

**THE MINISTRY OF FORESTRY
DIRECTORATE GENERAL OF FORESTRY PRODUCTION DEVELOPMENT**

**REGULATION OF THE DIRECTOR GENERAL OF FORESTRY PRODUCTION
DEVELOPMENT
NUMBER: P.5/VI – BPPHH/2013**

**REGARDING
GUIDELINE FOR APPROVAL FOR ACCESS OR MEMORANDUM OF
UNDERSTANDING IN THE PROVISION AND SERVICE OF TIMBER LEGALITY
VERIFICATION INFORMATION VIA TIMBER LEGALITY INFORMATION SYSTEM
PORTAL (SILK)**

Considering:

- a. that in the framework of implementing the provisions of Article 18 paragraph (2) of the Regulation of the Ministry of Forestry Number P. 18/Menhut-II/2013 concerning Timber Legality Verification Information Via Timber Legality Information System Portal (SILK) and Issuance of V-Legal Document;
- b. that pursuant to the above mentioned provisions it is necessary to issue a Regulation of the Director General of Forestry Production Development concerning Guideline for Approval for Access Right or Memorandum of understanding In the Provision and Service of Timber Legality Verification Information Via Timber Legality Information System Portal (SILK);

In View of:

1. Law Number 41 of 1999 concerning Forestry (State Gazette of the Republic of Indonesia of 1999 Number 167, Addendum to State Gazette of the Republic of Indonesia Number 3888) as already amended with Law Number 19 of 2004 concerning Stipulation on the Government Regulation to Replace Law Number 1 of 2004 concerning Amendment on Law Number 41 of 1999 concerning Forestry into Law (State Gazette of the Republic of Indonesia of 2004 Number 86, Addendum to State Gazette of the Republic of Indonesia Number 4412);
2. Government Regulation Number 6 of 2007 concerning Forestry Administration and the Making of Forest Management Plan, as well as Forest Utilization (State Gazette of the Republic of Indonesia of 2007 Number 22, Addendum to State Gazette of the Republic of Indonesia Number 46961 as already amended with Government Regulation Number 3 of 2008 (State Gazette of the Republic of Indonesia of 2008 Number 16, Addendum to State Gazette of the Republic of Indonesia Number 4814);
3. Presidential Regulation Number 10 of 2008 concerning Use of Electronic System For the Purpose of Indonesia's National Single Window;
4. Presidential Regulation Number 24 of 2010 concerning Position, Duty, and Function of State Ministry as well as Organizational Structure, Duty, and Function of the Echelon I of the State Ministry as already amended with Presidential Regulation Number 92 of 2011;
5. Presidential Decree Number 84/P of 2009 concerning Establishment of Kabinet Indonesia Bersatu II as already amended with Presidential Decree Number 59/P of 2011;

"This translation is provided as a non-sworn and legal translation from Bahasa Indonesia into English. This translated version is provided as referral knowledge purpose only. For any legal use of this document, we suggest user to obtain the legal translation version."

6. Regulation of the Minister of Trade Number 28/M-DAG/Per /6/2009 concerning Provision of Service on Export and Import Permit using Electronic System via INATRADE for the Purpose of Indonesia's National Single Window;
7. Regulation of the Minister of Trade Number 64/M-DAG/Per / 10/2012 concerning Export of Forestry Industry Products;
8. Regulation of the Ministry of Forestry Number P.381/Menhut-II/ 2009 concerning the Standard and Guideline for Performance Assessment of Sustainable Production of Forest Management and Timber Legality Verification on Permit Holder or Smallholding Forests (State Gazette of the Republic of Indonesia of 2009 Number 141) as already amended with Regulation of the Ministry of Forestry Number P42/Menhut II/2013 (State Gazette of the Republic of Indonesia of 2013 Number 1029);
9. Regulation of the Ministry of Forestry Number P40/Menhut-II/2010 concerning Organization and Work Procedure of the Ministry of Forestry (State Gazette of the Republic of Indonesia of 2010 Number 405) as already amended with Regulation of the Ministry of Forestry Number P.33/Menhut-II/2012 Number 779);
10. Regulation of the Ministry of Forestry Number P.7/Menhut-II/2011 concerning Public Information Service within the Ministry of Forestry (State Gazette of the Republic of Indonesia of 2011 Number 53);
11. Regulation of the Ministry of Forestry Number P.18/Menhut-II/2013 Regarding the Timber Legality Verification Information Via Timber Legality Information System Portal (SILK) and Issuance of V-Legal Document (State Gazette of the Republic of Indonesia of 2013 Number 454);

