MINISTRY OF ENVIRONMENT AND FORESTRY
DIRECTORATE GENERAL OF SUSTAINABILE PRODUCTION FOREST MANAGEMENT

REGULATION OF DIRECTOR GENERAL OF SUSTAINABILE PRODUCTION FOREST MANAGEMENT NO:P.7/PHPL-SET/2015

CONCERNING
PROCEDURES FOR EXECUTION OF DUE DILIGENCE AND ISSUANCE OF IMPORT DECLARATION AND FOREST PRODUCT IMPORT RECOMMENDATION

WITH THE BLESSING OF ONE ALMIGHTY GOD
THE DIRECTOR GENERAL OF SUSTAINABILE PRODUCTION FOREST MANAGEMENT

Considering :

a. Whereas pursuant to the implementation of Paragraph (4) Article 4A of the Regulation of Minister of Forestry No. 43/Menhut-II/2014 as amended by Regulation of Ministry of Environment and Forestry No. 95/Menhut-II/2014 Concerning Performance Assessment Implementation of Sustainable Production Forest Management and Timber Legality Verification on license order or private forest, it is stipulated that the procedures for execution of due diligence and issuance of import declaration and forest product import recommendation stipulated by The Director General Regulation;

b. That based on the provision of Article 16 of Regulation of Minister of Trade No. 78/M-DAG/PER/10/2014 on Provision on Import of Forest Products as already amended by Regulation of Minister of Trade No. 7/M-DAG/PER/1/2015 and Regulation of Minister of Trade No. 63/M-DAG/PER/8/2015, it is stipulated that the procedures for application and issuance of recommendation from Minister of Forestry or assigned

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official which contain information such as country of origin of Forest Product, harvest country of origin of Forest Product, and reference letter on legality of Forest Product from authorized authority in harvest country of origin which contain at least information of harvest region of origin and concession holder, shall be regulated separately by Ministry of Forestry;

c. That based on the considerations as intended in letter a and letter b, it is necessary to stipulate Regulation of Director of General of Sustainable Production Forest Management on Procedures for Implementation of Due Diligence, Issuance of Import Declaration and Import Recommendation of Forest Product;

In View of :

1. Law No. 41 Year 1999 on Forestry (State Gazette of Republic of Indonesia Year 1999 No. 167, Supplement to State Gazette of Republic of Indonesia No. 3888) as already amended by Law No. 19 Year 2004 on Stipulation of Government Regulation in Lieu Of Law No. 41 Year 1999 on Forestry into a Law (State Gazette of Republic of Indonesia Year 2004 No. 86, Supplement to State Gazette of Republic of Indonesia No. 4412);
2. Law No.3 Year 2014 on Industry (State Gazette of Republic of Indonesia Year 2014 No. 4, Supplement to State Gazette of Republic of Indonesia No. 5492);
3. Law No. 7 Year 2014 on Trade (State Gazette of Republic of Indonesia Year 2014 No. 45, Supplement to State Gazette of Republic of Indonesia No. 5512);
4. Law No. 23 Year 2014 on Regional Government (State Gazette of Republic of Indonesia Year 2014 No. 244, Supplement to State Gazette of Republic of Indonesia No. 5587);
5. Presidential regulation No. 16 Year 2015 on Ministry of Environment and Forestry (State Gazette of Republic of Indonesia Year 2015 No.17);
6. Decision of The President of Republic of Indonesia No. 43 Year 1978 on Ratification of Convention on International Trade in Endangered Species (CITIES) of

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Wild Fauna.

7. Decision of The President No. 121/P/2014 on Establishment and Installation of Ministries of 2014-2019;
8. Regulation of Minister of Forestry No.P.43/Menhut-II/2014 jo. P.95/Menhut-II/2014 on Performance Evaluation on Sustainable Production Forest Management and Verification of Timber Legality on Permit Holders or on Rights Forests (State Report of Republic of Indonesia Year 2014 No. 883);
9. Regulation of Ministry of Environment and Forestry No. P.18/Menhut-II/2015 on Organization and Work Mechanism of Ministry of Environment and Forestry;
10. Regulation of Minister of Industry No. 41/M-IND/PER/6/2008 on Provisions and Procedures for Granting of Industrial Business Permit, Expansion Permit and Industrial Register;
11 Regulation of Minister of Trade No. 27/M-DAG/PER/5/2012 on Provision on Importer Identity Number (API)
12 Regulation of Minister of Trade o. 78/M-DAG/PER/10/2014 on Provision on Forest Product Importation as already amended by Regulation of Minister of Trade no. 7/M-DAG/PER/I/2015 and Regulation of Trade No.63/M-DAG/PER/8/2015;
13 Decision of Minister of Forestry No. SK.418/Menhut-VI/2012 on Timber Legality Verification Information System.

DECIDED

TO STIPULATE : REGULATION OF DIRECTOR GENERAL OF SUSTAINABILE PRODUCTION FOREST MANAGEMENT CONCERNING PROCEDURES FOR EXECUTION OF DUE DILIGENCE AND ISSUANCE OF IMPORT DECLARATION AND FOREST PRODUCT IMPORT RECOMMENDATION

CHAPTER I

Disclaimer:

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GENERAL PROVISIONS

Article 1

Definitions of terms in this regulation:

1. Forest Product is the product produced from forests, both raw products and processed products and its derivatives, to be used as raw materials or support material in the production process or for trade and/or for transfer to other parties.
2. Import is an activity of getting goods into Customs Area.
3. Importer is an individual or business entity, both legal entity and non-legal entity, that carries out import.
4. Forest Product Importer-Producer, hereinafter called as IP-Forest Product is a company that conducts importation of forest products used as raw materials or support materials in the production process.
5. Registered Importer of Forest Product, hereinafter called IT-Forest Product is a company that carries out importation of Forest Products for the purpose of business activity by trading and/or transferring to other parties.
6. Exporter is an individual or business entity, both in the form of legal entity or non-legal entity that carries out exportation to Indonesia.
7. Importer-Producer Identity Number hereinafter called API-P is an identity as importer that is only given to a company that carries out importation of goods for its own use as capital goods, raw materials, support materials and/or materials for supporting production process.
8. General Importer Identity Number hereinafter called as API-U is the identity as an importer that is only given to a company that carries out importation of particular goods for trading purpose.
9. Primary Industrial Business Permit for Timber Forest Products hereinafter called IUIPHHK is a permit for processing round logs and/or small round logs into one or several types of products in a particular location given to a permit holder by authorized official.
10. Industrial Business Permit hereinafter called IUI is a secondary timber processing industry or other forest product processing industry or other industries that have an overall corporate investment value at above IDR.200,000,000,- (two hundred million rupiah), excluding the land and business premise.
11. Industrial Register hereinafter called TDI is the business permit for secondary timber processing industry or other industries that have

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overall corporate investment value at IDR200,000,000,- (two hundred million rupiah), excluding land and business premise.

12. Registered Shelters hereinafter called TPT is a place for collecting round logs and/or processed timber coming from one or some sources, enterprises or individuals that have been set by the authorized official pursuant to the prevailing provisions.
13. Warehouse Ownership Proof is Warehouse Building Construction Permit (IMB) or Warehouse Registration (TDG) which is valid to prove that the warehouse has been registered to carry out distribution activities.
14. Independent Monitoring Agent hereinafter called PI is a civil society both individuals or Indonesian legal institutions that carry out monitoring functions related to public service in the forestry sector.
15. Timber Legality Information System Portal hereinafter called Portal SILK is an electronic system that carries out integrated service of V-Legal Document Issuance and other information related to online timber legality verification, which ensures data and information safety and synchronizes the on-line inter-system information flow and process.
16. Timber Legality Verification System hereinafter called SVLK is a system that ensures the forest management sustainability and/or timber legality as well as timber tracking through certification of sustainable production forest management assessment (PHPL), timber legality certification (LK) or Supplier's Declaration of Conformity (DKP).
17. Access Right is a right given to make interaction with stand-alone electronic system or that with network.
18. Timber Legality Certificate hereinafter called S-LK is reference letter given to permit holder, management right holder, or rights forest owner that declares that the right holder, management right holder, or rights forest owner have met timber legality standard.
19. Import Declaration is a statement letter by an importer that declares Forest Products that will be imported in accordance with the results of due diligence completed by importer.
20. Due diligence is a checking done by importer against the legal compliance of an importing activity to ensure the Forest Product legality from the exporting country (country of origin and country of harvest, as well as to prevent illegal forest product importation from happening.
21. Import Recommendation is an approval from Ministry of Environment and Forestry on Import Declaration.

