

**DECREE**  
**DIRECTION ON REGISTRATION AND RE-REGISTRATION OF**  
**REGULAR MEMBERSHIP OF CHAMBER OF COMMERCE AND INDUSTRY**

**Section 1**

**Definitions**

For the purpose of this Decree of Direction on Registration and Re-registration of Regular Membership of Chamber of Commerce and Industry:

1. **Law on Kadin** means Law Number 1/1987 on Chamber of Commerce and Industry.
2. **The Charter of Kadin (“AD-ART Kadin”)**, means The Charter of Indonesian Chamber of Commerce and Industry which lastly being rectified and declared on the Special National Assembly (Munassus) Chamber of Commerce and Industry held on 17 December 2003 and approved by Indonesian Government through the Presidential Decree Number 14 / 2004.
3. **Company Association** under the name of Association, Organization, or other similar names, means an association of State Owned Companies, Provincial/City Owned Company, Cooperatives or Private Companies, or communication and consultation forum between Indonesian and foreign companies, legally established according to the applicable law based on similarity of line of business, goods being traded or service provided or traded, both nationally or regionally, carry nonprofit activities and has a Charter that inline with the Law of Kadin.
4. **Businessperson Association** under the name of Association, Affiliation, Business Council, Business Development Council, or other similar names, means association of business persons, legally established according to the applicable law based on the similarity of intention, aspiration, level of business, or certain natural distinctions, nationally or regionally, carry nonprofit activities and has a Charter that inline with the Law of Kadin.
5. **Businessperson** means any person or firm or legal entity that conducting a business.
6. **Company** means any form of person or firm or legal entity that conducting a permanent and continual business, established, has a place of business and domicile in Indonesia to gain a margin or benefit and or profit.
7. **Kadin Special Member** means Company Associations and Businessperson Associations registered as Kadin member.
8. **Kadin Regular Member** means a businessperson and company that is a member of a company association and or businessperson association.

**Section 2**

**New Member Registration**

- (1) A Company, either its head office or its branch, may become a Kadin Regular Member by conducting a Registration on District/City Kadin on its domicile. While a business unit that is only conducting a production process, such as factory, and a representative of a company which do not do any business activities shall only has to report to the local District/City Kadin.
- (2) Notwithstanding the other provisions on this Decree, Regular Membership Application in the DKI Jakarta shall be conducted thru and by Kadin DKI Jakarta.
- (3) Kadin Regular Member Registration shall be conducted according to the following process:
  - a. Submission of a written application (*as seen on Attachment 1*);
  - b. filling four copies of the Kadin Regular Membership Application Form **(Form A)** (*as seen on Attachment 2*), each shall be attached with a copy of:
    - b1. Identification Letter (Surat Keterangan: for an individual firm),
    - b2. Business License,
    - b3. Certificate of Establishment/Notary Act,
    - b4. A Charter, for the incorporated/company, or
    - b5. Governmental Decree related to its establishment;
  - c. afford the annual Membership Due for the remaining portion, started from the month of registration to December of the registration year.
- (4) Kadin Regular Member that has been sanctioned a temporary cancellation or that has not afford the annual Membership Due for the previous year without prior written notification related to its membership cancellation, if conducting a Re-registration of Kadin Regular Member, shall be deemed as a new applicant and therefore the requirements mentioned on Section 2 sub clause (3) shall be applied.
- (5) Kadin Regular Membership Application aforementioned on Section 2 sub clause (1), sub clause (2) and sub clause (3) may be conducted at any time for the current year.

