation Letter regarding Customs Clearance and Tax Exemption in Importation, with attachments:

- a. B/L or AWB
- b. Invoice
- c. Packing List
- d. Specification
- e. Gift Certificate / Letter of Donation

Note:

**For Medicines**, add Letter of Permit from Badan Pengawas

an Obat dan Makanan (BPOM) / Board for Monitoring Food and Medicine.

**For Plants, Rice, and Sugar**, adds Letter of Permit from Ministry of Agriculture.

**For used goods**, add Letter of Permit from Ministry of Trade



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## 2. Delegate to Custom Office in entry port:

- BRR Recommendation Letter
- Letter of Application for Tax Exemption in Importation to Ministry of Finance through Head of Customs in Entry Port
- Letter of application for issuing goods with delay Tax Payment in Importation (Vooruitslag)\*, addressed to Head of Customs in Entry Port.
- Original B/L or AWB
- Original Invoice
- Original Packing List
- Manifest
- Gift Certificate / Letter of Donation

Note:

\* This Letter is intended to issue goods while waiting for Tax Exemption Letter from Ministry of Finance.

There 3 (three) types of Import Goods:

1. Import Goods intended for Donation
2. Import Goods to be used by the importer and donated after mission completed\*
3. Import Goods to be used by the importer and re-export after mission completed\*\*

Note:

\* Importer must present MoU (Memorandum of Understanding) between the Importer and the Donation Acceptor. This Letter should be handed to BRR Office (Tim Terpadu)

\*\* Importer must present Recommendation Letter from Related Department



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ANNEX A

CUSTOMS PROCEDURES – INDONESIA

**DECREE 89 ISSUED BY THE FINANCE MINISTER OF INDONESIA**

FINANCE MINISTER OF THE REPUBLIC OF INDONESIA  
COPY

DECREE OF THE FINANCE MINISTER OF THE REPUBLIC OF INDONESIA  
NUMBER 89/KMK.04/2002

CONCERNING

PROCEDURES FOR GRANTING OF WAIVER OF CUSTOMS AND EXCISES ON  
IMPORT OF GOODS FOR THE NECESSITIES OF INTERNATIONAL  
ORGANIZATIONS AND THEIR OFFICIALS ASSIGNED IN INDONESIA

THE FINANCE MINISTER OF THE REPUBLIC OF INDONESIA

Considering: a. whereas with the change of government policy in the automotive sector, there needs to be reorganization of stipulations on granting of waiver of customs and excises on goods for the necessities of international organization and their officials assigned in Indonesia as outlined in Decree of the Finance Minister Number 569/KMK.05/1998 concerning Procedures for Granting of Waiver of Customs and Excises on Import of Goods For the Necessities of International Organizations and their Officials assigned in Indonesia, in order to be in accordance with the mentioned government policy;

b. whereas based on the consideration as mentioned in point a, it is necessary to determine a Decree of the Finance Minister concerning Procedures for Granting of Waiver of Import Customs and Excises on the Import of Goods for the Necessities of International Organizations and their Officials Assigned in Indonesia;

With reference to

1. Law Number 10 Year 1995 concerning Customs (State Gazette of the Republic of Indonesia Year 1995 Number 75, Addendum to the State Gazette of the Republic of Indonesia Year 1995 Number 3612;
2. Law Number 11 Year 1995 concerning Excises (State Gazette of the Republic of Indonesia Year 1995 Number 76, Addendum to the State Gazette of the Republic of Indonesia Year 1995 Number 3613;
3. Government Regulation Number 19 Year 1955 concerning Regulation on Waiver of General Import Customs and Export Customs for the Necessities of Certain Categories of Foreign Officials and Experts;
4. Presidential Decree Number 228/M Year 2001;
5. Decree of the Finance Minister Number 243/KMK.05/1996 concerning Implementing Customs Procedures in the Excises Sector;



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6. Decree of the Finance Minister Number 25/KMK.05/1997 Customs Procedures in the Import Sector;

HAS DECIDED

To determine THE DECREE OF THE FINANCE MINISTER CONCERNING PROCEDURES FOR GRANTING OF WAIVER OF IMPORT CUSTOMS AND EXCISES ON IMPORT OF GOODS FOR NECESSITIES OF INTERNATIONAL ORGANIZATIONS AND THEIR OFFICIALS ASSIGNED IN INDONESIA

## CHAPTER I GENERAL PROVISIONS

### Article 1

(1) In this Decree of the Finance Minister, what is defined by:

a. International Organization is a Foreign Country Representative, and International Organization Representative under the United Nations and other International Organizations / Institutions domiciled in Indonesia at the appointment of the Main Organization of such International Organization, that shall provide technical aid in the sectors of economy, social and cultural to Indonesia.

b. Official is the Head of the International Organization and foreign Staff and/or expert staff directly appointed by the respective Main International Organization and has acquired approval from the Indonesian Government to carry out their functions or assignments in Indonesia and do not constitute manpower appointed locally.

c. Technical cooperation is cooperation between the International Organization and the Indonesian Government including goods for the necessities of the officials and goods for the necessities of projects and non-projects in the framework of technical cooperation.

d. Goods are goods sent for the necessities of the representative office of the International Organization including goods for the necessities of the officials and goods for project and non-project requirements in the framework of technical cooperation.

e. Project goods in the framework of technical cooperation are goods including motor vehicles which are necessary to support the implementation of project activities for which allocation of funds or details of such goods are contained in the technical cooperation agreement between the International Organization and the Indonesian Government.

f. Non-project goods in the framework of technical cooperation are goods including motor vehicles which are sent by the International Organization in the framework to support the improvement of economy, social and culture, including emergency aid for Indonesia for which allocation of funds/details of such goods are contained in the technical cooperation agreement between the International Organization and the Indonesian Government.



