



MINISTRY OF FOREIGN AFFAIRS
REPUBLIC OF INDONESIA

JOB ORDER/DEMAND LETTER VERIFICATION MANUAL BOOK

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Chapter 1: INTRODUCTION

I. About The Application

This application is designed to facilitate the verification of Job Orders/Demand Letters for Indonesian Migrant Workers that are addressed to Indonesian Migrant Worker Placement and Protection Agency. Indonesian Migrant Worker Placement and Protection Agency is a business entity that has obtained written authorization from the government to provide placement services for Indonesian Migrant Workers abroad. A Job Order is a request letter for Indonesian Migrant Workers prepared by Business Partners or Employers. It serves as an official document to request the recruitment of Indonesian Migrant Workers for overseas employment.

II. Legal Basis

1. Minister of Foreign Affairs Regulation No. 5 of 2018 on the Protection of Indonesian Citizens Abroad
2. Law No. 18 of 2017 on the Protection of Indonesian Migrant Workers

III. Purpose

1. Provide information regarding the demand for Indonesian Migrant Workers
2. Ensure that the placement process meets protection and security standards for PMI as verified by the Indonesian Representative
3. Serve as a legal basis for P3MI in recruiting and placing Indonesian workers

IV. Target Users

1. Business Partner

Business enterprises incorporated in the destination country that function as intermediaries between Indonesian Migrant Worker Placement and Protection Agency and Employers

2. Employer

Government agencies, private legal entities, and/or individuals in the destination country that employ Indonesian Migrant Workers

Chapter 2: GETTING STARTED

I. Documents Required

A. Business Partner

Mandatory documents:

1. Business licence/business permit document
2. Company profile
3. Appointment letter assigning the person in charge of the Business Partner (in the required format)
4. Certificate of correctness

Supporting documents (Optional):

1. Copy of identity card of the person in charge
2. Statement letter from the person in charge declaring that they are not currently serving a prison sentence based on a legally binding court decision (in the required format)
3. Other supporting documents and/or requirements as determined by the Indonesian Representative in accordance with national laws and the laws of the destination country

B. Employer – Government Agency

Mandatory document:

1. Assignment letter for the person in charge of the employer of a government agency (in the required format)

Supporting documents (Optional):

1. Copy of employee card of the person in charge
2. Other supporting documents and/or requirements as determined by the Indonesian Representative in accordance with national laws and the laws of the destination country

C. Employer – Government/Private Legal Entity

Mandatory documents:

1. Business licence/business permit or equivalent document
2. Company profile

3. Appointment letter assigning the person in charge of the government or legal entity (in the required format)

Supporting documents:

1. Copy of identity card of the person in charge
2. Statement letter from the person in charge declaring that they are not currently serving a prison sentence based on a legally binding court decision (in the required format)
3. Other supporting documents and/or requirements as determined by the Indonesian Representative in accordance with national laws and the laws of the destination country

II. Accessing the application

Kindly access the official website through the following link:

<https://peduliwni.kemlu.go.id/employment/>

III. Account registration

1. Choose your company's registration type

Select whether you are registering as a Business Partner or as an Employer (Government Agency or Private Legal Entity).

