

Type: REGULATION (PER)

By: THE MINISTER OF TRANSPORTATION OF THE REPUBLIC OF INDONESIA (MENHUB)

Number: PM 108 YEAR 2017

Date: OCTOBER 24, 2017 (JAKARTA)

Title: THE OPERATION OF PASSENGER TRANSPORTATION BY USING OFF-ROUTE PUBLIC MOTOR VEHICLES

BY THE GRACE OF ALMIGHTY GOD

THE MINISTER OF TRANSPORTATION OF THE REPUBLIC OF INDONESIA,

Considering:

- a. whereas under Supreme Court Decision Number 37/P.HUM/2017 dated June 20, 2017 concerning Request for Material Test Right with Regard to Regulation of the Minister of Transportation Number 26 Year 2017 concerning the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles, it has been instructed to revoke several provisions in Regulation of the Minister of Transportation Number PM 26 Year 2017 concerning the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles;
- b. whereas to provide legal certainty with regard to the safety, security, comfort, equality, affordability, and orderliness aspects and to accommodate the development in public demand in the operation of public transport, it is deemed necessary to enhance Regulation of the Minister of Transportation Number PM 26 Year 2017 concerning Passenger Transportation by Using Off-Route Public Motor Vehicles;
- c. whereas based on considerations as referred to in item a and item b, and in order to implement the provisions of Article 46, Article 80 paragraph (2), Article 86 paragraph (3), Article 87 paragraph (5), Article 120 paragraph (5) and Article 122 of Government Regulation Number 74 Year 2014 concerning Road Transportation, it is deemed necessary to stipulate Regulation of the Minister of Transportation concerning the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles;

In view of:

1. Law Number [33 Year 1964](#) concerning Passenger's Mandatory Accident Insurance Fund (State Gazette of the Republic of Indonesia Year 1964 Number 137, Supplement to the State Gazette of the Republic of Indonesia Number 2720);
2. Law Number [20 Year 1997](#) concerning Non-Tax State Revenue (State Gazette of the Republic of Indonesia Year 1997 Number 43, Supplement to the State Gazette of the Republic of Indonesia Number 3687);

3. Law Number [36 Year 1999](#) concerning Telecommunication (State Gazette of the Republic of Indonesia Year 1999 Number 154, Supplement to the State Gazette of the Republic of Indonesia Number 3881);
4. Law Number [13 Year 2003](#) concerning Manpower (State Gazette of the Republic of Indonesia Year 2003 Number 39, Supplement to the State Gazette of the Republic of Indonesia Number 4279);
5. Law Number [11 Year 2008](#) concerning Electronic Information and Transactions (State Gazette of the Republic of Indonesia Year 2008 Number 58, Supplement to the State Gazette of the Republic of Indonesia Number 4843);
6. Law Number [20 Year 2008](#) concerning Micro, Small, and Medium Enterprises (State Gazette of the Republic of Indonesia Year 2008 Number 93, Supplement to the State Gazette of the Republic of Indonesia Number 4866);
7. Law Number [10 Year 2009](#) concerning Tourism (State Gazette of the Republic of Indonesia Year 2009 Number 11, Supplement to the State Gazette of the Republic of Indonesia Number 4966);
8. Law Number [22 Year 2009](#) concerning Road Traffic and Transportation (State Gazette of the Republic of Indonesia Year 2009 Number 96, Supplement to the State Gazette of the Republic of Indonesia Number 5025);
9. Law Number [23 Year 2014](#) concerning Regional Administration (State Gazette of the Republic of Indonesia Year 2014 Number 244, Supplement to the State Gazette of the Republic of Indonesia Number 5587) as amended several times, most recently by Law Number [9 Year 2015](#) concerning Second Amendment to Law Number 23 Year 2014 concerning Regional Administration (State Gazette of the Republic of Indonesia Year 2015 Number 58, Supplement to the State Gazette of the Republic of Indonesia Number 5679);
10. Government Regulation Number [32 Year 2011](#) concerning Management and Engineering, Impact Analysis, as well as Management of Traffic Requirements (State Gazette of the Republic of Indonesia Year 2011 Number 61, Supplement to the State Gazette of the Republic of Indonesia Number 5221);
11. Government Regulation Number [55 Year 2012](#) concerning Vehicles (State Gazette of the Republic of Indonesia Year 2012 Number 120, Supplement to the State Gazette of the Republic of Indonesia Number 5317);
12. Government Regulation Number [80 Year 2012](#) concerning Procedures for Random Motor Vehicle Inspection On-Road and Law Enforcement against Violations of Road Traffic and Transportation (State Gazette of the Republic of Indonesia Year 2012 Number 187, Supplement to the State Gazette of the Republic of Indonesia Number 5346);
13. Government Regulation Number [82 Year 2012](#) concerning Implementation of Electronic Systems and Transactions (State Gazette of the Republic of Indonesia Year 2012 Number 189, Supplement to the State Gazette of the Republic of Indonesia Number 5348);
14. Government Regulation Number [79 Year 2013](#) concerning Road Traffic and Transportation Network (State Gazette of the Republic of Indonesia Year 2013

Number 260, Supplement to the State Gazette of the Republic of Indonesia Number 5594);

15. Government Regulation Number [74 Year 2014](#) concerning Road Transportation (State Gazette of the Republic of Indonesia Year 2014 Number 260, Supplement to the State Gazette of the Republic of Indonesia Number 5594);
16. Presidential Regulation Number [7 Year 2015](#) concerning Organization of State Ministries (State Gazette of the Republic of Indonesia Year 2015 Number 8);
17. Presidential Regulation Number [40 Year 2015](#) concerning Ministry of Transportation (State Gazette of the Republic of Indonesia Year 2015 Number 75);
18. Presidential Regulation Number [103 Year 2015](#) concerning Jakarta, Bogor, Depok, Tangerang, and Bekasi Transportation Management Agency (State Gazette of the Republic of Indonesia Year 2015 Number 216);
19. Regulation of the Minister of Transportation Number PM 189 Year 2015 concerning Organization and Work Procedure of the Ministry of Transportation as amended several times, most recently by Regulation of the Minister of Transportation Number PM 44 Year 2017 concerning Second Amendment to Regulation of the Minister of Transportation Number PM 189 Year 2015 concerning Organization and Work Procedure of the Ministry of Transportation (Official Gazette of the Republic of Indonesia Year 2017 Number 816);

HAS DECIDED TO:

Stipulate: REGULATION OF THE MINISTER OF TRANSPORTATION CONCERNING THE OPERATION OF PASSENGER TRANSPORTATION BY USING OFF-ROUTE PUBLIC MOTOR VEHICLES.

## CHAPTER I GENERAL PROVISIONS

### Article 1

In this Ministerial Regulation, referred to as:

1. Transportation shall be the movement of people and/or goods from one location to another by using vehicles in the space for road traffic.
2. Public Motor Vehicle shall be any vehicle used for goods and/or passenger transportation by paying a fee.
3. Passenger Transportation by Using Off-Route Public Motor Vehicles shall be Transportation served by using public Passenger Car or public Bus in an urban area and/ or specific area from one location to another, with a fixed starting terminal and destination but with no fixed course or time schedule.
4. Public Transportation Company shall be a legal entity providing passenger and/or goods transportation services by using Public Motor Vehicles.

5. Service User shall be a person or legal entity which uses the service of a Public Transportation Company.
6. Passenger shall be a person who travels in a vehicle other than the vehicle's driver and crew.
7. Minimum Service Standard shall be the minimum level of service which must be met by a Public Transportation Company in providing a secure, safe, comfortable, affordable, equal, and orderly service to Service User.
8. Passenger Car shall be passenger Transportation Motor Vehicle with seats for not more than 8 (eight) persons, including for the driver, or with a weight not exceeding 3,500 (three thousand five hundred) kilograms.
9. Bus shall be passenger Transportation Motor Vehicle with seats for more than 8 (eight) persons, including for the driver, or with a weight exceeding 3,500 (three thousand five hundred) kilograms.
10. Minibus shall be passenger Transportation Motor Vehicle with a weight exceeding 3,500 (three thousand five hundred) kilograms up to 5,000 (five thousand) kilograms, maximum length of 6,000 (six thousand) millimeters, width not exceeding 2,100 (two thousand one hundred) millimeter, and height not exceeding 1.7 (one point seven) times of the vehicle's width.
11. Midibus shall be passenger Transportation Motor Vehicle with a weight exceeding 5,000 (five thousand) kilograms up to 8,000 (eight thousand) kilograms, maximum length of 9,000 (nine thousand) millimeters, width not exceeding 2,100 (two thousand one hundred) millimeters, and height not exceeding 1.7 (one point seven) times of the vehicle's width.
12. Full-Sized Bus shall be passenger Transportation Motor Vehicle with a weight exceeding 8,000 (eight thousand) kilograms up to 16,000 (sixteen thousand) kilograms, length exceeding 9,000 (nine thousand) millimeters up to 12,000 (twelve thousand) millimeters, width not exceeding 2,500 (two thousand five hundred) millimeters, and vehicle's height not exceeding 4,200 (four thousand two hundred) millimeters and not exceeding 1.7 (one point seven) times of the vehicle's width.
13. Double-Decker Bus shall be passenger Transportation Motor Vehicle with a weight of at least 21,000 (twenty-one thousand) kilograms up to 24,000 (twenty-four thousand) kilograms, overall length of at least 9,000 (nine thousand) millimeters up to 13,500 (thirteen thousand five hundred) millimeters, overall width not exceeding 2,500 (two thousand five hundred) millimeters, and vehicle's height not exceeding 4,200 (four thousand two hundred) millimeters.
14. Urban Area for Transportation Service shall be a unity of built environment with non-agricultural main activity, with high population density, road transportation network facilities and infrastructure, and interaction of interzonal activities which causes high mobility of people.
15. Passenger Transportation by Using Taxi shall be Transportation by using public Passenger Car marked with a special sign and equipped with fare-meter serving door to door Transportation with operation area within the Urban Area.

16. Passenger Transportation for Specific Purpose shall be Passenger Transportation by Using Off-Route Public Passenger Car or public Bus for other purposes than taxi service, tourism, and specific area, among other things, shuttle transportation, employee transportation, neighborhood transportation, charter transportation, and special rental transportation.
17. Passenger Transportation for Tourism Purpose shall be Transportation by using public Passenger Car and public Bus equipped with a special sign for tourism purpose and with tourist attraction as its destination.
18. Passenger Transportation within a Specific Area shall be Transportation by using public Passenger Car operated in local streets and living streets.
19. Sedan Type Passenger Car shall be Motor Vehicle with 3 (three) compartments consisting of engine compartment, driver and passenger compartment, and luggage compartment.
20. Non-Sedan Type Passenger Car shall be Motor Vehicle with 2 (two) compartments consisting of engine compartment and driver's compartment, passengers and/or luggage compartment.
21. Valid Travel Document shall be a document attached to a Public Motor Vehicle in the form of Motor Vehicle Registration Number Certificate (STNK) in the name of a business entity or may also be in the name of an individual for legal entities in the form of cooperative, test passing proof in the form of test book/test card, and valid supervision card.
22. Application Company shall be a company which provides information technology based application in the field of transportation.
23. Minister shall be the minister in charge for road traffic and transportation facilities and infrastructure.
24. Director General shall be the Director General of Land Transportation.
25. Head of the Agency shall be the Head of the Jakarta, Bogor, Depok, Tangerang, and Bekasi Transportation Management Agency.
26. Central Government, hereinafter referred to as Government, shall be the President of the Republic of Indonesia who holds the executive power of the state of the Republic of Indonesia as referred to in the Constitution of the State of the Republic of Indonesia Year 1945.
27. Regional Government shall be the governor, regent/mayor, and regional instrumentality as the executive element of regional administration.

## Article 2

The purpose and objective of management of Passenger Transportation by Using Off-Route Public Motor Vehicles shall be as follows:

- a. implementation of Passenger Transportation by Using Off-Route Public Motor Vehicle service which utilizes information technology based application to accommodate easy public access;

- b. implementation of safe, secure, comfortable, orderly, smooth, and affordable Passenger Transportation by Using Off-Route Public Motor Vehicle service;
- c. implementation of business which encourages the national economic growth based on fair economic democracy and the principle of empowerment of micro, small, and medium business;
- d. implementation of legal certainty with regard to the safety, security, comfort, equality, affordability, and orderliness aspects as well as to accommodate the development in public demand in terms of the operation of public transportation; and
- e. implementation of protection and law enforcement for the public.

### Article 3

The scope of this Ministerial Regulation shall consist of the following:

- a. type of services of Passenger Transportation by Using Off-Route Public Motor Vehicle;
- b. Transportation management;
- c. the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles by using information technology based application;
- d. supervision of Passenger Transportation by Using Off-Route Public Motor Vehicles;
- e. community participation; and
- f. administrative sanctions.

## CHAPTER II TYPES OF SERVICE OF PASSENGER TRANSPORTATION BY USING OFF-ROUTE PUBLIC MOTOR VEHICLES

### Part One General

#### Article 4

Passenger Transportation by Using Off-Route Public Motor Vehicle Services shall consist of the following:

- a. Passenger Transportation by Using Taxi;
- b. Passenger Transportation for Specific Purpose;
- c. Passenger Transportation for Tourism Purpose; and
- d. Passenger Transportation within a Specific Area.

### Part Two Passenger Transportation by Using Taxi

Section 1  
Passenger Transportation by Using Taxi Services

Article 5

- (1) Passenger Transportation by Using Taxi, as referred to in Article 4 sub-article a, shall be classified into the following:
  - a. regular; and
  - b. executive.
- (2) The regular Passenger Transportation by Using Taxi, as referred to in paragraph (1) sub-paragraph a, shall be taxi which uses vehicles with the limit of at least 1,000 (one thousand) cubic centimeters up to and including 1,500 (one thousand five hundred) cubic centimeters equipped with standard facilities on board.
- (3) The executive class Passenger Transportation by Using Taxi service, as referred to in paragraph (1) sub-paragraph b, shall be taxi which uses vehicles of above 1,500 (one thousand five hundred) cubic centimeters equipped with standard facilities and additional facilities on board.

Article 5

- (1) The Passenger Transportation by Using Taxi as referred to in Article 5 shall be obligated to fulfill the service as follows:
  - a. service operation area within the Urban Area;
  - b. unscheduled;
  - c. door to door service;
  - d. destination is determined by Service User;
  - e. Transportation tariff based on the fare-meter or stated in the information technology based application;
  - f. obligated to meet the stipulated Minimum Service Standard; and
  - g. order can be made by using information technology based application.
- (2) The payment system in Passenger Transportation by Using Taxi shall be implemented based on the tariff as stated on the fare-meter, which shall be equipped with proof of payment printer, by referring to the upper limit tariff and lower limit tariff approved by the Director General, Head of Agency, Governor and Regent/Mayor in accordance with their authority.
- (3) In the event of Passenger Transportation by Using Taxi service in which order is placed by using information technology based application, payment shall be made based on the tariff as stated in the information technology application with electronic document proof.

- (4) The amount of tariff as referred to in paragraph (1) sub-paragraph e, paragraph (2) and paragraph (3), shall be proposed by the Public Transportation Company for approval by the following:
- a. the Director General, for operational area of Passenger Transportation by Using Taxi service which covers more than 1 (one) province;
  - b. the Head of the Agency, for operational area of Passenger Transportation by Using Taxi service which covers more than 1 (one) province in Jakarta, Bogor, Depok, Tangerang, and Bekasi area;
  - c. Governor, for operational area of Passenger Transportation by Using Taxi service which covers more than 1 (one) regency/municipality within 1 (one) province;
  - d. Regent/Mayor, for operational area of Passenger Transportation by Using Taxi service which is entirely located within a regency/municipality.

#### Article 7

- (1) The vehicles used for the Passenger Transportation by Using Taxi service as referred to in Article 5 shall be obligated to meet the requirements as follows:
- a. the vehicles used shall consist of the following:
    1. Sedan type Passenger Car with 3 (three) compartments; and/or
    2. Non-sedan type Passenger Car with 2 (two) compartments;
  - b. the text "TAXI" shall be clearly visible and placed on top of the roof outside the vehicle which must be switched on if the taxi is vacant and switched off when the fare-meter is turned on;
  - c. equipped with motor vehicle registration number in black on yellow background or in accordance with the provisions of laws and regulations;
  - d. equipped with fare-meter sealed by an authorized agency which is functioning properly and has been recalibrated in accordance with the provisions of laws and regulations;
  - e. company name and/or trade mark, and logo placed in the middle of the front door, with the company logo above and company name and/or trade mark below;
  - f. yellow hazard warning light placed on the right side of the taxi sign;
  - g. driver's identity, issued by the respective taxi Transportation company, which shall be placed in the vehicle cabin and clearly visible by the passenger;
  - h. communication device as connecting device between the driver and the operations control center and/or otherwise, whether in the form of audio, visual, or data;



- i. information on start fee, kilometer, time, and additional charges placed on the inner side of rear door;
  - j. equipped with Valid Travel Document;
  - k. vehicle serial number of the respective Transportation company placed on the right or left side of the vehicle, rear side, and inside the vehicle; and
  - l. telephone number for public complaint service placed inside and/or outside the vehicle.
- (2) The size of text and identity of the Passenger Transportation by Using Taxi service as referred to in paragraph (2) shall be set out in example 1 of Attachment I which shall constitute an inseparable part of this Ministerial Regulation.

#### Article 8

- (1) Advertising media may be installed on the vehicle used for the Passenger Transportation by Using Taxi service as referred to in Article 7 paragraph (1), with the requirements as follows:
- a. installed on the vehicle body surface and not distracting the driver's view and the company's identity;
  - b. installed horizontally on the vehicle roof with a height of not more than 400 (four hundred) millimeters, a length of not more than 1,000 (one thousand) millimeters and a thickness of not more than 200 (two hundred) millimeters.
- (2) In the event of Passenger Transportation by Using Taxi service from and to other transportation hub, it may be subject to additional requirements upon obtaining approval from the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority.

#### Section 2

#### Stipulation of Operational Area and Vehicle Demand Planning of Passenger Transportation by Using Taxi service

#### Article 9

- (1) The Passenger Transportation by Using Taxi as referred to in Article 5 shall constitute door to door service with operational area within the Urban Area and service from and to airports, sea ports, or other transportation hubs.
- (2) The operational area of Passenger Transportation by Using Taxi service as referred to in paragraph (1) shall be stipulated by taking into consideration the following:
- a. stipulation of the classification of Urban Area;
  - b. estimated demand for Passenger Transportation by Using Taxi service;
  - c. development of urban area or cities; and

- d. availability of adequate road infrastructure.
- (3) The operational area of Passenger Transportation by Using Taxi service as referred to in paragraph (2) shall be stipulated by the following:
- a. the Director General, for operational area of Passenger Transportation by Using Taxi service which crosses the border of 1 (one) province;
  - b. the Head of the Agency, for operational area of Passenger Transportation by Using Taxi service which crosses the border of 1 (one) province in Jakarta, Bogor, Depok, Tangerang, and Bekasi area;
  - c. Governor, for operational area of Passenger Transportation by Using Taxi service which goes beyond the border of 1 (one) regency/municipality within 1 (one) province;
  - d. Regent/Mayor, for operational area of Passenger Transportation by Using Taxi service which is entirely located within a regency/municipality.

#### Article 10

- (1) In order to meet the demand for Passenger Transportation by Using Taxi service in an area, it is deemed necessary to prepare vehicle demand plan for Passenger Transportation by Using Taxi service.
- (2) The vehicle demand plan for Passenger Transportation by Using Taxi service as referred to in paragraph (1) shall be stipulated for a period of no longer than 5 (five) years.
- (3) The vehicle demand plan for Passenger Transportation by Using Taxi service as referred to in paragraph (2), which shall be stipulated by the Director General, shall at least set out the following:
- a. estimated demand for Passenger Transportation by Using Taxi service in Urban Area which covers more than 1 (one) province;
  - b. vehicle demand for Passenger Transportation by Using Taxi service to serve the demand for Passenger Transportation by Using Taxi service; and
  - c. demand allocation for each regency/municipality in the Urban Area which covers more than 1 (one) province.
- (4) The vehicle demand for Passenger Transportation by Using Taxi service as referred to in paragraph (2), as stipulated by the Head of the Agency, shall at least set out the following:
- a. estimated demand for Passenger Transportation by Using Taxi service in the Urban Area which covers more than 1 (one) province in Jakarta, Bogor, Depok, Tangerang, Bekasi (Jabodetabek) area;
  - b. vehicle demand for Passenger Transportation by Using Taxi service to serve the demand for Passenger Transportation by Using Taxi service; and

- c. demand allocation for each regency/municipality in the Urban Area which covers more than 1 (one) province in Jakarta, Bogor, Depok, Tangerang, Bekasi (Jabodetabek) area.
- (5) The vehicle demand plan for Passenger Transportation by Using Taxi service as referred to in paragraph (2), as stipulated by the Governor, shall at least set out the following:
  - a. estimated demand for Passenger Transportation by Using Taxi service in the Urban Area which covers more than 1 (one) regency/municipality within 1 (one) province;
  - b. vehicle demand for Passenger Transportation by Using Taxi service to serve the demand for Passenger Transportation by Using Taxi service; and
  - c. demand allocation for each regency/municipality in the Urban Area which covers more than 1 (one) regency/municipality within 1 (one) province.
- (6) The vehicle demand plan for Passenger Transportation by Using Taxi service as referred to in paragraph (2) as stipulated by the Regent/Mayor shall at least set out the following:
  - a. estimated demand for Passenger Transportation by Using Taxi service within a regency/municipality; and
  - b. vehicle demand for Passenger Transportation by Using Taxi service to serve the demand for Passenger Transportation by Using Taxi service.

#### Article 11

- (1) The preparation of vehicle demand plan for Passenger Transportation by Using Taxi service as referred to in Article 10 shall at least consist of the activities as follows:
  - a. research on trip generation potential;
  - b. determination of variables which affect trip generation;
  - c. determination of trip generation calculation model;
  - d. calculation of trip generation for current condition and in the next 5 (five) years; and
  - e. conversion of number of person-trips into number of vehicles, by taking into consideration the following:
    - 1. Motor vehicle utilization rate; and
    - 2. Capacity of serving vehicles.
- (2) The vehicle demand plan for Passenger Transportation by Using Taxi service as referred to in paragraph (1) shall be announced to the public.

