

ATTACHMENT I
DECISION OF DIRECTOR GENERAL OF CUSTOMS AND EXCISE
NUMBER KEP-205/BC/2003 ON DIRECTIVES OF
IMPLEMENTATION OF MANAGEMENT OF IMPORT FACILITIES
FOR EXPORT DESTINATION AND ITS SUPERVISION

PROCEDURES OF NIPER ISSUANCE

- A. Company shall carry out activities as follows:
1. Filling in Company Principle Data (DIPER) completely and correctly using application for DIPER downloaded from DJBC Website. For company affiliated to a group shall mention in DIPER, company registration accompanied with NPWP, name, address and status of each company (as importer, exporter, carrying out Raw Material processing or appointed to submit warranty and report).
 2. Submitting DIPER as application for securing Company Registration Number (NIPER) to the Head of Regional Office electronically.
 3. Receiving electronic message in term of:
 - a) NIPER, in case the application is accepted; or
 - b) Rejection along with the reasons of rejection.
 4. Completing lack of data as intended in number 3 point b and submitting it to the Official in case the rejection is due to lack of data.
 5. In case the application is accepted, posting signboard at the company premises indicating:

NAME OF COMPANY :

NIPER :
 6. Notifying in writing the Regional Office in case there is change of data found in DIPER at the latest 30 (thirty) days as of the change occurrence.
 7. Receiving NIPER revocation in case:
 - a. the company does not carry out activities of importing goods and/or material to produce exported goods within 12 (twelve) months consecutively commencing issuance of NIPER;
 - b. the company does not carry out activities of importing goods and/or material to produce exported goods within 12 (twelve) months consecutively commencing the latest Export Realization;
 - c. the company fails to notify changes of data in DIPER within 30 (thirty) days commencing the occurrence of such changes; or
 - d. at the request of the Company concerned, after an audit of Exemption and/or Repayment and Uncollected VAT and Sales Tax for Luxury Goods secured.
- B. The Official shall carry out activities as follows:
1. Receiving DIPER data electronically from the Company.
 2. Verifying correctness and completeness of application for DIPER as intended in number 1.
 3. In case the result of the verification as intended in number 2 finds non fulfillment of requirements, sending rejection electronically.
 4. In case the result of inspection as intended in number 2 finds fulfillment of requirements, issuing Instruction of field survey and site visit to Officer appointed from the Regional Office or Customs Office supervising the

- Company's site.
5. Receiving Minutes of field survey file in term of Result of survey and conclusion of the survey result, within 14 (fourteen) business days commencing receipt of DIPER data.
 6. Verifying the correctness of Minutes as intended in number 5 within at the latest 3 (three) business days commencing receiving the Minutes, and sending the result electronically in term of:
 - a. Decree of NIPER, if the application is accepted; or
 - b. Rejection by mentioning the reasons, if the application is declined.
 7. Revoking the NIPER, if the company:
 - a. does not carry out activities of importing goods and/or material to produce exported goods within 12 (twelve) months consecutively commencing issuance of NIPER;
 - b. does not carry out activities of importing goods and/or material to produce exported goods within 12 (twelve) months consecutively commencing the latest Export Realization;
 - c. does not notify changes in DIPER data within 30 (thirty) days commencing the occurrence of such changes; or
 - d. at the request of the company concerned after audit of Exemption and/or Repayment and Uncollected VAT and Sales Tax for Luxury Goods secured.
- C. Officer performing field survey and site visit shall carry out activities as follows:
1. Receiving Instruction from the Official to perform field survey and site visit.
 2. Embodying the result of field survey and site visit in Minutes of Field Survey in term of:
 - a. Survey result;
 - b. Conclusion of survey result.
 3. Submitting files as intended in number 2 to the Official.

DIRECTOR GENERAL

Signed

EDDY ABDURRACHMAN
NIP 060044459

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Secretary to Directorate General
for
Head of Organization and Management Department
MAIMUN
NIP 060040158

ATTACHMENT II
DECISION OF DIRECTOR GENERAL OF CUSTOMS AND EXCISE
NUMBER KEP-205/BC/2003 ON DIRECTIVES OF
IMPLEMENTATION OF MANAGEMENT OF IMPORT FACILITIES
FOR EXPORT DESTINATION AND ITS SUPERVISION

PROCEDURES OF APPLICATION FOR EXEMPTION
AND UNCOLLECTED VAT AND SALES TAX FOR LUXURY GOODS

A. Company shall carry out activities as follows:

1. Preparing Application for Exemption and Uncollected VAT and Sales Tax for Luxury Goods using Application provided in the Company's module.
2. In addition to the application as intended in number 1, also preparing BCF.KT01 data which constitutes data on Import and Export Plan and Needs for Imported Goods And/or Raw Material for 12 Months completely and correctly, and then sending them to the Regional Office electronically.
3. For company applying for the first time and company processing its products with new process, besides sending BCF.KT01 data electronically, it shall also submit:
 - a. Export contract or Export Realization proofs for the previous 12 (twelve) months;
 - b. Copy of NPWP; and
 - c. Description of production process.
4. Receiving receipts electronically.
5. Receiving rejection in case the application fails to satisfy the provisions from the Official.
6. Receiving Decree of Exemption of BM and/or Excise and Uncollected VAT and Sales Tax for Luxury Goods.

B. Official shall carry out activities as follows:

1. Receiving application for Exemption and Uncollected VAT and Sales Tax for Luxury Goods electronically from the Company.
2. In case of company applying for the first time and company processing the products in new ways, besides receiving data electronically, also form accompanied with:
 - a. Export Contract or Export Realization proofs for the previous 12 (twelve) months;
 - b. Copy of NPWP; and
 - c. Description of production process.
3. Providing receipts of application files to the Company applying for the first time.
4. Verifying application files as intended in number 1 and 2 and stipulating the result of such verification within 14 (fourteen) business days commencing receipt of application completely and correctly.
5. Stipulation as intended in number 4, in case:
 - a. the application fails to satisfy the provisions, issuing letter of rejection along with the reasons;
 - b. the application satisfies the provisions, issuing Decree of

- Exemption and Uncollected VAT and Sales Tax for Luxury Goods.
6. Data of goods in the Decree of Exemption and Uncollected VAT and Sales Tax for Luxury Goods including:
 - a. products (post of tariff/HS, comprehensive description of goods and estimation of unit quantity);
 - b. By-Products and Production Leftover (post of tariff/HS and comprehensive description of the goods);
 - c. Imported Raw Material (post of tariff/HS, comprehensive description of the goods and unit quantity); and
 - d. Customs Office's completion of imported Raw Material;
 7. Forwarding letter of rejection or Decree of Exemption and Uncollected VAT and Sales Tax for Luxury Goods to the Administration to be sent to the Company electronically.
 8. Sending data on Decree of Exemption and Uncollected VAT and Sales Tax for Luxury Goods to the Customs Office supervising the imported goods clearance.

DIRECTOR GENERAL

signed,-

EDDY ABDURRACHMAN

NIP 060044459

Copy conforms the original

Secretary to Directorate General

for

Head of Organization and Management Department

MAIMUN

NIP 060040158

ATTACHMENT III
DECISION OF DIRECTOR GENERAL OF CUSTOMS AND EXCISE
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**PROCEDURES OF RECEIVING OF WARRANTY, MONITORING OF WARRANTY,
AND MONITORING OF PIB**

I. Procedures of Receiving Warranty

A. Company shall carry out activities as follows:

1. Preparing PIB completely and correctly based on invoice and packing list as well as other supporting customs documents using PIB application from Company's module.
2. Printing PIB.
3. Securing:
 - a. Bank Guarantee/Customs Bond/Surety Bond:
 - 1) applying for print out of PIB along with invoice and packing list to Foreign Exchange Bank/ insurance company appointed by the Finance Minister to issue warranty, with the warranty value amounting to the BM and/or Excise and VAT and PPnBM in PIB value; or
 - 2) In case there is Correction Note (Notul) due to miscalculation of the value of BM and/or Excise and VAT and PPnBM in PIB, submitting Notul to Foreign Exchange Bank/insurance company appointed by the Finance Minister for issuance of additional warranty.
 - b. Permit of use of Letter of Undertaking (SSB), Company shall submit application to the Head of Regional Office.
4. Receiving:
 - a. Bank Guarantee / Customs Bond / Surety Bond from Foreign Exchange Bank or insurance company appointed by the Finance Minister; or
 - b. approval for use of SSB from the Head of Regional Office.
5. Submitting PIB with other customs supporting documents and enclosing Bank Guarantee/Customs Bond / Surety Bond / SSB to the Head of Regional Office.
6. Receiving:
 - a. Warranty Receipt (STTJ) from the Head of Regional Office in case the warranty is accepted; or
 - b. Rejection in case the warranty is declined.
7. Applying for extension of warranty at the latest 14 (fourteen) business days prior to the due date, to Foreign Exchange Bank/insurance company appointed by the Finance Minister.

B. Guarantor (Foreign Exchange Bank/Insurance company) shall carry out activities as follows:

1. Receiving PIB along with invoice and packing list or Notul from the

- Company.
2. Conducting process of warranty issuance pursuant to the prevailing banking/insurance provisions.
3. Submitting warranty to the Company.

C. Official shall carry out activities as follows:

1. Receiving New Warranty along with the print out of PIB and PIB Disk and other customs documents, Additional Warranty or Substitute Warranty and Warranty extension.
2. Studying disk condition.
3. Studying the print out of PIB, warranty and customs supporting documents.
4. Transferring data in disk to computer.
5. Entering data of result of decision, warranty accepted or declined, after observing the result of computer inspection.
6. Receiving computer print out of:
 - a. STTJ in case warranty is accepted; or
 - b. Rejection notification in case warranty is declined.
7. Submitting the print out of STTJ duly signed and stamped to the Company.
8. Sending STTJ data to the Customs Office supervising clearing imported goods electronically.
9. Submitting original warranty/carbon copy of STTJ to the Warranty Management Officer.

D. Warranty Management Officer shall carry out activities as follows:

1. Receiving original warranty/carbon copy of STTJ along with LPP from PENDOK official.
2. Keeping, administering, and returning warranty (accounted).

E. Regional Office Computer:

1. Receiving data of result of transfer of PIB and Warranty.
2. Verifying completion of Warranty data and data of BM and/or Excise and VAT and PPnBM to secure mentioned in PIB.
3. Providing the result of verification as intended in number 2.
4. Receiving data entry on decision of Official.
5. Printing out:
 - a. STTJ in case of accepted;
 - b. Rejection, in case of declined.

II. Procedures of Monitoring of Warranty

A. Official in charge of Monitoring of Warranty shall carry out activities as follows:

1. Receiving and submitting List of Monitoring of Warranty payable and instruct Inspector to carry out further inspection.
2. Receiving, studying and affixing approval initial on the Warning, draft of

application for protection and draft of Decree of Clearing from the Inspector.

3. Forwarding Warning, draft of application for protection and draft of Decree of Warranty Clearing to the Official for approval.
4. Protecting company whose warranty payable after the application for protect has been signed by the Official handling Exemption and instructing Inspector to carry out recording and further monitoring.
5. Printing out Decree on Warranty Clearing.
6. Submitting Decree on Warranty Clearing to the Official.

B. Inspector shall carry out activities as follows:

1. Printing out List of Monitoring of Warranty payable, and delivering it to the Official.
2. Receiving List of Monitoring of Warranty payable and taking follow up action by printing out recapitulation of PIB, and inspecting whether PIB for the warranty payable is not in process of:
 - a. Export Report;
 - b. Report on Sales/Annihilation of Production Leftover, By-Products, Fault Products and Fault Raw Material;
 - c. Report on Supply to Bonded Zone;
 - d. Report on Sale to DPIL; or
 - e. not yet extended.
3. Submitting draft of Warning for company whose warranty payable to the Official.
4. Submitting draft of application for protection for company whose warranty payable and PIB of the warranty payable is not in the process of BCL.KT01 report, and warranty not yet extended to the Official.
5. Printing out draft of Decree on Warranty Clearing, if within 14 (fourteen) business days commencing the due date, the warranty is not extended.
6. Performing recording and further monitoring.

C. Official shall carry out activities as follows:

1. Receiving draft of Warning, draft of application for protection and draft of Decree on Warranty Clearing from the.
2. Receiving Decree on Warranty Clearing from Officer in charge of monitoring of Warranty.
3. Rechecking and signing Warning to send to the company by the Officer.
4. Studying and affixing approval initial on the application for protection.
5. Rechecking the Decree on Warranty Clearing and draft of Decree on Warranty Clearing and Recapitulation of PIB.
6. Affixing initial on the Decree on Warranty Clearing.
7. Forwarding application for protection and Decree on Warranty Clearing to the Official in charge of Exemption.

D. Official in charge of Exemption shall carry out activities as follows:

1. Receiving application for protection and Decree on Clearing which has been initiated by the Official.

2. Studying and signing application for protection.
3. Rechecking Decree on Warranty Clearing and draft of Decree on Clearing and Recapitulation of PIB.
4. Affixing initial on the Decree on Warranty Clearing.
5. Forwarding Decree on Warranty Clearing to the Head of Regional Office.

E. Head of Regional Office shall carry out activities as follows:

1. Receiving Decree on Warranty Clearing which has been initiated by Official in charge of Exemption.
2. Signing Decree on Warranty Clearing.
3. Forwarding Decree on Warranty Clearing to the Administration to be administered, multiplied and sent to:
 - a. Directorate General of Tax;
 - b. Directorate General of Budget;
 - c. Guarantor (Foreign Exchange Bank/Insurance company);
 - d. Company concerned; and
 - e. Achieve.

III. Procedures of Monitoring of PIB Payable (PIB > 12 Months)

A. Official in charge of Monitoring of PIB shall carry out activities as follows:

1. Receiving, submitting list of PIB payable (PIB > 12 Months) and instructing Inspector to carry out recording and monitoring by checking the status of PIB.
2. Receiving, checking and affixing approval initial on the draft of Notification/Invoice of PIB > 12 Months and draft of application for protection from the Inspector.
3. Submitting draft of Notification/Invoice of PIB > 12 Months to the Inspector for printing out of Notification/Invoice PIB > 12 Months.
4. Forwarding draft of application for protection to the Official for approval.
5. Receiving and rechecking Notification/Invoice PIB > 12 Months from the Inspector and forwarding it to the Official.
6. Protecting company whose PIB is due (PIB > 12 Months) after the application for protection has been signed by the Official in charge of Exemption and instructing Inspector to carry out recording and monitoring.

