



IG Tax T·PLAN

Tax • Accounting • Customs • Management • Legal • Training



SPIRIT OF IMPROVEMENT



About Us

IGTAX and **T-PLAN** are established with the purpose of providing consulting services for corporate development. We comprise professionals and experts in the fields of law, taxation, customs, finance, and management.

With our skills and experience, we constantly strive to faithfully assist the clients and exert every effort to support business improvements, while developing the potential and performance of their businesses as well as offering assistance when they are facing legal problems.

We are supported by a number of Experts, Advocates/Lawyers & Legal Consultants. These professionals are highly experienced both inside and outside the court, as well as in legal counseling, public accounting, and tax consulting services. Their expertise also includes customs, banking, and other related consulting services.

They are committed to share their knowledge and experience in order to create solutions for clients and integrated business focusing on:

- meeting clients' expectations
- protecting the interests of both individual and corporate, and
- stimulating the growth of clients



Mission

With its clients and strategic partners, such as industry and trade associations, social organizations, business clubs, banks, investors and other professional bodies, we step up to realize our vision to become a significant part in the process of developing the potential of business entities in Indonesia through the optimization of service capacity and expanded access operations.

We define our operational mission as follows:

- Provide and develop innovative services and quality solutions to generate the best benefits for the clients
- Improve the professionalism of human resources effectively and efficiently, and develop strategic partnerships for mutual synergies
- Create the best value for associates, partners, professionals, clients as well as other interested parties and stakeholders.

Operational Steps

- Provide consulting services, both litigation and non-litigation, consistently with high quality and professionalism.
- Provide consulting services to solve the clients' problems promptly, comprehensively and in accordance with the legislation in force.
- Provide technical guidance to clients in order to improve regulatory compliance and continuous improvement of the work process.
- Serve as a partner of the client and the government.

Advantages

- In addition to traditional consulting, we utilize information technology in order to respond professionally to the needs of clients in the face of global competition.
- We serve as an intermediary to bring access to investors and/or other business partners, either directly or through regular business meetings.
- We are open, in the sense of a gateway for finding integrated solutions to the problems encountered by the business community, as well as being open to cooperation and coordination with other strategic partners through business meetings. These meetings are convened in popular forums and business discussions.
- We contribute to the development of corporations in Indonesia by engaging various elements of the society, such as business analysts and practitioners, legislators, bureaucracy, and the media. This forum is established as a means of exchange of business information and to facilitate synergistic relationship between all parties.
- We have established good professional relationships with the government bureaucracy, community agencies and industry associations.
- We are supported by trained professionals who are experienced in handling cases of various matters, providing guidance and consultation to assist clients in the context of dynamically and continuously developing their businesses.





M. Akbar Abadi, SST, MM, Ak., BKP., Adv.
President Commissioner of IG TAX and Managing Partner at T-Plan

Prior to becoming a Tax Consultant, Akbar worked for 16 years with the Indonesian Tax Authority (Directorate General of Taxes, Ministry of Finance) from 1996 to 2013, assuming several key positions such as Auditor on the Tax Audit Joint Committee between the Directorate General of Taxes and the Directorate General of Customs & Excise, Chief of Service Section, Chief of Audit Section, and Chief of Monitoring & Consultation Section across various Tax Offices. Akbar specializes in representing taxpayers before the Directorate General of Taxes in areas including Tax Counseling, Audit, Preliminary Examination, and Objection, as well as defending taxpayers in Litigation before the Tax Court. He earned a diploma in accounting from Sekolah Tinggi Akuntansi Negara (STAN) and an accountant title from the same institution, later obtaining a master's degree in Management from Padjadjaran University in 2005. In addition to his formal educational background, Akbar also holds the following professional licenses: Registered Accountant No. D-29.121 from the Ministry of Finance, Republic of Indonesia; Registered Tax Consultant (KEP-1697/IP.A/PJ/2015); and License for Appeal in Tax Court (KEP-704/PP/KH/2015).

Axis Pranoto Kusumonegoro, SH, S.Sos.