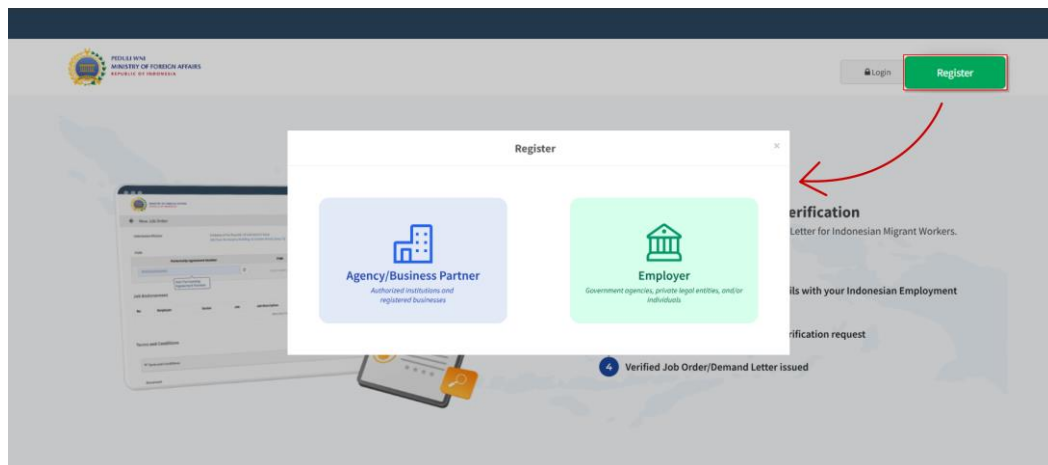


Figure 1 Register Account

2. Complete the company details

Fill in the company information form, including:

- Company name (as per official registration documents)
- Business license/business permit number

- Registered address
- Contact information (phone number, email, fax if available)

Registration Form

Profile Agency/Business Partner

Email *

Password *

Reentry Password *

Agency/Business Partner Name *

Address *

Postal Code

Phone Number

Fax

Website

Business License Number

1 Fill in the company email address and password that will be used to log in to the account

2 Fill in the company profile

Figure 2 The company details form

3. Complete the PIC (Person in Charge) informations

Provide details of the designated PIC, including:

- Full name (as in passport/ID)
- Position in the company
- Email address and phone number
- Copy of valid ID/passport

Person in Charge

Name of Director / Person in Charge *

Identity Number (Residence Card/Passport) *

Sex *

Nationality *

Address *

Mobile Phone Number**

Email *

3 Fill in the person in charge data of the company

Figure 3 The PIC informations

4. Upload the required documents

Attach all mandatory documents according to your registration type (see Required Documents section). Ensure that files are clear, in PDF/JPG/PNG format, and do not exceed the maximum file size.

The screenshot shows a 'Documents' section with a list of required documents. Each document has an 'Upload' button and a brief description. A blue callout box with the number '4' points to the 'Upload' buttons, with the text 'Upload the required documents'. At the bottom, there are 'Cancel' and 'Send' buttons. A blue callout box with the number '5' points to the 'Send' button, with the text 'Click "Send" to send the data'.

Document Type	Upload Button	Description
Business Permit/Business Registry *	Upload	related to migrant workers / foreign workers recruitment
Company Profile *	Upload	
Appointment Letter *	Upload	insert a appointment letter for the person in charge of government/private legal entity
	Download Template	
Certificate of Correctness *	upload	insert a statement letter of the correctness of the documents submitted
Company Logo *	Upload	Format: JPG, JPEG, PNG
Identity Card (Residence Card/Passport)	Upload	
Statement Letter	Upload	insert a statement letter of the person in charge not being sentenced to imprisonment
	Download Template	
Other Document	Upload	

Format Document: JPG, JPEG, PNG, PDF
Max 5MB

Figure 4 The required documents

5. Activation your account

After submission, an activation link will be sent automatically to the registered email address:

- Open your email inbox
- Click the activation link provided
- Once confirmed, your account will be activated and ready for login

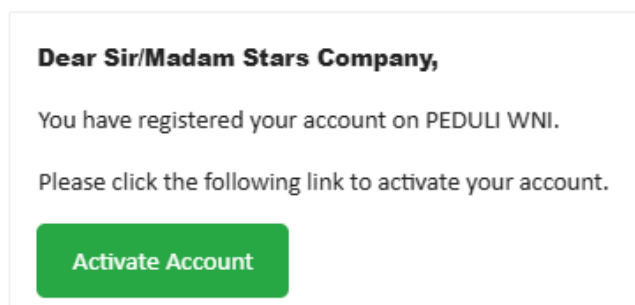


Figure 5 Account Activation

IV. Login Account

Use your registered email and password to log in.

