


COMPANY PROFILE · 2026

# ALLMAR
# LAW & PERMIT

Legal services for every step of your business: company formation, licensing, intellectual property, foreign workers, contracts and dispute resolution.

law.allmar.co.id +62 851 2800 2768 law@allmar.co.id

ALLMAR LAW & PERMIT

IN THIS PROFILE


| | | | | | |
|---|---|---|---|---|---|
| 01 | About Us | 02 | 02 | Advocate Services | 03 |
| 03 | Practice Areas | 04 | 04 | How We Work | 07 |
| 05 | Who We Serve | 07 | 06 | Our Commitment | 08 |
| 07 | We Work Within Your Budget | 08 | 08 | Legal Details And Contact | 09 |
| 09 | Contact Us | 10 | | | |


PART 01

# About Us

01

Legal services for every step of your business: company formation, licensing, intellectual property, foreign workers, contracts and dispute resolution.

ALLMAR Law & Permit is the legal services unit of PT ALL MAR SEMESTA, based in Kelapa Gading, North Jakarta. We support businesses with their legal affairs from day one: setting up a company, obtaining licences, protecting trademarks, employing foreign workers, drafting contracts and resolving disputes.

The unit is led by Al Araf Assadallah Marzuki, S.H., M.H., an advocate, as Head of ALLMAR Law & Permit, who is also a board member of the PERADI National Leadership Council as Deputy Secretary for Advocate Education (PKPA), Advocate Examination (UPA) and Swearing-in. We handle both non-litigation and litigation work. Court cases are handled by advocates under a power of attorney.



### Al Araf Assadallah Marzuki, S.H., M.H.

**Advocate · Head of ALLMAR Law & Permit**

Member of the PERADI National Board, Deputy Secretary for PKPA, UPA and Advocate Swearing-in

PERADI
PERHIMPUNAN ADVOKAT INDONESIA
INDONESIAN ADVOCATES ASSOCIATION

We believe clients have the right to understand their own affairs. That is why we explain the rules, the available steps, the risks and the fees in plain language before the client makes a decision.

> **We believe clients have the right to understand their own affairs.**
>
> ALLMAR LAW & PERMIT

| 30 | 710 | 6 |
|---|---|---|
| Service areas | Services | Clear work stages |

PART 02

# Advocate Services

02

Matters are handled by advocates under a power of attorney. We explain the options and their risks; outcomes cannot be promised.

**Penyelesaian Sengketa**

- Demand letters and debt collection
- Mediation
- Breach of contract and tort claims
- Trademark and IP disputes
- Administrative court claims over licensing decisions
- Appeals, cassation and case review
- Banking, insurance and financial services disputes (OJK and LAPS SJK)
- Medical and healthcare disputes (patients and healthcare facilities)
- Small claims procedure at the District Court
- Consignment of payment (court deposit) at the District Court
- Judicial review of regulations at the Supreme Court and of statutes at the Constitutional Court
- Negotiation and settlement deeds
- Arbitration at BANI or other institutions
- Bankruptcy and PKPU at the Commercial Court
- Industrial relations disputes
- Business-related criminal matters
- Competition cases before KPPU and objections at the Commercial Court
- Islamic finance and sharia business disputes at the Religious Court
- Consumer disputes before BPSK and the courts
- Enforcement of court judgments and conservatory attachment
- Pretrial review (arrest, detention, suspect designation, seizure)

**Keluarga, Waris & Suksesi Usaha**

- Prenuptial and postnuptial agreements
- Estate planning and family business succession
- Heirship determination and estate distribution
- Divorce and division of marital property
- Child custody and guardianship
- Gifts and wills
- Court order for change of name and correction of civil records
- Child adoption through a court order
- Marriage validation (isbat nikah) at the Religious Court
- Court determination of a child's parentage and legitimation

PART 03

# Practice Areas

03

Our services are divided into several practice areas. Each area is broken down to the smallest task, so clients know exactly what we handle.

### Business entities and licensing

We handle the formation and amendment of PTs, sole-founder PTs, CVs, foundations and other business entities, including shareholder and management matters. In licensing, we analyse the KBLI and business risk level, then obtain the NIB, standard certificates, licences and supporting licences through the OSS system under Government Regulation 28 of 2025.

### Investment, intellectual property and foreign workers

We assist with setting up PT PMA companies and structuring investments. We register and maintain trademarks, copyrights, patents and industrial designs. We also handle RPTKA, work visas and stay permits for foreign workers.

### Contracts, employment and compliance

We draft and review business contracts, organise employment relationships and company regulations, and help companies meet their governance and personal data protection obligations. Companies without a legal division can use legal officer services through an ALLMAR Law & Permit legal services agreement or monthly legal support (retainer). We also handle HR administration for Joint Operations (KSO): employment contracts, payroll, BPJS and labour compliance.

