



Template 1

COMMITTEE FOR STATE DEBT MANAGEMENT

.....**BRANCH**

Jalan..... Telp :
 ... (name of city and post code)..... Fax :
 PO BOX.....

Number : SR-.....(date/month/year)
 Type : Confidential/Very Urgent
 Enclosure :
 Subject : Request for Permit for Enforcement of Imprisonment for Civil Debt

To:
 Head of Provincial District Attorney Office of
(address).....

With regards to the State Debt Management of(the name of Debtor), I hereby request a permit to enforce a legal sanction in the form of Imprisonment for Civil Debt against as the debtor of state debt/receiver of (the name of Debtor).....*), who, based on careful investigation, is considered to be capable to pay but does not show good faith to settle his debt, as described below:

1. Object of Imprisonment for Civil Debt
 - a. Full Name :
 - b. Sex :
 - c. Full address :
 - d. Occupation/Business :
 - e. Place/Date of Birth :
2. State Debt Management
 - a. Creditor :
 - b. Debtor :
 - c. Letter of transfer of management : Number.....dated.....
 - d. Amount : Rp.....
 - e. Balance of State Debt : Rp.....
 - f. Distress Warrant : Number.....dated.....
 - g. Last Management Level :
 - h. Estimated Value of Security :Rp.....



3. Plan for Imprisonment for Civil Debt:

a. Approval Letter from Head of Central KPPN :

Number.....dated.....

b. Period of execution

: a maximum of 6 (six)
months and extendable
once for a maximum
period of 6 (six) months.

This letter has been made for your consideration.

Head,

.....

NIP.....

A copy is delivered to:

1. Attorney General of the Republic of Indonesia;
attn. Deputy Attorney General for Civil and State Administrative Affairs;
2. Head of Central PUPN;
3. Head of Regional OfficeDJKN;
4. Head of KPKNL.

BKPN Registration Number : XXXX.XX.XXXXX



Template 2

PROVINCIAL DISTRICT ATTORNEY OFFICE OF.....

Jalan.....
 ... (name of city and post code).....
 PO BOX.....

Telp :
 Fax :

Number : SR-..... (date/month/year)
 Type : Confidential/ Urgent
 Subject : Permit for Imprisonment for Civil Debt
 Against.....

To:
 Head of PUPNBranch
(address).....

With reference to your letter Numberdated..... with the subject a Request for Permit for Enforcement of Imprisonment for Civil Debt Against (*the name of the Object of Imprisonment for Civil Debt*) ..., I hereby advise the following:

1. Based on the investigation, the Provincial District Attorney Office of grants the permit to the Committee for State Debt Management of..... Branch to enforce the Imprisonment for Civil Debt against:
 - Name :
 - Place/Date of Birth/Age :
 - Occupation :
 - Address :
2. A legal sanction in the form of Imprisonment for Civil Debt as referred to in point 1 hereinabove is taken for the settlement of State Debt of (the name of Debtor)....., with the following details:
 - Creditor :
 - Balance of the Debt :
 - Date/Number of Distress Warrant :
3. Imprisonment for Civil Debt shall be enforced for a maximum period of 6 (six) months, and it is extendable 1 (one) time for a maximum period of 6 (six) months.
4. Any costs which are incurred in the execution of Imprisonment for Civil Debt will be fully borne by the Committee for State Debt Management of Branch.
5. This permit is granted with due observance of the provisions of Joint Regulation of the Finance Minister, JAGUNG, Chief of Indonesian National Police, and the Minister of Justice and Human Rights Number:..../PMK.06/2009, KEP.-...../A/JA/...../2009,/...../...../2009, and M.....dated.....January 2009.

Thank you for your attention.

Head of Provincial
 District General Office ,

 NIP.....

A copy is delivered to:

1. Attorney General of the Republic of Indonesia
 attn. Deputy Attorney General for Civil and State Administrative Affairs;
2. Head of Central PUPN;
3. Assistant for Civil and State Administrative Affairs;
4. Assistance for Supervision;
5. Head of Regional OfficeDJKN;
6. Head of House of Detention/Prison;
7. Archive.



Template 3

PROVINCIAL DISTRICT ATTORNEY OFFICE OF.....

Jalan..... Telp :
 ... (name of city and post code)..... Fax :
 PO BOX.....

Number : SR-.....(date/month/year)
 Type : Confidential/ Urgent
 Subject : Rejection to Permit for Imprisonment for Civil Debt
 Against.....

To:
 Head of PUPNBranch
(address).....

With reference to your letter Numberdated..... with the subject a Request for Permit for Enforcement of Imprisonment for Civil Debt Against (the name of the Object of Imprisonment for Civil Debt) ..., after an investigation, I hereby advise that the Provincial District Attorney Office of will not issue the Permit for Imprisonment for Civil Debt which you requested, considering:

1.
2.
3. Etc.

Thank you for your attention.

Head,

A copy is delivered to:

1. Attorney General of the Republic of Indonesia
 attn. Deputy Attorney General for Civil and State Administrative Affairs;
2. Head of Central PUPN;
3. Assistant for Civil and State Administrative Affairs;
4. Assistant for Supervision;
5. Head of Regional OfficeDJKN
6. Head of House of Detention/Prison;
7. Archive.

Template 4



COMMITTEE FOR STATE DEBT MANAGEMENT
..... BRANCH

Jalan..... Telp :
 ... (name of city and post code)..... Fax :
 PO BOX.....

Number : SR-.....(date/month/year)
 Type : Confidential/ Urgent
 Subject : Rejection to Permit for Imprisonment for Civil Debt
 Against.....

To:
 Head of Central PUPN
 Gedung Syafrudin Prawiranegara
 Jalan Lapangan Banteng Timur Nomor 2-4
 Jakarta 10710

With regards to our plan to enforce a legal sanction in the form of Imprisonment for Civil Debt against (*the name of the Object of Imprisonment for Civil Debt*)....., I hereby advise the following:

1. By the letter Number dated....., the Central PUPN has granted its approval to our intention to enforce a legal sanction in the form of Imprisonment for Civil Debt against (*the name of the Object of Imprisonment for Civil Debt*).....
2. By the letter Number dated....., I have requested to the Head of Provincial District Attorney Office ofto grant the permit for the enforcement of a legal sanction in the form of Imprisonment for Civil Debt against(*the name of the Object of Imprisonment for Civil Debt*).....
3. By the letter Number dated....., the Head of Provincial District Attorney Office of rejected the request for permit the enforcement of a legal sanction in the form of Imprisonment for Civil Debt against(*the name of the Object of Imprisonment for Civil Debt*)....., based on the following considerations:
 - a.;
 - b.;
 - c. Etc.

Based on the abovementioned, and considering that the enforcement of a legal sanction in the form of Imprisonment for Civil Debt against(*the name of the Object of Imprisonment for Civil Debt*)....., I hereby call for your assistance to address the issue of the rejection to the granting of the permit for Imprisonment for Civil Debt to the Deputy Attorney General for Civil and State Administrative Affairs, Attorney District Office, for a solution.

Thank you for your attention.

Head,

 NIP.....

A copy is delivered to:

1. Attorney General of the Republic of Indonesia;
 attn. Deputy Attorney General for Civil and State Administrative Affairs;
2. Head of Provincial District Attorney Office;
3. Head of Regional OfficeDJKN;
4. Head of KPKNL.

BKPN Registration Number : XXXX.XX.XXXXX

Template 5



ATTORNEY GENERAL OFFICE OF THE REPUBLIC OF INDONESIA

Jalan.....
... (name of city and post code).....
PO BOX.....

Telp :
Fax :

Number : SR-.....(date/month/year)
Type : Confidential/ Urgent
Subject : Rejection to Permit for Imprisonment for Civil Debt
Against.....