Commissioner of IG TAX and Partner at T-PLAN

Before joining IG Tax in 2016, Axis held directorships in several companies and is also actively involved as an advocate and attorney in the Tax Court. His qualifications include a certificate issued by the Indonesian Advocates Congress, which acknowledged his expertise in the field of customs. Axis earned dual degrees from the Faculty of Law and the Faculty of Social and Political Sciences, Universitas Indonesia, forming a strong academic foundation that has shaped his career as a Tax Court professional known for his practical and logical approach to problem-solving. Additionally, he is also active in the film industry, both as Executive Producer and actor, in the films released by his production house, and has also appeared in public service advertisements and educational films, including environmental films supported by the Ministry of Environment and Forestry (KLHK). His professional licenses include Tax Attorney, License No. KEP-1557/PP/IKH/2022; Customs and Excise Attorney, License No. KEP-1572/PP/IKH/2022; and Advocate License from the Indonesian Advocates Congress, License No. 013-06855/ADV-KAI/2017; and Registration Certificate issued by the Financial Education and Training Agency, Ministry of Finance (BPLK) Number: 1129/DAK//BC/2000.





Indra G. Djunadi, SST, SH, ME, Ak., CA, BKP.

President Director of IGTAX and Partner at T-PLAN

Before founding IGTax in 2015, Indra served in the Directorate General of Taxes from 1999 to 2008, and later worked at the Indonesian Central Securities Depository (KSEI) until 2013. He earned an associate degree (D-III) and a bachelor's degree (D-IV) from Sekolah Tinggi Akuntansi Negara (STAN), which he attended from 1996 to 2001. He obtained the Accountant (AK) title with registration number D-29.309 on August 14, 2001, accompanied by the Chartered Accountant (CA) designation. Additionally, he completed a Master's Program in Economics at Universitas Indonesia.

Indra is a certified tax consultant, having received a Tax Consultant license with registration number 1700T/PP.IKPI-A/VII/2019 on July 22, 2019. Furthermore, he earned a Certified Tax Consultant (BKP) license with registration number KEP-1129/PP/IKH/2022 on October 18, 2022, and is also a licensed tax attorney.

Alongside his expertise in tax, finance, and accounting, Indra's vast experience across multiple fields and industries—gained from numerous engagements with various clients throughout his consulting career—has made him adept at resolving diverse issues encountered by corporate as well as individual taxpayers. He provides optimum support, ensuring sound and satisfactory retainership outcomes.

Muhammad Wahyudi, SE, SH, SST, Ak., MM, BKP., Adv

Director of IGTAX and Partner at T-PLAN

Prior to his career as a Tax Consultant, Wahyudi served for 20 years at the Directorate General of Taxes in various roles, including Account Representative at the Foreign Investment Tax Service Office III, Objection Reviewer at the DGT Jakarta Special Regional Office, and Reviewer at the Directorate of Objections and Appeals at the DGT Head Office. He graduated from Sekolah Tinggi Akuntansi Negara (STAN) and earned his Bachelor's degree in Economics, majoring in Accounting, from Mercu Buana University, Jakarta. Wahyudi has also participated in multiple international workshops on Transfer Pricing and Taxation, including the Intermediate Transfer Pricing Workshop in Vienna, Austria; BEPS on Transfer Pricing Workshop (OECD); Exchange of Information (OECD); and the Basic Awareness of Transfer Pricing program organized by the Australia-Indonesia Partnership for Economic Governance (AIPEG).



OUR PARTNERS



M. Ridoan, SE, MA, Ak., BKP.

Partner at T-PLAN

M. Ridoan, SE, MA, Ak., BKP, is a Partner at T-Plan. His educational background are comprehensive, beginning with a Diploma in Taxation from Sekolah Tinggi Akuntansi Negara (STAN). He then earned a Bachelor's degree in Economics with a focus on Accounting from Mercu Buana University, followed by a Master's degree in Public Administration and Tax Policy from Universitas Indonesia in 2010. Additionally, he completed the Professional Accounting Program (PPAK) at Trisakti University.

Nur Hardiyanto, SE, MA, BKP

Partner at T-PLAN

Nur Hardiyanto, SE, MA, BKP is a Partner at T-Plan. His extensive experience in taxation including a roles as a Tax Auditor at KPP Jakarta Kramat Jati from 1998 to 2007; Account Representative at KPP Pratama Jakarta Matraman from 2007 to 2009; Account Representative at KPP Badora Satu from 2009 to 2012; and Account Representative at KPP Minyak dan Gas Bumi from 2012 to 2016.



Rinaldi Sudjatina, SH, M.Si.

