



MINISTER OF FINANCE  
OF THE REPUBLIC OF INDONESIA

COPY OF

REGULATION OF THE MINISTER OF FINANCE OF THE REPUBLIC OF  
INDONESIA NUMBER 132/PMK.01/2012

CONCERNING

GUIDELINES FOR PUBLIC INFORMATION SERVICES IN THE ENVIRONMENT  
OF MINISTRY OF FINANCE

BY THE GRACE OF GOD ALMIGHTY

MINISTER OF FINANCE OF THE REPUBLIC OF INDONESIA,

Considering : that has been enacted by the Government Regulation Number 61 Year 2010 concerning the Implementation of Act Number 14 Year 2008 concerning Public Information, it is necessary to stipulate Regulation of the Minister of Finance concerning the Guidelines for Public Information Services in the Environment of Ministry of Finance;

In View of : 1. Act Number 14 Year 2008 concerning Public Information (State Gazette of the Republic of Indonesia Year 2008 Number 61, Supplement to State Gazette of the Republic of Indonesia Number 4846);

2. Government Regulation Number 61 Year 2010 concerning the Implementation of Act Number 14 Year 2008 concerning Public Information (State Gazette of the Republic of Indonesia Year 2010 Number 99, Supplement to State Gazette of the Republic of Indonesia Number 5149);

3. Regulation of the Minister of Finance Number 184/PMK.01/2010 concerning Organization and Working Procedure of the Ministry of Finance;

DECIDES:

To stipulate : REGULATION OF THE MINISTER OF FINANCE CONCERNING THE GUIDELINES FOR PUBLIC INFORMATION SERVICES IN THE ENVIRONMENT OF THE MINISTRY OF FINANCE.

CHAPTER I

GENERAL PROVISIONS

Article 1

In this Regulation of the Minister referred to as:

1. Public Information is information that is generated, stored, managed, delivered, and / or received by the Ministry of Finance relating to organizers and state administration and / or the organizers and organization



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of other public agencies in accordance with the rules and regulations concerning the Public Information and other information relating to the public interest.

2. Public Agency is an agency of the executive, legislative, judicial, and other agencies which functions and duties related to the conduct of the principal, which is funded in part or all of the National Budget and / or Provincial or District Government Budget, or non-governmental organizations throughout most of or all funded from the National Budget and / or Provincial or District Government Budget, community contributions, and / or abroad.
3. Official of Information and Documentation Management hereinafter abbreviated PPID is an officer in charge of the storage, documentation, supply, and / or Public Information services in the environment of the Ministry of Finance.
4. The Superior of PPID is a direct superior officer PPID.
5. List of Public Information is a record that contains information systematically on all Public Information under the control of the Public Agency, excluding exempt information.
6. Public Information Users are individuals, groups, legal entities, and the Public Agency that uses Public Information as set forth in this Regulation of the Minister.
7. Public Information Applicant is a citizen of Indonesia and / or Indonesian legal entity making the request Public Information as set forth in this Regulation of the Minister.
8. Testing of Consequences is the testing of the consequences that arise when a Public Information provided to the public by considering carefully that closing Public Information to protect the greater interests of than open or otherwise.
9. Public Information Classification is the determination of information as Public Information is exempt under the Act concerning the Openness of Public Information.
10. Public Information Dispute is a dispute between the Ministry of Finance as the Public Agency and Public Information User relating to the right to obtain and use the Public Information based on legislation.



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11. Minister is the Minister of Finance.

## CHAPTER II

### OBJECTIVES

#### Article 2

This Regulation of the Minister aims to:

- a. To be as guidelines for all parties related to the Public Information and documentation in the Environment of Ministry of Finance, PPID and the Superior of PPID in the Ministry of Finance, and Public Information Applicant, and
- b. To guarantee the implementation of the openness of Public Information as set forth in applicable Acts and regulations in the field of the openness of Public Information.

## CHAPTER III

### PPID

#### Part One

#### Determination the PPID

#### Article 3

- (1) The Minister shall determine PPID and PPID Coordinator in the environment of the Ministry of Finance.
- (2) PPID and PPID Coordinator as referred to in paragraph 1 is an official of Echelon II in charge of providing and / or Public Information services and / or public relations at each unit echelon I.