To:
Head of Provincial District Attorney Office
.....
.....
In

With reference to the letter of Head of Central KPPN Number dated, after careful investigation of the issue, I hereby notify the following:

1. The reasons why the Chief of Provincial District Attorney Office of refused to grant the permit to PUPN of Branch to enforce the Imprisonment for Civil Debt against (*the name of the Object of Imprisonment for Civil Debt*)....., as contained in the letter Number dated, do not have sufficient grounds, considering:
 - a.;
 - b.;
 - c. Etc.
2. With regards to the abovementioned, you can grant the permit to the PUPN ofBranch to enforce the Imprisonment for Civil Debt against (*the name of the Object of Imprisonment for Civil Debt*)....., as requested by the Chief of PUPN of Branch pursuant to Letter Number dated.....

Thank you for your attention.

Deputy General Attorney for Civil and State Administrative Affairs

.....

A copy is delivered to:

1. Attorney General of the Republic of Indonesia;
2. Head of Vice Attorney General (1 and 2 as a report);
3. Head of Central PUPN ;
4. Head of PUPN ofBranch;
5. Archive.



COMMITTEE FOR STATE DEBT MANAGEMENT
..... BRANCH

Jalan..... Telp :
... (name of city and post code)..... Fax :
PO BOX.....

ORDER OF IMPRISONMENT FOR CIVIL DEBT

Number SPPB-.....

THE COMMITTEE FOR STATE DEBT MANAGEMENT OF BRANCH

- Having considered:
- that(*the name of the Object of Imprisonment for Civil Debt*)..... is the Debtor/Debt Guarantor of ... (*the name of the Debtor*)/Receiver of(*the name of the Debtor*)..... who is indebted *) to the State c.q..... (*the name of the Creditor*).....;
 - that(*the name of the Debtor*).....to the present has not fulfilled his obligation which is specified in the Distress Warrant Numberdated..... which has been served to him as contained in the Official Report on the Service of Distress Warrant Numberdated.....;
 - that(*the name of the Debtor*).....has the means, but lacks good faith to settle his debt;
 - that for the purpose to settle the State Debt of(*the name of the Debtor*)....., it is necessary to enforce a legal sanction in the form of Imprisonment for Civil Debt against(*the name of the Debtor*).....;
 - That based on the considerations as referred to in from letter a to letter d, it is necessary to issue the Order of Imprisonment for Civil Debt;

- Having observed :
- Law Number 49 Prp of 1960 on the Committee for State Debt Management (State Gazette Number 156 of 1960, Supplement to State Gazette Number 2104);
 - Regulation of the President Number 89 of 2006 on the Committee for State Debt Management;
 - Regulation of the Finance Minister Number 122/PMK.06/2007 on the Membership and Work Procedure of the Committee for State Debt Management;
 - Regulation of the Finance Minister Number 128/PMK.06/2007 on the Management of State Debts;
 - Decree of the Finance Minister Numberdated..... on the appointment as (*the Head/ a Member*).....of PUPN ofBranch.

- Having reviewed :
- Letter of the Head of Central PUPN Number..... dated.....with the subject ...(*Approval for Enforcement of Imprisonment for Civil Debt*).....;
 - Letter of the Chief of Provincial General Attorney Office of Number.....dated... with the subject (*Permit for Enforcement of Imprisonment for Civil Debt*).....;

HAS ORDERED



The Head of KPKNL to assign a Bailiff of State Debts
 to enforce a legal sanction in the form of Imprisonment for
 Civil Debt against:

Name :
 Address :
 Occupation :

by placing the person concerned in (*the house of
 imprisonment for civil debt*)..... for a period of (.....)
 months from the day the person concerned is placed in the
 place of Imprisonment for Civil Debt.

A copy of this Order of Imprisonment for Civil Debt is
 delivered to:

1. Head of Central PUPN;
2. Head of PUPN of Branch
3. Head of Regional OfficeDJKN
4. Head of Provincial District Attorney Office of
5. Head of District/Sub-district Police of
6.(*the head/person in charge of the Place of
 Imprisonment for Civil Debt*)...;
7. (*the name of the Creditor*)...;
8. (*the name of the Object of Imprisonment for Civil
 Debt*)...;

Issued in
 On
 For Head
 Member of PUPN of Branch

.....
 NIP.....

BKPN Register Number: XXXX.XX.XXXXX

*) select one



COMMITTEE FOR STATE DEBT MANAGEMENT
..... BRANCH

Jalan..... Telp :
... (name of city and post code)..... Fax :
PO BOX.....

ORDER OF IMPRISONMENT FOR CIVIL DEBT

Number SPPB-.....

THE COMMITTEE FOR STATE DEBT MANAGEMENT OF BRANCH

- Having considered:
- that(*the name of the Object of Imprisonment for Civil Debt*)..... is the Debtor/Debt Guarantor of ... (*the name of the Debtor*)/Receiver of(*the name of the Debtor*)..... who is indebted *) to the State c.q..... (the name of the Creditor.....);
 - that(*the name of the Debtor*).....to the present has not fulfilled his obligation which is specified in the Distress Warrant Numberdated..... which has been served to him as contained in the Official Report on the Service of Distress Warrant Numberdated.....;
 - that(*the name of the Debtor*).....has the means, but lacks good faith to settle his debt;
 - that for the purpose to settle the State Debt of(*the name of the Debtor*)....., it is necessary to enforce a legal sanction in the form of Imprisonment for Civil Debt against(*the name of the Debtor*).....;
 - That based on the considerations as referred to in from letter a to letter d, it is necessary to issue the Order of Imprisonment for Civil Debt;
- Having observed :
- Law Number 49 Prp of 1960 on the Committee for State Debt Management (State Gazette Number 156 of 1960, Supplement to State Gazette Number 2104);
 - Regulation of the President Number 89 of 2006 on the Committee for State Debt Management;
 - Regulation of the Finance Minister Number 122/PMK.06/2007 on the Membership and Work Procedure of the Committee for State Debt Management;
 - Regulation of the Finance Minister Number 128/PMK.06/2007 on the Management of State Debts;
 - Decree of the Finance Minister Numberdated..... on the appointment as (*the Head/ a Member*).....of PUPN ofBranch.
- Having reviewed :
- Letter of the Head of Central PUPN Number..... dated.....with the subject ...(*Approval for Enforcement of Imprisonment for Civil Debt*).....;
 - Letter of the Chief of Provincial General Attorney Office of Number.....dated... with the subject (*Permit for Enforcement of Imprisonment for Civil Debt*).....;



HAS ORDERED

The Head of KPKNL to assign a Bailiff of State Debts
 to enforce a legal sanction in the form of Imprisonment for
 Civil Debt against:

Name :
 Address :
 Occupation :

by placing the person concerned in (*the house of
 imprisonment for civil debt*)..... for a period of (.....)
 months from the day the person concerned is placed in the
 place of Imprisonment for Civil Debt.

A copy of this Order of Imprisonment for Civil Debt is
 delivered to:

1. Head of Central PUPN;
2. Head of PUPN of Branch
3. Head of Regional OfficeDJKN
4. Head of Provincial District Attorney Office of
5. Head of District/Sub-district Police of
6.(*the head/person in charge of the Place of
 Imprisonment for Civil Debt*)...;
7. (*the name of the Creditor*)...;
8. (*the name of the Object of Imprisonment for Civil
 Debt*)...;

Issued in
 On
 For Head
 Member of PUPN of Branch

.....
 NIP.....

BKPN Register Number: XXXX.XX.XXXXX

*) select one



Template 7



DEPARTMENT OF FINANCE OF THE REPUBLIC OF INDONESIA
DIRECTORATE GENERAL OF STATE ASSETS
REGIONAL OFFICE OF
STATE ASSETS AND AUCTION SERVICE OFFICE

Jalan..... Telp :
... (name of city and post code)..... Fax :

OFFICIAL REPORT (BERITA ACARA) ON SERVICE OF
ORDER OF IMPRISONMENT FOR CIVIL DEBT
Number.....