- (3) The vehicle demand plan for Passenger Transportation by Using Taxi service as referred to in paragraph (2) shall be used as a basis in development.

## Article 12

The vehicle demand plan for Passenger Transportation by Using Taxi service as referred to in Article 10 and Article 11 shall be evaluated within 5 (five) year.

## Part Three Passenger Transportation for Specific Purpose

### Section 1 Passenger Transportation for Specific Purpose Services

## Article 13

The Passenger Transportation for Specific Purpose Services as referred to in Article 4 sub-article b shall constitute Transportation which provides the following services:

- a. shuttle transportation;
- b. neighborhood transportation;
- c. employee transportation;
- d. charter transportation; and
- e. rental transportation.

### Section 2 Shuttle Transportation

## Article 14

- (1) Shuttle Transportation, as referred to in Article 13 sub-article a, shall be intercity passenger Transportation with fixed starting terminal and destination but non-fixed route and with door to door service.
- (2) The shuttle transportation as referred to in paragraph (1) shall be obligated to fulfill the service as follows:
  - a. having service time stipulated the Public Transportation Company;
  - b. door to door service with a distance of no more than 500 (five hundred) kilometers;
  - c. not stopping at terminals;
  - d. not picking up passengers along the way;
  - e. not applying lower tariff than the tariff for on-route Transportation service for the same course;
  - f. tariff shall be charged per passenger per trip; and

- g. obligated to meet the stipulated Minimum Service Standard.
- (3) The shuttle Transportation demand plan as referred to in paragraph (1) shall not exceed 20% (twenty percent) of the demand plan for Transportation in fixed route with the same starting terminal and destination.

#### Article 15

- (1) The vehicles used for the shuttle Transportation service as referred to in Article 14 paragraph (1) shall be obligated to meet the requirements as follows:
  - a. using public Passenger Car of at least 2,000 (two thousand) cubic centimeters and/or Minibus;
  - b. the text "SHUTTLE" shall be clearly legible and placed on the left and right sides of the vehicle;
  - c. equipped with motor vehicle registration number in black on yellow background or in accordance with the provisions of laws and regulations;
  - d. name of the company and/or name of the trade mark and serial number of the vehicle shall be stated on the left, right, and rear side of the vehicle;
  - e. driver's identity, issued by the respective Public Transportation Company, which shall be placed on the dashboard;
  - f. equipped with Valid Travel Document; and
  - g. stating the phone number of public complaint service placed inside and outside the vehicle.
- (2) The size of text and identity of the shuttle Transportation vehicle as referred to in paragraph (1) shall be set out in example 2 of Attachment I which shall constitute an inseparable part of this Ministerial Regulation.

#### Article 16

The shuttle Transportation Company shall be obligated to have a permanent point of departure in each of the city of origin and destination of travel which shall meet the requirements as follows:

- a. installing the company's sign board;
- b. vehicle parking lot is available;
- c. passenger waiting room is available;
- d. an office administration room is available;
- e. driver's resting place is available; and
- f. toilet facility is available.

#### Section 3

## Neighborhood Transportation

### Article 17

- (1) The neighborhood Transportation as referred to in Article 13 sub-article b shall constitute Passenger Transportation by Using Off-Route Public Motor Vehicle service serving from residential area to several activity centers as points of destination.
- (2) The activity centers as referred to in paragraph (1) shall include office park, trade center, and/or industrial zone.
- (3) The Neighborhood Transportation as referred to in paragraph (1) shall be obligated to perform the service as follows:
  - a. only for transporting passengers from residential area to activity centers;
  - b. having regular service time determined by the Transportation company;
  - c. not stopping at terminals;
  - d. not picking up passengers along the way;
  - e. tariff shall be charged per passenger per trip; and
  - f. obligated to meet the stipulated Minimum Service Standard.

### Article 18

- (1) The vehicles used for the neighborhood Transportation service as referred to in Article 17 paragraph (1) shall be obligated to meet the requirements as follows:
  - a. using Full-Sized Bus and/or Midibus;
  - b. equipped with special mark in the form of text stating the name of "RESIDENTIAL" area which shall be clearly legible and placed on the left and right sides of the vehicle body;
  - c. equipped with motor vehicle registration number in black on yellow background or in accordance with the provisions of laws and regulations;
  - d. logo and company name placed in the middle of left and right front doors;
  - e. driver's identity, issued by the respective Transportation company, which shall be placed on the vehicle's dashboard;
  - f. equipped with Valid Travel Document; and
  - g. stating the telephone number for public complaint service placed inside and/or outside the vehicle.
- (2) The size of text and identity of residential Transportation vehicle as referred to in paragraph (1) shall be set out in example 3 of Attachment I which shall constitute an inseparable part of this Ministerial Regulation.

## Section 4 Employee Transportation

### Article 19

- (1) The employee Transportation as referred to in Article 13 sub-article c shall constitute Transportation service provided to transport employees/workers from and to their work location.
- (2) The employee Transportation as referred to in paragraph (1) may use the following:
  - a. vehicles owned by the company where the employees work; or
  - b. vehicles rented from a Public Transportation Company.
- (3) Employee Transportation which uses vehicles owned by the company where the employees work as referred to in paragraph (2) sub-paragraph a shall not require a Transportation service business license, but shall be obligated to report to the Head of the Agency/Governor/Regent/Mayor in accordance with the company's domicile at least once every 1 (one) year.
- (4) The employee Transportation as referred to in paragraph (2) sub-paragraph b shall be obligated to fulfill the service as follows:
  - a. Transportation service shall be based on agreement between the User of Transportation Service and the Public Transportation Company in accordance with the agreement or contract for a certain period;
  - b. the vehicle shall only be used for transporting employees or workers from a certain company in accordance with the agreement;
  - c. the tariff shall be paid by the company of the transported employees in accordance with the agreement entered into with the Public Transportation Company;
  - d. not stopping at terminals;
  - e. not allowed to transport passengers other than employees/workers of the company which rents the employee transportation vehicle; and
  - f. obligated to meet the stipulated Minimum Service Standard.

### Article 20

- (1) The vehicle used for the employee Transportation service as referred to in Article 19 paragraph (1) shall be obligated to fulfill the requirements as follows:
  - a. using public Bus;
  - b. the text "EMPLOYEE" shall be clearly legible and placed on the left and right sides of the vehicle body;
  - c. equipped with motor vehicle registration number in black on yellow background or in accordance with the provisions of laws and regulations;

- d. equipped with logo and name of the Transportation company placed on the left and right sides of the vehicle body;
  - e. equipped with driver's identity, issued by the respective Transportation company, which shall be placed on the vehicle's dashboard;
  - f. equipped with Valid Travel Document;
  - g. stating the telephone number for public complaint service placed inside and/or outside the vehicle; and
  - h. stating the name of company which employs the transported employees on the lower left side of the front and rear windshield.
- (2) The size of text and identity of employee Transportation vehicle as referred to in paragraph (1) shall be set out in example 4 of Attachment I which shall constitute an inseparable part of this Ministerial Regulation.

## Section 5 Charter Transportation

### Article 21

- (1) The charter Transportation as referred to in Article 13 sub-article d shall constitute Transportation service used for a specific purpose by means of contract work based on a certain period.
- (2) The charter Transportation as referred to in paragraph (1) shall be obligated to fulfill the service as follows:
- a. the operational area shall not be limited by administrative area;
  - b. unscheduled;
  - c. the tariff shall be paid based on vehicle utilization time in accordance with the agreement made between the Service User and Transportation company;
  - d. charter shall be performed for a certain period;
  - e. destination shall be determined by Service User;
  - f. not stopping at terminals; and
  - g. obligated to meet the stipulated Minimum Service Standard.

### Article 22

- (1) The vehicle used for the charter Transportation service as referred to in Article 21 paragraph (1) shall be obligated to fulfill the requirements as follows:
- a. using public Bus;



- b. equipped with a "CHARTER" sticker which shall be clearly legible and attached permanently on the front and rear windshield of the public Bus;
  - c. equipped with special mark with "CHARTER" text which shall be clearly legible and placed on the left and right sides of the vehicle body;
  - d. equipped with motor vehicle registration number in black on yellow background or in accordance with the provisions of laws and regulations;
  - e. equipped with logo and name of the Transportation company placed on the left and right sides of the vehicle body;
  - f. equipped with Valid Travel Document; and
  - g. stating the telephone number for public complaint service placed inside and/or outside the vehicle.
- (2) The size of text and identity of charter Transportation vehicle as referred to in paragraph (1) shall be set out in example 5 of Attachment I which shall constitute an inseparable part of this Ministerial Regulation.

## Section 6 Rental Transportation

### Article 23

- (1) The rental Transportation as referred to in Article 13 sub-paragraph e shall constitute door to door Transportation service by using Passenger Car.
- (2) The rental Transportation as referred to in paragraph (1) shall consist of the following:
- a. General rental Transportation; and
  - b. Special Rental Transportation.

### Article 24

- (1) The general rental Transportation as referred to in Article 23 paragraph (2) sub-paragraph a shall constitute door to door Transportation service provided by renting vehicles with or without driver by means of contract work based on a certain period.
- (2) The general rental Transportation as referred to in paragraph (1) shall be obligated to perform the service as follows:
- a. the operational area shall not be limited by administrative area;
  - b. unscheduled;
  - c. the tariff shall be paid based the agreement made between the Service User and Transportation company;
  - d. the use of vehicle must be based on order or agreement;

- e. it shall not pick up passenger along the way;
- f. destination is determined by the Service User;
- g. rent shall be provided for a period of at least 6 (six) hours; and
- h. it shall be obligated to meet the stipulated Minimum Service Standard.

#### Article 25

- (1) The vehicle used for the general rental Transportation service as referred to in Article 24 paragraph (1) shall be obligated to fulfill the requirements as follows:
  - a. using public Passenger Car of at least 1,300 (one thousand three hundred) cubic centimeters;
  - b. equipped with special mark in the form of sticker placed on the upper right side of the front and rear windshield;
  - c. equipped with motor vehicle registration number in white on black background or in accordance with the provisions of laws and regulations;
  - d. equipped with Valid Travel Document; and
  - e. stating the telephone number for public complaint service placed inside the vehicle.
- (2) The size of text and identity of the general rental Transportation vehicle as referred to in paragraph (1) shall be set out in example 6 of Attachment I which shall constitute an inseparable part of this Ministerial Regulation.

#### Article 26

- (1) The special rental Transportation as referred to in Article 23 paragraph (2) subparagraph b shall constitute door to door Transportation service with driver, having operational area and order shall be made by using information technology based application.
- (2) The special rental Transportation as referred to in paragraph (1) shall be obligated to perform the service as follows:
  - a. operating within the stipulated operational;
  - b. unscheduled;
  - c. from door to door;
  - d. destination is determined by Service User;
  - e. the Transportation tariff shall be stated on the information technology based application;
  - f. the use of vehicle must be based on order or agreement, not by picking up passenger along the way;

- g. service shall only be ordered through the information technology based application; and
- h. obligated to meet the stipulated Minimum Service Standard.

#### Article 27

- (1) The vehicle used for the special rental Transportation service as referred to in Article 26 paragraph (1) shall be obligated to fulfill the requirements as follows:
  - a. using Sedan type Passenger Car with 3 (three) compartments or Non-sedan type Passenger Car with 2 (two) compartments of at least 1,000 (one thousand) cubic centimeters;
  - b. using motor vehicle registration number in white on black background or in accordance with the provisions of laws and regulations;
  - c. having special code as stipulated by the Indonesian National Police;
  - d. equipped with special mark in the form of sticker placed on the upper right side of the front and rear windshield which shall contain information on operational area, year of issuance of supervision card, name of the legal entity, and logo of the Ministry of Transportation as background;
  - e. driver's identity, issued by the respective special rental transportation company, which shall be placed on the vehicle dashboard or stated on the Application;
  - f. equipped with Valid Travel Document; and
  - g. stating the telephone number for public complaint service placed inside the vehicle which shall be clearly legible by the Service User.
- (2) The size of text and identity of the special rental Transportation vehicle as referred to in paragraph (1) shall be set out in example 7 of Attachment I which shall constitute an inseparable part of this Ministerial Regulation.

#### Article 28

- (1) The tariff of special rental Transportation shall be stipulated based on agreement between the Service User and transportation service provider through the information technology based application by referring to upper limit tariff and lower limit tariff.
- (2) The upper limit tariff and lower limit tariff as referred to in paragraph (1) for the operational area of special rental Transportation which covers more than 1 (one) province shall refer to the upper limit tariff and lower limit tariff stipulated by the Director General.
- (3) The upper limit tariff and lower limit tariff as referred to in paragraph (1), for the operational area of special rental Transportation which covers more than 1 (one) province in the Jakarta, Bogor, Depok, Tangerang, Bekasi (Jabodetabek) area, shall refer to the upper limit tariff and lower limit tariff stipulated by the Director General based on proposal from the Head of the Agency.

- (4) The upper limit tariff and lower limit tariff as referred to in paragraph (1), for the operational area of special rental Transportation which is entirely located within 1 (one) province, shall refer to the upper limit tariff and lower limit tariff stipulated by the Director General based on proposal from the Governor.
- (5) The proposal for upper limit tariff and lower limit tariff for special rental Transportation as referred to in paragraph (3) and paragraph (4) shall first be discussed together with all stakeholders.

#### Article 29

- (1) The operational area of special rental Transportation as referred to in Article 26 paragraph (1) shall be stipulated by taking into consideration the following:
  - a. estimated demand for special rental Transportation service;
  - b. regional development;
  - c. regional/local characteristics; and
  - d. availability of adequate road infrastructure.
- (2) The operational area of special rental Transportation as referred to in paragraph (1) shall be stipulated by the following:
  - a. the Director General, for operational area of special rental Transportation which covers more than 1 (one) province;
  - b. the Head of the Agency, for operational area of special rental Transportation which covers more than 1 (one) province in the Jakarta, Bogor, Depok, Tangerang, Bekasi (Jabodetabek) area; or
  - c. the Governor, for operational area of special rental Transportation which is entirely located within 1 (one) province.

#### Section 7

##### Vehicle Demand Planning for Passenger Transportation for Specific Purpose

#### Article 30

- (1) The vehicle demand planning for Passenger Transportation for Specific Purpose shall apply to the following:
  - a. shuttle transportation;
  - b. residential transportation;
  - c. employee transportation;
  - d. charter transportation;
  - e. general rental transportation; and
  - f. special rental transportation.

- (2) The vehicle demand planning for Passenger Transportation for Specific Purpose as referred to in paragraph (1) shall be stipulated by taking into consideration the following:
- a. trip generation potential; and
  - b. estimated demand for Transportation service.
- (3) The vehicle demand planning for Passenger Transportation for Specific Purpose as referred to in paragraph (2) shall be stipulated at least based on the following:
- a. trip generation amount;
  - b. determination and measurement of variables which affect trip generation;
  - c. determination of trip calculation model; and
  - d. calculation of vehicle demand.
- (4) The calculation of vehicle demand planning for Passenger Transportation for Specific Purpose as referred to in paragraph (3) may use the transportation demand calculation formula approach as set out in example 8 of Attachment I which shall constitute an inseparable part of this Ministerial Regulation.

#### Article 31

- (1) The vehicle demand planning as referred to in Article 30 shall be stipulated by the Director General, the Head of the Agency, or Governor for the period of maximum 5 (five) years.
- (2) The vehicle demand planning for Passenger Transportation for Specific Purpose which has been stipulated as referred to in paragraph (1) shall be used as a basis in the development and announced to public.
- (3) The vehicle demand planning for Passenger Transportation for Specific Purpose shall be evaluated on a periodic basis once a year.

#### Part Four

#### Passenger Transportation for Tourism Purpose

#### Article 32

- (1) The Passenger Transportation for Tourism Purpose service as referred to in Article 4 sub-article c shall constitute Transportation service provided for the purpose of tourism activity.
- (2) The Passenger Transportation for Tourism Purpose service as referred to in paragraph (1) shall be obligated to fulfill the service as follows:
  - a. transporting tourists;
  - b. Transportation service from and to tourist destination areas;
  - c. no entrance to terminals;

- d. the payment of tariff shall be based on the duration of use of vehicle in accordance with the agreement between the Service User and Transportation company;
- e. not allowed to be used for other purposes than tourism;
- f. unscheduled; and
- g. obligated to meet the stipulated Minimum Service Standard.

#### Article 33

- (1) The vehicle used for the Passenger Transportation for Tourism Purpose service as referred to in Article 32 paragraph (1) shall be obligated to fulfill the requirements as follows:
  - a. using vehicles in the form of public Bus, Double-Decker Bus, or public Passenger Car equipped with tourism facilities;
  - b. equipped with "TOURISM" sticker which shall be clearly legible and placed on the front and rear windshield of the bus;
  - c. equipped with special sign with "TOURISM" text which shall be clearly legible and placed on the left and right sides of the vehicle body;
  - d. using motor vehicle registration number in black on yellow background or in accordance with the provisions of laws and regulations;
  - e. stating company name and/or trade mark as well as vehicle serial number on the left, right, and rear sides of the vehicle as well as vehicle number and vehicle test number stated on the rear side of the vehicle;
  - f. equipped with Valid Travel Document; and
  - g. stating the telephone number for public complaint service placed inside and outside the vehicle which shall be clearly legible by the Service User.
- (2) The size of text and identity of Passenger Transportation for Tourism Purpose vehicle as referred to in paragraph (1) shall be set out in example 9 of Attachment I which shall constitute an inseparable part of this Ministerial Regulation.

### Part Five Passenger Transportation within a Specific Area

#### Article 34

- (1) The Passenger Transportation within a Specific Area as referred to in Article 4 sub-article d shall constitute Transportation service provided to serve a specific area located on the local street and neighborhood street network.
- (2) The Passenger Transportation within a Specific Area as referred to in paragraph (1) shall be operated by using public Passenger Car with the operational area limited to a residential zone or other special zones such as educational zone, industrial zone, trade zone, and tourism zone.

- (3) The Passenger Transportation within a Specific Area service as referred to in paragraph (1) shall be obligated to perform the service as follows:
- a. Transportation service limited within a residential zone or special zone; and
  - b. obligated to meet the stipulated Minimum Service Standard.

#### Article 35

- (1) The vehicle used for the Passenger Transportation within a Specific Area service as referred to in Article 34 paragraph (1) shall be obligated to fulfill the requirements as follows:
- a. using four wheeled public Passenger Car and/or three wheeled public Passenger Car with seat capacity not exceeding 4 (four) persons;
  - b. equipped with a text stating the name of zone served which shall be attached permanently on the left and right sides of the vehicle body;
  - c. using motor vehicle registration number in black on yellow background or in accordance with the provisions of laws and regulations; and
  - d. equipped with Valid Travel Document; and
  - e. stating the telephone number for public complaint service placed inside and outside the vehicle which shall be clearly legible by the Service User.
- (2) The size of text and identity of name of zone as referred to in paragraph (1) shall be set out in example 10 of Attachment I which shall constitute an inseparable part of this Ministerial Regulation.

### CHAPTER III TRANSPORTATION MANAGEMENT

#### Part One Licensing

#### Article 36

- (1) In order to operate Passenger Transportation by Using Off-Route Public Motor Vehicles, the Public Transportation Company shall be obligated to have license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles.
- (2) The granting of license as referred to in paragraph (1) shall be subject to a fee as non-tax state revenue or may be subject to regional retribution.

#### Article 37

- (1) The Public Transportation Company as referred to in Article 36 paragraph (1) must be in the form of Indonesian legal entity in accordance with the provisions of laws and regulations.

- (2) The Indonesian legal entity as referred to in paragraph (1) shall be in the form as follows:
- a. state-owned enterprise;
  - b. regional-owned enterprise;
  - c. limited liability company; or
  - d. cooperative.

#### Article 38

In order to obtain the license as referred to in Article 36 paragraph (1), the Public Transportation Company shall be obligated to fulfill the requirements as follows:

- a. having at least 5 (five) vehicles;
- b. owning/possessing vehicle storage capable of accommodating vehicles in accordance with the number of vehicles owned; and
- c. providing vehicle maintenance facility (workshop) proven by a document of ownership or cooperation agreement with other party.

#### Article 39

- (1) The vehicle as referred to in Article 38 sub-article a shall be proven by a Motor Vehicle Owner's Book (BPKB) or Motor Vehicle Registration Number Certificate (STNK) in the name of a legal entity or may be in the name of an individual for legal entity in the form of cooperative.
- (2) With regard to the requirement for having vehicle as referred to in Article 38 sub-article a, individual persons having less than 5 (five) vehicles may form an association in a legal entity in the form of cooperative which has obtained license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles.

#### Article 40

In the event of rental Transportation whose vehicles are owned in the name of individual persons for legal entities in the form of cooperative, the vehicle owners may have/possess vehicle storage which shall be capable of accommodating the number of vehicles in accordance with the number of vehicles owned.

#### Article 41

- (1) The license as referred to in Article 36 paragraph (1) shall be in the form of contract document and/or electronic card consisting of the following:
  - a. decision letter of license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles;
  - b. letter of commitment to fulfill the obligation of providing Passenger Transportation by Using Off-Route Public Motor Vehicles in accordance with the license granted; and



c. supervision card.

- (2) The decision letter of license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles and letter of commitment to fulfill the obligation of providing Passenger Transportation by Using Off-Route Public Motor Vehicles service in accordance with the license as referred to in paragraph (1) sub-paragraph a and sub-paragraph b shall be given to the head of the Public Transportation Company and shall be valid for 5 (five) years.
- (3) The supervision card as referred to in paragraph (1) sub-paragraph c shall constitute a part of the licensing document attached to any Public Motor Vehicle and must be renewed every 1 (one) year since the issuance of the supervision card.