B. Inspector shall carry out activities as follows:

1. Printing list of PIB payable (PIB > 12 Months), furnishing it to the Official in charge of Monitoring of PIB and performing follow up action by checking the status of PIB, whether the said PIB is still in the process of BCL.KT01 reporting or such PIB is in the process of Auditing.
2. If the PIB is not in status as intended in number 1, then it shall be followed up by printing draft of Notification/Invoice of PIB > 12 Months and forwarding it to the Official in charge of Monitoring of PIB.
3. Applying for draft of application for protection for company whose PIB has issued draft of notification/invoice of PIB > 12 Months, namely:

- a. 14 (fourteen) business days after the date of Notification/Invoice PIB > 12 Months for company non user of SSB;
 - b. Commencing the date of issuance of Notification/Invoice PIB > 12 Months for SSB user company.
4. Performing recording and further monitoring.

C. Official shall carry out activities as follows:

1. Receiving and rechecking Notification / Invoice of PIB > 12 Months.
2. Receiving, studying and affixing approval initial on the application for protection.
3. Affixing initial on Notification / Invoice of PIB > 12 Months.
4. Forwarding Notification / Invoice of PIB > 12 Months and draft of application for protection to the Official in charge of Exemption.

D. Official in charge of Exemption shall carry out activities as follows:

1. Receiving Notification / Invoice of PIB > 12 Months and draft of application for protection which has been initiated by Official.
2. Studying and signing application for protection.
3. Rechecking Notification / Invoice PIB > 12 Months.
4. Signing Notification / Invoice PIB > 12 Months and forwarding to Administration to be multiplied and sent to the company.

DIRECTOR GENERAL

sgd.

EDDY ABDURRACHMAN
NIP 060044459

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ATTACHMENT IV
DECISION OF DIRECTOR GENERAL OF CUSTOMS AND EXCISE
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IMPLEMENTATION OF MANAGEMENT OF IMPORT FACILITIES
FOR EXPORT DESTINATION AND ITS SUPERVISION

PROCEDURES OF SUPPLYING PRODUCTS TO BONDED ZONE

- I. PDE System
 - A. Company shall carry out activities as follows:
 - 1. preparing BC 2.4 data using BC 2.4 application from Company's module including data on use of imported goods and/or material.
 - 2. sending BC 2.4 data through PDE system to the Customs Office where BC 2.4 is registered.
 - 3. receiving responds:
 - a. Rejection containing remarks that BC 2.4 is not complete and or incorrect; or
 - b. Number and date of registration of BC 2.4 and PPB in case physical inspection on goods has been done; or
 - 4. printing BC 2.4 which has secured number and date of registration and PPB and signing and affixing company's stamp on the print out of BC 2.4.
 - 5. preparing products to be supplied to Bonded Zone for physical inspection of goods.
 - 6. Receiving from Official, BC 2.4 file after physical inspection of goods has been done.
 - 7. Receiving responds:
 - i. Approval for Supply of Goods to Bonded Zone (SPPB-KB);
 - ii. Notification to correct BC 2.4 (In case there is inappropriate quantity);
 - iii. Revocation of BC 2.4 (In case there is difference of type of goods).
 - 8. Supplying products to Bonded Zone protected by SPPB-KB.
 - 9. Receiving SPPB-KB which has been signed by field Officer at Bonded Zone and furnishing it to the Official.
 - B. Customs Office Computer:
 - 1. Receiving BC 2.4 data from the Company.

2. Checking:
 - a. completeness and correctness of BC 2.4 data;
 - b. accuracy of computation of the postponed Levies; and
 - c. Company profile.
3. Stipulating and sending responds:
 - a. Registration Number and Notification of Goods Inspection in case accepted; or
 - b. Rejection with the reasons of the rejection.
4. Receiving data entry on the result of physical inspection of goods.
5. Deciding and sending responds:
 - a. Approval on Goods Supply to Bonded Zone (SPPB-KB);
 - b. Notification to correct BC 2.4 (In case there is inappropriate quantity);
 - c. Revocation of BC 2.4 (In case there is difference of type of goods).
6. Receiving data on time of goods entry to Bonded Zone.
7. Sending BC 2.4 data to Regional Office computer.

C. Official shall carry out activities as follows:

1. Monitoring delivery and validation of BC 2.4 data received by Customs Office computer.
2. Furnishing to the Inspector:
 - a. Print out of BC 2.4;
 - b. Notification of Goods Inspection along with Inspection Instruction.
3. Receiving from Inspector, BC 2.4 which has contained notes on the result of physical inspection of goods.
4. Recording data of the result of physical inspection of goods.
5. Completing H column on BC 2.4.
6. Monitoring the conclusion of the result of physical inspection of goods performed by computer in term of:
 - a. Approval for Supply of Goods to Bonded Zone (SPPB-KB);
 - b. Notification to correct BC 2.4 (In case there is inappropriate quantity);
 - c. Revocation of BC 2.4 (In case there is difference of type of goods).
7. Receiving from the Company SPPB-KB which has been signed by field Officer of Bonded Zone and administering it.

C. Inspector shall carry out activities as follows:

1. Receiving from Official, BC 2.4 and Notification of Goods Inspection along with Inspection Instruction as base of inspection.
2. Receiving from the Company, print out of BC 2.4 along with supporting customs documents.
3. Performing physical inspection of goods in accordance with instruction set forth in Inspection Instruction.
4. Mentioning notes on the result of physical inspection of goods at the back page of BC 2.4.
5. Furnishing to the Official, BC 2.4 file which has included notes on the result of physical inspection of goods at the back page of BC 2.4.

D. Field Officer at the gate of Bonded Zone:

1. Receiving SPPB-KB from the Company.
2. Verifying the quantity, number, and size of package/container mentioned on the package/container with data on SPPB-KB.
3. Signing and furnishing SPPB-KB to the Company to forward to the Official.

II. Disk System

A. Company shall carry out activities as follows:

1. Preparing BC 2.4 for products to supply to Bonded Zone using BC 2.4 application from Company's module covering data on use of imported goods and/or material.
2. Performing:
 - a. printing BC 2.4;
 - b. signing and affixing company's seal on BC 2.4 print out; and
 - c. transferring BC 2.4 data into a disk.
3. Furnishing BC 2.4 pages 1, 2, and 3 and the copies along with the transfer disk to Customs Office where the BC 2.4 is registered.
4. Receiving from Official disk and print out of:
 - a. Rejection mentioning that BC 2.4 is not completely filled; or
 - b. Registration Number and Notification of Goods Inspection along with Inspection Instruction and name of Officer appointed to carry out physical inspection of goods.
5. Preparing products to supply to Bonded Zone for physical inspection of goods.
6. Receiving from Official, BC 2.4 file after completing physical inspection of goods.
7. Receiving from Official:
 - a. Approval for Supply of Goods to Bonded Zone (SPPB-KB) in case appropriate;
 - b. Notification to correct BC 2.4 (In case the quantity is inappropriate);
 - c. Revocation of BC 2.4 (In case there is different type of goods found)
8. Supplying products to Bonded Zone protected by SPPB-KB.
9. Receiving SPPB-KB which has been signed by field Officer at the Bonded Zone and submitting to the Official.

B. Official shall carry out activities as follows:

1. Receiving from Company, BC 2.4 pages 1, 2, and 3 and the copies along with the transfer disk.
2. Checking the disk condition.
3. Checking BC 2.4 print out.
4. Transferring data in BC 2.4 disk to the Customs Office computer.
5. Verifying documents using application program covering:

- a. completeness and accuracy of BC 2.4 data completion;
 - b. accuracy of computation of BM and/or Excise and VAT and PPnBM in case supply is carried out over the stipulated period (12 months) pursuant to the prevailing provisions of customs and/or excise and tax.
6. Submitting to the Company the disk and print out of:
 - a. Rejection mentioning the reasons of such rejection;
 - b. Registration Number and Notification of Inspection of Goods along with Inspection Instruction and name of Officer appointed to carry out physical inspection of goods.
 7. Furnishing to the Inspector:
 - b. BC 2.4;
 - c. Notification of Inspection of Goods along with the Inspection Instruction.
 8. In case the physical inspection of goods matches:
 - a. receiving from Inspector BC 2.4 bearing notes on the result of physical inspection of goods;
 - b. recording the data on the result of physical inspection of goods;
 - c. completing column H on BC 2.4;
 - d. delivering the BC 2.4 file to the Company.
 9. In case the result of the physical inspection of goods finds inappropriate data concerning the type:
 - a. receiving from Inspector BC 2.4 bearing notes on the result of physical inspection of goods;
 - b. recording data of the result of physical inspection of goods;
 - c. submitting to the Company print out of notification on rejection/revocation of BC 2.4.
 10. In case the result of physical inspection finds inappropriate data concerning the quantity:
 - i. receiving from Inspector BC 2.4 bearing notes on the result of physical inspection of goods;
 - ii. recording data of result of physical inspection of goods;
 - iii. submitting to the Company, print out of notification to carry out correction of BC 2.4;
 - iv. receiving from Company revised BC 2.4 enclosing old BC 2.4.
 11. In case the result of physical inspection of goods has appropriate:
 - a. receiving from Inspector BC 2.4 bearing notes on the result of physical inspection of goods;
 - b. recording data of result of physical inspection of goods;
 - c. submitting to the Company print out of SPPB-KB.
 12. Receiving and administering the SPPB-KB which has been signed by field Officer at the Bonded Zone from the Company.

C. Customs Office Computer:

1. Receiving BC 2.4 data from transfer disk of BC 2.4 data of the Company.
2. Checking:
 - a. completeness and accuracy of completion of BC 2.4 data;
 - b. accuracy of computation of delayed Levies; and
 - c. Company profile.

3. Providing result of inspection in term of:
 - a. Registration Number and Notification of Inspection of Goods in case accepted; or
 - b. Rejection along with the reasons of such rejection.
4. Receiving data of result of entry, result of physical inspection of goods.
5. Making decision for data of result of physical inspection of goods in term of:
 - a. Approval for Supply of Goods to Bonded Zone (SPPBKB);
 - b. Notification to correct BC 2.4 (In case it finds inappropriate quantity);
 - c. Revocation of BC 2.4 (In case it finds different type of goods).
6. Receiving data on date of goods entry to Bonded Zone.
7. Sending BC 2.4 data to Regional Office computer.

D. Inspector shall carry out activities as follows:

1. Receiving from Official, BC 2.4 and Notification of Goods Inspection along with Inspection Instruction as basis of inspection.
2. Performing physical inspection in accordance with instruction set forth in the Inspection Instruction.
3. Making notes on the result of physical inspection on the back page of BC 2.4.
4. Submitting to Official, BC 2.4 file bearing notes on the result of inspection of BC 2.4.

E. Field Officer at the gate of Bonded Zone:

1. Receiving SPPB-KB from Company.
2. Verifying the quantity, number, and size of package/container mentioned on the package/container with data on SPPB-KB.
3. Signing and furnishing SPPB-KB to Company to forward to Official.

DIRECTOR GENERAL

sgd.

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ATTACHMENT V

**DECISION OF DIRECTOR GENERAL OF CUSTOMS AND EXCISE
NUMBER KEP-205/BC/2003 ON DIRECTIVES OF
IMPLEMENTATION OF MANAGEMENT OF IMPORT FACILITIES
FOR EXPORT DESTINATION AND ITS SUPERVISION**

PROCEDURES OF SALES OF PRODUCTS TO DPIL

I. PDE System

A. Company shall carry out activities as follows:

5. Preparing BC 2.4 data for manufactured goods to sell in domestic market maximum 25% (twenty five percent) of Export Realization value and/or those supplied to Bonded Zone using BC 2.4 application from Company's module including data of use of imported goods and/or material.
6. performing:
 - a. printing BC 2.4;
 - b. signing and affixing company's stamp on the print out of BC 2.4;
 - c. making payment of BM and/or Excise and VAT and PPnBM to Foreign Exchange Bank;
 - d. recording number and date of SSPCP.
7. sending BC 2.4 data through PDE system to Customs Office supervising applicant's area.
8. Receiving responds:
 - a. Rejection including reasons of such rejection; or
 - b. Registration Number and Notification of Goods Inspection (PPB) along with Inspection Instruction and name of Officer appointed to carry out physical inspection of goods.
9. Preparing products to sell to DPIL for physical inspection of goods.
10. Furnishing to Inspector of Goods Physical, print out of BC 2.4, PPB and customs supporting document;
11. In case the result of inspection by Official finds shortage on payment of BM and/or Excise and VAT and PPnBM:
 - a. Receiving Correction Note (Notul);
 - b. making payment of remainders of outstanding BM and/or Excise and VAT and PPnBM pursuant to Correction Note (Notul);
 - c. furnishing SSPCP for shortage of payment of BM and/or Excise and VAT and PPnBM to Official.
12. In case the result of physical inspection of goods finds everything has appropriate, receiving SPPBBC 2.4.
13. In case result of physical inspection of goods finds different type of goods, receiving Revocation of BC 2.4

D. Customs Office Computer:

8. Receiving:
 - a. BC 2.4 data from Company;
 - b. credit advice from Foreign Exchange Bank for payment of BM and/or Excise and VAT and PPnBM.

2. Checking:
 - c. completeness and accuracy of BC 2.4 data entry;
 - d. accuracy of computation of BC and/or Excise and VAT and PPnBM and comparing credit advice received from Foreign Exchange Bank with data existing in BC 2.4; and
 - c. Company profile.
3. Specifying and sending responds:
 - a. Registration Number and Notification of Goods Inspection in case accepted; or
 - b. Rejection mentioning the reasons for such rejection.
4. Receiving data entry of result of physical inspection.
5. Issuing and sending responds:
 - a. SPPB-BC2.4 in case the result of physical inspection of goods is appropriate;
 - b. Correction Note in case the result of physical inspection of goods finds inappropriate quantity;
 - c. Revocation of BC 2.4 in case the result of physical inspection of goods finds inappropriate type.
6. Sending BC 2.4 data to relevant Regional Office computer.

