



REGENT OF TEMANGGUNG
CENTRAL JAVA PROVINCE

REGIONAL REGULATION OF TEMANGGUNG
NUMBER 6 OF 2022

ON
ADMINISTERING BUSINESS LICENSING

BY THE GRACE OF GOD ALMIGHTY

REGENT OF TEMANGGUNG,

- Considering :
- a. that the administering business licensing is aimed to improve the investment ecosystem and business activities, and to maintain sustainable administering business licensing services of the regency that are based on Pancasila and the Constitution of the Republic of Indonesia 1945;
 - b. that with the enactment of Government Regulation Number 6 of 2021 concerning the administering business licensing in the Regions, it is necessary to regulate its implementation;
 - c. that with the enactment of Government Regulation Number 6 of 2021 concerning the administering business licensing in the Regions, it is necessary to regulate its implementation;
 - d. that based on the considerations referred to the letter a and letter b, it is necessary to establish Regional Regulations on the Administering Business Licensing;
- Referring to :
1. Article 18 paragraph (6) of the Constitution of the Republic of Indonesia 1945;
 2. Regional Law Number 13 of 1950 concerning the Establishment of Regencies within the Province of Central Java;
 3. Government Law Number 23 of 2014 concerning Regional Government (State Gazette of the Republic of Indonesia of 2014 Number 244, Supplement to the State Gazette of the Republic of Indonesia Number 5587) as last amended several times by Law Number 11 of 2020 concerning Job Creation (State Gazette of the Republic of Indonesia of 2020 Number 245, Supplement to the State Gazette of the Republic of Indonesia Number 6573);
 4. Government Regulation Number 6 of 2021 concerning the Administering Business Licensing in the Regions (State Gazette of the Republic of Indonesia of 2021 Number 16, Supplement to the State Gazette of the Republic of Indonesia Number 6618);

BY MUTUAL CONCENT,
REGIONAL PEOPLE'S REPRESENTATIVE COUNCIL OF TEMANGGUNG
And
THE REGENT OF TEMANGGUNG

ASSIGN:

Assign : REGIONAL REGULATION ON ADMINISTERING BUSINESS
LICENSING

CHAPTER I
GENERAL PROVISIONS

Article 1

In this Regional Regulation, what is meant by:

1. The Regency is Temanggung Regency.
2. Regional Government is the Regent as the organizing element of Regional Government who leads the implementation of government affairs which are the authority of the autonomous region.
3. The Regent is The Regent of Temanggung.
4. One-Stop Integrated Service, hereinafter abbreviated as PTSP, is an integrated service in a unified process starting from the application stage to the stage of completing service products within one-stop service.
5. Regional Apparatus is an auxiliary element of the Regent and Regional People's Representative Council in carrying out Government affairs which are the authority of the Region.
6. Agency is a form of business entity which includes limited liability companies, private companies, other companies, state-owned or regional enterprises with any name and in any form, partnerships, associations, firms, partnerships, cooperatives, foundations or similar organizations, institutions, pension funds, permanent establishments and other forms of business entities.
7. Business Permit is the legality given to business actors to start and run their business and/or activities.
8. The Administering Business Licensing in the Regions is a business licensing activity whose management process is electronically starting from the application stage to the issuance of documents which is carried out in an integrated manner of one-stop service.
9. The Electronic Integrated Business Licensing System (Online Single Submission) hereinafter referred to as the OSS System is an integrated electronic system managed and organized by the OSS Institute for the implementation of Risk-Based Business Licensing.
10. The OSS Management and Organizer Institution, hereinafter referred to as the OSS Institution, is a government institution that organizes government affairs in the field of investment coordination.
11. Business Actors are individuals or business entities that carry out business and/or activities in certain fields.
12. Community Satisfaction Survey, hereinafter abbreviated as SKM, is a comprehensive measurement of activities on the level of community satisfaction obtained from the results of measuring public opinion in obtaining services from public service providers.
13. Risk-Based Business Licensing is Business Licensing based on the level of risk of business activities.
14. Office is a Regional Apparatus that has the task and function of carrying out government affairs in the field of investment and One-Stop Integrated Services.