#### Article 42

- (1) The decision letter of license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles as referred to in Article 39 paragraph (1) sub-paragraph a shall consist of the following:
  - a. license decision letter, which shall at least set out the following:
    1. decision letter number;
    2. type of service;
    3. company name;
    4. company identification number;
    5. name of the head of the company;
    6. company address; and
    7. license validity period;
  - b. license decision implementation letter, which shall at least set out the following:
    1. decision letter number;
    2. type of service;
    3. company name;
    4. number of vehicles permitted;
    5. license validity period;
    6. the operational area of, for Passenger Transportation by Using Taxi service and special rental Transportation; and
    7. Starting terminal and destination, for shuttle Transportation; and

- c. attachment to decision letter in the form of list of vehicles which shall at least set out the following:
1. decision letter number;
  2. name and domicile of the company;
  3. supervision card number;
  4. motor vehicle registration number;
  5. vehicle brand;
  6. production year;
  7. passenger carrying capacity;
  8. starting terminal and destination, for shuttle Transportation;
  9. motor vehicle chassis number; and
  10. motor vehicle periodic test number.
- (2) The letter of commitment as referred to in Article 39 paragraph (1) sub-paragraph b shall be signed by the applicant on stamp duty sealed with the company seal/stamp.
- (3) Supervision card as referred to in Article 39 paragraph (1) sub-paragraph c shall at least set out the following:
- a. decision letter number;
  - b. vehicle registration number;
  - c. company name;
  - d. name of the head of the company
  - e. supervision card validity period;
  - f. operational area for Passenger Transportation by Using Taxi service and special rental Transportation;
  - g. starting terminal and destination (for shuttle Transportation and residential Transportation);
  - h. motor vehicle registration number;
  - i. motor vehicle test number; and
  - j. carrying capacity.
- (4) The decision letter of license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles, letter of commitment, and supervision card as referred to in paragraph (1), paragraph (2), and paragraph (3), shall be

set out in Attachment II which shall constitute an inseparable part of this Ministerial Regulation.

#### Article 43

The Public Transportation Company as referred to in Article 37 paragraph (1) may expand its business in other municipality/regency by fulfilling the requirements as follows:

- a. obligated to open a branch office;
- b. using motor vehicle registration number in accordance with the operational area stipulated by the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority;
- c. reporting and registering the company with the Regional Government of the Municipal/Regency in accordance with the domicile of the relevant branch or company; and
- d. appointing a person in charge of the company's branch to represent the company.

#### Article 44

The Public Transportation Company as referred to in Article 37 paragraph (1) shall be obligated to:

- a. implementing the provisions stipulated in the operation license granted;
- b. complying with the provisions on Minimum Service Standard;
- c. implementing the Safety Management System;
- d. hiring drivers who already obtained Driver's License (SIM) Public for the appropriate category;
- e. issuing proof of payment to Service User;
- f. insuring liability, namely compulsory fee and transporter's liability;
- g. providing service to persons with disability, senior citizens, children, pregnant women, and sick persons;
- h. reporting in the event of any change in the composition of management of legal entity or domicile of legal entity;
- i. submitting report of the business activity on a yearly basis to the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority.

#### Article 45

The license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles as referred to in Article 36 paragraph (1) shall be granted by the following:

- a. the Director General, for the following:
  - 1. Passenger Transportation for Tourism Purpose, charter Transportation, general rental Transportation; and
  - 2. Passenger Transportation by Using Taxi service, shuttle Transportation, residential Transportation, employee Transportation, special rental Transportation the operational area of which covers more than 1 (one) province, other than in Jakarta, Bogor, Depok, Tangerang, Bekasi (Jabodetabek) area;
- b. the Head of the Agency, for Passenger Transportation by Using Taxi service, shuttle Transportation, residential Transportation, employee Transportation, and special rental Transportation the operational area of which covers more than 1 (one) province in Jakarta, Bogor, Depok, Tangerang, Bekasi (Jabodetabek) area;
- c. the Governor, for Passenger Transportation by Using Taxi service, shuttle Transportation, residential Transportation, employee Transportation the operational area of which covers more than 1 (one) regency/municipality within 1 (one) province as well as special rental Transportation the operational area of which is located within 1 (one) province; and
- d. the Regent/Mayor, for Passenger Transportation by Using Taxi service, Passenger Transportation within a Specific Area, residential Transportation, and employee Transportation the operational area of which is located within the regency/municipality.

#### Article 46

The license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles as referred to in Article 43 sub-article a shall be signed by the director in charge of road Transportation on behalf of the Director General.

#### Article 47

- (1) The application for the license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles as referred to in Article 43 shall be in the form as follows:
  - a. license for new applicant;
  - b. renewal of license validity period, which shall consist of the following:
    - 1. Renewal of validity period of license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles; and/or
    - 2. Renewal of validity period of supervision card;
  - c. change in licensing document, which shall consist of the following:
    - 1. Addition of vehicles;
    - 2. Replacement of lost or damaged licensing document;

3. Change in company's identity; and/or
  4. Replacement of vehicles or rejuvenation of vehicles; and
- d. opening of company branch.
- (2) The application for license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles as referred to in paragraph (1) shall use the format and form as set out in Attachment III which shall constitute an inseparable part of this Ministerial Regulation.

#### Article 48

- (1) License application for new applicant as referred to in Article 47 paragraph (1) sub-paragraph a shall be submitted to the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority by submitting the administrative requirements as follows:
- a. deed of establishment of the company and/or the most recent amendment thereof;
  - b. proof of ratification as legal entity from the Ministry of Law and Human Rights;
  - c. Trading Business License (SIUP);
  - d. Company Registration Certificate (TDP);
  - e. Taxpayer Identification Number (NPWP) of legal entity;
  - f. certificate of domicile of the company issued by an authorized official;
  - g. Letter of commitment to fulfill all obligations as holder of license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles, signed by the head of the company on stamp duty;
  - h. Letter of commitment to have and/or cooperate with other party capable of providing motor vehicle maintenance facility, signed by the head of the company on stamp duty;
  - i. Letter of agreement between the owner of the vehicle or member of cooperative and the Public Transportation Company in the form of cooperative legal entity;
  - j. owning and/or possessing a vehicle storage which fulfills technical requirements and is capable of accommodating vehicles in accordance with the number of vehicles owned as proven by a certificate from the local Regional Government stating that the area size is capable to store vehicles for storing vehicles in accordance with the number of vehicles owned; and
  - k. business plan of the Public Transportation Company set forth in the form of document.

- (2) In the event of legal entity in the form of cooperative, compliance with administrative requirements shall be in the form of proof of ratification as legal entity issued by the minister in charge of government affairs in the field of cooperative.
- (3) In the event that the application as referred to in paragraph (1) is deemed as having complied with the requirements, the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority shall issue approval letter for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles.
- (4) The Approval Letter for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles as referred to in paragraph (3) shall be valid for a period of 6 (six) months.
- (5) In the event that the application as referred to in paragraph (1) fails to comply with the requirements, the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority shall issue a rejection letter along with the reason by no later than 7 (seven) business days upon receipt of the complete application documents.
- (6) The approval letter for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles as referred to in paragraph (3) shall become the basis for the applicant for submitting application for the recommendation of public motor vehicle registration number and/or special code for public motor vehicle registration number issued by the Governor of Jakarta Special Capital Region or the Regent/Mayor in accordance with the company's domicile.
- (7) The recommendation letter for the application for public motor vehicle registration number or special code for public motor vehicle registration number as referred to in paragraph (6) shall be issued within 7 (seven) business days.
- (8) Upon obtaining recommendation of public motor vehicle registration number or special code for public motor vehicle registration number as referred to in paragraph (7), the applicant shall apply for:
  - a. the issuance of Motor Vehicle Registration Number Certificate (STNK) to the agency in charge of the issuance of motor vehicle registration number; and
  - b. the periodic test of Motor Vehicle to the service office in charge of road traffic and transportation facilities and infrastructure of the Regency/Municipality.
- (9) Upon obtaining motor vehicle registration number, Motor Vehicle Registration Number Certificate (STNK), and periodic test passing card as referred to in paragraph (8), the applicant shall apply for a letter of recommendation to the Governor, Regent/Mayor in accordance with their authority.
- (10) The applicant shall apply for the letter of recommendation as referred to in paragraph (9) by enclosing documents as follows:
  - a. for new motor vehicle:

1. copy of Motor Vehicle Registration Number Certificate (STNK); and
  2. copy of motor vehicle Type Test Registration Certificate (SRUT); and
- b. for non-new motor vehicle:
1. copy of valid Motor Vehicle Registration Number Certificate (STNK); and
  2. copy of periodic test passing card, in the form of valid test book/test passing card.
- (11) Upon obtaining the Letter of Recommendation as referred to in paragraph (10), the applicant shall submit an application for the issuance of license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles along with the supervision card by enclosing the documents as follows:
- a. for new motor vehicle, consisting of the following:
1. letter of recommendation;
  2. copy of Motor Vehicle Registration Number Certificate (STNK);
  3. copy of Motor Vehicle Type Test Registration Certificate (SRUT); and
- b. for non-new motor vehicle, consisting of the following:
1. letter of recommendation;
  2. copy of valid Motor Vehicle Registration Number Certificate (STNK); and
  3. copy of periodic test passing card, in the form of valid test book/test passing card.
- (12) The Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority shall issue the license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles along with the off-route supervision card in accordance with their authority within 7 (seven) business days upon receipt of the complete documents.

#### Article 49

- (1) The application for renewal of license validity period as referred to in Article 47 paragraph (1) sub-paragraph b sub-sub-paragraph 1 shall be submitted to the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority, by enclosing the report of Passenger Transportation service by Using Off-Route Public Motor Vehicles the license of which is being renewed.
- (2) The application for renewal of license validity period as referred to in paragraph (1) shall be submitted to the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority by no later than 30 (thirty)

calendar days prior to the expiration date of the validity period and by enclosing administrative requirements.

- (3) In the event that the application for license validity period as referred to in paragraph (1) is submitted after the expiration date of the validity period of the license, the application shall be treated as new application.
- (4) The administrative requirements as referred to in paragraph (2) shall consist of the following:
  - a. letter of application for renewal of license validity period;
  - b. copy of the existing decision letter of the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles;
  - c. copy of valid Motor Vehicle Registration Number Certificate (STNK);
  - d. copy of periodic test passing certificate, in the form of valid test book/test passing card; and
  - e. report of Passenger Transportation by Using Off-Route Public Motor Vehicles service.
- (5) In the event that the application submitted by the applicant as referred to in paragraph (1) is accepted, the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority shall issue decision letter of license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles which has been renewed by no later than 7 (seven) business days upon receipt of the complete application documents.
- (6) In the event that the application submitted by the applicant as referred to in paragraph (1) is rejected, the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority shall issue a rejection letter along with the reason therefor by no later than 7 (seven) business days upon receipt of the application documents.

#### Article 50

- (1) The application for renewal of validity period of supervision card as referred to in Article 47 paragraph (1) sub-paragraph b sub-sub-paragraph 2 shall be submitted to the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority by enclosing the administrative requirements.
- (2) The application for renewal of validity period of supervision card as referred to in paragraph (1) shall be submitted to the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority by no later than 30 (thirty) calendar days prior to the expiration date of the validity period.
- (3) In the event that the application for renewal of validity period of supervision card as referred to in paragraph (2) is submitted after the expiration date of the validity period of the license, the applicant shall be subject to administrative sanction.
- (4) The administrative requirements as referred to in paragraph (1) shall consist of the following:



- a. letter of application for the renewal of validity period of supervision card;
  - b. copy of the existing decision letter of the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles;
  - c. copy of valid Motor Vehicle Registration Number Certificate (STNK); and
  - d. copy of periodic test passing certificate, in the form of valid test book/test passing card.
- (5) In the event that the application submitted by the applicant as referred to in paragraph (1) is accepted, the Director General, the Head of the Agency, Governor, Regent/Mayor in accordance with their authority shall issue the renewed supervision card by no later than 7 (seven) business days upon receipt of the complete application documents.
- (6) In the event that the application submitted by the applicant as referred to in paragraph (1) is rejected, the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority shall issue a rejection letter along with the reason therefor by no later than 7 (seven) business days upon receipt of the complete application documents.

#### Article 51

- (1) The application for change in the licensing document for the addition of vehicles as referred to in Article 47 paragraph (1) sub-paragraph c sub-sub-paragraph 1 shall be submitted to the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority, by enclosing the following:
- a. report of Passenger Transportation by Using Off-Route Public Motor Vehicles service being provided;
  - b. application letter for the addition of vehicles; and
  - c. copy of the existing decision letter of the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles.
- (2) In the event that the application submitted by the applicant as referred to in paragraph (1) is accepted, the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority shall issue approval letter for the addition of vehicles by no later than 7 (seven) business days upon receipt of the complete application documents.
- (3) The approval letter for the addition of vehicles as referred to in paragraph (2), shall be valid for a period of 6 (six) months.
- (4) In the event that the application submitted by the applicant as referred to in paragraph (1) is rejected, the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority shall issue a rejection letter along with the reason therefor by no later than 7 (seven) business days upon receipt of the application documents.
- (5) The approval letter for the addition of vehicles as referred to in paragraph (2) shall serve as the basis for the applicant to apply for the recommendation of

public motor vehicle registration number and/or special code of public motor vehicle registration number issued by the Governor of Jakarta Special Capital Region, Regent/Mayor in accordance with the domicile of the company.

- (6) The letter of recommendation of the application for public motor vehicle registration number or special code of public motor vehicle registration number as referred to in paragraph (5) shall be issued by no later than 7 (seven) business days.
- (7) Upon obtaining recommendation of public motor vehicle registration number or special code of public motor vehicle registration number as referred to in paragraph (6), the applicant shall apply for:
  - a. the issuance Motor Vehicle Registration Number Certificate (STNK) to the agency in charge of the issuance of motor vehicle registration number; and
  - b. the periodic test of motor vehicle to the service office in charge of road traffic and transportation facilities and infrastructure in the Regency/ Municipality.
- (8) Upon obtaining motor vehicle registration number, Motor Vehicle Registration Number Certificate (STNK), and periodic test passing card as referred to in paragraph (7), the applicant shall apply for the recommendation letter to the Governor, Regent/Mayor in accordance with their authority.
- (9) The Applicant shall apply for the recommendation letter as referred to in paragraph (8) by enclosing documents for:
  - a. new motor vehicle, namely as follows:
    1. copy of Motor Vehicle Registration Number Certificate (STNK); and
    2. copy of motor vehicle Type Test Registration Certificate (SRUT); and
  - b. non-new motor vehicle, namely as follows:
    1. copy of valid Motor Vehicle Registration Number Certificate (STNK); and
    2. copy of periodic test passing certificate, in the form of valid test book/test passing card.
- (10) Upon obtaining the recommendation letter as referred to in paragraph (9), the applicant shall submit an application for the change in the licensing document for the addition of vehicles by enclosing the documents as follows:
  - a. for new motor vehicle, consisting of the following:
    1. recommendation letter;
    2. copy of Motor Vehicle Registration Number Certificate (STNK); and

3. Copy of motor vehicle Type Test Registration Certificate (SRUT) or copy of periodic test passing certificate, in the form of valid test book/test passing card; and
- b. for non-new motor vehicle, consisting of the following:
  1. recommendation letter;
  2. copy of Motor Vehicle Registration Number Certificate (STNK); and
  3. copy of periodic test passing certificate, in the form of valid test book/test passing card.
- (11) The Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority shall issue the licensing document for the addition of vehicles by no later than 7 (seven) business days upon receipt of the complete documents.

#### Article 52

- (1) The application for the replacement of lost or damaged licensing document as referred to in Article 47 paragraph (1) sub-paragraph c sub-sub-paragraph 2 shall be submitted to the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority, by enclosing the report of lost document from the Indonesian National Police or the damaged licensing document.
- (2) The application for the replacement of lost or damaged licensing document as referred to in paragraph (1) shall be submitted to the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority by enclosing the following:
  - a. application letter for the replacement of lost or damaged document;
  - b. copy of the existing, valid decision letter of license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles;
  - c. certificate from the Police for lost document and proof of announcement of lost document in mass media; and
  - d. enclosing the damaged document as proof.
- (3) In the event of approved application, the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority shall issue replacement licensing document by no later than 7 (seven) business days upon receipt of the complete documents.

#### Article 53

- (1) The application for change in the company's identity as referred to in Article 47 paragraph (1) sub-paragraph c sub-paragraph 3 shall be submitted to the Director General, Head of the Agency, Governor, Regent/Mayor in accordance

with their authority, by enclosing the report of change in the management of the company.

- (2) The change in company's identity as referred to in paragraph (1) shall consist of the following:
- a. change in company name;
  - b. change in company address; or
  - c. change in the board of directors of the company.

#### Article 54

The application for change in company name as referred to in Article 53 paragraph (2) sub-paragraph a shall be treated as new license application.

#### Article 55

- (1) The application for change in company address and board of the directors of the Company as referred to in Article 53 paragraph (2) sub-paragraph b and sub-paragraph c shall be submitted to the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority, by enclosing the following:
- a. deed of change in legal entity which has obtained ratification by the Minister of Law and Human Rights;
  - b. copy of the existing decision letter of the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles;
  - c. certificate of domicile of the company issued by an authorized agency;
  - d. letter of commitment to fulfill all obligations as holder of license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles;
  - e. copy of valid Motor Vehicle Registration Number Certificate (STNK); and
  - f. copy of periodic test passing certificate, in the form of valid test book/test passing card.
- (2) In the event that the application is approved, the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority shall issue a licensing replacement document by no later than 7 (seven) business days upon receipt of complete documents in the form as follows:
- a. decision letter of license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles;
  - b. decision letter for the implementation of license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles;

- c. attachment to decision letter for the implementation of license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles;
  - d. vehicle's supervision card; and
  - e. letter of commitment to fulfill the obligation to provide Passenger Transportation by Using Off-Route Public Motor Vehicles service in accordance with the license granted.
- (3) Before the license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles is granted to the applicant, the applicant shall be obligated to submit the existing license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles.

#### Article 56

- (1) The application for replacement of vehicle or rejuvenation of vehicle as referred to in Article 47 paragraph (1) sub-paragraph c sub-sub-paragraph 4 shall be submitted to the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority by enclosing the administrative requirements without any addition to the total number of vehicle units in the decision letter of license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles.
- (2) The replacement of vehicle or rejuvenation of vehicle as referred to in paragraph (1) shall be performed by 3 (three) means, namely as follows:
  - a. new motor vehicle;
  - b. non-new motor vehicle with motor vehicle registration number in white on black background; or
  - c. non-new motor vehicle with motor vehicle registration number in black on yellow background.
- (3) The replacement of vehicle or rejuvenation of vehicle for new motor vehicle and non-new motor vehicle with motor vehicle registration number in white on black background as referred to in paragraph (2) sub-paragraph a and sub-paragraph b shall be performed in the following phases:
  - a. applying for recommendation of public motor vehicle registration number or special code of public motor vehicle registration number to the service office in charge of road traffic and transportation facilities and infrastructure, by enclosing the following:
    - 1. application letter;
    - 2. copy of decision letter of license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles; and
    - 3. original supervision card of the replaced vehicle;

- b. upon obtaining public motor vehicle registration number, the applicant shall submit application for the issuance of supervision card by enclosing the documents as follows:
  1. for new motor vehicle, consisting of the following:
    - a) copy of public Motor Vehicle Registration Number Certificate (STNK); and
    - b) copy of motor vehicle Type Test Registration Certificate (SRUT); and
  2. for non-new motor vehicle, consisting of the following:
    - a) copy of valid Motor Vehicle Registration Number Certificate (STNK); and
    - b) copy of periodic test passing certificate, in the form of valid test book/test passing card.
- (4) The replacement of vehicle or rejuvenation of vehicle for non-new motor vehicle with motor vehicle registration number in black on yellow background as referred to in paragraph (2) sub-paragraph c shall be performed by the applicant submitting an application for the issuance of supervision card, by enclosing the documents as follows:
  - a. copy of Public Motor Vehicle Registration Number Certificate (STNK);
  - b. copy of periodic test passing certificate, in the form of test book/test passing card of the replacement vehicle; and
  - c. original supervision card of the replaced vehicle.
- (5) The Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority shall issue a licensing replacement document by no later than 7 (seven) business days upon receipt of complete documents from the applicant in the form as follows:
  - a. attachment to decision letter for the implementation of license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles; and
  - b. vehicle's supervision card.
- (6) Before the license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles as referred to in paragraph (5) is granted to the applicant, the applicant shall be obligated to submit the original supervision card of the replaced vehicle first.

#### Article 57

- (1) The application for opening of the company branch as referred to in Article 47 paragraph (1) sub-paragraph d shall be submitted to the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority by enclosing the administrative requirements.

(2) The license application for the applicant of company branch opening as referred to in paragraph (1) shall be submitted to the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority by enclosing the following:

- a. deed of establishment of the company and/or the most recent amendment thereof;
- b. proof of ratification as legal entity from the Ministry of Law and Human Rights;
- c. Trading Business License (SIUP);
- d. Company Registration Certificate (TDP) in accordance with the domicile of the company branch;
- e. Taxpayer Identification Number (NPWP) of legal entity;
- f. certificate of domicile of the branch of legal entity issued by an authorized official;
- g. letter of commitment to fulfill all obligations as holder of license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles, signed by the head of the legal entity on stamp duty;
- h. letter of commitment to have and/or cooperate with other party capable of providing motor vehicle maintenance facility, signed by the head of the legal entity on stamp duty;
- i. agreement letter between the owner of the vehicle or member of cooperative and the Public Transportation Company in the form of cooperative legal entity;
- j. owning and/or possessing a vehicle storage which fulfills technical requirements and is capable of accommodating vehicles in accordance with the number of vehicles owned as proven by a certificate from the local regional government stating that the area size is capable to store vehicles for storing vehicles in accordance with the number of vehicles owned;
- k. existence of demand for vehicles in accordance with the result of evaluation and stipulation of demand for vehicles for Passenger Transportation by Using Taxi service and Passenger Transportation for Specific Purpose; and
- l. business plan of the Public Transportation Company set forth in the form of document.