1. Open the application page at <https://peduliwni.kemlu.go.id/employment/>
2. Enter the email address you used during registration
3. Input the password you created during registration
4. Type the captcha code shown on the screen
5. Click the Login button to access the system dashboard

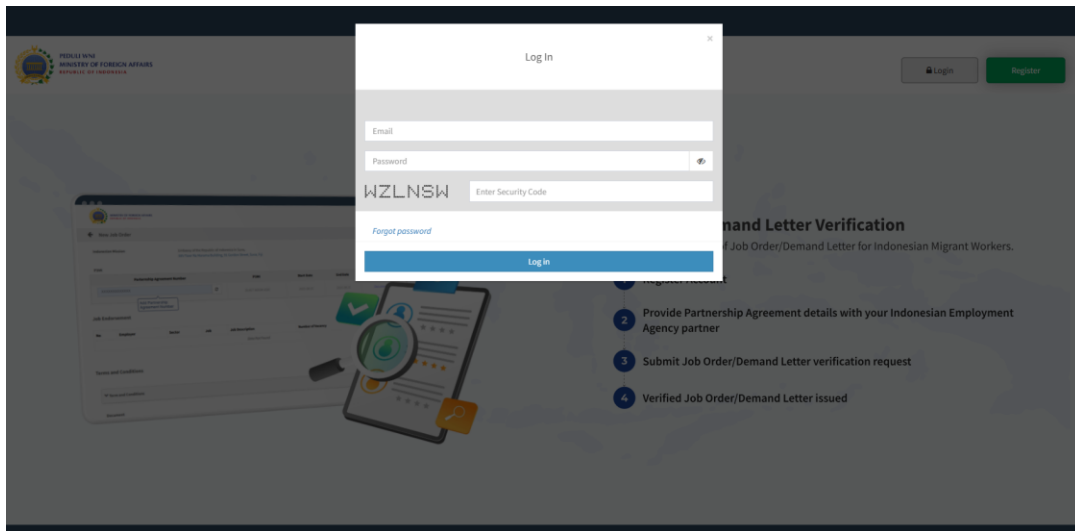


Figure 6 Login account

Note:

If you forget your password, use the “Forgot Password” feature to reset it via the registered email.

Chapter 3: APPLICATION OVERVIEW

I. Homescreen

The homescreen displays the application dashboard, providing a brief overview of the Job Order/Demand Letter verification process for Indonesian Migrant Workers, and providing access to the main available services, namely login and registration.