Partner at T-PLAN

Prior to joining a tax consultant, Rinaldi served in the Directorate General of Taxes and headed several tax service offices such as, Head of Makassar Selatan Tax Service Office, Head of Purwakarta Tax Service Office, Head of Reduction, Objection and Appeal Section of West Java | Regional Office and Head of Counseling, Service and Public Relations Section of Riau and Riau Islands Regional Office. Rinaldi obtained his Bachelor of Laws (Sarjana Hukum) from Universitas Indonesia, he also holds a master's degree in Administration from the Faculty of Social and Political Sciences, Universitas Indonesia.



Marco Tirta Darma Saputra, SE

Partner at T-PLAN

Marco is a seasoned consultant with five years of experience in working at Big Four firms, where he specialized in guiding startups from incubation to successful fundraising. He has also excelled in assisting family businesses in Indonesia with professional transitions and securing funding for expansion. He completed his undergraduate education at Parahyangan Catholic University from 2012 to 2016 and holds a CFA Level 1 certification. His career includes roles at PwC from 2017 to 2021, Imbiah Investment Family Office from 2021 to 2024, and Eastern Group Family Office, where he has worked since 2024. Additionally, he has been with IGTax since 2021.



Rachmad Huda, S.Sos., MTI

Partner at T-PLAN



Huda has an extensive background in customs and trade, with over 25 years of experience at the Directorate General of Customs and Excise, where he last served as the head of the Kediri customs office. From 2013 to 2023, he worked with Ernst & Young Jakarta, focusing on customs and global trade services. He is also a registered Tax Court Attorney and a certified Customs Expert. His academic achievements include a Master's degree in Information Technology from Universitas Indonesia, a Bachelor's degree in Law from Universitas Terbuka, a Bachelor's degree in Business Administration from STIAM I Jakarta, and a Diploma in Customs and Excise from the Ministry of Finance's Training Centre (PKN-STAN).

GUSTINA DUMA NONI HUTAPEA, SE, Ak., MM

Partner at T-PLAN

With 22 years of specialized experience as a tax advisor in Indonesia, Tina has a proven track record of delivering comprehensive tax solutions that align with client objectives and drive satisfaction. Her expertise is further strengthened by her role as a Special Assistant supporting the Ministry of Defense. She also brings 3 years of auditing experience at Deloitte, where she refined her skills in financial analysis and compliance, including a deep understanding of Indonesian business laws and regulations. Tina's extensive background in both tax advisory and auditing, combined with her strategic experience supporting high-level government operations, uniquely positions her to contribute meaningfully to corporate success in dynamic and complex environments.



OUR TEAM





Wahyu Diana, S.Sos., MM

Tax Litigation & Business Development Manager

Prior to joining IG Tax in 2022, Wahyu served in the Directorate General of Taxes for 29 years in various positions, including Account Representative and Section Head. Such extensive tenure at the Indonesian tax authority has earned him in-depth knowledge and expertise in virtually all tax issues.

Rakhmad Hidayat, SE, BKP

Tax Compliance Manager

Rakhmad joined IG Tax in 2017, after serving in the Directorate General of Taxes for 17 years in various positions, including Account Representative. He is well-versed in the Indonesian tax aspects, with comprehensive experience in handling diverse clients, and fully committed to resolve any problems which may arise from their business operations.



Dedi Darmawan, SE

HR & GA Manager

Dedi earned his Bachelor's degree in Accounting from Universitas Borobudur in Jakarta. His career began at PT Asuransi Multi Artha Guna Tbk (AMAG), a prominent Indonesian general insurance company, where he worked from 1997 to 2010. Following this, he joined Zaky Tax Consulting from 2010 to 2015, gaining extensive experience in tax advisory services. Since 2015, Dedi has been with PT IG Tax Ekuseru Indonesia, where he continues to contribute his expertise in accounting and taxation.

Toni Adyanto, SE

Corporate Secretary

Toni Adyanto is a corporate secretary with over two decades of experience across multiple sectors. He holds a marketing management degree from the Faculty of Economics, Universitas Indonesia, and has taken on international marketing positions with domestic, foreign, and multinational companies, including roles in the pharmaceutical, food & beverage, manufacturing, and legal industries. Prior to joining IG Tax, Toni served as an Assistant Managing Editor at a legal translation firm that was part of a prestigious international law firm network, an experience that honed his administrative and secretarial abilities with a strong emphasis on detail. This blend of solid business education and varied experience has equipped him to effectively manage commercial and legal affairs, which is his current role at IG Tax Consulting.