This (date)..... (month)..... (year)..... at..... in....., I:

Name :
NIP :
Rank/Level :
Position : Bailiff of State Debts in KPKNL
appointed pursuant to

pursuant to Letter of Assignment of Head of KPKNL Number.....dated.....
and in the presence of 2 (two) witnesses:

- 1. Name :
Date of Birth / Age :
Occupation :
Address :
2. Etc.

HEREBY OFFICIALLY SERVE

..... (the name of the Object of Imprisonment for Civil Debt)..... residing in in his
capacity as....., with the Order of Imprisonment for Civil Debt Number
.....dated..... and I am in my capacity as a Bailiff of State Debts pursuant to the
Order of Imprisonment for Civil Debt order (the name of the Object of Imprisonment
for Civil Debt) within a period of 14 (fourteen) days to repay in full the debt of
.....(the name of the Debtor)... to the State by depositing the payment to the
Receiving Treasurer's Account of KPKNL of If the debt is not paid within the
specified period of time, Imprisonment for Civil Debt will be enforced against (the
name of the Object of Imprisonment for Civil Debt).....

I in my capacity as Bailiff of State Debts has delivered a copy of the Order of
Imprisonment for Civil Debt Numberdated..... and the Official Report on
the Service of Order of Imprisonment for Civil Debt to (the name and address of
the recipient of the Order of Imprisonment for Civil Debt. In the event that the recipient
of the Order of Imprisonment for Civil Debt is not the Object of Imprisonment for Civil
Debt the following phrase must be added "to be delivered to the person whose name is
stated in the Order of Imprisonment for Civil Debt").....

.....(date/month/year)....

Recipient of Copy of Order of
Imprisonment for Civil Debt,

Bailiff,

.....
First Witness

WITNESSES

.....
Second Witness

.....

.....



Template 8



DEPARTMENT OF FINANCE OF THE REPUBLIC OF INDONESIA
DIRECTORATE GENERAL OF STATE ASSETS
REGIONAL OFFICE OF
STATE ASSETS AND AUCTION SERVICE OFFICE

Jalan..... Telp :
... (name of city and post code)..... Fax :

REPORT ON THE SERVICE OF
ORDER OF IMPRISONMENT FOR CIVIL DEBT
Number:

Pursuant to the Letter of Assignment Number.....dated....., I:

Name :
NIP :
Rank/Level :
Position : Bailiff of State Debts in KPKNL
appointed pursuant to

hereby report that the Order of Imprisonment for Civil Debt Number
.....dated.....has been served and it was received by
as evidenced by the Official Report on the Service of Order of Imprisonment for
Civil Debt which is enclosed.

For the purpose of further arrangement, hereby I report the following
matters:

- 1.
2.
3. Etc.

This report has been made accurately.

.....(date/month/year).....
Bailiff,

.....
NIP.....

BKPN Registration Number: XXXX.XX.XXXXX



Template 9



DEPARTMENT OF FINANCE OF THE REPUBLIC OF INDONESIA
DIRECTORATE GENERAL OF STATE ASSETS
REGIONAL OFFICE OF
STATE ASSETS AND AUCTION SERVICE OFFICE

Jalan..... Telp :
... (name of city and post code)..... Fax :

Number : SR-..... (date/month/year)
Type : Confidential/Very Urgent
Enclosure :
Subject : Report on the Service of the Order of Imprisonment for Civil Debt

- To:
- 1. Head of Central PUPN
 - 2. Head of Branch PUPN
 - 3. Chief of Provincial District Attorney Office of

With reference to the issuance of the Order of Imprisonment for Civil Debt Number.....dated....., I hereby report that the said Order of Imprisonment for Civil Debt has been served to as contained in the Official Report on the Service of the Order of Imprisonment for Civil Debt Number.....dated..... (the copy is enclosed) and the Report on the Service of the Order of Imprisonment for Civil Debt Numberdated..... made by the Bailiff of State Debts (the copy is enclosed).

Thank you for your attention.

Head,

.....
NIP.....

- A copy is delivered to:
- 1. Head of Regional OfficeDJKN
 - 2. Head of Law and Information Section;
 - 3. Head of State Debt Section.

BKPN Registration Number: XXXX.XX.XXXXX



Template 10A

COMMITTEE FOR STATE DEBT MANAGEMENT
..... BRANCH

Jalan..... Telp :
 ... (name of city and post code)..... Fax :
 PO BOX.....

Number : (date/month/year)
 Type :
 Subject : Suspension of Enforcement of Imprisonment for Civil Debt
 against

To:

1. Head of Central PUPN
2. Head of Provincial District Attorney Office

With reference to the issuance of the Order of Imprisonment for Civil Debt Number.....dated....., I hereby advise you the following matters:

1. On ...(date)..., before a period of 14 (fourteen) days has lapsed since the Order of Imprisonment for Civil Debt Numberdated.....has been served by the Bailiff of State Debts as contained in the Official Report on the Service of the Order of Imprisonment for Civil Debt Numberdated.....(the name of the Debtor)..... has paid his debt to the state amounting to Rp..... (more than 50% of the remaining debt).
2. In addition to making the repayment, (the name of the Debtor)..... also has drawn up a promissory note stating his ability to pay the remaining debt within a maximum period of ...(.....)..... months.
3. With regards to the abovementioned, I suspend the enforcement of Imprisonment for Civil Debt against(the name of Object of Imprisonment for Civil Debt) for a period of months. In the event that(the name of the Debtor)fails to repay the debt within the set period, I will immediately enforce the Imprisonment for Civil Debt against(the name of Object of Imprisonment for Civil Debt).....

Thank you for your attention.

For Head
 Member of PUPN of Branch,

.....
 NIP.....

A copy must be delivered to:

1. Attorney General of the Republic of Indonesia
 Attn. Deputy Attorney General for Civil and State Administrative Affairs;
2. Head of PUPN ofBranch;
3. Head of Regional OfficeDJKN
4. Head of KPKNLattn.:
 - a. Head of Law and Information Section;
 - b. Head of State Debt Section;
5. (the Object of Imprisonment for Civil Debt).....

BKPN Registration Number: XXXX.XX.XXXXX



Template 10B

COMMITTEE FOR STATE DEBT MANAGEMENT
..... BRANCH

Jalan..... Telp :
 ... (name of city and post code)..... Fax :
 PO BOX.....

Number : (date/month/year)
 Type :
 Subject : Suspension of Enforcement of Imprisonment for Civil Debt

To:

1. Head of Central PUPN
2. Head of Provincial District Attorney Office

With reference to the issuance of the Order of Imprisonment for Civil Debt Number.....dated....., I hereby advise you the following matters:

1. On ...(date)..., before a period of 14 (fourteen) days has lapsed since the Order of Imprisonment for Civil Debt Numberdated.....has been served by the Bailiff of State Debts as contained in the Official Report on the Service of the Order of Imprisonment for Civil Debt Numberdated.....(the name of the Debtor)..... has paid his debt to the state amounting to Rp..... (more than 50% of the remaining debt).
2. In addition to making the repayment, (the name of the Debtor)..... also has drawn up a promissory note stating his ability to pay the remaining debt within a maximum period of ...(.....)..... months.
3. With regards to the abovementioned, I have decided to suspend the enforcement of Imprisonment for Civil Debt against(the name of Object of Imprisonment for Civil Debt) for a period of months. In the event that(the name of the Debtor)fails to repay the debt within the set period, I will immediately enforce the Imprisonment for Civil Debt against(the name of Object of Imprisonment for Civil Debt).....

Thank you for your attention.

Head,

.....
 NIP.....

A copy must be delivered to:

1. Attorney General of the Republic of Indonesia
 Attn. Deputy Attorney General for Civil and State Administrative Affairs;
2. Head of Regional OfficeDJKN
3. Head of KPKNLattn.:
 - a. Head of Law and Information Section;
 - b. Head of State Debt Section;
4. (the Object of Imprisonment for Civil Debt).....

