

REGULATION OF THE MINISTER OF MANPOWER AND TRANSMIGRATION  
OF THE REPUBLIC OF INDONESIA

NUMBER: PER.16/MEN/XI/2011

CONCERNING

PROCEDURE FOR THE MAKING AND LEGALIZATION OF THE COMPANY  
REGULATIONS AND PROCEDURE FOR THE MAKING AND REGISTRATION  
OF THE COLLECTIVE LABOR AGREEMENT

WITH THE GRACE OF GOD THE ALMIGHTY

MINISTER OF MANPOWER AND TRANSMIGRATION OF  
THE REPUBLIC OF INDONESIA,

- Considering : a. That the Decision of the Manpower and Transmigration Number; KEP. 48/MEN/2004 concerning Procedure for the Making and legalization of The Company regulations and Procedure for the Making and Registration of the Collective Labor Agreement as amended by the Regulation of the Minister of Manpower and Transmigration Number PER.08/MEN/III/2006, is no longer suitable with the situation and need in the field, therefore it is required to be perfected;
- b. That based on the considerations meant in letter a, it is necessary to establish Ministerial Regulation concerning Procedure for the Making and legalization of The Company regulations and Procedure for the Making and Registration of the Collective Labor Agreement.
- In view of : 1. Act Number 3 Year 1951 concerning The Statement to Apply the Labor Inspection Act Year 1948 Number 23 of the Republic of Indonesia for All Indonesians (State Gazette of the Republic of Indonesia Year 1951 Number 4);
2. Act No. 21 Year 2000 concerning Trade Union (State Gazette of the Republic of Indonesia Year 2000 No. 131, Supplement to State Gazette No. 3989);
3. Act Number 13 Year 2003 concerning Manpower (State Gazette of the Republic of Indonesia Year 2003 Number 39, Supplement to State Gazette of the Republic of Indonesia Number 4279);

4. Act No.2 Year 2004 concerning Industrial Relations Dispute Settlement (State Gazette of the Republic of Indonesia Year 2004 No. 6, Supplement to State Gazette No. 4356);
5. Act No.32 Year 2004 concerning Regional Government (State Gazette of the Republic of Indonesia Year 2004 No.125, Supplement to State Gazette of the Republic of Indonesia No.4437) as amended by Act No.8 Year 2005 concerning the establishment of the Regulation in lieu of Act No.3 Year 2005 concerning The Amendment of Act No.32 Year 2004 concerning Regional Government to Become Act (State Gazette of the Republic of Indonesia Year 2005 No.108, Supplement to the State Gazette of the Republic of Indonesia No.4548);
6. Government Regulation No.38 Year 2007 concerning The Division of Government Affairs Between the Government, Provincial Government, and District/City Government (State Gazette of the Republic of Indonesia Year 2007 No.82, Supplement to the State Gazette of the Republic of Indonesia No.4737);

- Attention to : 1. The Decision of the Constitutional Court Number 115/PUU VII/2009 dated 25 October 2010
2. The Gist of Thoughts of the working Committee of the National Tripartite Cooperation Institution Number 03/PPKBP-Tripnas/IV/2011 dated 15 April 2011
3. The Joint Agreement of the Plenary Hearing of the National Tripartite Cooperation Institution Number 01/KBPL-Tripnas/IV/2011 dated 25 April 2011;

DECIDING:

- To Stipulate : REGULATION OF THE MINISTER OF MANPOWER AND TRANSMIGRATION CONCERNING PROCEDURE FOR THE MAKING AND LEGALIZATION OF THE COMPANY REGULATIONS AND PROCEDURE FOR THE MAKING AND REGISTRATION OF THE COLLECTIVE LABOR AGREEMENT

CHAPTER I  
GENERAL PROVISION

ARTICLE 1

Under this Ministerial Decision, the following definitions shall apply:

1. Company Regulations, hereinafter referred to as CR, and is regulations made in writing by employer on conditions for employment and company's code of conduct.
2. Collective Labor Agreement, hereinafter referred to as CLA, is an agreement as a result of negotiations between one or more workers union(s) registered with the institution for manpower affairs and one or more employer(s) or group of employers on conditions for employment and rights and obligations of both parties.