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- g. Motor vehicles are four-wheeled motor vehicles for the transportation of people of sedan, station wagon, minibus types with a capacity of 4000 cc cylinder and below and jeep types with a capacity of 5000 cc cylinder and below.
- (2) International Organizations as mentioned in paragraph (1) point a, are organizations as determined in Attachment I of this Decree of the Finance Minister.
- (3) The determination and changes of International Organization as outlined in paragraph (2) is determined by Decree of the Finance Minister subject to the recommendation from the State Secretariat of the Republic of Indonesia.

## CHAPTER II

### WAIVER OF IMPORT CUSTOMS AND EXCISES IN THE FRAMEWORK OF IMPORTATION

#### Article 2

The waiver of import customs and excises granted on import of goods for necessities of International Organizations and their officials.

#### Article 3

Imported goods for the necessities of International Organizations, and their officials that obtain waiver of import customs and excises as outlined in Article 2 constitute:

- goods for the necessity of the offices of International Organizations in Indonesia;
- goods that are used for personal use and used as professional equipment including goods for the necessity of members of the families of the officials who work for International Organizations in Indonesia;
- goods for the necessity of projects and non-projects in the framework of technical cooperation sent through the International Organizations.

#### Article 4

(1) For the necessity of the offices of International Organizations as outlined in Article 3 point a, waiver is granted on import customs on the purchase of motor vehicles produced in the country (CKD) in a reasonable quantity the maximum being 6 (six) units for offices with officials of more than 5 (five) persons and for offices with 5 (five) officials or less in an amount of units equivalent to the number of officials.

(2) In the event the International Organization needs motor vehicles in a CBU condition, facilities of Waiver of Import Customs as outlined in paragraph (1) can be provided for vehicles imported or purchased in CBU condition subject to the provision that for Representative Offices of International Organizations under the United Nations a maximum of 2 (two) units, for other International Organizations a maximum of 1 (one) unit.



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## Article 5

(1) During their assignments in Indonesia, officials from International Organizations with a term of office of minimum 1 (one) year can be granted waiver of import customs on the purchase of 1 (one) unit motor vehicle produced in the country (CKD).

(2) Specifically for the Chief Representative of the International Organization under the United Nations and officials of Deputy level, motor vehicles as outlined in paragraph (1) can be imported or purchased in CBU condition.

## Article 6

(1) Motor vehicles for project and non-project necessities in the framework of technical cooperation can be granted a waiver of import customs or purchase of motor vehicles produced in the country (CKD) in accordance with the requirements in the framework of technical cooperation.

(2) In the event the International Organization in the framework of technical cooperation should need CBU motor vehicles in accordance with technical specifications that are urgently required in the implementation of projects, these can be granted waiver of import customs subject to such granted facility being a part of the facilities as outlined in paragraph (1).

## Article 7

(1) The decision for waiver of import customs and excises is issued by the Director General of Customs and Excises at the request of the Head of the International Organizations or the official appointed by such after obtaining approval from the State Secretariat of the Republic of Indonesia.

(2) The request as outlined in paragraph (1) is to be prepared in accordance with the sample as determined in Attachment II of this Decree of the Finance Minister.

## CHAPTER III

### SALE AND TRANSFER OF OWNERSHIP OF MOTOR VEHICLES

#### Article 8

(1) Motor vehicles as outlined in Article 4 can only be sold or transferred by the Head of the International Organization or the official appointed by such, after being used for at least 3 (three) years since the date of the Decree of the Director General of Customs and Excises.

(2) Towards motor vehicles that are satisfactorily proven to be of no further use before the limit of time as outlined in paragraph (1), a request can be submitted for sale or transfer of ownership to the Director General of Customs and Excises after obtaining approval from the State Secretariat.



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## Article 9

(1) Motor vehicles as outlined in Article 5 can be for sale or transfer of ownership to other parties, subject to the following provisions:

- a. The motor vehicle has been used for at least 2 (two) years from the date of the Decree of the Director General of Customs and Excises.
- b. The respective person has ended his/her term of assignment before 2 (two) years; or
- c. It is satisfactorily proven that the motor vehicle can no longer be used in the implementation of duties before 2 (two years) time;
- d. Approval from the State Secretariat is obtained.

(2) The purchase or import of new motor vehicles by and for the offices of International Organizations as replacements of motor vehicles sold or transferred as outlined in paragraph (1) can be implemented after import customs and taxes in the framework of importation of the sold or transferred motor vehicle have been paid in full.

## Article 10

Motor vehicles as outlined in Article 6 can be sold or transferred by the Head of the International Organization or the official appointed by such after the end of the implementation of project or non-project activities.

## Article 11

Upon the sale or transfer of ownership as outlined in Article 8, Article 9 and Article 10, import customs and taxes in the framework of importation which is due is paid in full by applying the tariff charge and customs value applicable at the time such motor vehicle is sold or transferred.

## Article 12

(1) The granting of permit for sale or transfer of ownership of motor vehicle issued by the Director General of Customs and Excises at the request of the Head of the International Organization or the Official appointed by such subject to the approval of the State Secretariat or the Official appointed by such, by mentioning the reasons for the transfer of ownership as outlined in Article 8, Article 9 and Article 10.

(2) The request as outlined in paragraph (1) is submitted by using the Form in accordance with the sample as determined in Attachment III of this Decree of the Finance Minister.



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## CHAPTER IV SCRAPPING OF MOTOR VEHICLES Article 13

(1) The motor vehicle which is imported under facilities in Article 4, Article 5 and Article 6 by the Office of the International Organization or its Officials which for some reason can no longer be used can be scrapped after obtaining the permit of the Director General of Customs and Excises subject to the approval of the State Secretariat of the Republic of Indonesia.

(2) Upon the scrapping of the said motor vehicle outlined in paragraph (1) a report shall be submitted to the Director General of Customs and Excises as a basis for writing off such motor vehicle.

(3) The written off motor vehicle as outlined in paragraph (2) shall be released from import customs and taxes in the framework of importation and no statement of payment of import customs shall be issued.

