



### **Pendidikan / Pelatihan 2021**

Sepanjang tahun 2021, Sekretaris Perseroan senantiasa menyimak perkembangan informasi terkait pasar modal, bisnis dan pemenuhan kepatuhan terhadap peraturan-peraturan yang berlaku. Ke depannya, Sekretaris Perseroan akan mengikuti pelatihan terkait peraturan pasar modal dan sekretaris Perseroan dalam rangka meningkatkan pengetahuan dan pemahaman untuk membantu pelaksanaan tugasnya.

### **Tugas dan Tanggung Jawab**

Adapun fungsi dan/atau tanggung jawab dari Sekretaris Perseroan sebagaimana diatur dalam Peraturan OJK No.35/POJK.04/2014 tentang Sekretaris Perseroan Emiten dan Perseroan Publik adalah sebagai berikut:

- a. Mengikuti perkembangan pasar modal khususnya peraturan perundang-undangan yang berlaku di bidang pasar modal.
- b. Memberikan masukan pada Dewan Komisaris dan Direksi Perseroan untuk mematuhi peraturan perundang-undangan di bidang pasar modal,
- c. Membantu Direksi dan Dewan Komisaris dalam melaksanakan tata kelola Perseroan yang meliputi:
  1. Keterbukaan informasi kepada masyarakat, termasuk ketersediaan informasi pada Situs Web Perseroan;
  2. Penyampaian laporan kepada Otoritas Jasa Keuangan tepat waktu;
  3. Penyelenggaraan dan dokumentasi Rapat Umum Pemegang Saham;
  4. Penyelenggaraan dan dokumentasi rapat Direksi dan/atau Dewan Komisaris; dan
  5. Pelaksanaan program orientasi terhadap Perseroan bagi Direksi dan/atau Dewan Komisaris
- d. Menghubungkan Perseroan dengan pemegang saham, OJK, dan pemangku kepentingan lainnya.
- e. Mempersiapkan praktik Good Corporate Governance (GCG) di lingkungan Perseroan.
- f. Menjaga dan mempersiapkan dokumentasi Perseroan, termasuk notulen dari Rapat Direksi dan Rapat Dewan Komisaris serta hal – hal terkait.

### **Education / Trainings in 2021**

Throughout 2021, the Corporate Secretary will continue to monitor developments in information related to the capital market, business, and compliance with applicable regulations. In the future, the Corporate Secretary will take part in training related to capital market regulations and the Company secretary to increase knowledge and understanding to help carry out their duties.

### **Duties and Responsibilities**

The functions and/or responsibilities of the Corporate Secretary as stipulated in OJK Regulation Number 35/POJK.04/2014 concerning the Corporate Secretary of Issuers and Public Companies are as follows:

- a. Staying informed regarding the development of the stock market, particularly the laws and regulations in force in the stock market.
- b. Provide input to the Board of Commissioners and Directors of the Company in order to comply with laws and regulations in the stock market sector,
- c. Assist the Board of Directors and the Board of Commissioners in implementing corporate governance, including:
  1. Disclosing information to the public, including the availability of information on the Company's website;
  2. Submitting reports to the Financial Services Authority on time;
  3. Organizing and documenting the General Meeting of Shareholders;
  4. Organizing and documenting the Board of Directors and/or the Board of Commissioners meeting; and
  5. Implementing the Company's orientation program for the Board of Directors and/or Commissioners
- d. Serving as a liaison between the Company and shareholders, the Financial Services Authority, and other stakeholders.
- e. Prepare Good Corporate Governance (GCG) practices within the Company.
- f. Prepare and keep Company documentation, including minutes of the Board of Directors and Commissioners' Meetings and related matters.