3. Company is:
  - a. Any form or corporate bodies (legal entities or non-legal entities), owned by an individual, a partnership or a legal entity, private or state-owned, employing workers by paying salaries or any forms of payment for the services rendered;
  - b. Social activities and other business having managers employing persons by paying salaries and other forms of payment for services rendered.
4. Employer is:
  - a. An individual, partnership, or legal entity running self-owned corporation;
  - b. An individual, partnership, or legal entity, running a company owned by another party, individually;
  - c. An individual, partnership, or legal entity in Indonesia representing the company as mentioned in clauses a and b domiciled outside Indonesia.
5. Worker is a person working by receiving payment of salary or other form of payment for the services rendered
6. A trade union/labor union is an organization that comes from, is established by and for workers either within the enterprise or outside the enterprise, which is free, open, independent, democratic and responsible to fight for, defend and protect the rights and interests of worker and improve the welfare of workers and their families.
7. Minister is the Minister of Manpower and Transmigration.

## CHAPTER II COMPANY REGULATIONS

### Part One Procedure for the Making of the Company Regulations

#### ARTICLE 2

- (1) An employer employing workers of at least 10 (ten) persons must make company regulations.
- (2) The content of the company regulations is conditions for employment that have not been set forth in the law in force and detail of enforcement of the laws in force.
- (3) In the case that the company regulations re-regulate the provisions of the laws in force, the re-regulated provisions must be better than those contained in the laws in force.

#### ARTICLE 3

- (1) A company may only have 1 (one) company regulations applicable for all workers in the company.
- (2) In the case that the company has branches, mother CR applicable for all the branches shall be made. And, secondary company regulations applicable in every branch of the company may also be issued.

- (3) The mother regulations shall set forth provisions generally applicable in all branches of the company; and, the secondary regulations shall set forth the enforcement of the main regulations adjust to the condition of each branch of the company.
- (4) In the case that the main regulations have been applicable in the company, secondary regulations are also required for the branches; as long as the secondary regulations have not been ratified, the main regulations shall prevail.
- (5) In the case that there are several companies in a group and each company is an individual legal entity, company regulations shall be made by each company.

#### ARTICLE 4

- (1) The company regulations as mentioned in Article 2 shall be made and arranged by the employer in observance of the recommendations and considerations of the workers' representative of the company.
- (2) The workers' representative as mentioned in paragraph (1) may not give recommendations and considerations on the company regulations submitted by the employer.
- (3) The workers' representative as mentioned in paragraph (1) shall be elected by workers based on democracy and shall represent every existing work unit in the company.
- (4) If a workers union has been established, the worker's representative as mentioned in paragraph (2) is the official of the workers union.
- (5) In the case that workers union has been established but its members do not represent the majority number of workers in the company, the employer, other than observing the recommendations and considerations of the official of workers union, must also consider the recommendations and considerations of the workers' representative not becoming member of the workers' union.
- (6) The recommendations and considerations as meant in paragraph (1) shall not be disputed.

#### ARTICLE 5

The making of CR shall be the obligation and responsibility of the employer.

#### ARTICLE 6

- (1) Employer must convey draft of company regulations to the worker' representative or workers union to obtain recommendations and considerations.
- (2) The recommendations and considerations from the workers' representative on the draft as mentioned in paragraph (1) must have been received by the employer within 14 (fourteen) working days since date of receipt of the draft by the workers' representative and/or the relevant trade union.