## CHAPTER VI CLOSING PROVISION Article 14

Technical requirements necessary in the framework of implementation of this Decree of the Finance Minister shall be further regulated by a Decree of the Director General of Customs and Excises.

## Article 15

Upon validity of this Decree of the Finance Minister, therefore:

1. Decree of the Finance Minister Number 569/KMK.05/1998;
  2. Decree of the Finance Minister Number 452/KMK.01/1995; and
  3. Letter of Finance Minister Number B-III/MK/III/6/1976 dated 4 June 1976;
- are declared as no longer valid.

## Article 16

This Decree of the Finance Minister shall be effective from the date of enforcement.

In order that all should be informed accordingly, it is instructed to announce this Decree of the Finance Minister by placement in the State Gazette of the Republic of Indonesia.

Determined in Jakarta  
FINANCE MINISTER OF THE RI  
Signed  
BOEDIONO  
On 12 March 2002



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In accordance with its  
original  
General  
Koemoro Warsito SH  
(stamped and signed)



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**Annex A(1)  
CUSTOMS PROCEDURES – INDONESIA**

**ATTACHMENT 1 TO DECREE 89  
LIST OF AUTHORISED NGOs, IPs AND UN AGENCIES**

Attachment I

DECREE OF FINANCE MINISTER OF THE REPUBLIC OF INDONESIA  
NUMBER 89.KMK.04.2002 CONCERNING PROCEDURES ON WAIVER OF  
CUSTOMS AND EXCISES ON IMPORT OF GOODS FOR THE NECESSITIES OF  
INTERNATIONAL ORGANIZATIONS AND THEIR OFFICIALS ASSIGNED IN  
INDONESIA

LIST OF NAMES OF INTERNATIONAL ORGANIZATIONS:

I REPRESENTATIVES OF INTERNATIONAL ORGANIZATIONS UNDER THE  
UNITED NATIONS:

1. ADB (Asian Development Bank)
2. IBRD (International Bank for Reconstruction and Development)
3. IDA (International Development Association)
4. IFC (International Finance of Corporation)
5. IMF (International Monetary Fund)
6. UNDP (United Nations Development Programme), consisting of:
  - a. IAEA (International Atomic Energy Agency)
  - b. ICAO (International Civil Aviation Organization)
  - c. ITU (International Telecommunication Union)
  - d. UNIDO (United Nations Industrial Development Organization)
  - e. UPU (Universal Postal Union)
  - f. WMO (World Meteorological Organization)
  - g. UNU (United Nations University)
  - h. IJJDF (Irian Jaya Joint Development Fund)
  - i. UNV (United Nations Volunteer)
  - j. UNCTAD (United Nations Conference on Trade and Development)
  - k. UNDTCD (United Nations Department for Technical Cooperation and Development)
  - l. UNEP (United Nations Environment Programme)
  - m. UNCHS (United Nations Center for Human Settlement)
  - n. ESCAP (Economic and Social Commission for Asia and Pacific)
  - o. UNFPA (United Nations Fund for Population Activities)
  - p. WFP (World Food Programme)





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- q. IMO (International Maritime Organization)
- r. WIPO (World Intellectual Property Organization)
- s. IFAD (International Fund for Agriculture Organization)
- t. GATT (Government Agreement on Tariffs and Trade)
- u. ITC (International Trade Centre)
- v. WTO (World Trade Organization)
- 7. FAO (Food and Agriculture Organization)
- 8. ILO (International Labour Organization)
- 9. UNHCR (United Nations High Commissioner for Refugees)
- 10. UNIC (United Nations Information Centre)
- 11. UNICEF (United Nations Children's Fund)
- 12. UNESCO (United Nations Educational, Scientific, and Cultural Organization)
- 13. WHO (World Health Organization)
- 14. WORLD BANK
- 15. CEC/MEE (The Commission of the European Communities)

## II BILATERAL COOPERATION

- 1. Technical Cooperation of Russia – Republic of Indonesia
- 2. Technical Cooperation of Germany – Republic of Indonesia
- 3. Technical Cooperation of France – Republic of Indonesia
- 4. Technical Cooperation of Poland – Republic of Indonesia
- 5. Technical Cooperation of United States of America – Republic of Indonesia (USAID : United States Agency for International Development)
- 6. Technical Cooperation of Switzerland – Republic of Indonesia
- 7. Technical Cooperation of Italy – Republic of Indonesia
- 8. Technical Cooperation of Belgian – Republic of Indonesia
- 9. Technical Cooperation of Denmark – Republic of Indonesia
- 10. Technical Cooperation of Korea (KOICA) – Republic of Indonesia
- 11. Technical Cooperation of Finland – Republic of Indonesia
- 12. Economic and Technical Cooperation of Malaysia – Republic of Indonesia
- 13. Economic and Technical Cooperation of Singapore – Republic of Indonesia
- 14. Economic, Trade, and Technical Cooperation of Republic of China – Republic of Indonesia
- 15. Economic, Science, and Technical Cooperation of Vietnam – Republic of Indonesia
- 16. Economic and Technical Cooperation Thailand – Republic of Indonesia
- 17. Science and Technical Cooperation of Mexico – Republic of Indonesia
- 18. Technical Cooperation of Brunei Darussalam – Republic of Indonesia
- 19. Technical Cooperation of Saudi Arabia – Republic of Indonesia
- 20. Technical Cooperation of Iran – Republic of Indonesia
- 21. Technical Cooperation of Pakistan – Republic of Indonesia
- 22. Technical Cooperation of Philippine – Republic of Indonesia
- 23. Technical Cooperation of The Netherlands – Republic of Indonesia



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### III COLOMBO PLAN

1. Australia Colombo Plan
2. Canada Colombo Plan
3. India Colombo Plan
4. United Kingdom Colombo Plan
5. Japan Colombo Plan, consisting of:
  - a. JBIC : Japan Bank for International Cooperation
  - b. JICA : Japan International Cooperation Agency
6. New Zealand Colombo Plan
7. IPECC (Pakistan – Republic of Indonesia)