(3) In the event that the application as referred to in paragraph (2) is assessed as having fulfilled the requirements, the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority shall issue approval letter for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles.

- (4) The approval letter for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles as referred to in paragraph (3) shall be valid for a period of 6 (six) months.
- (5) In the event that the application as referred to in paragraph (2) fails to fulfill the requirements, the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority shall issue a rejection letter along with the reason by no later than 7 (seven) business days upon receipt of the complete application documents.
- (6) The approval letter for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles as referred to in paragraph (3) shall become the basis for the applicant for submitting recommendation of public motor vehicle registration number and/or special code for public motor vehicle registration number issued by the Governor of Jakarta Special Capital Region, Regent/Mayor in accordance with the company's domicile.
- (7) The recommendation letter for the application for public motor vehicle registration number or special code for public motor vehicle registration number as referred to in paragraph (6) shall be issued within 7 (seven) business days.
- (8) Upon obtaining recommendation of public motor vehicle registration number or special code for public motor vehicle registration number as referred to in paragraph (7), the applicant shall apply for the following processes:
- a. the issuance of Motor Vehicle Registration Number Certificate (STNK) to the agency in charge of the issuance of motor vehicle registration number; and
  - b. the periodic test of motor vehicle to the service office in charge of traffic and road Transportation facilities and infrastructure of the regency/ municipality.
- (9) Upon obtaining motor vehicle registration number, Motor Vehicle Registration Number Certificate (STNK), and periodic test passing card as referred to in paragraph (8), the applicant shall apply for recommendation letter to the Governor, Regent/Mayor in accordance with their authority.
- (10) The applicant shall apply for the recommendation letter as referred to in paragraph (9) by enclosing the documents as follows:
- a. for new vehicle, namely as follows:
    1. copy of Motor Vehicle Registration Number Certificate (STNK); and
    2. copy of motor vehicle Type Test Registration Certificate (SRUT); and
  - b. for non-new vehicle, namely as follows:
    1. copy of valid Motor Vehicle Registration Number Certificate (STNK); and



2. copy of periodic test passing certificate, in the form of valid test book/test passing card.
- (11) Upon obtaining the recommendation letter as referred to in paragraph (9), the applicant shall submit an application for the issuance of license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles along with supervision card for Passenger Transportation by Using Off-Route Public Motor Vehicles by enclosing the documents as follows:
  - a. for new vehicle, namely as follows:
    1. recommendation letter;
    2. copy of motor vehicle Type Test Registration Certificate (SRUT) or copy of periodic test passing certificate, in the form of valid test book/test passing card; and
    3. copy of Motor Vehicle Registration Number Certificate (STNK); and
  - b. for non-new vehicle, namely as follows:
    1. recommendation letter;
    2. copy of Motor Vehicle Registration Number Certificate (STNK); and
    3. copy of periodic test passing certificate, in the form of valid test book/test passing card.
- (12) The Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority shall issue the license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles along with supervision card for Passenger Transportation by Using Off-Route Public Motor Vehicles in accordance with their authority by no later than 7 (seven) business days upon receipt of the complete documents.

## Part Two Auction or Selection

### Article 58

The granting of license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles as referred to in Article 45 shall be performed by the following means:

- a. auction; or
- b. selection.

### Article 59

- (1) The granting of license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles by means of auction as referred to in Article 58

sub-article a shall be performed for new service with regard to the license for the operation of Passenger Transportation by Using Taxi service.

- (2) The granting of license for the operation of Passenger Transportation by Using Taxi service by means of auction as referred to in paragraph (1) shall be granted to applicant who has complied with the requirements for license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles as referred to in Article 48 paragraph (1) and auction requirements.

#### Article 60

- (1) The granting of license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles by means of selection as referred to in Article 58 sub-article b shall be implemented with regard to the renewal of the following:
  - a. license for the operation of Passenger Transportation by Using Taxi service for companies which already have a license;
  - b. license for the operation of Passenger Transportation for Tourism Purpose for companies which already have a license;
  - c. license for the operation of Passenger Transportation for Specific Purpose for companies which already have a license; and
  - d. license for the operation of Passenger Transportation within a Specific Area for companies which already have a license.
- (2) The granting of license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles by means of selection as referred to in paragraph (1) shall be granted upon compliance with administrative requirements as referred to in Article 48 paragraph (1).

#### Article 61

- (1) The auction for the opening of new service as referred to in Article 59 paragraph (1) shall be announced through the website, announcement board, and/or mass media by no later than 30 (thirty) days prior to the registration of auction.
- (2) The announcement of auction for the opening of new service as referred to in paragraph (1) shall be based on vehicle demand plan for the Passenger Transportation by Using Taxi service.
- (3) The announcement of auction as referred to in paragraph (1) shall be made by the following:
  - a. the Director General, for auction for the opening of new service for Passenger Transportation by Using Taxi service the operational area of which covers more than 1 (one) province;
  - b. the Head of the Agency, for auction for the opening of new service for Passenger Transportation by Using Taxi service the operational area of which covers more than 1 (one) province in Jakarta, Bogor, Depok, Tangerang, Bekasi (Jabodetabek) area;

- c. the Governor, for auction for the opening of new service for Passenger Transportation by Using Taxi service the operational area of which covers more than 1 (one) regency/municipality within 1 (one) province; or
  - d. the Regent/Mayor, for auction for the opening of new service for Passenger Transportation by Using Taxi service the operational area of which is located within the regency/municipality.
- (4) The announcement of auction as referred to in paragraph (2) shall at least set out the following:
- a. location of cities to be served;
  - b. total vehicle demand;
  - c. type of vehicles and specification of vehicle; and
  - d. Minimum Service Standard.
- (5) Based on the assessment on compliance with administrative requirements and fulfillment of Minimum Service Standard, the winner with the highest score shall be selected.
- (6) The winner of auction on the opening of new service as referred to in paragraph (5) shall be announced through the website, announcement board, and/or mass media.
- (7) Upon stipulation of auction winner as referred to in paragraph (5), the auction winner shall submit an application to the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority by enclosing administrative requirements as referred to in Article 48 paragraph (1).
- (8) The auction winner who has complied with the administrative requirements as referred to in paragraph (7) shall be granted the license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles in the form of contract document and/or electronic card.

#### Article 62

Provisions on method and procedure of auction, as referred to in Article 58 sub-article a, shall be further provided for in a Regulation of the Director General.

### CHAPTER IV OPERATION OF PASSENGER TRANSPORTATION BY USING OFF-ROUTE PUBLIC MOTOR VEHICLES BY USING INFORMATION TECHNOLOGY BASED APPLICATION

#### Article 63

- (1) In order to improve ease in ordering Passenger Transportation by Using Off-Route Public Motor Vehicles service, the Public Transportation Company may use information technology based application.

- (2) The use of information technology based application as referred to in paragraph (1) may be implemented independently or in cooperation with an Application Company in the field of land transportation.
- (3) In order to improve ease in the payment of Passenger Transportation by Using Off-Route Public Motor Vehicles service, the Public Transportation Company may make payment in cash or by electronic means in accordance with the provisions of laws and regulations.

#### Article 64

- (1) The Public Transportation Company which uses information technology based application as referred to in Article 63 paragraph (1) shall be obligated to comply with the provisions in the field of management of public Transportation as referred to in Article 36, Article 37, and Article 38.
- (2) The Public Transportation Company which uses information technology based application which fails to fulfill the obligation as referred to in paragraph (1) shall be obligated to terminate the operation of Motor Vehicles and the use of application.

#### Article 65

The Application Company in the field of land transportation as referred to in Article 63 paragraph (2) shall be prohibited to act as operator of public Transportation, which shall include the following:

- a. provision of application access service to Public Transportation Company which has not obtained license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles;
- b. provision of application access service to individuals;
- c. recruitment of drivers;
- d. stipulation of tariff; and
- e. provision of tariff promotion below the stipulated lower limit tariff.

#### Article 66

The Application Company in the field of land transportation as referred to in Article 65 shall be obligated to have an Indonesian legal entity with the criteria at least as follows:

- a. performing contract, sales, and/or delivery of service, and collection;
- b. having bank account which shall serve as escrow facility for proceeds from sales or delivery of service with a bank located in Indonesia;
- c. owning/possessing a server or data center which is domiciled in Indonesia;
- d. performing marketing, promotion, and other supporting activities; and
- e. providing consumer complaint service and settlement.

## Article 67

- (1) The Application Company in the field of land transportation shall be obligated to do the following:
  - a. providing access to Digital Dashboard to the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority;
  - b. providing access to application to vehicles which have obtained license for the operation of special rental Transportation in the form of supervision card proposed by the legal entity;
  - c. cooperating with the Public Transportation Company which has obtained license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles;
  - d. adhering to and implementing the procedures for the information based utilization in accordance with the provisions of laws and regulations; and
  - e. opening branch office and appointing person in charge of the branch office in the cities in accordance with its operational area.
- (2) The access to Digital Dashboard, as referred to in paragraph (1) sub-paragraph a, shall at least set out the following:
  - a. company name, name of person in charge, and address of the Application Company in the field of land transportation;
  - b. data of all Public Transportation Companies which cooperate;
  - c. data of all vehicles and drivers;
  - d. access to service operational monitoring in the form of spatial movement of vehicles and tariffs; and
  - e. consumer complaint service in the form of telephone number and electronic mail (email) of the Application Company in the field of land transportation.

## CHAPTER V SUPERVISION OF PASSENGER TRANSPORTATION BY USING OFF-ROUTE PUBLIC MOTOR VEHICLES

### Article 68

- (1) The supervision of Passenger Transportation by Using Off-Route Public Motor Vehicles shall be performed by a motor vehicle supervision officer by using manual and/or electronic device in accordance with the provisions of laws and regulations.
- (2) The motor vehicle supervision officer as referred to in paragraph (1) shall consist of the following:
  - a. a Civil Servant Investigator in the field of road traffic and Transportation; and/or

- b. an officer of the Indonesian National Police.

#### Article 69

- (1) The supervision of Passenger Transportation by Using Off-Route Public Motor Vehicles as referred to in Article 68 shall be performed at the following locations:
  - a. tourist attractions;
  - b. road segments;
  - c. points of departure;
  - d. vehicle storage; and
  - e. stopping places and other transportation hubs.
- (2) In the event that a Public Transportation Company fails to comply with the provisions on Minimum Service Standard, the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority may perform an evaluation and review the license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles granted to the company.

#### Article 70

- (1) The supervision of Passenger Transportation by Using Off-Route Public Motor Vehicles as referred to in Article 69 shall be performed on compliance with the following:
  - a. licensing requirements for Passenger Transportation by Using Off-Route Public Motor Vehicles; and
  - b. technical and roadworthiness requirements for Public Motor Vehicle.
- (2) The supervision on compliance with the licensing requirements for Passenger Transportation by Using Off-Route Public Motor Vehicles, as referred to in paragraph (1) sub-paragraph a, shall consist of the following:
  - a. licensing document;
  - b. Transportation document;
  - c. proof of payment of mandatory insurance contribution which falls under the responsibility of the company;
  - d. type of service;
  - e. tariff for Passenger Transportation by Using Taxi service;
  - f. identity of Public Transportation Company; and
  - g. identity of public Transportation vehicle crew.

- (3) The supervision on the compliance with technical and roadworthiness requirements for Public Motor Vehicle as referred to in paragraph (1) subparagraph b shall consist of the following:
- a. Public Motor Vehicle periodic test passing certificate;
  - b. physical condition of Public Motor Vehicle; and
  - c. Minimum Service Standard.

## CHAPTER VI PUBLIC PARTICIPATION

### Article 71

- (1) The public shall have the right to participate in the operation of road Transportation.
- (2) Public participation as referred to in paragraph (1) shall consist of the following:
- a. providing input to the road traffic and transportation development agency in enhancing laws and regulations, guidelines and technical standards in the field of road Transportation;
  - b. monitoring the implementation of public Transportation service standard applied by Public Transportation Companies;
  - c. reporting Public Transportation Companies which violate the public Transportation service standard to the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority;
  - d. providing input to the traffic and road transportation development agency in improving public Transportation service; and/or
  - e. maintaining road Transportation facilities and infrastructure, and participating in maintaining road Transportation security, safety, orderliness, and smoothness.
- (3) The public participation as referred to in paragraph (1) shall be presented to the Government or Regional Government agency in accordance with the agency's main duty and function.
- (4) The Government and/or Regional Government shall consider and follow up on the input and opinion submitted by the public as referred to in paragraph (3).

## CHAPTER VII ADMINISTRATIVE SANCTIONS

### Article 72

- (1) A Public Transportation Company which violates the provisions as referred to in Article 36, Article 37, Article 38, Article 41, Article 42, Article 43, and Article 44 shall be subject to administrative sanction.
- (2) The violation as referred to in paragraph (1) shall be classified into the following:

- a. minor violation;
  - b. moderate violation; and
  - c. severe violation.
- (3) Minor violation, as referred to in paragraph (1) sub-paragraph a, shall consist of the following:
- a. not reporting any change in the management of the company and/or cooperative;
  - b. not reporting any change in the domicile of the company and/or cooperative;
  - c. not reporting Transportation operational activities on a periodic basis;
  - d. reduction or addition in the vehicle's identity;
  - e. not maintaining cleanliness and comfort of operated vehicles;
  - f. employing vehicle crew without uniform and/or without identity of the Public Transportation Company;
  - g. not announcing the applicable tariff; and
  - h. not printing the amount of tariff on the ticket or ticket equivalent.
- (4) Moderate violation, as referred to in paragraph (1) sub-paragraph b, shall consist of the following:
- a. violation of the amount of Transportation tariff;
  - b. not paying the mandatory contribution for accident and transporter's liability insurance;
  - c. providing service not in accordance with the stipulated Minimum Service Standard;
  - d. not returning the decision letter of operation license and/or supervision card in the event of any change in the license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles;
  - e. employing vehicle crew who does not comply with the requirements in accordance with the provisions of laws and regulations and who is not a driver of the relevant the Public Transportation Company;
  - f. operating vehicles not in accordance with the type of service based on the operation license held;
  - g. not complying with the provisions on working time and rest time for drivers;
  - h. transporting passengers in excess of the stipulated capacity; and



- i. not paying administrative penalty for minor violation.
- (5) Severe violation, as referred to in paragraph (1) sub-paragraph c, shall consist of the following:
  - a. using double supervision card;
  - b. operating vehicle beyond the stipulated operational area;
  - c. not installing the stipulated vehicle special mark;
  - d. forging Valid Travel Document and/or special sign;
  - e. operating vehicle without Valid Travel Document;
  - f. operating vehicle the validity period of license operation of which has expired;
  - g. committing negligence in the operation of vehicle and as the result causing a fatal accident; and
  - h. not paying administrative penalty for moderate violation.

#### Article 73

- (1) The violations as referred to in Article 72 shall be identified through the following:
  - a. result of supervision performed by the motor vehicle supervision officer;
  - b. result of monitoring and evaluation performed by the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority;
  - c. report from the public;
  - d. information from mass media; and/or
  - e. report from the Public Transportation Company.
- (2) The report from the public as referred to in paragraph (1) sub-paragraph c shall contain the following matters:
  - a. time and place of incident;
  - g. type of violation;
  - h. identity of the vehicle;
  - i. identity of the Public Transportation Company and/or vehicle crew;
  - e. victim of the violation in the event of accident; and
  - k. identity of reporter.

- (3) The report or information as referred to in paragraph (2) shall be submitted to the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority to be followed up in accordance with the provisions of laws and regulations.
- (4) The report or information which does not contain the provisions as referred to in paragraph (2) cannot be followed up on.

#### Article 74

- (1) The Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority shall impose administrative sanctions to the Public Transportation Company based on the report or information as referred to in Article 73.
- (2) The administrative sanctions as referred to in paragraph (1) shall consist of the following:
  - a. written reprimand;
  - b. administrative penalty;
  - c. freezing of license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles; and
  - d. revocation of license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles.
- (3) The form and format of written reprimand, freezing, and revocation of license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles as referred to in paragraph (2) shall be set out in Attachment IV which shall constitute an inseparable part of this Ministerial Regulation.

#### Article 75

- (1) The administrative sanction in the form of written reprimand as referred to in Article 74 paragraph (2) sub-paragraph a shall be imposed for the maximum of 2 (two) times, each time for a period of 30 (thirty) days.
- (2) The amount of administrative penalty as referred to in Article 74 paragraph (2) sub-paragraph b shall be determined in administrative penalty unit (penalty unit/PU).
- (3) The amount of administrative penalty unit (penalty unit/PU) as referred to in paragraph (2) shall be Rp 100,000.- (one hundred thousand rupiah).
- (4) In the event that the license holder, within 30 (thirty) calendar days upon imposition of administrative penalty, fails to pay the penalty and fails to make correction on the committed violation, it shall be subject to the sanction of freezing of license in the form of freezing of supervision card.
- (5) In the event that within 30 (thirty) calendar days upon the freezing of license as referred to in paragraph (4), the license holder fails to make correction on the committed violation, it shall be subject to the sanction of revocation of license in the form of revocation of supervision card.

#### Article 76

- (1) The minor violation, as referred to in Article 72 paragraph (2) sub-paragraph a, shall be subject to the following:
  - a. administrative penalty sanction in the amount of 10 (ten) penalty units/PU for each type of violation; and
  - b. administrative sanction in the form of first reprimand letter and second reprimand letter, and in the event of non-compliance with these reprimands, it shall be subject to the freezing of operation license for a maximum of 3 (three) months and not allowed to expand the business for a maximum of 6 (six) months.
- (2) Moderate violation as referred to in Article 72 paragraph (2) sub-paragraph b shall be subject to the following:
  - a. administrative penalty sanction in the amount of 20 (twenty) penalty units/PU for each type of violation; and
  - b. administrative sanction in the form of first reprimand letter and second reprimand letter, and in the event of non-compliance with these reprimands, it shall be subject to the freezing of operation license for a maximum of 6 (six) months and not allowed to expand the business for a maximum of 12 (twelve) months.
- (3) Severe violation as referred to in Article 72 paragraph (2) sub-paragraph c shall be subject to the following:
  - a. administrative penalty in the amount of 50 (fifty) penalty units/PU for each type of violation; and
  - b. administrative sanction in the form of freezing of operation license for a maximum of 12 (twelve) months and in the event of failure to make correction, it shall be subject to revocation of operation license.

#### Article 77

In the event that the operation of vehicle fails to have a license as referred to in Article 36 and Article 41 paragraph (1), it shall be subject to sanction in accordance with the provisions of laws and regulations.

#### Article 78

An Application Company in the field of land transportation which commits violation of the provisions as referred to in Article 65, Article 66 and Article 67 shall be subject to administrative sanction by the minister in charge of government affairs in the field of communication and informatics.

#### Article 79

- (1) The violation as referred to in Article 78 shall be obtained through reports from the following:

- a. result of supervision conducted by the motor vehicle supervision officer;
  - b. result of monitoring and evaluation conducted by the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority;
  - c. the public;
  - d. information from mass media; and/or
  - e. the Public Transportation Company.
- (2) The report as referred to in paragraph (1) shall at least set out the following:
- a. time and place of incident;
  - b. type of violation;
  - c. identity of vehicle;
  - d. identity of company and/or vehicle crew;
  - e. identity of victim of accident or crime; and
  - f. identity of reporter.
- (3) The report as referred to in paragraph (2) shall be submitted to the Director General, Head of the Agency, Governor, Regent/Mayor in accordance with their authority.
- (4) The report of violation as referred to in paragraph (3) which is received by the Director General, the Head of the Agency, Governor, Regent/Mayor in accordance with their authority shall be submitted to the minister in charge of government affairs in the field of communication and informatics to be sanctioned in accordance with the provisions of laws and regulations.

#### Article 80

In the event that the operation of vehicle fails to have a license as referred to in Article 36 and Article 41 paragraph (1), it shall be subject to sanction in accordance with the provisions of laws and regulations.

### CHAPTER VIII TRANSITIONAL PROVISIONS

#### Article 81

License for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles y which has been issued prior to the coming into effect of this Ministerial Regulation shall remain applicable until the expiration of the validity period thereof.

#### Article 82

The operational area of and total demand for special rental Transportation which has been stipulated prior to the coming into effect of this Ministerial Regulation shall remain applicable until an evaluation is conducted.

#### Article 83

The amount of upper limit tariff and lower limit tariff for special rental Transportation which has been stipulated prior to the coming into effect of this Ministerial Regulation shall remain applicable until an evaluation is conducted.

#### Article 84

The Government, Regional Government, Public Transportation Company and Application Company in the field of land transportation shall be obligated to adjust to the provisions of this Ministerial Regulation within 3 (three) months from the date of promulgation thereof.

### CHAPTER IX MISCELLANEOUS PROVISIONS

#### Article 85

Further provisions on the authority of Regional Government regarding regulation of the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles shall be provided for in a Regulation of the Head of Regional Government.

### CHAPTER X CONCLUDING PROVISIONS

#### Article 86

The Director General shall perform development and supervision on the implementation of this Ministerial Regulation.

#### Article 87

At the time this Ministerial Regulation comes into effect, Regulation of the Minister of Transportation Number [PM 26 Year 2017](#) concerning the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles (Official Gazette of the Republic of Indonesia Year 2017 Number 516) shall be revoked and declared inapplicable.

#### Article 88

This Ministerial Regulation shall come into effect on November 1, 2017.

For the public to be informed, it is instructed to promulgate this Ministerial Regulation in Official Gazette of the Republic of Indonesia.