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22. Supplier Conformity Declaration hereinafter called DKP is a conformity statement done by supplier based on the proven fulfillment of the requirement.
23. Director General is Director General assigned and responsible for forestry business development sector.
24. Director is the Director assigned and responsible for processing and marketing of forest products.

CHAPTER II
PROCEDURE FOR EXECUTION OF DUE DILLIGENCE AND ISSUANCE OF IMPORT DECLARATION

Part One
Procedures for Data and Information Submission related to Due Diligence

Article 2

(1) Submission of data and information related to due diligence shall be conducted by API-P holding Importer or API-U holding importer as IT electronically through SILK Portal.
(2) In submitting of the data and information as intended in paragraph (1), API-P holding Importer or API-U holding importer as IT must document the data and information for 2 (two) years.
(3) The submission of data and information by importer shall include:
    a. Documentation of information, in the form of:
        1) FLEGT license from the country where FLEGT license is enforced as implementation from FLEGT-VPA agreement; and/or
        2) MRA (Mutual Recognition Agreement)Country License from the country that has work agreement of recognition of legality assurance of the timber and trade with Indonesia; and/or
        3) Country Specific Guidelines (CSG) or the like on the legality of forest products, regulated by exporting countries; and or
        4) Certificate from a certification agency that applies certification scheme on legality or sustainability of forest products along with the traceability.

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5) Reference letter from the authority of the country of harvest or country of origin of forest products on the legality or sustainability of forest products.

b. Risk analysis namely carrying out cross check on the formal documented information in the country of origin of the forest product and country of harvest, considering potential problems, noting down significant findings, as well as considering information that can show that the Forest Products have been cut/ harvested in an illegal manner, traded in an illegal manner, and/or there has been deception or concealment of information.

c. Risk mitigation, namely taking appropriate measures through reliable resources to ensure the reliability and accuracy of information and ensure there shall be neither deception nor concealment of information.

(4) The documentation of the information as intended in paragraph (3) letter a including country of origin of forest product and/or country of harvest of forest product and area of harvest/concession holder/ owner.

(5) The information as intended in paragraph (3) and paragraph (4) must be made available by importers during the audit by LVLK and/ or accidental inspection by the Government and/or parties assigned by Government.

(6) The information as intended in paragraph (4) will be input in data element in SILK Portal.

(7) The format of guide to submitting of data and information and the fill-in procedure as mentioned in Annex IA of the regulation.

Part Two
Procedure for Execution of Due Diligence

Article 3

(1) Director shall carry out due diligence through review of request of data and information by importer as intended in Article 2, by taking into account the conformity of data and information.

(2) Director shall issue due diligence results within 7 (seven) working days at the latest since the receipt of application letter through SILK Portal.

(3) The format of due diligence results as mentioned in Annex IB of the regulation.

(4) The issuance of due diligence results shall be free of charge.

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Part Three
Procedure for Issuance of Import Declaration

Article 4

(1) Importer shall issue Import Declaration based on due diligence results.
(2) The Import Declaration as intended in paragraph (1) as a requirement in the application of Import Recommendation for recognition of Producer Importer (IP) as API-P holding importer or Import Agreement for API-U holding importer as IT by Ministry of Trade.
(3) Format of Import Declaration for API-P holding Importer and fill-in guide accords with the format in Annex 2 of the regulation.
(4) Issuance of Import Declaration for API-U holding importer as IT and fill-in guide shall accord with the format in Annex 3 of the regulation.

CHAPTER III
PROCEDURE FOR APPLICATION OF RECOMMENDATION OF FOREST PRODUCT IMPORT

Article 5

(1) Application for Recommendation of forest product import shall be submitted by importer that owns:
    a. Importer-Producer Identity Number (API-P); or
    b. General Importer Identity Number (API-U) as IT.
(2) The application for Recommendation of forest product import as intended in paragraph (1) shall be addressed to Director General electronically through SILK Portal by attaching Import Declaration according to due diligence results.
(3) The Application of Import Declaration accords with the format mentioned in Annex 4 of the regulation.

Article 6

(1) Importer holding API-P as intended in Article 5 paragraph (1) letter a that can submit application for Import Recommendation for recognition

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as IP-Forest Product is the holder of IUIPHHK, IUI, or TDI that has owned S-LK.

(2) In the case of Importer that holds API-P produces products beyond the products as intended by the Regulation of Minister of Trade on the Provision on Export of Forestry Industrial Products and/or beyond the scope of Regulation of Minister of Environment and Forestry on Assessment of Performance of Sustainable Production Forest Management and Verification of Timber Legality to Permit Holder or to Rights Forest, the holder of API-P when submitting a request for Import Recommendation is not obliged to have S-LK.

(3) API-P holding importer as intended in paragraph (1) and (2) may only import Forest Products as raw materials and/or support materials for its own production process purpose pursuant to the industrial permit.

(4) Imported Forest Product as intended in paragraph (3) is prohibited from trading and/or transfer to other parties.

(5) Importer as IT that may submit Import Recommendation request to secure Import Approval is Forest Product trader who has been appointed as IT-Forest Product, has owned permit as TPT or has warehouse ownership proof according to the type of the Forest Product to be imported.

(6) In the case of importer as IT in the form of TPT which only trades forest products to industries that produce products apart from the products as regulated by the Regulation of Minister of Trade on Provisions on Exportation of Forestry Industry Products that have no obligation of S-LK and/ or beyond the scope of Regulation of Minister of Environment and Forestry on Assessment of Performance of Sustainable Production Forest Management and Verification of Timber Legality to Permit Holder or to Rights Forest, the permit holder when submitting a request for Import Recommendation is not obliged to have S-LK.

(7) Importer as IT as intended in paragraph (5) may only import Forest Product for trading and/or transfer to other parties.

(8) Importer as IT as intended in paragraph (6) is prohibited from performing production process.

(9) Forest Product to be imported as intended in paragraph (3) and paragraph (7) can only take the form in legal Forest Product from exporting country or country of harvest.

(10) In the case of Forest Product to be imported including log, it is obligatory to enclose legality assurance from the authority of country of harvest and origin of concession or rights forest.

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(11) API-P Holding Importer or Importer as IT must issue DKP on the imported goods.
(12) Provision on DKP issuance shall be regulated by a separate regulation.

CHAPTER IV
PROCEDURES FOR APPLICATION OF ACCESS RIGHT

Part One
Requirements

Article 7

(1) API-P holding Importer or Importer as IT must own Access Right in SILK Portal before submitting data and information related to due diligence.
(2) For API-P holding importer, the submission of the application as intended in paragraph (1) shall be completed with such information as:
   a. Importer identity such as name and address of importer
   b. Tax Identification Number (NPWP)
   c. Number of IUIPHHK, IUI, or TDI and the validity period;
   d. Importer-Producer Identity Number (API-P);
   e. Customs Identity Number (NIK);
   f. S-LK Number, date of issuance and validity period;
   g. Name and specimen of signature of the application authorized in the access right.
(3) The complete information as intended in paragraph (2) letter f shall not be obligatory for API-P holding importer as intended in Article 6 paragraph (2).
(4) For importer as IT, the submission of the application as intended in paragraph (2) shall be completed with such information as:
   a. Importer identity such as name and address of importer
   b. IT-Forest Product Number and the validity period
   c. Tax Identification Number (NPWP)
   d. TPT permit number and the validity period or warehouse owning proof according to the type of Forest product to be imported;
   e. General Importer Identity Number (API-U) as IT that mentions forest product sections (II, IX, X, XX, and/or XXI);
   f. Customs Identity Number (NIK);
   g. S-LK Number, date of issuance and validity period;

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h. Name and specimen of signature of the application authorized in the access right.

(5) The format of application for access right as intended in paragraph (2) and (4) accords with Annex 5 of the regulation.