### IV CULTURAL COOPERATION

1. Cultural Cooperation of Japan (The Japan Foundation) – Republic of Indonesia
2. Cultural Cooperation of Egypt/RPA – Republic of Indonesia
3. Cultural Cooperation of Austria – Republic of Indonesia

### V. OTHER INTERNATIONAL COOPERATION

1. SEAMEO (South East Asian Minister of Education Organization)
2. ACE (The ASEAN Centre for Energy)
3. NORAD (The Norwegian Agency for International Development)
4. FPP International (Foster Parents Plan International)
5. PCI (Project Concern International)
6. IDRC (The International Development Centre)
7. Technical Cooperation in Corporation Affairs between DMTCI/CLUSA – Republic of Indonesia
8. The Population Council – Republic of Indonesia
9. NLRA (The Netherlands Leprosy Relief Association)
10. WVI (The World Vision International)
11. MCC (The Menonite Central Committee of Akron Pennsylvania USA) – Republic of Indonesia
12. OISCA INT. (The Organization of Industrial, Spiritual, and Cultural Advancement International) – Republic of Indonesia
13. IFDC (International Fertilizer Development Centre) – Republic of Indonesia
14. APCU (The ASEAN Head of Population Coordination Unit)
15. SIL (Summer Institute of Linguistics Inc.)
16. IPC (The International Pepper Community)
17. APCC (Asian and Pacific Coconut Community)
18. PROJECT HOPE (The People Health Foundation, Inc.)
19. CIP (The International Potato Centre)
20. USC Canada (The Unitarian Service Committee of Canada)
21. ICRC (The International Committee of Red Cross)





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- 22. TDN (Terres Des Hommes Netherlands)
- 23. The Global Partners
- 24. CIRAD (Le Centre De Cooperation Internationale en Recherche Agronomique Pour Le Development)
- 25. CIMMYT (The Internationale Maize and Wheat Improvement Center)
- 26. HKI (Hellen Keller International, Inc)
- 27. TETO (Taipei Economic and Trade Office)
- 28. FADO (Flemish Organization for Assistance on Development)
- 29. Sasakawa Memorial Health Foundation
- 30. KAS (Konrad Adenauer Stiftung)
- 31. SACFU (The South Australian CRANIO – FACIAL Unit)
- 32. Programme for Appropriate Technology in Health, USA – PATH
- 33. SCF (The Cave The Children Federation/Community Development Foundation)
- 34. CIFOR (The Center of International Forestry Research)
- 35. The Pathfinder Fund
- 36. ICA (The Institute of Cultural Affair)
- 37. AWB (Asian Wetland Bureau)
- 38. Birdlife International
- 39. Kyoto University, Japan
- 40. JAIF (Japan Atomic Industrial Forum)
- 41. CCA (The Canadian Cooperative Association)
- 42. ICRAF (The International Centre for Research and Agroforestry)
- 43. SWISSCONTACT (Swisscontact – Swiss Foundation for Technical Cooperation)
- 44. Winrock International
- 45. Stichring Tropenbos
- 46. Utrecht University, Netherlands
- 47. The Moslem World League (Rabita Alam Islamiyah).
- 48. John Snow, Inc. / Mother Care Project
- 49. PACT (Private Agencies Collaborating Together)

VI. INTERNATIONAL PRIVATE ORGANIZATIONS

- 1. Asian Foundation
- 2. The British Council
- 3. CARE (Cooperation for America Relief Everywhere in Corporation)
- 4. CCF (Christian Children’s Fund)
- 5. CRS (Catholic Relief Service)
- 6. The Ford Foundation
- 7. FES (Friedrich Ebert Stiftung)
- 8. FNS (Friedrich Neumann Stiftung)
- 9. IECS (International Executive Service Cooperation)
- 10. IRRI (International Rice Research Institute)
- 11. Leprosy Mission International





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12. OXFAM (Oxford Committee for Famine Relief)
13. Rockefeller Foundation
14. WE (World Education Incorporated, USA)
15. NEDO (The New Energy and Industrial Technology Development Organization)
16. HSF (Haans Seidel Foundation)
17. DAAD (Deutscher Akademischer Austrandsdienst)
18. IBF (The Inverso Baglivo Foundation)
19. WCS (The Wildlife Conservation Society)
20. BORDA (The Breme Overseas Research And Development Association)
21. Al Haramain Islamic Foundation

Copy in accordance with its original  
 Head of General Bureau  
 (Stamped and Signed)  
 Head of Administration Dept.  
 (stamped and signed)  
 Koemoro Warsito SH

MINISTER OF FINANCE OF THE RI  
 (Signed)  
 BOEDIONO





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**ANNEX A(2)  
CUSTOMS PROCEDURES \_- INDONESIA**

**ATTACHMENT II TO DECREE 89  
DISPOSAL OF MOTOR VEHICLES**

Attachment II

DECREE OF FINANCE MINISTER OF THE REPUBLIC OF INDONESIA  
NUMBER 89.KMK.04.2002 CONCERNING PROCEDURES ON WAIVER OF  
CUSTOMS AND EXCISES ON IMPORT OF GOODS FOR THE NECESSITIES OF  
INTERNATIONAL ORGANIZATIONS AND  
THEIR OFFICIALS ASSIGNED IN INDONESIA  
STATE SECRETARIAT OF THE REPUBLIC OF INDONESIA

To: The Directorate General of Customs and Excises  
Att. Technical Director of Customs and Excises  
In Jakarta

LETTER OF REQUEST FOR SALE/TRANSFER OF OWNERSHIP  
OF MOTOR VEHICLES EX FACILITIES  
OF INTERNATIONAL ORGANIZATIONS

The undersigned :  
Name :  
Identification No. :  
Nationality :  
Position :  
Office Address :  
Home Address :

Herewith submit a request that motor vehicle in accordance with the data:

1. Notification of Import of Goods (PIB) Number:  
Date :
2. Form B Number/date :
3. Name of Owner in Form B :
4. Type/Brand/Type of Vehicle :
5. Year of Manufacture :
6. Machine Number :
7. Chassis Number :
8. Imported from which country :
9. Police Registration Number :
10. Import Seaport :

can be approved for sale/transfer of ownership or full payment of income customs and taxes in the framework of import \*).

