



COPY

REGENT SUKOHARJO
PROVINCE OF CENTRAL JAVA
SUKOHARJO REGENCY REGULATIONS
NUMBER 20 YEAR 2022
ABOUT
OPERATIONAL STANDARDS FOR CAPITAL INVESTMENT SUPERVISION PROCEDURES
AT THE DEPARTMENT OF CAPITAL INVESTMENT AND
ONE DOOR INTEGRATED SERVICE
SUKOHARJO DISTRICT

BY THE GRACE OF ALMIGHTY GOD

REGENT SUKOHARJO,

Considering: a. that in order to improve the quality of services to the community, especially in the field of investment supervision and encourage economic growth through increased investment, it is necessary to have a fast, efficient and integrated supervision system;

b. that in order to follow up on the provisions in Sukoharjo Regent Regulation Number 34 of 2021 Delegation of Licensing Authority regarding Business, Non-Business Integrated Licensing and Non-Licensing to the Head of the One Stop Service and Investment Service as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Business Authority, Non-Business Licensing and Non-Permitting to the Head of the One Stop Investment and Integrated Services Service, there is a need to adjust the Standard Operational Procedures for Investment Supervision at the Sukoharjo Regency Capital Investment and One Stop Integrated Services Service;

c. that based on the considerations as intended in letters a and b, it is necessary to stipulate a Regent's Regulation concerning Standard Operational Procedures for Supervising Investments at the Sukoharjo Regency Investment and One-Stop Integrated Services Service;

Remember

1. Law Number 13 of 1950 concerning the Establishment of Regency Regions within the Province of Central Java as amended by Law Number 9 of 1965 concerning the Establishment of the Batang Level II Region by amending Law No. 13 of 1950 concerning the Establishment of Regency Regions within the Province of Central Java (State Gazette of 1965 Number 52, Supplement to State Gazette Number 2757);
2. Law Number 25 of 2007 concerning Capital Investment (State Gazette of the Republic of Indonesia of 2007 Number 67, Supplement to State Gazette of the Republic of Indonesia Number 4724) as amended by Law Number 11 of 2020 concerning Job Creation (State Gazette of the Republic of Indonesia of 2020 Number 245, Supplement to the State Gazette of the Republic of Indonesia Number 6573);
3. Law Number 25 of 2009 concerning Public Services (State Gazette of the Republic of Indonesia of 2009 Number 112, Supplement to State Gazette of the Republic of Indonesia Number 5038);
4. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to State Gazette of the Republic of Indonesia Number 5587) as amended several times, most recently by Law Number 11 of 2020 concerning Job Creation (State Gazette of the Republic of Indonesia 2020 Number 245, Supplement to the State Gazette of the Republic of Indonesia Number 6573);
5. Government Regulation Number 96 of 2012 concerning Implementation of Law Number 25 of 2009 concerning Public Services (State Gazette of the Republic of Indonesia of 2012 Number 215, Supplement to the State Gazette of the Republic of Indonesia Number 5357);
6. Government Regulation Number 12 of 2017 concerning Development and Supervision of Regional Government Implementation (State Gazette of the Republic of Indonesia of 2017 Number 73, Supplement to State Gazette of the Republic of Indonesia Number 6041);
7. Government Regulation Number 5 of 2021 concerning Implementation of Risk-Based Business Licensing (State Gazette of the Republic of Indonesia of 2021 Number 15, Supplement to State Gazette of the Republic of Indonesia Number 6617);
8. Sukoharjo Regency Regional Regulation Number 12 2016 concerning the Formation and Structure of Regional Apparatus (2016 Sukoharjo Regency Regional Gazette Number 12, Supplement to Sukoharjo Regency Regional Gazette Number 236);

9. Sukoharjo Regency Regional Regulation Number 2 of 2021 concerning Capital Investment (Sukoharjo Regency Regional Gazette of 2021 Number 2, Supplement to Sukoharjo Regency Regional Gazette Number 297);
10. Regulation of the Minister of State Apparatus Empowerment and Bureaucratic Reform Number 35 of 2012 concerning Guidelines for Preparing Standard Operational Procedures for Government Administration (State Gazette of the Republic of Indonesia of 2012 Number 649);
11. Minister of Home Affairs Regulation Number 138 of 2017 concerning the Implementation of Regional One-Stop Integrated Services (State Gazette of the Republic of Indonesia of 2017 Number 1956);
12. Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the Sukoharjo Regency One-Stop Investment and Services Service (Sukoharjo Regency Regional Gazette 2021 Number 35) as amended by Sukoharjo Regent Regulation Number 8 of 2022 concerning Amendments to Sukoharjo Regent Regulation Number 34 of 2021 concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Permitting to the Head of the Investment and One-Stop Integrated Services Service (Regency Regional News Sukoharjo Year 2022 Number 8);
13. Regulation of the Investment Coordinating Board Number 5 of 2021 concerning Guidelines and Procedures for Supervising Risk-Based Business Licensing (State Gazette of the Republic of Indonesia of 2021 Number 273);

DECIDE:

To stipulate: REGENT'S REGULATION CONCERNING OPERATIONAL STANDARDS OF CAPITAL INVESTMENT SUPERVISION PROCEDURES IN THE SUKOHARJO DISTRICT ONE-DOOR INTEGRATED SERVICE CAPITAL INVESTMENT SERVICE.

