

Requirements for obtaining a Letter of reference to establish an Agent in Indonesia.

1. The applicants are required to submit :

- a. A Letter of Appointment wherein appointing the Agent as the sole agent, which is made by the above company should contain at least : *(example see page 3)*
 - The names and address(es) of foreign citizen or Indonesian individual/company to be appointed as representative(s)
 - The field of their activities/responsibilities
 - The validity of their appointment
- b. A Letter of Agreement as mentioned by the existing rules and regulations in Indonesia, Ministry of Trade Decree no. 11/M-DAG/PER/3/2006 dated March 29, 2006.

Agency Agreement much covered the following points :

- Name and address of the principal abroad and the agent in Indonesia;
- The intention and the objective of the agreement;
- Status of the agent;
- The type and brand of the goods and/of the services agreed;
- The territory of marketing;
- The right and obligation of both parties;
- The period of validity of the agreement;
- The procedures of closure the agreement;
- The procedures to end the dispute;
- Applicable laws;

2. The Letter of Appointment, Letter of Agreement must be legalized by :

- a. Chamber of Commerce, or Notary Public (Civil law), or The Ministry of Justice and then the Ministry of Foreign Affairs in The Hague, the Netherlands.
- b. Indonesian Embassy (Trade Section)

3. The applicants are required also to submit :

- a. Original or copy of the local Commercial registration of the Chamber of Commerce and Industries
- b. Copy passport of Director, managing Director etc. of the company in the Netherlands and copy passport/ID card of someone who is appointed by the Dutch company.
- c. Original brochures/leaflets describing the products;

Mr. R.A. Adnyana
Trade Attache
The Embassy of the Republic of Indonesia
Tobias Asserlaan 8
2517 KC The Hague

Re. : Application for Letter of Reference and Legalization

Dear Mr. Adnyana

In this opportunity we would like to convey our intention to establish an agency/distributor in Indonesia, subject to the Ministry of Trade of the Republic of Indonesia approval, and we would like to request a reference from the Embassy of the Republic of Indonesia in The Hague.

Our company is presently engaged in (please fill in your line of business). Please visit the company's website at (please fill in the company's website) for your further reference.

We also attach herewith the following documents for your reference :

- a. Original Agency Agreement legalized by the Ministry of Foreign Affairs;
- b. Original Letter of Appointment wherein appointing the Agent as the sole agent legalized by the Ministry of Foreign Affairs;
- c. Original brochures/leaflets describing the products;
- d. Copy of Company Registration (issued by the Chamber of Commerce)
- e. Copy of passport who signing the Agency Agreement

We would appreciate your favorable consideration to the company's intention to set up a agency/distributor.

We look forward for a response at your earliest convenience.

Yours faithfully,

By (signature)

Name :

Title :

Ref :
Date:
Subject : Agency Appointment

TO WHOM IT MAY CONCERN

This is to certify that we, (PINCIPAL NAME ABROAD), a company duly established under the Dutch Law, with business address (THE PRINCIPAL ADDRESS), the Netherlands, are please to appoint (AGENT NAME IN INDONESIA) whose registered office is (THE AGENT ADDRESS IN INDONESIA) as our local sole agent for the supply and after sales service of our products to Indonesia.

By virtue of the agreement, (AGENT NAME IN INDONESIA) as the agent shall provide to (PRINCIPAL NAME ABROAD), general services and after sales service support, assistance and necessary information.

The products covered by this agreement are :

(PRODUCTS NAME, SECTION AND HS CODE).

No	Description	Section	HS Group Code
1	Product (Group) Name	VI	28.01 – 38.26
2	Product (Group) Name	VI	28.01 – 38.26
3	Product (Group) Name	VI	28.01 – 38.26

This Agency Appointment is effective as from (DATE), for period of 1 (one) year, automatically to be extended with an equal period of one year, unless on of the parties by written notice 3 month before end of the year, wants to terminate this agreements.

(NAME OF PRICIPAL ABROAD).

(Name of the Chairmen/President of the Principal)

(Title/function in the Principal)

Note :
SECTION AND HS CODE from The Harmonized Commodity Description and Coding System

Distribution Agreement

The undersigned :

Dutch company (complete address), duly represented by its CEO (name)

And

Indonesian company (complete address), duly represented by its CEO (name)

The parties hereto agree as follows :

1. Definations

- Agreement : this agreement including all annexes
- Distribution : sell, distribute, market, promote, stimulate interest in products;
- Price : the prices listed in the Price List as Annex : 1
- Order : a written purchase order that describes products being purchase by distributor;
- Order terms: the terms and conditions contained in this Agreement, and in any modifications thereto as may be agree in writing;
- Products : the products listed in Annex : 2
- Territory : the geographical area served by distributor in Indonesia

2. Annexes

Annex I	Price List
Annex II	Product List
Annex III	Service Program
Annex IV	Brand Guide
Annex V	Marketing & Sales Plan Template
Annex VI	Marketing & Sales Plan
Annex VII	Revenue Plan
Annex VIII	Product Warranty

3. Duration

4. Obligations of the Distributor

- a. General
- b. Marketing & Sales
- c. Prices & Conditions

5. Obligations of the principal (Dutch Company)

6. Orders

7. Prices and Payments Terms

8. Delivery

9. Inspection & Complaints

10. Product Warranty

11. Liability

12. Term and Termination

This agreement shall come to force on (date) and shall remain in force up to the (date). After the initial term, the agreement shall renew automatically for successive term of (fill in) calendar year; provided however that at any time during the renewal term, the agreement may be terminated :

- a.
- b.

13. Force Majeur

14. Governing law and dispute resolution

In witness of which, the parties have signed this agreement in duplicate by their duly authorized representatives,

Dutch Company

Indonesian Company

Name :
Title : CEO
Date :
Place :

Name :
Title :
Date :
Place :