

50,000+
Businesses
Served

60+
Offices
Globally

450+
Team Members
Globally

**YOUR ASEAN
BUSINESS LAUNCHPAD**

Empowering Businesses since 2008

- Company Incorporation
- Accounting & Tax Filing
- Business Permits & Licenses
- Visa & Work Permits
- FDA & Trademark Registration
- Legal Services
- Service Office & Virtual Office
- Real Estate Services
- Business Matching
- Import / Export Service

We speak: English – Chinese – Thai – Russian – Burmese – Indonesian – Arabic – Kazakh

Thailand (HQ) | China | Dubai | Malaysia | Vietnam | Indonesia | Philippines

unionspace.co.th
(+66) 02 036 0600

INDONESIA COMPANY SETUP

CAN BE 100% OWNED BY FOREIGNERS FOR MOST INDUSTRIES

Key Facts about starting a business in Indonesia

1. Minimum Company Requirements

- A PT PMA must have at least one Director, and must be an Indonesian resident with a valid stay permit and NPWP.
- A limited liability company (PT or PT PMA for foreign investors) requires at least 2 shareholders (individuals or corporate entities) at all time.
- A company must have at least one commissioner can be local or foreigners and shareholders can also be the commissioners.
- A registered office address in Indonesia is required for incorporation and regulatory filings.

2. Easy Incorporation from Overseas

- Company can be fully incorporated remotely, even if you are not in Indonesia.

3. Corporate Bank Account Requirements

- Corporate bank account opening requires company incorporation documents, NIB, NPWP, director identification, and board resolution.
- Personal appearance of authorized signatory is typically required.

4. Mandatory Corporate Secretary

- For PT PMA (foreign-owned private company), corporate Secretary is NOT required by law.

5. Tax System Overview

- Indonesia corporate income tax is 22%, VAT is 11%, and companies must comply with monthly and annual tax filings.
- Employers are required to withhold employee tax and register with BPJS for social security compliance.

We speak: English – Chinese – Thai – Russian – Burmese – Indonesian – Arabic – Kazakh

INDONESIA COMPANY SETUP

CAN BE 100% OWNED BY FOREIGNERS FOR MOST INDUSTRIES

Key Facts about starting a business in Indonesia

6. Compliance Requirements

- Companies must register for a Tax Identification Number (NPWP) with the Directorate General of Taxes (DJP) upon incorporation.
- Companies must maintain proper accounting records, prepare annual financial statements, and file annual corporate income tax returns.
- Monthly tax filings (VAT and withholding tax, if applicable) are required in compliance with Indonesian tax regulations.
- Companies must register employees with BPJS Kesehatan (Health insurance system) and BPJS Ketenagakerjaan (Employment / worker insurance system) upon hiring and remit mandatory social security contributions.

7. Flexible Ownership Structure

- Shareholders may be individuals (natural persons) or corporate entities, local or foreign.
- Shareholders may be 100% foreigners or a mix of locals and foreigners.

8. Paid-Up Capital

- The required investment commitment is IDR 10 billion, with a minimum paid-up capital of IDR 2.5 billion.
- The paid-up capital may be injected gradually and reported through quarterly LKPM, with no fixed deadline.

9. Business Licensing

- Certain regulated industries (such as F&B, import/export, education, hospitality, and others) require additional sector-specific licenses through the OSS-RBA system before commencing operations.
- Regulated sectors (e.g., F&B, import/export, education, hospitality) require additional licenses prior to operation.

We speak: English – Chinese – Thai – Russian – Burmese – Indonesian – Arabic – Kazakh

INDONESIA COMPANY SETUP

CAN BE 100% OWNED BY FOREIGNERS FOR MOST INDUSTRIES

Overview of the cost to start and maintain a Company in Indonesia

STANDARD PACKAGE

(Company Registration Service Only)

- Company Name Search
- Drafting of Deed of Establishment (AKTA)
- Obtain Approval from Ministry of Law and Human Resources (MOLHR)
- Register your Company Tax ID (NPWP)
- Processing Business Registration Number (NIB) & PKKPR verification

One-time
Fee of

THB
69,200

Includes 1 year Chinese / Thai / English support

BASIC PACKAGE

(Standard Package + VO Service)