This request has been made with accurate information.

Jakarta, .....  
Applicant





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(.....)

Approval of the State Secretariat of the Republic of Indonesia:

Number:

Date:

Upon perusing the above request it is declared as in compliance or not \*) of requirements regulated in the Decree of the Minister of Finance No.... dated.... Therefore the said vehicle is approved or not approved \*) for sale/transfer of ownership to

.....

with the reason .....

Bureau Head of International Technical Cooperation

(.....)

(\*) Cross out the unnecessary

And the reasons if this cannot be done.

Copy in accordance with its original

Head of General Bureau      MINISTER OF FINANCE OF THE RI

(Stamped and Signed)

(Signed)

Head of Administration Dept.

BOEDIONO

(stamped and signed)

Koemoro Warsito SH



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**ANNEX A (3)  
CUSTOMS PROCEDURES - INDONESIA  
ATTACHMENT III TO DECREE 89  
PERSONAL EFFECTS**

**DECREE OF FINANCE MINISTER OF THE REPUBLIC OF INDONESIA  
NUMBER 89.KMK.04.2002 CONCERNING PROCEDURES ON  
WAIVER OF CUSTOMS AND EXCISES ON IMPORT OF GOODS  
FOR THE NECESSITIES  
OF INTERNATIONAL ORGANIZATIONS  
AND THEIR OFFICIALS ASSIGNED IN INDONESIA  
STATE SECRETARIAT OF THE REPUBLIC OF INDONESIA**

To: The Directorate General of Customs and Excises  
Att. Technical Director of Customs and Excises  
In Jakarta

The undersigned, Head of International Organization from ..... (name of Organization), address ..... herewith states that the goods mentioned hereunder, which shall be/have been imported (\*)at/from ..... port with air/sea/post transportation (\*),....., Bill of Lading/Airway Bill/PPKP (\*) number ..... dated ..... which shall arrive/depart (\*) on date .....

Sequence No. Type of Goods Total Goods Price of Goods

- (\*)(1) a. Sent by ..... (name of person/organization) and is included for office use (business use) .....
- (\*)(2) a. Sent by ..... (name of person/organization) and included for use by experts sent by the above mentioned organizations in conducting their assignments of technical nature.
- (\*)(3) a. Are personal effects (own property goods) of ..... (name of person/organization), official in Indonesia from ..... (name of organization), arrived in Indonesia on date...
- (\*)(4) a. Sent by ..... (name of person/organization) and included for the Department/Government Institution/Project Requirement (\*) .....
- (\*)(5) a. Sent by ..... (name of hospital or organizations to assist in the improvement of economy, social and culture including emergency aid for Indonesia)  
b. and shall not be traded.

We request to be allowed to import such above mentioned goods by granting waiver of import customs based on Decree of Minister of Finance Number ..... dated .....

Head of International Organization  
From .....

(\*) cross out what is unnecessary





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Approval of the State Secretariat of the Republic of Indonesia:

Number:

Date:

Upon perusing the above request it is declared as approved or disapproved (\*) for waiver of import customs in accordance with the applicable regulations.

Deputy State Secretariat Administrative Section

o.b.o.

Bureau Head of International Technical Cooperation

(.....)

(\*) Cross out the unnecessary

And the reasons if this cannot be done.

DECREE OF THE DIRECTORATE GENERAL OF CUSTOMS AND EXCISES:

Copy in accordance with its original

Head of General Bureau

MINISTER OF FINANCE OF THE RI

(Stamped and Signed)

(Signed)

Koemoro Warsito SH

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## ANNEX B CUSTOMS PROCEDURES - INDONESIA

### GUIDELINES FOR EXPEDITED CLEARANCE *Of* SPECIFIC COMMODITIES

#### a) **FOOD, MEDICAL EQUIPMENT, SHELTERS & WICKHALLS**

48 hours, notice must be sent via a designated UN representative, preferably by hard copy, with the following documentation:

Simplified Import Goods Declaration for the Clearance of Relief Consignments

Airwaybill

Packing list detailing containers and marks

Origin

Consignor

Consignee

Pro-forma values

Destination for use in Indonesia (if known)

Statement that consignment is for disaster relief aid

Contact details of person making the request

Details of local forwarding agent

Clearance will be passed direct to Customs at the port of destination. It is also advisable to ask that the local clearance agent be copied into the approval.

Note: the consignment should be addressed personally to the Head of Mission for the agency concerned.

#### b) **VEHICLES**

As much notice as possible notice must be passed to the UN representative by the means detailed above. In addition to the information already listed, the request must include:

Type of vehicle

Name of Manufacturer

Engine Capacity

Body number

Chassis number

Registration marks

Year of manufacture

Whether fitted with communications equipment

Whether carrying UN markings

Whether MOSS compliant (i.e. fitted with ballistic blankets)

Whether the vehicle is being temporarily imported (i.e. if it will be removed from Indonesia at the end of the emergency) or if it will remain in country.



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Ballistic blankets require clearance through the Defence Ministry. The letter from the Head of Agency must include a request that these be cleared and that they are for solely UN humanitarian use.

If the vehicle is in UN livery, clearance will be effected within a sort period. As above, obtaining the services of a local clearance agent is strongly recommended.

Note: the consignment should be addressed personally to the Head of Mission for the agency concerned.