Part Two
Application and Activation of Access Right

Article 8

(1) Access Right is gained through application submitted to Director General electronically through registration menu in SILK Portal.
(2) Registration sheet of Access Right and statement sheet must be fully completed.
(3) The original statement sheet that is already signed with sealed stamp must be addressed to the Director General through Director
(4) In the case of application or registration being approved and original statement sheet accepted by Director, approval on Access Right shall be issued along with password activation.
(5) Access Right Approval as intended in paragraph (4) accords with the format in Annex 6 of the regulation.
(6) In the case of the application not being approved, notification and the reason for not issuing Access Right shall be issued.
(7) Issuance of Access Right Approval as intended in paragraph (4) or issuance of rejection notification as intended in paragraph (6)shall be notified within 5 (five) working days at the latest since the receipt of the application letter through SILK Portal.
(8) The Format of Access Right Rejection as intended in paragraph (6) accords with Annex 7 of the regulation.
(9) Issuance of Access Right approval shall be free of charge.

Part Three
Rights and Obligations
Article 9

(1) Access Right Holder shall have obligations:
a. To protect the safety and confidentiality of the use of obtained Access Right;

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b. To conduct activation according to the Access Right activation approval;
c. To provide the right information for Import Recommendation purpose according to the Access Right; for Import Recommendation purpose
d. Confidentiality of data on User-ID and password of Access Right as intended in paragraph (1) letter a shall fully be the responsibility of Access Right Holder and may only be used by the related Access Right Holder.

(2) Access Right Holder has the rights to:
a. To access information for Import Recommendation purpose according to the access right.
b. To get support from SILK Portal administrator, in the operations of SILK Portal.
c. Access Right Holder shall be given freedom to make its own password and can make changes and replacement of password through SILK Portal if there is suspicion that the password has been known to other parties;
d. If User-ID and password of Access Right is misused by other parties, the Access Right Holder may notify in writing to SILK Portal Administrator for access right blocking.
e. If User-ID and password of Access Right cannot be remembered, Access Right Holder may utilize the password-changing facility in SILK Portal.

Part Four
Use and Termination of Access Right

Article 10

(1) The use of User-ID and password of Access Right shall has legal force similar to the written statement signed by Access Right Holder;
(2) Misuse of User-ID and Password of Access Right shall be the responsibility of Access Right Holder.
(3) Access Right Holder shall release SILK Portal Administrator from all possible claims both from other parties and the Access Right Holder resulting from the misuse of User-ID and password of Right Access.

Article 11

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(1) Access Right to SILK Portal service shall end in the case of:
   a. Access Right has been revoked;
   b. Access Right Holder submits application to SILK Portal Administrator to conduct termination of Access Right to SILK Portal.
   c. SILK Portal Administrator shall carries out a necessity to terminate Access Right based on the implementation of legal provisions.
   d. Access Right Holder does not utilize Access Right in a row for 12 (twelve) months.
(2) Termination of Access Right as intended in paragraph (1), shall be submitted to Access Right Holder along with the reason for termination.

CHAPTER V
PROCEDURES FOR ISSUANCE OF IMPORT RECOMMENDATION OF FOREST PRODUCT

Article 12

(1) Issuance of Import Recommendation is based on the Import Declaration and Due Diligence results of Forest Product.
(2) Against the application that meet the requirements and criteria, Director General shall issue Import Recommendation within 3 (three) working days at the latest since the receipt of application letter through SILK Portal.
(3) Director shall delegate the authority for issuance of Import Recommendation to Director
(4) Import Recommendation Format accords with Annex 8 and Annex 9 of the regulation.
(5) Import Recommendation as in paragraph (2) shall be printed and signed by Director and submitted in an online manner to Director General for Foreign Trade through INATRADE portal, accompanied by Import Declaration and due diligence results.
(6) Importer may print the Import Recommendation issued by Director.
(7) For the application that does not meet the requirements, Director shall refuse to issue any Recommendation through letter to the importer within 3 (three) working days at the latest since the receipt of the application letter through SILK portal
(8) Rejection letter of Import Recommendation application accords with the format in Annex 10 of the regulation.

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(9) The rejection letter as intended in paragraph (8) shall be copied to Director General for Foreign Trade.
(10) Issuance of Import Recommendation shall be free of charge.

Article 13

(1) The Import Recommendation issued for API-P holding Importer as IT that owns S-LK shall be valid maximum 1 (one) year.
(2) In the case of the S-LK validity being less than 1 (one) year, Import Recommendation as intended in paragraph (1) shall be valid until the expiry of S-LK.
(3) Import Recommendation for API-P holding Importer as intended in Article 6 paragraph (2) or for importer as IT as intended in Article 6 paragraph (6) shall be given with 6-month validity period, staring from the date of issuance.

Article 14

(1) In the case of any change (revision) in the scope (volume, type, importer, origin of product and/or origin of harvest, as well as assurance of legality of the origin of product and/or origin of harvest) outside what has been recommended, Importer must resubmit data and information related to due diligence and submit request for change in Import Recommendation by enclosing Import Declaration.
(2) To the request of change that meets requirements, Director shall issue revision of Import Recommendation within 7 (seven) working days at the latest since the receipt of the application letter through SILK portal.
(3) Revised Import Recommendation as intended in paragraph (2) will use the same number of Import Recommendation as that of the previous recommendation with additional remark “revision”.
(4) With regards to the validity period of S-LK being less than 1 (one) year, revised Import Recommendation as intended in paragraph (4) shall be valid until the expiry period of S-LK.

CHAPTER VI
SUPERVISION AND CONTROL

Article 15

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(1) Supervision on Import Recommendation holding importer shall be carried out when there is indication or suspicious report on:
   a. mismatch/untruth coming from the execution of due diligence of importer;
   b. mismatch/ untruth of Import Declaration;
   c. Misuse of Import Recommendation;
   d. Violation of provisions on circulation of imported Forest Product as intended in Article 6 paragraph (3) and (7); and/or
   e. Violation of importation as intended in Article 6 paragraph (9).

(2) Supervision shall be conducted by a team appointed by Director on behalf of Director General.

(3) The team as intended in paragraph (2) shall consist of government elements and may involve Independent Monitoring Agent (PI).

(4) The supervision results shall be forwarded to Director General c.q. Director.

(5) Based on the result of supervision on the violation, the Team shall propose revocation of Import Recommendation to Director General c.q. Director.

(6) Based on the result of supervision, that importer is proved not to commit any violation as intended in paragraph (1), Director on behalf of Director General shall give clarification to the Import Recommendation holding importers.

(7) The cost for the execution of the supervision as intended in article (2) shall be borne to Government and/or other parties that are not binding, according to the provisions of the legislation.

Article 16

(1) Director on behalf of the General Director may repeal the imports recommendation in terms of:
   a. There is a discrepancy finding and/or breach of the results of the implementation of the supervision referred to in Article 15 (5);
   b. There is revocation determination as IT-Products Forestry; and / or
   c. There is S-LK revocation.

(2) In the event of import recommendation revocation referred to in article (1), importers shall suspend imports of forestry products.

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(3) The obligation to stop the import of Forestry Product is followed by the cessation of import recommendation for twelve (12) months, commencing from the revocation of import recommendation.

Article 17

In the event of misuse and/or falsification of Import Declaration and/or Import Recommendation sanctions shall be given according to the regulations.

CHAPTER VII
OTHER PROVISIONS

Article 18

In the event of force majeure that causes electronic system through SILK portal not to function for at least 4 (four) hours, the application shall be submitted manually.

Article 19

The regulation starts to become effective on the date it is enacted.

Stipulated in: Jakarta
On the date of 4 September 2015

Director General
Sustainable Production Forest Management

Signature

IDA BAGUS PUTERA PARTHAMA

Copies of the Regulation are submitted to:
1. Minister of Environment and Forestry;
2. Ministry of Trade;
3. Echelon I Officer within Ministry of Environment and Forestry;
4. Director General of Foreign Trade, Ministry of Trade
5. Director General of Agriculture, Ministry of Industry;

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6. Echelon II Officer within Directorate General for Sustainable Production Forest Management;
7. Provincial Forestry Office Head;
8. District/ City Forestry Office Head;
9. All-Indonesia Production Forest Utilization Monitoring Agency Heads.