C. Official shall carry out activities as follows:

8. Monitoring delivery and validation of BC 2.4 data received by Customs Office computer.
9. Furnishing to Inspector:
 - c. Print out of BC 2.4;
 - d. Notification of Goods Inspection along with Inspection Instruction.
10. Receiving from Inspector, BC 2.4 bearing notes on the result of physical inspection of goods.
11. Recording data of the result of physical inspection of goods.
12. Completing column H on BC 2.4.
13. Monitoring conclusion of result of physical inspection of goods made by computer and receiving print out in term of:
 - d. Approval for Supply of Goods BC 2.4 (SPPB- BC 2.4);
 - e. Notification to revise BC 2.4 (In case it finds inappropriate quantity);
 - f. Revocation of BC 2.4 (In case it finds inappropriate type of goods).
7. Receiving and administering print out of SPPB-BC 2.4.

D. Inspector shall carry out activities as follows:

6. Receiving from Official BC 2.4 and Notification of Goods Inspection along with Inspection Instruction as basis of inspection.
7. Receiving from Company, print out of BC 2.4 along with customs supporting documents.
8. Performing physical inspection of goods pursuant to instruction specified in the Inspection Instruction.
9. Making notes on the result of physical inspection of goods on the back page of BC 2.4.
10. Submitting to Official, BC 2.4 file bearing the result of physical inspection of goods on the back page of BC 2.4.

II. Disk System

A. Company shall carry out activities as follows:

1. Preparing BC 2.4 for manufactured goods to sell in domestic market maximum 25% (twenty five percent) of Export Realization value and/or those supplied to Bonded Zone under BC 2.4 application from Company's module covering data on use of imported goods and/or material.
2. Performing:
 - a. printing BC 2.4;
 - b. signing and affixing company's stamp on the print out of BC 2.4;
 - c. making payment of BM and/or Excise and VAT and PPnBM to Foreign Exchange Bank;
 - d. recording number and date of SSPCP;
 - e. transferring BC 2.4 data to disk.
3. Submitting print out of BC 2.4 pages 1, 2, and 3 and the copies along with the transfer disk of BC 2.4 data to the Customs Office supervising applicant's area.
4. Receiving from Official transfer disk of BC 2.4 data and print out of:
 - a. Rejection mentioning reasons for such rejection; or
 - b. Registration Number and Notification of Goods Inspection along with Inspection Instruction and name of Officer appointed to carry out physical inspection of goods.
11. Preparing products to sell to DPIL for physical inspection of goods.
12. In case the result of inspection finds lack of payment of BM and/or Excise and VAT and PPnBM:
 - a. receiving from Official, print out of Notul;
 - b. making payment of outstanding BM and/or Excise and VAT and PPnBM in accordance with Notul;
 - c. furnishing SSPCP for the lack of payment of BM and/or Excise and VAT and PPnBM to the Official.
13. In case the result of inspection finds appropriateness, receiving from Official print out of SPPB-BC 2.4.
14. In case the result of physical inspection of goods finds inappropriate type of goods, receiving from Official print out of Revocation BC 2.4.

F. Official shall carry out activities as follows:

1. Receiving from Company, print out of BC 2.4 pages 1, 2, and 3 and the copies along with transfer disk of BC 2.4 data and the introducing page.
2. Checking the disk condition.
3. Checking the print out of BC 2.4.
4. Transferring data in the transfer disk of BC 2.4 to the Customs Office computer.
5. Checking documents using application covering:
 - a. completeness and accuracy of BC 2.4 data entry;
 - b. accuracy of computation of BM and/or Excise and VAT and PPnBM.

6. Submitting to the Company transfer disk of BC 2.4 and print out of:
 - a. Rejection mentioning reasons for such rejection; or
 - b. Registration Number and Notification of Goods Inspection along with Inspection Instruction and name of Officer appointed to carry out physical inspection of goods.
7. Furnishing to Inspector, BC 2.4 and Notification of Goods Inspection along with the Inspection Instruction.
8. In case the result of physical inspection of goods is appropriate:
 - a. receiving from Inspector, BC 2.4 bearing notes on the result of physical inspection;
 - b. recording data of the result of physical inspection;
 - c. completing column H on BC 2.4;
 - d. submitting to the Company print out of SPPB-BC 2.4.
9. In case the result of physical inspection of goods finds inappropriate type of goods:
 - a. receiving from Inspector BC 2.4 bearing notes on the result of physical inspection of goods;
 - b. recording data of result of physical inspection of goods;
 - c. completing column H on BC 2.4;
 - d. submitting to the Company, print out of notification of revocation of BC 2.4.
10. In case the result of physical inspection finds inappropriate quantity:
 - a. receiving BC 2.4 bearing notes on the result of physical inspection from Inspector;
 - b. recording data on result of physical inspection of goods;
 - c. completing column H on BC 2.4;
 - d. submitting to the Company, print out of notification to make revision of BC 2.4;
 - e. receiving from Company, revised BC 2.4 by enclosing the old BC 2.4.

E. Customs Office Computer:

1. Receiving transfer of BC 2.4 data:
2. Checking:
 - a. completeness and accuracy of BC 2.4 data entry;
 - b. accuracy of computation of BM and/or Excise and VAT and PPnBM; and
 - c. Company profile.
3. Providing result of inspection and printing:
 - a. Registration Number and Notification of Goods Inspection in case accepted; or
 - b. Rejection mentioning the reasons for such rejection.
4. Receiving data entry of result of physical inspection of goods;
5. Issuing and printing:
 - a. SPPB-BC2.4 in case the result of physical inspection of goods is appropriate;
 - b. Correction Note in case the result of Goods Inspection finds inappropriate quantity;
 - c. Revocation of BC 2.4 in case the result of physical inspection of

- goods finds inappropriate type of goods.
6. Sending BC 2.4 data to relevant Regional Office computer.

D. Inspector shall carry out activities as follows:

1. Receiving BC 2.4 and Notification of Goods Inspection along with Inspection Instruction as basis of inspection from Official.
2. Carrying out physical inspection of goods pursuant to instruction specified in Inspection Instruction.
3. Specifying notes on the result of physical inspection on the back page of BC 2.4.
4. Furnishing to the Official BC 2.4 file bearing notes on the result of physical inspection of goods on the back page of BC 2.4.

DIRECTOR GENERAL

Signed,-

EDDY ABDURRACHMAN
NIP 060044459

Copy conforms the original
Secretary to Directorate General
for
Head of Organization and Management Department
MAIMUN
NIP 060040158

ATTACHMENT VI

**DECISION OF DIRECTOR GENERAL OF CUSTOMS AND EXCISE
NUMBER KEP-205/BC/2003 ON DIRECTIVES OF
IMPLEMENTATION OF MANAGEMENT OF IMPORT FACILITIES
FOR EXPORT DESTINATION AND ITS SUPERVISION**

**PROCEDURES OF SALES TO DPIL AND ANNIHILATION OF FAULT PRODUCTS,
FAULT RAW MATERIAL, BY PRODUCTS AND PRODUCTION LEFTOVER OF
IMPORTED RAW MATERIAL**

**I. SALE TO DPIL OF FAULT PRODUCTS, FAULT RAW MATERIAL, BY-
PRODUCTS AND PRODUCTION LEFTOVER**

A. PDE SYSTEM

1. Company shall carry out activities as follows:
 - a. preparing BC 2.4 data for Fault Products, Fault Raw Material, By-Products and Production Leftover to sell to DPIL using BC 2.4 application from Company's module.
 - b. Performing:
 - 1) printing BC 2.4;
 - 2) signing and affixing company's stamp on the print out of BC 2.4;
 - 3) making payment of BM and/or Excise and VAT and PPnBM to Foreign Exchange Bank;
 - 4) recording number and date of SSPCP.
 - c. sending BC 2.4 data through PDE SYSTEM to Customs Office supervising applicant's area.
 - d. Receiving responds:
 - 1) Rejection mentioning reasons for such rejection; or
 - 2) Registration Number and Notification of Goods Inspection along with Inspection Instruction and name of Officer appointed to carry out physical inspection of goods.
 - e. Preparing products to sell to DPIL for physical inspection of goods.
 - f. Furnishing to Inspector the Goods physical, print out of BC 2.4, PPB and customs supporting documents.
 - g. In case the result of checking by Official finds lack of payment of BM and/or Excise and VAT and PPnBM:
 - 1) Receiving Notul;
 - 2) making payment of outstanding BM and/or Excise and VAT and PPnBM in accordance with the Notul;
 - 3) furnishing SSPCP for lack of payment of BM and/or Excise and VAT and PPnBM to the Official.
 - h. In case the result of physical inspection of goods finds appropriateness, receiving SPPB-BC 2.4.
 - i. In case the result of physical inspection of goods finds inappropriate type of goods, receiving Revocation of BC 2.4
2. Customs Office Computer:
 - a. Receiving:
 - 1) BC 2.4 data from Company;
 - 2) credit advice from Foreign Exchange Bank for payment of

- BM and/or Excise and VAT and PPnBM.
- b. Checking:
 - i. completeness and accuracy of BC 2.4 data entry;
 - ii. accuracy of computation of BC and/or Excise and VAT and PPnBM and comparing the credit advice received from Foreign Exchange Bank with data existing in BC 2.4; and
 - iii. Company profile.
 - c. Specifying and sending:
 - 1) Registration Number and Notification of Goods Inspection in case accepted; or
 - 2) Rejection specifying reasons for such rejection.
 - d. Receiving data entry of result of physical inspection of goods.
 - e. Issuing and sending:
 - i. SPPB-BC2.4 in case the result of physical inspection of goods is appropriate;
 - ii. Correction Note in case the result of physical inspection of goods finds inappropriate quantity of goods;
 - iii. Revocation BC 2.4 in case the result of physical inspection of goods finds inappropriate type of goods.
 - f. Sending BC 2.4 data to relevant Regional Office computer.
3. Official shall carry out activities as follows:
 - d. Monitoring delivery and validation of BC 2.4 data received by Customs Office computer.
 - e. Furnishing to Inspector:
 - 1) Print out of BC 2.4;
 - 2) Notification of Goods Inspection along with the Inspection Instruction.
 - f. Receiving from Inspector, BC 2.4 bearing notes on the result of physical inspection of goods.
 - g. Recording data of result of physical inspection of goods.
 - h. Completing column H on BC 2.4.
 - i. Receiving and administering print out of:
 - 1) SPPB-BC 2.4 in case the result of physical inspection of goods is appropriate;
 - 2) Correction Note in case the result of physical inspection of goods finds inappropriate quantity;
 - 3) Revocation BC 2.4 in case result physical inspection of goods finds inappropriate type of goods.
 - g. In case the Company receives Correction Note, receiving from Company, revised BC 2.4 enclosing the old BC 2.4.
 4. Inspector shall carry out activities as follows:
 - a. Receiving from Official, BC 2.4 and Notification of Goods Inspection along with the Inspection Instruction as basis of inspection.
 - b. Receiving from Company, BC 2.4, customs supporting document and PPB.
 - c. Carrying out physical inspection of goods pursuant to instruction specified in Inspection Instruction.
 - d. Making notes on the result of physical inspection on the back page of BC 2.4.

- e. Furnishing to the Official, BC 2.4 file bearing notes on the result of inspection of BC 2.4 .

B. Disk System

- 1. Company shall carry out activities as follows:
 - a. Preparing BC 2.4 for Fault Products, Fault Raw Material, By-Products and Production Leftover, to sell to DPIL using BC 2.4 application from Company's module.
 - b. Performing:
 - 1) printing BC 2.4;
 - 2) signing and affixing company's stamp on the print out of BC 2.4;
 - 3) making payment of BM and/or Excise and VAT and PPnBM to Foreign Exchange Bank;
 - 4) recording number and date of SSPCP.
 - c. transferring BC 2.4 data to disk.
 - d. Submitting print out of BC 2.4 pages 1, 2, and 3 and the copies along with transfer disk of BC 2.4 data to Customs Office supervising applicant's area.
 - e. Receiving from Official disk and print out of:
 - 1) Rejection mentioning reasons for such rejection; or
 - 2) Registration Number and Notification of Goods Inspection along with the Inspection Instruction and name of Officer appointed to carry out physical inspection of goods.
 - f. Preparing products to sell to DPIL for physical inspection of goods.
 - g. In case the result of inspection finds lack of payment of BM and/or Excise and VAT and PPnBM:
 - 1) receiving print out of Notul from Official;
 - 2) making payment of outstanding BM and/or Excise and VAT and PPnBM in accordance with the Notul;
 - 3) furnishing to Official, SSPCP for lack of payment of BM and/or Excise and VAT and PPnBM.
 - h. In case the result of physical inspection of goods finds appropriateness, receiving from Official, print out of SPPB-BC 2.4.
 - i. In case result physical inspection of goods finds inappropriate type of goods, receiving from Official, print out Notification of Revocation of BC 2.4.
- 13. Official shall carry out activities as follows:
 - a. Receiving from Company, print out of BC 2.4 pages 1, 2, and 3 and the copies along with the transfer disk of BC 2.4 data and the introducing page.
 - b. Checking disk condition.
 - c. Checking print out of BC 2.4.
 - d. Transferring data in BC 2.4 disk to the Customs Office computer.
 - e. Checking documents using application covering:
 - 1) completeness and accuracy of BC 2.4 data entry;
 - 2) accuracy of computation of BM and/or Excise and VAT and PPnBM.
 - f. Submitting to the Company disk and print out of:

- 1) Rejection mentioning reasons for such rejection; or
 - 2) Registration Number and Notification of Goods Inspection along with the Inspection Instruction and name of Officer appointed to carry out physical inspection of goods.
 - g. Furnishing to Inspector, BC 2.4 and Notification of Goods Inspection along with Inspection Instruction.
 - h. Receiving from Inspector BC 2.4 bearing notes on the result of physical inspection of goods.
 - i. Recording data of result of physical inspection of goods.
 - j. Completing column H on BC 2.4;
 - k. Submitting to the Company print out of:
 - 1) SPPB-BC 2.4 in case the result of physical inspection of goods is appropriate;
 - 2) Notification of Revocation of BC 2.4 in case the result of physical inspection of goods finds inappropriate type of goods;
 - 3) Correction Note in case the result of physical inspection of goods finds inappropriate quantity.
 - l. In case the Company receives Correction Note, receiving from Company the revised BC 2.4 enclosing old BC 2.4.
3. Customs Office Computer:
- a. Receiving transfer of BC 2.4 data.
 - b. Checking:
 - i. completeness and accuracy of BC 2.4 data entry;
 - ii. accuracy of computation of BC and/or Excise and VAT and PPnBM; and
 - iii. Company profile.
 - c. Providing result of checking and printing:
 - i. Registration Number and Notification of Goods Inspection in case accepted; or
 - ii. Rejection mentioning reasons for such rejection.
 - d. Receiving data entry on the result of physical inspection;
 - e. Issuing and printing:
 1. SPPB-BC2.4 in case the result of physical inspection of goods is appropriate;
 2. Correction Note in case the result of physical inspection of Goods finds inappropriate quantity of goods;
 3. Revocation BC 2.4 in case the result of physical inspection of goods finds inappropriate type of goods.
 - f. Sending BC 2.4 data to the relevant Regional Office.
4. Inspector shall carry out activities as follows:
- a. Receiving from Official, BC 2.4 and Notification of Goods Inspection along with the Inspection Instruction as basis of inspection.
 - b. Receiving from Company, print out BC 2.4, PPB and customs supporting documents.
 - c. Carrying out physical inspection pursuant to instruction specified in the Inspection Instruction.
 - d. Making notes on the result of physical inspection on the back page of BC 2.4.