Enacted in Jakarta  
On October 24, 2017  
THE MINISTER OF TRANSPORTATION  
OF THE REPUBLIC OF INDONESIA,  
Signature

BUDI KARYA SUMADI

Promulgated in Jakarta  
On October 24, 2017  
THE DIRECTOR GENERAL  
OF LEGISLATION  
THE MINISTRY OF LAW AND HUMAN RIGHTS  
OF THE REPUBLIC OF INDONESIA,  
Signature,  
WIDODO EKATJAHJANA

OFFICIAL GAZETTE OF THE REPUBLIC OF INDONESIA YEAR 2017 NUMBER 1474

Copy conforms to the original  
THE HEAD OF THE LEGAL BUREAU  
Signature  
WAHYU ADJI H., SH., DESS  
Junior Administrator (IV/c)  
Civil Servant's Identification Number (*NIP.*) 19651022 199203 1 001

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NOTE

ATTACHMENT I  
REGULATION OF THE MINISTER OF  
TRANSPORTATION OF THE REPUBLIC OF  
INDONESIA  
NUMBER PM 108 YEAR 2017  
CONCERNING THE OPERATION OF  
PASSENGER TRANSPORTATION BY USING  
OFF-ROUTE PUBLIC MOTOR VEHICLES

EXAMPLE 1

SIZE OF TEXT AND IDENTITY ON VEHICLE FOR PASSENGER TRANSPORTATION  
BY USING TAXI

Exhibit 1.a  
TAXI SIGN, ADVERTISING MEDIA AND HAZARD WARNING LIGHT

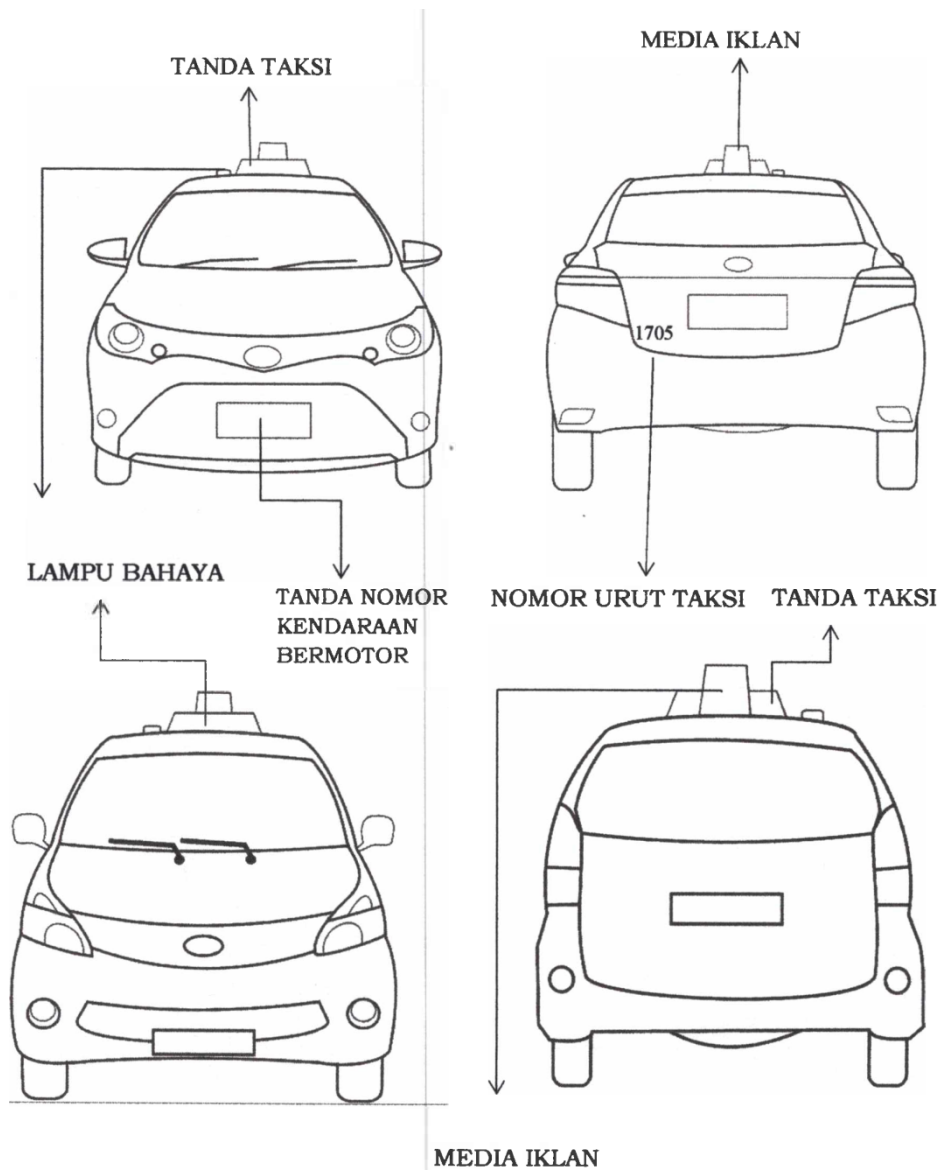


Exhibit 1.b  
LOGO AND COMPANY NAME ON TAXI VEHICLE

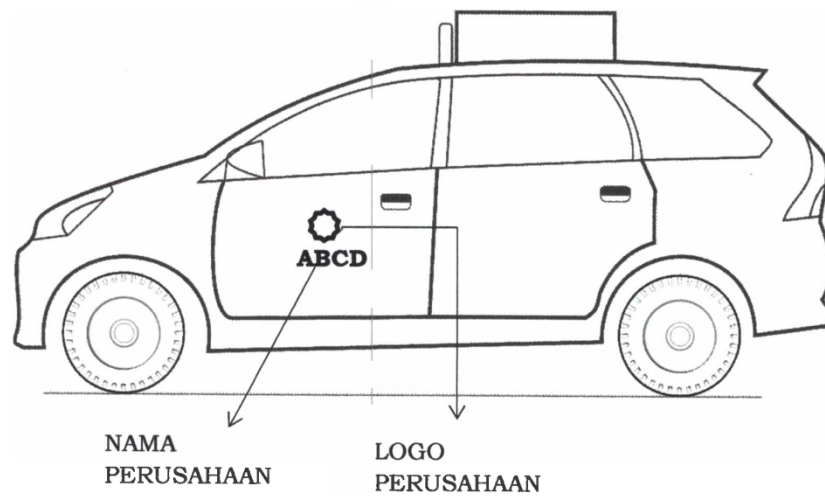
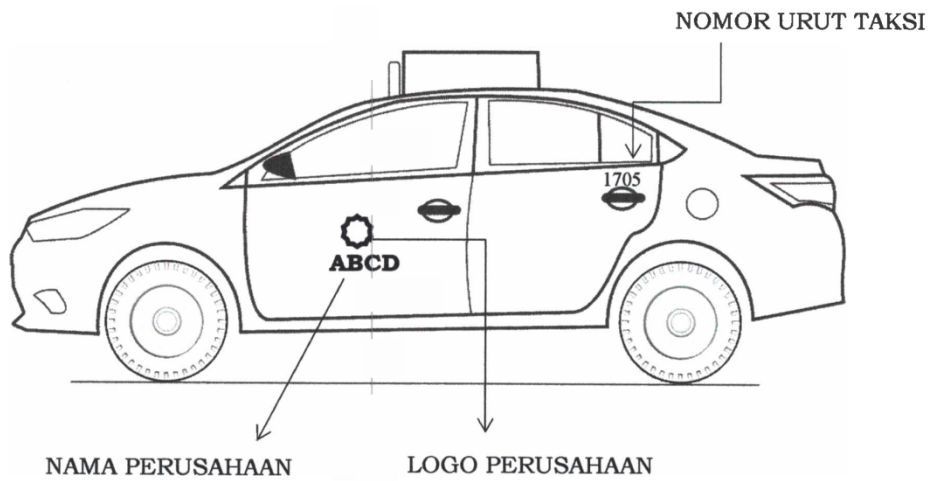
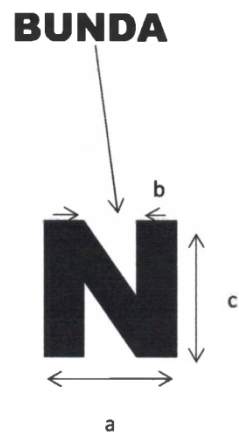
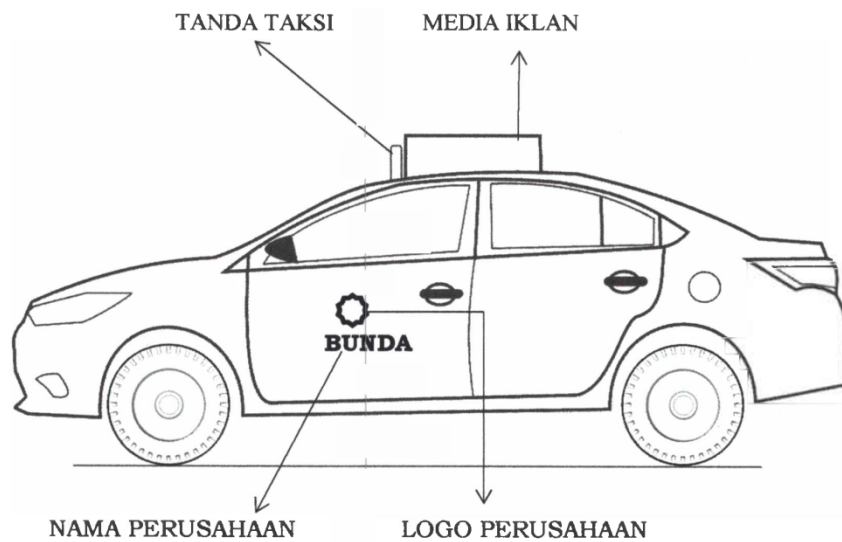


Exhibit 1.c  
FONT AND SIZE OF TEXT OF  
COMPANY NAME ON TAXI VEHICLE





Font size:

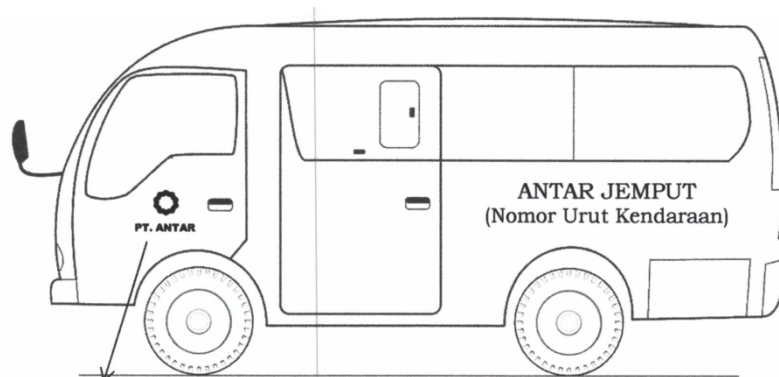
1. Width (a) = 25 mm.
2. Thickness (b) = 8 mm.
3. Height (c) = 50 mm.

Font:

1. Capital/block letters.
2. Upright and distinct.

## EXAMPLE 2

### SIZE OF TEXT AND IDENTITY ON SHUTTLE TRANSPORTATION VEHICLE



## LOGO AND COMPANY NAME

Text position:

1. In the middle of the left and right sides of the vehicle body
2. Distance from the bottom of vehicle = 360-500 mm

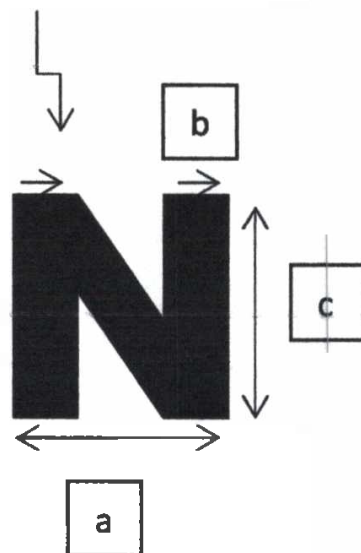
Text composition:

1. Length of text shall be adjusted to the font size of the text.
2. Distance between words = 40-70 mm.

Text color:

1. Contrast to the vehicle body color.
2. Adjusted to the esthetics.

**BUNDA**



**BUNDA**

Font size:

1. Width = 25-50 mm
2. Thickness = 10-15 mm.
3. Height = 50-100 mm.

Font:

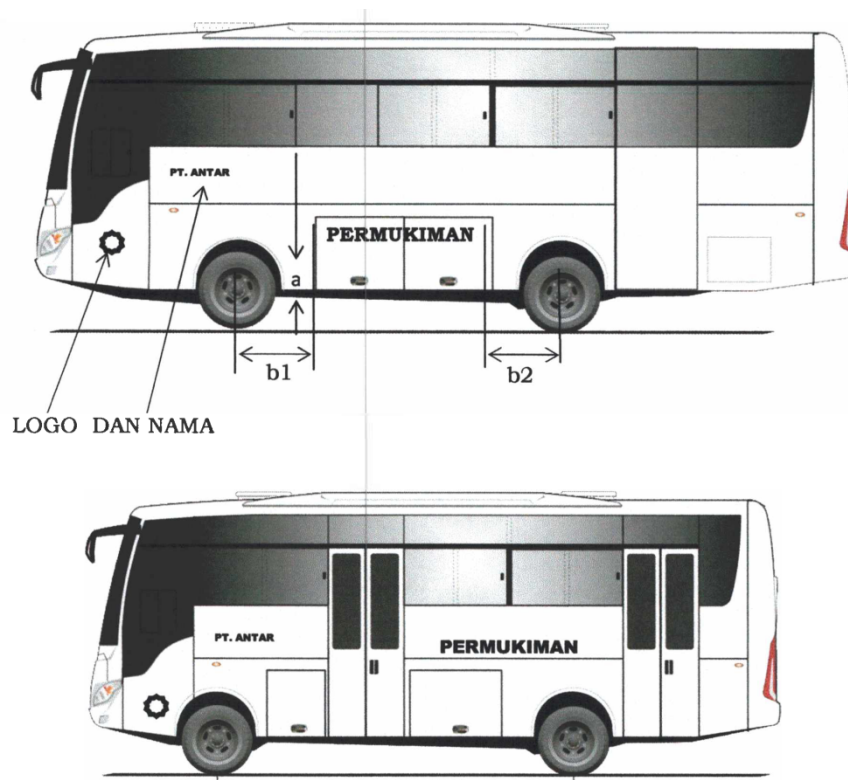
1. Capital/block letters.

2. Upright and distinct.

### EXAMPLE 3

#### SIZE OF TEXT AND IDENTITY ON NEIGHBORHOOD TRANSPORTATION VEHICLE

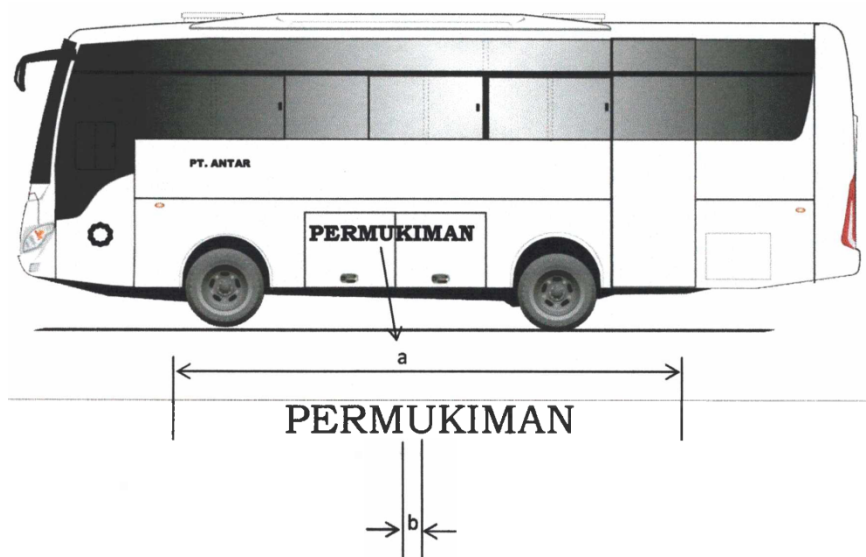
Exhibit 3.a  
TEXT POSITION FOR NEIGHBORHOOD TRANSPORTATION



#### Text position:

1. In the middle of the left and right sides of the vehicle body (b1 and b2 shall be of the same length)
2. Distance from the bottom of vehicle (a) = 360-500 mm

Exhibit 3.b  
TEXT COMPOSITION FOR NEIGHBORHOOD TRANSPORTATION



Text composition:

1. Length of text (a) = 1,310 mm, adjusted to the font size of the text.
2. Distance between words (b) = 40-70 mm.

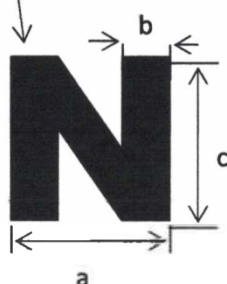
Text color:

1. Contrast to the vehicle body color.
2. Adjusted to esthetics.

Exhibit 3.c.

FONT AND FONT SIZE FOR NEIGHBORHOOD TRANSPORTATION

**PERMUKIMAN**



Ukuran huruf :

Font size:

1. Width (a) = 50 mm.
2. Thickness (b) = 15 mm.
3. Height (c) = 100 mm

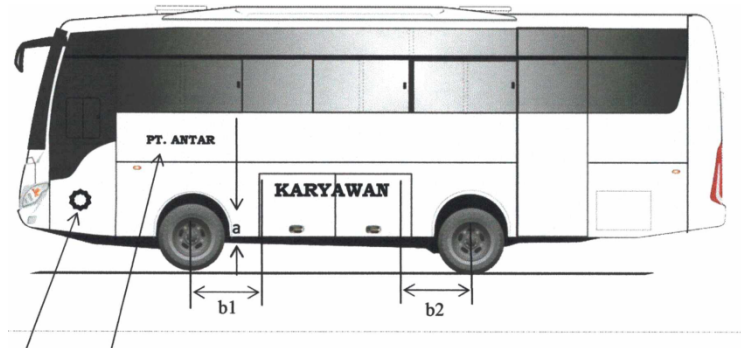
Font:

1. Capital/block letters
2. Upright and distinct.

EXAMPLE 4

## SIZE OF TEXT AND IDENTITY ON EMPLOYEE TRANSPORTATION VEHICLE

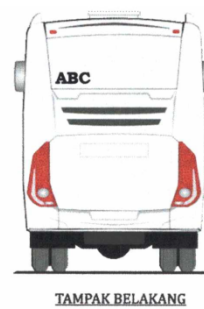
Exhibit 4.a  
POSITION OF TEXT  
FOR EMPLOYEE TRANSPORTATION



### LOGO AND COMPANY NAME

Text position:

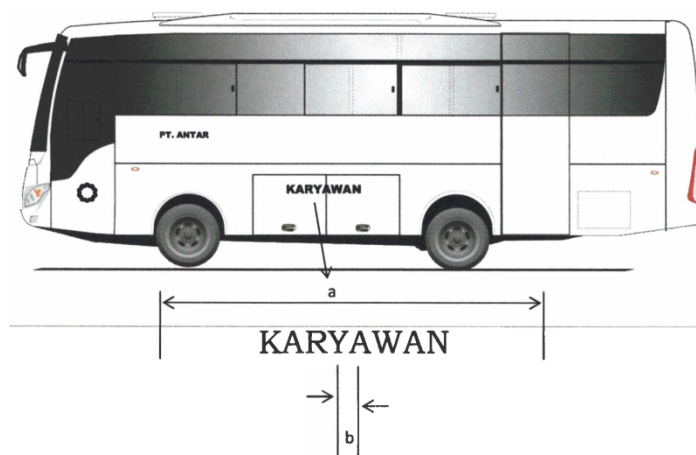
1. In the middle of the left and right sides of the vehicle body (b1 and b2 shall be of the same length)
2. Distance from the bottom of vehicle (a) = 360-500 mm



Text position :

Stating the company name of the lessee on the lower left side of the front and rear windshield

Exhibit 4.b  
COMPOSITION OF "EMPLOYEE" TEXT



Text composition:

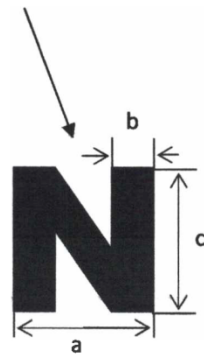
1. Length of text (a) = 1,310 mm, adjusted to the text font size.
2. Distance between words (b) = 40-70 mm.

Text color:

1. Contrast to the vehicle body color.
2. Adjusted to esthetics.

Exhibit 4.c  
FONT AND FONT SIZE FOR EMPLOYEE TRANSPORTATION

**KARYAWAN**



Font size:

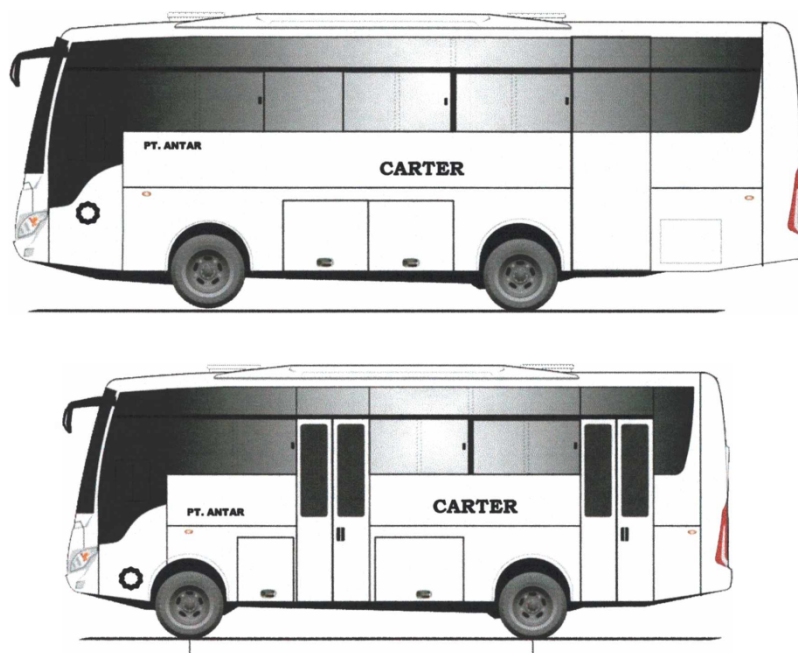
1. Width (a) = 50 mm.
2. Thickness (b) = 15 mm.
3. Height (c) = 100 mm.