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Annex 1A. Regulation of Director General of Sustainable Production Forest Management

No :
Date:
Re:

Format and Guide to Submission of Data and Information related to Due Diligence for Submission of Import Declaration by API-P holding Importer and Importer as IT.

DATA AND INFORMATION RELATED TO DUE DILIGENCE *)

Number (by system)

1	Name of Importer	:	.....
	Registration number	:	.....
2	Name of Exporter	:	.....
	Address	:	.....City.....
			Phone.....Fax.....
			Email.....
	Legality of Exporter	:	.....
	Country of Exporter	:	.....
3	Name of Producer	:	.....
	Address	:	.....City.....
			Phone.....Fax.....
			Email.....
	Legality of Producer	:	.....
	Country of Producer	:	.....
4	Name and Country of loading Port	:	(1) .....
			(2) .....
			Etc
5	Current Year Plan of Import		

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NO	Product Description	HS Code (10 digits)	Maximum number of imported product	
1			Ton (do not leave blank)	m^3/set/pcs/roll unit (choice)
2				
3	Etc			

*) filled in by exporter, **))choice, choose one only.

1 and 2 will be filled out the same if exporter is producer.

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No: (by system)

Table Data and Information related to Due Diligence

	No.	Raw Material		Type (Species)	Origin of Harvest			Reference Letter From Authority of Country of Harvest or Country of product	Certificate from Certification Agency	Country Specific Guide (CSG)	MRA Post Tariff (10 digits)	FLEGT License	Conformity with Rules	
		Description of goods)	Common name and Scientific name	Country of origin	Region of Origin	Concession/owner	Konsesi/ Pemilik)					Common name and Scientific name	Country of origin	Negara asal panen
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)
Description				[Oak] [*Quercus alba*]	[Canada]	[British Columbia]	[First Nations]	--	FSC				(conforming)	(conforming)
Risk Analysis	1	[Log]	Xxxxxx	[NR]	[NR]	[NR]	[NR]							
Note of Mitigation				.....			.....		.....				No ban on export of log and/or types of timber and/or product specification based on regulation (number and year), issued by exporting country	No ban on export of log and/or types of timber based on regulation (number and year), issued by country of harvest
Result of Mitigation				1B	1B	1B	1B							

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Description	2	[Log]	Xxxxxx	[Sonokeling] [*Dalbergia latifolia*]	[Malaysia]	[Ipoh]	[Samling]	[.....]	Trenggno authority	--				[(conforming)
Risk Analysis				[NR] Similar type with that in Indonesia)	[NR]	[NR]	[NR]							
Note of Mitigation														
Result of Mitigation				1B	1B	1B	1B							

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Guide to fill in the table:

Data and Information related to Due Diligence should cover each manufacture or producer of imported goods. The following is the guide to fill in Data and Information related to due diligence.

1. Name of Importer No. register	=	Name of importing company No. of register of importer's Access Right
2. Name of exporter	=	Fill with name of exporting company of goods to be exported to Indonesia
Address of exporter	=	Fill with address of exporting company of goods to be exported to Indonesia
Legality of exporter	=	Fill with number of license/ register as exporter and validity period (if there is a type of ETPIK in Indonesia and if there is no kind of ETPIK in Indonesia, it should be filled in with company's legality or exporter's permit or company's register). Scanned results are attached.
Country of Exporter	=	Fill with name of country where exporter is located
3. Name of producer	=	Fill with name of producing company of goods to be exported to Indonesia
Address of producer	=	Fill with address of producing company
Legality of producer	=	Fill with number of license/ register as exporter and validity period (if there is a type of IUI in Indonesia and if there is no kind of ETPIK in Indonesia, it should be filled in with company's legality or exporter's permit or company's register). Scanned results are attached.
Country of producer	=	Fill with name of country where importer is located
4. Name and Country of loading Port	=	Fill with names of loading ports and country of goods to be exported to Indonesia. Can be filled with more than one (for example: Vancouver, Canada; Shanghai, China, etc)
5. Current Year Plan of Import	=	Fill with plan of raw log material/ timber product to be imported in the current year (filled per HS Code in unit of ton and choice for m^3/ set/ pcs/roll/ unit, etc)

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Table of Data and Information related to Due Diligence

Information on the completion of Table of Data and Information related to Due Diligence

Information in the columns in Table of Data and Information related to Due Diligence consists of some information as follow.

1. **Description**. Information put in the description column is the information requested based on columns A to N.
2. **Risk analysis**. Columns of risk analysis are in columns D, E, F, G. for importers of products apart from log, the risk analysis column to be filled is columns D and E. risk analysis column is filled with one of two choices for filling risk analysis results, namely.
   a. **Fill with Negligible Risk (NR)** along with the justification (complete with data and information source). Negligible Risk is chosen if based on risk analysis result does not potentially generate importation of Forest Product which is cut/harvested illegally and/or traded illegally so that the risk can be neglected.
   b. **Fill with Significant Risk (SR)** along with the justification (complete with data and information source). Negligible Risk is chosen if based on risk analysis result potentially generates importation of Forest Product which is cut/harvested illegally and/or traded illegally so that the risk can be neglected.
3. **Mitigation result notes**. Column on mitigation result notes is filled with information on the steps taken by importer to ensure reliability and accuracy of information and ensure that importation of Forest Product that is cut/harvested illegally and/or traded illegally related to (i) column that has the risk analysis and/or, (ii) column H and I or J or K or L and (iii) M or N.
4. **Mitigation results**. The column of mitigation result is filled in all columns that have notes on mitigation results. The mitigation result column is filled with one of two choices as follow.
   a. Convincing and considered good (B). “B” mitigation result can be chosen if based on risk analysis results and risk analysis result notes the following results are obtained:
      (1) SR risk analysis results and mitigation note result contain steps and justification that can prevent from importation of Forest Products that are cut/ harvested illegally and/or traded illegally, including deceit/ concealment of information;
      (2) NR risk analysis results but mitigation note results contain steps and justification that can prevent from importation of Forest

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Products that are cut/ harvested illegally and/or traded illegally, including deceit/ concealment of information;

b. Mitigation cannot be carried out or less convincing (T). "T" mitigation results can be chosen if based on risk analysis results and notes has the following results:
   (1) SR risk analysis results but **do not have** steps and justification that can prevent from importation of Forest Products that are cut/ harvested illegally and/or traded illegally in the column of mitigation results notes, including deceit/ concealment of information;
   (2) NR risk analysis results and **do not have** steps and justification that can prevent from importation of Forest Products that are cut/ harvested illegally and/or traded illegally in the column of mitigation results notes, including deceit/ concealment of information;
   (3) NR risk analysis result but steps and justification reported are **not correct nor suitable** to prevent from importation of Forest Products that are cut/ harvested illegally and/or traded illegally including deceit/ concealment of information.

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Guide to fill in Table of Data and Information Related to Due Diligence

Due Diligence is filled in for every product based on HS Code and each species of raw material of the product. For composite product, the number of species is limited to three types of dominant species. The guide to fill in Table of Data and Information related to Due Diligence is as follows.

1. **Column A:** Fill with the number from number 1 (one)
2. **Column B:** Fill with description of imported raw timber material/ timber product and the derivative product
3. **Column C:** Fill with post tariff (6 digits) of imported raw timber material/ timber product and the derivative product
4. **Column D:** Fill with common name and scientific name).

Description	:	Fill with common name and scientific name of imported raw timber material/ timber product and the derivative products. For composite product, mention 3 (three) dominant types. In the case of raw material/ timber product coming from recycle which cannot be determined in term of the species, the D column may be filled with n/a (not applicable).
Risk Analysis	:	1. Fill with 'NR" along with justification if the species do not grow or exist in Indonesia. 2. Fill with "SR" along with justification if the species grow or exist in Indonesia
Mitigation result notes	:	1. Fill with method and data used to mitigate risk of using species raw material species of timber/ timber product harvested illegally and/or traded illegally; and 2. If from the risk analysis result, the species exist in Indonesia, fill with method and data used to ensure that the species truly do not come from

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Indonesia.