- e. Furnishing to Official, BC 2.4 bearing notes on the result of physical inspection of goods.

III. ANNIHILATION

A. PDE SYSTEM

1. Company shall carry out activities as follows:
 - a. Preparing BC 2.4 for By-Products, Production Leftover, Fault Products and Fault Raw Material to annihilate using BC 2.4 application.
 - b. Sending BC 2.4 data through PDE system to Customs Office where BC 2.4 is registered.
 - c. Receiving:
 - 1) Rejection mentioning reasons for such rejection; or
 - 2) Registration Number and Notification of Goods Inspection along with the Inspection Instruction and name of Officer appointed to carry out physical inspection of goods.
 - d. Printing BC 2.4 securing number and date of registration and PPB and signing and affixing company's stamp on the print out of BC 2.4.
 - e. Preparing By-Products, Production Leftover, Fault Products and Fault Raw Material of imported Raw Material to annihilate for physical inspection of goods.
 - f. Receiving:
 - 1) Notification of Revocation BC 2.4 in case the result of physical inspection finds inappropriate type of goods;
 - 2) Notification of Correction of BC 2.4 in case the result of physical inspection finds inappropriate quantity of goods;
 - 3) Notification of Goods Annihilation (SPPB-BC 2.4 for annihilation) specifying date of annihilation.
 - g. Taking goods as intended in point e to annihilation site.
 - h. Witnessing annihilation.
 - i. Affixing signature on the Minutes of Annihilation drawn up by Inspector.
 - j. Receiving from Official, copy of Minutes of Annihilation.
2. Customs Office Computer:
 - a. Receiving BC 2.4 data from Company;
 - b. Checking:
 - 1) completeness and accuracy of BC 2.4 data entry;
 - 2) accuracy of computation of BC and/or Excise and VAT and PPnBM; and
 - 3) Company profile.
 - c. Providing:
 1. Registration Number and Notification of Goods Inspection in case accepted; or
 2. Rejection mentioning reasons for such rejection.
 - d. Receiving data entry result of physical inspection of goods.
 - e. Sending:
 - 1) SPPB-BC2.4 for annihilation in case the result of physical

- inspection of goods is appropriate;
 - 2) Correction Note in case the result of physical inspection of goods finds inappropriate quantity of goods;
 - 3) Revocation BC 2.4 in case the result of physical inspection of goods finds inappropriate type of goods.
 - b. Receiving data entry result of annihilation.
 - c. Printing Minutes of Annihilation.
 - d. Sending BC 2.4 data to the relevant Regional Office.
 - e. Sending BC 2.4 data to the relevant Regional Office computer.
- 3. Official shall carry out activities as follows:
 - a. Monitoring delivery and validation of BC 2.4 data received by Customs Office computer.
 - b. Furnishing to Inspector:
 - 1) Print out of BC 2.4;
 - 2) Notification of Goods Inspection along with the Inspection Instruction.
 - c. Receiving from Inspector BC 2.4 file bearing notes on the result of physical inspection of goods on the back page of BC 2.4.
 - d. Recording the result of physical inspection of goods.
 - e. Completing column H on BC 2.4.
 - f. Receiving print out of:
 - 1) Notification of Revocation BC 2.4, in case the result physical inspection of goods finds inappropriate type of goods;
 - 2) Correction Note in case the result of physical inspection of goods finds inappropriate quantity of goods; or
 - 3) SPPB-BC 2.4 for annihilation by including date of annihilation in case the result of physical inspection of goods is appropriate.
 - g. Receiving from Inspector, Minutes of Annihilation and BC 2.4.
 - h. Submitting to the Company, copy Minutes of Annihilation and BC 2.4.
- 4. Inspector shall carry out activities as follows:
 - a. Receiving from Official, BC 2.4, and Notification of Goods Inspection along with the Inspection Instruction as basis of inspection.
 - b. Receiving from Company, print out of BC 2.4 and customs supporting document.
 - c. Performing physical inspection of goods pursuant to instruction specified in the Inspection Instruction.
 - d. Making notes on the result of physical inspection of goods on the back page of BC 2.4.
 - e. Furnishing to the Official, BC 2.4 bearing notes on the result of physical inspection of goods.
 - f. Witnessing annihilation.
 - g. Drawing up and signing Minutes of Annihilation.
 - h. Furnishing to the Official, Minutes of Annihilation signed by Inspector and the Company.

DISK SYSTEM

1. Company shall carry out activities as follows:
 - a. Preparing BC 2.4 for By-Products, Production Leftover, Fault Products and Fault Raw Material to be annihilated using BC 2.4 application.
 - b. Performing:
 1. printing BC 2.4;
 2. signing and affixing company's stamp on the print out of BC 2.4;
 3. transferring BC 2.4 data into disk.
 - c. Submitting the print out of BC 2.4 pages 1, 2, and 3 and the copies along with the transfer disk to the Customs Office supervising the Company's site.
 - d. Receiving from Official print out of:
 - 1) Rejection noting that BC 2.4 is not complete along with the print out of BC 2.4 and disk; or
 - 2) Registration Number and Notification of Goods Inspection along with the Inspection Instruction and name of Officer appointed to carry out physical inspection of goods.
 - e. Preparing By-Products, Production Leftover, Fault Products and Fault Raw Material of imported Raw Material to annihilate for physical inspection of goods.
 - f. Receiving from Official:
 - 1) BC 2.4 and Notification of Revocation of BC 2.4 in case the result of physical inspection finds inappropriate type of goods;
 - 2) Correction Note in case the result of physical inspection of goods finds inappropriate quantity of goods;
 - 3) BC 2.4 and Notification of Annihilation of Goods (SPPB-BC 2.4 for Annihilation) including date of annihilation.
 - g. Taking goods as intended in point e to annihilation site.
 - h. Witnessing annihilation.
 - i. Affixing signature on the Minutes of Annihilation drawn up by Inspector.
 - j. Receiving copy of Minutes of Annihilation from Official.
2. Official shall carry out activities as follows:
 - a. Receiving from Company, print out of BC 2.4 pages 1, 2, and 3 and the copies along with the transfer disk BC 2.4 and the introducing page.
 - b. Checking disk condition.
 - c. Checking print out of BC 2.4.
 - d. Transferring data in BC 2.4 disk to the Customs Office computer.
 - e. Checking documents using application covering:
 - 1) completeness and accuracy of BC 2.4 data entry.
 - 2) accuracy of computation of BM and/or Excise and VAT and PPnBM for imported goods and/or material securing Exemption and Uncollected VAT and Sales Tax for Luxury Goods to annihilate.
 - f. Furnishing to the Company transfer disk and print out of:
 - 1) Rejection noting that BC 2.4 data is not complete;

- 2) Registration Number and Notification of Goods Inspection along with the Inspection Instruction and name of Officer appointed to carry out physical inspection of goods.
 - g Furnishing to Inspector:
 - 1) BC 2.4;
 - 2) Notification of Goods Inspection along with the Inspection Instruction.
 - h Receiving from Inspector, BC 2.4 bearing notes on the result of physical inspection of goods on the back page of BC 2.4.
 - i Recording data on the result of physical inspection of goods.
 - j Completing column H on BC 2.4.
 - k Furnishing to Company:
 - 1) print out of Notification of Revocation of BC 2.4 in case it finds inappropriate type of goods;
 - 2) print out of Correction Note of BC 2.4 in case it finds inappropriate quantity of goods.
 - 3) print out of Notification of Annihilation of Goods (SPPB-BC 2.4 for Annihilation) yang including date of annihilation in case it is appropriate.
 - l Receiving Minutes of Annihilation and BC 2.4 from Inspector.
 - m Furnishing to Company, copy of Minutes of Annihilation and BC 2.4.
- 3. Customs Office computer:
 - a. Receiving transfer of BC 2.4 data.
 - b. Checking:
 - 1) completeness and accuracy of BC 2.4 data entry;
 - B. accuracy of computation of BC and/or Excise and VAT and PPnBM; and
 - C. Company profile.
 - c. Providing result of inspection and printing:
 - 1) Registration Number and Notification of Goods Inspection in case accepted; or
 - 2) Rejection mentioning reasons for such rejection.
 - d. Receiving data entry on the result of physical inspection;
 - e. Issuing and printing:
 - 1) Revocation of BC 2.4 in case the result of physical inspection of goods finds inappropriate type of goods;
 - 2) Correction Note in case the result of Goods Inspection finds inappropriate quantity of goods;
 - 3) Notification of Annihilation of Goods (SPPB-BC 2.4 for Annihilation) including date of annihilation in case it is appropriate.
 - c. Receiving data entry of result of annihilation;
 - d. Printing Minutes of Annihilation.
 - e. Sending BC 2.4 data to the Regional Office computer.
- 4. Inspector shall carry out activities as follows:
 - a. Receiving from Official, BC 2.4 of Notification of Goods Inspection along with the Inspection Instruction as basis of inspection.
 - b. Performing physical inspection of goods pursuant to instruction specified in the Inspection Instruction.

- c. Making notes on the result of physical inspection of goods on the back page of BC 2.4.
- d. Witnessing annihilation.
- e. Drawing up and signing Minutes of Annihilation.
- f. Furnishing to Official, BC 2.4 bearing notes on the result of physical inspection of goods and Minutes of Annihilation signed by Inspector and Company.

DIRECTOR GENERAL

signed,-

EDDY ABDURRACHMAN

NIP 060044459

Copy conforms the original

Secretary to Directorate General

for

Head of Organization and Management Department

MAIMUN

NIP 060040158

ATTACHMENT VII

**DECISION OF DIRECTOR GENERAL OF CUSTOMS AND EXCISE
NUMBER KEP-205/BC/2003 ON DIRECTIVES OF
IMPLEMENTATION OF MANAGEMENT OF IMPORT FACILITIES
FOR EXPORT DESTINATION AND ITS SUPERVISION**

**PROCEDURES OF FINISHING OF IMPORTED RAW MATERIAL NOT YET
EXPORTED**

II. PDE SYSTEM

A. Company shall carry out activities as follows:

14. preparing BC 2.4 data for Imported raw material not yet exported using BC 2.4 application from Company's module .
15. Performing:
 - e. printing BC 2.4;
 - f. signing and affixing company's stamp on the print out of BC 2.4;
 - g. making payment of BM and/or Excise and VAT and PPnBM to Foreign Exchange Bank;
 - h. recording number and date of SSPCP.
16. sending BC 2.4 data through PDE system to the Customs Office supervising applicant's area.
17. Receiving:
 - c. Rejection mentioning reasons for such rejection; or
 - d. Registration Number and Notification of Goods Inspection along with the Inspection Instruction and name of Officer appointed to carry out physical inspection of goods.
18. Preparing manufactured goods to sell in the domestic market for physical inspection of goods.
19. Furnishing to Inspector Goods physical, print out of BC 2.4, PPB and customs supporting documents;
20. In case the result of Official inspection finds lack of payment of BM and/or Excise and VAT and PPnBM:
 - a. Receiving Notul;
 - b. making payment of outstanding BM and/or Excise and VAT and PPnBM in accordance with Notul;
 - c. furnishing SSPCP for lack of payment of BM and/or Excise and VAT and PPnBM to the Official.
21. In case the result of physical inspection of goods finds it is appropriate, receiving SPPB-BC 2.4.
22. In case result physical inspection of goods finds inappropriate type of goods, receiving Revocation of BC 2.4

F. Customs Office computer:

6. Receiving:
 - a. BC 2.4 data from Company;
 - b. credit advice from Foreign Exchange Bank for payment of BM and/or Excise and VAT and PPnBM.
2. Checking:

- e. completeness and accuracy of BC 2.4 data entry;
- f. accuracy of computation of BC and/or Excise and VAT and PPnBM and comparing credit advice received from Foreign Exchange Bank with data existing in BC 2.4; and
- c. Company profile.
- 3. Specifying and sending:
 - a. Registration Number and Notification of Goods Inspection in case accepted; or
 - b. Rejection mentioning reasons for such rejection.
- 4. Receiving data entry on the result of physical inspection.
- 5. Issuing and sending:
 - a. SPPB-BC2.4 in case the result of physical inspection of goods is appropriate;
 - b. Correction Note in case the result of Goods Inspection finds inappropriate quantity of goods;
 - c. Revocation of BC 2.4 in case the result of physical inspection of goods finds inappropriate type of goods.
- 6. Sending BC 2.4 data to the relevant Regional Office computer.

C. Official shall carry out activities as follows:

- 14. Monitoring delivery and validation of BC 2.4 data received by Customs Office computer.
- 15. Furnishing to Inspector:
 - e. Print out of BC 2.4;
 - f. Notification of Goods Inspection along with the Inspection Instruction.
- 16. Receiving from Inspector, BC 2.4 bearing notes on the result of physical inspection of goods.
- 17. Recording data of result of physical inspection of goods.
- 18. Completing column H of BC 2.4.
- 19. Monitoring conclusion of result of physical inspection of goods made by computer and receiving print out in term of:
 - g. Approval for Supply of Goods BC 2.4 (SPPB-BC 2.4);
 - h. Notification for revision of BC 2.4 (In case it finds inappropriate quantity);
 - i. Revocation of BC 2.4 (In case it finds different type of goods).
- 7. Receiving and administering print out of SPPB-BC 2.4.

