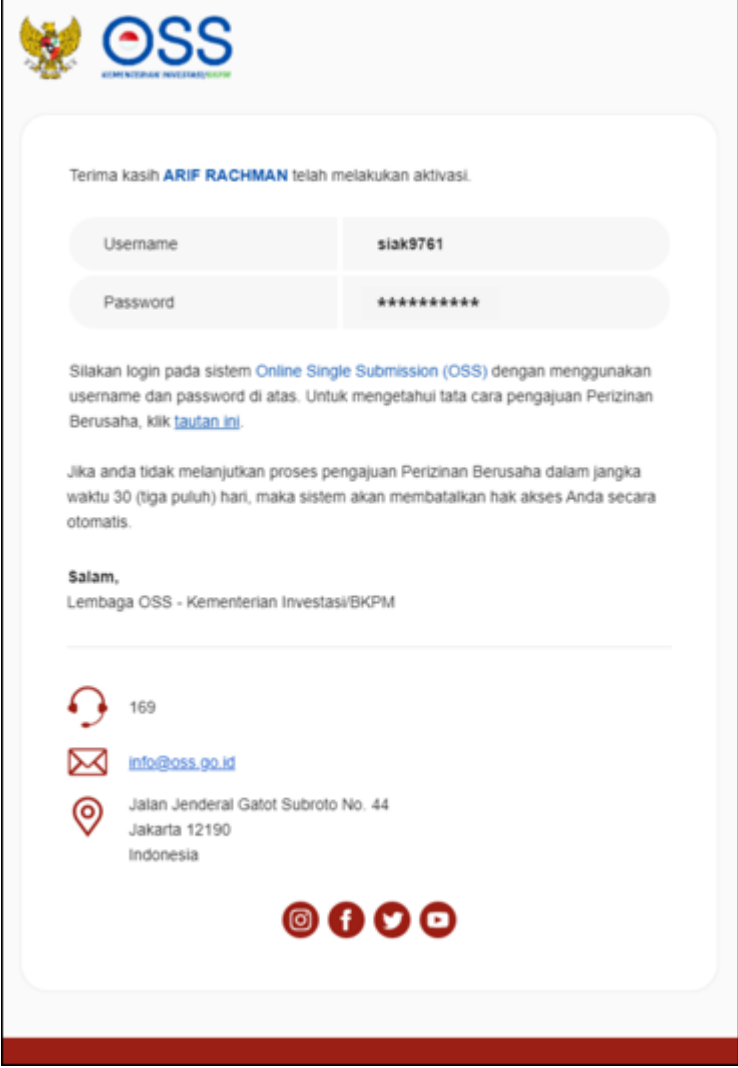


Changes in Business Licensing - Business Actor Data (Business Entity)

1. Make sure you have **Access Rights Access rights** in the form of **a username** and **password** sent to *the e-mail* specified during registration.



The image shows a screenshot of an email from the OSS (Online Single Submission) system. At the top left is the Garuda Indonesia logo and the OSS logo with the text 'KEMENTERIAN INVESTASI/BKPM'. The main content of the email is as follows:

Terima kasih **ARIF RACHMAN** telah melakukan aktivasi.

Username	siak9761
Password	*****

Silakan login pada sistem [Online Single Submission \(OSS\)](#) dengan menggunakan username dan password di atas. Untuk mengetahui tata cara pengajuan Perizinan Berusaha, klik [tautan ini](#).

Jika anda tidak melanjutkan proses pengajuan Perizinan Berusaha dalam jangka waktu 30 (tiga puluh) hari, maka sistem akan membatalkan hak akses Anda secara otomatis.

Salam,
Lembaga OSS - Kementerian Investasi/BKPM

 169

 info@oss.go.id

 Jalan Jenderal Gatot Subroto No. 44
Jakarta 12190
Indonesia

At the bottom, there are four social media icons: Instagram, Facebook, Twitter, and YouTube.