15. Head of Office is the Head of Regional Apparatus who has the task and function of carrying out government affairs in the field of investment and One-Stop Integrated Services.

Article 2

The scope of Business Licensing as stipulated in this Regional Regulation includes:

- a. business Licensing Authority;
- b. administering Business Licensing;
- c. business Licensing administering reporting;
- d. coaching and supervision; and
- e. funding.

CHAPTER II BUSINESS LICENSING AUTHORITY

Article 3

The Regional Government organizes Business Licensing Services in the Regions in accordance with the authority based on the provisions of laws and regulations.

Article 4

In the event that the Regional Government does not provide Business Licensing services as referred to in Article 3 within the stipulated period, the authority to issue licenses is exercised by the OSS Institution in accordance with the provisions of laws and regulations.

CHAPTER III ADMINISTERING BUSINESS LICENSING Part One General Provisions

Article 5

- (1) The Administering Business Licensing is carried out to improve the investment ecosystem and business activities.
- (2) Improvement of the investment ecosystem and business activities as referred to in number (1) include:
 - a. Risk-Based Business Licensing;
 - b. Business Licensing Basic Requirements; and
 - c. Business Licensing sector and ease of investment requirements.
- (3) Risk-Based Business Licensing as referred to in number (2) point a is carried out based on the determination of the risk level and business scale rating of business activities.
- (4) The basic requirements for Business Licensing as referred to in number (2) point b include:
 - a. suitability of space utilization activities;
 - b. Environmental Approvals;
 - c. Building approval and certificate of feasibility of function.
- (5) Business Licensing sector as referred to in number (2) point c consists of sectors:
 - a. fishery;
 - b. agriculture;
 - c. environment;
 - d. industry;
 - e. trading;
 - f. public Works and Public Housing;

- g. transportation;
 - h. health, medicine and food;
 - i. education and Culture;
 - j. tourism;
 - k. post and telecommunications;
 - l. employment.
- (6) In order to improve the investment ecosystem and business activities in the sector as referred to in number (5), Business Actors are given ease of investment requirements and Business Licensing in accordance with the provisions of laws and regulations.
- (7) Risk-Based Business Licensing, basic requirements for Business Licensing, and Business Licensing sectors and ease of investment requirements are carried out in accordance with the provisions of laws and regulations.

Part Two Maintenance Management

Article 6

- (1) The administering Business Licensing is carried out by the Office.
- (2) The Office integrates PTSP between Regional Apparatus and vertical agencies in the Regions according to their authority.

Article 7

- (1) The Office in carrying out Business Licensing services implements Business Licensing Management.
- (2) Management of Business Licensing as referred to in number (1) includes:
- a. implementation service;
 - b. community Complaint Management;
 - c. information Management;
 - d. community Counseling;
 - e. consulting Services;
 - f. legal Assistance.

Article 8

- (1) The implementation of Business Licensing services by the Office as referred to in Article 7 number (2) point a must use the OSS System.
- (2) The implementation of Business Licensing services as referred to in number (1) is complemented with special services for vulnerable groups, the elderly, and people with disabilities in obtaining Business Licensing services.
- (3) Local governments can develop support systems for the implementation of the OSS System in accordance with applicable norms, standards, procedures, and criteria.

Article 9

- (1) OSS System Services in Business Licensing are carried out independently by Business Actors with their own devices/facilities or provided by the Agency.
- (2) In the event that OSS System services cannot be carried out independently, the Office undertakes:
- a. assisted services; and/or
 - b. mobile service.
- (3) Assisted services as referred to in number (2) point a are carried out interactively between the Office and Business Actors.

