

REGULATION OF THE SOCIAL SECURITY AGENCY FOR EMPLOYMENT  
NUMBER 1 OF 2021  
ON  
FORMAT OF MEMBER CARD, MEMBERSHIP CERTIFICATE, AND FORMS  
OF EMPLOYMENT SOCIAL SECURITY PROGRAMS

BY THE BLESSINGS OF ALMIGHTY GOD

THE PRESIDENT DIRECTOR OF THE SOCIAL SECURITY AGENCY FOR  
EMPLOYMENT,

- Considering :
- a. that job loss security is a type of employment social security program administered by the Social Security Agency for Employment;
  - b. that Regulation of the Social Security Agency for Employment Number 1 of 2018 on Format of Member Cards, Certificate of Memberships, and Forms for Employment Injury Security Program, Death Security Program, Old -Age Security Program, and Pension Security Program of the Social Security Agency for Employment has not regulated the format of member cards, certificate of memberships, and forms for job loss security, thus, it requires to be replaced;
  - c. that according to the considerations as stated in point a and point b, it is necessary to issue a Regulation of the Social Security Agency for Employment on Format of Member Cards, Membership Certificate, and Forms of Employment Social Security Programs;
- Observing :
- 1. Law Number 24 of 2011 on Social Security Agency (State Gazette of the Republic of Indonesia of 2011 Number 116 , Supplement to the State Gazette of the Republic of Indonesia Number 5256);
  - 2. Law Number 11 of 2020 on Job Creation (State Gazette of the Republic of Indonesia of 2020 Number 245, Supplement to the State Gazette of the Republic of Indonesia Number 6573);
  - 3. Government Regulation Number 44 of 2015 on the Administration of Employment Injury and Death Security Programs (State Gazette of the Republic of Indonesia of 2015 Number 154, Supplement to the State Gazette of the Republic of Indonesia Number 5714) as amended by Government Regulation Number 82 of 2019 on Amendment to Government Regulation Number 44 of 2015 on the Administration of Employment Injury and Death Security Programs (State Gazette of the Republic of Indonesia of 2018 Number 231, Supplement to the State Gazette of the Republic of Indonesia Number 6427);

4. Government Regulation Number 45 of 2015 on the Administration of Pension Security Program (State Gazette of the Republic of Indonesia of 2015 Number 155, Supplement to the State Gazette of the Republic of Indonesia Number 5715);
5. Government Regulation Number 46 of 2015 on the Administration of Old-Age Security Program (State Gazette of the Republic of Indonesia of 2015 Number 156, Supplement to the State Gazette of the Republic of Indonesia Number 5716) as amended by Government Regulation Number 60 of 2015 on Amendment to Government Regulation Number 46 of 2015 on the Administration of Old-Age Security Program (State Gazette of the Republic of Indonesia of 2015 Number 187, Supplement to the State Gazette of the Republic of Indonesia Number 5730);
6. Government Regulation Number 37 of 2021 on the Administration of Job Loss Security Program (State Gazette of the Republic of Indonesia of 2021 Number 47, Supplement to the State Gazette of the Republic of Indonesia Number 6649);

HAS DECIDED:

To Issue : REGULATION OF THE SOCIAL SECURITY AGENCY FOR EMPLOYMENT ON FORMAT OF MEMBER CARD, MEMBERSHIP CERTIFICATE , AND FORMS OF EMPLOYMENT SOCIAL SECURITY PROGRAMS.

## CHAPTER 1 GENERAL PROVISIONS

### Article 1

In this Agency Regulation:

1. Social Security Agency for Employment (*Badan Penyelenggara Jaminan Sosial Ketenagakerjaan*), hereinafter referred to as BPJS Ketenagakerjaan, means a public legal entity established based on Law Number 24 of 2011 on Social Security Agency.
2. BPJS Ketenagakerjaan Member Card, hereinafter referred to as Member Card, means a membership card from BPJS Ketenagakerjaan which has a single identity number that is valid for the employment social security program according to the stages of membership.
3. Membership Certificate of means a sign of membership of employers and construction service employers who have an employer registration number as proof of membership in the employment social security programs.
4. Other Parties mean the Central Government, Provincial Governments, Regency/Municipal Governments, business entities, associations, financial institutions, cooperatives, or other related institutions.
5. Single Identity Number (*Nomor Induk Kependudukan*), hereinafter abbreviated as NIK, means a resident

identity number that is unique or distinctive, single and attached to a person who is registered as an Indonesian resident.

#### Article 2

Employment social security consists of:

- a. employment injury security;
- b. death security;
- c. old-age security;
- d. pension security; and/or
- e. job loss security.

