



MINISTER OF FINANCE  
OF THE REPUBLIC OF INDONESIA

COPY OF  
REGULATION OF THE MINISTER OF FINANCE  
NUMBER 63/PMK. 04/2011  
CONCERNING  
CUSTOM REGISTRATION

BY THE GRACE OF GOD ALMIGHTY  
THE MINISTER OF FINANCE,

- Considering :
- a. That the use of information technology in the area of custom activities is developing, it is necessary to conduct adjustment and improvement on provisions concerning registration to get service users' registration number in order to access custom;
  - b. That based on consideration on letter a and in order to conduct the provision of Article 6A item (3) of Act Number 10 Year 1995 concerning custom as amended by Act Number 17 Year 2006, it is necessary to stipulate Regulation of the Minister of Finance concerning Custom Registration;



MINISTER OF FINANCE  
OF THE REPUBLIC OF INDONESIA

- In View of : 1. Act Number 10 Year 1995 concerning Custom (State Gazette of the Republic of Indonesia Year 1995 Number 75, Supplement to the State Gazette of the Republic of Indonesia Number 3612) as amended by Act Number 17 Year 2006 (State Gazette of the Republic of Indonesia Year 2006 Number 93, Supplement to State Gazette of the Republic of Indonesia Number 4661);
2. Presidential Decree Number 56/P Year 2010;

DECIDES:

To stipulate : REGULATION OF THE MINISTER OF FINANCE CONCERNING CUSTOM REGISTRATION.

CHAPTER 1

GENERAL PROVISIONS

Article 1

In this Regulation of the Minister of Finance:

- (1) Act on Custom means Act Number 10 Year 1995 concerning Custom as amended by Act number 17 Year 2006.
- (2) Custom Registration means the activity of registering conducted by custom service users in the Directorate General of Tax and Duty to get the custom registration number.



MINISTER OF FINANCE  
OF THE REPUBLIC OF INDONESIA

- (3) Service Users mean Importers, Exporters, Entrepreneur Management Customs Services, Customs Carriers, and other customs service users who shall fulfill the custom requirements to Directorate General of Tax and Duty.
- (4) Importers mean individuals or companies that conduct the activities of importing goods to the custom area.
- (5) Exporters mean individuals or companies that conduct the activities of exporting goods outside the custom area.
- (6) Entrepreneur Management Customs Services, hereinafter referred to as EMCS, mean companies that conduct the activities of managing fulfillment of customs requirements for and in the name of Importers or Exporters.
- (7) Carrier means individual, its power of attorney, or the person in charge of operating the transportation facilities that transport goods and/or people.
- (8) Custom Registration Number, hereinafter referred to as CRN, means a registration number that is private and issued by the Directorate General of



MINISTER OF FINANCE  
OF THE REPUBLIC OF INDONESIA

Tax and Duty to the Services Users that has conducted Custom Registration to access or connect the custom system that uses information technology system or manual system.

- (9) Customs Expert means an individual with knowledge and insight on customs and is certified as Customs Expert issued by the Financial Education and Training Agency of the Ministry of Finance.
- (10) General Director means the General Director of Tax and Duty.
- (11) Tax and Duty Officer means the appointed employee of Directorate General of Tax and Duty for a particular position to conduct a specified task based on the Act on Customs.
- (12) Customs Office means the office within the compound area of Directorate General of Tax and Duty, a place where services users fulfill the customs requirements in accordance with the Act on Customs.

CHAPTER II

CUSTOMS REGISTRATION PROPOSAL

Article 2



MINISTER OF FINANCE  
OF THE REPUBLIC OF INDONESIA

In order to conduct the fulfillment of customs requirements, Service Users are obliged to conduct Customs Registration on Directorate General of Tax and Duty.

Article 3

- (1) Customs Registration as referred in Article 2 is conducted by submitting proposal to the Directorate General.
- (2) Proposal to conduct Customs Registration as referred in item (1) is proposed via electronic media.
- (3) In special cases, Service User who is unable to submit Customs Registration proposal via electronic media as referred in item (2) may submit the Customs Registration proposal manually via the local Customs Office.