Has Decided:

To Stipulate:

REGULATION OF THE DIRECTOR GENERAL OF FORESTRY PRODUCTION DEVELOPMENT CONCERNING GUIDELINE FOR ISSUANCE FOR APPROVAL OF ACCESS RIGHT OR MEMORANDUM OF UNDERSTANDING IN THE PROVISION AND SERVICE OF TIMBER LEGALITY VERIFICATION INFORMATION VIA TIMBER LEGALITY INFORMATION SYSTEM PORTAL (SILK)

**CHAPTER I
GENERAL PROVISIONS**

Article I

In this Regulation, the following meanings:

1. Portal is an electronic system that performs information integration services that ensure the security of data and information and integrates the flow and processing of information among internal systems automatically.
2. Is SILK Portal is an organizational unit under the Directorate General of Forestry Enterprises responsible for the management of the SILK Portal.
3. Competent authority of the country of export destination is the agency that has the authority to validate the V-Legal Document.
4. Access Rights are the rights given to an Access Right Holder to carry out the interaction with the electronic system with a stand-alone or network.
5. User ID and Password are combination of characters and numbers that are used by a user to access and enter the SILK Portal.

"This translation is provided as a non-sworn and legal translation from Bahasa Indonesia into English. This translated version is provided as referral knowledge purpose only. For any legal use of this document, we suggest user to obtain the legal translation version."

6. The applicant may be individual, business entity, corporation, government agency or other state agencies that desires to use the portal to gain access to SILK portals.
7. Director General is the Director General whose duty and responsibility is in the field of Forestry Development.
8. Director is a Director who is charged and is in charge of Forest Product Processing and Marketing.
9. Access Rights Holder is the party having the Access Rights.

CHAPTER II ACCESS RIGHTS

Article 2

- 1) Application for the Access Rights can be submitted by:
 - a. Submitting application for obtaining the access right by leader of the agency to the Director General of the format set forth in Attachment 1 of this Regulation of the Director General.
 - b. Registering online using the format set forth in the Attachment 2 of the Regulation of the Director General.
- 2) Applicants to submit such request, as referred to in paragraph (1) letter a, should be head/leader of:
 - a. Government offices/agencies;
 - b. National Accreditation Committee (KAN);
 - c. Independent Assessor and Verification (LP & VI)
 - d. Holder or SILK S-SFM permits;
 - e. ETPIK AND ETPIK Non-producer who have obtained V-Legal Documents;
 - f. Country of export competent authority;
- 3) Application for Access Rights through online registration as referred to in paragraph (1) letter b, shall be applicable for Independent Monitoring.
- 4) The application form as referred to in paragraph (3), shall be completed and submitted by individual or head of an independent monitoring agency.

Article 3

1. The request/application as referred to in Article 2 paragraph (1) letter a shall be completed in full and submitted to the Director General.
2. If the request submitted by the agency/institution as referred to in Article 2 paragraph (2) letter a to e is approved, the Director, on behalf of the Director General shall issue SILK Portal Access Right Agreement in the format as specified in Attachment 3 of this Regulation of the Director General, along with the activation of the password.
3. Based on the application, if the competent authority as referred to in Article 2 paragraph (2) letter f is approved, the Director on behalf of the Director General shall issue a SILK Portal Access Right Agreement in the format as specified in Attachment 3 of this Regulation of the Director General, along with the draft Memorandum of Understanding with the format as set out in Attachment 4 of this Regulation of the Director General, to be filled in and signed by the competent authority.
4. The memorandum of understanding as referred to in subsection (3), which has been signed by the competent authority, should be returned to the Director for approval signature.
5. The Director after signing a memorandum of understanding referred to in subsection (4) shall submit the memorandum of understanding in question to the competent

"This translation is provided as a non-sworn and legal translation from Bahasa Indonesia into English. This translated version is provided as referral knowledge purpose only. For any legal use of this document, we suggest user to obtain the legal translation version."

authority as a basis for them to obtain the Access Rights along with the activation key (the password).

6. In the case of the application referred to in paragraph (2) and (3) is not approved, the Director shall send a rejection letter in the format as set out in Attachment 5 of this Regulation of the Director General.

