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REGENT SUKOHARJO
PROVINCE OF CENTRAL JAVA

SUKOHARJO REGENCY REGULATIONS
NUMBER 62 OF 2018

ABOUT

PROCEDURES FOR INTEGRATED BUSINESS LICENSING SERVICES
ELECTRONICALLY IN THE FIELD OF TRADING

BY THE GRACE OF GOD ALMIGHTY

REGENT SUKOHARJO,

Considering: a. that in order to accelerate and increase investment and business, it is necessary to re-arrange the provisions regarding Procedures and Granting Business Licenses for Traditional Markets, Shopping Centers and Modern Stores, Procedures and Requirements for Issuing Warehouse Registration Certificates, Procedures and Requirements for Issuing Trading Business Licenses, Procedures and Requirements for Issuing Trading Business Licenses Alcoholic Drinks.

b. that with the enactment of Minister of Trade Regulation Number 77 of 2018 concerning Electronically Integrated Business Licensing Services in the Trade Sector, then Sukoharjo Regent Regulation Number 39 of 2012 concerning Procedures and Granting of Business Licenses for Traditional Markets, Shopping Centers and Modern Shops in Sukoharjo Regency, Sukoharjo Regent Regulation Number 5 of 2017 concerning Procedures and Requirements for Simultaneous Issuance of Trading Business Licenses and Company Registration Certificates for Trading Companies, Sukoharjo Regent Regulation Number 6 of 2017 concerning Procedures and Requirements for Issuing Warehouse Registration Certificates, Sukoharjo Regent Regulation Number 9 of 2017 concerning Procedures and Requirements for Issuing Trading Business Permits, and Sukoharjo Regent Regulation Number 62 of 2017 concerning Procedures and Requirements for Issuing a Business License to Trade Alcoholic Beverages need to be changed.

c. that based on the considerations as intended in letters a and b, it is necessary to stipulate a Regent's Regulation concerning Procedures for Electronically Integrated Business Licensing Services in the Trade Sector;

Remember : 1. Law Number 13 of 1950 concerning the Establishment of Regency Regions within the Province of Central Java;



2. Law Number 25 of 1992 concerning Cooperatives (State Gazette of the Republic of Indonesia of 1992 Number 116, Supplement to State Gazette of the Republic of Indonesia Number 3502);
3. 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);
4. Law Number 40 of 2007 concerning Limited Liability Companies (State Gazette of the Republic of Indonesia of 2007 Number 106, Supplement to the State Gazette of the Republic of Indonesia Number 4756);
5. Law Number 14 of 2008 concerning Openness of Public Information (State Gazette of the Republic of Indonesia of 2007 Number 61, Supplement to the State Gazette of the Republic of Indonesia Number 4846);
6. Law Number 20 of 2008 concerning Micro, Small and Medium Enterprises (State Gazette of the Republic of Indonesia of 2008 Number 93, Supplement to State Gazette of the Republic of Indonesia Number 4866);
7. 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);
8. Law Number 12 of 2011 concerning the Formation of Legislation (State Gazette of the Republic of Indonesia of 2011 Number 82, Supplement to the State Gazette of the Republic of Indonesia Number 5234);
9. Law Number 7 of 2014 concerning Trade (State Gazette of the Republic of Indonesia of 2014 Number 45, Supplement to the State Gazette of the Republic of Indonesia Number 5512);
10. Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to the State Gazette of the Republic of Indonesia Number 5587) as amended several times, most recently by Law Number 9 of 2015 concerning the Second Amendment to the Law Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2015 Number 58, Supplement to State Gazette of the Republic of Indonesia Number 5679);
11. Government Regulation Number 24 of 2018 concerning Electronically Integrated Business Licensing Services (State Gazette of the Republic of Indonesia of 2018 Number 90, Supplement to the State Gazette of the Republic of Indonesia Number 6125);
12. Presidential Regulation Number 87 of 2014 concerning Implementing Regulations of Law Number 12 of 2011 concerning the Formation of Legislative Regulations (State Gazette of the Republic of Indonesia of 2014 Number 199);



