



# ONLINE SINGLE SUBMISSION (OSS) LICENSING SYSTEM



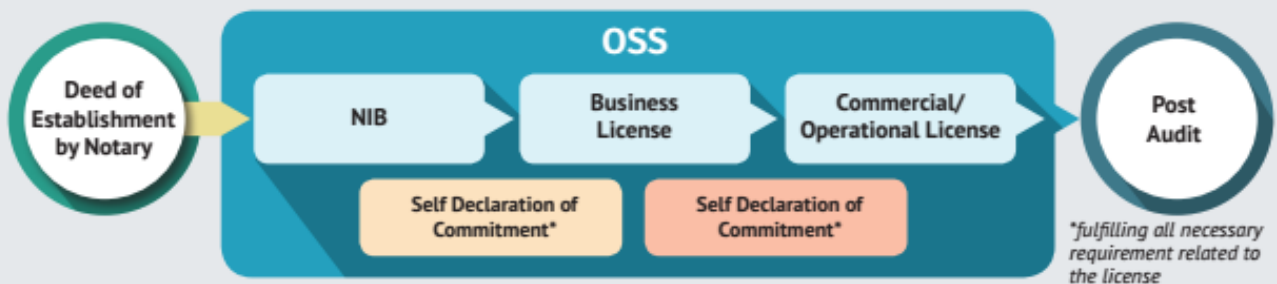
# Online Single Submission

## WHAT IS OSS

OSS stands for Online Single Submission which covers applications and issuance of business licenses through an integrated online system. OSS is based on the Regulation No. 24 of year 2018, and launched in July 9, 2018.

Businesses that are eligible for using OSS to obtain business license:

- An organization or an Individual;
- Micro, small, medium or large enterprise;
- A new business or one already in existence prior to the operation of OSS;
- A business with whole domestic capital or containing foreign capital.



## Within [www.oss.go.id](http://www.oss.go.id)

- Create User ID
- Log in into OSS system using user ID

Fill in data to obtain a Single Business Number (Nomor Induk Berusaha/NIB) e.g. company shareholders and BoD, entity and individual tax number, capital, business activity, foreign employee utilization plan

**New Business:** complete the process to register a business and to obtain business licenses

**Existing Business:** continue the process to obtain/extend/update business licenses

## NIB (NOMOR INDUK BERUSAHA)

NIB is a unique obligatory identifier of company registration. NIB also serves as:

- Certificate of Company Registration (Tanda Daftar Perusahaan, TDP);
- Importer Identification Number (Angka Pengenal Impor, API);
- Customs Identification Number (Nomor Identitas Kepabeanan, NIK).

## REQUIREMENTS NEEDED PRIOR TO ACCESSING OSS:

### Business entity:

- Single Identity Number (Indonesian Identity Card/KTP or Passport) which will be required to create user ID.
- All for-profit businesses must complete the process of incorporation at the Ministry of Law and Human Rights through AHU Online.
- Businesses and other legal entity owned by the state, public service agency or broadcasting agency shall prepare a legal basis for the incorporation of business entity.
- Individual:
- Individual businesses can access OSS by entering the Single Identity Number (Indonesian Identity Card/KTP or Passport) and other information required in registration form
- OSS will send two emails containing OSS account's user ID and password to registration and verification of OSS account.

Source: Indonesia Investment Coordinating Board (BKPM)



## About EIBN

The EIBN is a partnership project between five European bilateral chambers of commerce in Indonesia (BritCham, EKONID, EuroCham, IFCCI, INA) and two counterparts in Europe (EUROCHAMBRES, CCI Barcelona). EIBN's aim is to promote Indonesia and ASEAN as high potential trade and investment destinations among companies from all EU 28 member states – especially SMEs – and support them in their endeavor to explore the full market potential in Indonesia. The project was initiated and co-founded by the EU.



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