### c) **RADIOS AND COMMUNICATIONS EQUIPMENT**

Radio equipment is the most sensitive type of importation, and detailed information is extremely important. Such equipment will only be cleared for use in Government held areas; if radio equipment is declared as being destined for controlled areas, clearance may be denied or delayed. Reference must be made to local agencies about the feasibility of radio use in areas considered sensitive by the Government.

The rationale for the control of the importation of radio equipment is that it may be imported under the same concession as all other equipment, but the Dirjen Pos Tel must be notified as soon as possible so that a retrospective licence may be issued; this will check the frequencies against a list of government assigned frequencies. If an imported radio is programmed for use on a frequency which interferes with one in use by the Government, clearance for that frequency will be denied.

The request for clearance must include:

Simplified Import Goods Declaration for the Clearance of Relief Consignments (Paper 19)

Airwaybill

Packing list detailing containers and marks

Origin

Consignor

Consignee

Type of equipment

Pro-forma values

Location of planned use in Indonesia

Purpose for which it will be used (**this must be humanitarian relief operations**)

Statement that consignment is for disaster relief aid

Contact details of person making the request

Details of local forwarding agent

Note: the consignment should be addressed personally to the Head of Mission for the agency concerned. All documents should be copied through the clearance agent to the Dirjen Pos Tel.





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**d) PERSONAL EFFECTS**

Personal effects, where not hand carried, should be sent through normal freight channels. The services of a clearance agent are strongly advised.



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## ANNEX C CUSTOMS PROCEDURES – INDONESIA

### Contact Points for Customs Offices – Indonesia (Sumatra)

NO	ALAMAT	TELEPON	
		KANTOR	FAXIMILE
1 a	KPBC Tipe A Juanda Jl. Raya BAndara Juanda KM 3-4 Kotak Pos 697 Surabaya 61253	<b>(031)</b> 8667578 / 8667559 / 8669107	<b>(031)</b> 8667578
1 b	KPBC Tipe A Tanjung Emas Jl. Coaster No.1-3 Semarang 50129	<b>(024)</b> 3544212 / 3512409	<b>(024)</b> 3544040
1 c	KPBC Tipe Khusus Tg Priok I Jl. Pabean No.1 Tanjung Priok Jakarta Utara 14310	<b>(021)</b> 4301249/ 43931365	<b>(021)</b> 43931827
2	Posko Bea dan Cukai Banda Aceh Kabid Pabean & Cukai Kanwil Aceh selaku Ketua Satkorlak BeaCukai Pak <b>SHAFUADI</b>	<b>HP :</b> 085261384210	-
3	Pak <b>AFLAH</b> KPBC Sabang	<b>HP :</b> 08174814960 / 081362256100	-
4	Pak <b>RAHDIAN</b> Kepala Seksi Keuangan Wisma Bharata – Medan	<b>HP :</b> 08161158938	-
5	KPBC Tipe A Medan Jl. Suwondo Ujung No.1 Bandara Polonia, Medan 20157 Kotak Pos 43	<b>(061)</b> 4513433	<b>(061)</b> 4513433
6	KPBC Tipe Khusus Tg Perak Jl. Perak Timur No.498 Surabaya 60165	<b>(031)</b> 3293686 / 3291065	<b>(031)</b> 3295141
7	KPBC Tipe A Juanda Jl. Raya BAndara Juanda KM 3-4 Kotak Pos 697 Surabaya 61253	<b>(031)</b> 8667578 / 8667559 / 8669107	<b>(031)</b> 8667578
8	KPBC Tipe A Tanjung Emas Jl. Coaster No.1-3 Semarang 50129	<b>(024)</b> 3544212 / 3512409	<b>(024)</b> 3544040
9	KPBC Tipe Khusus Soekarno Hatta Bandara Soekarno Hatta Kode Pos 19111 Cengkareng	<b>(021)</b> 5501304 / 5501308 / 5501309	<b>(021)</b> 5502105
10	KPBC Tipe A Belawan Jl. Anggada II No.1 Po Box 02 Belawan 20411 Sumatra Utara	<b>(061)</b> 6941906 / 6941907	<b>(061)</b> 6941336



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**ANNEX D  
CUSTOMS PROCEDURES - INDONESIA**



**UNITED NATIONS  
INDONESIA**

**CERTIFICATE OF AUTHENTICITY  
*And*  
REQUEST FOR EXEMPTION FROM TAX AND EXCISE  
DUTY FOR GOODS FOR HUMANITARIAN PURPOSES**

*To the Government Authorities of the Republic of Indonesia  
Via the Disaster Coordination Centre*

This certificate, submitted and signed by the Chief Representative of [insert name of agency here] is to confirm that the goods described on the attached pages, are for the sole and genuine use of this United Nations agency which is engaged on humanitarian aid and relief operations in Indonesia.

We request the continued assistance of all Government Agencies and Departments in assisting us to carry out our relief operations by clearing our equipment for use.

Yours sincerely

[signature]  
[insert title of signatory]  
[insert date]  
[insert name of UN agency]  
[insert address and contact details of agency]  
Ref: [insert reference number]



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## ANNEX E CUSTOMS PROCEDURES – INDONESIA SAMPLE PAPER 19



SEKRETARIAT NEGARA  
REPUBLIK INDONESIA

Yth. Direktur Jenderal Bea dan Cukai  
u.p. Direktur Teknis Kepabeanan  
di  
Jakarta

Yang bertanda tangan dibawah ini Kepala Badan Internasional dari .....  
alamat .....  
dengan ini menerangkan bahwa barang-barang yang tersebut di bawah ini, yang akan/telah didatangkan (\*) di/dari pelabuhan  
dengan kapal udara/laut/pos (\*) ..... tanggal .....  
Bill of Lading/Airway Bill / PPKP (\*) Nomor ..... tanggal ..... yang  
tiba/berangkat (\*) tanggal .....