### **Section 3**

#### **Re-registration**

- (1) Re-registration of Kadin Regular Member shall be conducted annually in local District/City Kadin by filling the Form A along with a payment of annual Membership Due for a 12 months period.
- (2) Notwithstanding other provisions of this Decree, Re-registration in DKI Jakarta shall be conducted thru and by Kadin DKI Jakarta.
- (3) Re-registration mentioned on Section 3 sub clause (1) and sub clause (2) shall be conducted no later than 30 April of the current year.
- (4) Should by the 30 April deadline mentioned on sub clause (3) the Regular Member has not conducted the Re-registration, the said Member shall be deemed as been resigned as Kadin Regular Member and therefore:
  - a. has no membership rights;
  - b. shall not be given a valid KTA-B Kadin;

- c. shall not be put on the list of Kadin Members;

#### **Section 4**

##### **Registration Administration Process**

- (1) New Regular Membership Application (Registration) shall be processed according to the following procedure:
  - A. Company shall apply to the District/City Kadin:
    - 01. **Form A** (4 copies) are given, along with a guidance on how to fill the form correctly.
    - 02. Assure the validity of all the **Form A** fillings (4 copies) and completeness of the documents attached as mentioned on Section 2 sub clause (3).
    - 03. Regular Member applicant has to afford the Initial Due and Membership Due in entirety, for the remaining portion of the current year.
  - B. District/City Kadin receives the registration and shall:
    - 04. Provide a resume related to membership application and report such an application.
    - 05. Assign a Regular Member Number on each of **Form A** received (*with numbering system described on Attachment 3 and Attachment 4*).
    - 06. File a report to the related Provincial Kadin along with the first bundle of **Form A** and all attached documents, accompanied with a List of Regular Member applicants that has afford Initial Due and Membership Due along with *copy* of payment/transfer receipt, and shall transferred the allocation of due payments that Provincial Kadin and Kadin Indonesia are entitled to.
  - C. Provincial Kadin received the District/City Kadin report and shall:
    - 07. Assure the completeness and validity of all documents.
    - 08. a. If accepted:
      - a1. Assign a Regular Member Number and Number of KTA-B issued by District/City Kadin, and fill all the necessary data and the Line of Business Classification Number (*according to the numbering system described on Attachment 5*) in Membership Log Book of the related Kadin, and on the Member's KTA-B.
      - a2. Send a written notification to the accepted company thru the related District/City Kadin regarding its acceptance as a Kadin Regular Member
    - b. If rejected :

The related District/City Kadin shall send a formal letter with description of reason that underlying the rejection of the Kadin Regular Member application to the applicant, and Initial Due and Membership Due received shall be fully returned to the applicant no later than 30 (thirty) working days.
  - 09. Send the said KTA-B to the related District/City Kadin.
  - 10. Send the apportionment of due payments received that Kadin Indonesia is entitled to, attached with the List of Newly Accepted Members.

D. District/City Kadin received KTA-B from Provincial Kadin:

11. General Chairperson of District/City Kadin signs the KTA-B.
12. Put the Regular Member data on Membership Log Book of the related District/City Kadin.
13. Hand it to the entitled on behalf of Kadin Indonesia.

All the process mentioned on sub-subsection 01 to sub-subsection 13 on the abovementioned subsection A to subsection D shall be conducted in no later than 30 (thirty) working days, since the issuance date of the Registration Form Receipt by District/City Kadin to the Membership Applicant.

(2) Re-registration of Regular Member shall be conducted according to the following procedure:

A. Regular Member file a re-registration at local District/City Kadin:

01. Fill the **Form A** (attached with all the necessary company documents should there has been a modification from the previous year).
02. Afford the Membership Due for one year period.

B. District/City Kadin received the Re-registration and shall:

03. Put the Regular Member's data on the District/City Kadin Membership Data Base.
04. File a report to the related Provincial Kadin along with the first bundle of **Form A** and all attached documents, accompanied with a List of Regular Member applicants that has afford Initial Due and Membership Due along with *copy* of payment/transfer receipt, and shall transferred the allocations of due payments that Provincial Kadin and Kadin Indonesia are entitled to.