### Property, family and disputes

We check land status and assist with property transactions. We help with prenuptial agreements, inheritance and family business succession. We handle disputes through demand letters, negotiation, mediation, arbitration or the courts, giving priority to amicable settlement.

## SERVICE DETAILS

**710 active services** in 30 service groups at law.allmar.co.id.

### Pendirian Badan Hukum

Pendirian PT (Perseroan Terbatas); Pendirian PT Perorangan (usaha mikro dan kecil); Pendirian Yayasan; Pendirian Perkumpulan berbadan hukum; dan 1 layanan lain.

### Pendirian Badan Usaha (Bukan Badan Hukum)

Pendirian CV (Persekutuan Komanditer); Pendirian Firma; Pendirian Persekutuan Perdata.

### Korporasi & Legalitas Usaha

Perubahan anggaran dasar, modal, maksud dan tujuan, serta KBLI; Perubahan direksi, komisaris, dan pemegang saham; Jual beli dan pengalihan saham; Perjanjian pendiri dan perjanjian pemegang saham; dan 11 layanan lain.

### Konsultasi

Konsultasi Bisnis & Perizinan.

### Perizinan Berusaha & PB UMKU

Analisis KBLI dan tingkat risiko kegiatan usaha; NIB, Sertifikat Standar, dan Izin melalui OSS RBA; Konfirmasi/Persetujuan KKPR (tata ruang); Persetujuan lingkungan: SPPL, UKL-UPL, dan AMDAL; 17 other services; and supporting licences (PB UMKU) in 12 sectors: Komunikasi & Digital; Ketenaganukliran & Radiasi; Pertanian, Peternakan & Perikanan; Perdagangan & Industri; Obat, Pangan & Kosmetika; Sektor Lainnya; Kesehatan; Transportasi; Energi & Sumber Daya Alam; Pertahanan & Keamanan; K3 & Ketenagakerjaan; Pendidikan & Pariwisata.

### Investasi & Penanaman Modal

Pendirian dan perizinan PT PMA; Analisis bidang usaha terbuka dan batas kepemilikan asing; Struktur investasi dan kepemilikan saham; Perjanjian joint venture dan kerja sama investasi; dan 5 layanan lain.

### Kekayaan Intelektual (KI)

Penelusuran dan analisis peluang merek; Pendaftaran merek nasional; Pendaftaran merek internasional (Protokol Madrid); Pencatatan hak cipta, termasuk program komputer; dan 8 layanan lain.

### Layanan WNA, TKA & Imigrasi

Analisis jabatan yang terbuka bagi TKA; Pengesahan RPTKA baru, perpanjangan, dan perubahan; Pembayaran DKPTKA (US$100/TKA/bulan); Visa kerja dan Izin Tinggal Terbatas (ITAS); dan 48 layanan lain.

### Ketenagakerjaan & Hubungan Industrial

Penyusunan PKWT, PKWTT, dan perjanjian alih daya; Pengesahan peraturan perusahaan; Perjanjian kerja bersama (PKB); Struktur dan skala upah; dan 6 layanan lain.

### Kontrak & Transaksi Komersial

Penyusunan dan telaah kontrak bisnis; Perjanjian kerja sama dan kemitraan; Perjanjian distribusi dan keagenan; Waralaba dan Surat Tanda Pendaftaran Waralaba (STPW); dan 7 layanan lain.

### Legal Officer & Retainer

Virtual Legal Officer dengan kuota bulanan; On-site Legal Officer berkala atau penuh waktu; Retainer hukum untuk direksi dan manajemen; Telaah kontrak dan dokumen harian; dan 4 layanan lain.

### Kepatuhan, Tata Kelola & Data Pribadi

Audit hukum dan legal due diligence; Pemetaan data dan kebijakan privasi (UU 27/2022); Penilaian dampak pelindungan data pribadi; Perjanjian pemrosesan data dengan pihak ketiga; dan 5 layanan lain.

### Properti & Pertanahan

Uji tuntas dan pengecekan status tanah; Pendampingan jual beli, hibah, dan balik nama; Perjanjian sewa gedung, ruko, dan gudang; Perjanjian kerja sama pengembangan properti; dan 2 layanan lain.

### Keluarga, Waris & Suksesi Usaha

Perjanjian perkawinan (pra dan pasca nikah); Perencanaan waris dan suksesi usaha keluarga; Penetapan ahli waris dan pembagian warisan; Perceraian dan pembagian harta bersama; dan 6 layanan lain.

### Penyelesaian Sengketa

Somasi dan penagihan piutang; Negosiasi dan akta perdamaian; Mediasi para pihak; Arbitrase melalui BANI atau lembaga lain; dan 17 layanan lain.