2. Visit <https://oss.go.id/>



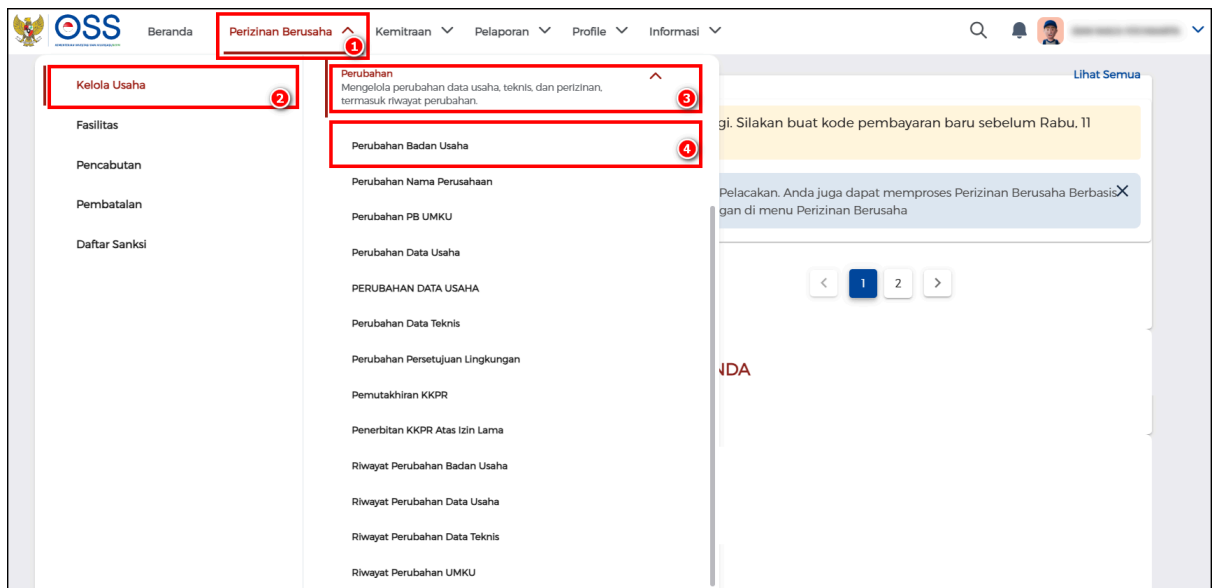
3. Select **ENTER**



4. Enter *your username* and *password*, then click the **ENTER**

The screenshot shows the login page of the OSS system. At the top, there is the OSS logo and the text 'KEMENTERIAN INVESTASI DAN DAFTAR USAHA'. The main heading is 'Masuk' (Login). Below this, there are two input fields: 'Nomor Ponsel, Email, atau Username' with a placeholder 'Contoh: 081xxxxxxx atau nama@email.com', and 'Kata Sandi' (Password) with a placeholder 'Masukkan kata sandi' and a toggle icon for visibility. A link 'Butuh Bantuan?' (Need Help?) is located below the password field. At the bottom of the form is a large 'Masuk' button. Below the form, there is a link 'Belum punya akun? [Daftar](#)' (Don't have an account? Register).

5. Click the **Business Licensing Menu**, click **Manage Business**, click **Change**, then click the **Change Sub Menu** and select **Business Entity Changes**



6. Confirm **Business Entity Data Changes**

- The Business Entity Change menu can be done for various type of Business Entity, with the following conditions:

a) If the legality data source comes from the AHU Online system (such as **PT, PT Individual, CV, Firma, Civil Partnership, and Cooperative**), then data changes can only be made in the OSS system **after going through data changes to the notary first.**

b) If the legality data source **comes from the OSS system through a manual recording process** (such as **foundations, associations/ associations, public companies/forums, public service agencies, and other legal entities**), then data changes **can** be made directly in the OSS system.

- The system will display **Confirmation of Business Entity Data Changes** automatically:

1. Name of Business Entity
2. Type of Business Entity
3. Identity Number of Responsible Person

- Then choose what data you want to make changes to:

1. Changes to profile
2. Changes to capital
3. Changes to management and shareholders

(Points **2 and 3 are automatically selected** if only one is selected.)