Font:

1. Capital/block letters.
2. Upright and distinct.

EXAMPLE 5

SIZE OF TEXT AND IDENTITY ON CHARTER TRANSPORTATION VEHICLE



#### Text position:

1. In the middle of the left and right sides of the vehicle body
2. Distance from the bottom of vehicle = 360 - 500 mm

#### Text composition:

1. Length of text adjusted to the letter size of the text.
2. Distance between words = 40-70 mm.

#### Text color:

1. Contrast to the vehicle body color.
2. Adjusted to esthetics.

#### Font size:

1. Width = 25 - 50 mm.
2. Thickness = 10 - 15 mm.
3. Height = 50 - 100 mm.

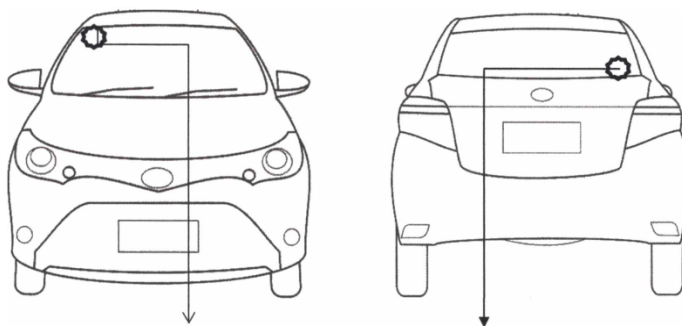
#### Font:

1. Capital/block letters.
2. Upright and distinct.

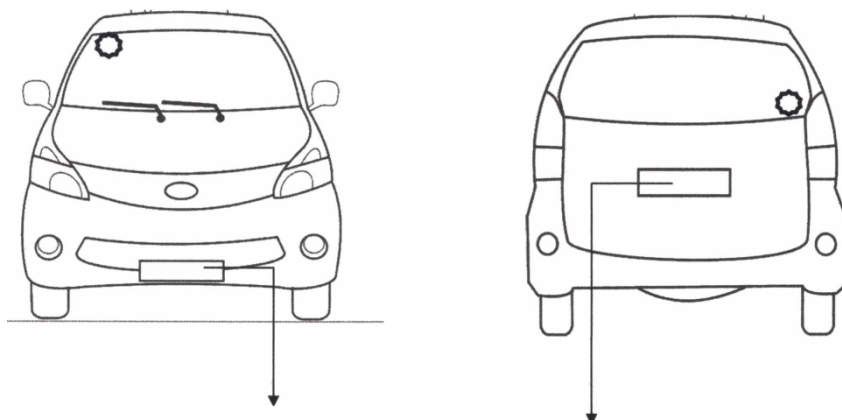
### EXAMPLE 6

#### SIZE OF TEXT AND IDENTITY ON GENERAL RENTAL TRANSPORTATION VEHICLE

##### Exhibit 6.a EXAMPLE OF PLACEMENT OF SPECIAL SIGN AND SPECIAL CODE FOR GENERAL RENTAL TRANSPORTATION VEHICLE



SPECIAL SIGN STICKER FOR GENERAL RENTAL TRANSPORTATION



SPECIAL CODE FOR GENERAL RENTAL TRANSPORTATION

Exhibit 6.b  
FORM, SIZE, AND EXAMPLE OF SPECIAL SIGN FOR GENERAL RENTAL  
TRANSPORTATION  
EXAMPLE OF SPECIAL SIGN FOR GENERAL RENTAL TRANSPORTATION



Criteria of material:

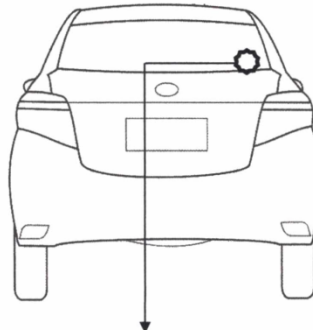
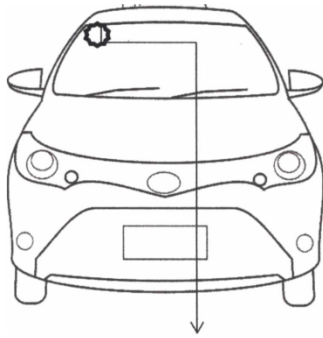
Made from casting material which can reflect light and does not come off easily.

EXAMPLE 7

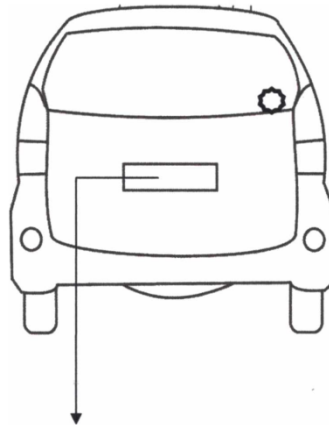
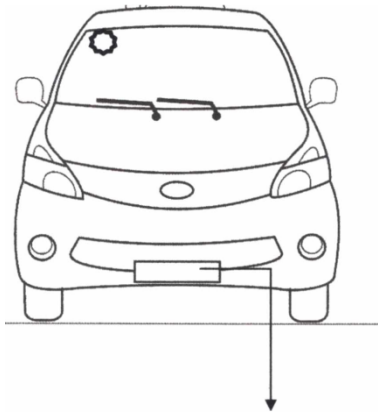
SIZE OF TEXT AND IDENTITY ON SPECIAL RENTAL TRANSPORTATION VEHICLE

Exhibit 7.a  
EXAMPLE OF PLACEMENT OF SPECIAL SIGN AND SPECIAL CODE FOR  
PASSENGER TRANSPORTATION BY USING SPECIAL RENTAL VEHICLE





SPECIAL SIGN STICKER FOR SPECIAL RENTAL TRANSPORTATION



SPECIAL CODE FOR SPECIAL RENTAL TRANSPORTATION

Exhibit 7.b  
EXAMPLE OF SPECIAL SIGN FOR SPECIAL RENTAL TRANSPORTATION  
STICKER DESIGN FOR SPECIAL RENTAL TRANSPORTATION



STICKER DESIGN FOR SPECIAL RENTAL TRANSPORTATION



Criteria of Material:

Made from casting materials which can reflect light and does not come off easily.

## EXAMPLE 8

### FORMULA FOR THE CALCULATION OF TRANSPORTATION DEMAND

#### I. DEMAND AND SUPPLY MODEL

$$\Sigma \text{Kend} = \frac{(\text{jumlah perjalanan per hari} : \text{okupansi})}{\text{Rit per hari}}$$

$$\begin{aligned} \text{Trip per day} &= \text{Operating Hours/RTT} \\ \text{RTT} &= \text{WL} + \text{WP} + \text{WT} \end{aligned}$$

Remarks:

1. WL shall be Time to location  
Taken from the maximum tolerance for time of waiting for passenger who orders Special Rental Transportation by using application.
2. WP shall be Time of waiting for passenger  
Driver's waiting time to find user of special rental transportation service.
3. WT shall be Travel time (distance divided by speed).

#### II. DYNAMIC MODEL

$$\begin{aligned} N &= \left( \frac{y}{T_w} + \mu^p Q_p \right) \frac{24}{h} \\ &= \left( \frac{A/V}{T_w} + \mu^p Q_p \right) \frac{24}{h} \end{aligned}$$

In which :

- |                |   |  |
|----------------|---|--|
| N              | = | Quota for Special Rental Transportation (Units)          |
| T <sub>w</sub> | = | Average passenger waiting time during rush hours (Hours) |
| H              | = | Average Working Hours of ASK Driver per Day (Hours)      |

$\gamma$	=	Parameter of Comparison between Service Area and Waiting Time
$\mu^p$	=	Average Travel Time by Using Special Rental Transportation (Hours)
$Q_p$	=	Number of Passengers during Rush Hours
$A$	=	Service Area (km <sup>2</sup> )
$V$	=	Average Vehicle Speed (Km/jam)

### III. REGRESSION MODEL

$$\sum KK = 0,0110 X_1 + 18,4785 X_2 - 16.967,8814$$

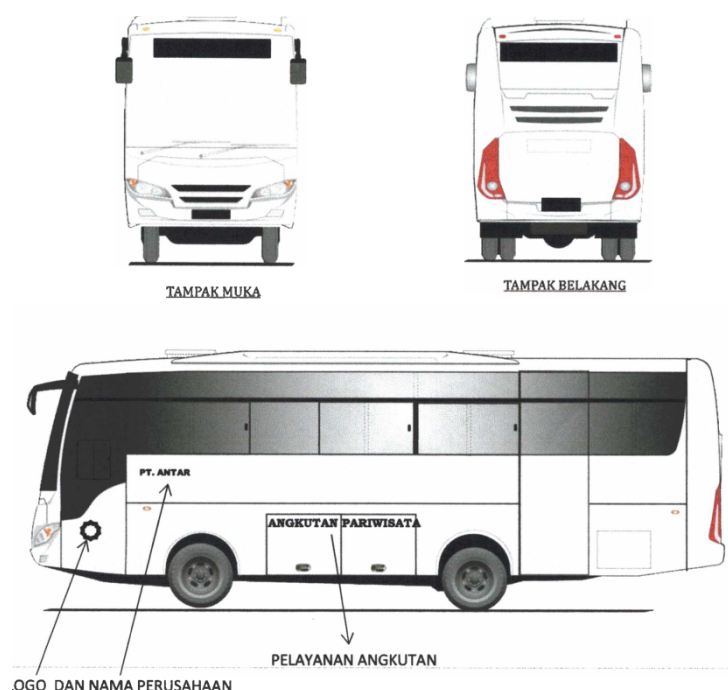
$$\sum KASK = \sum KK - \sum KE$$

Remarks:

$\sum KK$	=	total demand for vehicle
$\sum KE$	=	total existing vehicles
$\sum KASK$	=	total demand for rental transportation
$X_1$	=	population number
$X_2$	=	per capita PDRB (Gross Regional Domestic Revenue)

### EXAMPLE 9

#### SIZE OF TEXT AND IDENTITY ON TOURISM TRANSPORTATION VEHICLE



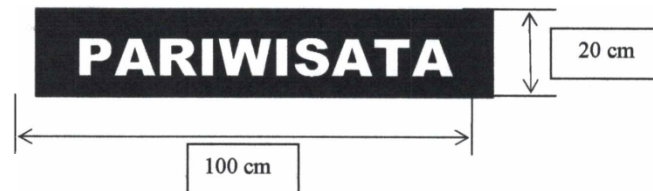
#### SIDE VIEW

The text "TOURISM" shall be placed on the left and right side of the vehicle body, with the provisions as follows:

- 1) Text size : a) Length = 3.000 mm  
b) Width = 600 mm
- 2) Font size : a) Width = 210 mm

- 3) Color : a) Background = White  
b) Font = Black  
(The coloring shall be made of material which can reflect light)

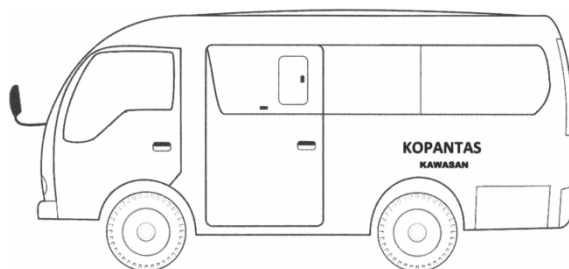
FORM AND SIZE OF STICKER  
ON VEHICLE SERVING TOURISM TRANSPORTATION



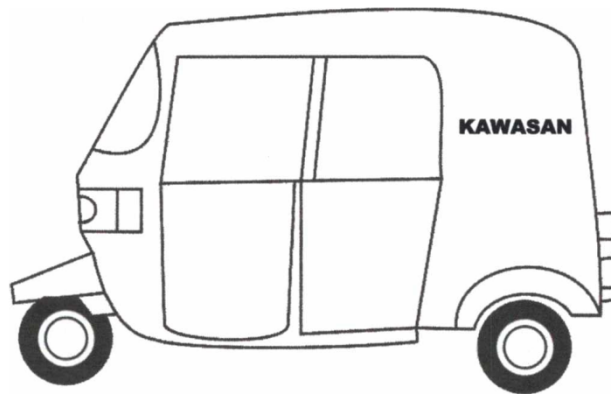
1) Sticker size	:	a) length	=	1000 mm
		b) width	=	200 mm
2) Font size	:	a) width	=	70 mm
		b) thickness	=	20 mm
		c) height	=	130 mm
3) Color	:	a) background	:	White
		b) letters	:	Red
		(The color is made of material which can reflect light)		
4) Placed on	:	a) The upper left side of the front windshield of the bus without destination box.		
		b) Destination box for bus with destination box.		

EXAMPLE 10

SIZE OF TEXT AND IDENTITY ON SPECIAL ZONE TRANSPORTATION VEHICLE



FOUR WHEELED



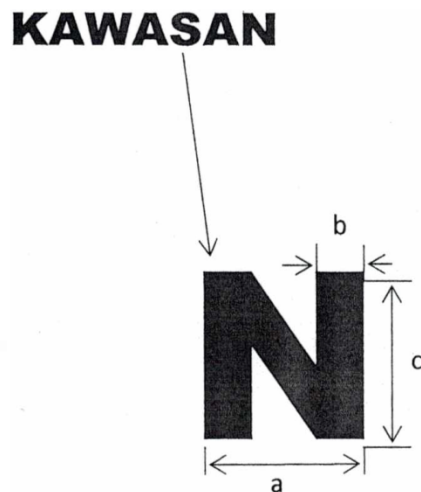
THREE WHEELED

Text position :

1. In the middle of the left and right sides of the vehicle body (b1 and b2 shall be of the same length)
2. Distance from the bottom of vehicle (a) = 360-500

Text composition :

Length of text (a) shall be adjusted to the font size of the text.



Font size:

1. Width (a) = 25- 50 mm.
2. Thickness (b) = 10-15 mm.
3. Height (c) = 50- 100 mm

Font:

1. Capital/block letters.
2. Upright and distinct.

THE MINISTER OF TRANSPORTATION  
OF THE REPUBLIC OF INDONESIA,  
Signature  
BUDI KARYA SUMADI

Copy conforms to the original  
THE HEAD OF THE LEGAL BUREAU

Signature and seal  
WAHYU ADJI H., SH., DESS  
Junior Administrator (IV/c)  
Civil Servant's Identification Number (NIP.) 19651022 199203 1 001

ATTACHMENT II  
REGULATION OF THE MINISTER OF  
TRANSPORTATION OF THE REPUBLIC OF  
INDONESIA  
NUMBER PM 108 YEAR 2017  
CONCERNING THE OPERATION OF  
PASSENGER TRANSPORTATION BY USING  
OFF-ROUTE PUBLIC MOTOR VEHICLES

LICENSING DOCUMENT FOR THE OPERATION OF PASSENGER  
TRANSPORTATION BY USING OFF-ROUTE PUBLIC MOTOR VEHICLES

DECISION OF .....

NUMBER: .....

CONCERNING  
LICENSE FOR THE OPERATION OF PASSENGER TRANSPORTATION BY USING  
OFF-ROUTE PUBLIC MOTOR VEHICLES

..... TRANSPORTATION SERVICE

THE DIRECTOR GENERAL/HEAD OF AGENCY/GOVERNOR/REGENT/MAYOR,

- Considering:
- a. whereas in the context of implementation of the operation of off-route passenger transportation as provided for in Article 179 of Law Number 22 Year 2009 concerning Road Traffic and Transportation, it is deemed necessary to have license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles;
  - b. whereas based on the considerations as referred to above, it is deemed necessary to stipulate Decision of ..... concerning License for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles;

- In view of:
1. Law Number 22 Year 2009 concerning Road Traffic and Transportation (State Gazette of the Republic of Indonesia Year 2009 Number 96, Supplement to the State Gazette of the Republic of Indonesia Year 2009 Number 5025);
  2. Government Regulation Number 55 Year 2012 concerning Vehicles (State Gazette of the Republic of Indonesia Year 2012 Number 120, Supplement to the State Gazette of the Republic of Indonesia Number 5317);
  3. Government Regulation Number 74 Year 2014 concerning Road Transportation (State Gazette of the Republic of Indonesia Year 2014 Number 260, Supplement to the State Gazette of the Republic of Indonesia 5594);

4. Government Regulation Number 11 Year 2015 concerning Types and Upper Limit Tariff of Types of Non-Tax State Revenue Applicable to the Ministry of Transportation (State Gazette of the Republic of Indonesia Year 2015 Number 41, Supplement to the State Gazette of the Republic of Indonesia 5668);
5. Regulation of the Minister of Transportation Number PM 189 Year 2015 concerning Organization and Work Procedure of the Ministry of Transportation (Official Gazette of the Republic of Indonesia Year 2015 Number 1844) as amended by Regulation of the Minister of Transportation Number PM 86 Year 2016 (Official Gazette of the Republic of Indonesia Year 2016 Number 1012);
6. Regulation of the Minister of Transportation Number PM 28 Year 2015 concerning Minimum Service Standard for Off-Route Public Transportation;
7. Regulation of the Minister of Transportation Number PM.... Year .... concerning Operation of Off-Route Public Transportation;

With due regard to: 1. License Application Letter for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles from PT/COOPERATIVE ..... dated .....;

2. ....

#### HAS DECIDED TO:

Stipulate: DECISION OF ..... CONCERNING LICENSE FOR THE OPERATION OF PASSENGER TRANSPORTATION BY USING OFF-ROUTE PUBLIC MOTOR VEHICLES IN TRANSPORTATION SERVICE

FIRST: Based on the result of evaluation on administrative requirements and technical requirements with regard to the application submitted by the applicant as referred to above, license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles shall be granted to the following:

Company Name :  
 Company Registration Number :  
 Name of the Head of the Company :  
 Company Address :

SECOND: Whereas PT/Cooperative shall be obligated to perform its obligations with regard to the operation of Passenger Transportation by Using Off-Route Public Motor Vehicle service serving ..... transportation in accordance with laws and regulations.

THIRD: The Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles as referred to in the SECOND dictum shall be served by vehicles as set out in the attachment which shall constitute an inseparable part of this Decision

FOURTH: The validity period of license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles shall be valid up to and including .....

FIFTH: Whereas at the time this Decision of the Director General of Land Transportation comes into effect, Decision of .....

Number: ..... dated ..... shall be revoked and declared inapplicable.

SIXTH: This Decision shall come into effect on the date of its enactment and, in the event of any mistake identified in the future, may be amended as appropriate.

Stipulated in : Jakarta  
On : \_\_\_\_\_  
LICENSE ISSUING OFFICIAL,  
  
(.....)}

Copy of this Decision shall be distributed to:

1. ....;
2. ....;
3. etc.

IMPLEMENTING DOCUMENT OF LICENSE FOR THE OPERATION OF PASSENGER  
TRANSPORTATION BY USING OFF-ROUTE PUBLIC MOTOR VEHICLES  
DECISION OF .....  
NUMBER: .....  
CONCERNING  
IMPLEMENTATION OF LICENSE FOR THE OPERATION OF PASSENGER  
TRANSPORTATION BY USING OFF-ROUTE PUBLIC MOTOR VEHICLE  
FOR ..... TRANSPORTATION SERVICE

THE DIRECTOR GENERAL/HEAD OF AGENCY/GOVERNOR/REGENT/MAYOR,

- Considering:
- a. whereas in the context of implementation of the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles as provided for in Article 179 of Law Number 22 Year 2009 concerning Road Traffic and Transportation, it is deemed necessary to have license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles (.....);
  - b. whereas the purpose of the application shall be the realization of ..... in the amount of ..... units of vehicles in accordance with license approval letter for the operation of ..... transportation;
  - c. whereas based on the considerations as referred to above, it is deemed necessary to stipulate Decision of the Director General of Land Transportation concerning Implementation of License for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles for (.....);

- In view of
1. Law Number 22 Year 2009 concerning Road Traffic and Transportation (State Gazette of the Republic of Indonesia Year 2009 Number 96, Supplement to the State Gazette of the Republic of Indonesia Year 2009 Number 5025);
  2. Government Regulation Number 55 Year 2012 concerning Vehicles (State Gazette of the Republic of Indonesia Year 2012 Number 120, Supplement to the State Gazette of the Republic of Indonesia Number 5317);



3. Government Regulation Number 74 Year 2014 concerning Road Transportation (State Gazette of the Republic of Indonesia Year 2014 Number 260, Supplement to the State Gazette of the Republic of Indonesia 5594);
4. Government Regulation Number 11 Year 2015 concerning Types and Upper Limit Tariff of Types of Non-Tax State Revenue Applicable to the Ministry of Transportation (State Gazette of the Republic of Indonesia Year 2015 Number 41, Supplement to the State Gazette of the Republic of Indonesia 5668);
5. Regulation of the Minister of Transportation Number PM 189 Year 2015 concerning Organization and Work Procedure of the Ministry of Transportation (Official Gazette of the Republic of Indonesia Year 2015 Number 1844) as amended by Regulation of the Minister of Transportation Number PM 86 Year 2016 (Official Gazette of the Republic of Indonesia Year 2016 Number 1012);
6. Regulation of the Minister of Transportation Number PM.... Year .... concerning the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles;
7. Regulation of the Minister of Transportation Number PM ..... Year ..... concerning Minimum Service Standard for Passenger Transportation by Using Off-Route Public Motor Vehicle.

With due regard to

1. Application Letter from ..... number ..... dated .....
2. Consideration from ..... regarding ..... number ..... dated .....
3. ....

HAS DECIDED TO:

Stipulate: DECISION OF ..... CONCERNING IMPLEMENTATION OF LICENSE FOR THE OPERATION OF PASSENGER TRANSPORTATION BY USING OFF-ROUTE PUBLIC MOTOR VEHICLES FOR ..... TRANSPORTATION SERVICE TO PT/COOPERATIVE .....

FIRST : To partially revoke/entirely revoke/enhance Decision Letter ..... Number ..... Dated ..... concerning Implementation of License for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles for ..... Transportation Service

SECOND : To implement ..... transportation service served by using in total ..... (.....) units of vehicles

THIRD : To implement the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles as referred to in the SECOND dictum, served by using vehicles as set out in the attachment which shall constitute an inseparable part of this Decision.

