



DUPLICATE

SUKOHARJO REGENT
PROVINCE OF CENTRAL JAVA
REGULATION OF THE REGENT OF SUKOHARJO
NUMBER 35 YEAR 2021
ABOUT
IMPLEMENTATION OF BUSINESS LICENSES
IN SUKOHARJO DISTRICT
BY THE GRACE OF GOD ALMIGHTY
SUKOHARJO REGENT,

- Weigh : a. that in order to provide legal certainty in doing business, to improve the investment ecosystem and business activities as well as to maintain the quality of licensing that can be accounted for, it is necessary to support the implementation of business licensing in the regions that is fast, easy, integrated, transparent, efficient, effective, and accountable;
- b. that the implementation of business licensing in the regions is carried out in an integrated manner through electronics based on the norms, standards, procedures, and criteria set by the central government;
- c. that with the enactment of Government Regulation Number 5 of 2021 concerning Implementation of Risk-Based Business Licensing and Government Regulation Number 6 of 2021 concerning Implementation of Business Licensing in Regions, Regions are required to draw up Regional Regulations and Regional Regulations governing Business Licensing no later than 2 (two) months as of since the Government Regulation is promulgated;
- d. that based on the considerations as referred to in letters a, b and c, it is necessary to stipulate a Regent Regulation concerning the Implementation of Business Licensing in Sukoharjo Regency ;
- Remember : 1. Law Number 13 of 1950 concerning the Establishment of Regency Areas within the Province of Central Java;
2. Law Number 25 of 2007 concerning Investment (State

Gazette of the Republic of Indonesia of 2007 Number 67, Supplement to the 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 the State Gazette of the Republic of Indonesia Number 5038);
4. 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 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);
5. Government Regulation Number 5 of 2021 concerning Implementation of Risk-Based Business Licensing (State Gazette of the Republic of Indonesia of 2021 Number 15);
6. Government Regulation Number 6 of 2021 concerning the Implementation of Business Licensing in the Regions (State Gazette of the Republic of Indonesia of 2021 Number 16);
7. Presidential Regulation Number 97 of 2014 concerning the Implementation of One Stop Services (State Gazette of the Republic of Indonesia of 2014 Number 221) ;
8. Regulation of the Minister of Home Affairs Number 138 of 2017 concerning the Implementation of Regional One Stop Services (State Gazette of the Republic of Indonesia of 2017 Number 1956);
9. Regulation of the Minister of Tourism and Creative Economy/Head of the Tourism and Creative Economy Agency Number 4 of 2021 concerning Standards for Business Activities in the Implementation of Risk-Based Business Licensing in the Tourism Sector (State Gazette of the Republic of Indonesia of 2021 Number 283);
10. Regulation of the Minister of Public Works and Public Housing Number 6 of 2021 concerning Standards for Business Activities and Products in the Implementation of Risk-Based Business Licensing in the Public Works and Public Housing Sector (State Gazette of the Republic of Indonesia of 2021 Number 266);
11. Regulation of the Minister of Manpower Number 6 of 2021 concerning Standards for Business Activities

and/or Products in the Implementation of Risk-Based Business Licensing in the Labor Sector (State Gazette of the Republic of Indonesia of 2021 Number 269);

12. Regulation of the Minister of Agriculture Number 12 of 2021 concerning Standards for Business Activities and Product Standards in the Implementation of Risk-Based Business Licensing in the Agricultural Sector (State Gazette of the Republic of Indonesia of 2021 Number 262);
13. Regulation of the Minister of Health Number 14 of 2021 concerning Standards for Business Activities and Products in the Implementation of Risk-Based Business Licensing in the Health Sector (State Gazette of the Republic of Indonesia of 2021 Number 316);
14. Regulation of the Minister of Public Works and Public Housing Number 17 of 2021 concerning Forms and Procedures for Issuing Certificates of Building Ownership of Flats (State Gazette of the Republic of Indonesia of 2021 Number 289);
15. Regulation of the Minister of Public Works and Public Housing Number 18 of 2021 concerning Standards for Demolition of Buildings (State Gazette of the Republic of Indonesia of 2021 Number 290);
16. Regulation of the Minister of Public Works and Public Housing Number 22 of 2021 concerning Building Arrangement (State Gazette of the Republic of Indonesia of 2021 Number 291);
17. Regulation of the Minister of Trade Number 23 of 2021 concerning Guidelines for the Development, Arrangement and Guidance of Shopping Centers and Supermarkets (State Gazette of the Republic of Indonesia of 2021 Number 279);
18. Regulation of the Minister of Trade Number 26 of 2021 concerning Standards for Business Activities and Products in the Implementation of Risk-Based Business Licensing in the Trade Sector (State Gazette of the Republic of Indonesia of 2021 Number 282);
19. Regulation of the Minister of Energy and Mineral Resources Number 5 of 2021 concerning Standards for Business Activities and Products in the Implementation of Risk-Based Business Licensing in the Energy and Mineral Resources Sector (State Gazette of the Republic of Indonesia of 2021 Number 318) ;
20. Minister of Transportation Regulation No : PM 12 of 2021 concerning Standards for Business Activities and Products in the Implementation of Risk-Based Business Licensing for the Transportation Sector (State Gazette of the Republic of Indonesia of 2021 Number 257) ;