1. Changes to aims and objectives

- Click **the CHANGE NOW.**

The screenshot shows a web form titled "Konfirmasi Perubahan Data Badan Usaha" (Business Entity Data Change Confirmation). At the top, it says "Anda hendak mengubah Data Badan Usaha: BINTANG TOTABUAN INDONESIA". Below this, there are three input fields: "Nama Badan Usaha (*)" with the value "BINTANG TOTABUAN INDONESIA", "Jenis Badan Usaha (*)" with the value "Perseroan Terbatas (PT)", and "No. Identitas Penanggung Jawab (*)" which is currently empty. A red note below the fields states: "Nomor identitas terisi otomatis sesuai nomor identitas hak akses yang didaftarkan di OSS". Below the fields, there is a red warning icon and the text "*) wajib diisi". Underneath, there is a section titled "Pilih bagian data yang ingin diubah" (Choose the part of the data you want to change) with four checkboxes: "perubahan pada profil", "perubahan pada permodalan", "perubahan pada pengurus dan pemegang saham", and "perubahan pada maksud dan tujuan". The "perubahan pada pengurus dan pemegang saham" checkbox is selected. At the bottom right, there is a blue button labeled "Ubah Sekarang" (Change Now).

7. Change **Business Entity Data (Limited Liability Company Profile)**

- The system will display **the old Profile Data according to OSS** (left side) and **the new Profile Data according to AHU Online** (right side).

- Data that appears automatically that **cannot be changed**:

1. Name of Business Entity
2. Type of Business Entity
3. Legal Entity Status
4. Timeframe
5. Investment Status

(If you want to make changes (**data source AHU Online**), you can contact the relevant Notary .)

- While the data **that can be changed** are:

1. Company Email
2. Company NPWP
3. Phone Number

DATA PROFIL BADAN USAHA LAMA (SUMBER DATA: OSS)	DATA PROFIL BADAN USAHA BARU (SUMBER DATA: AHU ONLINE)
Nama Badan Usaha *) BINTANG TOTABUAN INDONESIA	Nama Badan Usaha *) BINTANG TOTABUAN INDONESIA
Jenis Badan Usaha *) Perseroan Terbatas (PT)	Jenis Badan Usaha *) Perseroan Terbatas (PT)
Status Badan Hukum *)	Status Badan Hukum *)
Jangka Waktu *) Tidak Terbatas	Jangka Waktu *) Tidak Terbatas
Status Penanaman Modal *)	Status Penanaman Modal *)
Email Perusahaan *) [REDACTED]@gmail.com	Email Perusahaan *) [REDACTED]@gmail.com
NPWP Perusahaan *) [REDACTED] 485	NPWP Perusahaan *) [REDACTED] 736
Nomor Telepon 0812 [REDACTED]	Nomor Telepon 0812 [REDACTED]

Change **Business Entity Data (Limited Company Profile)** - Continuation

- Data that appears automatically and **cannot be changed**:

1. Province
2. Regency /City

(If you want to make changes (**AHU Online data source**), you can contact the relevant Notary.)

- While the data **that can be changed** are:

1. Company Address
2. District
3. Kelurahan/Village
4. RT/RW
5. Postal Codes

Alamat Perusahaan *) Jalan Piere Tendean Sumatera Barat Kota Padang Lubuk Begalung Cangkreh Nan Xx Rt/Rw 001/001 Kode Pos 29326	Alamat Perusahaan *) Jl. Jend. Sudirman Timur NO 12 A Sumatera Barat Kota Padang Lubuk Begalung Cangkreh Nan Xx Rt/Rw 001/001 Kode Pos 29326
--	---

8. Check **Business Entity Data Changes (Basic Data for Formation of Business Entities)**

- Business Entities **old** as well as Basic Data for Formation of new Business Entities **according to AHU Online (right side)**.
- Data that is displayed automatically and **cannot be changed**:
 - 1.Type of Legality
 - 2.Deed Number
 - 3.Company Deed Number
 - 4.Notary

(If you want to make changes (**source AHU Online**), you can contact the relevant Notary.)