- (4) Mobile services as referred to in number (2) point b are carried out by bringing service affordability closer to Business Actors by using transportation or other means.

Article 10

- (1) Assisted services as referred to in Article 9 paragraph (2) point a are carried out if the OSS System services:
 - a. not yet available; or
 - b. technical problems occurred.
- (2) In the event that assistance services are needed as referred to in number (1), the Office coordinates with the OSS Institution so that services continue.
- (3) In the event that OSS System services are not yet available as referred to in number (1) letter a, assisted services are carried out in stages:
 - a. Business Actors submit an offline Business License application to the Office officer;
 - b. Service officers connect the offline Business Permit application as referred to in letter a into the OSS System at the Office;
 - c. Approval or refusal of issuance of Business Licensing documents is informed to Business Actors through means of communication.
- (4) In the event that OSS System services occur technical problems as referred to in number (1) point b, assisted services must be available no later than 1 (one) day since the declared technical problem occurs.
- (5) The statement of the occurrence of technical disruption of OSS System services as referred to in number (4) is submitted to the public by the Head of the Office.

Article 11

- (1) The implementation of Business Licensing services by the Office as referred to in Article 7 number (2) point a is free of charge.
- (2) Certain Business Licenses at the Regional Office are subject to Regional levies in accordance with the provisions of laws and regulations.
- (3) The Office is not burdened with the target of receiving regional levies as referred to in number (2).

Article 12

- (1) The management of public complaints as referred to in Article 7 number (2) point b, is carried out quickly, precisely, transparently, fairly, non-discriminatory, and free of charge.
- (2) The management of community complaints as referred to in number (1) is carried out in stages:
 - a. receiving and providing receipts;
 - b. checking the completeness of documents;
 - c. classifying and prioritizing completions;
 - d. studying and responding;
 - e. administering;
 - f. reporting results; and
 - g. monitoring and evaluating.
- (3) The duration of time for managing complaints as referred to in number (1) is regulated in accordance with the provisions of laws and regulations.

Article 13

- (1) The Office is required to provide a complaint facility to manage public complaints related to Business Licensing services.

- (2) The means of complaints as referred to in number (1) must be easily accessible and accessible to the public by seeking the use of information and communication technology.

Article 14

- (1) Information management as referred to in Article 7 number (2) point c, is carried out openly and easily accessible to the public.
- (2) The implementation of information management as referred to in number (1), at least:
 - a. receive requests for information services; and
 - b. provide and give information related to Business Licensing services.

Article 15

- (1) The provision and administration of information as referred to in Article 14 paragraph (2) point b is carried out through the information service subsystem in the OSS System.
- (2) In addition to information services as referred to in paragraph (1), the Regional Government may provide and administer other information, which contains:
 - a. institutional profile of Regional Apparatus;
 - b. business Licensing service standards; and
 - c. PTSP performance appraisal.
- (3) Information services as referred to in number (1) are carried out through electronic media and print media.
- (4) The provision and administration of information to the public is free of charge.

Article 16

- (1) Counseling to the community as referred to in Article 7 number (2) point d, includes:
 - a. rights and obligations of the Regional Government and the community towards Business Licensing services;
 - b. Business Licensing benefits for the community;
 - c. terms and mechanisms of Business Licensing services;
 - d. time and place of service; and
 - e. the level of risk of business activities.
- (2) The implementation of counseling to the community is carried out through:
 - a. electronic media;
 - b. print; and/or
 - c. meeting.
- (3) The implementation of counseling as referred to in paragraph (1) and number (2) is carried out by the Office in coordination with the technical Regional Apparatus periodically.

Article 17

- (1) Consultation services as referred to in Article 7 paragraph (2) letter e, at least:
 - a. technical consulting on Business Licensing services;
 - b. consultation on legal aspects of Business Licensing; and
 - c. technical assistance.
- (2) Consultation services as referred to in number (1) are carried out in the consultation room provided and/or online.
- (3) Consultation services as referred to in number (1) are carried out by the Office in coordination with technical Regional Unit interactively.