Riou Islami Saleh, SST Pa.

Assistant Tax Compliance Manager

Riou is an experienced tax consultant specializing in tax compliance, review, and advisory, with extensive expertise serving clients across diverse industries. He joined IGTax in 2016, where he has observed and contributed to its growth while gaining valuable insights from addressing clients' daily tax-related challenges. His career at IGTax includes roles as a Tax Compliance Staff (2016–2017), Tax Team Leader (2017–2021), and currently as Assistant Manager from 2021. Riou holds a Bachelor's degree in Tax Accounting from the Indonesian Taxation College (2013–2015) and a Diploma III in Taxation from the Faculty of Economics at Riau University. His certifications including Business English Course from English Today (2020), Brevet A&B from Solusi Edukasi Indonesia (2018), Computer Office Professional from IPPI-LEPPINDO (2017), and Microsoft Office Professional from Riau University (2011).

Dimas Median Erlangga, SE, MA

Assistant Tax Litigation & Business Development Manager

Dimas is a dedicated and detail-oriented Transfer Pricing Analyst with five years of experience specializing in Transfer Pricing (TP). His expertise encompasses planning, documentation, and managing disputes related to intercompany transactions, supporting companies with supply chain management and ensuring accurate reflection of transfer pricing in financial systems. Dimas holds a Bachelor's degree in Accounting from Universitas Negeri Surabaya, completed in 2016, and a Master's degree in Administration and Tax Policy from Universitas Indonesia, completed in 2022. His professional experience includes serving as a Supervisor of Transfer Pricing Analyst at IGTax since 2021, where he analyzes transfer pricing data, identifies trends in financial performance, prepares insightful reports, collaborates on long-term TP plans with management, and recommends improvements.



TAX

We provide a set of integrated professional services in the form of administrative and consulting tax services:

TAX COMPLIANCE & CONSULTING SERVICES

Our tax services include the formulation of tax optimization strategies, implementation of innovative taxation management, fulfillment of tax obligations and consultation on tax policies with the purpose of maintaining the company's retained earnings.

The scope of work in the field of taxation can be categorized as follows:

1. Tax Administration Services

Fulfill the tax administrative requirements in accordance with the Law on Taxation General Provisions and Procedures (KUP Law).

Which include:

- Application for Taxpayer Identification Number (NPWP)
- Taxable Entrepreneur (PKP) Confirmation Letter
- Change of Tax Service Office (KPP) in relation to the change of domicile or business location
- Tax Exemption Certificate
- Centralized VAT Bookkeeping
- Permit to use English and foreign currency in bookkeeping and more

2. Tax Consultation Service

Taxes are involved in nearly all aspects of the business, and tax issues are significant components in the operations of every company. With the ever-increasing complexity and constantly changing tax regulations in Indonesia, as well as the lack of guidelines on the interpretation of Indonesian tax regulations, tax problems are likely to arise.

In such situation, you will need to identify the tax problems and find a way to resolve them. In order to resolve the problems, we will assist you in preparing the tax opinion.

How do we assist you?

You can discuss your tax problems with us, and our Tax Performance Consultant Practice can assist your tax function in dealing with regulatory, technological and globalization challenges by maximizing the effectiveness of your tax function through the implementation of efficient tax processes and software.

We provide guidance and tax consultancy both verbally (under an agreement) or in writing, and offers the right solution in accordance with the provisions of tax laws and related regulations (including copies of the rules).

3. Tax Compliance Services

Compliance and reporting represent a great demand on tax and financial functions today. We can assist you in managing your Indonesian tax compliance issues, risks and opportunities, which would allow you to focus more on your business. We have a strong team to provide high quality tax compliance services in a consistent manner.



For better reporting and compliance, we can assist our clients in fulfilling routine reporting obligations as follows:

- Monthly return of Art. 21 withholding tax
- Monthly return of Art. 22 withholding tax
- Monthly return of Art. 23/26 withholding tax
- Monthly return of Art. 4(2) withholding tax
- Monthly Art. 15 Income Tax
- Monthly Art. 25 Income Tax
- Monthly VAT Return
- Annual Tax Return
- Individual Taxpayer Annual Income Tax Refund (for expatriates, executives and HNWIs)
- Corporate Income Tax Annual Refund

4. Tax Planning & Management Services

We provide efficient planning for taxation and tax burden in accordance with prevailing legislations.

