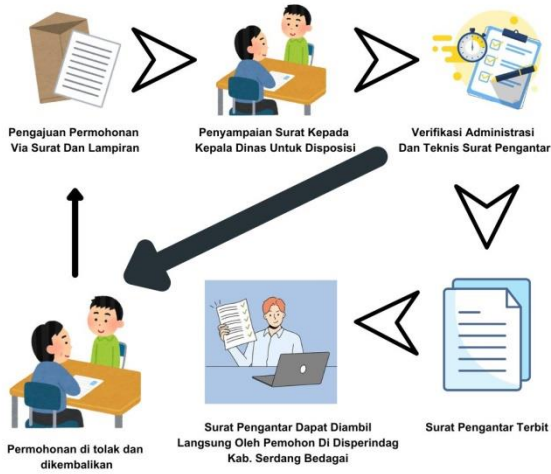


STANDAR PELAYANAN  
DAN DI *UPLOAD* PADA WEBSITE PERANGKAT DAERAH

| NO | JENIS LAYANAN                                                       | PERSYARATAN                                                                                                                                | SISTEM, MEKANISME DAN PROSEDUR                                                                                                                                                                                                                                                                           | JANGKA WAKTU PENYELESAIAN                | BIAYA/ TARIF  | PRODUK LAYANAN                    | PENANGANAN PENGADUAN, SARAN DAN MASUKAN                                          |
|----|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------|-----------------------------------|----------------------------------------------------------------------------------|
| 1. | Rekomendasi Sertifikat Standar Atau Izin Usaha Sektor Perindustrian | <div>1. Pengajuan rekomendasi secara online melalui OSS dan SIINAS</div> <div>2. Pemenuhan Persyaratan telah sesuai dengan ketentuan</div> | <p>Pengajuan Rekomendasi Melalui Oss &amp; Siinas</p> <p>Penyampaian Nota Dinas Kepada Kepala Dinas</p> <p>Verifikasi Rekomendasi</p> <p>Rekomendasi Diupload Ke Oss Dan Siinas Untuk Penerbitan Sertifikat Standar/Izin Usaha</p> <p>Rekomendasi Terbit</p> <p>Permohonan di tolak dan dikembalikan</p> | 3 (tiga) hari jika persyaratan terpenuhi | <i>Gratis</i> | Dokumen Standar Pelayanan Publik. | Hadir Langsung ke Dinas Perindustrian dan Perdagangan Kabupaten Serdang Bedagai. |

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| 2. | Penerbitan Surat Pengantar Pengajuan Hak Merek Dagang/ Jasa | Permohonan disampaikan ke Dinas Perindustrian dan Perdagangan Kabupaten Serdang Bedagai dengan melampirkan NIB, Foto Produk dan Logo Merek yang akan didaftarkan                                                                                                                                                                                                                |  <p>The flowchart illustrates the process for trademark registration. It starts with 'Pengajuan Permohonan Via Surat Dan Lampiran' (Application via letter and attachment), followed by 'Penyampaian Surat Kepada Kepala Dinas Untuk Disposisi' (Submission of letter to the Head of Office for disposition), and 'Verifikasi Administrasi Dan Teknis Surat Pengantar' (Administrative and technical verification of the letter). The process then leads to 'Surat Pengantar Terbit' (Issuance of letter), 'Surat Pengantar Dapat Diambil Langsung Oleh Pemohon Di Disperindag Kab. Serdang Bedagai' (Letter can be picked up directly by the applicant at the Disperindag office), and finally 'Permohonan di tolak dan dikembalikan' (Application is rejected and returned).</p> | 3 (tiga) hari jika persyaratan terpenuhi | <i>Gratis</i> | Dokumen Standar Pelayanan Publik. | Hadir Langsung ke Dinas Perindustrian dan Perdagangan Kabupaten Serdang Bedagai. |
| 3. | Rekomendasi Distributor Pupuk Bersubsidi                    | <ul style="list-style-type: none"><li>a. Foto Copy KTP</li><li>b. Foto Copy NIB</li><li>c. Foto Copy Kepemilikan/Sewa</li><li>d. Foto copy Akte Pemeliharaan Perusahaan</li><li>e. Foto Copy Kepemilikan / Sewa Angkutan Truk</li><li>f. Surat Kepemilikan/Sewa Gedung</li><li>g. Foto Copy TDG</li><li>h. Surat Keterangan Domisili Perusahaan /Suat Keterangan Desa</li></ul> |  <p>The flowchart shows the process for recommending a subsidized fertilizer distributor. It begins with 'PERMOHONAN MASUK' (Application received), followed by 'BERKAS DITERIMA TATA USAHA' (Business file accepted), and 'Pemeriksaan berkas oleh Analis Perdagangan' (Review of file by Trade Analyst). The process then moves to '1. SURVEY LAPANGAN 2. BERKAS BAP' (Field survey and BAP file), followed by 'PENANDATANGAN REKOMENDASI OLEH KEPALA DINAS' (Signature of recommendation by the Head of Office), and finally 'REKOMENDASI DITERIMA OLEH PEMOHON' (Recommendation received by the applicant).</p>                                                                                                                                                              | 5 (lima) hari                            | <i>Gratis</i> | Dokumen Standar Pelayanan Publik. | Hadir Langsung ke Dinas Perindustrian dan Perdagangan Kabupaten Serdang Bedagai. |