- (3) In the case that the trade union or workers' representative submit recommendations and considerations as mentioned in paragraph (2), the employer shall observe the recommendations and considerations of the trade union and/or workers' representative.
- (4) If, within 14 (fourteen) working days as mentioned in paragraph (2), the workers' representative and /or trade union does not give any recommendations and considerations, the employer may submit the draft to be legalized accompanied with an evidence that the employer has requested the recommendations and considerations of the workers' representative and/or trade union.

Part Two  
The Legalization of the Company Regulations

ARTICLE 7

Legalization of the company regulations shall be done by:

- a. Head of the institution for manpower affairs in the District/City for companies domiciled only in 1 (one) district/city;
- b. Head of the institution for manpower affairs in the Province for companies domiciled in more than 1 (one) District/City in 1 (one) Province;
- c. The Director General for the Development of Industrial Relations for companies domiciled in more than 1 (one) Province.

ARTICLE 8

- (1) The employer must submit a request for the legalization of company regulations to the officer as mentioned in Article 7.
- (2) The request for ratification as mentioned in paragraph (1) must be completed with:
  - a. Draft of company regulations in 3 (three) copies signed by the employer;
  - b. Evidence of request for recommendations and considerations from the trade union and/or workers' representative in the case that there is no trade union.
- (3) The form of legalization application, the evidence of request for recommendation and considerations from the trade union, and the evidence there is no trade union within the company as meant in paragraph (2), by using Attachment I, Attachment II, and Attachment III of this Ministerial Regulation.
- (4) The officer responsible for manpower affairs must examine the completeness of the documents as mentioned in paragraph (2) and must examine the materials of the company regulations submitted which must not be lower than the laws in force.
- (5) In the case that the application for legalization is not completed with the documents as mentioned in paragraph (2) and/or there are materials in the company regulations which are lower than the laws in force, the officer as mentioned in Article 7 must reject the request in writing the application.

- (6) In the case that the application for legalization is completed with the documents as mentioned in paragraph (2) and/or the materials in the company regulations are not lower than the laws in force, the officer as mentioned in Article 7 must legalize the company regulations by issuing a decree within no more than 7 (seven) working days from date of receipt of the application for legalization.

#### ARTICLE 9

- (1) In case in the company, the negotiation for the CLA is ongoing and the validity of the CR has expired, then the employer may submit application for the extension of the validity of the CR.
- (2) The extension as meant in paragraph (1) shall be given for maximum of 1 (one) year.

#### Part Three Amendment

#### ARTICLE 10

- (1) In case the company will amend the content of the CR within the period of the validity of the CR, then in case the amendment is not lower than the material of the previous CR, as far as it is not against the laws in force, then the amendment should be agreed by the trade union and/or the workers' representative as meant in Article 4 paragraph (5).
- (2) The amendment as meant in paragraph (1) shall obtain legalization from the officer as meant in Article 7.
- (3) If the amendment does not obtain legalization as meant in Article 7, then the amendment shall be considered not exist.

#### Part Four Renewal

#### ARTICLE 11

- (1) The employer must apply for renewal of the CR to the officer as meant in Article 7 for legalization at least 30 (thirty) working days before the expiration of the CR.
- (2) The application for legalization of the renewal of the CR as meant in paragraph (1) must fulfill the requirements as regulated in Article 8 paragraph (2).
- (3) The renewal of the CR shall observe the recommendations and considerations from the workers' representatives as meant in Article 4.

CHAPTER III  
COLLECTIVE LABOR AGREEMENT

Part One  
Requirements for the Making of Collective Labor Agreement

ARTICLE 12

- (1) Collective labor agreement must be negotiated by one or more trade unions registered with the institution for manpower affairs with one or more employers.
- (2) The CLA negotiation must be based on good faith and free intention of both parties.
- (3) The CLA negotiation as mentioned in paragraphs (1) and (2) must be conducted amicably with deliberation to reach consensus.
- (4) The time for the negotiation as mentioned in paragraph (1) shall be based on a consensus between the parties and shall be contained in negotiation rules.