BKPN Registration Number: XXXX.XX.XXXXX



Template 11

PROVINCIAL DISTRICT ATTORNEY OFFICE OF.....

Jalan..... Telp :
... (name of city and post code)..... Fax :
PO BOX.....

Number : SR-.....(date/month/year)
Type : Confidential/ Urgent
Subject : Request for Immediate Enforcement of Imprisonment for Civil Debt
Against.....

To:
Head of PUPNBranch
.....(address).....
.....

With regards to the issuance of Order of Imprisonment for Civil Debt
Numberdated after careful examination of the issue, there appear
reasons to expedite /immediately enforce the legal sanction in the form of
Imprisonment for Civil Debt for the public interest.

- (brief description).....;
-
- Etc.

This letter is made for your consideration.

Head,

.....
NIP.....

A copy is delivered to::

1. Attorney General of the Republic of Indonesia;
attn. Deputy Attorney General for Civil and State Administrative Affairs;
2. Head of Provincial District Attorney Office;
3. Head of Regional OfficeDJKN
4. Head of KPKNL.....



Template 12



DEPARTMENT OF FINANCE OF THE REPUBLIC OF INDONESIA
DIRECTORATE GENERAL OF STATE ASSETS
REGIONAL OFFICE OF ...
STATE ASSETS AND AUCTION SERVICE OFFICE

Jalan..... Telp :
... (name of city and post code)..... Fax :

Number : SR-..... (date/month/year)
Type : Confidential/ Urgent
Subject : Request for Assistance in the Enforcement of Imprisonment for Civil Debt Against.....

To:
Head of Police
JL.....
.....

With reference to the plan to enforce Imprisonment for Civil Debt pursuant to the Order of Imprisonment for Civil Debt Number.....dated..... and a permit from Head of Provisional District Attorney Office, I hereby request your assistance to assign your officers to assist the Bailiff of State Debt from KPKNL in the enforcement of Imprisonment for Civil Debt which will be carried out on

Thank you for your attention.

Head,

.....
NIP.....

A copy is delivered to:

- 1. Head of PUPN ofBranch;
2. Head of Regional OfficeDJKN;
3. Head of Provincial District Attorney Office of;
4. Head of State Debt Section;
5. Head of Law and Information Section.

BKPN Registration Number: XXXX.XX.XXXXX



Template 13



DEPARTMENT OF FINANCE OF THE REPUBLIC OF INDONESIA
DIRECTORATE GENERAL OF STATE ASSETS
REGIONAL OFFICE OF
STATE ASSETS AND AUCTION SERVICE OFFICE

Jalan..... Telp :
... (name of city and post code)..... Fax :

Number : SR-..... ..(date/month/year)
Type : Confidential/ Urgent
Subject : Request for Assistance in the Provision of Space for Imprisonment for Civil Debt Against.....

To:
Head of Prison/House of Detention *)
.....
Jl.....
.....

With reference to the plan to enforce Imprisonment for Civil Debt pursuant to the Order of Imprisonment for Civil Debt Number.....dated..... and a letter of permit from Chief of Provisional District Attorney Office, I hereby inform you the following matters:

- 1. I will enforce Imprisonment for Civil Debt from to against:
a. Name :
b. Sex :
c. Age :
d. Others :(other required description).....
2. With regards to the above description, I request for your help, that is to prepare a place for the enforcement of Imprisonment for Civil Debt pursuant to the provisions of the prevailing laws.

Thank you for your attention.

Head,

.....
NIP.....

A copy is delivered to:

- 1. Head of PUPN ofBranch;
2. Head of Regional OfficeDJKN;
3. Head of Provincial District Attorney Office of;
4. Head of State Debt Section;
5. Head of Law and Information Section.

BKPN Registration Number: XXXX.XX.XXXXX



Template 14



DEPARTMENT OF FINANCE OF THE REPUBLIC OF INDONESIA
DIRECTORATE GENERAL OF STATE ASSETS
REGIONAL OFFICE OF
STATE ASSETS AND AUCTION SERVICE OFFICE

Jalan..... Telp :
... (name of city and post code)..... Fax :

OFFICIAL REPORT (BERITA ACARA) ON THE PICKING UP OF THE OBJECT OF IMPRISONMENT FOR CIVIL DEBT

Number :

This (date)..... (month)..... (year)..... at..... in....., I:

Name :
NIP :
Rank/Level :
Position : Bailiff of State Debts in KPKNL
appointed pursuant to

pursuant to Letter of Assignment of Head of KPKNL
Number.....dated..... and in the presence of 2 (two) witnesses:

- 1. Name :
Date of Birth / Age :
Occupation :
Address :
2. Name :
Date of Birth / Age :
Occupation :
Address :

has carried out
THE PICKING UP OF THE OBJECT OF IMPRISONMENT FOR CIVIL DEBT

of (the name of the Object of Imprisonment for Civil Debt) ... born in.....,
years old, residing inpursuant to the Order of Imprisonment for Civil Debt
Number.....dated.....

Prior to the picking up, the person concerned has been served with the Order
of Imprisonment for Civil Debt Numberdated as contained in the Official
Report on the Service of the Order of Imprisonment for Civil Debt Number
.....dated....., yet the person concerned by the end of the set period of time has
failed to perform his obligation in full.



This picking up is contained in the Official Report on the Picking Up of the Object of Imprisonment for Civil Debt which is signed by me, the Bailiff of Civil Debts, witnesses, and the Object of Imprisonment for Civil Debt.

The Object of
Imprisonment for Civil Debt,

Bailiff,

.....

WITNESSES

.....

First Witness

Second Witness

.....

.....

BKPN Registration Number : XXXX.XX.XXXXX



Template 15



DEPARTMENT OF FINANCE OF THE REPUBLIC OF INDONESIA
DIRECTORATE GENERAL OF STATE ASSETS
REGIONAL OFFICE OF
STATE ASSETS AND AUCTION SERVICE OFFICE

Jalan..... Telp :
... (name of city and post code)..... Fax :

OFFICIAL REPORT (BERITA ACARA) ON THE PICKING UP OF THE OBJECT OF IMPRISONMENT FOR CIVIL DEBT

Number :

This (date)..... (month)..... (year)..... at..... in....., I:

Name :
NIP :
Rank/Level :
Position : Bailiff of State Debts in KPKNL
appointed pursuant to

pursuant to Letter of Assignment of Head of KPKNL Number.....dated..... and in the presence of 2 (two) witnesses:

- 1. Name :
Date of Birth / Age :
Occupation :
Address :
2. Name :
Date of Birth / Age :
Occupation :
Address :

Pursuant to the Permit from the Head of Provincial District Attorney Office of Numberdated....., the Order of Imprisonment for Civil Debt Numberdated....., and the Medical Certificate from Doctor or Medical Officer in the Prison/ House of Detention , and*) have handed over:

Name : (the name of the Object of Imprisonment for Civil Debt).....
Date of birth/age :
Address :

to (the Person in Charge of the Place of Imprisonment for Civil Debt) in his capacity as the Head of Prison/House of Detention/Place of Imprisonment for Civil Debt**) to place(the name of the Object of Imprisonment for Civil Debt)..... under the custody of the Prison/House of Detention/Place of Imprisonment for Civil Debt **) during the enforcement of a legal sanction in the form of Imprisonment for Civil Debt for a period of months.

The handover of the Object of Imprisonment for Civil Debt is contained in this Official Report on the Handover of the Object of Imprisonment for Civil Debt which is signed by me, the Bailiff of State Debts, witnesses, and the Head of Prison Prison/House of Detention/Place of Imprisonment for Civil Debt**).