CHAPTER I

GENERAL REQUIREMENTS

article 1

In this Regent's Regulation what is meant by:

1. The region is Sukoharjo Regency.
2. Regional Government is the Regent as the organizing element of Regional Government which leads the implementation of government affairs which are the authority of the autonomous region.

3. The Regent is the Regent of Sukoharjo.
4. Supervision is an effort to ensure that the implementation of business activities is in accordance with standards for the implementation of business activities carried out through a risk-based approach and obligations that must be fulfilled by business actors.
5. Procedures are steps and stages of mechanisms that must be followed by all organizational units to carry out activities in accordance with established policies.
6. Standard Operating Procedures, hereinafter abbreviated to SOP, are a series of standardized written instructions regarding various government administration processes, how and when they must be carried out, where and by whom they are carried out, through certain stages to complete public service tasks at the PM and PTSP Services.
7. A permit is approval from the Central Government or Regional Government for the implementation of business activities which must be fulfilled by Business Actors before carrying out their business activities.

Section 2

The purpose of preparing this SOP is as a guideline for employees/ apparatus who are interested in supporting their activities to be able to work as organizers of investment supervision.

Article 3

The aim of this SOP is to improve the quality of service in the field of investment supervision more easily, quickly, simply, effectively and efficiently, as well as providing certainty in the service process.

BAB II

STANDARD OPERATIONAL PROCEDURES

Part One

General

Article 4

- (1) Capital Investment Supervision is carried out through field inspection.

- (2) Supervision as intended in paragraph (1) is carried out by the relevant Regional Apparatus by paying attention to the company's Standard Classification of Indonesian Business Fields.
- (3) The SOP for supervision of Investment as referred to in paragraph (1) is contained in the Attachment which is an inseparable part of this Regent's Regulation.

Article 5

- (1) SOP for Investment Supervision includes:
 - a. identity section; and b. flowchart section.
- (2) The identity part of the Investment Supervision SOP as intended in paragraph (1) letter a includes:
 - a. standard operating procedure number;
 - b. date of manufacture;
 - c. revision date;
 - d. date of confirmation;
 - e. verified by;
 - f. SOP name;
 - g. legal basis;
 - h. implementing qualifications;
 - i. linkages;
 - j. Equipment and supplies;
 - k. warning; And
 - l. recording and data collection.
- (3) Part of the flow diagram of the SOP for Investment Supervision includes:
 - a. activity;
 - b. executor:
 - 1) permit owner;
 - 2) data manager;
 - 3) Young Expert Policy Analyst;
 - 4) Investment coordinator;
 - 5) Regional Technical Team and;
 - 6) Head of Department.
 - c. die not:
 - 1) fittings;

- 2) requirements;
 - 3) time; And
 - 4) output.
- (4) The SOP flow diagram uses symbols that describe a systematic sequence of work steps, an explanation of document flow, and work mechanisms.

CHAPTER III

FINANCING

Article 6

Funding for the implementation of the provisions in this Regent's Regulation comes from the Regional Revenue and Expenditure Budget.

CHAPTER IV

CLOSING

Article 7

This Regent's Regulation comes into force on the date of promulgation.

So that everyone is aware, this Regulation is ordered to be promulgated by placing it in the Regional Gazette of Sukoharjo Regency.

Set in Sukoharjo
on April 18, 2022

REGENT SUKOHARJO,
signed

ETIK SURYANI

Promulgated in Sukoharjo
on April 18, 2022
REGIONAL SECRETARY
SUKOHARJO DISTRICT,
signed