FOURTH : The validity period of the license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles shall be up to and including .....

FIFTH : This Decision shall come into effect on the date of its enactment and, in the event of any mistake identified in the future, may be amended as appropriate.

Enacted in : .....  
On : .....

LICENSE ISSUING OFFICIAL

(.....)

Attachment to Decision of .....

Number:

Dated:

LIST OF VEHICLES FOR PASSENGER TRANSPORTATION BY USING OFF-ROUTE  
PUBLIC MOTOR VEHICLE

..... TRANSPORTATION SERVICE

PT/COOPERATIVE .....

SEQUENC E No	Vehicl e ID	Vehicle Registratio n Number	Vehicle Test Numbe r	Vehicl e Brand/ Type	Yea r	Carrying Capacity (persons )	AC/No n AC	RS/No n RS	Toilet/No n Toilet

Enacted in : .....  
On : .....

LICENSE ISSUING OFFICIAL

(.....)

DECLARATION  
OF

COMMITMENT TO COMPLY WITH ALL APPLICABLE PROVISIONS OF LAWS AND  
REGULATIONS IN THE OPERATION OF ROAD TRAFFIC AND TRANSPORTATION  
SPECIFICALLY THE ..... TRANSPORTATION SERVICE

I, the undersigned:

1. Name :
2. Sex :
3. Place/Date of Birth :
4. Religion :
5. ID Card (KTP) Number :
6. Address :

7. Status : Head/Person in Charge of the Company  
8. Company Address :

As the Head and Person in Charge of the ..... Company hereby declares that we are committed to comply with the provisions of all applicable laws and regulations in the operation of public passenger transportation, specifically in ..... transportation service.

In the event that our Company is proven as incapable of fulfilling all requirements within the stipulated time frame, committing deviation or violation in the implementation of vehicle operation, we are willing to be revoked of any ..... transportation licensing document allocated to our Company.

Hereby this declaration is duly made under no duress for your perusal.

Jakarta .....  
Declarer

Stamp Duty Rp 6,000

(Head of the Company)

SUPERVISION CARD OF  
LICENSE FOR THE OPERATION OF PASSENGER TRANSPORTATION BY USING  
OFF-ROUTE PUBLIC MOTOR VEHICLES  
PT/COOPERATIVE .....

Number:

Based on Decision of ..... Number: ..... dated ..... concerning License for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles for ..... Service to : ..... led ..... shall be granted a Supervision Card which shall be valid from the date of its issuance up to and including ....., by using public passenger vehicle for the purpose of transporting ..... or ..... (in accordance with the type of service permitted).

..... starting terminal - destination (for shuttle/residential transportation) .....

For such purpose, the following public passenger vehicle shall be used:

1. Vehicle Registration Number :
2. Vehicle Test Number :
3. Carrying Capacity :

Whereas the Passenger Transportation by Using Off-Route Public Motor Vehicle company as holder of Supervision Card of License for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles shall be obligated to comply with the provisions as set out on the other side of this Supervision Card.

Stipulated in : Jakarta  
On : \_\_\_\_\_  
LICENSE ISSUING OFFICIAL

(.....)

RECOMMENDATION ON LICENSE APPLICATION FOR THE OPERATION OF  
PASSENGER TRANSPORTATION BY USING OFF-ROUTE PUBLIC MOTOR  
VEHICLE

LETTERHEAD

Number : .....  
Classification : .....  
Attachment : .....  
Subject : Consideration on License To  
Application for Passenger .....  
Transportation by Using  
Off-Route Public Motor  
Vehicle for ..... in  
Transportation Service JAKARTA

1. With due regard to application letter Number: ..... dated .....  
regarding ..... in the name of PT/Cooperative....., hereby we  
conclude our technical considerations as follows:

- a. The type of license Application submitted is for .....  
transportation service, which will be served with the number of vehicle  
units to be operated as follows :

No	Vehicle Registration Number	Test Number	Capacity (persons)

- b. Consideration materials for the application for..... shall be as  
follows :

- 1) Application Date :
- 2) Company Name :
- 3) Name of the Head of the Company :
- 4) Address :
- 5) Service applied for :
  - a) Number of companies, number of buses applied for
  - b) Impact to other type of service
  - c) Road class served
  - d) Motor vehicle storage facility or Pool
  - e) Motor vehicle maintenance or repair facility (in the event of  
replacement of vehicle, please provide information on the purpose  
of the previous vehicle).

2. Based on the above data, the vehicle is not used to serve other transportation  
and has been in accordance with the provisions of laws and regulations.

3. Hereby we conclude our points for further consideration.

.....  
On behalf of THE GOVERNOR/REGENT/MAYOR  
OF .....  
The Head of Transportation Service Office of the .....  
Province/Regency/Municipality

(.....)

With Carbon Copy to :

1. ....;
2. ....;
3. etc.

\*) select the appropriate option

**APPROVAL OF LICENSE APPLICATION FOR THE OPERATION OF PASSENGER  
TRANSPORTATION BY USING OFF-ROUTE PUBLIC MOTOR VEHICLES**

Number : Jakarta, .....  
Classification :  
Attachment :  
Subject : Approval of License Application To  
for Passenger Transportation  
by Using Off-Route Public Motor  
Vehicle  
/ addition of vehicle \*) The Head of Company of  
.....  
in  
(domicile of the company)  
.....

1. With due regard to your application letter Number: .....  
dated ..... regarding ..... on behalf of  
PT/Cooperative ..... based on Decision Letter of .....  
No. .... dated ..... concerning Evaluation of .....  
hereby we inform you that in principle, the license application for Passenger  
Transportation by Using Off-Route Public Motor Vehicle/addition of vehicle can  
be approved, for:

No	Type of Service	Number of Buses	Capacity (persons)

2. Furthermore, for the issuance process of Supervision Card of License for the  
Operation of ..... Transportation, please submit the application for  
realization of license for the Operation of ..... Transportation by  
enclosing documents which shall consist of the following:
  - a. Copy of license approval letter for the Operation of Passenger  
Transportation by Using Off-Route Public Motor Vehicles;
  - b. Recommendation Letter from the Transportation Service Office of the  
Province/Regency/Municipality in accordance with the domicile of the  
Company;
  - c. Vehicle data in the form of picture of vehicle, copy of STNK, valid Test  
Book/Test Passing Card or SRUT for new Vehicle in accordance with the  
number of vehicles being applied for.
3. In addition to the above, in order to provide ..... Transportation service,  
you as License holder shall have obligations to pay attention to the following:

- a. To operate vehicles in accordance with safety standards, service facility and to clearly state a text on the type of service on the vehicle's body and/or proof of vehicle rent;
  - b. To install emergency equipment and information as well as public complaint service number in the vehicle.
4. In the event it fails to be realized within 6 (six) months since the date of issuance of this letter or until ....., the approval shall be declared inapplicable and non-transferable.
5. Hereby we conclude our points for your perusal.

License Issuer

(.....)

With Carbon Copy to :

1. ....;
2. ....;
3. etc.

\*) select the appropriate option

---

THE MINISTER OF TRANSPORTATION  
OF THE REPUBLIC OF INDONESIA,  
Signature  
BUDI KARYA SUMADI

Copy conforms to the original  
THE HEAD OF THE LEGAL BUREAU  
Signature and seal  
WAHYU ADJI H., SH., DESS  
Junior Administrator (IV/c)  
Civil Servant's Identification Number (NIP.) 19651022 199203 1 001

ATTACHMENT III  
REGULATION OF THE MINISTER OF  
TRANSPORTATION OF THE REPUBLIC OF  
INDONESIA  
NUMBER PM 108 YEAR 2017  
CONCERNING THE OPERATION OF  
PASSENGER TRANSPORTATION BY USING  
OFF-ROUTE PUBLIC MOTOR VEHICLES

LICENSE APPLICATION FOR THE OPERATION OF PASSENGER  
TRANSPORTATION BY USING OFF-ROUTE PUBLIC MOTOR VEHICLES  
NAME OF COMPANY/COOPERATIVE \*)

Full Address

Telephone Number

Number :  
Classification :  
Attachment : 1 (one) set  
Subject : License Application for the Operation of To

Passenger Transportation by Using .....  
 Off-Route Public Motor Vehicle for .....  
 ..... Service in - .....  
 .....

1. Referring to Article 179 of Law Number 22 Year 2009 concerning Road Traffic and Transportation and Article 86 of Government Regulation Number 74 Year 2014 concerning Road Transportation, hereby we from PT./Cooperative ..... submit an application for obtaining License for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles for ..... Service with the data as follows:

a. Information on the Applicant

- 1) Company Name : .....
- 2) Name of the Head of the Company : .....
- 3) Taxpayer Identification Number : .....  
(NPWP)
- 4) Deed of Establishment and : .....  
Amendment Thereto  
(Name of Notary, Number and Date)
- 5) Ratification of the Minister of Law : .....  
and Human Rights (Number and  
Dated)
- 6) Full Company Address Including
  - a) Telephone & Facsimile Number : .....
  - b) E-mail : .....
- 7) Full Address of the Pool/Business  
including:
  - a) Area Size of Fleet Parking Lot : .....
  - b) Telephone & Facsimile Number : .....
  - c) E-mail : .....

2. Whereas the Passenger Transportation by Using Off-Route Public Motor Vehicle Service to be provided and the number of vehicles to be operated shall be as follows:

No	Type of Service	Number of Vehicles	Capacity (persons)

3. As material for consideration, enclosed hereby 1 (one) set of documents to accompany the application as referred to above, which consists of the following:
  - a. deed of establishment of the company and/or the most recent amendment thereof;
  - b. proof of ratification as legal entity from the Ministry of Law and Human Rights;
  - c. Trading Business License (SIUP);
  - d. Company Registration Certificate (TDP);
  - e. Taxpayer Identification Number (NPWP) of legal entity;
  - f. certificate of domicile of the company issued by an authorized official;
  - g. Letter of Commitment to fulfill all obligations as holder of license for the operation of Off-Route Public Transportation, signed by the head of the company on stamp duty;

- h. Letter of Commitment to have and/or cooperate with other party capable of providing motor vehicle maintenance facility, signed by the head of the company on stamp duty;
  - i. Letter of Agreement between the owner of the vehicle or member of cooperative and the Public Transportation Company in the form of Cooperative legal entity;
  - j. owning and/or possessing a vehicle storage which fulfills the technical requirements and is capable to accommodate vehicles in accordance with the number of vehicles owned as proven by Certificate from local Government stating that the area size shall be able to store vehicles in accordance with the number of vehicles owned; and
  - k. business plan of the Transportation Company Perusahaan set forth in the form of document.
4. In the event that our application can be approved, we are willing to sign a Letter of Agreement/Contract of Transportation Service and committed to implement all provisions and License for the Operation of Off-Route Passenger Transportation within 6 (six) months upon approval of this application.
  5. Hereby we conclude our application and we thank you for your approval.

THE HEAD OF THE COMPANY/ COOPERATIVE

.....

[Stamp Duty Rp 6,000.-]

With Carbon Copy to (Full Name):

1. ....;
2. ....;
3. etc.

APPLICATION FOR THE RENEWAL OF VALIDITY PERIOD OF LICENSE FOR THE  
OPERATION OF PASSENGER TRANSPORTATION BY USING OFF-ROUTE PUBLIC  
MOTOR VEHICLES

NAME OF COMPANY/COOPERATIVE \*)

Full address

Telephone Number

Number :

Classification :

Attachment : 1 (one) set

Subject : Application for Renewal of Validity Period of License for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicle for ..... Service To ..... in - .....

1. Referring to Article 179 of Law Number 22 Year 2009 concerning Road Traffic and Transportation, and Article 86 of Government Regulation Number 74 Year 2014 concerning Road Transportation, hereby we from PT./Cooperative ..... submit an application for the renewal of the validity period of License for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles for ..... Service, with the data as follows:

a. Information on the Applicant

1) Information on the Applicant : .....



- 2) Name of the Head of the Company : .....
- 3) Full Company Address including :
  - a) Telephone and Facsimile Number : .....
  - b) E-mail : .....
- b. Information on Operation License
  - 1) Decision Letter of Operation License Number : .....
  - 2) Validity Period of Decision Letter of Operation License : .....
  - 3) License Decision Implementation Letter Number : .....
  - 4) Validity Period of License Decision Implementation : .....
  - Letter
  - 5) Number of Vehicles Permitted : ..... Units
2. The validity period of Decision Letter of License for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles/Supervision Card has expired and therefore needs to be renewed in order to provide the transportation service as referred to above.
3. As material for consideration, enclosed hereby 1 (one) set of documents to complete the application as referred to above, which consists of the following :
  - a. application letter for the renewal of license validity period;
  - b. copy of existing Decision Letter on the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles;
  - c. copy of valid motor vehicle registration number certificate in the name of the company;
  - d. copy of valid vehicle periodic test passing proof; and
  - e. report on off-route transportation service.
4. In the event that our application can be approved, we are willing to sign an Agreement Letter/Contract of Transportation Service and committed to implement all provisions and License for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles.
5. Hereby we conclude our application and we thank you for your approval.

THE HEAD OF THE COMPANY/ COOPERATIVE  
 .....

[Stamp Duty Rp 6,000.-]

.....  
 (Full Name)

With Carbon Copy to:

1. ....;
2. ....;
3. etc.

APPLICATION FOR THE ADDITION OF VEHICLES IN THE LICENSE FOR THE  
 OPERATION OF PASSENGER TRANSPORTATION BY USING OFF-ROUTE PUBLIC  
 MOTOR VEHICLES  
 APPLICATION FOR THE ISSUANCE OF DECISION LETTER OF LICENSE FOR THE  
 OPERATION OF TRANSPORTATION AND SUPERVISION CARD

## NAME OF COMPANY/COOPERATIVE \*)

Full address

Telephone Number

Number :

Classification :

Attachment : 1 (one) set

Subject : Application for Approval of the

To

Addition of Vehicles in the License for

.....

the Operation of Passenger Transportation

by Using Off-Route Public Motor Vehicle

Service

in -

.....

1. Referring to Article 179 of Law Number 22 Year 2009 concerning Road Traffic and Transportation and Article 86 of Government Regulation Number 74 Year 2014 concerning Road Transportation, hereby we from PT./Cooperative ..... submit an application for the addition of vehicles in the license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles for ..... service with the data as follows:

## a. Information on the Applicant

- 1) Company Name : .....
- 2) Name of the Head of the Company : .....
- 3) Taxpayer Identification Number (NPWP) : .....
- 4) Full Company Address including:
  - a) Telephone and Facsimile Number : .....
  - b) E-mail : .....
- 5) Full Pool/Business Address including:
  - a) Area Size of Parking Lot : .....
  - b) Telephone & Facsimile Number : .....
  - c) E-mail : .....

## b. Information on Operation License

- 1) Decision Letter of Operation License Number : .....
- 2) Validity Period of Decision Letter of Operation License : .....
- 3) License Decision Implementation Letter Number : .....
- 4) Validity Period of License Decision Implementation Letter : .....
- 5) Number of Vehicles Permitted : ..... Units

2. Passenger Transportation by Using Off-Route Public Motor Vehicle Service which will be served and the number of additional vehicles which will be operated shall be as follows:

No	Type of Service	Number of Vehicles	Capacity (persons)

3. As material for consideration, enclosed hereby 1 (one) set of documents to complete the application as referred to above, which consists of the following:

- a. report of Passenger Transportation by Using Off-Route Public Motor Vehicles service being served;

- b. application letter for the addition of vehicles; and
  - c. copy of existing Decision Letter of the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles.
4. In the event that our application can be approved, we are willing to sign an Agreement Letter/Contract of Transportation Service and committed to implement all provisions and License for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles within 6 (six) months upon approval of this application.
  5. Hereby we conclude our application and we thank you for your approval.

THE HEAD OF THE COMPANY/ COOPERATIVE

.....

[Stamp Duty Rp 6,000.-]

.....

With Carbon Copy to (Full Name):

1. ....;
2. ....;
3. etc.

# APPLICATION FOR THE REPLACEMENT OF LICENSE FOR THE OPERATION OF PASSENGER TRANSPORTATION BY USING OFF-ROUTE PUBLIC MOTOR VEHICLES

NAME OF COMPANY/COOPERATIVE \*)

Full address

Telephone Number

Number :

Classification :

Attachment : 1 (one) set

Subject : Application for the Replacement of  
Licensing Document for the Operation of  
Passenger Transportation by Using  
Off-Route Motor Vehicle due to  
Loss/Damage for the Service

To

.....

in -

.....

1. Referring to Article 179 of Law Number 22 Year 2009 concerning Road Traffic and Transportation, and Article 86 of Government Regulation Number 74 Year 2014 concerning Road Transportation, hereby we from PT/Cooperative ..... submit an application for the replacement of Licensing document for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles for ..... Service due to loss/damage, with the data as follows:

a. Information on the Applicant

- 1) Company Name : .....
- 2) Name of the Head of the Company : .....
- 3) Taxpayer Identification Number (NPWP) : .....
- 4) Deed of Establishment and Amendment Thereto : .....

(Name of Notary, Number, and Date)

- 5) Ratification of the Minister of Law and : .....

- Human Rights (Number and Date)
- 6) Full Company Address including : .....
  - a) Telephone & Facsimile Number : .....
  - b) E-mail : .....
- 7) Full Pool/Business Address including : .....
  - a) Area Size of Fleet Parking Lot : .....
  - b) Telephone & Facsimile Number : .....
  - c) E-mail : .....
- b. Information on Operation License
  - 1) Decision Letter of Operation License Number : .....  
.....
  - 2) Validity Period of Decision Letter of Operation License : .....  
.....
  - 3) License Decision Implementation Letter Number : .....  
.....
  - 4) Validity Period of Decision Implementation Letter Number : .....
  - 5) Number of Vehicles Permitted : Units
- 2. We have reported the loss or damage of the license document referred to above to the Indonesian National Police, which has been announced in the mass media to fulfill the requirements in accordance with the applicable rules.
- 3. As material for consideration, enclosed hereby 1 (one) set of documents to complete the application as referred to above, which consists of the following:
  - a. application letter for the replacement of lost or damaged document;
  - b. Copy of existing, valid decision letter of license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles;
  - c. letter from the Police for lost document and proof of announcement on the lost document in mass media;
  - d. attaching the damaged document as proof.
- 4. Hereby we conclude our application and we thank you for your approval.

THE HEAD OF THE COMPANY/COOPERATIVE  
.....

[Stamp Duty Rp 6,000.-]  
.....  
(Full Name)

With Carbon Copy to :

- 1. ....;
- 2. ....;
- 3. etc.

APPLICATION FOR THE CHANGE IN THE MANAGEMENT OF THE COMPANY FOR  
THE LICENSE FOR THE OPERATION OF PASSENGER TRANSPORTATION BY  
USING OFF-ROUTE PUBLIC MOTOR VEHICLES

NAME OF COMPANY/COOPERATIVE \*)

Full address \_\_\_\_\_ Telephone Number \_\_\_\_\_

Number :  
Classification :  
Attachment : 1 (one) set

Subject : Application for the Change in the Management of the Company for the License for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicle for ..... Service To ..... in - .....

1. Referring to Article 179 of Law Number 22 Year 2009 concerning Road Traffic and Transportation, and Article 86 of Government Regulation Number 74 Year 2014 concerning Road Transportation, hereby we from PT./Cooperative ..... submit an application for the change in the management of the company for the License for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles for ..... Service, with the data as follows:

a. Information on the Applicant

- 1) Company Name : .....
- 2) Name of the Head of the Company : .....
- 3) Taxpayer Identification Number (NPWP) : .....
- 4) Deed of Establishment and Amendment Thereto : .....

(Name of Notary, Number and Date)

- 5) Ratification of the Minister of Law and Human Rights (Number and Date) : .....
- 6) Full Company address including : .....
- a) Telephone & Facsimile Number : .....
- b) E-mail : .....

b. Information of Operation License

- 1) Decision Letter of Operation License Number : .....
- 2) Validity Period of Decision Letter of Operation License : .....
- 3) License Decision Implementation Letter Number : .....
- 4) Validity Period of Decision Implementation Letter Number : .....
- 5) Number of Vehicles Permitted : ..... Units

2. Due to the change in the management of our company, hereby we request to make a change to the existing Licensing document for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles for ..... Service.

3. As material for consideration, enclosed hereby 1 (one) set of documents to complete the application as referred to above, which consists of the following :

- a. Copy of deed of establishment of the company and/or the most recent amendment thereof;
- b. Copy of proof of ratification as legal entity from the Ministry of Law and Human Rights;
- c. Copy of Company Registration Certificate;
- d. Copy of certificate of domicile of the company issued by an authorized official;

- e. Signing a Letter of Commitment to fulfill all obligations as holder of license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles;
- f. Copy of Decision Letter of License for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles.

D Hereby we conclude our application and we thank you for your approval.

THE HEAD OF THE COMPANY/COOPERATIVE

.....

[Stamp Duty Rp 6,000.-]

.....

(Full Name)

With Carbon Copy to:

1. ....;
2. ....;
3. etc.

# APPLICATION THE REPLACEMENT OF VEHICLE OR REJUVENATION OF VEHICLE IN THE LICENSE FOR THE OPERATION OF PASSENGER TRANSPORTATION BY USING OFF-ROUTE PUBLIC MOTOR VEHICLES

NAME OF COMPANY/COOPERATIVE \*)

Full address

Telephone Number

Number :

Classification :

Attachment : 1 (one) set

Subject : Application for the Replacement of  
Vehicle or Rejuvenation of Vehicle  
in the License for the Operation of  
Passenger Transportation by Using Public  
Motor Vehicle for ..... Service

To

.....

in -

.....