The person handing over
Bailiff of State Debt,

The person receiving the handing over
Head of Prison/House of Detention/Place of Imprisonment for Civil Debt.....**)

NIP
First Witness

WITNESSES

NIP
Second Witness

BKPN Registration Number : XXXX.XX.XXXXX

*) Letter of Request for Immediate Enforcement of Imprisonment of Civil Debt from the Provincial District Attorney Office, if any:

**) select one



Template 16



**DEPARTMENT OF FINANCE OF THE REPUBLIC OF INDONESIA
DIRECTORATE GENERAL OF STATE ASSETS
REGIONAL OFFICE OF
STATE ASSETS AND AUCTION SERVICE OFFICE**

Jalan..... Telp :
... (name of city and post code)..... Fax :

**REPORT ON THE SERVICE OF
ORDER OF IMPRISONMENT FOR CIVIL DEBT
Number:**

Pursuant to the Letter of Assignment Number.....dated....., I:

Name :
NIP :
Rank/Level :
Position : Bailiff of State Debts in KPKNL
appointed pursuant to

hereby report that I have picked up and handed over:

Name : ...(the name of the Object of Imprisonment for Civil Debt).....
Date of birth/age :
Address :
pursuant to the Order of Imprisonment for Civil Debt Numberdated.....,

to (*the Person in Charge of the Place of Imprisonment for Civil Debt*) in his capacity as the Head of Prison/House of Detention/Place of Imprisonment for Civil Debt**) to place(*the name of the Object of Imprisonment for Civil Debt*)..... under the custody of the Prison/House of Detention/Place of Imprisonment for Civil Debt*) as contained in the Official Report on the Picking Up of the Object of Imprisonment for Civil Debt which is enclosed. Pursuant to the Order of Imprisonment for Civil Debt Numberdated....., the Object of Imprisonment for Civil Debt is placed in the place of Imprisonment for Civil Debt for a period of (.....) months calculated since the person concerned is handed over to the person in charge of the Place of Imprisonment for Civil Debt.

Other matters which need to be reported:

- 1.
- 2.
- 3. Etc.

This report has been made accurately.

.....(date/month/year).....
Bailiff,

.....
NIP.....

BKPN Registration Number: XXXX.XX.XXXXX

*) select one



DEPARTMENT OF FINANCE OF THE REPUBLIC OF INDONESIA
DIRECTORATE GENERAL OF STATE ASSETS
REGIONAL OFFICE OF
STATE ASSETS AND AUCTION SERVICE OFFICE

Jalan..... Telp :
... (name of city and post code)..... Fax :

Number : SR-..... (date/month/year)

Type : Confidential/ Urgent

Enclose :

Subject : Report on the Picking Up and Handover of the Object of
Imprisonment for Civil Debt

To:

1. Chief of Central PUPN
2. Chief of PUPN Branch
3. Head of Provincial District Attorney Office of

With reference to the issuance of the Order of Imprisonment for Civil Debt Numberdated, I hereby report that the legal sanction in the form of Imprisonment for Civil Debt pursuant to the Order of Imprisonment for Civil Debt has been followed with the picking up and the handover of the Object of Imprisonment for Civil Debt as contained in the Official Report on the Picking Up of the Object of Imprisonment for Civil Debt Number....., the Official Report on the Handover of the Object of Imprisonment for Civil Debt Number and the Report on the Picking Up and Handover of the Object of Imprisonment for Civil Debt Numberdated prepared by the Bailiff of State Debts (the copies of the three documents are enclosed).

Thank you for your attention.

Head,

.....
NIP.....

A copy is delivered to:

1. Head of Regional OfficeDJKN
2. Head of Law and Information Section;
3. Head of State Debt Section.

BKPN Registration Number: XXXX.XX.XXXXX



Template 18A

**COMMITTEE FOR STATE DEBT MANAGEMENT
 BRANCH**

Jalan..... Telp :
 ... (name of city and post code)..... Fax :
 PO BOX.....

ORDER OF EXTENSION OF IMPRISONMENT FOR CIVIL DEBT

Number SPPPB-.....

THE COMMITTEE FOR STATE DEBT MANAGEMENT OF BRANCH

- Having considered:
- a. that(*the name of the Object of Imprisonment for Civil Debt*)..... is the Debtor/Debt Guarantor of ... (*the name of the Debtor*)/Receiver of(*the name of the Debtor*)..... who is indebted *) to the State c.q..... (*the name of the Creditor*)..... who pursuant to the Order of Imprisonment for Civil Debt Numberdated against (*the name of the Object of Imprisonment for Civil Debt*) has been under the Imprisonment for Civil Debt;
 - b. that(*the name of the Debtor*).....to the present has not fulfilled his obligation to the State c.q..... (*the name of the Creditor*)..... as specified in the Distress Warrant Numberdated..... which has been served to him as contained in the Official Report on the Service of Distress Warrant Numberdated.....;
 - c. that for the purpose to settle the State Debt of(*the name of the Debtor*)....., it is necessary to enforce the extension of the period of a legal sanction in the form of Imprisonment for Civil Debt against(*the name of the Debtor*).....;
 - d. That based on the considerations as referred to in from letter a to letter c, it is necessary to issue the Order of Extension of Imprisonment for Civil Debt;

- Having observed :
- 1. Law Number 49 Prp of 1960 on the Committee for State Debt Management (State Gazette Number 156 of 1960, Supplement to State Gazette Number 2104);
 - 2. Regulation of the President Number 89 of 2006 on the Committee for State Debt Management;
 - 3. Regulation of the Finance Minister Number 122/PMK.06/2007 on the Membership and Work Procedure of the Committee for State Debt Management;
 - 4. Regulation of the Finance Minister Number 128/PMK.06/2007 on the Management of State Debts;
 - 5. Decree of the Finance Minister Numberdated..... on the appointment as (*the Head/ a Member*).....of PUPN ofBranch.
 - 6. Order of Imprisonment for Civil Debt Numberdated against (*the name of the Object of Imprisonment for Civil Debt*)



HAS ORDERED

1.(*the name of the Debtor*).... to repay his debts in full to the State c.q.(*the name of the Creditor*) in the amount of Rp..... (.....rupiah) and/or US\$ (.....US dollars) including the Administrative Cost for State Debt Management at 10% (ten percent) within a maximum period of 14 (fourteen) days since the Order of Imprisonment for Civil Debt is served.
2. the Head of KPKLN to assign a Bailiff of State Debts to enforce a legal sanction in the form of Imprisonment for Civil Debt against (*the name of the Object of Imprisonment for Civil Debt*).... for a maximum period of 6 (six) months in the event that(*the name of Debtor*).... fails to pay his debts in full during the period as referred to in point 1.

A copy of this Order of Imprisonment for Civil Debt is delivered to:

1. Head of Central PUPN;
2. Head of PUPN of Branch
3. Head of Regional OfficeDJKN
4. Head of Provincial District Attorney Office of
5. Head of District/Sub-district Police of
6.(*the head/person in charge of the Place of Imprisonment for Civil Debt*)...;
7. (*the name of the Creditor*)...;
8. (*the name of the Object of Imprisonment for Civil Debt*)...;

Issued in
 On
 For Head
 Member of PUPN of Branch

.....
 NIP.....

BKPN Register Number: XXXX.XX.XXXXX

*) select one



Template 18B

**COMMITTEE FOR STATE DEBT MANAGEMENT
 BRANCH**

Jalan..... Telp :
 ... (name of city and post code)..... Fax :
 PO BOX.....

ORDER OF EXTENSION OF IMPRISONMENT FOR CIVIL DEBT

Number SPPPB-.....