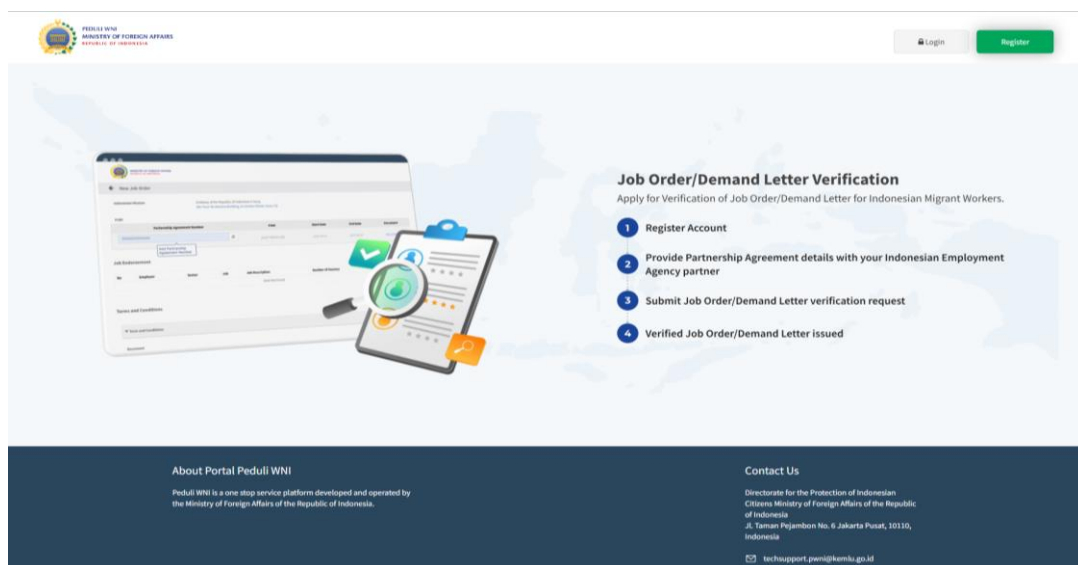


Figure 7 Homescreen

II. Navigation bar

The main dashboard provides access to services including:

A. Account Details

Allows users to view their registered account profile and ensure that company and Person in Charge (PIC) information is accurate and up to date.

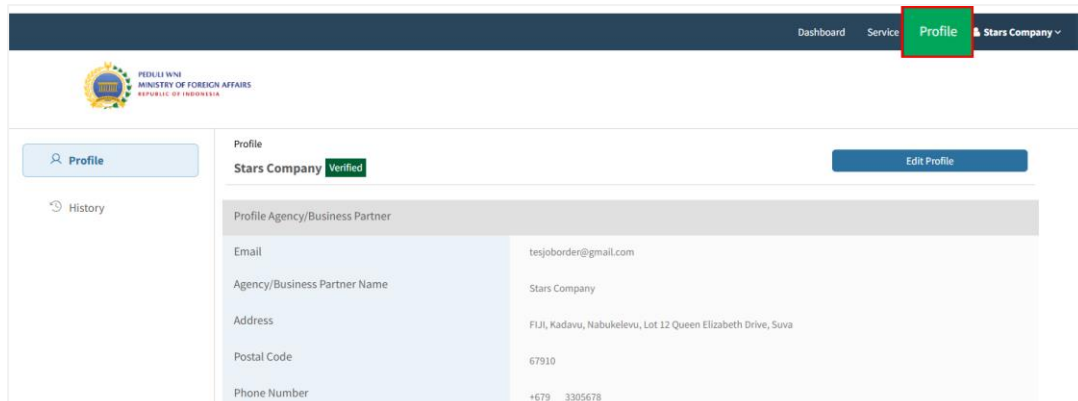


Figure 8 Profile menu

B. Service

1. Partnership Agreements

Enables users to add and manage partnership agreements that have been legalized by the Indonesian Representative, these documents form the basis for submitting Job Orders or Demand Letters.

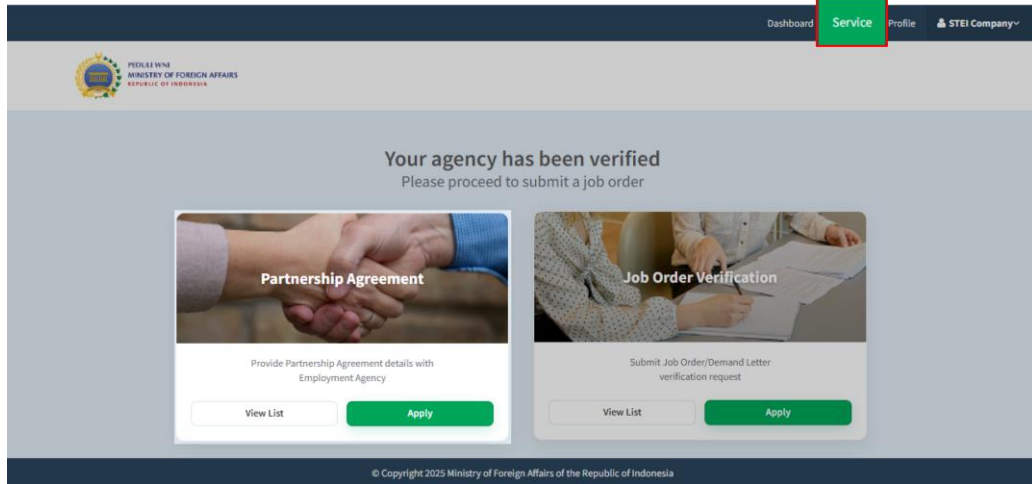


Figure 9 Service menu - Partnership agreement

2. Job Order/Demand Letter

Enables users to create and submit Job Orders or Demand Letters by entering job specifications (position, number of workers, terms and conditions) and attaching the required supporting documents.