1. Referring to Article 179 of Law Number 22 Year 2009 concerning Road Traffic and Transportation, and Article 86 of Government Regulation Number 74 Year 2014 concerning Road Transportation, hereby we from PT./Cooperative ..... submit an application for the replacement of vehicle or rejuvenation of vehicle in the License for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles for ..... Service, with the data as follows:

a. Information on the Applicant

- 1) Company Name : .....
- 2) Name of the Head of the Company : .....
- 3) Full Company Address including : .....
- a) Telephone & Facsimile Number : .....
- b) E-mail : .....
- 4) Full Pool/Business Address including : .....
- a) Area Size of Fleet Parking Lot : .....
- b) Telephone & Facsimile Number : .....
- c) E-mail : .....

- b. Information on Operation License
- 1) Decision Letter of Operation License Number : .....
  - 2) Validity Period of Decision Letter of Operation License : .....
  - 3) License Decision Implementation Letter Number : .....
  - 4) Validity Period of Decision Implementation Letter Number: .....
  - 5) Number of Vehicles Permitted : ..... Units

2. The Passenger Transportation by Using Off-Route Public Motor Vehicle Service which will be served and the number of vehicles to be replaced or rejuvenated shall be as follows:

No	Type of service	Number of Vehicles	Capacity (persons)

3. As material for consideration, enclosed hereby 1 (one) set document to complete the application as referred to above, which consists of the following:
- a. Copy of Decision of License for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles;
  - b. Copy of Motor Vehicle Registration Number Certificate (STNK) of the replacement vehicle;
  - c. Copy of period test passing certificate of the replacement vehicle;
  - d. Copy of supervision card of the replacement vehicle;
  - e. Copy of Type Test Registration Certificate (SRUT).

Hereby we conclude our application and we thank you for your approval.

THE HEAD OF THE COMPANY/COOPERATIVE

.....

[Stamp Duty Rp 6,000.-]

.....  
(Full Name)

With Carbon Copy to:

1. ....;
2. ....;
3. etc.

**APPLICATION OF LICENSE FOR THE OPERATION OF PASSENGER  
TRANSPORTATION BY USING OFF-ROUTE PUBLIC MOTOR VEHICLES (OPENING  
OF COMPANY BRANCH)**

NAME OF COMPANY/COOPERATIVE \*)

Full address

Telephone Number

Number :

Classification :

Attachment : 1 (one) set

Subject : Application for the Opening of Company Branch for the Operation of To .....

Passenger Transportation by Using  
Off-Route Public Vehicle Service

in -  
.....

1. Referring to Article 179 of Law Number 22 Year 2009 concerning Road Traffic and Transportation, and Article 86 of Government Regulation Number 74 Year 2014 concerning Road Transportation, hereby we from PT./Cooperative ..... submit an application for the opening of company branch for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles for ..... service, with the data as follows:

a. Information on the Applicant

- 1) Company Name : .....
- 2) Name of the Head of the Company : .....
- 3) Deed of Establishment and the Amendment Thereof :  
.....  
(Name of Notary, Number and Date)
- 4) Ratification of the Minister of Law and Human Rights (Number and Date) : .....
- 5) Full Company Address including : .....
- a) Telephone & Facsimile Number : .....
- b) E-mail : .....
- 6) Branch Company Address including : .....
- a) Telephone & Facsimile Number : .....
- b) E-mail : .....
- 7) Full Pool/Business Address including : .....
- a) Area Size of Fleet Parking Lot : .....
- b) Telephone & Facsimile Number : .....
- c) E-mail : .....

2. Passenger Transportation by Using Off-Route Public Motor Vehicle Service which will be served and the number of vehicles which will be operated shall be as follows:

No	Type of service	Number of Vehicles	Capacity (persons)

3. As material for consideration, enclosed hereby 1 (one) set documents to complete the application as referred to above, which consists of the following:
- a. deed of establishment of the company and/or the most recent amendment thereof;
  - b. proof of ratification as legal entity from the Ministry of Law and Human Rights;
  - c. Trading Business License (SIUP);
  - d. Company Registration Certificate (TDP);
  - e. Taxpayer Identification Number (NPWP) of the legal entity;
  - f. certificate of domicile of the company issued by an authorized official;
  - g. letter of commitment to fulfill all obligations as holder of off-route public transportation operation license, signed by the head of the company on stamp duty;
  - h. letter of commitment to have and/or cooperate with other party capable of providing motor vehicle maintenance facility, signed by the head of the company on stamp duty;



- i. Agreement Letter between the owner of the vehicle or member of cooperative and the Public Transportation Company in the form of Cooperative legal entity;
  - j. owning and/or possessing a vehicle storage which fulfills the technical requirements and is capable to accommodate vehicles in accordance with the number of vehicles owned as proven by Certificate from local Government stating that the area size shall be able to store vehicles in accordance with the number of vehicles owned;
  - k. there is demand for vehicles in accordance with the result of evaluation and stipulation of demand for vehicles for Taxi Transportation and Passenger Transportation for Specific Purpose; and
  - l. business plan of the Transportation Company set forth in the form of document.
4. In the event that our application can be approved, we are willing to sign an Agreement Letter/Contract f Transportation Service and committed to implement all provisions and license for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles within 6 (six) months upon approval of this application.
  5. Hereby we conclude our application and we thank you for your approval.

THE HEAD OF THE COMPANY/ COOPERATIVE

.....

[Stamp Duty Rp 6,000.-]

.....

With Carbon Copy to (Full Name):

1. ....;
2. ....;
3. etc.

## TRANSPORTATION OPERATION LICENSE REALIZATION REPORT FORM

NAME OF COMPANY/COOPERATIVE \*)

Full address

Telephone Number

Number : ....., .....

Attachment :

Subject : Operation License Realization To  
Report for ..... Transportation The Director  
General/Governor/Regent/Mayor  
In  
.....

## TRANSPORTATION REALIZATION REPORT

Name : .....  
Company/Cooperative : .....  
Company Identification : .....  
Number .....  
Name of the Head of the : .....  
Company .....  
Company Address : .....

NO	NUMBER OF VEHICLES	CAPACITY	RENT DATE		TOTAL		DESTINATION	RENTAL FEE/ DAY
			START	FINISH	RENT DAYS	PASSENGERS TRANSPORTED		

THE HEAD OF THE COMPANY/COOPERATIVE  
INDIVIDUAL .....

.....  
(Full Name)

With Carbon Copy to:

1. ....;
2. ....;
3. etc.

#### REFUSAL OF APPLICATION FOR TRANSPORTATION OPERATION LICENSE

Number : Jakarta, .....

Attachment :

Subject : Refusal of Application for ..... To  
Transportation Operation License .....

In -  
.....

1. Referring to your application letter Number ..... dated ..... regarding ....., hereby we inform that we are unable to grant/approve your application with the considerations as follows:

- a. ....;
- b. ....;
- c. ....;

2. Thus we have concluded our points for your understanding.

.....

(.....)

With Carbon Copy to :

1. ....;
2. ....;
3. etc.

#### TRANSPORTATION COMPANY PERFORMANCE EVALUATION FORM

1. Administrative Completeness and Company's Physical Condition Investigation Form (PU-01).

Company Name : Name of Investigator :  
 Company : Civil Servant's Identification Number (NIP.)  
 of Investigator :  
 Identification Number :  
 Company Address : Date :  
 Investigation :

NO	ASPECT	RESULT OF INVESTIGATION	REMARKS
A.	ADMINISTRATIVE:		
	1. Transportation Business License	Decision Letter Number : Validity Period : Issuing official :	
	2. Route Permit/ Transportation Operation License	Decision Letter Number : Validity Period : Issuing official : Number of vehicles permitted :	
B.	INFRASTRUCTURE:		
	1. Office	Area Size (m <sup>2</sup> ) : Condition : Facilities/tools provided, number and condition :	
	2. Vehicle Pool	Area Size (m <sup>2</sup> ) : Condition : Facilities/tools provided, number and condition :	
	3. Vehicle workshop	Area Size (m <sup>2</sup> ) : Condition : Facilities/tools provided, number and condition :	
C.	HUMAN RESOURCES:		
	1. Administrative Division	Number (persons) Experience : Education :	
	2. Technical Division	Number (persons) Experience : Education :	
	3. Operations division	Number (persons) : Experience : Education :	
	4. Vehicle's crew	Number of drivers (persons) : Experience : Education : Number of assistant drivers/ conductors (persons) : Experience : Education :	
	5. Employee and vehicle's crew recruitment system		
D	SAFETY :		

1. Corporate management training	Training name : Training date : Training organizer : Number of employees enrolled :	
2. Transportation driver training	Training name : Training date : Training organizer : Number of employees enrolled :	
3. Traffic accident	Number of accidents : Date of accidents : Total victims (Killed, Serious Injuries, Minor Injuries) : Total material loss :	

Head of the Company,  (.....) )	Investigator,  (.....) Civil Servant's Identification Number ( <i>NIP.</i> )
--	--

2. Administrative Completeness and Company's Physical Condition Investigation Form (PU-02).

FORM PU-02

Company Name	:	Name of Investigator	:
Company	:	Civil Servant's Identification Number (NIP.)	
			of Investigator :
Identification Number			
Route	:	Date	:
		Investigation	:
Route Code	:		

Sheet of

[illegible]

--	--	--	--	--	--	--	--	--

Head of the Company,  (.....) )	Investigator,  (.....) Civil Servant's Identification Number (NIP.)
--	---

3. Administrative Completeness and Vehicle's Crew Physical Condition Investigation Form (PU-03).

FORM PU-03

Company Name : Name of Investigator :  
Company : Civil Servant's Identification Number (NIP.)  
of Investigator :  
Identification Number :  
Number of Drivers : Date :  
Investigation :  
Number of Driver :  
Assistants

Sheet of

NO	NAME	STATUS (Driver/ Assistant)	TYPE OF DRIVING LICENSE	EXPERIENCE AS VEHICLE'S CREW (Year)	NUMBER OF VIOLATIONS		REMARKS
					TRAFFIC	COMPANY	

Head of the Company,  (.....) )	Investigator,  (.....) Civil Servant's Identification Number (NIP.)
--	---

TRANSPORTATION LICENSE RECAPITULATION REPORT

Number : ....., .....

Attachment : .....  
 Subject : Recapitulation Report of License To  
 for Off-Route Public The Director General of  
 Transportation for ..... Service Land Transportation  
 Cq. the Director of Transportation  
 and Multimodal  
 in  
 Jakarta

1. Referring to Decision of the Minister of Transportation No ..... dated ..... concerning the Operation of Off-Route Passenger Transportation, hereby we present the recapitulation of licenses for Off-Route Public Transportation Service for ..... Province/Regency/Municipality up to month ..... year ..... as attached;
2. Thus we present our report for your perusal.

THE HEAD OF TRANSPORTATION SERVICE OFFICE  
 OF .....  
 PROVINCE/REGENCY/MUNICIPALITY

(.....)

With Carbon Copy to

1. ....
2. ....
3. etc.

RECAPITULATION OF PASSENGER TRANSPORTATION BY USING OFF-ROUTE  
 PASSENGER TRANSPORTATION  
 For ..... Service

COMPANY CODE	COMPANY NAME	COMPANY ADDRESS	NAME OF THE HEAD OF THE COMPANY	EXPIRATION DATE OF OPERATION LICENSE VALIDITY PERIOD	NUMBER OF VEHICLES	TYPE OF VEHICLES

.....  
 THE HEAD OF TRANSPORTATION SERVICE  
 OFFICE OF .....  
 REGENCY/MUNICIPALITY

(.....)

CONTROL AND SUPERVISION REPORT

Number : ..... , .....

Attachment : .....  
Subject : Report on the Result of Control To  
And Supervision of Passenger  
Transportation by Using Off-Route  
Public Motor Vehicle for .....  
..... Service in  
Jakarta

1. Basis:
- a. Decision of the Minister of Transportation No .....  
year ..... concerning the Operation of Passenger  
Transportation by Using Off-Route Public Motor Vehicles;
  - b. .... Decision of the Director General of Land  
Transportation/Governor/Regent/Mayor No .....  
year ..... concerning Stipulation of Demand for Passenger  
Transportation by Using Off-Route Public Motor Vehicle  
for ..... Service;
  - c
  - d

2. In line with the above point 1, hereby we provide the report of findings of violation, namely as follows:

NO.	DATE OF FINDING	NAME OF BUS OPERATOR	TYPE OF VIOLATION	CLASSIFICATION OF VIOLATION

3. In line with the above matter, enclosed hereby the Official Report on findings of violation with regard to a number of vehicles as referred to above;
4. Thus we present our report for your perusal.

THE HEAD OF TRANSPORTATION  
SERVICE OFFICE OF  
.....  
PROVINCE/REGENCY/MUNICIPALITY

(.....)

With Carbon Copy to :

- 1. ....
- 2. ....
- 3. etc.

---

THE MINISTER OF TRANSPORTATION  
OF THE REPUBLIC OF INDONESIA,  
Signature  
BUDI KARYA SUMADI

Copy conforms to the original  
THE HEAD OF THE LEGAL BUREAU  
Signature and seal  
WAHYU ADJI H., SH., DESS  
Junior Administrator (IV/c)  
Civil Servant's Identification Number (NIP.) 19651022 199203 1 001

ATTACHMENT IV  
REGULATION OF THE MINISTER OF  
TRANSPORTATION OF THE REPUBLIC OF  
INDONESIA  
NUMBER PM 108 YEAR 2017  
CONCERNING THE OPERATION OF  
PASSENGER TRANSPORTATION BY USING  
OFF-ROUTE PUBLIC MOTOR VEHICLES

REPRIMAND ON VIOLATION OF LICENSE FOR PASSENGER TRANSPORTATION  
BY USING OFF-ROUTE PUBLIC MOTOR VEHICLE

Number : .....  
Attachment : .....  
Subject : Reprimand on Violation of Route To:  
for the License of Passenger The Head of the Company  
Transportation by Using Off-Route in  
Public Motor Vehicle Service .....

1. Based on the report submitted by the Transportation Service Office of ..... Province/Regency/Municipality by letter number ..... dated ..... concerning violation committed by your company in the operation of fleet for the service in the form as follows:
  - a. Type of violation :
  - b. Date :
  - c. Vehicle Number :
  - d. Consequence of violation :
2. Based on the violation as referred to in the above point 1, in the context of good administration, hereby we impose administrative sanction in the form of the First/ Second reprimand in order that you will not perform similar action in the future.
3. Hereby we conclude our points for your attention.

LICENSE ISSUER,

(.....)

FREEZING OF LICENSE FOR THE OPERATION OF PASSENGER  
TRANSPORTATION BY USING OFF-ROUTE PUBLIC MOTOR VEHICLE

DECISION OF .....  
NUMBER : ..... YEAR .....



CONCERNING  
FREEZING OF LICENSE FOR THE OPERATION OF PASSENGER  
TRANSPORTATION BY USING OFF-ROUTE PUBLIC MOTOR VEHICLES  
FOR ..... SERVICE  
PT/COOPERATIVE .....

THE DIRECTOR GENERAL/HEAD OF AGENCY/GOVERNOR/REGENT/MAYOR,

Considering: Whereas in the context of implementation of supervision of the operation of passenger transportation as provided for in Article 48 of Government Regulation Number 74 Year 2014 concerning Road Transportation, it is deemed necessary to have development in the form of imposition of administrative sanction of freezing of operation license;

In view of:

1. Law Number 22 Year 2009 concerning Road Traffic and Transportation (State Gazette of the Republic of Indonesia Year 2009 Number 96, Supplement to the State Gazette of the Republic of Indonesia Year 2009 Number 5025);
2. Government Regulation Number 55 Year 2012 concerning Vehicles (State Gazette of the Republic of Indonesia Year 2012 Number 120, Supplement to the State Gazette of the Republic of Indonesia Number 5317);
3. Government Regulation Number 74 Year 2014 concerning Road Transportation (State Gazette of the Republic of Indonesia Year 2014 Number 260, Supplement to the State Gazette of the Republic of Indonesia 5594);
4. Government Regulation Number 11 Year 2015 concerning Types and Tariff of Non-Tax State Revenue Applicable to the Ministry of Transportation (State Gazette of the Republic of Indonesia Year 2015 Number 41, Supplement to the State Gazette of the Republic of Indonesia 5668);
5. Regulation of the Minister of Transportation Number PM 189 Year 2015 concerning Organization and Work Procedures of the Ministry of Transportation (Official Gazette of the Republic of Indonesia Year 2015 Number 1844) as amended by Regulation of the Minister of Transportation Number PM 86 Year 2016 (Official Gazette of the Republic of Indonesia Year 2016 Number 1012);
6. Regulation of the Minister of Transportation Number PM.... Year .... concerning Operation of Off-Route Public Transportation;
7. Regulation of the Minister of Transportation Number PM ..... Year ..... concerning Minimum Service Standard for Off-Route Public Transportation;

With due regard to: Official Report of the Result of Investigation on Violation in the Operation of Passenger Transportation by PT/Cooperative ..... Number ..... dated .....

HAS DECIDED TO:

Stipulate: DECISION OF ..... CONCERNING THE FREEZING OF THE OPERATION OF PASSENGER TRANSPORTATION BY USING OFF-ROUTE PUBLIC MOTOR VEHICLES FOR ..... SERVICE BY PT/COOPERATIVE .....

- FIRST: To impose administrative sanction to PT/COOPERATIVE .....  
in the form of freezing of license for the Operation of Passenger  
Transportation by Using Off-Route Public Motor Vehicles for some/all  
vehicles as stated in the attachment to this Decision.
- SECOND: The validity period of the freezing of the license for the Operation of  
Passenger Transportation by Using Off-Route Public Motor Vehicles shall  
start on ..... up to and including .....
- THIRD: The Head of the Transportation Service Office of the  
Province/Regency/Municipality in accordance with the domicile of the  
transportation company shall implement and supervise this decision and  
report it to the Director General of Land Transportation.
- FOURTH: This Decision shall come into effect on the date of its enactment and, in  
the event of any mistake identified in the future, may be amended as  
appropriate.

Enacted in : Jakarta  
On :  
LICENSE ISSUER,  
(.....)

With Carbon Copy to:

1. ....
2. ....
3. etc.

REVOCATION OF LICENSE FOR THE OPERATION OF PASSENGER  
TRANSPORTATION BY USING OFF-ROUTE PUBLIC MOTOR VEHICLES  
DECISION OF .....  
NUMBER: ..... YEAR .....  
CONCERNING  
REVOCATION OF LICENSE FOR THE OPERATION OF OFF-ROUTE PASSENGER  
TRANSPORTATION  
FOR ..... SERVICE  
PT/COOPERATIVE .....

THE DIRECTOR GENERAL/HEAD OF AGENCY/GOVERNOR/REGENT/MAYOR,

Considering: Whereas in the context of implementation of supervision of the operation  
of passenger transportation as provided for in Article 48 of Government  
Regulation Number 74 Year 2014 concerning Road Transportation, it is  
deemed necessary to have development in the form of imposition of  
administrative sanction of revocation of operation license;

- In view of:
1. Law Number 22 Year 2009 concerning Road Traffic and  
Transportation (State Gazette of the Republic of Indonesia Year  
2009 Number 96, Supplement to the State Gazette of the  
Republic of Indonesia Year 2009 Number 5025);
  2. Government Regulation Number 55 Year 2012 concerning  
Vehicles (State Gazette of the Republic of Indonesia Year 2012

- Number 120, Supplement to the State Gazette of the Republic of Indonesia Number 5317);
- 3. Government Regulation Number 74 Year 2014 concerning Road Transportation (State Gazette of the Republic of Indonesia Year 2014 Number 260, Supplement to the State Gazette of the Republic of Indonesia 5594);
- 4. Government Regulation Number 11 Year 2015 concerning Types and Tariff of Non-Tax State Revenue Applicable to the Ministry of Transportation (State Gazette of the Republic of Indonesia Year 2015 Number 41, Supplement to the State Gazette of the Republic of Indonesia 5668);
- 5. Regulation of the Minister of Transportation Number PM 189 Year 2015 concerning Organization and Work Procedures of the Ministry of Transportation (Official Gazette of the Republic of Indonesia Year 2015 Number 1844) as amended by Regulation of the Minister of Transportation Number PM 86 Year 2016 (Official Gazette of the Republic of Indonesia Year 2016 Number 1012);
- 6. Regulation of the Minister of Transportation Number PM.... Year .... concerning Operation of Off-Route Public Transportation;
- 7. Regulation of the Minister of Transportation Number PM ..... Year ..... concerning Minimum Service Standard for Off-Route Public Transportation;

With due regard to:      Official Report of the Result of Investigation on violation in the operation of transportation by PT/Cooperative.....  
Number ..... dated .....

HAS DECIDED TO:

- Stipulate:      DECISION      CONCERNING REVOCATION OF LICENSE FOR THE OPERATION OF PASSENGER TRANSPORTATION BY USING OFF-ROUTE PUBLIC MOTOR VEHICLES FOR ..... SERVICE BY PT/COOPERATIVE .....
- FIRST:      To impose administrative sanction to PT/COOPERATIVE ..... in the form of revocation of License for the Operation of Passenger Transportation by Using Off-Route Public Motor Vehicles for the partial/entire route as stated in the attachment to this Decision.
- SECOND:      The Head of Transportation Service Office of the Province and Head of Service Office of the Regency/Municipality, in accordance with the domicile of the transportation company, shall implement and supervise this decision and report it to the Director General of Land Transportation.
- THIRD:      This Decision shall come into effect on the date of its enactment and, in the event of any mistake identified in the future, may be amended as appropriate.

Enacted in : Jakarta  
On :  
LICENSE ISSUER  
  
(.....)

With Carbon Copy to:

- 1 .....
- 2 .....
3. etc.

---

THE MINISTER OF TRANSPORTATION  
OF THE REPUBLIC OF INDONESIA,  
Signature  
BUDI KARYA SUMADI

Copy conforms to the original  
THE HEAD OF THE LEGAL BUREAU  
Signature and seal  
WAHYU ADJI H., SH., DESS  
Junior Administrator (IV/c)  
Civil Servant's Identification Number (*NIP.*) 19651022 199203 1 001

Source: LOOSE LEAF TO REGULATION OF THE MINISTER OF  
TRANSPORTATION OF THE REPUBLIC OF INDONESIA YEAR 2017