ARTICLE 13

- (1) In a company there must be only 1 (one) collective labor agreement applicable for all workers in the company.
- (2) In the case that the company has branches, a mother collective agreement applicable for all branches shall be made and secondary collective labor agreement must be applicable in the branches, respectively.
- (3) The mother collective labor agreement shall contain conditions generally applicable in all branches of the company and the secondary collective labor agreement shall contain the enforcement of the mother agreement adjusted to the conditions of the respective branch.
- (4) In the case that the mother agreement has been applicable in the company, but a secondary agreement is required in the branches, as long as the secondary agreement has not been agreed, the mother agreement shall prevail.

ARTICLE 14

In the case that there are several companies in a group and each company is a legal entity, a collective labor agreement shall be made and negotiated by the employer and trade union of each of the companies.

ARTICLE 15

The employer must serve the request in writing for negotiation of the collective labor

Agreement from the trade union if:

- a. The workers union has been registered pursuant to Act No. 21/2000 on Trade Unions; and

- b. Fulfilled the requirements for the making of the CLA as regulated in the Act No.13 of 2003 concerning Manpower.

#### ARTICLE 16

- (1) In the case that there is 1 (one) trade union in a company but it does not have total members more than 50% (fifty percent) of total number of all workers in the company, the trade union may represent workers in the negotiation for the making of Collective Labor Agreement with the employer if the trade union has acquired support of more than 50% (fifty) percent of total number of all workers in the company through voting.
- (2) The voting as mentioned in paragraph (1) shall be organized by a committee consisting of officials of trade union and representatives of workers being non-members of the trade union.
- (3) The committee established as mentioned in paragraph (2), shall announce the result of the voting within 30 (thirty) days after its establishment.
- (4) The voting could be organized at least 7 (seven) days after the announcement of the voting by the committee.
- (5) The committee as mentioned in paragraph (2) shall notify date of voting to the officer responsible for manpower affairs and the employer to witness the voting.
- (6) The committee shall give opportunity to the trade union to explain their work program to the workers in the company in order to obtain support in the making of the CLA.
- (7) The explanation of the program as mentioned in paragraph (6) shall conduct outside working hours at the places agreed by the committee of the voting and the employer.
- (8) The voting committee must determine the time of voting by considering the work schedule of the workers so that it will not disturb production.
- (9) The voting shall be witnessed by the representative of the employer.

#### ARTICLE 17

- (1) In the case that in a company there is more there is more than 1 (one) trade unions, the unions who are entitled to represent workers to negotiate with the employer, shall be maximum 3 (three) unions the respective membership of each union minimum 10% (ten percent) of total all workers in the company.
- (2) The total of 3 (three) unions as meant in paragraph (1) shall be determined by the ranking based on the largest total membership.
- (3) After determination of 3 (three) unions as meant in paragraph (2) and there are still unions with membership each minimum 10% (ten percent) from all workers in the company, then such unions could join with the unions as meant in paragraph (2).

## ARTICLE 18

- (1) In case the unions as meant in Article 15 submit request to bargain with the employer, then the employer could request the membership verification of the trade unions.
- (2) The trade unions membership verification as meant in paragraph (1) shall be conducted based on the evidence of membership card.

## ARTICLE 19

The negotiation for the making of collective labor agreement shall begin with agreeing negotiation rules which at least contain:

- a. Purpose of making of rules;
- b. Structure of negotiations team;
- c. Length of negotiation time;
- d. Materials for negotiation;
- e. Place of negotiation;
- f. Procedure of negotiation;
- g. Method of settlement in the case of deadlock in negotiation;
- h. Legality of the negotiation;
- i. Cost of negotiation.