Article 4

- (1) In the case of the registration is done using online registration as referred to in Article 2 paragraph (1) letter b, the approved agreement shall be published along with the activation key (password).
- (2) If the application is not approved, the Director shall send the rejection letter issued using the format as set forth in Attachment 5 of this Regulation of the Director General.

Article 5

The process to obtain Access Rights and the use of the Access Right shall be free of charge.

Article 6

Types of information, users and providers of information related to timber legality verification provided in SILK online shall be in the format as set out in Attachment 6 of this Regulation of the Director General.

Article 7

- (1) An Access Right Holder have an obligation:
 - a. To keep the security and confidentiality of the Access Rights they have received;
 - b. To use the facility as permitted within the scope of the approval;
 - c. To provide accurate information according to Access Rights as referred in Article 6;
 - d. To keep confidential the password and data of Access Rights referred to in Article 3 paragraph (2), paragraph (5) and Article 4 paragraph (1) and to take it as their responsibility
 - e. To prevent anyone else from using the Access Rights except the permitted holders
- (2) The holder shall have the right to:
 - (1) Access information in accordance with the Access Rights as referred to in Article 6.
 - (2) Obtain support for accessing the SILK Portal, in related to SILK portal operation.
 - (3) Change or create their own password via the SILK Portal.
 - (4) If the Access Rights is misused by other party, then the rightful Access Rights holder may notify in writing to SILK Portal Administrator to block the Access Rights, as well as to apply for a new password.

Article 8

- a. Use of Access Rights shall have the same legal force as a written order signed by the holder of Access Rights;
- b. Abuse of the Access Right is the solely responsibility of the Access Right holder;
- c. The holder hereby agrees to release the SILK Portal Administrator from any claims that may arise, either from other parties or from any use of their own Access Rights as a result of any misuse of the Access Right.

"This translation is provided as a non-sworn and legal translation from Bahasa Indonesia into English. This translated version is provided as referral knowledge purpose only. For any legal use of this document, we suggest user to obtain the legal translation version."

Article 9

In case that the Access Rights holder fails to fulfill the obligation as referred in Article 7 paragraph (1), then the Director on behalf of the Director General may revoke the Access Rights of the holder in question. If the permit holder do not meet the obligations as referred to in Article 7 paragraph (1), the Director on behalf of the Director General may revoke these permissions.

Article 10

- (1) The right of access to the SILK portal service may terminate if:
 - a. the Access Rights is revoked;
 - b. the SILK Portal has to terminate the Access Rights on the basis of the implementation of new provisions of law;
 - c. the Access Right Holder apply for termination of the Access Right.
 - d. The Holder does not use the Access Rights for 6 (six) consecutive months.
- (2) When an Access Right is going to be terminated as referred to in paragraph (1), the Director on behalf of the Director-General shall write notification to the Access Right holder in question in the format as shown in Attachment 7 of this Regulation.

Article 11

This Regulation of the Director General shall be effective from the date of the stipulation.

Stipulated in Jakarta on 17 September 2013

The Director General

BAMBANG HENDROYONO,MM

Copy of this Regulation is sent to:

1. Ministry of Forestry;
2. Echelon I within the Ministry of Forestry;
3. Head of Office for Monitoring of Forest Production Utilization all over Indonesia.

Attachment I : Regulation of the Director General of Forestry Production Development
Number : P.5/VI-BPPHH/2013
Date : 17 September 2013
Regarding : Guideline for Issuance for Approval of Access Right in the Provision and
Information Service Timber Legality Verification Via Timber Legality Information
System Portal (SILK)

Application Form for Access Right to Timber Legality Information System Portal (SILK) Services

LETTER HEAD of THE APPLICANT

To:
Director General of Forestry Production Development
Jakarta

Herewith we would like to submit our application to obtain Access Right to SILK Portal by
submitting the data and statements as follows:

DATA OF THE APPLICANT / PERSON IN CHARGE

Kind of Application:

- New Application
 Replacement

Type of Access Right Holder:

- Govt Office
KAN
LP &VI
Holder of S-PHPL/S-LK
ETPIK/ETPIK Non Producer

Authorized Party as the Access Right Holder:

Name:
Job Position:
Govt Office:
Full Address:
Postal Code:

"This translation is provided as a non-sworn and legal translation from Bahasa Indonesia into English. This translated version is provided as referral knowledge purpose only. For any legal use of this document, we suggest user to obtain the legal translation version."