Mitigation results : 1. Criteria for "B" mitigation result is as follows.
   a. NR mitigation analysis result with correct and convincing justification and mitigation result; or
   b. SR risk analysis results but results of mitigation notes can show that the species truly does not come from Indonesia
2. Criteria for "T" mitigation is as follows.
   a. NR mitigation analysis result but cannot be supported with correct and convincing justification and mitigation result; or
   b. SR risk analysis results and results of mitigation notes cannot show that the species truly does not come from Indonesia

5. **Column E (country of harvest) =**

Description : Fill with country of harvest from species of raw timber material/ timber product and the derivative products to be imported. In the case of raw material/ timber product coming from recycle which cannot be determined in term of the species, the F column may be filled with n/a (not applicable).

Risk Analysis : 1. Fill with 'NR" along with justification if in the country there is distribution or population of the species which becomes the timber raw material/ timber product or the derivative products; or
2. Fill with "SR" along with justification if the species which becomes the timber raw material/ timber product or the derivative

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products do not grow or exist in the country of harvest

Mitigation result notes : 1. Fill with method and data used to mitigate risk of importing Forest products cut/harvested illegally and/or traded illegally from the aspect of country of harvest/ producer; and
2. Fill with results of mitigation notes based on method and data used so that it can be concluded that mitigation result from the aspect of country of harvest/ producer and can convince risk analysis results

Mitigation results : (1) Criteria for "B" mitigation result is as follows.
a. NR risk analysis result with correct justification and mitigation result; or
b. SR risk analysis results but results of mitigation notes can show that the species of timber raw material/ timber product and derivative product truly come from the country of harvest.

(2) Criteria for "T" mitigation is as follows.
a. NR mitigation analysis result but cannot be supported by correct and convincing justification and mitigation result; or
b. SR risk analysis results and results of mitigation notes cannot be filled in or steps and justification mentioned in the notes are not correct or do not accord so that the species of timber raw material/ timber product and its derivative

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products truly come from the country of harvest.

6. **Column F (Region of Harvest)** = Must be filled in if timber raw material/ timber product and its derivative products to be exported into Indonesia take the form of log.

Description	:	Fill with country of harvest (state/ province) of log to be exported into Indonesia.
Risk Analysis	:	(1) Fill with 'NR" along with justification if in the state or province there is distribution of the species; or (2) Fill with "SR" along with justification if in the state or province there is no distribution of the species
Mitigation result notes	:	(1) Fill with method or steps to be done and data used to verify the conformity of origin of species of log to be exported into Indonesia with the distribution of the species at the state or provincial level; and (2) Fill with results of mitigation notes based on method and data used so that it can be concluded that in the state or province there is species of logs to be exported into Indonesia
Mitigation results	:	(1) Criteria for "B" mitigation result is as follows. a. NR risk analysis result with correct and convincing justification and mitigation result; or b. SR risk analysis results but results of mitigation notes show the result that the distribution or population of species in the state

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or province and has credible FLEGT license or MRA Country license or Country Specific Guide of PHPL certification scheme.

(2) Criteria for T mitigation is as follows.

a. NR mitigation analysis result but cannot be supported by correct and convincing justification and mitigation result; or

b. SR risk analysis results and results of mitigation notes cannot be filled in or steps and justification mentioned in the notes are not correct or do not accord so that it cannot show that the log come from the country of harvest.

7. **Column G (Concession Holder/ Owner)** = Must be filled if timber raw material/ timber product and derivate product to be exported into Indonesia takes the form of log

Description	:	Fill with the name of concession holder/ owner of harvest (can take the form of ownership proof), concession permit which includes number and validity period and issuer of legality proof of concession/ original owner of log to be exported into Indonesia.
Risk Analysis	:	(1) Fill with 'NR" along with justification if name of concession holder/owner of harvest, number, validity period and issuer of legality proof of concession/ original owner of raw materials to be exported into Indonesia do not accord and valid.
Mitigation result notes	:	(1) Fill with method or steps to be done and data used to verify the conformity and validity of legality of concession / original owner of log to

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be exported into Indonesia; and

(2) Fill with results of mitigation notes based on method and data used so that it can be concluded that in the state or province there is species of logs to be exported into Indonesia

Mitigation results : (1) Criteria for B mitigation result is the result of NR risk analysis with correct and convincing justification and mitigation action; or

(2) Criteria for T mitigation result is as follows.

a. NR risk analysis result but cannot be supported by correct and convincing justification and mitigation result ; or

b. SR risk analysis results and results of mitigation notes are not filled out or the steps and justification reported in the mitigation result notes are not correct or do not accord so that it cannot show validity of legality of concession/owner of log to be exported into Indonesia

8. **Column H** (Reference letter from State Authority of Harvest or Country of Product) =

Description : Can be ignored if columns I/J/K/L are to be filled out

(1) Fill with number and date of reference letter and validity period from state authority of harvest for log and producer of origin for goods expect log and scope of reference letter. In the case of raw material/ timber product coming from recycle, the reference letter from authority and/or report of LS

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(Surveyor Agency) that includes notes on recycle products; and

(2) Scanned notes from State authority of harvest or Country of product must be enclosed.

Mitigation result notes

(1) Fill with method or steps to be done and data used to verify the scope of reference letter of authority and validity of reference letter on authority legality; and

(2) Fill with results of mitigation notes based on method and data used so that it can be concluded that reference letter on state authority has covered timber products to be exported into Indonesia and valid.

9. **Column I (Certificate from certification agency)**

Description : Can be ignored if columns I/J/K/L are to be filled out

(1) Fill with nameof certificate scheme, number, scope of certification and validity period of certificates from certification agency. If what is to be exported into Indonesia is log, certification used is concession holder certificate or certification of land owner;

(2) Fill with notes on indicator used by the scheme in relation to legality and/or sustainability of raw material source (in bahasa and/or English); and

(3) Scanned certificate must be enclosed.

Mitigation result notes :

(1) Fill with method or steps to be done and data used to verify the scope of reference letter of authority and validity of reference letter on authority legality; and

(2) Fill with results of mitigation notes

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based on method and data used so that it can be concluded that reference letter on state authority has covered timber products to be exported into Indonesia and valid.

10. **Column J** (Country Specific Guide) =

Description : Can be ignored if columns I/J/K/L are to be filled out

(1) Fill with name of special document of issuing country, number and issuance date and validity period;
(2) Fill with notes on indicator used by the CSG related to legality and/or sustainability of raw material source (in bahasa and/or English); and
(3) Scanned certificate must be enclosed.

Mitigation result notes : (1) Fill with method or steps to be done and data used to verify the scope of product on CSG; and

(2) Fill with results of mitigation notes based on method and data used so that it can be concluded that compliance to CSG includes timber product to be exported into Indonesia and valid.

11. **Column K (MRA Country)**

Description : Can be ignored if columns I/J/K/L are to be filled out

(1) Fill with name of country issuing MRA license, number and issuance date and validity period of MRA license;
(2) Fill with notes on contents of MRA which mentions recognition on legality and/or sustainability of raw material source to be exported into Indonesia (in bahasa and/or English); and

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Mitigation result notes : Fill with results of mitigation notes based on method and data used so that it can be concluded that compliance to MRA includes timber product to be exported into Indonesia and valid.

12. **Column L (FLEGT license)**

Description : Can be ignored if columns I/J/K/L are to be filled out

Fill with name of country issuing FLEGT and validity period of Voluntary Partnership Agreement (VPA).

Mitigation result notes : Fill with results of mitigation notes based on method and data used so that it can be concluded that compliance to FLEGT license includes timber product to be exported into Indonesia and valid.

13. **Column M (Compliance with Rules of Exporting Country)**= must be filled if timber raw material/ timber product and its derivative product to be exported into Indonesia are not log.

Description :

(1) Fill with name and number of regulations of exporting country that regulates timber trade which includes limit/scope of species and/or product.

(2) Fill with conformity of exporting country's regulations as follows.

a. Filled with "compliant" if products to be exported are not banned (products and species) and conforming to regulation of exporting country; or

b. Filled with "not compliant" if products to be exported are banned (products and species) and compliant with regulation of exporting country.