- Gov't approved Virtual Office for 1 year
- Mail Handling and Notification Service
- Meeting room usage of 5 hours per year & full office facilities (tea, coffee, etc)
- Access to 35+ locations all over Indonesia

One-time
Fee of

THB
81,500

Includes 1 year Chinese / Thai / English support

PREMIUM PACKAGE

(Basic Package + Phone call + Advanced full office facilities)

- Dedicated Phone Number with Professional Call Answering Service
- Full office facilities: 8 hrs of Workspace, 8 hrs of Meeting Rooms and 3 hrs of Private Offices usage per month, and 4 hours of hellolive usage for 1 year

One-time
Fee of

THB
124,500

Includes 1 year Chinese / Thai / English support

Note:

- Minimum deposit requirement of IDR 100,000,000 is subject to bank policy and may vary depending on the bank selected.
- Client's physical presence is required for corporate bank account opening.
- Foreign directors who reside and work in Indonesia are required to obtain a valid KITAS (Limited Stay Permit) and local Tax ID (NPWP).

We speak: English – Chinese – Thai – Russian – Burmese – Indonesian – Arabic – Kazakh

Thailand (HQ) | China | Dubai | Malaysia | Vietnam | Indonesia | Philippines

unionspace.co.th
(+66) 02 036 0600

INDONESIA COMPANY SETUP

CAN BE 100% OWNED BY FOREIGNERS FOR MOST INDUSTRIES

Overview of the cost to start and maintain a Company in Indonesia

ELITE PACKAGE

(Premium Package + Phone call + Advanced facilities + KITAS VISA Services)

- E-Visa for 1 person
- KITAS application for 1 person (valid for 2 year)
- Certificate of Existence Report
- Personal TAX ID (NPWP)

One-time
Fee of
THB
179,000

Includes 1 year Chinese / Thai /
English support

COMPLETE PACKAGE

(Elite Package + Virtual office upgrade from 1 year to 2 years plan package)

- All-in-one inclusive services
- Gov't approved Virtual Office for 2 years

One-time
Fee of
THB
185,000

Includes 1 year Chinese / Thai /
English support

Note:

- Minimum deposit requirement of IDR 100,000,000 is subject to bank policy and may vary depending on the bank selected.
- Client's physical presence is required for corporate bank account opening.
- Foreign directors who reside and work in Indonesia are required to obtain a valid KITAS (Limited Stay Permit) and local Tax ID (NPWP).

We speak: English – Chinese – Thai – Russian – Burmese – Indonesian – Arabic – Kazakh

Thailand (HQ) | China | Dubai | Malaysia | Vietnam | Indonesia | Philippines

unionspace.co.th
(+66) 02 036 0600

INDONESIA COMPANY SETUP

CAN BE 100% OWNED BY FOREIGNERS FOR MOST INDUSTRIES

Overview of the cost to start and maintain a Company in Indonesia

MANDATORY

Bank Account Opening

THB 15,000 (ONE-TIME FEE)

Local Phone Number Service

THB 5,000 (ONE-TIME FEE)

OPTIONAL

Monthly Accounting & Tax
Filing Service

FROM THB 15,000/MONTH

Virtual Office Renewal

FROM THB 27,000/YEAR

KITAS Worker

**THB 65,000+ DPKK THB 48,000
(OR USD 1,200)/ WORKER**

WLK Registration

THB 12,000

Note:

- Minimum deposit requirement of IDR 18,000,000 is subject to bank policy and may vary depending on the bank selected.
- Client's physical presence is required for corporate bank account opening.
- Foreign directors who reside and work in Indonesia are required to obtain a valid KITAS (Limited Stay Permit) and local Tax ID (NPWP).