13. Presidential Regulation Number 97 of 2014 concerning the Implementation of One-Stop Integrated Services (State Gazette of the Republic of Indonesia of 2014 Number 221);
14. Presidential Regulation Number 91 of 2017 concerning the Acceleration of Business Implementation (State Gazette of the Republic of Indonesia of 2017 Number 210);
15. Minister of Home Affairs Regulation Number 24 of 2006 concerning Guidelines for the Implementation of One-Stop Integrated Services;
16. Minister of Home Affairs Regulation Number 80 of 2015 concerning the Formation of Regional Legal Products (State Gazette of the Republic of Indonesia of 2015 Number 2036);
17. Regulation of the Minister of Trade Number 77 of 2018 concerning Electronically Integrated Business Licensing Services in the Trade Sector (State Gazette of the Republic of Indonesia of 2018 Number 938);
18. Sukoharjo Regency Regional Regulation Number 12 of 2016 concerning the Formation and Structure of Regional Apparatus (2016 Sukoharjo Regency Regional Gazette Number 12, Supplement to Sukoharjo Regency Regional Gazette Number 236);
19. Sukoharjo Regent Regulation Number 50 of 2016 concerning Position, Organizational Structure, Duties and Functions, and Work Procedures of the Sukoharjo Regency Regional Service (Sukoharjo Regency Regional Gazette of 2016 Number 50);

DECIDE :

To stipulate: REGENT'S REGULATION CONCERNING PROCEDURES FOR ELECTRONICALLY INTEGRATED BUSINESS LICENSING SERVICES IN THE FIELD OF TRADE.

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GENERAL REQUIREMENTS

article 1

In this Regent's Regulation what is meant by:

1. The region is Sukoharjo Regency.
2. The Regent is the Regent of Sukoharjo.
3. Regional Government is the Regent as the organizing element of the Regional Government which leads the implementation of government affairs which are the authority of the autonomous region.
4. One Stop Investment and Integrated Services Service hereinafter referred to as the PM and PTSP Service is the Sukoharjo Regency Investment and One Stop Integrated Services Service.
5. The Head of the PM and PTSP Service is the Head of the PM and PTSP Service of Sukoharjo Regency.



6. Business Licensing is registration given to Business Actors to start and run a business and/or activity and is given in the form of approval stated in the form of a letter/decision or fulfillment of requirements and/or Commitments.
7. Electronically Integrated Business Licensing or *Online Single Submission*, hereinafter abbreviated to OSS, is a business permit issued by the OSS Institution for and on behalf of ministers, heads of institutions, governors, or regents/mayors to business actors through an integrated electronic system.
8. Business Actors are individuals or non-individuals who carry out business and/or activities in certain fields.
9. Registration is the registration of business and/or activities by business actors through OSS.
10. OSS Management and Organizing Institutions, hereinafter referred to as OSS Institutions, are non-ministerial government institutions that carry out government affairs in the field of investment coordination.
11. Business Identification Number, hereinafter abbreviated as NIB, is the identity of the business actor issued by the OSS Institution after the business actor has registered.
12. Business License is a permit issued by the OSS Institution for and on behalf of ministers, heads of institutions, governors, or regents/mayors after the Business Actor has registered and to start a business and/or activity until before commercial or operational implementation by fulfilling the requirements and/or or Commitment.
13. Commercial or Operational License is a permit issued by the OSS Institution for and on behalf of ministers, heads of institutions, governors, or regents/mayors after the Business Actor has obtained a Business Permit and to carry out commercial or operational activities by fulfilling the requirements and/or commitments.
14. Commitment is a statement by a Business Actor to fulfill the requirements for a Business License and/or Commercial or Operational License.
15. *Service Level Arrangement*, hereinafter referred to as SLA, is the service level that must be adhered to and implemented to carry out Business Licensing service activities in the trade sector that are integrated with OSS.
16. Company Representative is a company that acts on behalf of the company's head office to do something activities and/or management in accordance with the specified authority.