THE COMMITTEE FOR STATE DEBT MANAGEMENT OF BRANCH

- Having considered:
- a. that(*the name of the Object of Imprisonment for Civil Debt*)..... is the Debtor/Debt Guarantor of ... (*the name of the Debtor*)/Receiver of(*the name of the Debtor*)..... who is indebted *) to the State c.q..... (*the name of the Creditor*)..... who pursuant to the Order of Imprisonment for Civil Debt Numberdated against (*the name of the Object of Imprisonment for Civil Debt*) has been under the Imprisonment for Civil Debt;
 - b. that(*the name of the Debtor*).....to the present has not fulfilled his obligation to the State c.q..... (*the name of the Creditor*)..... as specified in the Distress Warrant Numberdated..... which has been served to him as contained in the Official Report on the Service of Distress Warrant Numberdated.....;
 - c. that for the purpose to settle the State Debt of(*the name of the Debtor*)....., it is necessary to enforce the extension of the period of a legal sanction in the form of Imprisonment for Civil Debt against(*the name of the Debtor*).....;
 - d. That based on the considerations as referred to in from letter a to letter c, it is necessary to issue the Order of Extension of Imprisonment for Civil Debt;

- Having observed :
- 1. Law Number 49 Prp of 1960 on the Committee for State Debt Management (State Gazette Number 156 of 1960, Supplement to State Gazette Number 2104);
 - 2. Regulation of the President Number 89 of 2006 on the Committee for State Debt Management;
 - 3. Regulation of the Finance Minister Number 122/PMK.06/2007 on the Membership and Work Procedure of the Committee for State Debt Management;
 - 4. Regulation of the Finance Minister Number 128/PMK.06/2007 on the Management of State Debts;
 - 5. Decree of the Finance Minister Numberdated..... on the appointment as (*the Head/ a Member*).....of PUPN ofBranch.
 - 6. Order of Imprisonment for Civil Debt Numberdated against (*the name of the Object of Imprisonment for Civil Debt*)



HAS ORDERED

1.(*the name of the Debtor*).... to repay his debts in full to the State c.q.(*the name of the Creditor*) in the amount of Rp..... (.....rupiah) and/or US\$ (.....US dollars) including the Administrative Cost for State Debt Management at 10% (ten percent) within a maximum period of 14 (fourteen) days since the Order of Imprisonment for Civil Debt is served.
2. the Head of KPKLN to assign a Bailiff of State Debts to enforce a legal sanction in the form of Imprisonment for Civil Debt against (*the name of the Object of Imprisonment for Civil Debt*).... for a maximum period of 6 (six) months in the event that(*the name of the Debtor*).... fails to pay his debts in full during the period as referred to in point 1.

A copy of this Order of Imprisonment for Civil Debt is delivered to:

1. Head of Central PUPN;
2. Head of Regional OfficeDJKN
3. Head of Provincial District Attorney Office of
4. Head of District/Sub-district Police of
5.(*the head/person in charge of the Place of Imprisonment for Civil Debt*)...;
6. (*the name of the Creditor*)...;
7. (*the name of the Object of Imprisonment for Civil Debt*)...;

Issued in
 On
 Head

.....
 NIP.....

BKPN Register Number: XXXX.XX.XXXXX

*) select one



Template 19



DEPARTMENT OF FINANCE OF THE REPUBLIC OF INDONESIA
DIRECTORATE GENERAL OF STATE ASSETS
REGIONAL OFFICE OF
STATE ASSETS AND AUCTION SERVICE OFFICE

Jalan..... Telp :
... (name of city and post code)..... Fax :

OFFICIAL REPORT (BERITA ACARA) ON SERVICE OF
ORDER OF EXTENSION OF IMPRISONMENT FOR CIVIL DEBT
Number.....

This (date)..... (month)..... (year)..... at..... in....., I:
Name :
NIP :
Rank/Level :
Position : Bailiff of State Debts in KPKNL
appointed pursuant to
pursuant to Letter of Assignment of Head of KPKNL
Number.....dated..... and in the presence of 2 (two) witnesses:

- 1. Name :
Date of Birth / Age :
Occupation :
Address :
2. Etc.

HEREBY OFFICIALLY SERVE

..... (the name of the Object of Imprisonment for Civil Debt)..... residing in in
his capacity as....., with the Order of Extension of Imprisonment for Civil
Debt Numberdated..... against (the name of the Object of
Imprisonment for Civil Debt).....

I in my capacity as Bailiff of State Debts has delivered a copy of the Order of
Extension of Imprisonment for Civil Debt Numberdated..... against
.....(the name of the Object of Imprisonment for Civil Debt)..... and the Official
Report on the Service of Order of Extension of Imprisonment for Civil Debt to
.....(the name of the Object of Imprisonment for Civil Debt)..... and to (the
Head of Prison/House of Detention/Place of Imprisonment for Civil Debt)..... *)

.....(date/month/year)....

Recipient of Copy of Order of
Imprisonment for Civil Debt,
the Object of Imprisonment
for Civil Debt

Recipient of Copy of Order of
Imprisonment for Civil Debt,
Head of Prison/House of
Detention/Place of
Imprisonment for Civil Debt

Bailiff,

.....

.....

.....

WITNESSES

First Witness

Second Witness

.....

.....

BKPN Register Number: XXXX.XX.XXXXX

*) select one



Template 20



**DEPARTMENT OF FINANCE OF THE REPUBLIC OF INDONESIA
DIRECTORATE GENERAL OF STATE ASSETS
REGIONAL OFFICE OF
STATE ASSETS AND AUCTION SERVICE OFFICE**

Jalan..... Telp :
... (name of city and post code)..... Fax :

**REPORT ON THE SERVICE OF
ORDER OF EXTENSION OF IMPRISONMENT FOR CIVIL DEBT
Number:**

Pursuant to the Letter of Assignment Number.....dated....., I:

Name :
NIP :
Rank/Level :
Position : Bailiff of State Debts in KPKNL
appointed pursuant to

hereby report that the Order of Extension of Imprisonment for Civil Debt Numberdated..... against..... (*the name of the Object of Imprisonment for Civil Debt*)has been served to pursuant to as contained in the Official Report on the Picking Up of the Object of Imprisonment for Civil Debt which is enclosed.

Other matters which need to be reported:

- 1.
- 2.
- 3. Etc.

This report has been made accurately.

.....(date/month/year).....
Bailiff of State Debts,

.....
NIP.....

BKPN Registration Number: XXXX.XX.XXXXX



Template 21



DEPARTMENT OF FINANCE OF THE REPUBLIC OF INDONESIA
DIRECTORATE GENERAL OF STATE ASSETS
REGIONAL OFFICE OF
STATE ASSETS AND AUCTION SERVICE OFFICE

Jalan..... Telp :
... (name of city and post code)..... Fax :

Number : SR-.....(date/month/year)
Type : Confidential/Very Urgent
Enclosure :
Subject : Report on the Service of the Order of Extension of Imprisonment
for Civil Debt

- To:
- 1. Head of Central PUPN
 - 2. Head of Branch PUPN
 - 3. Chief of Provincial District Attorney Office of

With reference to the issuance of the Order of Extension of Imprisonment for Civil Debt Number.....dated..... against (the name of the Object of Imprisonment for Civil Debt), I hereby report that the said Order of Extension of Imprisonment for Civil Debt has been served to as contained in the Official Report on the Service of the Order of Extension of Imprisonment for Civil Debt Number.....dated..... (the copy is enclosed) and the Report on the Service of Extension of the Order of Imprisonment for Civil Debt Numberdated..... (the copy is enclosed).

Thank you for your attention.

Head,
.....
NIP.....

- A copy is delivered to:
- 1. Head of Regional OfficeDJKN
 - 2. Head of Law and Information Section;
 - 3. Head of State Debt Section.

BKPN Registration Number: XXXX.XX.XXXXX



Template 22

LETTER HEAD
PRISON / HOUSE OF DETENTION OF.....

Number : (date/month/year)
Type :
Subject : Notification that the Period of Imprisonment for Civil Debt will End Soon

To.
Head of KPKNL.....
Jln.
.....

With reference to the enforcement of the Order of Imprisonment for Civil Debt Numberdated..... against..... (*the name of the Object of Imprisonment for Civil Debt*), I hereby advise that the period of enforcement of Imprisonment for Civil Debt against (*the name of the Object of Imprisonment for Civil Debt*) shall end in 14 (fourteen) days. In the event the enforcement of Imprisonment for Civil Debt against (*the name of the Object of Imprisonment for Civil Debt*) will be extended, the decision to extend the Imprisonment for Civil Debt..... should be received by me prior to the end of the period of the enforcement of the Order of Imprisonment for Civil Debt Numberdated..... against..... (*the name of the Object of Imprisonment for Civil Debt*) as mentioned above.