21. Minister of Maritime Affairs and Fisheries Regulation Number 5 of 2021 concerning Fish Processing Business (State Gazette of the Republic of Indonesia of 2021 Number 59) ;
22. Regulation of the Minister of Environment and Forestry Number 3 of 2021 concerning Standards for Business Activities in the Implementation of Risk-Based Business Licensing for the Environment and Forestry Sector (State Gazette of the Republic of Indonesia of 2021 Number 270) ;
23. Regulation of the Minister of Environment and Forestry Number 4 of 2021 concerning List of Businesses and/or Activities Required to Have an Environmental Impact Analysis, Environmental Management Efforts and Environmental Monitoring Efforts or a Statement of Ability to Manage and Monitor the Environment (State Gazette of the Republic of Indonesia Year 2021 Number 267)) ;
24. Regulation of the Minister of Environment and Forestry Number 5 of 2021 concerning Procedures for Issuing Technical Approval and Operational Eligibility Letters in the Field of Environmental Pollution Control (State Gazette of the Republic of Indonesia of 2021 Number 268) ;
25. Regulation of the Minister of Environment and Forestry Number 6 of 2021 concerning Procedures and Requirements for Management of Hazardous and Toxic Waste (State Gazette of the Republic of Indonesia of 2021 Number 294) ;
26. Investment Coordinating Board Regulation Number 5 of 2021 concerning Guidelines and Procedures for Supervision of Risk-Based Licensing (State Gazette of the Republic of Indonesia of 2021 Number 273) ;
27. Regulation Number 12 of 2016 concerning Formation and Structure of Regional Apparatus (Sukoharjo Regency Gazette of 2016 Number 12 , Supplement to Sukoharjo Regency Regional Gazette Number 236) ;
28. Sukoharjo Regent Regulation Number 50 of 2016 concerning Position, Organizational Structure, Duties and Functions, and Work Procedure of the Sukoharjo Regency Regional Office (Sukoharjo Regency News Year 2016 Number 50) as amended several times, most recently by Sukoharjo Regent Regulation Number 83 of 2019 concerning Changes Second, the Sukoharjo Regent Regulation Number 50 of 2016 concerning Position, Organizational Structure, Duties and Functions, as well as the Work Procedure of the Sukoharjo Regency Regional Office (Sukoharjo Regency Regional News Year 2019 Number 84);

DECIDE :

Set : REGIONAL REGULATION CONCERNING IMPLEMENTATION OF BUSINESS LICENSING IN SUKOHARJO REGENCY .

PIG
GENERAL REQUIREMENTS

article 1

In this Regent Regulation, what is meant by:

1. The area is Sukoharjo Regency.
2. Regional Government is the Regent as an element of the Regional Government organizer who leads the implementation of government affairs which are the authority of the autonomous region.
3. The Regent is the Regent of Sukoharjo.
4. The Office of Investment and One Stop Integrated Services, hereinafter referred to as Dinas PM and PTSP, is the Office of Investment and One Stop Integrated Services of Sukoharjo Regency.
5. Stop Service, hereinafter abbreviated as PTSP, is an integrated service in a single process starting from the application stage to the completion stage of the one-stop integrated service product.
6. Implementation of Business Licensing in the Regions is a business licensing activity whose management process is electronically starting from the application stage to the issuance of documents which are carried out in an integrated manner in one door.
7. Business Licensing is the legality granted to Business Actors to start and run their business and/or activities.
8. Risk is the potential for injury or loss from a hazard or a combination of the possibilities and consequences of a hazard.
9. Risk-Based Business Licensing is a Business Licensing based on the level of business activity Risk.
10. Business Licensing to Support Business Activities is a legality granted to Business Actors to support business activities.
11. Electronically Integrated Business Licensing System (*Online Single Submission*), hereinafter referred to as the OSS System, is an integrated electronic system managed and organized by the OSS Institution for the implementation of Risk-Based Business Licensing.
12. OSS Management and Organizing Agency, hereinafter referred to as OSS Institution, is a government agency that carries out Government Affairs in the field of investment coordination.
13. Business actors are individuals or business entities that carry out business and/or activities in certain fields.

14. Parent Number, hereinafter abbreviated as NIB, is proof of registration/registration of Business Actor to carry out business activities and as an identity for Business Actors in carrying out their business activities.
15. Standard Certificate is a statement and/or proof of compliance with the standards for the implementation of business activities.
16. A license is an approval from the Central Government or Regional Government for the implementation of business activities that must be fulfilled by Business Actors before carrying out their business activities.
17. SPPL , is a Letter of Commitment to Environmental Management and Monitoring as referred to in the laws and regulations in the environmental sector .
18. Environmental Management Efforts and Environmental Monitoring Efforts, hereinafter abbreviated as UKL-UPL, are Environmental Management Efforts and Environmental Monitoring Efforts as referred to in the laws and regulations in the environmental sector.
19. Supervision is an effort to ensure that business activity services are in accordance with the standards for implementing business activities carried out through a risk-based approach and obligations that must be fulfilled by business actors.
20. Minutes of Investigation, hereinafter abbreviated as BAP, are the results of field inspections carried out on the implementation of investment activities.
21. Standard Classification of Indonesian Business Fields, hereinafter abbreviated as KBLI, is a classification code regulated by non-ministerial government agencies that carry out government affairs in the field of statistics.
22. Electronically Integrated Business Licensing System (*Online Single Submission*), hereinafter referred to as the OSS System, is an integrated electronic system managed and organized by the OSS Institution for the implementation of Risk-Based Business Licensing.
23. OSS Management and Organizing Agency, hereinafter referred to as OSS Institution, is a government institution that carries out government affairs in the field of investment coordination.
24. Investment is investment as regulated in the laws and regulations in the field of investment.