Phone Number:

Fax Number:

DATA OF ACCESS RIGHT USER

Job Position:

Full Address:

Phone Number:

Fax Number:

E-mail:

STATEMENTS

I, the undersigned hereby, declare that all the data I have entered herein are correct, accurate and valid, and subject to the terms and conditions of the regulation of the Minister of Forestry of the information through the Portal of Timber Legality Verification and Information System (SILK) and the issuance of V Legal Document and Guideline to the Forest Utilization and subject to the Access Right Agreement or Memorandum of Understanding on the provision of Information Services and Timber Legality Verification Information via the Timber Legality Information System (SILK).

.....201.....

The Applicant

Stamp duty of Rp. 6.000,-

.....

"This translation is provided as a non-sworn and legal translation from Bahasa Indonesia into English. This translated version is provided as referral knowledge purpose only. For any legal use of this document, we suggest user to obtain the legal translation version."

Attachment 2 : Regulation of the Director General of Forestry Production Development

Number : P.5/VI-BPPHH/2013

Date : 17 September 2013

Regarding : Guideline for Issuance for Approval of Access Right in the Provision and Service of Timber Legality Verification Information Via Timber Legality Information System Portal (SILK)

On-line Registration Form for Application of Access Right for Timber Legality Information Service (SILK) via the SILK Portal

LETTER HEAD of THE APPLICANT

To:

The Director General of Forestry Production Development
Jakarta

Herewith we would like to apply for Access Right to access the SILK Portal by submitting the data and statements as follows:

New Application

Replacement

DATA THE APPLICANT / PERSON IN CHARGE

Kind of Access Right Holder: Independent Observer

Name *) Name of Organization:

KTP/ID Number

Full Address:

Postal Code:

Phone Number:

Fax Number:

DATA OF ACCESS RIGHT USER

Name*):

Job Position:

KTP/ID Number*):

Full Address:

Phone Number:

Fax Number:

E-Mail:

"This translation is provided as a non-sworn and legal translation from Bahasa Indonesia into English. This translated version is provided as referral knowledge purpose only. For any legal use of this document, we suggest user to obtain the legal translation version."

Attachment 3 : Regulation of the Director General of Forestry Production Development
Number : P.5/VI-BPPHH/2013
Date : 17 September 2013
Regarding : Guideline for Issuance for Approval of Access Right in the Provision and Service of
Timber Legality Verification Information Via Timber Legality Information System
Portal (SILK)

LETTER HEAD OF THE DIRECTORATE GENERAL OF FORESTRY PRODUCTION
DEVELOPMENT of THE MINISTRY OF FORESTRY

APPROVAL FOR ACCESS RIGHT TO SILK PORTAL

Number: ___/___

Based on the Regulation of the Minister of Forestry of Timber Legality Verification Information Portal via Timber Legality Information System (SILK) and V-Legal document publishing, as well as considering your Application for Access Rights to SILK Portal of the Registration Document Number:, we hereby give consent to:

Name of Govt Office:

Address:

Type of Govt Office:

Applicant Name:

Job Position:

Name of the Person in Charge:

E-mail:

To use the Access Right to access the SILK Portal.

This notification is duly made

On behalf of the Director General of Forestry Production Development

Director of Development for Forest Product Processing and Marketing

.....

NIP.

"This translation is provided as a non-sworn and legal translation from Bahasa Indonesia into English. This translated version is provided as referral knowledge purpose only. For any legal use of this document, we suggest user to obtain the legal translation version."

Attachment 4 : Regulation of the Director General of Forestry Production Development
Number : P.5/VI-BPPHH/2013
Date : 17 September 2013
Regarding : Guideline for Issuance for Approval of Access Right in the Provision and Service of
Timber Legality Verification Information Via Timber Legality Information System
Portal (SILK)

MEMORANDUM OF UNDERSTANDING

BETWEEN THE DIRECTOR OF DEVELOPMENT FOR FOREST PRODUCT PROCESSING AND
MARKETING

WITH

.....

REGARDING PROVISION OF ACCESS RIGHT TO TIMBER LEGALITY INFORMATION
SYSTEM (SILK) PORTAL

NUMBER:

On this day....., Date month year....., the undersigned herein:

1. in his capacity as the Director of Development for Forest Product Processing and Marketing (BPPHH) domiciled in Jakarta, hereinafter shall be referred to as the **FIRST PARTY**.
2. as the Person in Charge or the Authorized Party by the State domiciled in, hereinafter shall be referred to as the **SECOND PARTY**.