D. Inspector shall carry out activities as follows:

- 15. Receiving from Official BC 2.4 and Notification of Goods Inspection along with the Inspection Instruction as basis of inspection.
- 16. Receiving from Company BC 2.4, customs supporting documents and PPB.
- 17. Performing physical inspection of goods pursuant to instruction specified in the Inspection Instruction.
- 18. Making notes on the result of physical inspection on the back page of BC 2.4.
- 19. Furnishing BC 2.4 file bearing notes on the result of inspection BC 2.4 to

Official.

III. Disk System

A. Company shall carry out activities as follows:

1. Preparing BC 2.4 for manufactured goods to sell in the domestic markets 25% (twenty five percent) of the Export Realization value and/or those supplied to Bonded Zone done using BC 2.4 application from Company's module including data on use of imported goods and/or material.
2. Performing:
 - a. printing BC 2.4;
 - b. signing and affixing company's stamp on the print out of BC 2.4;
 - c. making payment BM and/or Excise and VAT and PPnBM to Foreign Exchange Bank;
 - d. recording number and date of SSPCP;
 - e. transferring BC 2.4 data into disk.
3. Submitting print out of BC 2.4 pages 1, 2, and 3 and the copies as well as the transfer disk to Customs Office supervising applicant's area.
4. Receiving from Official disk and print out of:
 - a. Rejection mentioning reasons for such rejection; or
 - b. Registration Number and Notification of Goods Inspection along with the Inspection Instruction and name of Officer appointed to carry out physical inspection of goods.
20. Preparing manufactured goods to sell in the domestic markets for physical inspection of goods.
21. In case the result of inspection by Official finds lack of payment of BM and/or Excise and VAT and PPnBM:
 - a. receiving from Official, print out of Notul;
 - b. making payment of outstanding BM and/or Excise and VAT and PPnBM in accordance with Notul;
 - c. furnishing SSPCP for lack of payment of BM and/or Excise and VAT and PPnBM to Official.
22. In case the result of inspection finds it is appropriate, receiving from Official print out of SPPB-BC 2.4.
23. In case the result of inspection finds inappropriate type of goods, receiving from Official print out of Revocation of BC 2.4.

G. Official shall carry out activities as follows:

1. Receiving from Company, print out of BC 2.4 pages 1, 2, and 3 and the copies as well as the transfer disk and introducing page.
2. Checking the disk condition.
3. Checking print out of BC 2.4.
4. Transferring data in BC 2.4 disk to Customs Office computer.
5. Checking documents using application program covering:
 - c. completeness and accuracy of BC 2.4 data entry;
 - d. accuracy of computation of BM and/or Excise and VAT and PPnBM.

6. Submitting to Company the disk and print out of:
 - c. Rejection mentioning reasons for such rejection; or
 - d. Registration Number and Notification of Goods Inspection along with the Inspection Instruction and name of Officer appointed to carry out physical inspection of goods.
7. Furnishing to Inspector, BC 2.4 and Notification of Goods Inspection along with the Inspection Instruction.
8. Receiving from Inspector, BC 2.4 bearing notes on the result of physical inspection of goods
9. Recording data on the result of physical inspection of goods.
10. Completing column H of BC 2.4.
11. Monitoring conclusion of the result of physical inspection of goods made by computer and receiving print out in term of:
 - a. Approval for Supply of Goods BC 2.4 (SPPB- BC 2.4);
 - b. Notification of revision of BC 2.4 (In case it finds inappropriate quantity);
 - c. Revocation of BC 2.4 (In case it finds different type of goods).
12. Receiving from Company, the revised BC 2.4 by enclosing old BC 2.4.

G. Customs Office computer:

1. Receiving transfer of BC 2.4 data:
2. Checking:
 - a. completeness and accuracy of BC 2.4 data entry;
 - b. accuracy of computation of BC and/or Excise and VAT and PPnBM; and
 - c. Company profile.
3. Providing the result of inspection and printing:
 - a. Registration Number and Notification of Goods Inspection in case accepted; or
 - b. Rejection mentioning reasons for such rejection.
4. Receiving data entry on the result of physical inspection;
5. Issuing and printing:
 - a. SPPB-BC2.4 in case the result of physical inspection of goods is appropriate;
 - b. Correction Note in case the result of physical inspection of goods finds inappropriate quantity of goods;
 - c. Revocation of BC 2.4 in case the result of physical inspection of goods finds inappropriate type of goods.
6. Sending BC 2.4 data to the relevant Regional Office.

D. Inspector shall carry out activities as follows:

5. Receiving BC 2.4 and Notification of Goods Inspection along with the Inspection Instruction as basis of inspection from Official.
6. Performing physical inspection pursuant to instruction specified in the Inspection Instruction.
7. Making notes on the result of physical inspection on the back page of BC 2.4.
8. Furnishing BC 2.4 bearing notes on the result of physical inspection of

goods to Official.

DIRECTOR GENERAL

signed,-

EDDY ABDURRACHMAN

NIP 060044459

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Secretary to Directorate General

for

Head of Organization and Management Department

MAIMUN

NIP 060040158

ATTACHMENT VIII

**DECISION OF DIRECTOR GENERAL OF CUSTOMS AND EXCISE
NUMBER KEP-205/BC/2003 ON DIRECTIVES OF
IMPLEMENTATION OF MANAGEMENT OF IMPORT FACILITIES
FOR EXPORT DESTINATION AND ITS SUPERVISION**

**PROCEDURES OF ANALYSIS OF REPORT OF
INSPECTION PROCESS OF REPORT ON USE OF IMPORTED GOODS AND/OR
MATERIAL
SECURING EXEMPTION OF BM AND/OR EXCISE AND VAT
AND UNCOLLECTED SALES TAX FOR LUXURY GOODS (BCL. KT01)**

- A. Officer performing Document Analysis (PENDOK) and Document Administration (TU), shall carry out activities as follows:
1. Receiving from company:
 - a. In case of Export report:
 - 1) Introduction Letter;
 - 2) BCL.KT01 for report on use of imported goods and/or material securing exemption of BM and/or Excise and Uncollected VAT and Sales Tax for exported Luxury Goods;
 - 3) Export Realization Schedule(DRE);
 - 4) Original of LPBC/LHP, copy of PEB and transportation documents (B/L or AWB or other similar transportation documents);
 - 5) Copy of PIB/PIBT/PPKP and copy of STTJ (only submitted once for every PIB number); and
 - 6) Transfer disk.
 - b. In case of report on Supply to Bonded Zone:
 - 1) Introduction Letter;
 - 2) BCL.KT01 for report on use of imported goods and/or material securing exemption of BM and/or Excise and Uncollected VAT and Sales Tax for Luxury Goods originating from supply to Bonded Zone;
 - 3) Copy of PIB/PIBT/PPKP;
 - 4) BC 2.4;
 - 5) Sales Contract; and
 - 6) Transfer disk.
 - c. In case of report on sale of manufactured goods to DPIL:
 - 1) Introduction Letter;
 - 2) BCL.KT01 for report on use of imported goods and/or material securing exemption of BM and/or Excise and Uncollected VAT and Sales Tax for Luxury Goods originating from sale of manufactured goods to DPIL;
 - 3) Copy of PIB/PIBT/PPKP;
 - 4) BC 2.4;
 - 5) Sale Invoice;
 - 6) SSPCP/BPPCP; and
 - 7) Transfer disk.

- d. In case of Report on Sale of Fault Products, Fault Raw Material, By-Products, Production Leftover to DPIL:
 - 1) Introduction Letter;
 - 2) BCL.KT01 for report on use of imported goods and/or material securing exemption of BM and/or Excise and Uncollected VAT and Sales Tax for Luxury Goods originating from sale of Fault Products, Fault Raw Material, By-Products, Production leftover to DPIL;
 - 3) Copy of PIB/PIBT/PPKP;
 - 4) BC 2.4;
 - 5) Sale Invoice;
 - 6) SSPCP/BPPCP; and
 - 7) Transfer disk.
 - e. In case of annihilation of Fault Products, Fault Raw Material, By-Products and Production Leftover:
 - 1) Introduction Letter;
 - 2) BCL.KT01 for report on use of imported goods and/or material securing exemption of BM and/or Excise and Uncollected VAT and Sales Tax for Luxury Goods originating from annihilation of Fault Products, Fault Raw Material, By-Products, and production leftover to DPIL;
 - 3) Copy of PIB/PIBT/PPKP;
 - 4) BC 2.4;
 - 5) SSPCP/BPPCP;
 - 6) Minutes of Annihilation; and
 - 7) Transfer disk.
 - f. In case of Report on finishing of imported Raw Material not yet imported:
 - 1) Introduction Letter;
 - 2) BCL.KT01 for report on finishing of Imported Raw Material not yet exported;
 - 3) Copy of PIB/PIBT/PPKP;
 - 4) BC 2.4;
 - 5) SSPCP/BPPCP; and
 - 6) Transfer disk.
2. Checking BCL.KT01 document, In case:
 - a. document is not complete or data in disk unreadable, BCL.KT01 documents shall be returned/rejected;
 - b. document is complete and data in disk is readable, disk is transferred to computer, assigning registration number and Receipt (STT).
 3. Receiving complete data and issuing STT for complete data.
 4. Forwarding BCL.KT01 documents and the data, STT and transfer evidence to Official along with Introduction Letter for BCL.KT01 every day.
 5. Receiving BCL.KT01 documents and SPPJ draft from Official.
 6. Printing SPPJ draft in accordance with stipulated manual of printing.
 7. Verifying validity of print out with the result of inspection and forwarding to Official for initial.
 8. Forwarding print out of SPPJ with initial to the Head of Regional Office.

9. Receiving SPPJ signed by the Head of Regional Office and forwarding it to the Company.
10. Receiving request for data accomplishment and confirmation, and then forwarding them to the Company.
11. Receiving rejection signed by Official, and then forwarding it to the Company.
12. Receiving from Company SPPJ signed by the Head of Regional Office and furnishing it to Official managing warranty.

B. Official coordinating Inspectors shall carry out activities as follows:

1. Receiving original of BCL.KT01 from Document Analysis and Administration Officer.
2. Designating officer to carry out Inspection of Document.
3. Providing Name, NIP of Inspector, and date of supply and forwarding it to each Inspector.
4. Monitoring completion of BCL.KT01.
5. Re-Checking the result of inspection of BCL.KT01 and BCL.KT01(1) documents that have been provided with Inspector's initial.
6. Checking SPPJ draft submitted by Inspector and affixing initial of approval if data in BCL.KT01 is complete and correct.
7. Forwarding the result of inspection of BCL.KT01 and BCL.KT01 documents and SPPJ draft that have been provided with approval initial to Official Head of Exemption Team or returning it to Inspector in case of false or incomplete data.
8. Affixing signature on the request for data accomplishment and confirmation, and then forwarding it to Document Analysis and Administration Officer.
9. Affixing initial on the rejection draft and forwarding it to Official handling exemption for signature.

C. Inspection Document Officer shall carry out activities as follows :

1. Receiving original of BCL.KT01 from Official coordinating Inspector.
2. Carrying out inspection in accordance with technical directives for inspection of BCL.KT01.
3. Checking completeness of data request for BCL.KT01.
4. Drafting:
 - a. request for data accomplishment; or
 - b. rejection.
5. Printing the result of inspection (listing inspection).
6. Completing the result of inspection of BCL.KT01 in case the data in BCL.KT01 has been completed.
7. Preparing draft of Notification of Warranty Adjustment(SPPJ).
8. Submitting BCL.KT01 and the result of inspection as well as SPPJ draft that have been checked and provided with initial to the Official coordinating Inspector.

D. Official handling Exemption, shall carry out activities as follows:

1. Receiving from Official coordinating Inspector, the result of inspection of

- BCL.KT01, SPPJ and BCL.KT01 documents that have been provided with approval initial.
2. Re-Checking BCL.KT01 and the result of inspection.
 3. Receiving print out and the result of inspection that have been provided with initial.
 4. Affixing approval initial on the result of inspection.
 5. Checking SPPJ draft and affixing initial, if the data has been verified forwarding to Head of Regional Office, returning BCL.KT01 documents and the result of inspection to Document Analysis and Administration Officer.
 6. Signing rejection of BCL.KT01.
 7. Receiving SPPJ and Introduction Letter of SPPJ that have been signed by Head of Regional Office and submitting them to officer handling Document Analysis to forward to the Company.
 8. Receiving SPPJ and Introduction Letter of SPPJ from Document Analysis and Administration officer, the original SPPJ that has been provided with signature for warranty settlement.
 9. Signing rejection letter draft and forwarding to Document Analysis and Administration Officer.

E. Head of Regional Office shall carry out activities as follows:

1. Receiving SPPJ and the result of inspection from Official handling Exemption.
2. Signing SPPJ.
3. Forwarding original signed SPPJ and Introduction Letter of SPPJ to Official handling Exemption.

F. Official handling management of Warranty shall carry out activities as follows:

1. Printing receipt of repayment of Warranty for warranties with PIB balance equal to zero or less/equal to Rp. 10.000,-- (on Introduction Letter of SPPJ supply, the registration number is provided with special mark).
2. Copying SPPJ that has been signed by Head of Regional Office as necessary.
3. Stuffing SPPJ along with the warranty into envelope and forwarding to Document Analysis and Administration officer to send to the company.
4. Keeping 1 (one) copy of SPPJ.
5. Sending documents to final archive (roll o pack).