Mitigation result notes : Fill with results of mitigation notes based on method and data used so that it can

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be concluded that timber product to be exported into Indonesia has complied with the regulation of exporting country.

14. **Column N (Compliance with Rules of Country of Harvest)**= must be filled if timber raw material to be exported into Indonesia takes the form of log.

Description	:	(1) Fill with name and number of regulations of harvesting country that regulates timber trade and or harvesting of forest results. (2) Fill with compliance of exporting country regulations as follows. a. Filled with "compliant" if products to be exported are not banned (products and species) and compliant with regulations of harvesting country; or b. Filled with "not compliant" if products to be exported are banned (products and species) and compliant with regulation of harvesting country;
Mitigation result notes	:	Fill with results of mitigation notes based on method and data used so that it can be concluded that timber product to be exported into Indonesia has complied with the regulation of country of harvest.

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Annex 1B. Regulation of Director General for Sustainable Production Forest Management

No :
Date:
Re:

Format of Due Diligence Results on Submission of Data and Information by Importer.

DUE DILIGENCE RESULT
Number (by system)

1. Name of Importer : .....
2. Name of Importer : ..... City. .....
   Phone .....Fax.....
   Email.....
3. Register Number of Access Right : .....

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4. Review Results (Due Diligence) that have been approved:

No	Name of Exporter	Number of Data and Information related to Due Diligence
1		
2		
3		
etc		

Director of Processing and
Marketing of Forest Product,

.....
NIP

Annex 2. Regulation of Director General of Sustainable Production Forest Management

No :
Date :
Subject :

Import Declaration Format for Application for Import Recommendation by Importer Holding Importer-Producer Identity Number (API-P)

IMPORT DECLARATION
API-P HOLDING IMPORTER FOR RECOGNITION OF IP-FOREST PRODUCTS
(Based on Due Diligence Results)
Number (by system)

1. Name of Importer : .....

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2. Office Address : ..... City. .....
   Phone .....Fax.....
   Email.....
3. Factory Address ..... City .....
4. No of IUIPHHK/IUI/TDI*) : .....
5. No of NPWP : .....
6. No of API-P : ..... Valid through .....
7. No of NIK : ..... Valid through .....
8. Noof S-LK (if mandatory S-LK) : .....Valid through .....
9. Capacity of Production Permit and Tariff Post produced based on permit:

No	Group of products according to permit	Capacity of Production permit (m^3/set/pcs/roll/unit)	Description	HS Code (10 digits)	Previous Year's Realization of Production	Note
1	Veneer		Veneer wood sheet	(4408.10. 10.10.00)		
2	Paper	(100,000 ton)	(hand-made paper) (Wall paper) etc	(4802.40. 10.00) (4802.40. 10.00) etc	(30,000) (40,000) etc	
3			etc			

10. Date of Due Diligence: .....to.....
11. Name of unloading Port : (1) .....Province .....
    (2)..... Province .....
    (3) ..... Province .....
    etc
12. Information of Due Diligence Results

N0	Name of Exporter	Number of Data and Information related to Due Diligence
1		
2		
3		
etc		

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Number: (By system)

Table 1: Information on Imported Raw Materials

No	Raw Material		Type (Species)	Previous Years								Current Year		Note
	Description of goods	Post Tariff (6 digits)	Trade mark and Scientific name	Plan of Imported Raw Material Fulfillment		Import Realization		Import Use		Stock		Plan of Imported Raw Material Fulfillment*)		
A	B	C	D	(E1) ton	(E2) ***	(F1) ton	(F2) ***	(G1) Ton	(G2) ***	(H1) Ton	(H2) ***	(I1) ton	(I2) ***	(J)
1	[Log]		[Jati] [*Tectona grandis*]	(500)		(400)		(300)		(100)		(600)		
2	[Sawn Timber]		[Sono keling] [*Dalbergia latifolia*]											
3	[Handle]		[jati] [*Tectona grandis*]											
4	[Chair Leg]		[Jati] [*Tectona grandis*]											
5	Furniture		[Jati] [*Tectona grandis*]											
6	Furniture		[Jati] [*Tectona grandis*], [Mahoni] [*Switenia macrophyla*), [Sonokeling] [*Dalbergia latifolia*]											
7	Furniture		[Jati] [*Tectona grandis*],											

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			[Mahoni] [*Switenia macrophyla*), [Oak (*Quercus rubra*)]											
8	Pulp	Same	A, B, C A, C, D F, G, H											
etc												1250		
ToTAL (TON)														

*) Primary Industry refers to Plan of Industrial Raw Material Fulfillment (RPBBI)
**) choose one
Must be filled (ton)
***) Choose one: m^3/set/pcs/roll/unit

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The Import Declaration is made true and with full responsibility and it has been ensured that the import done is not import of illegal timber and for this the undersigned is willing to go through accidental inspection at any time by the Government and/or parties as appointed by the Government. In case of untruth of information conveyed, the undersigned is willing to be prosecuted and given sanction according to the regulation.

Signature:
Name of Company's Point Person:
Place and Date:

No. Import Declaration (By system):

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GUIDE TO COMPLETING FORM

Name of Importer	=	Name of importing company
Office address	=	Address of importing company
Factory address	=	Factory's address
No. IUIPHHK/IUI/TDI	=	Number of industrial license
License Capacity	=	Production capacity according to type of license
No of NPWP	=	NPWP of importer
No of API-P	=	No. of API-P and issuance date
No of NIK	=	NIK and validity period
No of Timber Legality Certificate	=	No. S-LK and validity period (for those mandatory to have S-LK)
Tariff Post	=	HS Code and description of produced materials (for example: log, plywood, veneer, pulp, paper, etc)
Date of Due Diligence Implementation	=	Date of due diligence implementation since the information collection to implementation of due diligence forwarded to SILK system
Name of unloading port	=	Name of unloading port and province (for instance: Tanjung Priok, DKI Jakarta; Tanjung Perak, East Java)

1.	**Column A**	=	Fill with the number from number 1 (one)
2.	**Column B**	=	Fill with description of imported raw timber material/ timber product and the derivative product (for instance: 1. Log, 2. Sawn timber, 3. Handle, etc)
3.	**Column C**	=	Fill with post tariff (10 digits) of imported raw timber material/ timber product and the derivative product
4.	**Column D**	=	Fill with common name and scientific name of imported raw timber material/ timber product and the derivative product (for instance oak, sonokeling, etc). For composite product, mention 3 (three) dominant types. In the case of raw material/ timber product coming from recycle which cannot be determined in term of the species, the D column may be filled with n/a (not applicable).

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5.	**Column E**	=	Fill with the number of plan of raw log material/ timber product and derivate product imported in the previous year.
6.	**Column F**	=	Fill with the number of realization of raw log material/ timber product and derivate product imported in the previous year
7.	**Column G**	=	Fill with the number of use of raw log material/ timber product and derivate product imported in the previous year
8.	**Column H**	=	Fill with the number of rest/stock of the use of raw log material/ timber product and derivate product imported in the previous year
9.	**Column I**	=	Fill with the number of plan of raw log material/ timber product and derivate product to be imported in the current year
10.	**Column J**	=	Fill with information onraw log material/ timber product and derivate product imported as *"supporting raw material or main raw material"*
11.	**Column E,F,G and H**	=	Fill with None if it is the first time submission of request for Import Recommendation.

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Annex 3. Regulation of Director General of Sustainable Production Forest Management

No :
Date :
Subject :

Import Declaration Format for Application for Import Recommendation by Importer Holder IT of Forest Product

IMPORT DECLARATION
IMPORTER AS IT-FOREST PRODUCT
(based on Due Diligence Results)
Number (by system)

1.	Name of Importer	:	.....
2.	Office Address	:	..... City. ..... Phone .....Fax..... Email.....
3.	Warehouse/TPT Address		..... City .....
4.	Number of TPT/Warehouse Ownership Proof	:	..... Valid through .....
5.	No of NPWP	:	.....
6.	No. of API-U as IT	:	..... Product section: II/IX/X/XX/XXI*)
7.	Number of IT-Forest Product	:	.....issuance date.....
8.	No of NIK	:	..... Valid through .....
9.	No of S-LK (if mandatory S-LK)	:	.....Valid through .....
10.	Date of Due Diligence	:	.....to.....
11.	Name of unloading Port	:	(1) .....Province ..... (2)..... Province ..... (3) ..... Province ..... Etc

13. Information of Due Diligence Results

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N0	Name of Exporter	Number of Data and Information related to Due Diligence
1		
2		
3		
etc		

The Import Declaration is made true and with full responsibility and it has been ensured that the import done is not import of illegal timber and for this the undersigned is willing to go through accidental inspection at any time by the Government and/or parties as appointed by the Government. In case of untruth of information conveyed, the undersigned is willing to be prosecuted and given sanction according to the regulation.