## ARTICLE 20

- (1) In deciding the team for the negotiation for the making of collective labor agreement as mentioned in Article 19 clause b, the employer and the trade union shall appoint a negotiations team as required providing that the number shall be no more than 9 (nine) persons with full authority.
- (2) The member of the negotiation team in the making of the CLA who represents the trade union must be a worker who still has the working relationship with the relevant company

## ARTICLE 21

- (1) The place for the negotiation of the making of the CLA as meant in Article 19 letter e, shall be conducted in the office of the company or in the office of the trade union or other place in accordance with the agreement of both parties.
- (2) The cost of negotiation of the making of the CLA as meant in Article 19 letter i, shall be borne by the employer, unless otherwise agreed by both parties.

## ARTICLE 22

The collective labor agreement must contain, at least:

- a. Name, domicile, and address of trade union;
- b. Name, domicile, and address of the company;
- c. Number and date of registration of trade union with the institution for manpower affairs;
- d. Rights and obligations of employer;
- e. Rights and obligations of trade union and workers;
- f. Period and date of validity of collective labor agreement; and
- g. Signatures of the parties entering into the collective labor agreement.

## ARTICLE 23

- (1) In the case that the negotiation on the making of the collective labor agreement has not been accomplished within the time agreed in the rules as mentioned in Article 19, both parties may re-schedule the negotiations within no more than 30 (thirty) days after the negotiation failed.
- (2) In the case that the negotiation has not been accomplished within the time agreed in the rules and the schedule as mentioned in paragraph (1), the parties must make a written statement indicating that the negotiation cannot be settled on time containing:
  - a. Materials of the collective labor agreement which have not been consented;
  - b. Position of the parties;
  - c. Minutes of negotiation; and
  - d. Place, date, and signatures of the parties.
- (3) In the case that the negotiation does not reach a consensus as mentioned in paragraph (2), one or both parties shall report to the institution for manpower affairs for settlement.
- (4) The institution as mentioned in paragraph (3) is:
  - a. The institution for manpower affairs in the Regency/Municipality if the scope of validity of the collective labor agreement consists of a Regency/Municipality;
  - b. The institution for manpower affairs in the Province if the scope of the collective labor agreement consists of more than one Regency/Municipality in one Province;
  - c. The Directorate General for the Development of Industrial Relations within the Ministry of Manpower and Transmigration if the scope of validity of the collective labor agreement consists of more than one Province.
- (5) The settlement by the institution as mentioned in paragraphs (3) and (4) shall be conducted according to the mechanism for settlement of industrial relations disputes as set forth in Act No. 2 Year 2004.
- (6) The institution as meant in paragraph (4) letters b and c, shall settle the CLA dispute based on the written agreement from the union who is the negotiator with the employer.
- (7) The written agreement as meant in paragraph (6) shall contain the conditions of:
  - a. the parties who conduct the negotiation;
  - b. the work area of the company; and
  - c. place, date and signatures of the parties.

## ARTICLE 24

If the collective labor agreement is signed by a proxy, a special power of attorney must be attached to the collective labor agreement.

## ARTICLE 25

- (1) If the settlement with the institution as mentioned in Article 23 paragraph (4) is conducted through mediation and one or both parties do not receive any suggestions from the mediator, then one of the parties could submit a suit to the Industrial Relations Court in the domicile of the where the workers work.
- (2) In the case that the legal domicile as mentioned in paragraph (a) consists of more than 1 (one) domicile of the Industrial Relations Court, the suit shall be filed to the Industrial Relations Court which legal domicile covers of the domicile of company.

## ARTICLE 26

- (1) In the case that the trade union and the employer have intended to amend the existing collective labor agreement, the amendment must be based on consensus.
- (2) The amendment to the collective labor agreement as mentioned in paragraph (1) is an inseparable part of the existing collective labor agreement.

### Part Two Registration of the Collective Labor Agreement

## ARTICLE 27

- (1) The employer shall register the collective labor agreement with the institution for manpower affairs.
- (2) The registration of the collective labor agreement as mentioned in paragraph (1) is intended:
  - a. As an instrument to monitor and evaluate the regulating of employment conditions implemented in the company; and
  - b. As main reference in the case of dispute in the implementation of the collective labor agreement.
- (3) The request for the registration of the collective labor agreement as mentioned in paragraph must be completed with draft of the collective labor agreement made in 3 (three) copies, duly stamped, and signed by the employer and the trade union.

