

STEP 1 – Indonesia Business Visa Pack

Checklist for Requirements

Please send the following to [GulfVisa's address](#):

- Passport.**
 - valid for at least 6 months beyond date of planned entry + at least one blank visa page.
- One recent passport-sized photo.**
 - must have a white background.
- A fully completed and signed application form.**
 - You need to complete the form online, then print it and sign it once complete.
 - Link for the form is <https://consular.indonesianembassy.org.uk/visa/>
- An original business introduction letter from your UK company.**
 - see **page 2** of this Pack for a template to know what should be included.
- A copy of the letter of invitation from the Indonesian host company.**
 - see **page 3** of this Pack for a template to know what should be included.
- Recent bank statement showing a minimum of £1000.**
- A copy of the flight itinerary showing return flights.**
- Proof of accommodation for the whole duration of the intended stay in Indonesia (e.g. hotel booking).**

Additional requirements only for those applying for multiple-entry visas:

- Please provide a copy of the visa approval form authorized by the Indonesian Immigration Department.**
 - please contact your Indonesian host company regarding how to obtain this approval.

[Once completed, please follow STEPS 2 and 3 on the GulfVisa website page \(click here\)](#)

Address: GulfVisa Ltd, 17 Hanover Square, Mayfair, W1S 1HU, UK

UK Company Letterhead

The Embassy of the Republic of Indonesia,
30 Great Peter Street,
London SW1P 2BU

<Date>

Dear Sir/Madam,

This letter is to confirm that <UK Company Name> will sponsor <Applicant Name> for a <single/multiple entry> Business visa for <Duration>

<Applicant Name> is working on our company as a <Job Title> since <Date>

<Applicant Name> wishes to visit <Name of Company you plan to visit in Indonesia> for business discussions on <date>.

<UK Company Name> will bear all travel expenses, accommodation and maintenance costs for <Applicant Name>

Please do not hesitate to contact us if you need any more information.

Yours sincerely,

<Signature>

<Name of applicant's supervisor or the company's HR department or Manager of Department or Company Director>

<Signee Job title>

Insert Indonesian Company Letterhead

(required to be on company letterhead paper)

The Embassy of the Republic of Indonesia,
30 Great Peter Street,
London SW1P 2BU

<Date>

Dear Sir/Madam,

This letter is to confirm that our company is inviting <insert invitees full name as found on passport> from <name of company UK company> in the United Kingdom to visit us in Indonesia for business purposes, involving <state purposes of journey>. We are requesting a <single/multiple> entry visa valid between <insert the dates the visa is required to be valid for>. The desired date of entry for our invitee is <entry date> and date of exit is <exit date>.

Note: The letter of invitation should match the business introduction letter in terms of all personal information and details of visa (required number of entries, duration of validity and entry and exit dates)

Please find their relevant personal information below:

Nationality:

Passport number:

Passport issue date:

Passport expiry date:

Please contact us if you need any further information.

Yours sincerely,

<Signature>

<Name and job title of signee>