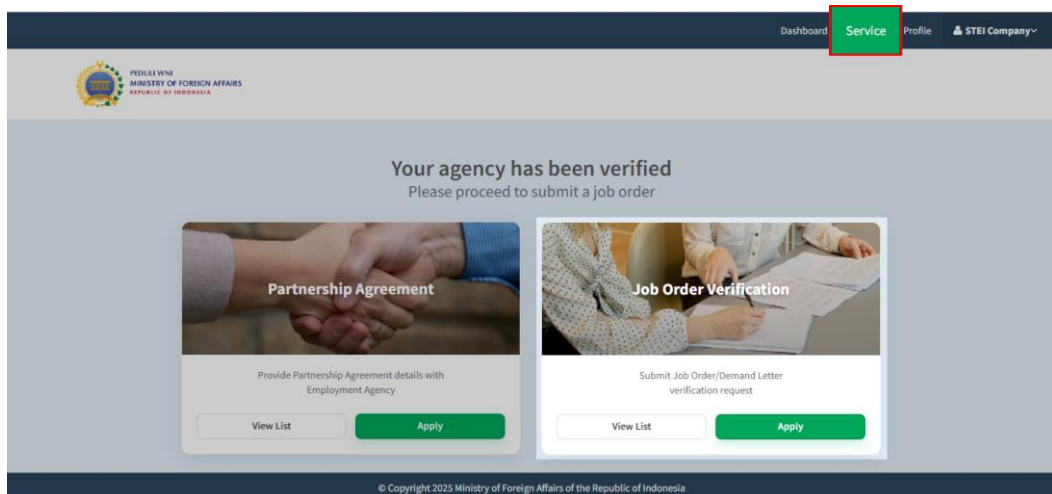


Figure 10 Service menu - Job Order/Demand Letter

Chapter 4: FEATURES GUIDE

I. Submit Partnership Agreement

1. Open the “Service” menu
2. Click the “Apply” button under the Partnership Agreement section

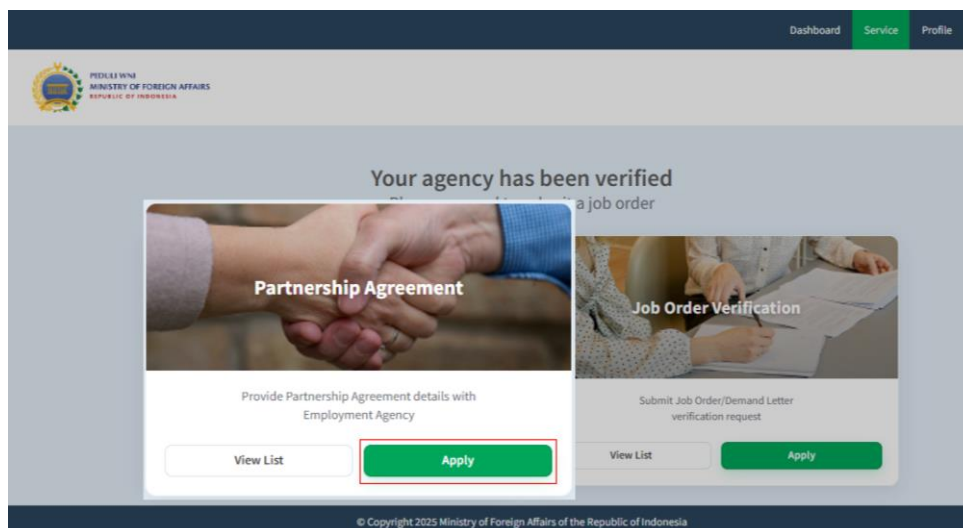


Figure 11 Apply partnership agreement

3. Complete the submission form:
 - Enter the details of the partnership agreement
 - Upload the partnership agreement document that has been legalized by the Indonesian Representative