C. Provincial Kadin received the District/City Kadin report and shall:

05. Assure the completeness of all documents.
06. Assign the Regular Member Number and KTA-B Number issued by District/City Kadin, and fill the necessary data and the Line of Business Classification Number (according to *the numbering system* described on *Attachment 5*) on the Membership Log Book of the related Kadin, and on Member's KTA-B.
07. Send the KTA-B to the related District/City Kadin.
08. Send the apportionment of due payments received that Kadin Indonesia is entitled to, attached with the List of Newly Accepted Members.

D. District/City Kadin received the KTA-B from Provincial Kadin:

09. General Chairperson of District/City Kadin sign the KTA-B received.
10. Put the Regular Member's data on District/City Kadin Membership Data Base.
11. Hand it to the entitled on behalf of Kadin Indonesia.

All the process mentioned on sub-subsection 01 to sub-subsection 11 of the subsection A to subsection D shall be conducted in no later than 15 (fifteen) working days, after the issuance date of a Re-registration Form Receipt by District/City Kadin to the related Regular Member.

- (3) For a District/City in which District/City Kadin has not been established, the Membership Registration and Re-registration shall be conducted thru and by the related Provincial Kadin.
- (4) Regular Member Registration for businessperson or Company that has also been a member of a Kadin Special Member may be conducted collectively thru the related Company Association or Businessperson Association according to the provisions of this Decree.

## **Section 5**

### **Cancellation of Re-registration**

- (1) Each Kadin Regular Member may cancel its Membership for a one year period. The aforementioned cancellation shall be notified in writing to the District/City Kadin with carbon copy for the related Provincial Kadin, no later than the end of April of the current year.
- (2) During the cancellation period mentioned on sub clause (1), the said member shall be relieved from all of its membership obligations, with consequences that the said member:
  - a. has no membership rights;
  - b. shall not be given a valid KTA-B Kadin;
  - c. shall not be put on The List of Kadin Member;
- (3) Cancellation of Re-registration Membership mentioned on sub clause (1) may only be allowed for a maximum 2 (two) consecutive year period.
- (4) Should the cancellation period mentioned on sub clause (1) and sub clause (3) is over and the said member would like to be an active member, Re-registration of its Membership may be conducted and the said member has to shown the original of KTA-B for the last year prior to the cancellation mentioned on sub clause (1). The said member has no obligation to afford the Initial Due.

## **Section 6**

### **Registration Form**

- (1) Registration and Re-registration Form for Kadin Regular Member (**Form A**) is uniform and issued by Kadin Indonesia (*as seen on Attachment 2*).
- (2) Form A will be sent by Kadin Indonesia to each District/City Kadin thru Provincial Kadin upon request of the related Provincial Kadin.

## **Section 7**

### **Regular Membership Card**

- (1) Regular Membership Card (KTA-B) Kadin is uniform and issued by Kadin Indonesia thru Provincial Kadin and to be sent to each of the related District/City Kadin under its domain (*sample of KTA-B is as on attachment 3*).