#### Part Two

#### Accountability, Duties, and Authority of PPID

#### Article 4

- (1) PPID is responsible to the Superior of PPID.
- (2) The Superior of PPID responsible to the Minister.
- (3) PPID have a responsibility to do the supply, storage, documentation, service, and Public Information security.
- (4) In carrying out the accountabilities as referred in paragraph (3), PPID has duty to do:



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- a. Determination of operational procedures in the implementation of duties and authority of PPID;
- b. Testing of Consequences to the public information which is not accessible by the Public Information Applicant as referred in the Act, or the so-called the Exempted Public Information;
- c. Determination of exempted classification of Public Information and / or its conversion to the approval of the Superior of PPID;
- d. Consideration of the written determination of any measures taken to fulfill the right of everyone to the Public Information;
- e. Blackening or blurring the Exempted Public Information and the reason;
- f. Creation, maintenance, and / or updating periodically List of Public Information;
- g. coordination in order to:
  - 1) the collection of all public information on each unit echelon I where the PPID takes the duty, which includes;
    - a) Public Information that must be provided and published periodically
    - b) Public Information shall be announced immediately;
    - c) Public Information must be available at all times, and
    - d) The Exempted Public Information;
  - 2) The delivery of Public Information conducted in accordance with the provisions of Acts and regulations;
  - 3) Collection of Public Information held by each unit echelon I where the PPID takes the duty, in order to manufacture and updates list as Public Information as the format as specified in Appendix I, which is an integral part of this Regulation of the Minister;
  - 4) Development of a functional official capacity and / or information officer in order to improve the quality of Public Information services, and
  - 5) Provision of written reasons for the exclusion of Public Information clearly and firmly, in case the application is rejected Public Information;



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- h. Delivery of The Public Information Reports to The Superior of PPID every month and to Coordinator of PPID in every January the next fiscal year and / or if required, which includes:
- 1) The number of requests received by the Public Information;
  - 2) The time required PPID in fulfilling any request for Public Information;
  - 3) The amount of the provision and denial of Public Information requests and / or
  - 4) The reason for rejecting the request of Public Information.

Article 5

In carrying out the accountabilities and duties as referred to in Article 4, PPID assisted by officials of functional and / or information officers named and / or appointed by each Superior of PPID.

Article 6

In carrying out the accountabilities and duties as referred to in Article 4, PPID has authorities:

- a. Rejected the request of the Public Information in writing if the Public Information requested includes the Exempted Public Information and / or confidentially secret, accompanied with the reasons and notice of rights and procedures for the Public Information Applicant to appeal the denial; and
- b. Assign the functional officers and / or information officer as referred to in Article 5 to create, maintain, and / or updating periodically List of Public Information.

Part Three

Coordinator of PPID

Article 7

- (1) Coordinator of PPID in the Environment of Ministry of Finance is PPID in the Secretary-General.
- (2) Coordinator of PPID has duty:
  - a. Coordination, harmonization and facilitation of PPID in the environment of Ministry of Finance, and



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- b. Submit an annual report to the Information Commission and a copy of the annual service report to the Minister through the Secretary-General.

#### CHAPTER IV

### PUBLIC INFORMATION REQUIRED TO PROVIDE AND ANNOUNCE

#### Part One

#### Public Information Required to Provide and Announce Periodically

##### Article 8

- (1) Public Information that must be provided and published periodically includes:
  - a. Public Information relating to unit echelon I;
  - b. Public Information on the activities and performance of the unit echelon I;
  - c. Public Information on the audited financial statements and / or
  - d. Another Public Information set out in legislation.
- (2) The obligation to provide and deliver Public Information as referred to in paragraph (1) shall at least 1 (one) time within 6 (six) months.

#### Part Two

#### Public Information Required to Announce Immediately

##### Article 9

Public Information shall be announced immediately includes Public Information that could threaten the lives of many people and public order

#### Part Three

#### Public Information Must Be Available Every Time

##### Article 10

- (1) Public Information must be available at all times includes:
  - a. List of Public Information which is under the control unit echelon I, excluding the Exempted Public Information;



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- b. the decision and judgment unit echelon I;
  - c. all existing policies and supporting documents;
  - d. project work plan includes estimated annual expenditure units echelon I;
  - e. agreements of units echelon I with third parties, except those considered are confidential;
  - f. Public Information and Policy which communicated to the Public Official in a meeting opened to the public;
  - g. procedures for employees of working units echelon I related to community service, and
  - h. Report on access to Public Information services as set forth in this Regulation of the Minister.
- (2) Public Information has been declared opened to the community based on the Objections mechanism and / or the Public Information Dispute settlement that has been declared as Public Information that can be accessed by users of Public Information.