This service is provided in the form of verbal or written advice, including:

- Taxation treatment of certain transactions, mergers, acquisitions and liquidations;
- Structuring of legal status and tax implications for new investments in Indonesia;
- Acquisition of rights and tax facilities, such as excess of tax refunds, centralized filing, VAT payable, tax reduction;
- Revaluation of assets;
- Submission of completed tax certificates and licenses.



5. Tax Due Diligence Review (General Check)

We review the clients' compliance with their tax obligations and identifies potential problems.

6. Tax Assessment Assistance

Accompanying the client during audit by the tax authorities. Providing explanation for the auditor's findings to obtain result in the form of tax assessment letter (SKP), assisting clients in preparing the necessary documents and correspondence with the tax auditor.

7. Tax Audit Assistance

Perform inspection procedures before they are executed by the local tax office. Prepare financial statements by the taxpayer, including verifying the supporting documents in accordance with the provisions of laws and regulations, and providing the necessary explanations and suggestions.

8. Tax Objection Assistance

Guiding clients through the objection process until resolution, which includes composing a comprehensive objection letter for tax authorities to receive a decision letter upon review.

9. Tax Appeal Assistance

Accompanying in the clients' appeals process as a tax consultant in the Tax Court, including preparing an appeal letter and rebuttal as well as providing explanation to the judges in order to obtain results in the form of Appeal Decision.

10. Tax Refund/Restitution

Accompanying taxpayers in the tax refunds they are entitled to, in accordance with the provisions of applicable laws and regulations, in order to obtain results in the form of tax overpayment assessment letter.

11. Tax Exemption and Golden Taxpayer Facility

Accompanying in the process of application for tax exemption certificates. Golden Taxpayers (Compliant Taxpayers) are entitled to receive an exemption decision and appointment letter in accordance with the provisions of applicable laws and regulations.

12. Tax Training

Providing practical and effective in-house training and employee-related learning methods by a team of expert trainers.

13. Tax Litigation

Our experience in tax litigation serves as our strength and competitive advantage to assist you in dealing with disputes in the tax court. Our litigation services consist of the following:

1. Tax Audit
2. Tax Objection
3. Tax Deduction/Tax Exemption
4. Tax Appeal
5. Tax Lawsuit

14. Transfer Pricing Documentation

Transfer Pricing has become a current issue for tax authorities worldwide, since it may be used to shift income and assets from one jurisdiction to another with favorable tax rates. Under such circumstances, the Directorate General of Taxes (DGT) continuously monitors any potential income shifting, particularly in multinational company groups. DGT has set up a special Transfer Pricing unit and will establish certain transfer pricing auditor groups for each Tax Service Office (KPP).

Those with potentially higher risks?

- Companies undertaking significant transactions with primary partners from low-tax jurisdictions, tax haven countries and non-treaty partners.
- Companies with lower economic profits trend compared to the industry trend
- Companies having significant values from related party transactions compared to the respective taxpayers' turnover and operating profits
- Companies incurring commercial losses consistently for five years or more
- Companies paying a significant amount of royalties, particularly if the intellectual property is not legally registered
- Companies with inconsistencies between intercompany contracts, transfer pricing policies and detailed transaction documents such as invoices or customs documents

Our transfer pricing professionals will assist you in preparing, managing, documenting, reviewing and defending transfer pricing policies and processes, harmonizing them with your business strategy. Our talented personnel will work with you in formulating proactive, pragmatic and integrated strategies for dealing with current tax and business risks and helping your business to achieve its potentials.

How we assist you:

- Development of strategies and policies
- Optimization of governmental and decision-making processes to assist in:
 1. Performing coordination throughout the organization
 2. Monitoring the transfer pricing history
 3. Minimizing the impacts of year-end adjustments
 4. Global or regional assistance to support the transition towards new documentation requirements
 5. Global transfer pricing controversies and risk management
 6. Assessment of the risks of controversy, correction or mitigation as a result of documentation requirements

15. International Tax Planning

Multinational Enterprises (MNEs) are faced with the challenges in managing a competitive business in the global economy and to survive any global crisis, while maintaining the focus on their compliance with the increasing regulatory requirements. We assist corporations in managing the complexity of the double taxation system and supranational regulations worldwide.