25. Foreign Investment is foreign investment as stipulated in the laws and regulations in the field of investment.
26. Day is a working day as determined by the Region.

Section 2

The scope regulated in this Regent Regulation includes:

- a. the principle of Business Licensing in the Regions;
- b. implementation of Business Licensing in the Regions;
- c. powers and procedures ;
- d. coaching;
- e. supervision;
- f. coordination;
- g. reporting and resolution of objections;
- h. information system;
- i. settlement of licensing disputes;
- j. society participation;
- k. funding;
- l. transitional provisions; and
- m. closing.

CHAPTER II REGIONAL BUSINESS LICENSE PRINCIPLES

Article 3

The integrated service system is implemented with the following principles:

- a. cohesiveness;
- b. economical;
- c. coordination;
- d. delegation or delegation of authority;
- e. accountability; and
- f. accessibility.

CHAPTER I II IMPLEMENTATION OF BUSINESS LICENSES IN THE REGIONS

Part One

General

Article 4

- (1) maintenance Permissions Doing business in the area for Upgrade ecosystem investment and activities attempted.

- (2) Enhancement ecosystem investment and activities attempted as referred to in paragraph (1) includes:
- a. Permissions Attempted based on Risk;
 - b. requirements _ base Permissions Attempted; and
 - c. business license _ _ sectors and facilities condition investment.

Article 5

Risk-Based Business Licensing as referred to in Article 4 paragraph (2) letter a is carried out with the following classifications :

- a. business activities with low Risk level;
- b. business activities with medium risk level; and
- c. business activities with a high level of risk.

Article 6

- (1) Permissions Strive for business activities with a low risk level as meant in Article 5 letter a in the form of NIB which is the identity of the Business Actor as well as the legality to carry out business activities.
- (2) NIB as referred to in paragraph (1) for activity business with level Risk low rates carried out by the UMK, also applies as:
 - a. Indonesian National Standard (SNI) as meant in regulation legislation in the field of standardization and assessment suitability; and/or
 - b. statement halal guarantee as meant in regulation legislation in the field of guarantee halal products.

Article 7

- (1) Licensing for business activities with medium Risk level as referred to in Article 5 letter b includes :
 - a. business activities with a level of Risk medium low; and
 - b. business activities with medium to high Risk level.
- (2) Business Licensing for business activities with medium low Risk level as referred to in paragraph (1) letter a in the form of:
 - a. NIB; and

- b. Standard Certificate.
 - c. standard certificate as referred to in paragraph (2) letter b is the legality to carry out business activities in the form of a statement by business actors to meet business standards in conducting business activities that are provided through the OSS System.
- (3) Business Licensing for business activities with medium high Risk level as referred to in paragraph (1) letter b in the form of:
- a. NIB; and
 - b. Standard Certificate.
- (4) The Standard Certificate as referred to in paragraph (4) letter b is a Standard Certificate for the implementation of business activities issued by the Central Government or Regional Government in accordance with their respective authorities based on the results of verification of the fulfillment of business activity implementation standards by Business Actors.

Article 8

- (1) Licensing for business activities with a high level of Risk as referred to in Article 5 letter c in the form of:
- a. NIB; and
 - b. Permission.
- (2) The license as referred to in paragraph (1) letter b is the approval of the Central Government or Regional Government for the implementation of business activities that must be fulfilled by Business Actors before carrying out their business activities.
- (3) Prior to obtaining the Permit as referred to in paragraph (2), the Business Actor may use the NIB for the preparation of business activities.
- (4) The NIB as referred to in paragraph (1) letter a and the Permit as referred to in paragraph (2) are Business Permits for Business Actors to carry out operational and/or commercial business activities.
- (5) In the event that business activities with a high Risk level require the fulfillment of business standards and/or product standards, the Regional Government issues a Business Standard Certificate and a Product Standard Certificate based on the results of verification of standard compliance.

Article 9

Verification of compliance with standards as referred to in Article 7 paragraph (4) and Article 8 paragraph (2) is carried out by the Region and may assign certified or accredited expert institutions or professions.

Article 10

- (1) Risk-Based Business Licensing as referred to in P origin 4 paragraph (2) letter a includes arrangements for:
 - a. related KBLI/KBLI code, KBLI title, scope of activities, risk parameters, risk level, Business Licensing, time period, validity period, and Business Licensing authority;
 - b. requirements and/or obligations of Risk-Based Business Licensing;
 - c. Risk-Based Business Licensing guidelines; and
 - d. business activity standards and/or product standards.
- (2) KBLI /KBLI code, KBLI title, scope of activity, risk parameters, risk level, Business Licensing, time period, validity period, and Business Licensing authority as referred to in paragraph (1) letter a are guided by the provisions of the legislation.
- (3) Further provisions regarding procedures for the requirements and/or obligations of Risk-Based Business Licensing and Risk-Based Business Licensing guidelines as referred to in paragraph (1) letters b and c are guided by the provisions of the legislation.
- (4) The business activity standards and/or product standards as referred to in paragraph (1) letter d in each sector activity are guided by the provisions of laws and regulations.