Article 18

- (1) Legal assistance as referred to in Article 7 number (2) point f is carried out in the event that there are legal problems in the process and implementation of permits involving the Office.
- (2) Legal assistance as referred to in paragraph (1) is carried out by the Regional Apparatus in charge of law.

Part Three Facilities and Infrastructure

Article 19

- (1) The implementation of Business Licensing at the Office must be equipped with facilities and infrastructure according to service standards.
- (2) Facilities and infrastructure as referred to in number (1) at least, include:
 - a. front Office;
 - b. back Office;
 - c. support room; and
 - d. supporting tools/facilities.
- (3) Facilities and infrastructure for the implementation of services electronically, at least in the form of:
 - a. internet connection;
 - b. data centers and application servers;
 - c. means of communication; and
 - d. information and communication technology security system.

Part Four Human Resources Apparatus

Article 20

The implementation of Business Licensing at the Service must be supported by the state civil apparatus which is the executor of the duties and functions of the Business Licensing service which is provided proportionally to support the performance of the Service.

Article 21

- (1) State civil servants assigned to the Service must meet the qualification and competency standards set in accordance with the provisions of laws and regulations.
- (2) The competence of the state civil apparatus as referred to in paragraph (1) can be improved through competency development
- (3) Civil servants as executors of duties and functions of the Regional Business Licensing service at the Service can be mutated in accordance with the provisions of laws and regulations after obtaining a recommendation from the Head of Office.

Part Five
Employment Procedures

Article 22

The Office in carrying out its duties has a working relationship which includes:

- a. the working relationship of the Agency with government agencies that carry out government affairs in the field of investment coordination as the OSS Institution;
- b. the working relationship of the Office with the Regional Apparatus that handles Investment affairs and One-Stop Integrated Services of other districts / cities in Central Java Province; and
- c. the working relationship of the Office with the Regional Apparatus and Village Government.

Article 23

- (1) The working relationship between the Office and the OSS Institution as referred to in Article 22 letter a, is carried out functionally in carrying out Business Licensing in the Regions.
- (2) The functional employment relationship as referred to in number (1) includes:
 - a. assistance in the implementation of Business Licensing;
 - b. verification of Business Licensing proposals;
 - c. human resource competency development;
 - d. procurement of hardware and software to support the implementation of the OSS System; and
 - e. handling complaints of Business Licensing services.

Article 24

- (1) The working relationship between the Office and Regional Apparatus as referred to in Article 22 point c is carried out functionally and coordinatively in the Implementation of Business Licensing in the Regions.
- (2) The functional and coordinating working relationship as referred to in number (1) includes:
 - a. implementation of Business Licensing in accordance with their respective authorities;
 - b. business Licensing verification;
 - c. monitoring and evaluation in the framework of supervision of Business Licensing;
 - d. facilitation of solving Business Licensing problems; and
 - e. synergy of Business Licensing programs and activities.

Part Six
Community Satisfaction Survey (SKM)

Article 25

- (1) The implementation of business licensing must carry out community satisfaction Survey (SKM) to measure the quality and quality of service to the community.
- (2) SKM as referred to in number (1) is carried out periodically at least 1 (one) time a year.
- (3) SKM as referred to in number (1) is carried out through internal and/or external surveys.

CHAPTER IV

BUSINESS LICENSING IMPLEMENTATION REPORTING

Article 26

The Regent submits a report on the Implementation of Business Licensing in the Regions to the Governor every 3 (three) months periodically, at least containing:

- a. the number of licenses issued;
- b. investment plans and realization; and
- c. constraints and solutions.

CHAPTER V

COACHING AND SUPERVISION

Article 27

Development and supervision of Business Licensing in the Regions are carried out in accordance with the provisions of laws and regulations.