Article 4

- (1) Customs Registration proposal submission as referred in Article 3 is conducted by filling up the form in accordance with the type of the proposed Customs Registration.
- (2) Customs Registration proposal submission as referred in item (1) must be enclosed with



MINISTER OF FINANCE  
OF THE REPUBLIC OF INDONESIA

document and/or supporting data  
submission/delivery.

- (3) Document and/or supporting data as referred in item (2) shall be received by the Directorate General or the appointed Tax and Duty Officer not later than 10 (ten) working days since the date of Customs Registration proposal submission as referred in item (1).

Article 5

- (1) If within the period of time as referred in Article 4 item (3), the document and/or the supporting data are completely and properly received, the Directorate General or the appointed Tax and Duty Officer shall issue receipt on Customs Registration proposal via electrical media.
- (2) If within the period of time as referred in Article 4 item (3), the document and/or the supporting data are not completely and properly received, Customs Registration proposal shall not be processed.
- (3) Pertaining to the Customs Registration proposal, which shall not be processed, as referred in item (2), Service Users may re-submit the proposal to conduct the Customs Registration as referred in



MINISTER OF FINANCE  
OF THE REPUBLIC OF INDONESIA

Article 3.

### CHAPTER III

#### ADMINISTRATIVE EXAMINATION AND DATA ASSESSMENT OF CUSTOMS REGISTRATION

##### Article 6

- (1) Tax and Duty Officers conduct administrative examination on Customs Registration proposal as referred in Article 3.
- (2) Administrative examination as referred in item (1) is conducted to examine the validity of the data pertaining to:
  - a. Service Users existence;
  - b. Identity of the officer and the person in charge;  
and
  - c. Financial data

##### Article 7

- (1) Administrative examination as referred in Article 6 is conducted by comparing the data taken from the form of Customs Registration with:
  - a. Reference data issued by the pertaining institution; and/or
  - b. Document and/or supporting data submitted by the Service Users.



MINISTER OF FINANCE  
OF THE REPUBLIC OF INDONESIA

- (2) Due to administrative examination as referred in Article 6, Tax and Duty Officers shall require the document and/or supporting data from the Service Users.

Article 8

Concerning the filling-in form filled in order to propose Customs Registration as referred in Article 4 item (1), an assessment is given in accordance with the assessment standard as stipulated by the Directorate General.

CHAPTER IV

CUSTOMS REGISTRATION DECISION

Article 9

- (1) Concerning the proposal to conduct Customs Registration, the Directorate General or the appointed Tax and Duty Officer shall approve or disapprove the proposal within 14 (fourteen) working days since the date of submission of document and/or supporting data completely and properly as referred in Article 5 item (1).
- (2) In case the proposal to conduct Customs Registration is approved, the Directorate General or the appointed Tax and Duty Officer shall issue the Customs Registration Number to Service Users.





MINISTER OF FINANCE  
OF THE REPUBLIC OF INDONESIA

- (3) In case the proposal to conduct the Customs Registration is disapproved, the Directorate General and the appointed Tax and Duty shall notify the disapproval with the causes enclosed via electronic media.
- (4) Disapproval on proposal to conduct Customs Registration that is submitted manually as referred in Article 3 item (3) is conducted via electronic media that is addressed to the local Customs Office and forwarded to the Service Users who submit the proposal.

Article 10

Customs Registration Number issued for Service Users as referred in Article 9 item (2) function as the identity in order to access customs and is fully liable to the Service Users.

CHAPTER V

CHANGES ON CUSTOMS REGISTRATION DATA

Article 11

- (1) All changes of Customs Registration related with the Service Users existence as referred in Article 6 item (2) letter a and/or the identity of the officer and the person in charge as referred in Article 6 item (2)



MINISTER OF FINANCE  
OF THE REPUBLIC OF INDONESIA

letter b shall be notified to Directorate General or the Tax and Duty Officer appointed by the Service Users who possess Customs Registration Number.