Article 1 1

- (1) basic requirements for Business Licensing as referred to in Article 4 paragraph (2) letter b include:
 - a. suitability of space utilization activities ;
 - b. environmental approvals; and
 - c. building approval and function-worthy certificate.
- (2) The provisions regarding the basic requirements for Business Licensing as referred to in paragraph (1) are each regulated in the legislation in the field of spatial planning, environment, and building.

Article 1 2

- (1) Sector Business Licensing as referred to in Article 4 paragraph (2) letter c consists of the following sectors:
 - a. marine and fisheries;
 - b. agriculture;
 - c. environmental and forestry;
 - d. energy and Mineral Resources;
 - e. industry;
 - f. trading;
 - g. public housing ;
 - h. transportation;
 - i. health, medicine and food;
 - j. tourist; and
 - k. employment.
- (2) The ease of investment requirements as referred to in Article 4 paragraph (2) letter c includes:
 - a. availability and utilization of information technology;
 - b. payment is made through banking services;
 - c. utilization of one-stop integrated services;
 - d. availability of competent, have integrity, and possess the ability to master information technology; and/or
 - e. availability of an effective system of monitoring and public complaints.

CHAPTER IV
AUTHORITIES AND PROCEDURES

Part One
Authority

Article 13

- (1) The Regent has the authority to administer Business Licensing.
- (2) In carrying out the authority as referred to in paragraph (1), the Regent may delegate to the Head of Service PM and PTSP.
- (3) delegation of authority as referred to in paragraph (2) is regulated in the Regent's Regulation concerning Delegation of Authority for Business Licensing, Non-Business Licensing and Non-Licensing to the Head of PM and PTSP Service .

The second part
Procedure

Article 14

- (1) The Regent stipulates Standard Operating Procedures for Business Licensing which includes the following aspects:
 - a. administration;
 - b. juridical; and
 - c. technical.
- (2) Standard Operating Procedures for Business Licensing as referred to in paragraph (1) must meet the following criteria:
 - a. clarity;
 - b. certainty;
 - c. convenience; and
 - d. suitability.
- (3) The Standard Operating Procedure for Business Licensing as referred to in paragraph (1) is stipulated by a Decree of the Regent.

Part Three
Validity Period of Risk-Based Business License

Article 15

- (1) NIB is valid as long as the Business Actor carries out its business activities.
- (2) Standard Certificates, Permits, and/or Business Licensing To Support Business Activities are valid as long as the Business Actor runs its business and/or activity or in accordance with the period stipulated in the provisions of the legislation.
- (3) In the event that the validity period of Standard Certificates, Permits, and/or Business Licensing To Support Business Activities is regulated, the application for extension is made no later than 30 (thirty) days through the OSS System before the validity period ends or as stipulated in the provisions of laws and regulations.
- (4) In the event that the application for extension is made no later than 30 (thirty) days as referred to in paragraph (3), it is considered as a new application.
- (5) For MSEs, the provisions of the validity period as referred to in paragraph (1) are excluded for halal product guarantee certificates in accordance with the provisions of laws and regulations regarding halal product guarantees.

Part Four
Extension

Article 16

The extension of the validity period of the Business Licensing as referred to in Article 15 paragraph (1) letter b is guided by the provisions of the legislation.

Part Five
Change

Article 17

- (1) In the event of a change in the Business License that is still valid, it is obligatory to submit an application for a change in the Business Licensing.
- (2) The changes as referred to in paragraph (1) include:
 - a. businessmen;
 - b. business activities;
 - c. environmental impact;
 - d. location;
 - e. technical implementation of the business;
 - f. spatial;
 - g. risk; and
 - h. government policy.

CHAPTER V
COACHING

Article 18

- (1) Regions carry out the Guidance of Business Licensing in coordination with the Provincial Government and the Central Government.
- (2) Guidance on the Implementation of Business Licensing as referred to in paragraph (1) includes:
 - a. general coaching; and
 - b. technical coaching.
- (3) General guidance as referred to in paragraph (2) letter a includes:
 - a. socialization of laws and regulations; and
 - b. compliance with Norms, Standards, Procedures and Criteria as well as to the provisions of laws and regulations.

- (4) The technical guidance as referred to in paragraph (2) letter b includes:
- a. k consultation;
 - b. assistance ;
 - c. p capacity building;

CHAPTER VI SUPERVISION

Part One General

Article 19

- (1) Risk-Based Business Licensing Supervision implemented by the local government .
- (2) Supervision is carried out by considering the level of compliance of the Business Actor.
- (3) The indicators in Supervision as referred to in paragraph (1) include:
- a. spatial layout and building standards;
 - b. health, safety, and/or environmental standards;
 - c. standard of implementation of business activities ;
 - d. the terms and obligations set out in the norms, standards, procedures, and criteria as listed in Appendix II of Government Regulation Number 5 of 2021 concerning Implementation of Risk-Based Business Licensing ; and/or
 - e. obligations for the submission of reports and/or utilization of incentives and Planting facilities Capital.

The second part Monitoring Purpose

Article 20

Supervision is carried out with the aim of:

- a. ensure compliance with the fulfillment of requirements and obligations by Business Actors;
- b. collect data, evidence and/or reports on the occurrence of hazards to safety, health, environment and/or other hazards that may arise from the implementation of business activities; and
- c. referral for guidance or imposition of administrative sanctions for violations of Business Licensing.

Part Three
Monitoring Implementation Coordinator

Article 21

- (1) Risk -Based Business Licensing Monitoring carried out in an integrated and coordinated manner, through the Supervision subsystem of the OSS System.
- (2) Implementation Supervision Permissions Attempted based on Risk as referred to in paragraph (1) shall be coordinated by Department of PM and PTSP .