CHAPTER II

TYPES OF BUSINESS LICENSES

Section 2

- (1) Type of Business Licensing in the trade sector
The authority of the Regency Government is: a. Trading Business License (SIUP). b. Franchise Registration Certificate (STPW). c. Warehouse Registration Certificate (TDG).
- (2) The Trading Business License as intended in paragraph (1) letter a includes: a. General Trading Business License. b. Alcoholic Beverage Trading Business License (SIUP-MB). c. Supermarket Business License (IUTS). d. Shopping Center Business License (IUPP).

CHAPTER III

PROCEDURES FOR LICENSING SERVICES

Article 3

- (1) Implementation of Business Licensing in the trade sector includes:
- a. registration; b. issuance of Business Licenses and issuance of Commercial Licenses or Operational based on Commitments;
 - c. Fulfillment of Business License Commitments and compliance Commercial or Operational License Commitment;
 - d. payment of fees; e. facilitation; f. validity period; and g. supervision.
- (2) Implementation of Business Licensing in the trade sector as intended in paragraph (1) is in accordance with the provisions of the Regulation concerning Electronically Integrated Business Licensing Services.

Article 4

- (1) Business Actors are required to have NIB to obtain Business Licensing in the trade sector.
- (2) Business Permits must be owned by Business Actors who have obtained NIB.
- (3) Business Actors as intended in paragraph (2) consisting of: a. Business Actors who do not need infrastructure to run their business and/or activities; or b. Business actors who need infrastructure to run businesses and/or activities.



- (4) Provisions as intended in paragraph (1) excluded for foreign individual business actors and Non-individual Business Actors with foreign business entities.

CHAPTER IV

FULFILLMENT OF COMMITMENTS AND LEVELS OF SERVICE

Article 5

- (1) Business Actors in obtaining Business Permits as intended in Article 4 paragraph (1) are required to fulfill the Commitments and SLAs for issuing Business Licensing in the trade sector.
- (2) Business Actors in fulfilling the Commitments and SLA for issuing Business Licensing in the trade sector as intended in paragraph (1) must complete within the time period specified in each type of Business Licensing.
- (3) In the event that the Business Actor is unable to complete the commitment within the specified time period as intended in paragraph (2), the Business Actor cannot carry out his business activities and must submit another application for a business license in the Trade sector to the OSS Institution.
- (4) Business Licensing in the Trade Sector is effective if the commitment requirements have been fulfilled.

Article 6

Commitment and Service Level for Issuing Business Licensing Trade Field, including:

- a. Trading Business License (SIUP) for Business Fields General trading.
1. Commitment Fulfillment Requirements: none.
 2. Service Level: none.
- b. Alcoholic Beverage Trading Business License (SIUP-MB).
1. Commitment Fulfillment Requirements:
 - a) Appointment letter from the distributor or sub-distributor as direct seller.
 - b) Tourism Business Registration Certificate (TDUP) with 3, 4 or 5 Star Bar or Hotel type of business.
 2. Service Level:

Electronic Process

 - a) Fulfillment of Commitments: 5 (five) working days.
 - b) Completion of Documents: 3 (three) working days.
 - c) Terms and Conditions: Requirements documents have Complete and correct.



c. Supermarket Business License (IUTS).

1. Commitment Fulfillment Requirements:

a) Stand-alone Supermarkets:

1. have the results of an analysis of the socio-economic conditions of the community (excluding mini markets);
2. recommendations from authorized agencies;
3. have a location permit from the authorized agency for areas that do not yet have a detailed regional spatial plan; And
4. have a partnership plan with Micro and Small Businesses.

b) Supermarkets integrated with the Center Shopping or other buildings/areas:

- 1) have the results of an analysis of the socio-economic conditions of the community (excluding mini markets);
- 2) recommendations from authorized agencies;
- 3) attach a Shopping Center Business License or other building/area permit where the Supermarket will be established; And
- 4) Have a Partnership plan with Micro Businesses or Small Businesses for Shopping Centers or Modern Stores.

2. Service Level:

Electronic Process

- a) Fulfillment of Commitments: 35 (thirty five) working days.
- b) Completion of Documents: 3 (three) working days.
- c) Terms and Conditions: Requirements documents have complete and correct.

d. Shopping Center Business License (IUPP).