## CHAPTER V

### THE EXEMPTED PUBLIC INFORMATION

#### Article 11

Exempted Public Information includes:

- a. Exempted Public Information as stipulated in Acts and regulations, and / or
- b. Other Public Information with the following criteria:
  - 1. not included in the Public Information as referred to in Article 8, Article 9, and Article 10;
  - 2. has not been determined by the competent authority
  - 3. assessed are confidential, and / or
  - 4. Still in the inspection process.

#### Article 12

- (1) The Classification of Public Information made by PPID based on testing of consequence carefully and accuracy before certain Public Information stated to be exempted to access by everyone.
- (2) Classification of Public Information as referred to in



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paragraph (1) shall be determined by the PPID with approval of the Superior of PPID.

Article 13

- (1) Classification of Public Information as referred to in Article 12, set out in a letter of classification determination.
- (2) Letter of classification determination as referred to in paragraph (1) shall least contain:
  - a. Classification Types of Exempted Public Information
  - b. Identity of PPID which sets;
  - c. PPID working unit which sets;
  - d. exemption period;
  - e. reason for exempted, and
  - f. Place and date of the determination.

CHAPTER VI

STANDARD MANAGEMENT, SERVICE, AND  
DOCUMENTATION OF PUBLIC INFORMATION

Article 14

Management standards, services, documentation of Public Information done by:

- a. compiling and providing Public Information in accordance with the provisions of Acts and regulations;
- b. provide and publish a web-based Public Information and media in accordance with the provisions of Acts and regulations;
- c. store and secure the Public Information;
- d. prepare the facilities and infrastructure that support the implementation of the management and documentation of Public Information, and
- e. Preparing management standard operating procedures, services, and documentation of Public Information.

CHAPTER VII

MECHANISMS TO OBTAIN PUBLIC INFORMATION

Article 15





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- (1) Application for Public Information can be either written or unwritten.
- (2) In case the application is submitted in writing, Public Information Applicant:
  - a. fill out an application form as Public Information as format as specified in Appendix II, which is an integral part of this Regulation of the Minister, and
  - b. Pay for copies and / or delivery of Public Information if it is necessary.
- (3) In case the application is not submitted in writing, PPID must ensure request of Public Information recorded in the application form of Public Information.

Article 16

- (1) PPID shall coordinate the records of request of Public Information in the register book format of request of Public Information as listed in Appendix III which is an integral part of this Regulation of the Minister.
- (2) PPID shall ensure the Public Information application form that has been given the registration number as proof of Public Information request, submitted to the Public Information Applicant.
- (3) PPID shall ensure given a registration number at the time a complete application is received and stated complete requirements, in terms of Public Information request made by electronic mail or Public Information Applicant coming directly.
- (4) PPID shall ensure the registration number is sent to the applicant upon request of Public Information when it is received and otherwise stated complete requirements, in terms of request of Public Information made by letter, facsimile or other means that are not possible to provide direct registration number.
- (5) The registration number as referred to in paragraph (4) can be given together with a written notice or upon delivery of Public Information.
- (6) PPID shall keep a copy of the application form of Public Information that has been given the registration number as proof of application for Public Information.

Article 17



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- (1) In the case of the Public Information Applicant intends to see and know the public information, PPID:
  - a. provides access to the Public Information Applicant to see, read, and / or check the Public Information which proposed in the proper place;
  - b. provides written reasons if the petition is rejected in accordance with the Public Information legislation, and
  - c. Provides an explanation of the procedure along with the form object if desired by Public Information Applicant.
- (2) In the case of the Public Information Applicant requested a copy of the Public Information, PPID shall coordinate and ensure that:
  - a. Public Information Applicant has access to view, read and / or check the Public Information requested in the appropriate place;
  - b. Public Information Applicant gets a copy of Public Information required;
  - c. there are written reasons if the petition is rejected Public Information, and
  - d. There is an explanation of the procedure for filing an objection with the form if desired by the Public Information Applicant.
- (3) PPID shall ensure Public Information Applicant as referred to in paragraph (1) and paragraph (2) assisted in meeting the mechanism as referred to in Article 15.
- (4) PPID shall ensure Public Information Applicant petition as referred to in paragraph (1) and paragraph (2) recorded in a register book of request of Public Information as referred to in Article 16.