Part Four
Supervision Subsystem

Article 22

- (1) The Supervision Subsystem is used as a means to carry out Supervision:
 - a. standards and/or obligations for the implementation of business activities; and
 - b. development of Investment realization as well as the provision of facilities, incentives and facilities for Investment, and/or partnership obligations.
- (2) The Supervision Subsystem as referred to in paragraph (1) shall at least contain:
 - a. annual field inspection planning;
 - b. Supervision work tools
 - c. periodic reports from Business Actors;
 - d. coaching and sanctions;
 - e. evaluation compliance with Licensing Attempted;
 - f. complaints against Business Actors and the implementation of supervision and follow-up actions; and
 - g. administrative action on the basis of a request from a Business Actor or a court decision.

Part Five
Inspection Planning L annual view

Article 23

- (1) Routine field inspections are carried out on every business activity by regulating the frequency of inspections based on the level of Risk and the level of compliance of the Business Actor.
- (2) The regulation on the frequency of routine field inspections as referred to in paragraph (1) shall be carried out at most:
 - a. for low and medium low risk, it is carried out once a year for each business location; and

- b. for medium, high and high risk, it is carried out 2 (two) times in 1 (one) year for each business location.
- (3) The OSS system provides a list of Business Actor that can be carried out for field inspections in accordance with the authority of the Supervision.
- (4) List of Business Actors as referred to in paragraph (3), namely Business Actors in the preparation stage or operational stage and/or commercial stage of business activities, which is compiled with a priority scale taking into account:
 - a. Business Licensing;
 - b. the value of the Investment plan;
 - c. fulfillment of the basic requirements for Business Licensing;
 - d. development of Investment realization; and/or
 - e. other priority criteria. The PM and PTSP services compile a compilation based on the list of Business Actors as regulated in paragraph (4).
- (5) Based on the compilation as referred to in paragraph (4) , the PM and PTSP Service Offices prepare an annual field inspection plan into the *data Monitoring base* in OSS System which contains:
 - a. name of business actor;
 - b. project location (district);
 - c. realization of Investment; and
 - d. utilization of facilities, incentives and facilities for Investment.
- (6) The field inspection plan as referred to in paragraph (1) is prepared by the PM and PTSP Service Office and notified .
- (7) Based on the annual field inspection plan as referred to in paragraph (6), the Region adjusts the location and the Business Actor whose field inspection will be carried out through the OSS System no later than the second week of December.
- (8) In the event that the Business Actor and the location where the field inspection will be carried out have not been listed in the annual field inspection plan, the Region may add the Business Actor and the location to be supervised into the field inspection plan through the OSS System no later than the second week of December.
- (9) The PM service and PTSP can propose a list of Business Actors in their location in the annual field inspection plan through the OSS System.

- (10) Based on the additional list of Business Actors as referred to in paragraph (8), as well as the proposed list of Business Actors as referred to in paragraph (9) the PM and PTSP service offices update the annual field inspection plan on *the data Base* Supervision on the OSS System no later than the fourth week of December.
- (11) On the field inspection plan that has been determined, the OSS Institution notifies the Regional Government, at the beginning of the current year the field inspection will be carried out.
- (12) The OSS system will re-notify the field inspection plan to each implementing agency no later than 10 (ten) days prior to the scheduled field inspection.
- (13) In the event that the field inspection is not carried out according to the field inspection plan, the Region shall provide information to the coordinator according to his/her authority through the OSS System.
- (14) In carrying out field inspections, Regions are guided by the annual field inspection plan as referred to in paragraph (13).
- (15) Regions are prohibited from carrying out Supervision outside of the annual field inspection plan.

Part Six

Per supervisory work force

Article 24

The supervisory work force as referred to in Article 22 paragraph (2) letter b consists of:

- a. data, profiles, and information of business actors contained in the OSS system ;
- b. a letter of assignment for the executor of the field inspection ;
- c. visit notification letter;
- d. BAP;
- e. a list of questions for business actors related to the fulfillment of standards for the implementation of business activities and obligations; and/or
- f. other work tools needed in order to support the implementation of Supervision.

Paragraph 1

Data, Profile and Information Businessmen

Article 2 5

- (1) In carry out inspection field, Region using data, profiles and information Business Actors who can accessed on the OSS System.

- (2) Data, profile and information Business Actors as referred to in paragraph (1) contains at least:
- a. legality data Businessmen;
 - b. plan data general activity business;
 - c. NIB;
 - d. infrastructure data base;
 - e. Certificate Standards/Permissions;
 - f. Permissions Attempted For Support Activity Business;
 - g. Facility data Capital investment;
 - h. report data Businessmen;
 - i. evaluation obedience Businessmen;
 - j. BAP;
 - k. penalty;
 - l. complaint; and
 - m. column response.

P paragraph 2

Letter of Assignment and Notification Letter

Article 26

- (1) Executor of inspection field must be equipped device work in the form of letter assignments and letters notice visit as referred to in Article 24 letter b and letter c before carrying out routine field inspection activities.
- (2) The assignment letter as referred to in paragraph (1) is inputted *online* /in the network by the Region with the following details:
 - a. the name of the executor of the field inspection; and
 - b. Business Actors to be supervised, according to the format in the OSS System.
- (3) The format of the assignment letter as referred to in paragraph (2) is listed in Appendix I which is an integral part of this Regent's Regulation.
- (4) In the event that Supervision cooperates with a certified or accredited expert institution or profession, the involvement of the certified institution or profession is included in the letter of assignment.
- (5) The assignment letter as referred to in paragraph (2) shall be inputted no later than 4 (four) days before the date of the routine field inspection.
- (6) A visit notification letter will be issued and delivered to the Business Actor by the OSS System no later than 3 (three) days before the date of the routine inspection according to the format on the OSS System.