Herewith the FIRST PARTY and the SECOND PARTY shall be referred to as THE PARTIES in this Memorandum of Understanding.

Article I

SCOPE OF COOPERATION

THE PARTIES have agreed to enter this cooperation related to the provision of access to online information of SILK as an online electronic system in a V-Legal document publishing, among others, include:

- a. The validity and authenticity of the V-Legal documents they receive, and
- b. List of officers as publishers of V-Legal Documents.

Article 2

(1) An Access Right holder shall have the right to:

1. To keep the security and confidentiality of the Access Rights they have received;
2. To use the facility as permitted within the scope of the approval;
3. To provide accurate information according to Access Rights as referred in Article 6;
4. To keep confidential the password and data of Access Rights referred to in Article 3 paragraph (2), paragraph (5) and Article 4 paragraph (1) and to take it as their responsibility
5. To prevent anyone else from using the Access Rights except the permitted holders

(2) The right holder shall have the right to:

- (1) Access information in accordance with the Access Rights as referred to in Article 6.

"This translation is provided as a non-sworn and legal translation from Bahasa Indonesia into English. This translated version is provided as referral knowledge purpose only. For any legal use of this document, we suggest user to obtain the legal translation version."

- (2) Obtain support for accessing the SILK Portal, in related to SILK portal operation.
- (3) Change or create their own password via the SILK Portal.
- (4) If the Access Rights is misused by other party, then the rightful Access Rights holder may notify in writing to SILK Portal Administrator to block the Access Rights, as well as to apply for a new password.
- (5) If the User-ID and password is lost or forgotten, ask for help to change the password at SILK Portal.

Article 3

TERMINATION OF ACCESS RIGHTS

- 1) The right of access to the Service SILK Portal shall be terminated if:
 - a. the Access Rights is revoked;
 - b. The Holder does not use the Access Rights for 6 (six) consecutive months.
 - c. the Access Right Holder apply for termination of the Access Right.
 - d. the SILK Portal has to terminate the Access Rights on the basis of the implementation of new provisions of law;
- 2) Termination of Access Right as referred to in paragraph (1) shall be notified to the Access Right holder along with reasons for such termination.

Article 4

ADDRESS AND COMMUNICATION

All notices to be given between the PARTIES shall be submitted by sending the notice via electronic media or recorded mail or registered post, or sent directly with accompanying receipt to the address of the parties under this Article or any other address by giving written notice in advance.

FIRST PARTY

Name:.....
 Job Position:
 Phone:

SECOND PARTY

Name:
 Job Position:
 Phone:

Or to any other address or number as specified and notified from time to time by the PARTIES in written.

"This translation is provided as a non-sworn and legal translation from Bahasa Indonesia into English. This translated version is provided as referral knowledge purpose only. For any legal use of this document, we suggest user to obtain the legal translation version."

Article 5
CLOSING

This Memorandum of Understanding is made in two identical duplicates each to be properly signed by the PARTIES, sufficiently sealed and shall have the same legal force.

SECOND PARTY
.....

FIRST PARTY,
BPPHH DIRECTOR

Remarks: This MoU can be made in any other language based on the export destination country.

"This translation is provided as a non-sworn and legal translation from Bahasa Indonesia into English. This translated version is provided as referral knowledge purpose only. For any legal use of this document, we suggest user to obtain the legal translation version."

Attachment 5 : Regulation of the Director General of Forestry Production Development
Number : P.5/VI-BPPHH/2013
Date : 17 September 2013
Regarding : Guideline for Issuance for Approval of Access Right in the Provision and Service of
Timber Legality Verification Information Via Timber Legality Information System
Portal (SILK)

LETTER HEAD OF THE DIRECTOR GENERAL OF FORESTRY PRODUCTION DEVELOPMENT

REJECTION TO ACCESS RIGHT TO SILK PORTAL

In relation to your application submitted on, herewith we would like to inform you that we have to reject your application for the reason of:

.....
.....
.....
.....
.....

This notification is duly made.

On behalf of the Director General of Forestry Production Development
Director of Development for Forest Product Processing and Marketing

.....
NIP.