DIRECTOR GENERAL

signed,-

EDDY ABDURRACHMAN

NIP 060044459

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Secretary to Directorate General

for

Head of Organization and Management Department

MAIMUN

NIP 060040158

ATTACHMENT IX

**DECISION OF DIRECTOR GENERAL OF CUSTOMS AND EXCISE
NUMBER KEP-205/BC/2003 ON DIRECTIVES OF
IMPLEMENTATION OF MANAGEMENT OF IMPORT FACILITIES
FOR EXPORT DESTINATION AND ITS SUPERVISION**

PROCEDURES OF SUPPLY OF PRODUCTS FROM BONDED ZONE

A. PDE SYSTEM

1. Company shall carry out activities as follows:
 - a. Receiving from PDKB, print out of complete and correct BC 2.5 along with the transfer disk and introducing page.
 - f. Affixing signature and company's stamp on the print out of BC 2.5.
 - g. Making payment of BM and/or Excise and VAT and PPnBM to Foreign Exchange Bank.
 - h. Receiving from Foreign Exchange Bank SSPCP for BM and/or Excise and VAT and PPnBM.
 - i. Updating BC 2.5 data, by entering SSPCP number.
 - j. Sending BC 2.5 data under PDE system to Customs Office supervising the Bonded Zone.
 - k. Receiving responds from Customs Office computer:
 - i. Rejection including notes that BC 2.4 entry is not complete; or
 - ii. Registration Number and Notification of Goods Inspection along with the Inspection Instruction and name of Officer appointed to carry out physical inspection of goods.
 - l. Furnishing to Inspector the goods physic, print out of BC 2.5 and customs supporting documents.
 - m. Notifying PDKB for preparing products to supply from Bonded Zone for physical inspection of goods.
 - n. Receiving responds in term of:
 - i. Notification of Revocation of BC 2.5 in case the result of physical inspection finds inappropriate type of goods;
 - ii. Correction Note in case the result of physical inspection finds inappropriate quantity of goods;
 - iii. Approval for Supply of Goods from KB (SPPB-KB).
 - o. Taking goods from KB to the Company protected by SPPB-KB.
 - p. Receiving SPPB-KB that has been signed by Field Officer at the KB and submitting it to Official.
 - q. Furnishing copy of BC 2.5 enclosing copy of SPPB-KB to PDKB.
3. Customs Office computer :
 - a. Receiving BC 2.5 data through PDE SYSTEM from Company.
 - b. Receiving Credit Advice from Foreign Exchange Bank.
 - c. Checking:

- i. completeness and accuracy of data entry of BC 2.5;
 - ii. accuracy of computation of BM and/or Excise and VAT and PPnBM in PIB with Warranty data; and
 - iii. Company profile.
 - d. Providing responds in term of:
 - 1) Registration Number and Notification of Goods Inspection in case accepted; or
 - 2) Rejection mentioning reasons for such rejection.
 - a. Receiving data entry the result of physical inspection.
 - b. Providing responds in term of:
 - 1) SPPB-KB in case the result of physical inspection of goods is appropriate;
 - 2) Correction Note in case the result of physical inspection finds inappropriate quantity of goods;
 - 3) Revocation of BC 2.5 in case the result of physical inspection of goods finds inappropriate type of goods.
 - c. Receiving data entry on date of clearance from KB.
 - d. Sending BC 2.5 data to relevant Regional Office.
- 3. Official Customs Office shall carry out activities as follows :
 - a. Monitoring receiving and validation of BC 2.5 data received by Customs Office computer and Credit Advice data from Foreign Exchange Bank.
 - b. Receiving print out on computer documents analysis.
 - c. Completing Inspection Instruction.
 - d. Furnishing to Inspector:
 - 1) Print out of BC 2.5;
 - 2) Notification of Goods Inspection along with the Inspection Instruction.
 - e. Receiving from Inspector, BC 2.5 bearing notes on the result of physical inspection of goods.
 - f. Recording data on the result of physical inspection of goods.
 - g. Completing column G of BC 2.5.
 - h. Receiving and administering print out of:
 - 1) SSPPB-KB in case the result of physical inspection of goods is appropriate;
 - 2) Correction Note in case the result of physical inspection finds inappropriate quantity of goods;
 - 3) Revocation BC 2.5 in case the result of physical inspection of goods, finds inappropriate type of goods.
 - i. Receiving from Entrepreneur SPPB-KB that has been signed by Field Officer of KB.

5. Inspector shall carry out activities as follows:
 - a. Receiving from Official, BC 2.5 Notification of Goods Inspection along with the Inspection Instruction as basis of inspection.
 - b. Performing physical inspection of goods pursuant to the instruction specified in the Inspection Instruction.
 - c. Making notes on the result of physical inspection of goods on the back page of BC 2.5 and furnishing the BC 2.5 document to the Official.

B. Disk System

1. Company shall carry out activities as follows:
 - a. Receiving from PDKB, print out of complete and correct BC 2.5 along with the transfer disk and the introducing page.
 - b. Affixing signature and company's stamp on the print out of BC 2.5.
 - c. Making payment of BM and/or Excise and VAT and PPnBM to Foreign Exchange Bank.
 - d. Receiving from Foreign Exchange Bank SSPCP for BM and/or Excise and VAT and PPnBM.
 - e. Submitting the print out of BC 2.5 pages 1, 2, and 3 and the copies along with SSPCP, transfer disk and introducing page to the Customs Office supervising the Bonded Zone area.
 - f. Receiving print out from Official along with:
 - 1) Rejection notifying BC 2.4 is not complete and print out of BC 2.5 and disk; or
 - 2) Registration Number and Notification of Goods Inspection along with the Inspection Instruction and name of Officer appointed to carry out physical inspection of goods.
 - g. Notifying PDKB to prepare products to supply from KB for physical inspection of goods.
 - h. Receiving from Official:
 - 1) BC 2.5 and Notification of Revocation of BC 2.5 in case the result of physical inspection finds inappropriate type of goods;
 - 2) Correction Note in case the result of physical inspection finds inappropriate quantity of goods;
 - 3) BC 2.5 and Approval for Supply of Goods from KB (SPPB-KB).
 - i. Taking goods from KB to the Company protected by SPPB-KB.
 - j. Receiving SPPB-KB that has been signed by Field Officer of KB and furnishing it to the Official.
 - k. Submitting the copy of BC 2.5 and copy of SPPB-KB to PDKB.

2. Official Customs Office shall carry out activities as follows:
 - a. Receiving from Company, print out of BC 2.5 (pages 1, 2, and 3 and the copies), SSPCP and transfer disk as well as the introducing page.
 - b. Checking the disk condition.
 - c. Checking print out of BC 2.5.
 - d. Transferring data in BC 2.5 disk to Customs Office computer.
 - e. Analyzing the documents using application program covering:
 - i. completeness and accuracy of BC 2.5 data entry;
 - ii. accuracy of computation of BM and/or Excise and VAT and PPnBM in BC 2.5 compared to SSPCP.
 - f. Submitting to the Company disk and print out of:
 - 1) Rejection notifying BC 2.5 data is not complete;
 - 2) Registration Number and Notification of Goods Inspection along with the Inspection Instruction and name of Officer appointed to carry out physical inspection of goods.
 - g. Furnishing to Inspector:
 - 1) BC 2.5;
 - 2) Notification of Goods Inspection along with the Inspection Instruction.
 - j. Receiving from Inspector, BC 2.5 bearing notes on the result of physical inspection of goods.
 - k. Recording data on the result of physical inspection of goods.
 - l. Completing column G of BC 2.5.
 - m. Receiving and submitting to the Company and administering the print out of:
 - 1) SSPPB-KB in case result physical inspection of goods is appropriate;
 - 2) Correction Note in case the result of physical inspection finds inappropriate quantity of goods;
 - 3) Revocation of BC 2.5 in case the result of physical inspection of goods, finds inappropriate type of goods.
 - n. Receiving from Company, SPPB-KB that has been signed by Field Officer of KB.
 - o. Receiving from Company, SPPB-KB that has been signed by Field Officer of KB.
3. Customs Office computer :
 - a. Receiving transfer of BC 2.5 data.
 - b. Checking:
 - 1) completeness and accuracy of BC 2.5 data entry;
 - 2) accuracy of computation of BC and/or Excise and VAT and PPnBM in BC 2.5 and value in SSPCP; and

- 3) Company profile.
 - c. Providing the result of inspection and printing:
 - 1) Registration Number and Notification of Goods Inspection in case accepted; or
 - 2) Rejection mentioning the reasons for such rejection.
 - d. Receiving data entry on the result of physical inspection.
 - e. Issuing and printing:
 - 1) SPPB-KB in case the result of physical inspection of goods is appropriate;
 - 2) Correction Note in case the result of physical inspection finds inappropriate quantity of goods;
 - 3) Revocation of BC 2.5 in case the result of physical inspection of goods finds inappropriate type of goods.
 - b. Receiving data entry on date of clearance from KB.
 - c. Sending BC 2.5 data to the relevant Regional Office.
4. Inspector shall carry out activities as follows:
 - a. Receiving from Official, BC 2.5 Notification of Goods Inspection along with the Inspection Instruction as basis of inspection;
 - b. Performing physical inspection of goods pursuant to instruction specified in the Inspection Instruction;
 - c. Making notes on the result of physical inspection of goods on the back page of BC 2.5 and submitting the BC 2.5 documents to the Official.

DIRECTOR GENERAL

signed,-

EDDY ABDURRACHMAN

NIP 060044459

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Secretary to Directorate General

for

Head of Organization and Management Department

MAIMUN

NIP 060040158

ATTACHMENT X

**DECISION OF DIRECTOR GENERAL OF CUSTOMS AND EXCISE
NUMBER KEP-205/BC/2003 ON DIRECTIVES OF
IMPLEMENTATION OF MANAGEMENT OF IMPORT FACILITIES
FOR EXPORT DESTINATION AND ITS SUPERVISION**

**PROCEDURES OF AWARDING OF REPAYMENT OF IMPORT DUTY AND/OR
EXCISE**

A. Company shall carry out activities:

1. Proposing to the Document Analysis and Administration Officer request for repayment, along with the disk, Letter of Undertaking (SSBC) and Table of Correlation between exported goods/goods supplied to Bonded Zone and imported goods and material used (BCL.KT02) by enclosing:
 - a. Import Documents:
 - 1) Copy of PIB/PIBT/PPKP;
 - 2) Copy Invoice and Packing List;
 - 3) Original of SSBC third page or SSPCP;
 - 4) Copy of SPPB second page bearing clearance note from Official;
 - b. Documents of supply from Bonded Zone in case using products from Bonded Zone:
 - 1) Copy of BC 2.5;
 - 2) Copy of Invoice and Packing List;
 - 3) Original of SSPCP third page;
 - 4) Copy of SPPB-KB first page bearing clearance note from Official;
 - 5) Purchase Order.
 - c. Export Documents:
 - 1) Original of LPBC/LHP (no more than one year as of issuance date);
 - 2) Copy of PEB;
 - 3) Copy of B/L, AWB or other similar transportation documents, bearing signature, shipping/freight stamp and date;
 - 4) Copy of Invoice and Packing List.
 - d. Documents of supply of goods to Bonded Zone:
 - 1) Original of BC 2.4;
 - 2) Original of Sale Contract;
 - 3) Copy of Invoice and Tax Invoice;
 - 4) Purchase Order.
2. Receiving :
 - a. Receipt from Regional Office in case BCL.KT02 is accepted; or
 - b. Rejection in case BCL.KT02 is rejected.

3. Receiving SKPFP BM-C.

B. Document Analysis and Administration Officer shall carry out activities:

1. Receiving from Company request for repayment, and SSB, disk along with Table of Correlation between exported goods/goods supplied to Bonded Zone and imported goods and material used by BCL.KT02 as intended in point A number 1.
2. Analyzing BCL.KT02 documents in case:
 - a. document is not complete or data in disk is unreadable, document requesting repayment is returned/rejected;
 - b. document is complete and data in disk is readable, the disk is transferred to Computer.
3. Providing register number and receipt in case the disk is successfully transferred.
4. Returning BCL.KT02 documents to the Company in case BCL.KT02 disk cannot be transferred.
5. Receiving data accomplishment and issuing receipt for data accomplishment.
6. Forwarding BCL.KT02 document and data accomplishment, receipt and transfer evidence to Official Coordinating Inspector accompanied with Introduction Letter for BCL.KT02 every day.
7. Receiving listing on the result of inspection ready to print from Chief of Repayment Team.
8. Printing Decree of Payment of Import Duty and/or Excise Repayment Facility (SKPFP BM-C) and Letter of Instruction to Pay Import Duty and/or Excise Repayment (SPMK).
9. Submitting SKPFP BM-C and SPMK to Official handling Repayment for initial.
10. Receiving back from Head of Regional Office signed SKPFP BM-C document.
11. Receiving back SPMK that has been signed by Official handling Repayment.
12. Sending SKPFP BM-C and SPMK to the relevant agency.

C. Official Coordinating Inspector

1. Receiving original of BCL.KT02 from Document Analysis and Administration Officer.
2. Designating Inspector.
3. Monitoring BCL.KT02 completion.
4. Receiving rejection from Inspector.
5. Checking and providing with initial rejection and forwarding to Inspector.
6. Receiving and rechecking listing of inspection of BCL.KT02 and BCL.KT02 document that have been provided with initial by Inspector.

7. Forwarding listing of inspection of BCL.KT02 and BCL.KT02 document that have been provided with initial to the Chief of Repayment Team or returning to Inspector in case of mistake/incomplete.
8. In case the Inspector appointed fails to do the task substitution of Inspector may be carried out.
9. Administering original BCL.KT02.

D. Repayment Inspector shall carry out activities:

1. Receiving original of BCL.KT02 from Coordinator of Document Analysis and Administration.
2. Checking data accomplishment of BCL.KT02 request.
3. Printing listing of inspection.
4. Drafting SSBC (SSPCP/BPPCP)/LPBC/LHP confirmation letter when necessary.
5. Receiving reply of confirmation as intended in point 4.
6. In case the reply of confirmation is not appropriate, composing rejection by mentioning the reasons for such rejection.
7. Completing listing of inspection BCL.KT02 in case BCL.KT02 data is complete.
8. Checking and providing with initial the rejection and forwarding to Inspector Coordinator to be forwarded to Official handling Repayment.

E. Official handling Repayment shall carry out activities :

1. Receiving original of BCL.KT02 from Document Analysis and Administration Officer.
2. Receiving rejection from Official Coordinating Inspector and affixing signature.
3. Submitting rejection after affixing signature to Official Coordinating Inspector to be forwarded to the Company.
4. Receiving and rechecking listing of inspection of BCL.KT02 and BCL.KT02 document that have been provided with initial by Inspector.
5. Forwarding listing of inspection of BCL.KT02 and BCL.KT02 document that have been provided with approval initial to Document Analysis and Administration Officer in order to print SKPFP BM-C and SPMK or returning them to Inspector in case of mistake/incompleteness.
6. Receiving and checking SKPFP BM-C from Document Analysis and Administration Officer and affixing initial to be forwarded to the Head of Regional Office.