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| 4. | Rekomendasi<br>Tanda Daftar<br>Gudang | <div><div>a. Foto copy KTP<br/>Pemilik<br/>/Penanggung<br/>Jawab</div><div>b. Foto Copy<br/>Paspordan Izin<br/>tinggal sementara<br/>bagi warga negara<br/>asing</div><div>c. Akte pendirian<br/>perseroan terbatas<br/>dan pengesahan<br/>Badan Hukum (jika<br/>ada) bagi usaha<br/>berbentuk PT</div><div>d. Foto Copy izin<br/>prinsip penanaman<br/>modal untuk<br/>gudang bagi<br/>perusahaan (PMA)</div><div>e. Foto Copy IMB</div><div>f. Pas Photo 4 x 6 (2<br/>Lembar)</div></div> <div><p>The flowchart illustrates the process for warehouse registration. It begins with 'Pemohon Mengajukan Permohonan Rekomendasi Tanda Daftar Gudang' (Applicant submits application for warehouse registration recommendation). This leads to 'Permohonan Masuk ke Bagian Tatausaha' (Application enters the administrative section). The next step is 'Kepala Dinas Mendisposisikan Kepada Kepala Bidang Perdagangan' (Head of District Disposes to Head of Trade Field). This is followed by 'Kepala Bidang Perdagangan Mendisposisikan Kepada Penjamin Mutu Produk Ahli Muda' (Head of Trade Field Disposes to Young Expert Product Quality Guarantor). The process then moves to 'Penjamin Mutu Produk Ahli Muda Melaksanakan Survey atau Peningjauan' (Young Expert Product Quality Guarantor conducts survey or review). This leads to 'Kepala Dinas Menandatangani Rekomendasi Tanda Daftar Gudang' (Head of District signs warehouse registration recommendation). Finally, the process ends with 'Rekomendasi Di diterima Oleh Pemohon' (Recommendation is received by the applicant).</p></div> |
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5 (lima) hari

Gratis

Dokumen  
Standar  
Pelayanan  
Publik.Hadir Langsung ke  
Dinas Perindustrian  
dan Perdagangan  
Kabupaten Serdang  
Bedagai.