- (2) In addition to the obligation to notify the changes as referred in item (1), in case there are changes of data concerning the Customs Experts, Service Users acting as the EMCS shall notify the changes of data concerning the Customs Experts mentioned to the Directorate General or the appointed Tax and Duty Officer.
- (3) In addition to the obligation to notify the changes of data as referred in item (1), in case there are changes of data concerning the transportation facilities, Service Users acting as the Carriers shall notify the changes of data concerning the transportation facilities to the Directorate General or the appointed Tax and Duty Officers.
- (4) Service Users who has possessed the Customs Registration Number may deliver changes of Customs Registration in addition to the changes of data as referred in item (1), item (2), and/or item (3), to the Directorate General or the appointed Tax and Duty Officer.



MINISTER OF FINANCE  
OF THE REPUBLIC OF INDONESIA

Article 12

- (1) Changes on Customs Registration as referred in Article 11 are submitted via electronic media.
- (2) In particular cases, Service Users who is not able to submit changes of data on Customs Registration via electronic media as referred in item (1) may submit the proposal of changes of data on Customs Registration manually via local Customs Office.

Article 13

- (1) Concerning the notification of changes of data on Customs Registration submitted by Service Users as referred in Article 12, the Directorate General or the appointed Tax and Duty Officer shall give approval or disapproval on the changes of data.
- (2) In case the notification of changes of data on Customs Registration as referred in item (1) is approved, the Directorate General or the appointed Tax and Duty Officer shall deliver the approval on changes of data on Customs Registration to Service Users.
- (3) In case the notification of changes of data on Customs Registration as referred in item (1) is disapproved, the Directorate General or the



MINISTER OF FINANCE  
OF THE REPUBLIC OF INDONESIA

appointed Tax and Duty Officer shall deliver the disapproval on changes of data on Customs Registration via electronic media with the disapproval causes enclosed.

- (4) Disapproval on changes of data on Customs Registration manually submitted as referred in Article 12 item (2) is conducted via electronic media to the local Customs Office and forwarded to the Service Users who submit the notification.

CHAPTER VI

BLOCKADE AND REVOCATION OF  
CUSTOMS REGISTRATION NUMBER

Article 14

- (1) Customs Registration Number owned by Service Users as referred in Article 9 item (2) is blockaded by Directorate General or the appointed Tax and Duty Officer in case of:
  - a. Service Users do not implement the customs activities within 12 (twelve) months consecutively;
  - b. Service Users do not deliver notification on changes of data on Customs Registration as referred in Article 11 item (1), item (2), and/or



MINISTER OF FINANCE  
OF THE REPUBLIC OF INDONESIA

- item (3) in case there are changes of data on Customs Registration;
- c. Service Users is being investigated for alleged criminal act in the area of customs; and/or
  - d. Business Permit owned by Service Users is expired.
- (2) In addition to the provision of blockade as referred in item (1), Customs Registration Number owned by Service Users acting as EMCS is blockaded in case of:
- a. EMCS does not own proper collateral anymore due to disbursement of collateral that is liable to EMCS concerning the underpayment of import duties; and/or
  - b. EMCS does not employ a person certified as Customs Expert anymore.

Article 15

- (1) Blockade cancellation of Customs Registration Number as referred in Article 14 is conducted by the Directorate General or the appointed Tax and Duty Officer in case of:
- a. Service Users is not able to provide evidence for customs activities implementation.



MINISTER OF FINANCE  
OF THE REPUBLIC OF INDONESIA

- b. Service Users has delivered changes of data on Customs Registration and those changes has been approved by the Directorate General or the appointed Tax and Duty Officer;
  - c. Service Users has completed the investigation process for alleged criminal act in the area of customs related with the implemented customs services and is stated as not guilty; and/or
  - d. Service Users' Business Permit validity has been extended.
- (2) Beside the provision of blockade cancellation of Customs Registration as referred in item (1), Customs Registration Number owned by Service Users acting as EMCS may be cancel its blockade in case of:
- a. EMCS has possessed collateral as required based on statutory law; and/or
  - b. EMCS has employed person who is certified as Customs Expert.
- (3) In order to conduct the blockade cancellation of Customs Registration Number, Service Users shall submit proposal of blockade cancellation of Customs Registration Number to Directorate



MINISTER OF FINANCE  
OF THE REPUBLIC OF INDONESIA

General or the appointed Tax and Duty Officer.