F. Head of Regional Office shall carry out activities:

1. Receiving SKPFP BM-C from Chief of Repayment Team and affixing

- signature.
2. Submitting SKPFP BM-C that has been signed to Document Analysis and Administration Officer to be delivered to the relevant agency.
- G. Official handling Repayment (Kabid) shall carry out activities:
1. Receiving and checking SPMK from Document Analysis and Administration Officer for signing.
 2. Signing SPMK and returning to Document Analysis and Administration Officer.

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DIRECTOR GENERAL
Secretary to Directorate General signed,-
for
Head of Organization and Management Department
EDDY ABDURRACHMAN
NIP 060044459
MAIMUN
NIP 060040158

ATTACHMENT XI

**DECISION OF DIRECTOR GENERAL OF CUSTOMS AND EXCISE
NUMBER KEP-205/BC/2003 ON DIRECTIVES OF
IMPLEMENTATION OF MANAGEMENT OF IMPORT FACILITIES
FOR EXPORT DESTINATION AND ITS SUPERVISION**

**PROCEDURE OF RETURNING PRODUCTS SUPPLIED TO BONDED ZONE
SECURING YANG EXEMPTION AND VAT AND UNCOLLECTED SALES TAX FOR
LUXURY GOODS**

I. PDE SYSTEM

A. Company shall carry out activities as follows:

- k. Receiving from PDKB, print out of complete and correct BC 2.5 along with the transfer disk of BC 2.5 data.
- l. Affixing signature and company's stamp on the print out of BC 2.5.
- m. Making payment of VAT, PPnBM and PPh to Foreign Exchange Bank.
- n. Receiving from Foreign Exchange Bank SSPCP for VAT, PPnBM and PPh.
- o. Updating BC 2.5 data by entering SSPCP number for VAT, PPnBM and PPh.
- p. Sending BC 2.5 data using PDE SYSTEM to Customs Office supervising the Bonded Zone area.
- q. Receiving responds from Customs Office computer in term of:
 - a. Rejection notifying that BC 2.5 is not complete; or
 - b. Registration Number and Notification of Application for Warranty and Notification of Goods Inspection (PPB) along with the Inspection Instruction and name of Officer appointed to carry out physical inspection of goods.
- r. Submitting print out of BC 2.5 and Warranty to Official Customs Office.
- s. Receiving:
 - a. STTJ in case accepted; or
 - b. Rejection in case rejected.
10. Notifying PDKB to prepare products to return from KB for physical inspection of goods.
11. Submitting print out of BC 2.5, copy of STTJ and PPB along with customs supporting documents to Inspector of goods physics.
12. Receiving responds from Customs Office computer in term of:
 - a. Notification of Revocation of BC 2.5 in case the result of physical inspection finds inappropriate type of goods;
 - b. Correction Note in case the result of physical inspection of goods finds inappropriate quantity of goods
 - c. Approval for Supply of Goods from KB (SPPB-KB) in case the result of physical inspection of goods is appropriate.
13. Printing SPPB-KB.
14. Taking goods from KB to Entrepreneur protected by SPPB-KB.
15. Receiving SPPB-KB that has been signed by Field Officer of KB and furnishing it to Official.
16. Submitting copy of BC 2.5 enclosing copy of SPPB-KB to PDKB.
17. In case the company returns the products to Bonded Zone, the procedure for supplying products to Bonded Zone is provided in

Attachment IV of this Decision of Director General.

B. Customs Office computer :

- l. Receiving credit advice for payment of VAT, PPnBM and PPH from Foreign Exchange Bank.
- m. Receiving from company BC 2.5 data through PDE SYSTEM.
- n. Checking:
 - a. completeness and accuracy of BC 2.5 data entry;
 - b. accuracy of computation of BM and/or Excise and VAT and PPnBM in BC 2.5;
 - c. VAT and PPnBM value in BC 2.5 compared to value in SSPCP;
 - d. entrepreneur profile.
4. Providing responds in term of:
 - a. Registration Number and Notification of Application for Warranty and Notification of Goods Inspection in case accepted; or
 - b. Rejection mentioning reasons for such rejection.
5. Receiving data entry of STTJ.
6. Receiving data entry on the result of physical inspection of goods.
7. Providing conclusion on the result of physical inspection of goods and printing:
 - a. SPPB-KB in case the result of physical inspection of goods is appropriate;
 - b. Correction Note in case the result of physical inspection of goods finds inappropriate quantity of goods
 - c. Revocation of BC 2.5 in case the result of physical inspection of goods finds inappropriate type of goods.
7. Receiving data entry on date of clearance from KB;

C. Official of Customs Office shall carry out activities as follows:

- a. Monitoring validation of BC 2.5 data made by computer.
- b. Receiving from Company, BC 2.5 and Warranty.
- c. Recording Warranty data.
- d. Submitting STTJ or Rejection to the Company.
- e. Furnishing to Inspector :
 - a. Print out of BC 2.5;
 - b. Notification of Goods Inspection along with the Inspection Instruction.
- f. Receiving from Inspector print out of BC 2.5 bearing notes on the result of physical inspection of goods on its back page.
- g. Recording result of physical inspection of goods.
- h. Receiving and administering print out of:
 - a. SPPB-KB in case the result of physical inspection of goods is appropriate;
 - b. Correction Note in case the result of physical inspection of goods finds inappropriate quantity of goods;
 - c. Revocation of BC 2.5 in case the result of physical inspection of goods finds inappropriate type of goods.
- i. Receiving from Entrepreneur SPPB-KB that has been signed by Field

Officer of KB.

F. Inspector shall carry out activities as follows:

1. Receiving from Official, print out of BC 2.5 and Notification of Goods Inspection along with the Inspection Instruction as basis of inspection.
2. Performing physical inspection of goods pursuant to the instruction specified in the Inspection Instruction.
3. Making notes on the result of physical inspection of goods on the back page of BC 2.5 and submitting BC 2.5 document to the Official.

II. DISK SYSTEM

b. Company shall carry out activities as follows:

1. Receiving from PDKB, print out of complete and correct BC 2.5 and transfer disk of BC 2.5 data and the introducing page.
2. Affixing signature and company's stamp on the print out of BC 2.5.
3. Making payment of VAT, PPnBM and PPh to Foreign Exchange Bank.
4. Receiving from Foreign Exchange Bank SSPCP for VAT, PPnBM and PPh.
5. Updating BC 2.5 data by entering SSPCP number for VAT, PPnBM and PPh.
6. Transferring BC 2.5 data into disk and printing the introducing page.
7. Submitting to Customs Office supervising the Bonded Zone, warranty and print out of BC 2.5, transfer disk of BC 2.5 data and the introducing page along with SSPCP for VAT, PPnBM and PPh.
8. Receiving from Official of Customs Office:
 - a. Rejection along with print out of BC 2.5 and transfer disk of BC 2.5 data; or
 - b. Registration Number, STTJ, Notification of Goods Inspection along with the transfer disk of BC 2.5 data.
9. Sending print out of BC 2.5 along with the transfer disk of BC 2.5 data to the Customs Office supervising the Bonded Zone.
10. Notifying PDKB to prepare products to return from KB for physical inspection of goods.
11. Submitting print out of BC 2.5, PPB and customs supporting documents to Inspector of goods physic.
12. Receiving from Official:
 - a. Notification of Revocation of BC 2.5 in case the result of physical inspection of goods finds inappropriate type of goods;
 - b. Correction Note in case the result of physical inspection of goods finds inappropriate quantity of goods;
 - c. Approval for Supply of Goods from KB (SPPB-KB) in case the result of physical inspection of goods is appropriate;.
13. Taking goods from Bonded Zone to Entrepreneur protected by SPPB-KB.
14. Receiving SPPB-KB that has been signed by Field Officer of Bonded Zone and furnishing it to Official.
15. Submitting copy of BC 2.5 enclosing copy of SPPB-KB to PDKB.
16. In case the company returns the products to Bonded Zone, procedure for

supplying the products to Bonded Zone is provided in Attachment IV of this Decision of Director General.

- B. Official of Customs Office shall carry out activities as follows:
1. Receiving print out of BC 2.5, Warranty and transfer disk of BC 2.5 data
 2. Checking the condition of transfer disk of BC 2.5 data.
 3. Transferring BC 2.5 data.
 4. Entering warranty data.
 5. Monitoring validation of BC 2.5 data made by computer.
 6. Submitting print out on the result of analysis made by computer in term of:
 - a. Registration Number, STTJ and Notification of Goods Inspection in case accepted; or
 - b. Rejection mentioning the reasons for such rejection.
 7. Submitting to Inspector :
 - a. Print out of BC 2.5;
 - b. STTJ and Notification of Goods Inspection along with the Inspection Instruction.
 3. Receiving from Inspector print out of BC 2.5 bearing notes on the result of physical inspection of goods on the back page.
 4. Recording the result of physical inspection of goods.
 5. Submitting to the Company print out of conclusion of the result of inspection:
 - a. SPPB-KB in case the result of physical inspection of goods is appropriate;
 - b. Correction Note in case the result of physical inspection of goods finds inappropriate quantity of goods;
 - c. Revocation of BC 2.5 in case the result of physical inspection of goods finds inappropriate type of goods.
 6. Receiving from Entrepreneur SPPB-KB that has been signed by Field Officer of KB.
- C. Customs Office computer :
- i. Receiving transfer of BC 2.5 data.
 - ii. Receiving the result of warranty data entry.
 - iii. Receiving SSPCP data for VAT, PPnBM and PPh.
 - iv. Checking:
 1. completeness and accuracy of BC 2.5 data entry;
 2. accuracy of computation of BM and/or Excise and VAT and PPnBM in BC 2.5;
 3. BM and/or Excise value compared to Warranty value;
 4. VAT and PPnBM value compared to SSPCP value; and
 5. Entrepreneur profile.
 5. Providing conclusion of the result of analysis in term of:
 - a. Registration Number, STTJ and Notification of Goods Inspection in case accepted; or
 - b. Rejection mentioning reasons for such rejection.
 6. Receiving data entry on the result of physical inspection of goods;

7. Providing conclusion on the result of physical inspection of goods in term of :
 - a. SPPB-KB in case the result of physical inspection of goods is appropriate;
 - b. Correction Note in case the result of physical inspection of goods finds inappropriate quantity of goods;
 - c. Revocation of BC 2.5 in case the result of physical inspection of goods finds inappropriate type of goods.
8. Receiving data entry on date of clearance from KB.

D. Inspector shall carry out activities as follows:

1. Receiving from Official, print out of BC 2.5 and Notification of Goods Inspection along with the Inspection Instruction as basis of inspection ;
2. Performing physical inspection of goods pursuant to the instruction specified in the Inspection Instruction;
3. Making notes on the result of physical inspection of goods on the back page of BC 2.5 and submitting BC 2.5 to Official.

DIRECTOR GENERAL

signed,-

EDDY ABDURRACHMAN

NIP 060044459

Copy conforms the original

Secretary to Directorate General

for

Head of Organization and Management Department

MAIMUN

NIP 060040158

ATTACHMENT XII

**DECISION OF DIRECTOR GENERAL OF CUSTOMS AND EXCISE
NUMBER KEP-205/BC/2003 ON DIRECTIVES OF
IMPLEMENTATION OF MANAGEMENT OF IMPORT FACILITIES
FOR EXPORT DESTINATION AND ITS SUPERVISION**

LIST OF FORMS, REPORTS AND EXAMPLE DOCUMENTS

| No | Name/Code | Description |
|----|--------------------|--|
| 1 | | Application for Exemption of Imported Raw Material |
| 2 | | Letter for Reporting |
| 3 | | Application for Repayment |
| 4 | BCF.KT01 | Company Activities Plan, covering Import and Export and Needs for imported goods and/or Raw Material for 12 months |
| 5 | BCL.KT01 | Details of Report on Use of Imported Goods and/or Raw Material securing Exemption of BM and/or Excise and VAT and Uncollected Sales Tax for Luxury Goods |
| 6 | BCL.KT01 | Recapitulation of Report on Use of Imported Goods and/or Raw Material securing Exemption BM and/or Excise and VAT and Uncollected Sales Tax for Luxury Goods |
| 7 | BCL.KT02 | Report of Correlation between Exported Goods/Goods supplied to Bonded Zone and Imported Goods and/or Material used |
| 8 | | Minutes of Survey Result Conclusion |
| 9 | PBB | Notification of Goods Inspection |
| 10 | SPPB-BC 2.4/BC 2.5 | Approval for Clearance of Goods for BC 2.4/BC 2.5 |
| 11 | SPPB-KB | Approval for Supply of Goods to/from Bonded Zone |

DIRECTOR GENERAL

signed

EDDY ABDURRACHMAN

NIP 060044459

Copy conforms the original

Secretary to Directorate General

for

Head of Organization and Management Department

MAIMUN

NIP 060040158

SUBMISSION OF REPORT

Number : To
Encl. : Head of Regional Office of DJBC
Re : Submission of Report in -

The undersigned, we, management of:

Company's Name :
N P W P :
NIPER :
Office Address :
Phone : , Fax :
Factory Address:

Hereby submits Report on Export/Supply to Bonded Zone / Sale of Products to DPIL / Sale to DPIL Fault Products, Fault Raw Material, By-Products and Production Leftover / Annihilation of Fault Products, Fault Raw Material, By-Products and Production Leftover of as our accountability for use of imported goods and/or material/from Bonded Zone that have secured exemption of BM and/or Excise and Uncollected VAT and Sales Tax for Luxury Goods.

Use of goods and/or material as specified in BCL.KT01 enclosed is true and can be proven in our books.

If in the future the result of Directorate General of Customs and Excise inspection against our books finds that this BCL.KT01 report is false, we are ready to be exposed to sanctions pursuant to the prevailing regulation.

.....,20...
Reporter,
Signature :
Name :
Title :

Duty Stamp
Rp. 6000

- *) filled with: - Recapitulation; or
- Export;
- Supply to Bonded Zone;
- Sale of Products to DPIL;
- Sale to DPIL of Fault Products, Fault Raw Material, By-

- Products and Production Leftover; or
- Annihilation of Fault Products, Fault Raw Material, By Products and Production Leftover;
 - Finishing of Imported raw material not yet exported.

APPLICATION OF REPAYMENT OF BM AND OR EXCISE

Number : To
 Encl. : Head of Regional Office of DJBC
 Re : Submission of
Report in –

The undersigned, we, management of:

Company's Name :
 N P W P :
 NIPER :
 Office Address :
 Phone :, Telex:Fax :
 Factory Address:

in capacity as producer of.....hereby apply for repayment of Import Duty and/or excise amounting to Rp(.....with point.....), for imported goods and/or Raw Material used for producing exported goods as computation in BCL.KT02 enclosed.