## ARTICLE 28

- (1) The registration of the collective labor agreement as mentioned in Article 27 paragraph (1) shall be done by:
  - a. Head of the institution for manpower affairs in the Regency/Municipality for companies domiciled in a Regency/Municipality;
  - b. Head of the institution for manpower affairs in the Province for companies domiciled in more than (1) Regency/Municipality in a Province;
  - c. The Director General for the Development of Industrial Relations for companies domiciled in more than 1(one) Province.

- (2) The submission of the request for registration as mentioned in Article 27 paragraph (3) shall be made by using the format as mentioned in Attachment IV of this Ministerial Regulation.
- (3) The officer responsible in the manpower affairs shall examine the completeness of the formal requirements as meant in paragraph (2) and/or the materials of the draft CLA.
- (4) The officers as meant in paragraph (1) must issue a decision letter of the CLA registration within 6 (six) working days since the receipt of the registration application.
- (5) In the case that the completeness of the requirements as mentioned in paragraph (2) is not fulfilled and/or there are materials in the CLA violate the laws in force, then the officer responsible for the manpower affairs as meant in paragraph (1) shall give remark in the registration decision letter.
- (6) The remark as meant in paragraph (5) shall contain the articles that violate the existing manpower laws and regulations.

#### ARTICLE 29

- (1) The employer, trade union, and workers must implement the provisions of the collective labor agreement.
- (2) The employer and trade union must notify the content of the collective labor agreement or its amendments to all workers.

#### CHAPTER IV SANCTION

#### ARTICLE 30

Whosoever violates the provision as meant in Article 2 paragraph (1), and Article 11 paragraph (1) shall be imposed with a sanction pursuant to the Act No.13 of 2003 concerning Manpower.

#### CHAPTER V TRANSITIONAL PROVISION

#### ARTICLE 31

- (1) The existing company regulations pursuant to the Decision of the Minister of Manpower and Transmigration No. KEP.48/MEN/IV/2004 on concerning Procedure for the Making and legalization of The Company regulations and Procedure for the Making and Registration of the Collective Labor Agreement as amended by the Regulation of the Minister of Manpower and Transmigration Number PER.08/MEN/III/2006 shall still be applicable until expiration of the existing company regulations.

- (2) The existing collective labor agreement pursuant to the Decision of the Minister of Manpower and Transmigration No. KEP.48/MEN/IV/2004 on concerning Procedure for the Making and legalization of The Company regulations and Procedure for the Making and Registration of the Collective Labor Agreement as amended by the Regulation of the Minister of Manpower and Transmigration Number PER.08/MEN/III/2006 still be applicable until expiration of the existing collective labor agreement.

CHAPTER VI  
CLOSING PROVISION

ARTICLE 32

At the time of this Ministerial Regulation comes into force:

- a. The Decision of the Minister of Manpower and Transmigration No. KEP.48/MEN/IV/2004 on concerning Procedure for the Making and legalization of The Company regulations and Procedure for the Making and Registration of the Collective Labor Agreement; and
- b. The Regulation of the Minister of Manpower and Transmigration Number PER.08/MEN/III/2006 concerning the Amendment of the Decision of the Minister of Manpower and Transmigration No. KEP.48/MEN/IV/2004 on concerning Procedure for the Making and legalization of The Company regulations and Procedure for the Making and Registration of the Collective Labor Agreement, are revoked and declare null and void.

ARTICLE 33

This Regulation shall come into effect from the date of enactment.

In order for everyone to know it, order the enactment of this Ministerial Regulation to be placed in the State Gazette of the Republic of Indonesia.

Stipulated in Jakarta  
on 17 November 2011

Minister of  
Manpower and Transmigration of  
The Republic of Indonesia,

sgd.