Attachment 6 : Regulation of the Director General of Forestry Production Development

Number : P.5/VI-BPPHH/2013

Date : 17 September 2013

Regarding : Guideline for Issuance of Approval for Access Right in the Provision and Service of Timber Legality Verification Information Via Timber Legality Information System Portal (SILK)

Type of Information, User, Provider of Timber Legality Verification Information on SILK Portal

No	Type of Information	User	Provider	Remarks
I.	General Information and news related to SILK	Publik, Access Right Holder	Government Offices KAN, LP&VI Independent Observer	<ol style="list-style-type: none">1. General information and news is all the information associated with SILK, which can be published to the public,2. Access rights holders can fill in SILK online information in the following ways:<ol style="list-style-type: none">a. Provider to log the appropriate permissions.b. Provider of news and images filling (in the format "jpg") in the "news" that has been provided.c. The information presented is the latest information that has been or will be implemented (last 3 months).d. If further information is needed is provided through a link (link).e. Narrative should be made in two languages, namely Indonesia and the UK.3. The information submitted by the provider will be reviewed by management to be published SILK Portal.

"This translation is provided as a non-sworn and legal translation from Bahasa Indonesia into English. This translated version is provided as referral knowledge purpose only. For any legal use of this document, we suggest user to obtain the legal translation version."

2.	List and Profile of LP&VI	Public, Holder of Access Right	KAN, Ministry of Forestry	<ol style="list-style-type: none"> 1. Register and LP & VI profiles are presented in a simple form (Name, Address, No, accreditation, accreditation validity, Website address, undertaking and e-mail addresses), and the determination of LP & VI. 2. If further information is needed is provided through the link (Link).
3.	Announcement of Plan for audit/verification	Public, Access Right Holder	LP & VI	<ol style="list-style-type: none"> 1. For the name of the responsible person and LPPHPL LVLK be delivered by each - one to KAN. 2. Announcements related information submitted by the LP & VI in writing to the Director of Processing and Marketing of Forest and into SILK Portal via self-completed web form. 3. Data element refers to the Regulation of the Director General of Forestry Enterprises No. p.8 / VI-BPPHH / 2012 on standards and Guidelines for Implementing Performance Assessment of Sustainable Production Forest Management (SFM) and the Timber Legality Verification (VLK).
4.	Announcement, issuance, revision, transfer, cancellation, freeze and revocation of S-PHPL and S-LK	Public, Access Right Holder	LP & VI	<ol style="list-style-type: none"> 1. Announcements related information submitted by the LP & VI in writing (to the Secretary General of Forestry Business Development, BPPHH Director, Director of BUHT, and Director of BRUK) via SILK Portal through self-completed web form.

"This translation is provided as a non-sworn and legal translation from Bahasa Indonesia into English. This translated version is provided as referral knowledge purpose only. For any legal use of this document, we suggest user to obtain the legal translation version."

				<p>2. Data element refers to the regulation of the Director General of Forestry Enterprises No. p.8 / VI-BPPHH / 2012 on the Standards and Guidelines for Implementing Performance Assessment of Sustainable Forest Management (SFM) and Timber Legality Verification (VLK).</p>
5.	List and Profile of Auditee	Public, Access Right Holder	LP & VI	<p>1. Related topics Audited list submitted by the LP & VI through excel, web form and web service, including publishing contracts V-Legal Documents through inspection.</p> <p>2. Data elements include:</p> <ul style="list-style-type: none"> a. name b. Auditee address c. Factory address / location of the concession d. number ETPIK e. date ETPIK f. The validity period ETPIK g. Certificate number / contract inspection h. products and i. HS / Commodity Producers for ETPIK according to industry permits, while ETPIK Non Manufacturers and j. Cooperation partner for the supply of non ETPIK manufacturers.

"This translation is provided as a non-sworn and legal translation from Bahasa Indonesia into English. This translated version is provided as referral knowledge purpose only. For any legal use of this document, we suggest user to obtain the legal translation version."

6.	Recapitulated issuance of V-Legal Document based on product tariff post and Export destination country	Public, Access Right Holder	Sub Directorate for Timber Legality Verification Information	<ol style="list-style-type: none"> 1. Recapitulation of published V-Legal Documents will be available online at SILK, presented each month per postal tariff products and export destinations, to include data on: <ol style="list-style-type: none"> a. Amount of weight, b. Total value (U.S. \$) c. Number of documents. 2. The data is also presented in a “dashboard” format (particularly for progress issuance of V-Legal Document)
7.	Export realization report	Sub Directorate for Timber Legality Verification Information, LVLK	ETPIK and ETPIK Non-Producer	Realization of export by the PEB will be entry by ETPIK / ETPIK non producers in the column provided in the online SILK. Realization submission no later than 30 (thirty) calendar days after issuance of the export or PEB.
8.	Legal policy and product related to SVLK	Public Access Right Holder	Government Offices, KAN	<ol style="list-style-type: none"> 1. Related information about the policy and legal products TLVS delivered via web form. 2. If further information is needed is provided through a link (link).
9.	Information about appointment of LP & VI	Access Right Holder	Government Offices (Ministry of Forestry)	For LVLK determination will be provided by the Directorate of Processing and Marketing of Forest and for the determination of LPPHPL the data provided by the Directorate of Natural Forest.