- (7) The format of the notification letter as referred to in paragraph (6) is listed in Attachment II which is an integral part of this Regent's Regulation.
- (8) In the event that there is a change in the contents of the assignment letter as referred to in paragraph (2), it can be done before the notification letter is submitted to the Business Actor.
- (9) The OSS Institution issues a letter of assignment and a notice of visit that can be downloaded by field inspectors on the OSS System.

Article 27

The implementation of supervision as referred to in Article 22 paragraph (1) letter b includes:

- a. routine; and
- b. incidental.

Article 28

- (1) In conducting field inspections of Business Actors, the supervisory implementer has the following duties:
 - a. submit a written notification no later than 3 (three) days before the date of the examination;
 - b. submit a letter of assignment to the Business Actor to be examined;
 - c. explain the intent and purpose to the Business Actor being examined;
 - d. conduct an examination of the suitability of the periodic reports with field conditions;
 - e. make minutes of examination and convey conclusions; and
 - f. maintain the confidentiality of Business Actor's information.
- (2) In carrying out field inspections of Business Actors as referred to in paragraph (1), the Supervision implementer has the authority to:
 - a. obtain information and/or make necessary notes;
 - b. check compliance with the fulfillment of obligations;
 - c. compiling copies of documents and/or documenting electronically;
 - d. carry out sampling and carry out testing; and/or
 - e. inspect the location of business activities and infrastructure and/or facilities.

Article 2 9

In the event that the implementation of the Supervision finds violations committed by the Business Actor, the supervisory implementer may stop the violation to prevent a bigger impact.

Article 30

- (1) Supervision of the implementation of compliance with standards that are technical in nature and require certain special competencies can be carried out in collaboration with professional institutions or experts who are certified or accredited as supervisors in accordance with the provisions of laws and regulations.
- (2) In the event that Supervision cooperates with a certified or accredited expert institution or profession as referred to in paragraph (1), the involvement of the certified institution or profession is included in the Supervision plan.
- (3) In the event that based on Supervision a violation is found by a Business Actor, a certified or accredited professional institution or professional shall report it to the Regional Government which assigns within a maximum period of 3 (three) days since a certified or accredited professional institution or professional discovers a violation committed by a Business Actor.
- (4) The Regional Government shall terminate the violation to prevent a bigger impact within a maximum period of 1 (one) day after receiving the report of the certified or accredited professional institution or professional as referred to in paragraph (3).

Article 31

- (1) Supervisors must have competencies that include abilities, skills, and knowledge of standards for implementing business activities.
- (2) The regions shall improve the competence of implementing Supervision as referred to in paragraph (1) to develop capabilities, skills, and knowledge in a sustainable manner.

Article 3 2

Indirect supervision as referred to in Article 2 5 letter b is carried out through document inspection.

Article 3 3

- (1) Routine supervision as referred to in Article 2 5 letter a is carried out periodically based on the level of business activity Risk and taking into account the level of compliance of Business Actor.
- (2) The routine supervision as referred to in paragraph (1) is carried out through:
 - a. Business Actor reports; and
 - b. field inspection.
- (3) Routine supervision through Business Actor reports as referred to in paragraph (2) letter a is carried out on reports submitted by Business Actors to the Regions that contain Business Actor's compliance with:
 - a. business implementation standards; and
 - b. development of business activities.
- (4) The report on the development of business activities as referred to in paragraph (3) letter b contains:
 - a. realization of Investment and manpower at the stage of development and commercial every 3 (three) months; and
 - b. realization of production, social and environmental responsibility (*Corporate Social Responsibility*), implementation of business partnerships at the commercial stage, and organizing training and transferring technology to Indonesian workers as companions, at the commercial stage every 1 (one) time in 1 (one) year .
- (5) Routine supervision through field inspections as referred to in paragraph (2) letter b is carried out by the Regions in the form of physical visits or through virtual.
- (6) The field inspection as referred to in paragraph (2) letter b includes:
 - a. administrative and/or physical inspection of the fulfillment of business activity standards and/or product/service standards;
 - b. testing; and/or
 - c. coaching in the form of mentoring and counseling.
- (7) Implementing field inspections must be accompanied by a letter of assignment from the Region.

- (8) Field inspections by supervisors are carried out at most:
 - a. for low and medium low risk, implemented 1 (one) time in 1 (one) year for each business location; and
 - b. for medium to high and high risk, carried out 2 (two) times in 1 (one) year for each business location.
- (9) In the event that based on the results of the assessment on routine supervision that has been carried out previously, the Business Actor is deemed compliant, the field inspection as referred to in paragraph (2) letter b shall be carried out :
 - a. for low and medium low risk, not done; and
 - b. for medium to high and high risk, carried out 1 (one) time in 1 (one) year for each business location.
- (10) The field inspection as referred to in paragraph (2) letter b, the results shall be stated in the official report of the inspection and signed by the field inspection executor and the Business Actor.
- (11) The official report as referred to in paragraph (10), is accompanied by the conclusion of the results of the field inspection.
- (12) The filling and signing of the minutes as referred to in paragraph (10) is done electronically on the OSS System or manually by the field inspection executor and Business Actor.
- (13) In the event that the filling and signing of the official report as referred to in paragraph (10) is carried out electronically on the OSS System, the results of the field inspection are reported by filling out an electronic form containing the conclusions of the results of the field inspection by the field inspector.
- (14) In the event that the filling and signing of the minutes as referred to in paragraph (10) is done manually, the results of the field inspections are reported by filling out an electronic form containing the conclusions of the results of the field inspections on the OSS System and uploaded to the OSS System by the executor of the field inspection no later than 3 (three) days after the signing of the minutes.