### Legalitas Dokumen

Jasa pembubuhan e-Meterai; Paket Kontrak + e-Meterai; Paket Surat Kuasa + e-Meterai.

### Paspor & Dokumen Perjalanan WNI

Pendampingan paspor baru WNI (dewasa dan anak); Penggantian paspor WNI hilang, rusak, atau habis masa berlaku; Kartu Perjalanan Pebisnis APEC (ABTC).

### Kenotariatan & PPAT

Legalisasi dan pendaftaran (waarmerking) surat di bawah tangan; Pencocokan fotokopi (legalisir notaris) dan salinan akta; Akta perjanjian notariil (kerja sama, sewa, utang-piutang); Akta kuasa dan surat kuasa notariil; dan 4 layanan lain.

PART 04

# How We Work

04

**01 Initial consultation**
The client tells us about their legal needs via WhatsApp, an online meeting or at our office.

**02 Review**
We study the facts, documents and legal basis, then explain the available options.

**03 Written proposal**
We set out the scope of work, fees and schedule in a proposal.

**04 Execution**
Work proceeds after the legal services agreement and, where needed, the power of attorney are signed.

**05 Reports**
We report progress regularly until the work is complete.

**06 Handover**
The results of the work and their documents are handed over to the client.

Engagements can be per project for a specific piece of work, monthly legal support (retainer) for companies that need a standing legal partner, or per transaction for investment, acquisition and high-value contract support.

PART 05

# Who We Serve

05

- Founders who need the right business entity and licences from the start.
- Established companies that need contract reviews, compliance or routine legal support.
- Domestic and foreign investors planning to invest in Indonesia.
- Owners of brands and works who want to protect their intellectual property.
- Business-owning families organising inheritance and succession.

Our services are open to businesses in many sectors, including trade and retail, food and beverage, manufacturing, construction and property, technology, logistics, health and beauty, education, tourism, energy and mining, and professional services.

PART 06

# Our Commitment

06

### Confidentiality
We handle every client matter in line with the advocates' code of ethics.

### Fees agreed up front
Scope and fees are set out in writing before work begins.

### Regular reports
Clients know the stage of their work and the next step.

### Honest about prospects and risks
We do not promise to win cases or obtain agency decisions. What we promise is to work carefully and give our assessment as it is.

The descriptions in this profile are general information and not legal advice on any specific matter.

PART 07

# We Work Within Your Budget

07

Tell us what you need and the budget you have in mind. Our team shapes the scope and phases of the work to fit that budget, then sends you a written proposal.

For legal, licensing and business-document services, we shape the package and the order of the work to your budget. For dispute matters, our advocate explains the steps and the available stages of handling directly.

### Tell us your need
Fill in a short form; the budget field is optional.

### We fit the scope
Our team prepares scope and phase options that fit your budget.

### Written proposal
Scope, timeline and fees are set out in writing before any work begins.

What we adjust is the scope and phasing of the work, never its quality. The budget is optional and used only to prepare your proposal.

PART 08

# Legal Details And Contact

08

## Legal details

| | |
|---|---|
| Service unit | **ALLMAR Law & Permit** |
| Unit head | **Al Araf Assadallah Marzuki, S.H., M.H.,** |
| Position | **Head of ALLMAR Law & Permit** |
| Legal entity | **PT ALL MAR SEMESTA** |
| Trademark | **ALLMAR® (merek terdaftar)** |

## Contact

| | |
|---|---|
| Address | **City Home Gading River View, Ruko Kelapa Gading Square Blok H-26, Jalan Mall of Indonesia Gate A, Kelapa Gading, Jakarta Utara, DKI Jakarta 14240** |
| Office WhatsApp | **+62 851 2800 2768** |
| Email | **law@allmar.co.id** |
| Unit website | **law.allmar.co.id** |
| Office website | **www.allmar.co.id** |

PART 09

# Contact Us

09

ADDRESS
City Home Gading River View, Ruko Kelapa Gading Square Blok H-26, Jalan Mall of Indonesia Gate A, Kelapa Gading, Jakarta Utara, DKI Jakarta 14240

OFFICE WHATSAPP
+62 851 2800 2768

EMAIL
law@allmar.co.id

WEBSITE
law.allmar.co.id

## Ready to support your business

Tell us what you need via WhatsApp or email, or visit our office.

+62 851 2800 2768

law.allmar.co.id

ALLMAR®
LAW & PERMIT

ADVOCATE · LEGAL & BUSINESS CONSULTANT

law.allmar.co.id

+62 851 2800 2768 · law@allmar.co.id

City Home Gading River View, Ruko Kelapa Gading Square Blok H-26, Jalan Mall of Indonesia Gate A, Kelapa Gading, Jakarta Utara, DKI Jakarta 14240