

Sekretaris Perusahaan **Corporate Secretary**

Sekretaris Perusahaan merupakan organ pendukung Direksi yang menjembatani hubungan antara Perseroan dengan para pemangku kepentingan. Oleh karena itu, Sekretaris Perusahaan wajib memfasilitasi komunikasi yang efektif dan memastikan tersedianya informasi yang jelas dan akurat untuk berbagai pihak.

The Corporate Secretary is a supporting organ for the Board of Directors that liases relationship between the Company and the stakeholders. Therefore, the Corporate Secretary has an obligation to facilitate effective communication and ensure the availability of clear and accurate information for various parties.

Pedoman Kerja

Pelaksanaan tugas dan tanggung jawab Sekretaris Perusahaan berpedoman pada Peraturan Otoritas Jasa Keuangan No. 35/POJK.04/2014 Pasal 10 Ayat (1) tentang Sekretaris Perusahaan Emiten atau Perusahaan Publik.

Work Guidelines

The implementation of the Corporate Secretary duties and responsibilities is guided by the Financial Services Authority Regulation No. 35/POJK.04/2014 Article 10 Paragraph (1) concerning Corporate Secretary of Issuers or Public Companies.

Fungsi, Tugas, dan Tanggung Jawab

Fungsi, Tugas, dan Tanggung Jawab Sekretaris Perusahaan dijelaskan sebagai berikut:

- a. mengikuti perkembangan Pasar Modal khususnya peraturan perundang-undangan yang berlaku di bidang Pasar Modal;
- b. melakukan implementasi dan penyesuaian terhadap peraturan-peraturan Otoritas Jasa Keuangan yang terkait;
- c. memberikan masukan kepada Direksi dan Dewan Komisaris Perseroan untuk mematuhi ketentuan peraturan perundang-undangan di bidang Pasar Modal;
- d. membantu Direksi dan Dewan Komisaris dalam pelaksanaan tata kelola perusahaan 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 perusahaan bagi Direksi dan/atau Dewan Komisaris yang baru diangkat;
- e. sebagai penghubung antara Perseroan dengan pemegang saham Perseroan, Otoritas Jasa Keuangan, dan pemangku kepentingan lainnya;

Functions, Duties, and Responsibilities

The Functions, Duties, and Responsibilities of the Corporate Secretary are described as follows:

- a. *closely monitoring the development of Capital Market sector, particularly with regard to relevant Capital Market laws and regulations;*
- b. *carrying out the implementation and modification of related Financial Services Authority regulations;*
- c. *providing inputs to the Board of Directors and Board of Commissioners of the Company in order to comply with laws and regulations in the Capital Market sector;*
- d. *assisting the Board of Directors and Board of Commissioners in implementing good corporate governance, which includes:*
 1. *disclosure of information to the public, including availability of information on the Website of the Company;*
 2. *timely submission of report to the Financial Services Authority;*
 3. *organizing and documenting the General Meeting of Shareholders;*
 4. *organizing and documenting the meetings of Board of Directors and/or Board of Commissioners; and*
 5. *organizing corporate orientation programs for the newly appointed Board of Directors and/or Board of Commissioners;*
- e. *As a liason between the Company and its shareholders, the Financial Services Authority, and other stakeholders;*

Provident

INVESTASI BERSAMA

f. menjaga kerahasiaan dokumen data dan informasi Perseroan dalam rangka memenuhi kewajiban sesuai dengan peraturan perundang-undangan yang berlaku.

f. protect the confidentiality of the Company's data and information documents in compliance with prevailing laws and regulations.

Pengembangan Kompetensi

Perseroan senantiasa mendorong aktivitas pengembangan Sekretaris Perusahaan melalui berbagai program pengembangan kompetensi terkait perkembangan bisnis terkini. Oleh karena itu, Perseroan senantiasa menyusun rencana terkait pelaksanaan program peningkatan kompetensi yang telah dimuat dalam Rencana Kerja dan Anggaran Sekretaris Perusahaan.

Competency Development

The Company always support development activities for the Corporate Secretary through various competence development programs related to the latest business developments. Therefore, the Company always prepares plans related to the implementation of competence improvement programs that have been stated in the Corporate Secretary Work Plan and Budget.

Hubungan Investor

Hubungan investor merupakan bagian dari Sekretaris Perusahaan yang berperan aktif dalam menjalin komunikasi antara Perseroan dengan para Investor, Pemegang Saham, broker, institusi, manajer investasi, dan analisis dalam rangka membahas pencapaian dan prospek Perseroan. Komunikasi dilaksanakan secara rutin melalui *analyst meeting*, pertemuan dengan investor potensial, konferensi pers, serta paparan publik. Dengan adanya sarana tersebut, akses informasi terkait kinerja Perseroan akan terbuka lebar bagi komunitas investasi dan para pemangku kepentingan lainnya, sehingga akan terciptanya komunikasi dua arah yang aktif dan efektif.

Investor Relations

Investor Relations is a part of the Corporate Secretary which plays an active role in establishing a communication with the Investors, the Shareholders, brokers, institutions, investment managers and analysts to discuss the Company's achievements and prospects. Communication is carried out routinely through the organization of analyst meetings, meetings with potential investors, press conferences, and public exposures. Through these measures, access to information about the Company's performance given as wide as possible to the entire investment community and other stakeholders to create an active and effective two-way communication relationship.

Komunikasi dua arah yang dibangun diharapkan dapat menggambarkan dan menyediakan pandangan yang akurat terkait informasi terkini Perseroan, sehingga akan memberikan citra positif bagi Perseroan. Perseroan juga memastikan dalam melaksanakan tugas Hubungan Investor telah mengimplementasikan prinsip keadilan kepada segenap Pemegang Saham dan pemangku kepentingan lainnya.

The two-way communication established by the Company is expected to describe and provide an accurate and comprehensive view of the Company's latest information so that the implementation of the Investor Relations function can form a positive image for the Company. In addition, the Company also ensures that in carrying out its duties, Investor Relations provides fair treatment to all Shareholders and other stakeholders.

Keterbukaan Informasi

Keterbukaan informasi dilakukan oleh Sekretaris Perusahaan kepada Otoritas Jasa Keuangan dan Bursa Efek Indonesia yang disampaikan melalui surat, e-reporting kepada Bursa Efek Indonesia dan Otoritas Jasa Keuangan (<https://spe.ojk.go.id/idxnet/>), serta iklan pada surat kabar berperedaran nasional secara tepat waktu.

Information Disclosure

The Corporate Secretary disclose the Company's information to the Financial Services Authority and the Indonesia Stock Exchange via letters, e-reporting to the Indonesia Stock Exchange and to the Financial Services Authority (<https://spe.ojk.go.id/idxnet/>), as well as advertisements in national circulated newspapers in a timely manner.