Article 34

- (1) The incidental supervision as referred to in Article 2 5 letter b is the supervision carried out by the region at a certain time.

- (2) Incidental surveillance can be carried out through field inspections or virtually.
- (3) The incidental supervision as referred to in paragraph (1) is carried out based on complaints from the public and/or business actors whose identity is guaranteed by the Region.
- (4) Complaints from the public as referred to in paragraph (3) must be submitted correctly and can be accounted for.
- (5) Submission of public complaints as referred to in paragraph (4) is carried out by:
 - a. directly to the Central Government or Regional Governments; and/or
 - b. indirectly delivered by:
 - 1) in writing to the Central Government or Regional Governments; or
 - 2) electronically through the OSS System or the complaint channel provided.
- (6) The OSS Institution shall formulate procedures for managing public complaints electronically through the OSS System as referred to in paragraph (5) letter b number 2.
- (7) Regions follow up on community complaints on their own or together with other ministries/agencies.
- (8) Implementing field inspections must be accompanied by a letter of assignment from the Regional Government.
- (9) The results of incidental supervision must be uploaded to the OSS System by the person in charge of implementing the field inspection.
- (10) The incidental supervision as referred to in paragraph (1) is carried out at any time and is closed.

Article 35

- (1) The results of the supervision implementation are stated in the BAP and signed by the field inspection executor and business actors at the project site .
- (2) The filling and signing of the BAP as referred to in paragraph (1) is done electronically on the OSS system.
- (3) The BAP as referred to in paragraph (1) contains technical and administrative compliance assessment indicators .
- (4) format as referred to in paragraph (1) is listed in Appendix III which is an integral part of this Regent's Regulation.

Article 36

- (1) The Regional Government, in accordance with its authority, evaluates the results of supervision .
- (2) The evaluation as referred to in paragraph (1) is carried out by evaluating the results of the implementation of supervision processed based on the indicators in the Supervision.
- (3) The data processing as referred to in paragraph (2) is carried out to determine the level of compliance of the Business Actor and to evaluate the Risk-Based Business Licensing.
- (4) Based on the evaluation of the results of supervision as referred to in paragraph (1), the Regional Government shall submit a report on the assessment of the results of supervision electronically on the OSS System.
- (5) Based on the Supervision result assessment report as referred to in paragraph (3), the OSS System shall:
 - a. processing of data and/or information for periodic review or evaluation of the determination of the risk level of business activities;
 - b. adjustment of the intensity of field inspections on Supervision; and
 - c. Business Actor profile updates.
- (6) Business Actors can access or obtain information related to the adjustment of the intensity of field inspections on routine supervision and updating the profile of Business Actors as referred to in paragraph (4) letter b and letter c on the OSS System.

CHAPTER V II
COORDINATION

Article 37

- (1) In administering Business Licensing, the PM and PTSP offices can coordinate.
- (2) The implementation of the coordination of Business Licensing as referred to in paragraph (1) relates to:
 - a. type, form, and value of investment;
 - b. implementation of Norms, Standards, Procedures and Criteria;
 - c. national and/or provincial strategic policies;
 - d. environmental impact;

- e. spatial impact;
 - f. impact across districts/cities; and/or
 - g. finance and technology.
- (3) The coordination as referred to in paragraph (1) is carried out by:
 - a. Investment Coordinating Board and/or Provincial Investment Coordinating Board;
 - b. Provincial government; and
 - c. Related Regional Devices.
 - (4) The coordination as referred to in paragraph (1) is carried out through:
 - a. coordination meetings;
 - b. field trip; and/or
 - c. other forms and means of coordination.
 - (5) The coordination as referred to in paragraph (1) can be carried out routinely or incidentally.

CHAPTER VI II REPORTING AND SETTLEMENT OF OBJECTIONS

Part One Reporting Article 38

- (1) The Regent submits a report on the Implementation of Business Licensing in the Regions to the Governor as the representative of the Central Government.
- (2) The report as referred to in paragraph (1) shall at least contain:
 - a. the number of permits issued;
 - b. investment plan and realization; and
 - c. constraints and solutions.
- (3) The report as referred to in paragraph (1) is carried out periodically every 3 (three) months.
- (4) The report as referred to in paragraph (1) is used as a material for evaluation and guidance to improve the performance of the PM and PTSP Service which is carried out by the Governor as the representative of the Central Government.

The second part
Objection Resolution

Article 3 9

- (1) Objections to the implementation of Business Licensing with regard to:
 - a. substance; and
 - b. procedure.
- (2) The substance of the objection as referred to in paragraph (1) letter a relates to:
 - a. financing;
 - b. time;
 - c. service quality; and/or
 - d. quality of government apparatus .
- (3) The procedure for objections to the implementation of a Business Licensing as referred to in paragraph (1) letter b is carried out by:
 - a. preparation of evidence;
 - b. submitted to the Department of PM and PTSP and/or related government agencies;
 - c. conduct acceptance, examination and assessment of objections; and
 - d. determine the answer to the objection.