We hereby enclose support documents as follows:

1. Table of Correlation (BCL.KT02);
2. Proof of original receipt for payment of BM/Excise (original SSBC third page or SSPCP/BPPCP);
3. Export Proofs:
 - Original of LPBC/LHP ;
 - Copy of PEB legalized by Official of BC;
 - Copy of B/L or AWB or other similar transportation documents.
 Proofs of Supply of Products to KB: *)
 - Copy of BC 2.4;
 - Copy of Sale Contract to KB;
 - Copy of Sales Tax Invoice
 SSB Number :

Shall our application approved, please transfer such value to our account:

Account Number :
 At Bank :
 Bank Code :
 Bank Address :

We hereby declare that for imported goods and/or material we apply have never secured exemption and/or repayment of Import Duty and/or Excise from the

government.

If it appears that our application is not true, we are ready to expose to sanction pursuant to the prevailing regulation.

....., 20.....

Applicant,

Signature :

Name :

Title :

*) Only enclosed for company supplying BKP to KB/EPTE

Duty stamp

Rp. 6000

FORM BCF-KT01

page.....of.....pages

USE OF IMPORTED GOODS AND/OR MATERIAL SECURING EXEMPTION OF
BM AND/OR EXCISE AND UNCOLLECTED VAT AND SALES TAX FOR LUXURY GOODS PLAN

FOR PERIOD OF 200.. UNTIL 200..

COMPANY'S NAME :
NIPER :

| DATA OF PROCESS RESULT | | | | DATA OF USE OF GOODS AND/OR MATERIALS ORIGINATING FROM IMPORT/ FROM KB | | | | | |
|------------------------|---------------------------|--------------------------|---------------|---|---|--------------------------|---------------|------------------------------|--|
| Serial Number | TYPE OF GOODS HP/HPS /SHP | - HS - GOODS DESCRIPTION | UNIT QUANTITY | Serial Number | Origin of Goods LDP/KB | - HS - GOODS DESCRIPTION | UNIT QUANTITY | Estimation of CIF VALUE (Rp) | Estimation of Warranty -BM -EXCISE -VAT -PPnBM |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | ESTIMATION OF TOTAL CIF VALUE = Rp,00 | | | | |
| | | | | | ESTIMATION OF TOTAL BM / EXCISE VALUE = Rp.....,00 | | | | |
| | | | | | ESTIMATION OF TOTAL VAT / PPnBM VALUE = Rp,00 | | | | |
| | | | | |,20..... | | | | |
| | | | | | APPLICANT: SIGNED : | | | | |
| | | | | | INSPECTOR : SIGNED : | | | | |

TO CLEAR FROM KPBC :

FORM BCL-KT01 DETAIL

REPORT ON USE OF IMPORTED GOODS AND/OR MATERIAL SECURING EXEMPTION OF
 BM AND/OR EXCISE AND UNCOLLECTED VAT AND SALES TAX FOR LUXURY GOODS
 FOR

- EXPORT;
- SUPPLY OF HP TO KB;
- SALE TO KE DN HP;
- SALE TO DN HPR, BBR, HPS, SHP;
- ANNIHILATION OF HPR, BBR, HPS, SHP; OR
- FINISHING OF BB NOT YET EXPORTED

COMPANY'S NAME :
 NIPER :
 REPORT TO : REGIONAL OFFICE

| FINISHING | | | | | | | USE OF IMPORTED GOODS AND/OR MATERIAL | | | | | | |
|-----------|-------------------------------|-------------------------|--|-------------------------|--|-------------------------|---------------------------------------|---------------------------------------|---------------|------------------------|---------------|----------------|-------------------------|
| No | DATA OF NOTIFICATION DOCUMENT | | | DATA OF SUPPORTING DOC. | | | Code of Type of Document | - Office KD - No.& Date | Serial Number | -HS -Goods Description | UNIT QUANTITY | CIF VALUE (Rp) | -BM -EXCISE -VAT -PPnBM |
| 1 | Code of Type of Document | - Office KD - No.& Date | - HS - GOODS DESCRIPTION - HP/HPS/SHP/BB - VALUE(Rp) | UNIT QUANTITY | No. & Date - LPBC/LHP - Minutes - Receipt - Sale Invoice | - UNIT QUANTITY - VALUE | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| | | | | | | | | TOTAL CIF VALUE = Rp,00 | | | | | |
| | | | | | | | | TOTAL BM / EXCISE VALUE = Rp,00 | | | | | |
| | | | | | | | | TOTAL VAT / PPnBM VALUE = Rp,00 | | | | | |
| | | | | | | | |,20... | | | | | |
| | | | | | | | | APPLICANT : SIGNED : | | | | | |
| | | | | | | | | INSPECTOR : SIGNED : | | | | | |

FORM BCL-KT02

Page.....ofpages

REPORT ON USE OF IMPORTED GOODS AND/OR MATERIAL
 APPLIED FOR REPAYMENT
 FOR
 - EXPORT (PEB / BC 3.0)
 - SUPPLY OF HP TO KB (BC 2.4)

COMPANY'S NAME :
 NIPER :
 REPORT TO : REGIONAL OFFICE

| FINISHING | | | | | USE OF IMPORTED GOODS AND/OR MATERIAL | | | | | | | | |
|-----------|---------------------------|-------------------------|--|-------------------------|--|--------------------------|-------------------------|---------------------------------------|------------------------|---------------|----------------|-------------------------|-------------------------|
| No | DATA OF NOTIFICATION DOC. | | | DATA OF SUPPORTING DOC. | | Code of Type of Document | - Office KD - No.& Date | Serial Number | -HS -Goods Description | UNIT QUANTITY | CIF VALUE (Rp) | -BM -EXCISE -VAT -PPnBM | |
| | Code of Type of Document | - Office KD - No.& Date | - HS - GOODS DESCRIPTION - HP/HPS/SHP/BB - VALUE(Rp) | UNIT QUANTITY | No. & Date - LPBC/LHP - Minutes - Receipt - Sale Invoice | | | | | | | | - UNIT QUANTITY - VALUE |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| | | | | | | | | | | | | | |
| | | | | | | | | TOTAL CIF VALUE = Rp,00 | | | | | |
| | | | | | | | | TOTAL BM / EXCISE VALUE = Rp,00 | | | | | |
| | | | | | | | | TOTAL VAT / PPnBM VALUE = Rp,00 | | | | | |
| | | | | | | | |,20... | | | | | |
| | | | | | | | | APPLICANT : SIGNED : | | | | | |
| | | | | | | | | INSPECTOR : SIGNED : | | | | | |

MINUTES OF RESULT OF SURVEY

MINUTES OF CONCLUSION AND RESULT OF SURVEY
COMPANY'S MAIN DATA (DIPER)

=====

Number :

On this day, date month year two thousand, we have surveyed the main data of the company:

Name :
NPWP :
Address :

This field Survey is carried out under order Number :
Date _____ 200....

From the result of the survey, the team proposes that the company is eligible / not eligible *) to obtain Company Registration Number (Niper) for Exemption / Repayment *) service.

As reference in establishing Report on the Result of the Survey, we used data of Result of Survey of DIPER Documents and Answer for Questionnaire of Survey of Diper, field visit and other supporting documents confirmed with the company.

This result of survey is made as reference in awarding Niper for PT / CV *)

Diper Survey Team

Member of Team

Chairman of Team

NIP.

NIP

*) fix the unnecessary / not exist

FINANCE MINISTRY OF RI
DIRECTORATE GENERAL OF CUSTOMS AND EXCISE

A.

B. ATTACHMENT OF MINUTES OF CONCLUSION OF RESULT OF SURVEY OF
DIPER

DOCUMENT OF RESULT OF SURVEY OF DIPER

Number ___ from : _____BA- /200.

Date : /200.

Company's Name :
NPWP :
Address :
Business Type :
Company Status : PMA/PMDN / Non PMA/PMDN

1. Copy of Order

2. Attachments

| No | Type of Attachment | Available / No | Note |
|----|---|----------------|------|
| 1. | Copy of NPWP | | |
| 2. | Copy of Identity Card | | |
| 3. | Copy of SIUP / Industry License /Principle License *) | | |
| 4. | Copy of Identity Card of Commissioner and Directors of Company | | |
| 5. | Copy of Establishment Deed and Amendment | | |
| 6. | Company's Structure of Organization (name and title up to manager level) | | |
| 7. | Map of office and factory) | | |
| 8. | | | |

Diper Survey Team

Member of Team

Chairman of Team

NIP.

NIP

*) fix the unnecessary / not exist

FINANCE MINISTRY RI
DIRECTORATE GENERAL OF CUSTOMS AND EXCISE

C. ATTACHMENT OF MINUTES OF CONCLUSION OF RESULT OF SURVEY OF
DIPER

QUESTIONNAIRE

Number from : BA- / 200.
Date : -200.

General Data

Is the name of the company surveyed the same as company's name specified in
DIPER?

Yes
No

Is the address of office surveyed the same as company's address specified in DIPER?

Yes
No

Company status is:

Producer - Exporter
Trade - Exporter

If Trade – Exporter continue to point 7

Does the company have production facilities?

Yes
No

☞ Ask for explanation:

Is the address of factory surveyed the same as the address specified in DIPER?

Yes
No

Is a billboard in the factory indicating Company's Name as in the application for
DIPER?

Yes
No

☞ If no, explain and ask for information concerning the status

Does company's option for place of application for Export Facilities Service relate to
the address of office or factory belong to the?

Yes
No

☞ If no, give explanation:

➤ Answer is given in the box available by crossing (X)

➤ *) Fix the unnecessary/not exist

FINANCE MINISTRY RI
DIRECTORATE GENERAL BEA EXCISE

Does the identity of Board of Directors and Commissioners fit the Identity Card and residence?

Yes
No

Are the names of Board of Directors and Board of Commissioners in the structure of organization proposed in DIPER in accordance with those specified in the establishment deed/amendment?

Yes
No

Are the names of shareholders/investors of the company in accordance with the most recent deed?

Yes
No

Are the addresses of shareholders specified in DIPER in accordance with their residence?

Yes
No

Are the names of official affixing their signature in accordance with the submitted structure of organization?

Yes
No

Do these most recent documents fit the original?

- | | |
|---|--|
| a) Tax Payer Identification Number (NPWP) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| b) Tax Payer Entrepreneur (PKP) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| c) Business License (SIUP)/ Industry License/Principle License BKPM *) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| d) Establishment Deed / Amendment | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Does the company have NPWP with other KPP other than those proposed in DIPER?

Yes
No

Do the activities and NPWP of the branches/factory relate with the activity of Export Facility Service?

Yes
No

Does the company only use Export Facility Service?

Yes
No

☞ If no, mention the facility:

Export facility service requested by the company?

Exemption Service

Repayment Service

Does the company carry out on its own the import, process and export (not associated to one group)?

Yes

No

☞ If no, give explanation

Are the import, process and export carried out separately (holding company)?

Yes

No

☞ If Yes, give explanation:

Is the bank used only Bank specified in DIPER?

Yes

No

☞ If no, give explanation:

Does the company also secure license as Bonded Zone (KB)

Yes

No

☞ If yes, specify the reason why the company still request for Export Facility Service

Especially for Company Activities

Does the company produce actively?

Yes

No

☞ If yes, when does it start to produce, if no give explanation

Does the products manufactured by the factory fit the products specified in DIPER ?

Yes

No

Based on observation in the factory, methodology of production employed by the company:

Production by Order

Production by period

Production mix

How does the company determine the use of imported material / its conversion!

Imported material to comprise of:

Products to export are:

By-Products and Production Leftover including:

How much is the installed capacity, export quantity and export destination country?

Does the company has different factory site other than those specified in DIPER ?

Yes

No

| | |
|---|---|
| Company Party Company's Management/Representative *) | DIPER Survey Team Regional Office of Customs and Excise |
| | |
| Name : Title : | Chairman of Team |
| | NIP. 0600 |
| | |
| | Member of Team |
| | |

DIRECTORATE GENERAL OF CUSTOMS AND EXCISE
REGIONAL OFFICE DJBC
CUSTOMS AND EXCISE SERVICE OFFICE TYPE

F.

G. APPROVAL FOR CLEARANCE OF GOODS BC 2.4

Number :

Date:

Page Of ..

1. BC 2.4 :

a. KPBC :

b. No.& date. Registration:

2. GOODS SHIPPER:

a. NPWP :

b. NIPER :

c. Name :

3. GOODS RECEIVER:

a. NPWP :

b. Name :

c. Address :

4. PACKAGE :

a. Number :

b. Trademark:

c. Type of Package:

d. Quantity:

5. CONTAINER:

a. Number:

b. Dimension:

6. GROSS WEIGHT:

Official

Signature :

Name :

NIP :

Note:

*) Scratch-out where appropriate
Receiver / Page 3 KPBC

Page 1: Entrepreneur/ Page 2:

DIRECTORATE GENERAL OF CUSTOMS AND EXCISE
 REGIONAL OFFICE DJBC
 CUSTOMS AND EXCISE SERVICE OFFICE TYPE

H.

I. APPROVAL FOR SUPPLY OF GOODS TO/FROM BONDED ZONE

Number :

Date:

Pageof ..

1. BC 2.4 / BC 2.5 :

a. KPBC :

b. No.& date. Registration:

2. EXPORTER:

d. NPWP :

e. NIPER :

f. Name :

3. BONDED ZONE :

d. NPWP :

e. Name :

f. Address :

4. PACKAGE:

e. Number:

f. Trademark:

g. Type of Package:

h. Quantity:

5. CONTAINER:

a. Number:

c. Dimension:

6. GROSS WEIGHT:

| NOTES ON ENTRY/EXIT OF GOODS TO/FROM BONDED ZONE | Notes on Entry/Exit in case goods not use container |
|---|--|
| Package / Container | |
| <input type="checkbox"/> Appropriate <input type="checkbox"/> Inappropriate | |
| Complete entry dated: ____ Time | |
| Field Officer of KB | |
| (signature) | |
| Name/NIP : | |

*) Scratch-out where appropriate

Page 1: Entrepreneur/ Page 2: Bonded Zone /
Page 3 & 4 : KPBC