We speak: English – Chinese – Thai – Russian – Burmese – Indonesian – Arabic – Kazakh

INDONESIA ACCOUNTING SERVICES



Local Licensed Accountant with Thai, English, Burmese, Russian, Indonesia, Malay, Tagalog, Kazhk, Communication Assistance

Overview of the cost to start Accounting Services in Indonesia

ACCOUNTING & TAX SERVICES

SERVICES	SCOPE OF SERVICES	PRICES
SILVER PACKAGE	- Preparing all applicable tax submission (Article 21, 26, 23, 4(2) and VAT) - Tax Consultation - Monthly tax filing	THB 16,500/ Month
GOLD PACKAGE	- Monthly tax and accounting compliance - Tax and accounting consultation - Preparing all applicable tax submission (Article 21, 26, 23, 4(2) and VAT) - Monthly tax filing - Bookkeeping and transaction processing - Financial Statement (Profit & Loss and Balance Sheet)	THB 26,500/ Month
PLATINUM PACKAGE	- Tax and accounting consultation - Preparing all applicable tax submission (Article 21, 26, 23, 4(2) and VAT) - Monthly tax filing - Bookkeeping and transaction processing - Financial Statement (Profit & Loss and Balance Sheet) - Monthly payroll processing & reporting - Employee registration and de- registration (BPJ	THB 36,500/ Month

We speak: English – Chinese – Thai – Russian – Burmese – Indonesian – Arabic – Kazakh

Thailand (HQ) | China | Dubai | Malaysia | Vietnam | Indonesia | Philippines

unionspace.co.th
(+66) 02 036 0600

INDONESIA ACCOUNTING SERVICES



Local Licensed Accountant with Thai, English, Burmese, Russian, Indonesia, Malay, Tagalog, Kazhk, Communication Assistance

Overview of the cost to start Accounting Services in Indonesia

ACCOUNTING & TAX SERVICES

SERVICES	SCOPE OF SERVICES	PRICES
ACCOUNTING	- Bookkeeping & Transaction Processing - Financial Reporting	THB 17,500/ Month
Annual Corporate Income Tax Return	- Tax consultation - Calculate tax (Article 29 and 25) - Prepare the SPT Form – 1771	THB 19,500/ Month
Annual Individual Income Tax Return	- Tax consultation - Prepare the Form – 1770 Note: People who holds Personal TAX ID (NPWP) need to pay Income Tax	THB 14,500/ Month

PAYROLL SERVICES

SERVICES	SCOPE OF SERVICES	PRICES
PAYROLL	- Employee BPJS registration & de-registration - Salary calculation - Tax calculation & reporting (Including religious holiday allowance, bonus, or incentive) - Payslip	THB 16,500/ Month

We speak: English – Chinese – Thai – Russian – Burmese – Indonesian – Arabic – Kazakh

INDONESIA ACCOUNTING SERVICES



Local Licensed Accountant with Thai, English, Burmese, Russian, Indonesia, Malay, Tagalog, Kazhk, Communication Assistance

Overview of the cost to start Accounting Services in Indonesia

SERVICES	SCOPE OF SERVICES	PRICES
BPJS Registration (Indonesia’s national social security system)	• BPJS Registration • BPJS Certificate • Add employee	THB 18,000 (One-Time Fee)
Note:	After the company and employees have been registered with BPJS, the client may choose the Platinum Package (includes employee registration and deregistration updates, as well as the preparation and issuance of monthly BPJS contribution e-billing) for ongoing monthly BPJS administration support. This service	
PLATINUM PACKAGE	• Tax and accounting consultation • Preparing all applicable tax submission (Article 21, 26, 23, 4(2) and VAT) • Monthly tax filing • Bookkeeping and transaction processing • Financial statement (Profit&Loss and Balance Sheet) • Monthly payroll processing & reporting • Employee registration and de-registration (BPJS)	THB 36,500/ Month

- Note:
- Fees exclude 7% VAT and disbursement fees (if any).
 - Get 1 additional month and annual tax return for free when you prepay for 1 year
 - The monthly BPJS contribution fee depends on the number of employees and the employees’ wages.

We speak: English – Chinese – Thai – Russian – Burmese – Indonesian – Arabic – Kazakh

Thailand (HQ) | China | Dubai | Malaysia | Vietnam | Indonesia | Philippines

unionspace.co.th
(+66) 02 036 0600

INDONESIA REPRESENTATIVE OFFICE

Set Up a 100% foreign owned Representative Office in Indonesia within 14 days

Overview of the cost to start and maintain a Representative Office in Indonesia

PREMIUM PACKAGE

- Representative Office Permit (Izin KPPA)
- Business Registration Number (NIB -Nomor Induk Berusaha)
- Tax Payer ID (NPWP)
- Gov't approved Virtual Office for 1 year
- Mail Handling and Notification Service
- Dedicated Phone Number with Professional Call Answering Service
- Full office facilities: 8 hrs of Workspace, 8 hrs of Meeting Room and 3 hrs of Private Office usage per month, 5 hrs of HelloLive usage per year
- Access to more than 35+ locations over Indonesia