WIDODO

REGIONAL NEWS SUKOHARJO DISTRICT
YEAR 2022 NUMBER 20

The copy corresponds to the original
HEAD OF LEGAL SECTION,

signed

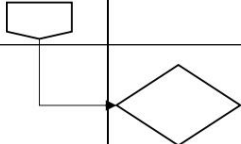

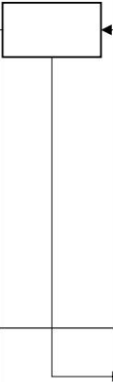



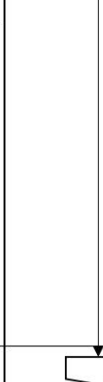

RETNO WIDIYANTI B, SH

Level I Stylist

NIP. 19790801 200501 2 010

OPERATIONAL STANDARDS FOR CAPITAL INVESTMENT SUPERVISION PROCEDURES

| No | Activity | Perpetrator Business | Executor | | | | Die Baku | | | | |
|----|--|----------------------|---------------|--------------|------------------------------|----------------|--------------|---|----------------|---|--|
| | | | OPD Technical | Manager Data | Analyst Policy Junior Member | Coordinator PM | Head Service | Equipment | Time | Output | Information |
| 1 | 2 | | | 3 | | | 4 | 6 | 7 | 8 | 9 |
| 1 | PM Coordinator orders and provide direction to Young Expert Policy Analysts to carry out business licensing supervision activities. | | | | | | | - Data US RBA; | 15 minutes | Disposition of Head of DPMPSTP | |
| 2 | Young Expert Policy Analysts ordered the Data Management Functional to compile a rundown of business licensing supervision activities | | | | | | | - Plan schedule activity supervision of business permits and RBA OSS data | 45 minutes | Disposition of Koordinator PM | Data analysis from OSS RBA |
| 3 | Data Managers compile a rundown business licensing supervision activities, notification letters (if necessary) and draft supervisory assignment letters are then submitted to the PM Coordinator for validation | | | | | | | Disposition of Policy Analyst Junior Member | 2 working days | Company data business licensing supervision activities | |
| 4 | Young Expert Policy Analysts validated the rundown of investment supervision activities and draft assignment letters for supervisory officers then submitted them to the Head of Service through the PM Coordinator | | | | | | | Company data activity supervision of business licensing | 1 day work | Company data activity supervision of business licensing | When draft rundown Supervision Activities Business Licensing If there is an improvement, the process is returned to the supervisory admin |
| 5 | PM Coordinator performs above validation rundown of business licensing supervision activities, notification letter (if necessary) and draft letter of assignment for the supervisory officer then submit it to the Head of Service | | | | | | | Company data activity supervision of business licensing | 1 day work | Company data activity supervision of business licensing | |

| | | | | | | | | | | | |
|---|---|--|--|---|--|---|--|----------------------|--|--|--|
| | | | | | | | | | | | |
| 6 | <p>Head of Service validates then signs a rundown of investment supervision activities, a letter of notification of supervision activities (if necessary) and a letter of assignment for the supervisory officer then submits it to the PM Coordinator</p> | | | | |  | <p>Draft rundown of activities supervision business licensing, Draft supervisory assignment letter, and letter notification (when required).</p> | <p>1 working day</p> | <p>Activity rundown supervision business licensing, Letter Duties, and Letters Announcement (when needed).</p> | | |
| 7 | <p>Data Managers, making preparations data analysis and verification activities and sending a notification letter before the supervision implementation date to the head of the company/business actor, then submitting a letter of assignment to the supervision officer</p> | |  |  | |  | <p>Activity rundown supervision of business licensing</p> | <p>3 days work</p> | <p>Report on preparation of implementation activities supervision of business licensing</p> | <p>In the event that supervision is carried out due to initial indications or evidence of deviations from the provisions for implementing business licensing, then supervision is carried out without prior notification to the management/person in charge of the company/business actor.</p> | |
| 8 | <p>Supervisory officers together with related technical OPDs and company/business leaders carry out inspections at the project location and the results are stated in The Audit Minutes (BAP) then convey the results of the supervision to Koordinator PM</p> |  |  | | |  | <p>Activity preparation report supervision business licensing</p> | <p>1 working day</p> | <p>Report on preparation of implementation activities supervision business licensing</p> | <p>In the event that the head of the company/business actor at the project location refuses to signing the BAP, then the supervisory officer makes an official report of the rejection, and the BAP which is not signed by the head of the company/entrepreneur is still declared valid.</p> | |
| | | | | | |  | | | | | |

| | | | | | | | | | | |
|----|---|--|--|--|--|--|---|----------------|--|--|
| | | | | | | | | | | |
| 9 | The PM Coordinator validates the report on the implementation of business licensing supervision activities and then submits it to the Head of Service | | | | | | Report on the implementation of business licensing supervision activities | 1 working day | Report on the results of implementation of implementation activities supervision of business licensing | |
| 10 | Heads of Service receive reports on the results of monitoring activities. | | | | | | Report on the results of implementing activities supervision business licensing | 1 working day | Implementation evaluation results report supervision licensing try | |
| | AMOUNT | | | | | | | 11 Days 1 hour | | |

REGENT SUKOHARJO,
signed

ETIK SURYANI