Drs. H.A.MUHAIMIN ISKANDAR, M.Si

Enacted in Jakarta  
on 17 November 2011

Minister of  
Law and Human Rights of  
The Republic Of Indonesia,

sgd.

AMIR SYAMSUDDIN

STATE GAZETTE OF THE REPUBLIC OF INDONESIA YEAR 2011 NUMBER 710

ATTACHMENT I  
REGULATION OF THE MINISTER OF MANPOWER AND TRANSMIGRATION  
OF THE REPUBLIC OF INDONESIA

NUMBER: PER.16/MEN/XI/2011

CONCERNING

PROCEDURE FOR THE MAKING AND LEGALIZATION OF THE COMPANY  
REGULATIONS AND PROCEDURE FOR THE MAKING AND REGISTRATION  
OF THE COLLECTIVE LABOR AGREEMENT

FORMAT APPLICATION FOR LEGALIZATION OF THE COMPANY  
REGULATIONS

COMPANY'S LETTER HEAD

.....(City and date)

No.: TO

Re.: Application for the legalization of

.....

The Company Regulations

.....

In.....

Pursuant to the Act No.13 of 2003 concerning Manpower, we hereby submit our application for the legalization of the Company Regulations in 3 (three) copies, which is:

1. Name of the company :
2. Address of the company :
3. Telephone number :
4. Type of business : (in line with the KLUI)
5. Status of the company : PT/CV/Firm/Individual  
company/State Owned  
Company/Persero/PMA/PMDN/Joint venture  
(cross the irrelevant)
6. Decision letter of the business license: Number :  
Date :
7. Names of the trade unions in the company (if any) :
8. Membership No. Of Jamsostek :
9. Number of workers in central : Male:.....persons  
Female:.....persons
10. Number of workers in branches : Male:.....persons  
Female:.....persons
11. The concept of the company regulations: New/Renewal for .....times  
(cross the irrelevant)
12. Date of the validity of the new Company Regulations:
13. Salary of the monthly workers : Maximum Rp.....  
Minimum Rp.....  
Salary of the daily workers : Maximum Rp.....  
Minimum Rp.....

14. Working relationship system :  
For specified period : .....persons  
For non-specified period : .....persons

Attachment:

1. Names of each company branch and their address, type of business and number of workers.
2. The concept of the company regulations that will be legalized (3 copies)
3. The old/previous company regulations and its Decision Letter.
4. Recommendation letter for improvement/piloting that will be implemented by providing explanations for the renewed company regulations.
5. Agreement letter from the officials of the trade union that stated it has not yet ready to negotiate for the Collective Labor Agreement (if there is a trade union).
6. Photocopies of the membership evidence and latest payment of Jamsostek.

Company's management

.....

Note: every file of the company regulations shall be initialed in each page by the management.

Stipulated in Jakarta  
on 17 November 2011

Minister of  
Manpower and Transmigration of  
The Republic Of Indonesia

sgd.

Drs. H.A.MUHAIMIN ISKANDAR, M.Si

ATTACHMENT II  
REGULATION OF THE MINISTER OF MANPOWER AND TRANSMIGRATION  
OF THE REPUBLIC OF INDONESIA

NUMBER: PER.16/MEN/XI/2011

CONCERNING

PROCEDURE FOR THE MAKING AND LEGALIZATION OF THE COMPANY  
REGULATIONS AND PROCEDURE FOR THE MAKING AND REGISTRATION  
OF THE COLLECTIVE LABOR AGREEMENT

FORMAT STATEMENT LETTER 1  
COMPANY'S LETTER HEAD  
STATEMENT LETTER

We hereby, the undersigned, state as follow:

1. The company has conveyed the draft text of the Company Regulations PT..... through letter dated....., number..... to the Trade Union and/or workers' representative from every work unit in the company.
2. For that matter, we have provided our recommendations and considerations to the draft text of the Company Regulations dated.....as stipulated in the manpower laws and regulations.
3. In the drafting of the Company Regulations, the employer has observed the recommendations and considerations from the Trade Union and/or workers' representative and shall not be lower than the old Company Regulations.