### CHAPTER II MEMBER CARD

#### Article 3

Member Card is in the forms of:

- a. physical Member Card; and
- b. digital/electronic Member Card.

#### Article 4

The Member Card as referred to in Article 3 are used for:

- a. claiming employment social security program benefits; and
- b. claiming additional service benefits in accordance with the provisions of legislation.

#### Article 5

- (1) The Member Card as referred to in Article 3 at least contains:
  - a. NIK or special member number;
  - b. member number;
  - c. member name;
  - d. month and year of start of membership;
  - e. BPJS Ketenagakerjaan logo; and
  - f. information technology system security code.
- (2) The inclusion of NIK on the Member Card as referred to in section (1) point a applies to Indonesian citizens who have a valid NIK.
- (3) The inclusion of a special member number on the Member Card as referred to in section (1) point a applies to Indonesian citizens who have an invalid NIK or foreign citizens.
- (4) The valid NIK as referred to in section (2) is the NIK of a prospective member in the employment social security programs or member in the employment social security programs submitted to BPJS Ketenagakerjaan with registered criteria and in accordance with the identity data of the NIK owner in the population administration data.
- (5) Invalid NIK as referred to in section (3) is the NIK of a prospective member in the employment social security programs or a member in the employment social security programs that is submitted to BPJS Ketenagakerjaan but is not registered in the population

administration data or is registered but does not match the identity data of the NIK owner in the population administration.

- (6) In the event that a member in the employment social security programs working for several employers, 1 (one) member number is given by including a special code on the Member Card.

#### Article 6

The forms of the Member Card as referred to in Article 3 are listed in Annex I as an integral part of this Agency Regulation.

#### Article 7

In the event that BPJS Ketenagakerjaan collaborates with Other Parties, in addition to including the elements as referred to in Article 5 section (1), a logo, image, identity, additional sentences and/or other forms may be included in accordance with the agreement between BPJS Ketenagakerjaan and the Other Parties.

#### Article 8

- (1) BPJS Ketenagakerjaan delivers Member Card as referred to in Article 3 to members of the employment social security programs.
- (2) Member Card as referred to in section (1) may be delivered to members of the employment social security programs through:
  - a. employers for wage recipient workers; and
  - b. wadah or certain groups for non-wage recipient workers.
- (3) The delivery of Member Card as referred to in section (1) may be done:
  - a. directly;
  - b. by post or by an expedition /courier service company with proof of delivery of the letter; or
  - c. through certain channels or electronically in accordance with the development of information technology.

### CHAPTER III MEMBERSHIP CERTIFICATE

#### Article 9

Membership Certificate is in the forms of:

- a. physical Membership Certificate; and
- b. digital/electronic Membership Certificate.

#### Article 10

- (1) The Membership Certificate for employers as referred to in Article 9 at least contains:
  - a. BPJS Ketenagakerjaan logo;
  - b. employer's name;
  - c. employer registration number;
  - d. employer address;

- e. type of program followed;
  - f. month and year of starting membership;
  - g. place determined;
  - h. date determined; and
  - i. information technology system security code according information technology developments.
- (2) Membership Certificate for construction service employers at least contain:
- a. BPJS Ketenagakerjaan logo;
  - b. name of construction service project;
  - c. owner of construction service project;
  - d. address of construction service project owner;
  - e. name of construction service project executor;
  - f. place determined;
  - g. date determined; and
  - h. information technology system security code according to the development of information technology.
- (3) The forms of the Membership Certificate as referred to in Article 9 are listed in Annex II as an integral part of this Agency Regulation.
- (4) BPJS Ketenagakerjaan delivers the Membership Certificate as referred to in Article 9 to employers and construction service employers:
- a. directly;
  - b. by post or expedition /courier service company with proof of delivery of the letter; or
  - c. through certain channels or electronically in accordance with the development of information technology.

#### CHAPTER IV FORMS

##### Article 11

Forms are in the forms of:

- a. physical forms; and
- b. digital/electronic forms.

##### Article 12

- (1) The forms as referred to in Article 11 are used as forms for registration as the members in the employment social security programs and for claiming payment of benefits from the employment social security programs.
- (2) The forms as referred to in section (1) contain:
- a. permanent data or information; and
  - b. other parts that are filled with non-permanent parts.

##### Article 13

Types of forms as referred to in Article 11 consist of:

- a. membership forms, including:
  - 1. wage recipient member form;
  - 2. non-wage recipient member form;
  - 3. construction service member form; and

4. Indonesian migrant worker member form,
- b. benefit payment claim forms, including:
  1. claim form for payment of employment injury security benefits for the segments as follows:
    - a) wage recipient members;
    - b) construction service members;
    - c) non-wage recipient members; and
    - d) Indonesian migrant workers,
  2. death security benefit payment claim forms;
  3. old-age security benefit payment claim forms for segments as follows:
    - a) wage recipient members;
    - b) non-wage recipient members; and
    - c) Indonesian migrant workers,
  4. pension security benefit payment claim form;
  5. job loss security benefit payment claim form;
  6. scholarship benefit payment claim form; and
  7. benefit payment claim form for Indonesian migrant workers.