No. Urut	Jenis Barang	Jumlah Barang	Harga Barang

- (\*) (1) a. Dikirim oleh .....(nama orang/badan) dan dimasukkan untuk pemakaian kantor (pemakaian dinas) .....
- (\*) (2) a. Dikirim oleh .....(nama orang/badan) dan dimasukkan untuk dipergunakan oleh para ahli yang dikirimkan oleh badan-badan di atas dalam melaksanakan tugasnya yang bersifat teknis.
- (\*) (3) a. Merupakan barang-barang rumah tangga (barang-barang kepunyaan sendiri) dari ..... (nama orang), pejabat di Indonesia dari ..... (nama badan), datang di Indonesia pada tanggal .....
- (\*) (4) a. Dikirim oleh .....(nama orang/badan) dan dimasukkan untuk Departemen/Instansi Pemerintah/Keperluan Proyek (\*) .....
- (\*) (5) a. Dikirim oleh .....(nama orang/badan) dan dimasukkan untuk diberikan untuk keperluan non proyek kepada .....(nama rumah sakit, atau badan-badan untuk membantu peningkatan ekonomi, sosial dan kebudayaan termasuk bantuan darurat kepada Indonesia).  
b. dan tidak akan diperdagangkan.

Kami mohon agar diperkenankan untuk memasukkan barang-barang tersebut di atas dengan diberikan pembebasan bea masuk berdasarkan Keputusan Menteri Keuangan Nomor 89/KMK.04/2002 tanggal 12 Maret 2002.

Kepala Badan Internasional  
dari .....

(\*) Coret yang tidak perlu

(.....)

<p>Persetujuan Sekretariat Negara RI Nomor : Tanggal : Setelah diteliti permohonan di atas dinyatakan disetujui atau tidak disetujui (*) untuk diberikan pembebasan bea masuk sesuai ketentuan yang berlaku.</p> <p style="text-align: right;">Deputi Sekretaris Negara Bidang Administrasi u.b. Kepala Biro Kerjasama Teknik Luar Negeri</p> <p>(*) Coret yang tidak perlu Serta alasan apabila tidak dapat :</p>
--

KEPUTUSAN DIREKTORAT JENDERAL BEA DAN CUKAI :



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**ANNEX F**  
**CUSTOMS PROCEDURES – INDONESIA**  
**SAMPLE P.I.B. PAGE 1/2**

**PEMBERITAHUAN IMPOR BARANG (PIB)** 00: 2.0

Kantor Pelayanan Bea dan Cukai : Halaman 1 dari 2

Nomor Pengajuan : 000000

A. Jenis PIB :  1. Biasa     2. Berkala     3. Penyelesaian

B. Jenis Impor :  1. Untuk Dipakai     2. Sementara     3. Reimpor     4. Tempat Penimbunan Berikat (TPB)

C. Cara Pembayaran :  1. Biasa/Tunai     2. Berkala     3. Dengan Jaminan

**D. DATA PEMBERITAHUAN**

**PEMASOK**  
1. Nama, Alamat, Negara

**IMPORTIR**  
2. Identitas : NPWP 15 Digit / 5  
3. Nama, Alamat :  
4. Status: 5. APTT:  
6. NPWP :  
7. Nama, Alamat :  
8. No. & Tgl Surat Izin :  
9. Cara pengangkutan:

**F. DIISI OLEH BEA DAN CUKAI**  
No. & Tgl. Pendaftaran

15. Invoice : Tgl.  
16. LC : Tgl.  
17. BL/AWB : Tgl.  
18. BC1.1 : Pos: Sub: TM Tgl.  
19. Skep Fasilitas Pemenuhan Persyaratan Impor:  
20. Tempat Penimbunan:  
21. Valuta : 22. NDPBM:  
23. FOB :  
24. Freight: 26. Nilai CIF:  
25. Asuransi LN/D&M: Rp.  
27. Merek dan nomor kemasan/peti kemas: 28. Jumlah dan Jenis kemasan: 29. Berat Kotor (kg)  
30. Berat Bersih (kg)

31. No.	32. Pos Tarif/HS - Uraian jenis dan jumlah barang secara lengkap, merk, type, ukuran, spesifikasi lain	33. Negara Asal	34. Tarif & Fasilitas -BM -PPN -PPnBM -Cukai -PPh	35. Jumlah & Jenis Satuan, Berat Bersih (kg)	36. Jumlah Nilai CIF

Jenis Pungutan	Dibayar (Rp)	Ditanggung pemerintah (Rp)	Ditangguhkan (Rp)	Dibebaskan (Rp)
37. BM		0	0	0
38. Cukai		0	0	0
39. PPN		0	0	0
40. PPnBM		0	0	0
41. PPh		0	0	0
42. TOTAL		0	0	0

E. Dengan ini saya menyatakan bertanggung jawab atas kebenaran hal-hal yang diberitahukan dalam dokumen ini  
**P P J K**

Tgl. Cetak 25-01-2005

**G. UNTUK PEJABAT BC**

**H. UNTUK PEMBAYARAN/JAMINAN**  
a. Pembayaran  1. Bank Devisa 2. KPBC  
b. Jaminan  1. Tunai 2. Bank Garansi 3. Customs Bond 4. Lainnya

Jn. Pen	Kd. Pen	No. Tanda Pembayaran/Jaminan	Tgl.
BM			
Cukai			
PPN			
PPnBM			
PPh			

Pejabat Penerima Nama/Stempel Instansi

SK.MENKEU No.: 190/KMK.05/2000 Tanggal 31 Mei 2000 Lembar ke -1 / 2 / 3 untuk KPBC / BPS / BI Ver. 4.1



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**ANNEX F  
CUSTOMS PROCEDURES – INDONESIA  
SAMPLE P.I.B. PAGE 2/2**