1. Commitment Fulfillment Requirements:

- a) have the results of an analysis of the socio-economic conditions of the community;
- b) recommendations from authorized agencies;
- c) have a location permit from the authorized agency for areas that do not yet have a detailed regional spatial plan; And
- d) have a Partnership plan with Micro and Small Businesses.

2. Service Level:

Electronic Process

- a) Fulfillment of Commitments: 35 (thirty five) working days.
- b) Completion of Documents: 3 (three) working days.
- c) Terms and Conditions: Requirements documents have complete and correct.

e. Franchise Registration Certificate (STPW) for:

1. Commitment fulfillment requirements:

a) Franchisee:

- 1) have a franchise agreement; And
- 2) have a Franchise Offer Prospectus.

b) Continuing Franchisee is to have an agreement franchise.



2. Service Level:

Electronic Process

- a) Fulfillment of Commitments: 5 (five) working days.
- b) Completion of Documents: 2 (two) working days.
- c) Terms and Conditions: Requirements documents have complete and correct.

f. Warehouse Registration Certificate (TDG).

1. Commitment fulfillment requirements:

- 1) Building Construction Permit (IMB);
- 2) Passport and KITAS for foreign nationals in charge of warehousing service companies; And
- 3) Certificate of proper function.

2. Service Level:

Electronic Process

- a) Fulfillment of Commitments: 5 (five) working days.
- b) Completion of Documents: 3 (three) working days.
- c) Terms and Conditions: Requirements documents have complete and correct.

Article 7

The processing of notifications for fulfillment of commitments as intended in Article 6 is carried out by the PM and PTSP Services.

CHAPTER V

TRANSITIONAL PROVISIONS

Article 8

Business Actors who have obtained a Business License in the trade sector before this Regent Regulation comes into force and require a new Business License for business development,

the following provisions are regulated: a.

submission and issuance of Business Licensing for business development is carried out through the OSS system by completing data, Commitments, and/or fulfilling Commitments in accordance with the provisions of this Regent's Regulation;

b. Business permits that have been obtained and are still valid according to the business field remain valid and are registered in the OSS system;

c. Business actors are given NIB in accordance with the provisions of Government Regulations governing Electronically Integrated Business Licensing Services.



CHAPTER VI

CLOSING

Article 9

When this Regent's Regulation comes into force, then:

1. Sukoharjo Regent Regulation Number 39 of 2012 concerning Procedures and Granting Business Licenses for Traditional Markets, Shopping Centers and Modern Shops in Sukoharjo Regency (Sukoharjo Regency Regional News 2012 Number 200);
2. Regulation of the Regent of Sukoharjo Number 5 of 2017 concerning Procedures and Requirements for Simultaneous Issuance of Trading Business Licenses and Company Registration Certificates for Trading Companies (Regional Gazette of Sukoharjo Regency of 2017 Number 5);
3. Sukoharjo Regent Regulation Number 6 of 2017 concerning Procedures and Requirements for Issuing Warehouse Registration Certificates (Sukoharjo Regency Regional News 2017 Number 6);
4. Sukoharjo Regent Regulation Number 9 of 2017 concerning Procedures and Requirements for Issuing Trading Business Licenses (Sukoharjo Regency Regional Gazette of 2017 Number 9);
5. Sukoharjo Regent Regulation Number 62 of 2017 concerning Procedures and Requirements for Issuing Alcoholic Drink Trading Business Licenses.

revoked and declared invalid.

Article 10

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

So that everyone knows, order an invitation

This Regent's Regulation is placed in the Regional News of Sukoharjo Regency.

Stipulated in Sukoharjo on
November 14 2018

REGENT SUKOHARJO,

signed

WARDOYO WIJAYA

Promulgated in Sukoharjo
on November 14, 2018

REGIONAL SECRETARY
SUKOHARJO DISTRICT,

signed

AGUS SANTOSA

REGIONAL NEWS SUKOHARJO DISTRICT
YEAR 2018 NUMBER 63