Article 40

- (1) Settlement of objections is carried out quickly, precisely, orderly, thoroughly, transparently and can be accounted for.
- (2) Settlement of objections as referred to in paragraph (1), with the following stages at least:
 - a. receive complaints on the Business Licensing service, check the completeness of the complaint documents, respond to, and provide receipts to the complainants;
 - b. reviewing, classifying, and prioritizing the resolution of complaints;
 - c. process the settlement of each complaint in terms of the substance of the complaint directly related to the Business Licensing service;
 - d. in the event that the substance of the complaint is not under the authority of the PM and PTSP Service, the complaint is channeled to the head of the relevant Regional Apparatus;

- e. convey information and/or responses to the complainant and/or related parties;
 - f. recording and reporting the results of complaint management; and
 - g. monitoring and evaluation of complaint management.
- (3) The PM and PTSP offices and/or related agencies are required to settle objections in accordance with the provisions of the legislation.

CHAPTER IX INFORMATION SYSTEMS

Article 4 1

- (1) The PM and PTSP offices are obligated to organize and develop a Business Licensing information system.
- (2) The information system as referred to in paragraph (1) is carried out openly and easily accessible to the public.
- (3) The implementation of information management as referred to in paragraph (2) shall at least:
 - a. receive requests for information services; and
 - b. provide and provide information related to business licensing services.
- (4) The information service as referred to in paragraph (1) is carried out through electronic media and print media and is free of charge.

Article 4 2

- (1) Counseling to the public as referred to in Article 9 paragraph (2) letter d, includes:
 - a. the rights and obligations of the Regional Government and the community towards the Business Licensing service;
 - b. benefits of Business Licensing for the community;
 - c. Business Licensing service requirements and mechanisms;
 - d. time and place of service; and
 - e. business activity risk level.
- (2) The implementation of outreach to the community is carried out through:
 - a. electronic media;
 - b. print media; and/or
 - c. meeting.

- (3) The implementation of the extension as referred to in paragraphs (1) and (2) is carried out by DPMPTSP in coordination with technical regional apparatuses periodically.

Article 4 3

- (1) Consulting services as referred to in Article 9 paragraph (2) letter e, at least:
- a. technical consulting service type Licensing Attempted;
 - b. consultation on legal aspects of Business Licensing; and
 - c. technical assistance.
- (2) The consultation service as referred to in paragraph (1) is carried out in the provided consultation room and/or *online* /in the network.
- (3) The consultation service as referred to in paragraph (1) is carried out by the PM and PTSP Office in coordination with the technical regional apparatus interactively.

CHAPTER X COMPLAINTS MANAGEMENT

Article 44

- (1) The management of public complaints is carried out quickly, accurately, transparently, fairly, non-discriminatoryly, and free of charge.
- (2) The management of public complaints as referred to in paragraph (1) is carried out in stages:
- a. receive and give receipts;
 - b. check the completeness of documents;
 - c. classifying and prioritizing completion;
 - d. review and respond;
 - e. administer;
 - f. report results; and
 - g. monitor and evaluate.

Article 45

- (1) The PM and PTSP offices provide complaint facilities to manage public complaints related to Business Licensing services.

- (2) The means of complaint as referred to in paragraph (1) must be easily accessible and accessible by the public by seeking the use of information and communication technology.

CHAPTER XI
COMMUNITY PARTICIPATION

Article 46

- (1) The community can participate in the administration of Business Licensing.
- (2) Community participation as referred to in paragraph (1) includes:
- a. submit suggestions and input;
 - b. provide technical assistance;
 - c. carry out capacity building;
 - d. information dissemination;
 - e. information technology development;
 - f. legal and non-binding financial assistance; and/or
 - g. conduct monitoring related to the implementation of business activities .

CHAPTER XII
FUNDING

Article 47

Funding for the implementation of Business Licensing in the Regions is borne by the Regional Revenue and Expenditure Budget.

CHAPTER XI II
TRANSITIONAL TERMS

Article 48

- (1) When Regulation Regent this start apply provision implementation Permissions Managed effort in This Regent 's Regulation excluded for Licensing Business Actors Try it has approved and valid effective before This Regent 's Regulation apply including requirements that have been fulfilled; and
- (2) Business actors who have get Permissions Attempted however not yet apply effective before This Regent 's Regulation apply, Permissions Attempted processed in accordance with provision in Regent 's Regulation .

Article 49

At the time this Regent Regulation comes into force:

- a. Business Actors who have obtained access rights prior to the enactment of this Regent Regulation shall update access rights data on the OSS System; and
- b. on the update of access rights data as referred to in letter a, the OSS System provides notification to Business Actors via registered electronic mail.

CHAPTER XIV
CLOSING

Article 50

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

In order for everyone to know it , ordering the promulgation of this Regent Regulation by placing it in the Sukoharjo Regency Gazette.

Set in Sukoharjo
on July 16 , 2021

SUKOHARJO REGENT,

signed.

ETIK SURYANI

Promulgated in Sukoharjo
on July 16, 2021

REGIONAL SECRETARY
SUKOHARJO DISTRICT ,

signed.

WIDODO

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