

Our Services

Inward Investment, Corporate and Customs Services



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How we can help you set up business in Indonesia

Indonesia is considered to be a country with a complex regulatory environment. It does not matter what business you are in, what phase you are in or whether you will enter the Indonesian market through a new establishment, merger or acquisition; with our extensive knowledge, expertise and experience, we can assist you to meet regulatory and compliance requirements.

Once you enter the market, we can also help you manage your non-core functions including bookkeeping, payroll and corporate secretarial work so that you can always focus on your core business: an important factor to your success.

Pre-Establishment Phase

We can help you plan your investment and advise you on various tax and regulatory considerations before you decide to establish or acquire a business in Indonesia.

We can assist in Customs planning and advise on Indonesian Customs incentives which could have an impact on cross border transactions, such as how to benefit when sourcing from and selling overseas; how to apply smart tariff classifications; and how to take advantage of Free Trade Zone, Bonded Zone and Master list equipment facilities.

Establishment Phase

We can assist you through the required licensing process and guide you in liaising with various authorities in Indonesia. Our local expertise and experience will help ensure a smooth process for your new establishment, merger or acquisition.

We can advise and assist in applying for investment, tax and custom incentives and facilities.

Post-Establishment Phase

Once you set up your business in Indonesia, you can focus on your core business while we manage your important back-office functions. We will help you manage your corporate secretarial work, accounting and payroll functions and ensure that you always meet compliance and governance requirements.

We can provide Customs dispute assistance, advise on and assist in Customs regulatory compliance reviews and facilitate Customs training.

Inward Investment Services

Inward Investment Advisory

We will provide you with advisory services, which can include:

- Advice on the tax and regulatory requirements for the establishment of a business/entity in Indonesia, such as procedures and licensing requirements;
- Advice on the tax and regulatory requirements for mergers, acquisitions and business expansions;
- Advice on the various compliance/governance requirements for your entity in Indonesia;
- Compliance reviews;
- Advice on employment and compliance aspects, such as employment terms and conditions and employment contracts;
- Advice on the requirements for liquidating an entity in Indonesia.

Business Licensing and Immigration Services

We can assist you with various procedures and liaison with government authorities, including:

- Assistance with various licenses/approvals/permits for company establishment, business expansion and amendments, mergers and acquisitions;
- Liaison with government agencies/authorities such as the Investment Board, Ministry of Trade, Ministry of Industry, Ministry of Laws and Human Rights and Financial Services Authority;
- Arrangements for proper permits and administration for the employment of an expatriate;
- Assistance in the disposal of assets, settlement of liabilities and other required procedures to liquidate an entity in Indonesia.

Investment Facilities

We can assist you to plan, make and submit a complete application for obtaining investment facilities, which can include :

- Assistance in planning and applying for tax allowance and tax holiday facilities
- Assistance in planning and applying for import duty exemption for capital goods and raw materials

Corporate Services

Corporate Secretarial

Good corporate governance is a key aspect for foreign investment in Indonesia. We will assist you to manage governance according to the requirements under the Indonesian Company Law.

- Maintenance of corporate secretarial matters for your company, such as the arrangement and administration of Shareholders' Meetings/Circulars/Resolutions;
- Amendment of Articles of Association;
- Liaison with Public Notaries and the Ministry of Law and Human Rights.

Accounting Services

Monthly Accounting

We will maintain your transactions and bookkeeping and produce financial statements in accordance with the Indonesian Accounting Standards and manage your non-tax compliance/reporting requirements. This will ensure you produce proper and timely records and reports:

- Provision of cash management services;
- Maintenance of transaction records and bookkeeping;
- Production of financial statements in accordance with the Indonesian Accounting Standards.

Compliance Administration

We can advise and assist in various non-tax compliance requirements, including:

- Preparation and submission of Offshore Loan Reports and Prudential Principle Reports to the Indonesian Central Bank;
- Preparation and submission of Investment Activity Reports to the Investment Board;
- Preparation of Import Realisation Reports for the Ministry of Trade.

Payroll Services

Payroll Administration

Our payroll administration services will ensure that you can count accuracy, security and confidentiality as key aspects of your payroll, as well as getting access to our technology and expertise in employment compliance matters:

- Calculation of monthly payroll including bonuses, allowances, overtime, take-home pay, employee income tax and employee social security contributions;
- Payment of take-home pay to each employee's bank account, including the distribution of salary slips;
- Administration of social security, insurance and pension contributions;
- Calculation, payment and reporting of employee income tax.

Payroll-Related Advisory

We can advise on employment compliance-related aspects, which include:

- Advice on compliance with legislation, such as employment contracts and social security and pension contributions;
- Guidance on employee stock option plans;
- Recommendations on payroll schemes, such as the composition of salary and allowances, benefits in-kind, etc.

Employee Termination and Resignation

We can assist you with the employment termination/resignation process, which can include:

- Calculation and payment of severance packages including the related income tax;
- Drafting of employment termination agreements;
- Introduction and communication of termination/resignation matters to employees.

Customs Services

Customs Disputes Assistance

We can assist and support companies in managing the Customs audit process, including assistance in establishing a strategy, preparing a response, necessary supporting documents and a review of the likelihood of success, and attendance and assistance during the audit closing conference. We can also assist and represent clients in a Customs appeal process, in which we would advise on strategy and assist in preparing responses and attending court sessions.

Customs Regulatory Compliance Review

We can conduct a Customs regulatory compliance review in which we assist in identifying and mitigating risks associated with expected and unexpected future Customs audit findings as well as developing a suitable strategy to minimise risk in managing future Customs audits. We can also summarise and highlight to management points such key non-compliance findings and recommendations, risk assessment of areas of non-compliance, and recommendations in respect of existing policies, processes and practices.

Customs Training

We can run a tailor-made Customs training for your employees' needs within the scope of the Indonesian Customs regulations and also specific issues relevant to your business.

We focus our services on meeting the needs of businesses entering the Indonesian market. We recognise the need for intensive support in the critical period when you first enter Indonesia. Our business services can be tailored to meet your specific needs, allowing you to select services appropriate to your situation and the current phase of your business. They are coordinated by a team that includes both Indonesian and international members.