- (4) Concerning the blockaded Customs Registration Number as referred in Article 14 item (1) letter b and letter d, Service Users shall submit proposal of blockade cancellation of Customs Registration to Directorate General or the appointed Tax and Duty Officer within the period of time not longer than 3 (three) months since the date of blockade.

Article 16

- (1) Service Users' Customs Registration Number as referred in Article 9 item (2) is revoked in case that:
- a. Service Users is guilty as conducting criminal act based on statutory law on customs, duty and/or taxes based on legal court decision.
  - b. Within 3 (three) months since the date of letter of blockade issuance based on provision as referred in Article 14 item (1) letter b and letter d, Service Users do not submit proposal on blockade cancellation of Customs Registration;
  - c. Service users' business permit is revoked;
  - d. They are stated as bankrupt based on legal court decision; and/or
  - e. Service Users submit the revocation proposal.



MINISTER OF FINANCE  
OF THE REPUBLIC OF INDONESIA

- (2) Act of revoking the Service Users' Customs Registration Number as referred in item (1) shall be notified to Service Users.

CHAPTER VII

OTHER PROVISIONS

Article 17

- (1) Provision on obligation to conduct Customs Registration to Service Users acting as Importer as referred in Article 2 is void in case the Importers fulfill the customs requirements related with:
- a. Foreign country representative and its officers residing in Indonesia;
  - b. International organization needs and its officers who works in Indonesia;
  - c. Personal luggage of passengers, carriers staff, border crossers and sent good;
  - d. Transferred good;
  - e. Sent good in form of present/gift for
  - f. Public praying, social, culture, or for natural disaster relief;
  - g. Central government or local government equipment used as public facility; and/or
  - h. Agreed imported goods without Importer





MINISTER OF FINANCE  
OF THE REPUBLIC OF INDONESIA

Identification Number (IIN).

- (2) Provision on obligation to conduct Customs Registration by Service Users acting as Exporter as referred in Article 2 is void in case of Exporters fulfill the customs requirements related with:
- a. Sent good;
  - b. Transferred good;
  - c. Foreign country or international organization's representative good;
  - d. Praying equipment good for public, social, educational, cultural, or sport;
  - e. Souvenirs;
  - f. Sample;
  - g. Examination equipment; and/or
  - h. Export conducted by individual.

Article 18

- (1) Customs Registration provisions in this Regulation of the Minister of Finance is void for person who:
- a. Import goods into Free Trade Area and Free Port Area from outside the other Customs Area or Free Trade Area and Free Ports;
  - b. Export goods from Free Trade Area and Free Port Area into other Free Trade Area and Free Port;



MINISTER OF FINANCE  
OF THE REPUBLIC OF INDONESIA

- c. Carry goods and/or people into Free Trade Area and Free Port Area from outside the Customs Area, other Area within Customs Area, or other Free Trade Area and Free Port Area.
  - d. Carry goods and/or people from Free Trade Area and Free Port Area into other Free Trade Area and Free Port Area.
- (2) Customs Registration provisions in this Regulation of the Minister of Finance valid for Service Users in the Free Trade Area and Free Port Area who:.
- a. Export goods from Free Trade Area and Free Port Area to other Areas within Customs Area; and/or
  - b. Carry goods and/or people from Free Trade Area and Free Port Area into other Areas within Customs Area
- (3) Service Users as referred in item (1) shall conduct Customs Registration in the local Customs Office to get registration number in order to access customs.

Article 19

- (1) Service Users acting as Importer and do not yet have Customs Registration Number shall be provided its customs requirements fulfillment only by 1 (one) time Import Customs notification after



MINISTER OF FINANCE  
OF THE REPUBLIC OF INDONESIA

being approved by the Head of the Customs Office.