- Click **the checkbox/checkbox** for approval of changes **to profile data and basic data for establishment of business entities** .

- Then click **the SAVE**.



(if you only want to change certain data).

*wajib diisi

Data Dasar Pembentukan Badan Usaha (Lama)
(sumber data : OSS)

Search

No	Jenis Legalitas	Nomor Akta	Nomor Akta Pengesahan	Notaris
1	Akta Pendirian	46 Tanggal : 19-09-2018	AHU-010101010 Tahun 2018 Tgl. Pengesahan : 10-10-2018	Hotaman Alamat Notaris : Jl. Medan Telp. 061252522
2	Akta Perubahan	5 Tanggal : 25-09-2018	AHU-010101010 Tahun 2018 Tgl. Pengesahan : 10-10-2018	Paris H. SH Alamat Notaris : Jl. Setiabudi Timur No.29 Telp. 0751 235008

Items per page: 10 12 of 2

Data Dasar Pembentukan Badan Usaha (Baru)
(sumber data : AHU Online)

Search

No	Jenis Legalitas	Nomor Akta	Nomor Akta Pengesahan	Notaris
1	Akta Pendirian	46 Tanggal : 19-09-2018	AHU-010101010 Tahun 2018 Tgl. Pengesahan : 10-10-2018	Hotaman Alamat Notaris : Jl. Medan Telp. 061252522
2	Akta Perubahan	5 Tanggal : 25-09-2018	AHU-010101010 Tahun 2018 Tgl. Pengesahan : 10-10-2018	Paris H. SH Alamat Notaris : Jl. Setiabudi Timur No.29 Telp. 0751 235008

Items per page: 10 12 of 2

☐ Perubahan profil badan usaha

9. Check **Changes in Business Entity Data (Business Capital)**

- The system will display the **old Capital Data according to OSS (left side)** and the **new Capital Data according to AHU Online (right side)**.
- Data that is displayed automatically and **cannot be changed (in the form of nominal money)**:

1. Authorized Capital
2. Issued Capital
3. Paid-up Capital

(If you want to make changes (**AHU Online data source**), you can contact the relevant Notary.)

- Meanwhile, the data **that can be changed** are:

1. Paid-in Capital (In Other Forms)

- After making **changes to old data** and **agreeing to changes to new data**, make sure the data is correct.
- Click **the checkbox /checkbox** for approval **of changes to business capital data**.

- Then click **the SAVE**.



(if you only want to change certain data).

DATA PERMODALAN LAMA (SUMBER DATA: OSS)	DATA PERMODALAN BARU (SUMBER DATA: AHU ONLINE)
Modal Dasar 10000000000	Modal Dasar 10000000000
Modal Disiapkan 2500000000	Modal Disiapkan 2500000000
Modal Disenor (dalam bentuk uang) 2500000000	Modal Disenor (dalam bentuk uang) 2500000000
Modal Disenor (dalam bentuk lain) 1000000000	Modal Disenor (dalam bentuk lain) 1000000000

☐ Perubahan permodalan

10. Check **Changes in Business Entity Data (Management and Shareholders)**

- The system will display the old Management and Shareholders Data **according to OSS (left side)** as well as the new Management and Shareholders Data **according to AHU Online (right side)**.
- Data that is displayed automatically and **cannot be changed**:
 1. Name
 2. Country of Origin
 3. Type of Capital
 4. Position
 5. Total Capital
 6. Identity Number
 7. NPWP
 8. Status

(If you want to make a change (**AHU Online data source**), You can contact the relevant Notary.)

- After making **changes to old data** and agreeing to **changes to new data**, make sure the data is correct.
- Click **the checkbox/checkbox** to approve **changes to the profile data and data of the management and shareholders** that have been made.

- Then click **the SAVE**.



(if you only want to change certain data).