**LEMBAR LANJUTAN  
PEMBERITAHUAN IMPOR BARANG (PIB)**

Kantor Pelayanan Bea dan Cukai : KANTOR PELAYANAN SUKARNO-HATTA		050100	Halaman .2.... dari .2..		
Nomor Pengajuan : 000000.					
Nomor Pendaftaran :					
31. No.	32. Pos Tarif/HS - Uraian jenis dan jumlah barang secara lengkap, merk, type, ukuran, spesifikasi lain	33. Negara Asal	34. Tarif & Fasilitas -BM -PPN -PPnBM -Cukai -PPh	35. Jumlah & Jenis Satuan, Berat Bersih (kg)	36. Jumlah Nilai CIF
1			BM: Cukai: - PPN: PPnBM: PPh:		
2					
3					

JAKARTA, 25-01-2005  
P P J K



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## ANNEX G

### DECREE 573 ISSUED BY THE FINANCE MINISTER OF INDONESIA

#### DEPARTMENT OF FINANCE REPUBLIC OF INDONESIA DIRECTORATE GENERAL OF CUSTOMS

Numb: : S- 573 /BC/2005  
Disposition of letter : very urgent  
Attachment :  
Subject: : Solution on the import of goods for National disaster in Nanggroe Aceh Darussalam Province and surroundings after the end of the Emergency Phase

**To : 1. Chief of region I to XIII  
2. Chief of Customs Office all over Indonesia**

In relation to the end of the emergency phase aids distribution for people with National Disaster in Nanggroe Aceh Darussalam Province and surroundings and entering rehabilitation and reconstruction phase, and with the prevailing of the Government Regulation Substituting the Law (PERPU) Number: 2 by 2005 on 16 April 2005 on The Board of Rehabilitation, Region Reconstruction and People Life in Nanggroe Aceh Darussalam (NAD) and Nias Province, North Sumatra (Sumut), we declare:

1. The phase for helping people with National Disaster is divided into 3 (three) phases, namely: Emergency Phase, Rehabilitation Phase and Reconstruction Phase.
2. With the end of emergency phase and entering rehabilitation and reconstruction phase, we herewith state the directions about the solution on import goods for National Disaster aids in Nanggroe Aceh Darussalam and surroundings are as follow:
  - a. The publication of this letter has called off the previous letters number: S-823/BC/2004 on 29 December 2004, S-16/BC/2005 on 7 January 2005 and S-136/BC/2005 on 14 February 2005.
  - b. The Customs Obligation fulfillment on import goods for National Disaster aids in Nanggroe Aceh Darussalam Province and surroundings is based back to the decision of Finance Minister number: 144/KMK.05/1997 on 31 March 1997 and the customs implementation on import as arranged on the Regulation of Director General of Customs number: KEP-07/BC/2003 on 31 January 2003 about the Direction in implementing Customs on import, with a full attention is given to the regulation prevails within the related technical agency particularly for the forbidden goods and the import-arranged goods.
3. The solution on customs obligation as arranged in the above second article is prevailed with specific guideline as follows:
  - a. The Solution is only for the following Customs Office:
    - KPBC type A specified for Tanjung Priok I,II and III
    - KPBC type A specified for Soekarno Hatta
    - KPBC type A Belawan
    - KPBC type A Medan; and
    - All KPBC I region office XIII Banda Aceh



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- b. The Importer or its trustee offer a proposal of tax and customs free on import to Finance Minister through the Customs Office with the following attached documents:
  - b.1. Letter of Recommendation from the chief of Rehabilitation and Reconstruction Board of NAD/NIAS or chosen authority, which declare:
    - The intended import goods are the goods for rehabilitation and reconstruction of region and the life of people in NAD province and Nias island (SUMUT province)
    - Connected with certain import prohibition and import limitation that the imported goods are approved by related agency.
  - b.2. Letter of warranty published by the chief of Rehabilitation and Reconstruction Board NAD/NIAS or chosen authorities.
  - b.3. Letter of proposing in exporting goods with tax and customs deferment for import information (Vooruitslag).
4. Related point 3b article based on the letter from the chief of BPRR to Vice President of Republic of Indonesia Number: 002/BRR.0/VI/2005 on 30 June 2005, declare that while waiting for the complete BPRR NAD/NIAS organization and representative organization in Jakarta, the transition phase for three months is applied. During the transition time the letter of import recommendation and aids handling is in the hand of BAKORNAS PBP, on the condition that the Importer or its trustee proposes an offer of tax and customs free on import to Finance Minister through the Customs Office with the following attached documents:
  - a. Letter of import recommendation from chief of BAKORNAS PBP or chosen authorities, declaring:
    - The import goods are the goods intended for rehabilitation and reconstruction of region and the life of people in NAD and Nias island.
    - Connected with certain import prohibition and import limitation that the imported good are approved by related agency.
  - b. Letter of guarantee from the Chief of BAKORNAS PBP or chosen authorities or guarantee pawned by the importer or its trustee on the applied condition.
  - c. Letter of proposing in exporting goods with tax and customs deferment for informs import (Vooruitslag).
5. In exporting goods process, the importer of its trustee submits PIB/PIBT and SPPB published.
6. Head of the office or chosen authorities published approval of exporting goods with deferment for inform import (Vooruitslag) for every PIB/PIBT, which has been, published SPPB.
7. Head of the import KPBC passes on the offer of tax and customs free on import to Finance Minister through directorate general of custom every ten days.
8. The entering of goods intended for temporary import remains on the applied conditions.

Therefore, this letter is to be done and be understood.

Directorate General,



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Copies:

1. Minister of Welfare
2. Minister of Politic, Law and Security
3. Minister of State Secretary
4. Commander in Chief of National Army
5. Commander in Chief of National Police
6. Chief of State Intelligence board
7. Minister of Finance
8. Minister of Industrial
9. Minister of Trade
10. Minister of Social Affairs
11. Minister of Foreign Affairs
12. Minister of Health
13. Chief of National Development and Planning Board
14. Chief of Food and Drugs Control
15. Chief of BAKORNAS PBP
16. Chief of BPRR NAD and NIAS
17. Directorate General of Tax
18. Technical Directorate of Customs, DJBC.