- (2) Service Users acting as Exporter and/or Carriers who do not have Customs Registration Number shall be provided its customs requirements fulfillment within 14 (fourteen) days since the date of receipt of Customs Registration proposal as referred in Article 5.

Article 20

In order to conduct control, Tax and Duty Officer shall examine the Service Users who has had Customs Registration Number.

Article 21

Provisions on procedures on Customs Registration proposal, the format of fill-in form, procedures on administrative examination, procedures on changes of data on Customs Registration, and procedures on customs registration for Service Users in the Free Trade Area and Free Port Area is regulated by Regulation of the Directorate General.

CHAPTER VIII

TRANSFER PROVISIONS

Article 22

- (1) With the enactment of this Regulation of the



MINISTER OF FINANCE  
OF THE REPUBLIC OF INDONESIA

Minister of Finance:

a. Concerning the Importer registration proposal receipt issuance by application system before the enactment of this Regulation of the Minister of Finance; or

b. Concerning the changes of data delivered/notified before the enactment of this Regulation of the Minister of Finance,

that has not been decided/approved, its completion is conducted based on the provision of the Regulation of the Minister of Finance Number 124/PMK.04/2007 concerning Importer Registration as amended by Regulation of the Minister of Finance Number 220/PMK.04/2008.

(2) With the enactment of this Regulation of the Minister of Finance, concerning Importer that has possessed Customs Registration Number based on Regulation of the Minister of Finance Number 124/PMK.04/2007 concerning Importers Registration as amended by Regulation of the Minister of Finance Number 220/PMK.04/2008 shall propose changes of data in order to get new Customs Registration Number based on this



MINISTER OF FINANCE  
OF THE REPUBLIC OF INDONESIA

Regulation of the Minister of Finance within not longer than 6 (six) months since the enactment of this Regulation of the Minister of Finance.

Article 23

With the enactment of this Regulation of the Minister of Finance, concerning EMCS that has possessed EMCS Serial Number based on Regulation of the Minister of Finance Number 65/PMK.04/2007 concerning the Entrepreneur Management Custom Services shall submit proposal in order to get Customs Registration Number based on this Regulation of the Minister of Finance within a period of time not longer than 6 (six) months since the enactment of this Regulation of the Minister of Finance.

CHAPTER IX

CLOSING

Article 24

At the time of the enactment of this Regulation of the Minister of Finance:

- (1) Regulation of the Minister of Finance Number 124/PMK.04/2007 concerning Importer Registration as amended by Regulation of the Minister of Finance Number 220/PMK.04/2008 is revoked and void.



MINISTER OF FINANCE  
OF THE REPUBLIC OF INDONESIA

- (2) Provision Article 5 item (1) and item (2), Article 11, and Article 12 letter (d) of Regulation of the Minister of Finance Number 65/PMK.04/2007 concerning Entrepreneur Management Custom Services is void.
- (3) Term “registration” referred in Article 4 item (1) and item (2), Article 6 item (1) and item (2), as well as Article 14 item (1) in Regulation of the Minister of Finance Number 65/PMK.04/2007 concerning the Entrepreneur Management Custom Services must be read as “admission”.

Article 25

This Regulation of the Minister of Finance shall takes force on 90 (ninety) days after its promulgation date.

For public cognizance, this Regulation of the Minister of Finance shall be promulgated by placing it in State Gazette of the Republic of Indonesia.

Stipulated in Jakarta

On March 30, 2011

MINISTER OF FINANCE

Signed,

AGUS D.W. MARTOWARDJOJO



MINISTER OF FINANCE  
OF THE REPUBLIC OF INDONESIA

Promulgated in Jakarta

On March 30, 2011

MINISTER OF LAW AND HUMAN RIGHTS

Signed

PATRIALIS AKBAR

STATE GAZETTE OF THE REPUBLIC OF INDONESIA YEAR 2011 NUMBER 176

Issued for Certified True Copy

HEAD OF THE GENERAL AFFAIRS BUREAU

For

HEAD OF THE MINISTERIAL ADMINISTRATIVE DIVISION