We can assist you in managing International Corporate Taxes in the following fields:

- Efficient tax planning according to the company's location
- Planning for the location or relocation of intangible assets, functions and risks
- Planning for tax-efficient supply chain network such as in finding limited distributors, limited producers, provision of contract services, etc.
- Tax consulting service agreements
- Tax planning for controlled foreign companies
- Organizing cross border cost-efficient taxes.



With the growing scope and operations of businesses, especially in meeting the needs of both domestic and international markets in customs-related affairs, and in line with the basic needs for decision making by corporate executives, We and their customs experts have developed services which are useful to directors as a basis for planning and evaluating the company's performance, particularly the swift and precise performance in the field of importation and exportation.

In order to realize our commitment to the development of the business world, We creates a unified customs service in order to offer an effective solution for its clients

CUSTOMS

In implementing this work, the Customs Division is responsible for a series of activities including:

- A) Bridging operations with third-party companies, e.g. Customs Services Management Companies (PPJK)
- B) Recording and maintenance of administrative control of KITE (Import Facility for Export Purpose) and/or other customs facilities such as BMDTP (Government-Borne Import Duty) facility, importation exemption, refund of all state levies on import.
- C) Research on the implementation of the goods classification system and the customs value.

For customs purposes, we also conduct research and analysis on the fulfillment of the customs rights and obligations by clients within a certain period, as well as designing and identifying potential customs expenses and the opportunity to improve the effectiveness of export and import activities.

This plan can be used as an early preparation for dealing with the possibility of customs clearance. Companies need to anticipate this by reconstructing the books and supporting documents by considering the customs provisions. This readiness can minimize errors and sanctions under the Customs Act.

The Customs Division provides the following services:

- Procedures for importation and exportation activities.
- Operational Control Line; Red, Yellow and Green.
- Customs audit either periodic, regular or occasional.
- Implementation of KITE (Import Facility for Export Purpose) and/or other customs facilities.
- Customs appeal assistance.



ACCOUNTING SERVICES



General Bookkeeping

Prepare ledger (general ledger) of business transactions on Accrual Basis or Cash Basis in accordance with the principle of obedience, consistent and prevalent, up to the balance sheet period.



Accounting Assistance and Supervision

Provide supervision and assistance in the field of accounting in accordance with Indonesian Financial Accounting Standards



Accounting and Administration System

Compile system administration and accounting procedures according to the type of business and management policies to be applied by the company.



Financial Audit

Prepare a company's financial statements in accordance with Financial Audit Standards in a transaction period independent of the accountant's opinion.





MANAGEMENT

Talent Supply Chain Management

Our Talent Supply Chain Management (TSCM) approach allows organizations to source, engage and manage talent more efficiently, and to achieve strategic business goals by providing a holistic strategy across all labor categories.

Recruitment Process Outsourcing

Our RPO solutions to source highly qualified full-time employees more quickly, while minimizing operational complexity, cost and risk for a strategic advantage.

Managed Service Provider

Our MSP solutions provide organizations the insight and ability to manage ever-changing external talent needs, including contingent labor, service providers, independent contractors, and payroll providers.

Talent Supply Chain Advisory Services

We take a holistic approach to evaluating your company's goals and business priorities, as well as the internal and external market factors affecting your industry. This enables us to align your workforce planning activities with your business strategy and to create greater workforce insight.

Business Process Outsourcing

Our managed solutions are custom-designed to maximize labor and process efficiencies, stabilize work outcomes and optimize business results.

Career Transition & Executive Coaching

We help professionals at all levels negotiate successful career moves and provide coaching to help leaders improve team productivity and performance.

Executive Search

We specialize in 'C' level searches, helping clients source top candidates from around the world and retaining those who can best support the strategic direction and growth of their organization.

- We build the strategic capabilities, analytics, and workforce planning you need to succeed.
- We take a holistic look at your goals and business priorities, as well as the internal and external market factors currently affecting your industry, and offer fresh insights that jump-start critical conversations.
- We create custom research and analytics tools that support better decision making.
- We provide governance, oversight, and performance control of existing workforce programs, as well as new innovative talent attraction and engagement strategies.