Thank you for your attention.

Head/Person-In-Choice of
Prison/House of Attention/
Place of Imprisonment for
Civil Debt*)

.....
NIP.....

A copy is delivered to:

1. Head of Provincial District Attorney Office of
2. Head of PUPN of Branch;
3. Head of Regional OfficeDJKN

*) select one



Template 23

**COMMITTEE FOR STATE DEBT MANAGEMENT
..... BRANCH**

Jalan..... Telp :
... (name of city and post code)..... Fax :
PO BOX.....

**PERMIT TO EXIT
Number.....**

The Head of PUPN ofBranch..... pursuant to the Decision of the
Head of DJKN Numberdated..... concerning the Technical Guidelines for
Imprisonment for Civil Debt in the frame of State Debt Management, hereby grants
the permit to exit the place of Imprisonment for Civil Debt in to:

Name :
Occupation :
Address :
Purpose :
Period : days/hours *) from to

The Permit to Exit the Place of Imprisonment for Civil Debt is granted
pursuant to the following:

1. (*the name of the Object of Imprisonment for Civil Debt*)..... will carry
out an activity for which the permit to exit is requested;
2. All costs incurred while (*the name of the Object of Imprisonment for Civil
Debt*)..... carries out the activity pursuant to this permit will be fully borne by
the person concerned and not be charged to the State Revenue and
Expenditure Budget;
3. The period of the Permit to Exit the Place of Imprisonment for Civil Debt will
not deduct the period of Imprisonment for Civil Debt which is previously
determined.
4. Violation of this Permit to Exit the Place of Imprisonment for Civil Debt shall be
subject to a legal sanction pursuant to the prevailing laws and regulations.

.....

Head,

.....
NIP.....

A copy is delivered to:

1. Head of Prison/House of Detention/Place of Imprisonment for Civil Debt ...;
2. Head of Provincial District Attorney Office of
3. Head of KPKNL.....;

BKPN Registration Number: XXXX.XX.XXXXX

*) select one



Template 23

**COMMITTEE FOR STATE DEBT MANAGEMENT
..... BRANCH**

Jalan..... Telp :
... (name of city and post code)..... Fax :
PO BOX.....

**PERMIT TO EXIT
Number.....**

The Head of PUPN ofBranch..... pursuant to the Decision of the Head of DJKN Numberdated..... concerning the Technical Guidelines for Imprisonment for Civil Debt in the frame of State Debt Management, hereby grants the permit to exit the place of Imprisonment for Civil Debt in to:

Name :
Occupation :
Address :
Purpose :
Period : days/hours *) from to

The Permit to Exit the Place of Imprisonment for Civil Debt is granted pursuant to the following:

5. (*the name of the Object of Imprisonment for Civil Debt*)..... will carry out an activity for which the permit to exit is requested;
6. All costs incurred while (*the name of the Object of Imprisonment for Civil Debt*)..... carries out the activity pursuant to this permit will be fully borne by the person concerned and not be charged to the State Revenue and Expenditure Budget;
7. The period of the Permit to Exit the Place of Imprisonment for Civil Debt will not deduct the period of Imprisonment for Civil Debt which is previously determined.
8. Violation of this Permit to Exit the Place of Imprisonment for Civil Debt shall be subject to a legal sanction pursuant to the prevailing laws and regulations.

.....,

For Head
Member of PUPN of Branch,

.....
NIP.....

A copy is delivered to:

4. Head of Prison/House of Detention/Place of Imprisonment for Civil Debt ...;
5. Head of Provincial District Attorney Office of
6. Head of PUPN of Branch.....;
7. Head of KPKNL.....;

BKPN Registration Number: XXXX.XX.XXXXX

*) select one



Template 25

LETTER HEAD
PRISON / HOUSE OF DETENTION OF.....

Number : (date/month/year)
Type :
Subject : Notification of the Costs Incurred for the Imprisonment for Civil Debt

To.
Head of KPKNL.....
Jln.
.....

With reference to the Order of Imprisonment for Civil Debt Number.....dated....., I hereby inform that the living cost of the Object of Imprisonment for Civil Debt will only last for another 7 (seven) days, and if the enforcement of Imprisonment for Civil Debt is to be extended, the costs for Imprisonment for Civil Debt against (*the name of the Object of Imprisonment for Civil Debt*) for the following month must be paid.

Thank you for your attention.

Head/Person-In-Choice of
Prison/House of Attention/
Place of Imprisonment for
Civil Debt*)

.....
NIP.....

A copy is delivered to:

1. Head of Provincial District Attorney Office of
2. Head of PUPN of Branch;
3. Head of Regional OfficeDJKN



**COMMITTEE FOR STATE DEBT MANAGEMENT
 BRANCH**

Jalan..... Telp :
 ... (name of city and post code)..... Fax :
 PO BOX.....

ORDER OF RELEASE OF THE OBJECT OF IMPRISONMENT FOR CIVIL DEBT

Number SPPOPB-.....

THE COMMITTEE FOR STATE DEBT MANAGEMENT OF BRANCH

- Having considered:
- a. that(*the name of the Object of Imprisonment for Civil Debt*)..... is the Debtor/Debt Guarantor of ... (*the name of the Debtor*)/Receiver of(*the name of the Debtor*)..... who is indebted *) to the State c.q..... (*the name of the Creditor*)..... who pursuant to the Decision of PUPN ofBranch Number on the Order of Imprisonment for Civil Debt against (*the name of the Object of Imprisonment for Civil Debt*) has been under the Imprisonment for Civil Debt;
 - b. that due to....(*the reason(s) of the issuance of the Release of Imprisonment for Civil Debt*) as referred to in letter a needs to be released from the legal sanction in the form of Imprisonment for Civil Debt;
 - c. that based on the considerations as referred to in from letter a to letter b, it is necessary to issue the Order of Release of Imprisonment for Civil Debt;

- Having observed :
- 1. Law Number 49 Prp of 1960 on the Committee for State Debt Management (State Gazette Number 156 of 1960, Supplement to State Gazette Number 2104);
 - 2. Regulation of the President Number 89 of 2006 on the Committee for State Debt Management;
 - 3. Regulation of the Finance Minister Number 122/PMK.06/2007 on the Membership and Work Procedure of the Committee for State Debt Management;
 - 4. Regulation of the Finance Minister Number 128/PMK.06/2007 on the Management of State Debts;
 - 5. Decree of the Finance Minister Numberdated..... on the appointment as (*the Head/ a Member*).....of PUPN ofBranch;
 - 6. Order of Imprisonment for Civil Debt Numberdated against (*the name of the Object of Imprisonment for Civil Debt*);
 - 7. Order of Extension of Imprisonment for Civil Debt Numberdated against (*the name of the Object of Imprisonment for Civil Debt*);

HAS ORDERED

Head of KPKNL to assign the Bailiff of Civil Debt to release (*the name of the Object of Imprisonment for Civil Debt*)from (Place of Imprisonment for Civil Debt/Prison/House of Detention) (*the name of city*)(*address of Place of Imprisonment for Civil Debt*)



A copy of this Order of Release of the Object of Imprisonment for Civil Debt is delivered to:

1. Head of Central PUPN;
2. Head of Regional OfficeDJKN
3. Head of Provincial District Attorney Office of
4. Head of District/Sub-district Police of
5.(*the head/person in charge of the Place of Imprisonment for Civil Debt*)...;
6. (*the name of the Creditor*)...;
7. (*the name of the Object of Imprisonment for Civil Debt*)...;

Issued in

On.....

Head,

.....
NIP.....