#### Article 14

- (1) The types of membership forms for wage recipient members and non-wage recipient members as referred to in Article 13 point a point 1 and point 2, are in the forms of:
  - a. employer registration;
  - b. registration or change of worker data;
  - c. list of exiting workers; and
  - d. worker contribution detail report.
- (2) The membership form of construction services member as referred to in Article 13 point a point 3 is in the forms of:
  - a. registration of construction service projects;
  - b. list of unit prices of workers' wages; and
  - c. list of workers' names.
- (3) The membership form for Indonesian migrant worker members as referred to in Article 13 point a point 4 is in the form of a registration or change form for Indonesian migrant workers.

#### Article 15

- (1) The type of claim form for payment of employment injury security benefits as referred to in Article 13 point b point 1 is in the form of:
  - a. employment injury case report stage I;
  - b. employment injury case report stage II;
  - c. doctor's certificate of employment injury case;
  - d. occupational disease case report stage I;
  - e. occupational disease case report stage II; and
  - f. doctor's certificate of occupational disease case.
- (2) The type of claim form for payment of death security benefit as referred to in Article 13 point b point 2 is in the form of a claim form for payment of death security benefit.

- (3) The type of claim form for payment of old-age security benefit as referred to in Article 13 point b point 3 is in the form of a claim form for payment of old-age security.
- (4) The type of claim form for payment of pension security benefit as referred to in Article 13 point b point 4 is in the form of:
  - a. pension security payment claim form; and
  - b. periodic pension security confirmation sheet.
- (5) The types of claim forms for payment for the job loss security program benefit as referred to in Article 13 point b point 5 are:
  - a. claim form for cash benefits for job loss security program;
  - b. statement letter of commitment to job search activities;
  - c. statement letter of confirmation of claim for job loss security benefit;
  - d. notification form for termination of employment.
- (6) The types of scholarship benefit claim forms as referred to in Article 13 point b point 6 are:
  - a. claim form for scholarship benefit payment ; and
  - b. claim form for changes to children receiving scholarship benefits.
- (7) The type of claim form for payment of benefits for Indonesian migrant workers as referred to in Article 13 point b point 7 is in the form of a claim for payment of benefits for Indonesian migrant workers.

#### Article 16

The form format as referred to in Article 13 and Article 14 is listed in Annex III as an integral part of this Agency Regulation.

#### Article 17

- (1) Filling the form as referred to in Article 14 and Article 15 is done completely, correctly and clearly.
- (2) Filling the form as referred to in section (1) can be done:
  - a. directly; or
  - b. through certain channels or electronically according to information technology development.

### CHAPTER V TRANSITIONAL PROVISION

#### Article 18

Member Card and Membership Certificate of issued before this Agency Regulation comes into force, are declared to remain valid.

### CHAPTER VI CLOSING PROVISIONS

#### Article 19

At the time this Agency Regulation comes into force, Regulation of the Social Security Agency for Employment

Number 1 of 2018 on Format of Member Card, Membership Certificate , and Forms for Employment Injury Security Program, Death Security Program, Old-Age Security Program, and Pension Security Program of the Social Security Agency For Employment (State Bulletin of the Republic of Indonesia of 2018 Number 467), is repealed and declared ineffective.

Article 20

This Agency Regulation comes into force on the date of its promulgation.



In order that every person may know hereof, it is ordered to promulgate this Agency Regulation by its placement in the State Bulletin of the Republic of Indonesia.

Issued in Jakarta  
on 7 June 2021

PRESIDENT DIRECTOR OF  
THE SOCIAL SECURITY AGENCY FOR  
EMPLOYMENT,

signed

ANGGORO EKO CAHYO

Promulgated in Jakarta  
on 8 June 2021

DIRECTOR GENERAL OF LEGISLATION  
OF THE MINISTRY OF LAW AND HUMAN RIGHTS  
OF THE REPUBLIC OF INDONESIA,

signed

WIDODO EKATJAHJANA

STATE BULLETIN OF THE REPUBLIC OF INDONESIA OF 2021 NUMBER 662

Jakarta, 24 December 2024  
Has been translated as an Official Translation  
on behalf of the Minister of Law  
of the Republic of Indonesia  
DIRECTOR GENERAL OF LEGISLATION,

  
DHAHANA PUTRA