Contract Management and Review

- Assisting with drafting standard contracts
- Creating and managing databases and repositories
- Contract reviewing as per standard position and map deviations
- Analyzing contracts for specific compliance or other requirements
- Redlining and negotiating agreements as per standard position
- Capturing, abstraction and summarization of key information

E-Discovery and Document Review

- Reviewing documents & identifying whether they are responsive or non-responsive to the case
- Reviewing the documents & determining whether they are confidential, privileged and key or hot
- Document coding
- Identifying privileged documents which can be held up for production or redacted for information
- Identifying of documents for deposition preparation & production
- Maintaining documents in particular folders according to subject, issues & parties

Our legal outsourcing services incorporate E-Discovery and Document Review, Legal Research and Drafting, Contract Management and Review, Litigation Support Services, Title Search Service, Paralegal Services, Legal Coding, Deposition Summary, Legal Data Entry and much more.

Our incredibly cost-effective solutions assure over 65% cost savings and enable our clients to expand their internal capacity and retain superior quality at the same time.

Our advisory services include:

- Specialized Career Events
- Employer Branding
- Candidate Experience Measurement
- Talent Community Management
- Program Structure and Governance
- Market Performance Management
- Program Performance Management
- Change Leadership
- Strategic Workforce Planning
- Process Optimization
- Business Case Development
- Talent Strategy Alignment



Legal Research Services

- Litigation and non-litigation research
- Statutory research
- Multi-jurisdictional surveys
- Case law research
- Foreign law research
- Regulatory/compliance law research
- Legislation research
- LexisNexis/Westlaw research
- Legal research of secondary sources
- Jury verdict and settlement research
- Second opinion

Legal Writing Services

- Motions
- Appellate Briefs
- Trial Briefs
- Legal Memoranda
- Complaints
- Pleadings
- Discovery Requests and Responses
- Legal Document Review
- Petitions
- Arbitration Letters, Settlement Letters, and so on.

Litigation Support Services

- Document Management Services
- Document Review
- Services-Responsiveness, Privilege and Specifications
- e-discovery
- Deposition Summaries and analysis
- Case Summaries
- Drafting of motions and memos
- Summarization of records
- Proofreading



Accounting for Law Firms

- Bookkeeping services
- Accounts payable
- Accounts receivable
- Bank account reconciliation
- Financial reporting
- Payroll processing
- Tax preparation services

Paralegal Services

- E-Discovery and Document review
- Legal coding
- Title search
- Legal data entry
- Deposition summary
- Medical summary
- Legal Billing
- Contract abstraction or extraction
- Medical record requests letters
- Settlement demand letters
- Legal editorial and publishing services
- Proofreading



OUR CLIENTS

Throughout the years, we have earned the trust of numerous companies which engage in various fields. In a nutshell, the profile of our clients is as follows:

1. Government companies engaged in concrete construction and property development.
2. Companies listed on the stock exchange engaged in financing, lifestyle retailer, insurance, and medicine.
3. Domestic companies engaged in mining, insurance and insurance broker, financing and banks, textile, and electronic.
4. Foreign investment companies engaged in textile, garment, mining, electrical, software development, computer, steel, automobile spare parts, car, chemical, and food.
5. Expatriates in their respective status as employees and entrepreneurs.
6. Indonesian nationals in their respective status as employees, government officials, politicians, artists and entrepreneurs

TRAINING

In addition to our primary services, we also provide various training related to such services, namely in the fields of Tax, Customs, Accounting, Management and Legal. This is an actualization of our commitment to give what we have gratefully achieved professionally, back to the community, which also serves as a transfer of knowledge in the context of human resources enhancement.

The training can take the form of in-house training, regular training programs, intensive courses and seminars. The arrangement of our training programs may also be adapted to the customized needs of the business community, ensuring an on-target quality presentation which achieves the training objectives satisfactorily.



INTEGRITY TOGETHERNESS CONTINUAL DEVELOPMENT



IG Tax T-PLAN

 IG TAX .IND  IG_TAX CONSULTING  WWW.IGTAX.NET  IG TAX_T-PLAN  SOBAT_IGTAX

Eightyeight@Kasablanka Office Tower Lt 27 Unit H, Jl. Casablanca
kav 88, Menteng Dalam, Tebet, Jakarta Selatan 12870, Indonesia