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| 5. | Rekomendasi Izin usaha Toko Swalayan (IUTS) | <div><div><div><div><div><p>Pemohon Mengajukan Permohonan Rekomendasi Izin Usaha Toko Swalayan (IUTS)</p></div><div><p>Permohonan Masuk ke Bagian Tatausaha</p></div><div><p>Kepala Dinas Mendisposisikan Kepada Kepala Bidang Perdagangan</p></div></div><div><div><p>Kepala Dinas Menandatangani Rekomendasi Izin Usaha Toko Swalayan (IUTS)</p></div><div><p>Penjamin Mutu Produk Ahli Muda Melaksanakan Survey atau Peninjauan</p></div><div><p>Kepala Bidang Perdagangan Mendisposisikan Kepada Penjamin Mutu Produk Ahli Muda</p></div></div><div><div><p>Rekomendasi Di diterima Oleh Pemohon</p></div></div></div></div><div>5 (lima) hari</div><td>Gratis</td><td>Dokumen Standar Pelayanan Publik.</td><td>Hadir Langsung ke Dinas Perindustrian dan Perdagangan Kabupaten Serdang Bedagai.</td></div> | Gratis                              | Dokumen Standar Pelayanan Publik. | Hadir Langsung ke Dinas Perindustrian dan Perdagangan Kabupaten Serdang Bedagai. |
| 6. | Penempatan Pedagang                         | <div><div><div><div><div><p>Permohonan Menempati bangunan pasar</p></div><div><p>Di terima bagian Tata Usaha Disperindag</p></div><div><p>Verifikasi Data/Dokumen Permohonan Pedagang</p></div></div><div><div><p>Surat Izin menempati bangunan pasar</p></div><div><p>Penempatan pedagang sesuai dengan jenis peruntukan bangunan</p></div><div><p>Tindak Lanjut</p></div></div></div></div><div>5 (lima) hari</div><td>Sesuai dengan Perda No.1 Tahun 2024</td><td>Dokumen Standar Pelayanan Publik.</td><td>Hadir Langsung ke Dinas Perindustrian dan Perdagangan Kabupaten Serdang Bedagai.</td></div>                                                                                                                                                                                                                                                                                  | Sesuai dengan Perda No.1 Tahun 2024 | Dokumen Standar Pelayanan Publik. | Hadir Langsung ke Dinas Perindustrian dan Perdagangan Kabupaten Serdang Bedagai. |

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| 6. | Perpanjangan<br>Kartu Hak<br>Sewa Pakai | <div><div>a. Surat Permohonan perpanjangan hak sewa pakai</div><div>b. Foto Copy KTP 2 (dua) Lembar</div><div>c. Foto Copy Kartu Keluarga (KK) 2 (dua) Lembar</div><div>d. Pas Photo 2 x 3 (2 Lembar)</div><div>e. Materai 10000 (2 Lembar)</div></div> | <div><div><div><br/>Petugas mengajukan KHS Lama dan Surat Permohonan Perpanjangan</div><div><br/>Permohonan di terima Tata Usaha</div><div><br/>Berkas di disposisi kepada kepala Bidang Pasar</div></div><div></div><div><div><br/>Petugas Pasar membawa KHS untuk di tanda tangani oleh Pedagang</div><div><br/>Staf menerbitkan kartu Hak Sewa Pakai</div><div><br/>Kepala Bidang Pasar mendisposisikan kepada Staf Pasar</div></div><div></div><div><div><br/>Kepala Bidang Pasar menandatangani KHS</div><div><br/>Kepala Dinas menandatangani KHS</div><div><br/>KHS di terima oleh Pedagang</div></div></div> |
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| 7. | Standar Pelayanan Tera/Tera Ulang | <p>a. Masyarakat menyampaikan surat permohonan tertulis, ditujukan ke alamat : Pemerintah Kabupaten Serdang Bedagai Jl. Negara KM 40, Komp. Istana Sultan Serdang Kel. Tualang, Kab. Serdang Bedagai (atau ke instansi yang dituju)</p> <p>b. hadir langsung</p> | <div><div><div>Mulai</div><div>Pengisian Formulir Pendaftaran dan Penyerahan UTTP</div><div>Informasi Biaya, Estimasi Tanggal Penyelesaian dan Penyerahan Bukti Serah Terima</div><div>Penerimaan Alat</div><div>Pelaksanaan Tera / Tera Ulang</div><div>Sah ?</div><div>Penyelesaian Administrasi Serta Penyerahan Alat dan SKHP</div><div>Selesai</div></div><div><div>Bisa Dijustir ?</div><div>Perbaikan / Reparasi UTTP Oleh Reparator Dengan Persetujuan Pemilik UTTP</div></div></div> <div><div>Tugas dan Tanggung Jawab</div><div><div>Pemilik UTTP / Wajib Tera</div><div>Petugas Loker</div><div>1. PJ Teknis<br/>2. Penera</div><div>1. Petugas Loker<br/>2. Pemilik UTTP / Wajib Tera</div></div></div> <div><div>1. Melalui Surat Permohonan: Menerima jawaban 1 hari sejak surat permohonan didisposisi pimpinan</div><div>2. Datang langsung: 1 (satu) jam sejak permintaan informasi disampaikan.</div></div> <div>Gratis</div> <div>Dokumen Standar Pelayanan Publik.</div> <div>Hadir Langsung ke Kantor UPT Metrologi Legal Kabupaten Serdang Bedagai</div> |
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