A screenshot of a web form titled 'Add Partnership Agreement'. The form contains several input fields: 'Partnership Agreement Number', 'Periode' (with a date range selector), 'P3MI's Name', 'Telephone/Fax', and 'Address'. There is also a 'Document' section with an '+ Add Document' button and a note 'Upload the partnership agreement document with P3MI' and 'Format : JPG, PNG, PDF, DOC, DOCX'. At the bottom of the form are 'Cancel' and 'Save' buttons. Callout boxes provide instructions: 'Fill in the Partnership Agreement Number' points to the first field; 'Enter the date of the partnership agreement with P3MI' points to the 'Periode' field; 'Select the P3MI's name' points to the 'P3MI's Name' field; and 'Will be automatically filled based on the selected P3MI' points to the 'Telephone/Fax' and 'Address' fields.

Figure 12 Partnership agreement form

II. Request Job Order/Demand Letter

1. Open the “Service” menu
2. Click the “Apply” button under the Job Order Verification Letter section

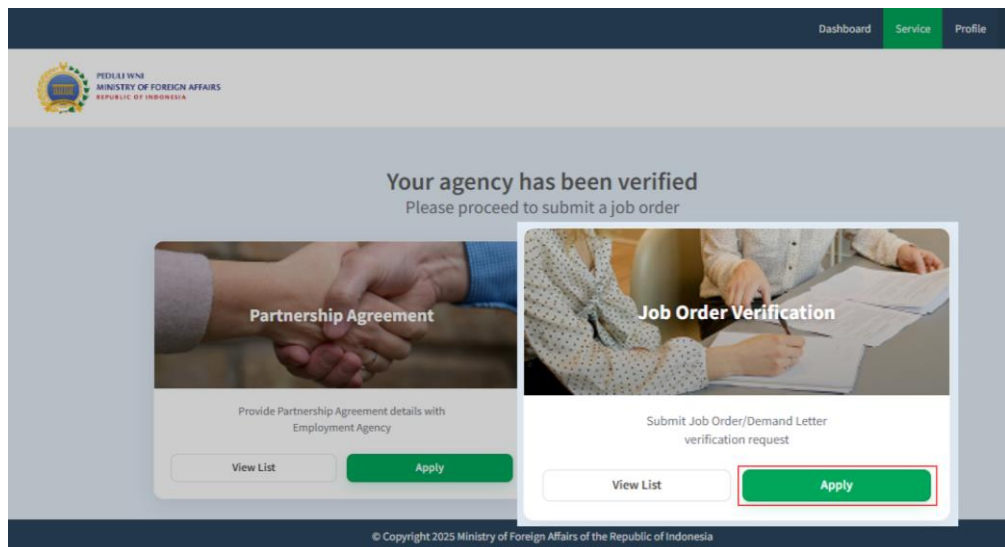


Figure 13 Apply job order/demand letter

3. Complete the submission form:
 - Add the official letter number (reference number) of the submitted document

A screenshot of a web form. It shows the 'Indonesian Mission' as 'Embassy of the Republic of Indonesia in Suva, 6th Floor Ra Marama Building, 91 Gordon Street, Suva, Fiji'. Below this is a 'Ref Number' field with a text input box and a button labeled 'Add Ref Number'. The 'P3MI' field is also visible.

Figure 14 Ref number

- Select the partnership agreement that has already been added

A screenshot of a web form showing a table with columns for 'P3MI', 'Start Date', 'End Date', and 'Document'. The 'P3MI' column has a dropdown menu with the text 'Select Partnership Number'. A callout box points to the dropdown with the text 'Add Partnership Agreement Number'.