Signature:
Name of Company's Point Person:
Place and Date:

No. Import Declaration (By system):

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GUIDE TO COMPLETING FORM

1.	Name of Importer	=	Fill with name of importing company
2.	Number of TPT/ Warehouse ownership	=	Fill with number of TPT and validity period or number of rental agreement letter if warehouse rental is applicable or number of ownership statement letter if warehouse is owned by API-U owner
3.	Number of Tax Payer	=	Fill with importer's NPWP
4.	Number of API-U	=	Fill with number of API-U and issuance date
5.	Number of Customs	=	Fill with NIK
6.	Number of Timber Legality Certificate (for compulsory to have S-LK)	=	Fill with No. of S-LK and validity period and scope of certificate
7.	Number of IT-Forest Product	=	Fill with number of IT-Forest Product and issuance date
8.	Office address	=	Fill with office address
9.	TPT/Warehouse address	=	Fill with TPT/warehouse address
10.	Date of due diligence implementation	=	Fill with date of due diligence implementation since the information collection until the implementation of due diligence forwarded to SILK system
11.	Name of unloading port	=	Fill with name of destination port and province (can be filled with more than one, for instance TanjungPriok, DKI Jakarta; Tanjung Perak, East Java)

1.	**Column A**	=	Fill with the number from number 1 (one)
2.	**Column B**	=	Fill with common name of imported raw log material/ timber product and derivate product (for instance: log, sawn timber, handle, etc)

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3.	**Column C**	=	Fill with post tariff (10 digits) of imported raw log material/ timber product and derivate product
4.	**Column D**	=	Fill with the plan of raw log material/ timber product and derivate product imported in the previous year
5.	**Column E**	=	Fill with realization of sales of raw log material/ timber product and derivative products imported in the previous year.
6.	**Column F**	=	Fill with the circulation of raw log material/ timber product and derivate product imported in the previous year
7.	**Column G**	=	Fill with the remaining stock of circulation of raw log material/ timber product and derivate product imported in the previous year
8.	**Column H**	=	Fill with the plan the use of raw log material/ timber product and derivate product to be imported in the current year
9.	**Columns D, E, F and G**	=	Fill with None if it is the first time submission of request for Import Recommendation

Disclaimer:

This is an unofficial translation of the regulation. In the event of any discrepancy between the Indonesian text and the English translation, the Indonesian text shall be decisive.

Annex 4. Regulation of Director General of Sustainable Production Forest Management

No :
Date :
Subject :

Import Recommendation Application Format

APPLICANT LETTER HEAD

No :
Enclosure: 1 (one) dossier
Subject: Application for Import Recommendation

To
Director General
Sustainable Production Forest Management
Jakarta

We hereby would like to apply for Import Recommendation as the basis to secure **recognition on Importer Producer (IP)/ Import Approval*)** from Ministry of Trade.
The result of due diligence and Import Declaration are enclosed.

……,…..20..

Company's Person in Charge

……

*) cross out the unnecessary

Disclaimer:

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Annex 5. Regulation of Director General of Sustainable Production Forest Management

No :
Date :
Subject :

Format of Application for Access Right to Import Recommendation

APPLICANT LETTER HEAD

No :
Subject: Application for Import Recommendation

To
Director General
Sustainable Production Forest Management
Jakarta

We hereby would like to submit application for Access Right to apply for Import Recommendation under the data and statement as follows:

APPLICANT'S DATA

Type of Application *) : ☐ New

☐ Change/ Replacement **)

Type of Importer *) : ☐ API-P Owner that has S-LK

☐ API-P Owner that must not have S-LK

Disclaimer:

This is an unofficial translation of the regulation. In the event of any discrepancy between the Indonesian text and the English translation, the Indonesian text shall be decisive.

☐ API-U Owner as IT that has S-LK

☐ API-U Owner as IT that does \ nothave S-LK.

Name of Company	:	.....
Complete address	:	.....
Postal code	:	.....
Phone number	:	.....
Fax number	:	.....
NPWP	:	.....
No of IUIPHHK/IUI/TDI/TPT*)	:	..... valid through.....
No of IT-ForestProduct (for API-U as IT)	:	..... issuance date .....
Importer Identity Number (API-P/API-U**): ..... for API-U as IT, mention section of forest product (II, IX, X, XX, dan/atau XXI)	:	.....
NIK	:	.....
No. S-LK& Issuance Date	:	.....
SLK-Validity Period	:	.....

DATA ON COMPANY'S POINT IN CHARGE

Name	:	.....
Position	:	.....
ID Number	:	.....
Complete Address:	:	.....
Phone Number	:	.....
Fax Number	:	.....
E-mail	:	.....

DATA ON ACCESS RIGHT USER

Name	:	.....
Position	:	.....
ID Number	:	.....
Complete Address:	:	.....
Phone Number	:	.....
Fax Number	:	.....

Disclaimer:

This is an unofficial translation of the regulation. In the event of any discrepancy between the Indonesian text and the English translation, the Indonesian text shall be decisive.

E-mail : .....

STATEMENT

I the undersigned declare that all the data mentioned above is true and can be held accountable. I agree and comply to the terms and conditions in the Procedures for Acquisition and Use of Access Right for Import Recommendation. If there should be untruth from the data given above, I am willing to be prosecuted and given sanction pursuant to the regulations.

.....,.....20.....

Company's Person Incharge,

(duty stamp IDR 6,000)

.....

Disclaimer:

This is an unofficial translation of the regulation. In the event of any discrepancy between the Indonesian text and the English translation, the Indonesian text shall be decisive.

Annex 6. Regulation of Director General of Sustainable Production Forest Management

No :
Date :
Subject :

Approval Letter on Access Right to Import Recommendation Application

LETTER HEAD
DIRECTORATE GENERAL OF SUSTAINABLE PRODUCTION FOREST MANAGEMENT

APPROVAL LETTER OF ACCESS RIGHT
FOR IMPORT RECOMMENDATION APPLICATION
NUMBER OF REGISTRATION OF RIGHT ACCESS: (by system)

Based on the application letter no. …. Dated…..on Application for Access Right, we hereby give approval on Access Right for the application of Import Recommendation to:

Name of Company	:	……
Name of Point Person	:	……
Address	:	……
Import Identity Number (API-P/API-U as IT*)	:	……
Tax Register Number (NPWP)	:	……
No NIK	:	……
No S-LK	:	……
Validity of S-LK	:	……

Type of Importer **)

- ☐ API-P Owner that has S-LK
- ☐ API-P Owner that must not have S-LK due to producing products beyond the products as regulated In the provisions on forestry Industrial product export.
- ☐ API-U Owner as IT that has S-LK

Disclaimer:

This is an unofficial translation of the regulation. In the event of any discrepancy between the Indonesian text and the English translation, the Indonesian text shall be decisive.

☐ API-U Owner as IT that does not Have S-LK.

User ID and Password will be sent through email under the address.....

Jakarta ..... 20.....
On behalf of
Director General of Sustainable
Production Forest Management
Director of Processing and Marketing of
Forest Product

.....
NIP

*) cross out the unnecessary
**) choose one (√)

Disclaimer:

This is an unofficial translation of the regulation. In the event of any discrepancy between the Indonesian text and the English translation, the Indonesian text shall be decisive.

Annex 7. Regulation of Director General of Sustainable Production Forest Management

No :
Date :
Subject :

Rejection of Access Right to Import Recommendation Application

LETTER HEAD
DIRECTORATE GENERAL OF SUSTAINABLE PRODUCTION FOREST MANAGEMENT

REJECTION LETTER OF ACCESS RIGHT
FOR IMPORT RECOMMENDATION APPLICATION

In reference to the application that you have submitted on…., we would like to let you know of the rejection of the application due to:
……
……
Thank you for your understanding.