- (2) KTA-B is a valid evidence for a Kadin Regular Member to exercise its membership rights, such as the right to receive an organizational services, right to receive information, right to attend the National/Regional Assembly, National/Regional Chairpersons Assembly, and other Kadin activities.
- (3) Provincial Kadin shall be responsible for administration and financial of each KTA-B issuance that sent by Kadin Indonesia. No later than the end of January of the following year, all of the unused KTA-B shall be returned to Kadin Indonesia. If not, all the KTA-B sent shall be deemed has been used, and therefore its administration and financial shall be accounted.
- (4) KTA-B is valid for a one year period, from 1 January to 31 December of the current year.
- (5) Size and format of KTA-B, printed horizontally, is as below:
  - a. dimension A4 = 210 mm x 297 mm.
  - b. type of paper : *cardboard*.
  - c. border frame is a chains of small red logo of Kadin Indonesia.
  - d. on the bottom of KTA-B, inside the frame as a background, there is a raster printing of lines that formed a word of "*Kadin*" and "*the year number*" of to the KTA-B validity period, which color shall be differ for each of KTA-B issuance year.
  - e. at the middle top, there is a color print of *Kadin Indonesia logo*. Below the logo there are three lines for words : *CHAMBER OF COMMERCE AND INDUSTRY, (KADIN), REGULAR MEMBERSHIP CARD*.
  - f. horizontally in the middle *outline* letter of *KADIN* and *number* of the KTA-B issuance year is printed, as the sign of KTA-B year of validity, which color shall be differ for each of KTA-B issuance year.
  - g. below the word *REGULAR MEMBERSHIP CARD* there is a line to put the *Membership Number of KTA-B Holder* (Procedure on numbering assignment is described on Attachment 4).
  - h. below Membership Number there are lines for words : *NAME OF COMPANY, NAME OF THE PERSON IN CHARGE, TITLE, COMPANY ADDRESS, THE LINE OF BUSINESS, COMPANY'S QUALIFICATION, Tax Payer Registration Number (NPWP), BUSINESS LICENSE*, and a line to put the name of District/City and province in which the said company is registered.
  - i. on the below left there is a *quadrangle* to place a photograph of businessperson/ person in charge of the KTA-B holder. The photograph shall be sealed with the stamp of the related District/City Kadin.
  - j. on the below right in line with the *quadrangle* there is a blue printing of *signature of General Chairperson of Kadin Indonesia* and *his/her name*; in the middle, in line with the previous, there is a space for *signature of General Chairperson of the related Provincial Kadin* and a line for *his/her name*; on the left side, in line with the previous close to the quadrangle for photograph of businessperson, there is a

space for *signature of General Chairperson of District/City Kadin and a line for his/her name.*

- k. the validity period of the KTA-B shall be written on the below line, which says: *Valid from 1 January* followed by the number of current year *to 31 December* followed by number of the current year.
- l. the following shall be written on the back side of KTA-B:
  - l.1. in the middle top Membership Holder KTA-B of Kadin Special Member (Association and or Organization)
  - l.2. in the lower middle is the Classification Number of the Line of Business of the KTA-B holder.
- (5) KTA-B issued by District/City Kadin and shall be deemed valid after being signed by the related General Chairperson of Provincial Kadin and General Chairperson of District/City Kadin. Signatory of the KTA-B shall be the General Chairperson of the Provincial Kadin and General Chairperson of District/City Kadin and shall not be delegated, except with a prior written approval from The Board of Kadin Indonesia.
- (6) Each Regular Member shall only possess 1 (one) KTA-B that is given after the fulfillment of all the requirements mentioned on Section 2.
- (7) Each Regular Member is entitled to a Membership Number to be assigned on its KTA-B. Membership Number of each Kadin Regular Member shall be assigned by the related District/City Kadin which is permanent and remain unchanged provided that the holder had never cancelled its membership or revoked as a Kadin Regular Member.
- (8) By enactment of this Decree of Direction on Registration and Re-registration, Provincial Kadin and District/City Kadin shall not issue a Temporary KTA-B or Substitute KTA-B or other similar Recommendation Letter.

## **Section 8**

### **Data Collection of Kadin Indonesia Regular Members**

For the purpose of a national data collection related to Kadin Regular Member, each Provincial Kadin shall periodically, by the end of January, April, and August, submit files related to Regular Members in its domain to Kadin Indonesia. The aforementioned files shall consist of:

- a. List of Members that built according to membership on each District/City Kadin.
- b. A *copy* of Registration/Re-registration Form of each Member.
- c. Photocopies of all the KTA-B that had been issued on behalf of Kadin Indonesia as mentioned on Section 4 sub clause (1) and sub clause (2).
- d. Detailed of apportionment of payment of Membership Due that Kadin Indonesia is entitled to, that had been transferred to Kadin Indonesia.

## **Section 9**

### **Invalidation and Revocation of KTA-B**

Kadin Indonesia may invalidate and revoke any KTA-B issued by a Provincial Kadin mentioned on Section 4 sub clause (1) and sub clause (2) provided that it has been proven that the related Member has not fulfilled any of the specified membership requirements.