This statement letter is made genuinely.

.....(City and date)

The declared parties,  
Employer,  
PT.....

Representatives of the workers,

No	Name	Unit/Division/ Trade Union	Sgd.	
1.			1....	
2.				2....
3.			3....	
4.				4....
etc				

Stamp duty Rp.6,000

.....

Note \*)

- If there is no trade union in the company, then the workers' representatives from the work unit/division, shall give the recommendations and considerations
- If there is trade union in the company, then the trade union shall give the recommendations and considerations.

Stipulated in Jakarta  
on 17 November 2011

Minister of  
Manpower And Transmigration of  
The Republic Of Indonesia,

sgd.

Drs. H.A.MUHAIMIN ISKANDAR, M.Si

ATTACHMENT III  
REGULATION OF THE MINISTER OF MANPOWER AND TRANSMIGRATION  
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CONCERNING

PROCEDURE FOR THE MAKING AND LEGALIZATION OF THE COMPANY  
REGULATIONS AND PROCEDURE FOR THE MAKING AND REGISTRATION  
OF THE COLLECTIVE LABOR AGREEMENT

FORMAT STATEMENT LETTER 2  
COMPANY'S LETTER HEAD

STATEMENT LETTER

We the undersigned:

Name : .....  
Address : .....  
Position : .....

Hereby declare that until now there is no trade union in our company  
PT.....

.....(City and date)

Stamp Duty Rp.6,000

.....  
Director

Stipulated in Jakarta  
on 17 November 2011

Minister of  
Manpower And Transmigration of  
The Republic Of Indonesia,

sgd.

Drs. H.A.MUHAIMIN ISKANDAR, M.Si

ATTACHMENT IV  
REGULATION OF THE MINISTER OF MANPOWER AND TRANSMIGRATION  
OF THE REPUBLIC OF INDONESIA

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CONCERNING

PROCEDURE FOR THE MAKING AND LEGALIZATION OF THE COMPANY  
REGULATIONS AND PROCEDURE FOR THE MAKING AND REGISTRATION  
OF THE COLLECTIVE LABOR AGREEMENT

FORMAT APPLICATION FOR REGISTRATION OF  
THE COLLECTIVE LABOR AGREEMENT

COMPANY'S LETTER HEAD

.....(City and date)

No.: TO  
Re.: Registration of the Collective Labor Agreement  
.....  
In.....

We hereby submit our application for the registration of the collective labour agreement (CLA) as stipulated in the implementation of Act No.13 of 2003 concerning Manpower, with the following information of the company:

1. Name of the company :
2. Address of the company /Tel. :
3. Year of company's establishment:
4. Type of business : (in line with the KLUI)
5. Status of the company : PT/CV/Firm/Individual  
company/State Owned Company/Persero/PMA/PMDN/Joint venture  
(cross the irrelevant)
6. Name of director/company's management:
7. Number of workers:
  - Male :
  - Female :
8. Operational area/province :
9. Names of the trade unions in the company/Registration No. of trade union:
10. Address of the trade union :
11. Total membership :
12. Salary of the workers : Maximum Rp.....  
Minimum Rp.....
13. Period of the CLA validity :
14. The CLA registered for the :.....time (1,2,3, and so on)
15. APINDO membership No. :
16. Jamsostek membership No. :
17. Workers' cooperative :
18. Number of workers : Specified time.....  
Unspecified time.....

Company's management  
Sgd & stamp

Stipulated in Jakarta  
on 17 November 2011

Minister of  
Manpower And Transmigration of  
The Republic Of Indonesia,

sgd.

Drs. H.A.MUHAIMIN ISKANDAR, M.Si