BKPN Registration Number: XXXX.XX.XXXXX

*) select one



**COMMITTEE FOR STATE DEBT MANAGEMENT
 BRANCH**

Jalan..... Telp :
 ... (name of city and post code)..... Fax :
 PO BOX.....

ORDER OF RELEASE OF THE OBJECT OF IMPRISONMENT FOR CIVIL DEBT

Number SPPB-.....

THE COMMITTEE FOR STATE DEBT MANAGEMENT OF BRANCH

- Having considered:
- a. that(*the name of the Object of Imprisonment for Civil Debt*)..... is the Debtor/Debt Guarantor of ... (*the name of the Debtor*)/Receiver of(*the name of the Debtor*)..... who is indebted *) to the State c.q..... (*the name of the Creditor*)..... who pursuant to the Decision of PUPN ofBranch Number on the Order of Imprisonment for Civil Debt against (*the name of the Object of Imprisonment for Civil Debt*) has been under the Imprisonment for Civil Debt;
 - b. that due to....(*the reason(s) of the issuance of the Release of Imprisonment for Civil Debt*) as referred to in letter a needs to be released from the legal sanction in the form of Imprisonment for Civil Debt;
 - c. that based on the considerations as referred to in from letter a to letter b, it is necessary to issue the Order of Release of Imprisonment for Civil Debt;

- Having observed :
- 1. Law Number 49 Prp of 1960 on the Committee for State Debt Management (State Gazette Number 156 of 1960, Supplement to State Gazette Number 2104);
 - 2. Regulation of the President Number 89 of 2006 on the Committee for State Debt Management;
 - 3. Regulation of the Finance Minister Number 122/PMK.06/2007 on the Membership and Work Procedure of the Committee for State Debt Management;
 - 4. Regulation of the Finance Minister Number 128/PMK.06/2007 on the Management of State Debts;
 - 5. Decree of the Finance Minister Numberdated..... on the appointment as (*the Head/ a Member*).....of PUPN ofBranch;
 - 6. Order of Imprisonment for Civil Debt Numberdated against (*the name of the Object of Imprisonment for Civil Debt*);
 - 7. Order of Extension of Imprisonment for Civil Debt Numberdated against (*the name of the Object of Imprisonment for Civil Debt*);

HAS ORDERED

Head of KPKNL to assign the Bailiff of Civil Debt to release (*the name of the Object of Imprisonment for Civil Debt*)from (Place of Imprisonment for Civil Debt/Prison/House of Detention) (*the name of city*)(*address of Place Imprisonment for Civil Debt*)



A copy of this Order of Release of the Object of Imprisonment for Civil Debt is delivered to:

1. Head of Central PUPN;
2. Head of PUPN of Branch
3. Head of Regional OfficeDJKN
4. Head of Provincial District Attorney Office of
5. Head of District/Sub-district Police of
6.(*the head/person in charge of the Place of Imprisonment for Civil Debt*)...;
7. (*the name of the Creditor*)...;
8. (*the name of the Object of Imprisonment for Civil Debt*)...;

.....,

For Head
 Member of PUPN of Branch,

.....
 NIP.....

BKPN Registration Number: XXXX.XX.XXXXX

*) select one



Template 27



DEPARTMENT OF FINANCE OF THE REPUBLIC OF INDONESIA
DIRECTORATE GENERAL OF STATE ASSETS
REGIONAL OFFICE OF
STATE ASSETS AND AUCTION SERVICE OFFICE

Jalan..... Telp :
... (name of city and post code)..... Fax :

OFFICIAL REPORT (BERITA ACARA) ON THE RELEASE OF THE OBJECT OF IMPRISONMENT FOR CIVIL DEBT
Number.....

This (date)..... (month)..... (year)..... at..... in....., I:
Name :
NIP :
Rank/Level :
Position : Bailiff of State Debts in KPKNL
appointed pursuant to

pursuant to Letter of Assignment of Head of KPKNL
Number.....dated..... and in the presence of 2 (two) witnesses:

- 1. Name :
Date of Birth / Age :
Occupation :
Address :

2. Etc.
has carried out

THE RELEASE OF THE OBJECT OF IMPRISONMENT FOR CIVIL DEBT enforced to(the name of the Object of Imprisonment for Civil Debt)..... residing in in his capacity as....., pursuant to the Order of Release of the Object of Imprisonment for Civil Debt Numberdated..... against (the name of the Object of Imprisonment for Civil Debt).....

I in my capacity as Bailiff of State Debts has delivered a copy of the Order of Release of the Object of Imprisonment for Civil Debt Numberdated..... against(the name of the Object of Imprisonment for Civil Debt)..... and the Official Report on the Service of Order of Extension of Imprisonment for Civil Debt to(the name of the Object of Imprisonment for Civil Debt)..... and to (the Head of Prison/House of Detention/Place of Imprisonment for Civil Debt)..... *)

.....(date/month/year)....

Recipient of Copy of Order of Release of the Object of Imprisonment for Civil Debt,

Recipient of Copy of Order of Release of the Object of Imprisonment for Civil Debt, Head of Prison/House of Detention/Place of Imprisonment for Civil Debt

Bailiff,

.....

.....

.....

WITNESSES

First Witness

Second Witness

.....

.....

BKPN Register Number: XXXX.XX.XXXXX

*) select one



Template 28



**DEPARTMENT OF FINANCE OF THE REPUBLIC OF INDONESIA
DIRECTORATE GENERAL OF STATE ASSETS
REGIONAL OFFICE OF
STATE ASSETS AND AUCTION SERVICE OFFICE**

Jalan..... Telp :
... (name of city and post code)..... Fax :

**REPORT ON THE RELEASE OF THE OBJECT
OF IMPRISONMENT FOR CIVIL DEBT
Number:**

Pursuant to the Letter of Assignment Number.....dated....., I:

Name :
NIP :
Rank/Level :
Position : Bailiff of State Debts in KPKNL
appointed pursuant to

hereby report that (*the name of the Object of Imprisonment for Civil Debt*)
..... has been released from the Place of Imprisonment for Civil Debt pursuant to
the Order of the Release of the Object of Imprisonment for Civil Debt Number
dated..... against (*the name of the Object of Imprisonment for Civil Debt*).
The release has been enforced and contained in the Official Report on the Release
of Object of Imprisonment for Civil Debt which is enclosed.

Other matters which need to be reported:

- 1.
- 2.
- 3. Etc.

This report has been made accurately.

.....(date/month/year).....
Bailiff of State Debts,

.....
NIP.....

BKPN Registration Number: XXXX.XX.XXXXX



Template 29



DEPARTMENT OF FINANCE OF THE REPUBLIC OF INDONESIA
DIRECTORATE GENERAL OF STATE ASSETS
REGIONAL OFFICE OF
STATE ASSETS AND AUCTION SERVICE OFFICE

Jalan..... Telp :
... (name of city and post code)..... Fax :

Number : SR-.....(date/month/year)

Type : Confidential/Very Urgent

Enclosure :

Subject : Report on the Release of the Object of Imprisonment for Civil
Debt by the name of(the name of the Object of Imprisonment
for Civil Debt)

To:

1. Head of Central PUPN
2. Head of Branch PUPN
3. Chief of Provincial District Attorney Office of

With reference to the issuance of the Order of the Release of the Object of Imprisonment for Civil Debt Number.....dated..... against (the name of the Object of Imprisonment for Civil Debt), I hereby report that the said the Order of the Release of the Object of Imprisonment for Civil Debt has been enforced by the release of (the name of the Object of Imprisonment for Civil Debt) as contained in the Official Report on the Release of the Object of Imprisonment for Civil Debt Number.....dated..... (the copy is enclosed) and the Report on the Release of the Object of Imprisonment for Civil Debt Numberdated..... (the copy is enclosed).

Thank you for your attention.

Head,

.....
NIP.....

A copy is delivered to:

1. Head of Regional OfficeDJKN
2. Head of Law and Information Section;
3. Head of State Debt Section.

BKPN Registration Number: XXXX.XX.XXXXX