DATA PENGURUS DAN PEMEGANG SAHAM LAMA (SUMBER DATA: OSS)

Daftar pengurus dan pemegang saham (lama)
(sumber data : OSS)

No	Nama	Negara Asal	Tipe Jenis Modal	Jabatan	Total Modal	Nomor Identitas	NPWP
1	ADIF RACHMAN	Indonesia	Dalam Negeri	DIREKTUR	10000000000		
2	BUDI SETUWAN	Indonesia	Dalam Negeri	KOMISARIS	10000000000		
3	TRI ADMODOJO	Indonesia	Dalam Negeri	DIREKTUR	10000000000		
4	DEWI SINTA MARINA	Indonesia	Dalam Negeri	DIREKTUR	10000000000		8214

10 of 14

☐ Perubahan pengurus dan pemegang saham

DATA PENGURUS DAN PEMEGANG SAHAM BARU (SUMBER DATA: AHU ONLINE)

Daftar pengurus dan pemegang saham (baru)
(sumber data : AHU)

No	Nama	Negara Asal	Tipe Jenis Modal	Jabatan	Total Modal	Nomor Identitas	NPWP
1	BUKI SETUWAN	Indonesia	Dalam Negeri	KOMISARIS	10000000000		
2	ADIF RACHMAN	Indonesia	Dalam Negeri	DIREKTUR	10000000000		
3	TRI ADMODOJO	Malaysia	Asing	DIREKTUR	10000000000		

10 of 14

11. Check **Changes in Business Entity Data (Purpose and Purpose)**

- The system will display the **old Intent and Purpose Data according to OSS (left side)** as well as the new Intent and Purpose Data **according to AHU Online (right side)**.
- Data that is displayed automatically and **cannot be changed**:
 1. Purpose
 2. Purpose(If you want to make changes (**data source AHU Online**), you can contact the relevant Notary.)
- After making **changes to old data** and agreeing to **changes to new data**, make sure the data is correct. in accordance.
- Click **the checkbox /checkbox** for approval **of changes to profile data** and **data of intent and purpose** made.

- Then click **the SAVE**. 
(if you only want to change certain data).

DAFTAR MAKSUD DAN TUJUAN LAMA (SUMBER DATA: OSS)

Daftar Maksud dan Tujuan (Lama)
(sumber data : OSS)

Search

No	Maksud	Tujuan
1		
2		
3		
4		
5		
6		
7		
8	INDUSTRI BARANG LOGAM, BUKAN MESIN DAN PERALATANNYA	
9	PERDAGANGAN BESAR, BUKAN MOBIL DAN SEPEDA MOTOR	
10	PERDAGANGAN ECERAN, BUKAN MOBIL DAN MOTOR	

Items per page: 10 10 of 10

☒ Perubahan Maksud dan Tujuan

DAFTAR MAKSUD DAN TUJUAN BARU (SUMBER DATA: AHU ONLINE)

Daftar Maksud dan Tujuan (Baru)
(sumber data : AHU Online)

Search

No	Maksud	Tujuan
1	INDUSTRI PENGOLAHAN	INDUSTRI BARANG LOGAM, BUKAN MESIN DAN PERALATANNYA
2	PERDAGANGAN BESAR DAN ECERAN; PERARASI DAN PERAWATAN MOBIL DAN SEPEDA MOTOR	PERDAGANGAN BESAR, BUKAN MOBIL DAN SEPEDA MOTOR
3	PERDAGANGAN BESAR DAN ECERAN; PERARASI DAN PERAWATAN MOBIL DAN SEPEDA MOTOR	PERDAGANGAN ECERAN, BUKAN MOBIL DAN MOTOR
4	INDUSTRI PENGOLAHAN	INDUSTRI MAKANAN
5	INDUSTRI PENGOLAHAN	INDUSTRI BAHAN KIMIA DAN BARANG DARI BAHAN KIMIA
6	INDUSTRI PENGOLAHAN	INDUSTRI FARMASI, PRODUK OBAT KIMIA DAN OBAT TRADISIONAL

Items per page: 10 10 of 10

12. Changes to Business Entity Data are successful.

- The system will display information. **Data has been successfully saved** on the data changes you made.
- Click **OK**.