"This translation is provided as a non-sworn and legal translation from Bahasa Indonesia into English. This translated version is provided as referral knowledge purpose only. For any legal use of this document, we suggest user to obtain the legal translation version."

10.	List of authorized officer to issue V-Legal Document	Government Offices (Custom DG) and other competent authority	Sub Directorate for Timber Legality Verification Information	Information is sent by LVLK in writing to the Sub-Directorate of Timber Legality Verification Information in accordance with Law Director General of Forestry Enterprises No. p.8 / VI-BPPHH/2012 Implementing Guidelines on Standards of Performance Assessment of Sustainable Forest Management (SFM) and the Timber Legality Verification (VLK).
11.	Validation on V-Legal Document	Government Offices (Custom DG) and other competent authority	Sub Directorate for Timber Legality Verification Information	<ol style="list-style-type: none"> 1. Validation can be done based on those numbers V-Legal Documents and Barcode. 2. V-Legal Document Validation for Competent Authority limited to V-Legal Documents shown to the country. 3. Validation is based on the number V-legal documents, and it will bring up the V-Legal Documents fully validated to be adapted to the V-Legal Documents they receive.
12.	Regular summary related to issuance of V-Legal Document and Report of incompliance	Government Offices, KAN, Independent Observer	LVLK	Appropriate regulation of the Director General of Forestry Enterprises No. P.8/VI-BPPHH/2012 on Standards and Guidelines for Performance Assessment of Sustainable Forest Management (SFM) and the Timber Legality Verification (VLK).
13.	List of competent authority	Government Offices, Independent Observer	Competent authority, Sub Directorate for Timber Legality Verification Information	Sub Directorate of Timber Legality Verification Information will upload the data in accordance with the list of information presented officially by the European Union.

"This translation is provided as a non-sworn and legal translation from Bahasa Indonesia into English. This translated version is provided as referral knowledge purpose only. For any legal use of this document, we suggest user to obtain the legal translation version."

14.	Information regarding contract license on Use of V-Legal Mark		KAN	Appropriate regulation of the Director General of Forestry Enterprises No. P.8/VI-BPPHH/2012 on Standards and Guidelines for Implementing Performance Assessment of Sustainable Forest Management (SFM) and the Timber Legality Verification (VLK).
15.	Information on sub-license contract on Use of V-Legal Mark		LP&VI	Appropriate regulation of the Director General of Forestry Enterprises No. P.8/VI-BPPHH/2012 on Standards and Guidelines for Implementing Performance Assessment of Sustainable Forest Management (SFM) and the Timber Legality Verification (VLK).
16.	List of application of performance assessment for PHPL or VLK		LP&VI	Appropriate regulation of the Director General of Forestry Enterprises No. P.8/VI-BPPHH/2012 on Standards and Guidelines for Implementing Performance Assessment of Sustainable Forest Management (SFM) and the Timber Legality Verification (VLK).
17.	Announcement of audit result and the resume	Independent Observer	LP&VI	<ol style="list-style-type: none"> 1. In accordance with the Regulation of the Director General of Forestry Enterprises No. P.8/VI-BPPHH/2012 on Standards and Guidelines for Implementing Performance Assessment of Sustainable Forest Management (SFM) and the Timber Legality Verification (VLK). 2. Outcomes and results of the audit referred to resume including whether the assessment process issue or not issue a certificate (pass or do not pass).

"This translation is provided as a non-sworn and legal translation from Bahasa Indonesia into English. This translated version is provided as referral knowledge purpose only. For any legal use of this document, we suggest user to obtain the legal translation version."