On behalf of
Director General of Sustainable
Production Forest Management
Director of Processing and Marketing of
Forest Product

Disclaimer:

This is an unofficial translation of the regulation. In the event of any discrepancy between the Indonesian text and the English translation, the Indonesian text shall be decisive.

.....
NIP

Annex 8. Regulation of Director General of Sustainable Production Forest Management

No :
Date :
Subject :
Import Recommendation Format for API-Holding Importer

LETTER HEAD
DIRECTORATE GENERAL OF SUSTAINABLE PRODUCTION FOREST MANAGEMENT

Date (by system)

No : (by system)
Attachment :
Re : Import Recommendation of Forest Product For PT XXXXX

To:
Director General of Foreign Trade
Ministry of Trade
Jakarta

Director General of Sustainable Production Forest Management hereby grants import recommendation of forest product to:

1. Name of Importer : .....
2. Office Address : ..... City. .....
   Phone .....Fax.....
   Email.....
3. Factory Address ..... City .....

Disclaimer:

This is an unofficial translation of the regulation. In the event of any discrepancy between the Indonesian text and the English translation, the Indonesian text shall be decisive.

4. No of IUIPHHK/IUI/TDI*) : .....
5. No of NPWP : .....
6. No of API-P : ..... Valid through .....
7. No of NIK : ..... Valid through .....
8. Noof S-LK (if mandatory S-LK) : .....Valid through .....
9. Capacity of Production Permit and Tariff Post produced based on permit:

No	Group of products according to permit	Capacity of Production permit (m^3/set/pcs/roll/unit)	Description	HS Code (10 digits)	Previous Year's Realization of Production	Note
1	Veneer		Veneer wood sheet	(4408.10. 10.10.00)		
2	Paper	(100,000 ton)	(hand-made paper) (Wall paper) etc	(4802.40. 10.00) (4802.40. 10.00) etc	(30,000) (40,000) etc	
3			etc			

10. Date of Due Diligence : .....to.....
11. Validity Period : ..... to .....
12. Name of unloading Port : (1) .....Province .....
    (2)..... Province .....
    (3) ..... Province .....
    Etc
13. Information of Due Diligence Results

N0	Name of Exporter	Number of Data and Information related to Due Diligence
1		
2		
3		
etc		

Disclaimer:

This is an unofficial translation of the regulation. In the event of any discrepancy between the Indonesian text and the English translation, the Indonesian text shall be decisive.

Raw material of Forest Product that can be imported as mentioned in Annex I. Declaration of Import No……. complete with due diligence results numbered ….., ……, ……, etc.

The Import Recommendation is issued based on the application by enclosing Import Declaration based on the result of due diligence by Importer, under the principle of prudence in submitting the recognition as Forest Product Producing Importer.

On behalf of
Director General of Sustainable
Production Forest Management
Director of Processing and Marketing of
Forest Product

……
NIP

Copies
1. Minister of Environment and Forestry
2. Director General of Sustainable Production Forest Management
3. Director General of Customs, Ministry of Finance
4. Director General of Agriculture Industry, Ministry of Industry
5. Director of PT……

Disclaimer:

This is an unofficial translation of the regulation. In the event of any discrepancy between the Indonesian text and the English translation, the Indonesian text shall be decisive.

(Bar code Security SILK)

No: (similar to letter number)
Annex I: Import Recommendation

No	No. Due Diligence	Name of exporter	Forest Product		Type (Species)		Country of Origin	Quantity to be imported (ton/m3/set/ unit/roll/pcs** *)
			Description	Post Tariff/HS Code	Common Name	Scientific Name		
1			1					
			2					
			3 etc					

Disclaimer:

This is an unofficial translation of the regulation. In the event of any discrepancy between the Indonesian text and the English translation, the Indonesian text shall be decisive.

Annex 9. Regulation of Director General of Sustainable Production Forest Management

No :
Date :
Subject :

Import Recommendation Format for Importer as IT

LETTER HEAD
DIRECTORATE GENERAL OF SUSTAINABLE PRODUCTION FOREST MANAGEMENT

Date (by system)

No : (by system)
Attachment :
Re : Import Recommendation of
Forest Product
For PT XXXXX

To:
Director General of Foreign Trade
Ministry of Trade
Jakarta

Disclaimer:

This is an unofficial translation of the regulation. In the event of any discrepancy between the Indonesian text and the English translation, the Indonesian text shall be decisive.

Director General of Sustainable Production Forest Management hereby grants import recommendation of forest product to:

1. Name of Importer : .....
2. Office Address : ..... City. .....
   Phone .....Fax.....
   Email.....
3. Warehouse/TPT Address ..... City .....
4. Number of TPT/Warehouse : ..... Valid through .....
   Ownership Proof
5. No of NPWP : .....
6. No. of API-U as IT : .....
   Product section: II/IX/X/XX/XXI*)
7. Number of IT-Forest Product : .....issuance date.....
8. No of NIK : ..... Valid through .....
9. No of S-LK (if mandatory S-LK) : .....Valid through .....
10. Date of Due Diligence : .....to.....
11. Validity Period : ..... to .....
12. Name of unloading Port : (1) .....Province .....
    (2)..... Province .....
    (3) ..... Province .....
    Etc

13. Information of Due Diligence Results

N0	Name of Exporter	Number of Data and Information related to Due Diligence
1		
2		
3		
etc		

Disclaimer:

This is an unofficial translation of the regulation. In the event of any discrepancy between the Indonesian text and the English translation, the Indonesian text shall be decisive.

Raw material of Forest Product that can be imported as mentioned in Annex I. Declaration of Import No……. complete with due diligence results numbered ….., ……, ……, etc.

The Import Recommendation is issued based on the application by enclosing Import Declaration based on the result of due diligence by Importer, under the principle of prudence in submitting the recognition as Forest Product Producing Importer.

On behalf of
Director General of Sustainable
Production Forest Management
Director of Processing and Marketing of
Forest Product

……
NIP

Copies
1. Minister of Environment and Forestry
2. Director General of Sustainable Production Forest Management
3. Director General of Customs, Ministry of Finance
4. Director General of Agriculture Industry, Ministry of Industry
5. Director of PT……

***) Especially for API-U that has no S-LK**

Disclaimer:

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No: (similar to letter number)
Annex I: Import Recommendation

No	No. Due Diligence	Name of exporter	Forest Product		Type (Species)		Country of Origin	Quantity to be imported (ton/m3/set/ unit/roll/pcs** *)
			Description	Post Tariff/HS Code	Common Name	Scientific Name		
1			1					
			2					
			3 etc					

Disclaimer:

This is an unofficial translation of the regulation. In the event of any discrepancy between the Indonesian text and the English translation, the Indonesian text shall be decisive.

Annex 10. Regulation of Director General of Sustainable Production Forest Management

No :
Date :
Subject :

Rejection of Import Recommendation Application

LETTER HEAD
DIRECTORATE GENERAL OF SUSTAINABLE PRODUCTION FOREST MANAGEMENT

No : (by system)
Annex :
Re : Rejection of Import Recommendation Application

Disclaimer:

This is an unofficial translation of the regulation. In the event of any discrepancy between the Indonesian text and the English translation, the Indonesian text shall be decisive.

For PT. XXXXXX

To:
Director of PT XXXXXX

In reference to the application that you have submitted on……., we would like to let you know of the rejection of the Import Recommendation issuance application due to:
……
……
Thank you for your understanding.

On behalf of
Director General of Sustainable
Production Forest Management
Director of Processing and Marketing of
Forest Product

……
NIP

Copies
1. Minister of Environment and Forestry
2. Director General of Sustainable Production Forest Management
3. Director General of Customs, Ministry of Finance
4. Director General of Agriculture Industry, Ministry of Industry
5. Director of PT……

DIRECTOR GENERAL
SUSTAINABLE PRODUCTION FOREST MANAGEMENT

Disclaimer:

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(signed and stamped)

IDA BAGUS PUTERA PARTHAMA

Disclaimer:

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