Article 18

- (1) Against to the request of Public Information Applicant, PPID deliver a written notice to or the failure by the Ministry of Finance can provide an answer as the format set out in Appendix IV which is an integral part of this Regulation of the Minister.
- (2) The written notification as referred to in paragraph (1) shall be submitted not later than 10 (ten) labor days since the request of the Public Information Applicant received by the PPID.



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- (3) In the case of Public Information requested may be either partially or wholly, Public Information will be submitted along with the written notice as referred to in paragraph (2).
- (4) In case the application of Public Information is rejected, PPID must submit a written notice along with PPID Decree on Rejection of the Application Information as the examples listed in Appendix V, which is an integral part of this Regulation of the Minister.
- (5) In the event PPID is unable to give written notice within the period as referred to in paragraph (2), PPID can request an extension of a maximum of 7 (seven) days and cannot be extended again.
- (6) Extension of time as referred to in paragraph (6) can be done in terms of PPID has not yet:
  - a. Mastering the Public Information which is requested;
  - b. documents the Public Information which is requested and / or
  - c. Decide whether the Public Information which is requested includes an exempted Public Information.

## CHAPTER VIII

### OBJECTION

#### Part One

#### Basic Objections

#### Article 19

Every Public Information Applicant may submit an objection in terms of:

- a. not the availability of Public Information periodically
- b. not respected the request of Public Information;
- c. Public Information requested does not respond as requested;
- d. not fulfilling requests of the Public Information, and / or
- e. Public Information delivery beyond the time stipulated in this Regulation of the Minister.

#### Part Two



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## Objection Procedures

### Article 20

- (1) The objection proposed by the Public Information Applicant at the latest within a period of 30 (thirty) days after the discovery of the reasons as referred to in Article 19.
- (2) Proposing an objection made by filling out the appeal form as the format specified in Appendix VI are an integral part of this Regulation of the Minister.
- (3) Objections of the Public Information Applicant submitted to the Superior of PPID.
- (4) PPID shall note the filing objection in a register book of objections as the format specified in Appendix VII which are an integral part of this Regulation of the Minister.
- (5) The Superior of PPID obliged to respond to objections submitted by the Public Information Applicant no later than 30 (thirty) days after filing objections which noted in a register book of objections.

### Article 21

- (1) In case of Public Information Dispute, The Superior of PPID can attend in to the solve of Public Information Dispute accompanied by:
  - a. Officials of unit echelon II in charge of providing legal assistance / addressing legal issues / regulations at each unit echelon, and / or
  - b. Officials at unit echelon II in charge of providing legal assistance to the Secretariat-General.
- (2) In order for settlement of Public Information, The Superior of PPID through a Specific Letter of Attorney can give the authority to:
  - a. PPID;
  - b. Officials at unit echelon II that concerned;
  - c. Officials at unit echelon II in charge of providing legal assistance / addressing legal issues / regulations at each unit echelon , and / or
  - d. Officials at unit echelon II in charge of providing legal assistance to the Secretariat-General.



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### Part Three

#### Responses Upon The Objections

##### Article 22

In the case of Public Information Applicant filed an objection is not satisfied with the decision of the Superior of PPID , Public Information Applicant entitled to proposed for resolution of Public Information to the Central Information Commission no later than 14 (fourteen) days since receipt of the decision of the Superior of PPID.

### Part Four

#### Financing

##### Article 23

All financing in the implementation of duties of PPID or Coordinator of PPID charged to the Government's Annual Budget of each unit echelon where the PPID or Coordinator of PPID takes duties.

## CHAPTER XI

### CLOSING PROVISIONS

##### Article 24

This Regulation of the Minister of Finance shall come into force on the date of its promulgation.

For public cognizance, this Regulation of the Minister of Finance shall be promulgated by placing it in State Gazette of the Republic of Indonesia.

Stipulated in Jakarta

on August 8, 2012

MINISTER OF FINANCE OF  
THE REPUBLIC OF  
INDONESIA,

Signed.

AGUS D.W. MARTOWARDOJO

Promulgated in Jakarta



MINISTER OF FINANCE  
OF THE REPUBLIC OF INDONESIA  
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on August 8, 2012

MINISTER OF JUSTICE AND HUMAN RIGHTS  
OF THE REPUBLIC OF INDONESIA,

Signed.

AMIR SYAMSUDDIN

STATE GAZETTE OF THE REPUBLIC OF INDONESIA NUMBER 792 YEAR 2012

Appendix.....