18.	Regular summary related to recapitulated issuance of V-Legal Document and Report of incompliance	Government Offices, KAN, Independent Observer	LP&VI	Appropriate regulation of the Director General of Forestry Enterprises P.8/VI-BPPHH/2012 No.'s Guidelines on Standard of Performance Assessment of Sustainable Forest Management (SFM) and the Timber Legality Verification (VLK).
19.	Information about settlement of grievance	KAN Independent Observer	LP&VI	<ol style="list-style-type: none"> 1. Appropriate regulation of the Director General of Forestry Enterprises P.8/VI-BPPHH/2012 No.'s Guidelines on Standard of Performance Assessment of Sustainable Forest Management (SFM) and the Timber Legality Verification (VLK) 2. Independent monitors can only access their own solutions related to their grievances.
20.	Issuance of V-Legal Document for relevant ETPIK, including extension, replacement or cancellation	ETPIK or ETPIK Non-Producer	LVLK, Sub Directorate for Timber Legality Verification Information	<ol style="list-style-type: none"> 1. Appropriate regulation of the Director General of Forestry Enterprises P.8/VI-BPPHH/2012 No.'s Guidelines on Standard of Performance Assessment of Sustainable Forest Management (SFM) and the Timber Legality Verification (VLK), 2. ETPIK or ETPIK Non-producers can only access the data related to the company.
21.	Report of incompliance related to issuance of V-Legal Document to ETPIK or ETPIK Non-Producer	ETPIK or ETPIK Non-Producer	LVLK	<ol style="list-style-type: none"> 1. Appropriate regulation of the Director General of Forestry Enterprises P.8/VI-BPPHH/2012 No.'s Guidelines on Standard of Performance Assessment of Sustainable Forest Management

"This translation is provided as a non-sworn and legal translation from Bahasa Indonesia into English. This translated version is provided as referral knowledge purpose only. For any legal use of this document, we suggest user to obtain the legal translation version."

				<p>(SFM) and the Timber Legality Verification (VLK),</p> <p>2. ETPIK or ETPIK Non-producers can only access the data related to the company itself.</p>
22.	Information about settlement of appeal report related to issuance of V-Legal Document	ETPIK or ETPIK Non-Producer	LVLK	<p>1. Appropriate regulation of the Director General of Forestry Enterprises P.8/VI-BPPHH/2012 No.'s Guidelines on Standard of Performance Assessment of Sustainable Forest Management (SFM) and the Timber Legality Verification (VLK),</p> <p>2. ETPIK or ETPIK Non-producers can only access relevant data</p>
23.	Information about settlement of appeal report related to Holder of S-PHPL/S-LK	Holder of S-PHPL/S-LK	LP&VI	<p>1. Appropriate regulation of the Director General of Forestry Enterprises P.8/VI-BPPHH/2012 on Guidelines on Standard of Performance Assessment of Sustainable Forest Management (SFM) and the Timber Legality Verification (VLK),</p> <p>2. ETPIK or ETPIK Non-producers can only access relevant data</p>

"This translation is provided as a non-sworn and legal translation from Bahasa Indonesia into English. This translated version is provided as referral knowledge purpose only. For any legal use of this document, we suggest user to obtain the legal translation version."

Attachment 7: Regulation of the Director General of Forestry Production Development

Number: P.5/VI-BPPHH/2013

Date: 17 September 2013

Regarding: Guideline for Issuance for Approval of Access Right in the Provision and Service of Timber Legality Verification Information Via Timber Legality Information System Portal (SILK)

LETTER HEAD DIRECTORATE GENERAL OF FORESTRY PRODUCTION DEVELOPMENT

NOTIFICATION OF TERMINATION OF ACCESS RIGHT TO SILK PORTAL

Number: ________

Pursuant to the Regulation of the Ministry of Forestry concerning Timber Legality Verification Information Via Timber Legality Information System Portal (SILK) and Issuance of V-Legal Document, herewith we would like to inform you that we have terminated your Access Right to the SILK Portal service for the reason of:

The Access Right Holder has submitted request/application to the Administrator of SILK Portal to terminate the Access Right to SILK Portal

The Administrator of SILK Portal is under an obligation to carry out termination of the Access Right based on applicable prevailing regulation

The Access Right Holder has not been using the Access Right for 6 (six) months in a row.

This notification is duly made.

Jakarta,20.....

on behalf of the Director General of Forestry Production Development
Director of Development for Forest Product Processing and Marketing.

.....
NIP....

"This translation is provided as a non-sworn and legal translation from Bahasa Indonesia into English. This translated version is provided as referral knowledge purpose only. For any legal use of this document, we suggest user to obtain the legal translation version."