Figure 15 Select the partnership agreement

- Add job details (job title, number of vacancy, requirement, etc.)

Job Endorsement +

Sector:

No	Employer	Job	Job Description	Number of Vacancy	Action
Data Not Found					

Figure 16 "Add Job" button

Add Job

Employer *

Job Title / Position *

Isco Number

Period Of Contract * years

Salary * per month

Gender *

Number Of Vacancy *

Job Description *

Requirement

Knowledge

Experience

Skill

Certification

Other

Figure 17 Form of Job Details

- Add the terms and conditions of employment (working location, working hours, rights and obligations in accordance with the labor laws of the destination country)

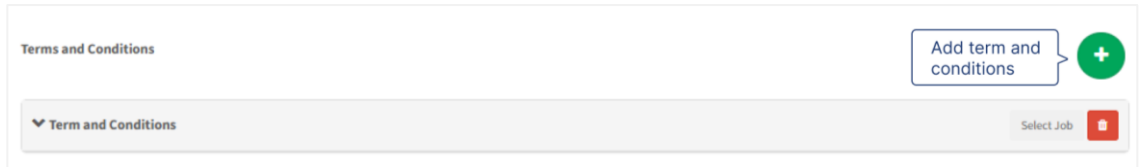


Figure 18 "Add term and condition" button

Term and Conditions		Select Job	
Country Of Employment	-- Select Country --		
Place Of Employment	-		
Working Hours	0 hour per day	0 days a week	
Weekly Day Off		day per week	
Taxation	as per local labor law		
Probation Period	as per local labor law		
Over Time	as per local labor law		
Airline Ticket	One Way		
Annual Leave		days (Paid by employer)	
Sick Leave	Yes, As per Local Labor Law		
Public Holidays		days	
Meal/Food		times	
Accommodation	provided by employer(As per Local Labor Law)		
Transportation	Provided by employer		
Medical facility	Provided by employer (As per Local Labor Law)		
Insurance	Provided by employer (As per Local Labor Law)		
Visa	Provided by employing company		
Age	years	-	years
Uniform	Provided by employer		
Equipment	Provided by employer		
Recruitment Duration		months	

Figure 19 Form of term and condition

- Upload the required supporting documents

Document	
Regulation on the use of foreign labor*	Upload
Draft of Employment Agreement*	Upload <i>Draft labor agreement between employer and Indonesia Migrant Workers</i>
Other Related Document(s)	Upload <i>You may upload more than one document</i>

Figure 20 Required documents

III. Sign The Job Order

After completing all required forms, you will be directed to the resume page. Review the entered data carefully and proceed with the signing process. The signing procedure is as follows:

1. Download the generated Job Order document
2. Add Your signature and company stamp in the designated area of the document
3. Scan the signed document and upload it to the system through the designated "Upload Document" button

To Sign This Verification Application:

- Download this document
- Add Your signature and company stamp
- Scan and upload the document

Download Document

Upload Document

Figure 21 Sign the job order

IV. Verification

Once the form has been completed and the Job Order has been signed, the submitted document will be reviewed by the Indonesian Representative. Please wait for the verification process to be carried out. In certain cases, the Indonesian Representative may conduct further verification through a virtual meeting with the

business partner or employer, or by carrying out a direct visit. Any updates or results of the verification process will be communicated through the registered email address.

Chapter 5: CLOSING

This manual has been prepared to assist users in operating the application. By carefully following each step, users can ensure that the recruitment and placement process is carried out in accordance with the prevailing regulations and meets the protection standards for Indonesian Migrant Workers.

If you encounter any issues or require further assistance, please contact the Indonesian Representative Office in your country of placement, or reach out to the Ministry of Foreign Affairs of the Republic of Indonesia through the following email address: techsupport.pwni@kemlu.go.id.