## **Section 10**

### **Initial Due**

Any Company that newly registered as Kadin Regular Member shall afford the Membership Initial Due mentioned on AD Kadin Section 37 subsection a in the amount to be decided by Provincial Kadin and local District/City Kadin collectively according to the local condition, and shall not impose an excessive burden to the members. Such a decision shall be reported to Kadin Indonesia.

## **Section 11**

### **Membership and Voluntary Dues**

- (1) Membership Due mentioned on AD Kadin Section 37 subsection a means monthly due to support the funding of any routine operational activities and development of Kadin.
- (2) Membership Due abovementioned on sub clause (1) shall be paid by Regular Member in entirety to the full extent for 12 (twelve) months of each year; while the newly registered Regular Member company shall only paid the Membership Due for the remaining month(s) of the current year started from the month of its being registered as a Regular Member.
- (3) The amount of Membership Due shall be determined according to scale or size of member's business based on the license received from the Government/Local Government, such as Trade License (SIUP), Company Registration (TDP) and so on, by Provincial Kadin and the District/City Kadin collectively according to the local conditions, and shall not impose an excessive burden to the members, according to the following parameters:
  - a. Group of Businessperson/Company with a Big Qualification:  
Shall not exceed the amount of Rp 500.000 per month.
  - b. Group of Businessperson/Company with a Mid Qualification:  
Shall not exceed the amount of Rp 200.000 per month.
  - c. Group of Businessperson/Company with a Lower Qualification:
    - c1. For the K1 Group:  
Shall not exceed the amount of Rp 100.000 per month.
    - c2. For the K2 Group:  
Shall not exceeded the amount of Rp 60.000 per month.
  - d. Group of Informal Businessperson:  
A minimum of Rp 4.000 and shall not exceeded the amount of Rp 25.000 per month.
- (3) In addition to the Membership Due, Member may bring in a voluntary contribution in the amount that shall be communally agreed.

- (4) A Regular Member that is a member of a Kadin Special Member (a Company Association or Businessperson Association) shall only afford a Membership Due amounted 50% (fifty percent) from the amount mentioned on Section 11 sub clause (2) and sub clause (3) provided that the said member has shown a valid membership card issued by Company Association or Businessperson Association that is a member of Kadin, as a evidence.

## **Section 12**

### **Financial Apportionments**

Each Provincial Kadin shall be fully responsible for administration and financial obtained from the issuance of KTA-B, and for the apportionment of the payment of Initial Due and Membership Due which shall be determined according to the ART Kadin Section 12 sub clause (1) as below:

- a. For Kadin Indonesia : 10 percent;
- b. For the related Provincial Kadin : 20% up to 40%;
- c. For the related District/City Kadin : 50% up to 70%;
- d. Determination of each amount mentioned on subsection b and subsection c shall be conducted on Rapimprov and shall be reported to The Board of Kadin Indonesia, including the date of its commencement.

## **Section 13**

### **Apportionment Procedure**

Procedure on apportionment of payments of the Initial Due and Regular Membership Due received shall be as follow:

- a. Due payments received by District/City Kadin that Provincial Kadin and Kadin Indonesia are entitled to, must be transferred to Provincial Kadin;
- b. Due payments received by Provincial Kadin that Kadin Indonesia is entitled to, must be transferred to Kadin Indonesia.

## **Section 14**

### **Closing Provision**

- (1) Any related matters that have not been addressed by this Decree of Direction on Registration and Re-registration of Regular Membership of Chamber of Commerce and Industry shall be governed afterward by The Board of Chairperson of Kadin Indonesia.
- (2) This Decree of Direction on Registration and Re-registration of Regular Membership of Chamber of Commerce and Industry shall enter into force on the 1<sup>st</sup> day of January 2005.

Stipulated in : Jakarta

On : December 2004

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Indonesian Chamber of Commerce and Industry  
General Chairperson

Mohamad S. Hidayat