Per Year
Fee of
THB
89,500

BASIC PACKAGE

- Representative Office Permit (Izin KPPA)
- Business Registration Number (NIB -Nomor Induk Berusaha)
- Tax Payer ID (NPWP)
- Gov't approved Virtual Office for 1 year
- Mail Handling and Notification Service
- Meeting room facilities of 5 hours per year
- Access to more than 35+ locations over Indonesia

Per Year
Fee of
THB
73,500

STANDARD PACKAGE

- Representative Office Permit (Izin KPPA)
- Business Registration Number (NIB -Nomor Induk Berusaha)
- Tax Payer ID (NPWP)

Per Year
Fee of
THB
62,500

Note:

- 14 working days to set up your Representative Office upon submission .
- The Director of the Head Company cannot represent as Chief of Representative Office.
- For Representative Office Registration, you are allowed to use locations in provincial capital cities, such as Jakarta, Medan, and Surabaya.

We speak: English – Chinese – Thai – Russian – Burmese – Indonesian – Arabic – Kazakh

Thailand (HQ) | China | Dubai | Malaysia | Vietnam | Indonesia | Philippines

unionspace.co.th
(+66) 02 036 0600

INDONESIA VIRTUAL OFFICE SERVICE

CAN BE 100% OWNED BY FOREIGNERS FOR MOST INDUSTRIES



Overview of the cost to start and maintain a Company in Indonesia

SILVER ADDRESS ONLY	GOLD ADDRESS + PHONE	PLATINUM ADDRESS + PHONE + CALL FORWARDING	VO PRO COMPLETE SOLUTION
✓ Prestigious Business Address ✓ Mail & Parcel Handling ✓ WA/Mail Notification for incoming parcel or mail ✓ Building domicile letter ✓ Complimentary Voucher Izin & Huqum 1 Hour Meeting Room Usage/Month X X X 5 Hours Live Box Free Used @selected center THB 7,000/ Monthly THB 25,000/ 12 Months THB 39,500/ 24 Months	✓ Everything in Silver ✓ Dedicated Local Telephone Number ✓ Professional Call Answering Service ✓ WA or Email Notification ✓ Complimentary Voucher Izin & Huqum 5 Hours Meeting Room Usage/Month 4 Hours Workspace Usage/Month X 2 Hours Hello Live Free Usage/Month 5 Hours Live Box Free Used @selected center THB 10,000/ Monthly THB 30,000/ 12 Months THB 49,500/ 24 Months	✓ Everything in Gold ✓ Free Call Transfer Worldwide ✓ Personalized Voicemail ✓ Complimentary Voucher Izin & Huqum 8 Hours Meeting Room Usage/Month 8 Hours Workspace Usage/Month 3 Hours Private Office Usage/Month 4 Hours Hello Live Free Usage/Month 10Hours Live Box Free Used @selected center THB 15,000/ Monthly THB 35,000/ 12 Months THB 59,500/ 24 Months	✓ Everything in Platinum ✓ 1- Year Signage ✓ G-Suite 1 Account for 1 Year ✓ Complimentary Voucher Izin & Huqum 15 Hours Meeting Room Usage/Month 15 Hours Workspace Usage/Month 10 Hours Meeting Room Usage/Month 8 Hours Hello Live Free Usage/Month 10Hours Live Box Free Used @selected center THB 25,000/ Monthly THB 40,000/ 12 Months THB 69,500/ 24 Months

INCLUDED IN ALL PACKAGES

Prestigious Business Address	Mail & Parcel Handling	Domicile Letter	Access All Centers	Tea & Coffee	Elegant Reception Service	Free Access to Seminars
------------------------------	------------------------	-----------------	--------------------	--------------	---------------------------	-------------------------

We speak: English – Chinese – Thai – Russian – Burmese – Indonesian – Arabic – Kazakh

Thailand (HQ) | China | Dubai | Malaysia | Vietnam | Indonesia | Philippines

unionspace.co.th
(+66) 02 036 0600