CHAPTER VI

FUNDING

Article 28

Funding for the Implementation of Business Licensing in the Regions is charged to:

- a. Regional Revenue and Expenditure Budget; and/or
- b. other legitimate and non-binding sources.

CHAPTER VII

CLOSING TERMS

Article 29

This Regional Regulation shall enter into force on the date of promulgation.

In order for everyone to know about it, ordered the promulgation of this Regional Regulation with its placement in the Regional Gazette of Temanggung Regency.

Assigned in Temanggung
on June 23, 2022

THE REGENT OF TEMANGGUNG

signed

M. AL KHADZIQ

Promulgated in Temanggung
on June 23, 2022

REGIONAL SECRETARY
TEMANGGUNG REGENCY

Signed

HARY AGUNG PRABOWO

REGIONAL GAZETTE OF TEMANGGUNG REGENCY YEAR 2022
NUMBER 6 REGISTRATION NUMBER REGIONAL REGULATION OF
TEMANGGUNG REGENCY, CENTRAL JAVA PROVINCE: (6-99/2022)

ANNOTATIONS
OF
REGIONAL REGULATION OF TEMANGGUNG REGENCY
NUMBER 6 OF 2022

ON

ADMINISTERING BUSINESS LICENSING

I. GENERAL PROVISION

In order to improve the investment ecosystem and business activities, Law Number 11 of 2020 concerning Job Creation has updated several provisions in Law Number 23 of 2014 concerning Regional Government which are directed to strengthen the role and commitment of local governments in the context of Implementing Business Licensing in the Regions in accordance with the provisions of laws and regulations regarding the implementation of Business Licensing in the Regions.

Regions are expected to be able to carry out Business Licensing management quickly, easily, integrated, transparent, efficient, effective, and accountable which in turn provides legal certainty, improves the investment ecosystem and business activities and maintains the sustainability of Business Licensing service performance in the Regions.

Business Licensing Services in the Regions implemented by the Office must use a risk-based OSS System and provide opportunities for Regional Governments to develop support systems for the implementation of the OSS System in accordance with the norms, standards, procedures, and criteria set by the Government.

That based on the considerations referred to above, it is necessary to establish Regional Regulations on the Implementation of Business Licensing.

II. ARTICLE BY ARTICLE

Article 1

Self-explanatory

Article 2

Self-explanatory

Article 3

Self-explanatory

Article 4

Self-explanatory

Article 5

Self-explanatory

Article 6

Paragraph 1

Self-explanatory

Paragraph 2

What is meant by vertical agency is a set of ministries and/or non-ministerial government agencies that manage Government Affairs that are not handed over to autonomous regions within a certain region in the context of deconcentration.

Article 7

Self-explanatory

Article 8

Self-explanatory

Article 9

Self-explanatory

- Article 10
 - Self-explanatory
- Article 11
 - Self-explanatory
- Article 12
 - Self-explanatory
- Article 13
 - Self-explanatory
- Article 14
 - Self-explanatory
- Article 15
 - Self-explanatory
- Article 16
 - Self-explanatory
- Article 17
 - Self-explanatory
- Article 18
 - Self-explanatory
- Article 19
 - Paragraph 1
 - Self-explanatory
 - Paragraph 2
 - Self-explanatory
 - Paragraph 3
 - Point (a)
 - Self-explanatory
 - Point (b)
 - Self-explanatory
 - Point (c)
 - What is meant by communication tools is a means to send or receive messages, including email, websites, Instagram, and others.
 - Point (d)
 - Self-explanatory
- Article 20
 - Self-explanatory
- Article 21
 - Self-explanatory
- Article 22
 - Self-explanatory
- Article 23
 - Self-explanatory
- Article 24
 - Self-explanatory
- Article 25
 - Self-explanatory
- Article 26
 - Self-explanatory
- Article 27
 - Self-explanatory
- Article 28
 - Self-explanatory
- Article 29
 - Self-explanatory

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