



Sekretaris Perusahaan

Corporate Secretary

Sekretaris Perusahaan memiliki peran penting dalam memastikan implementasi GCG Perseroan telah sesuai dengan ketentuan dan *best practices* yang ada saat ini. Selain itu, Sekretaris Perusahaan juga bertanggung jawab untuk memelihara dokumen-dokumen penting yang menunjang struktur GCG dalam penerapan prinsip-prinsip GCG.

Sekretaris Perusahaan juga berperan membangun dan menjaga komunikasi internal dan eksternal dengan para Pemangku Kepentingan Perseroan. Ia juga mengelola hubungan kerja Dewan Komisaris dan Direksi untuk memastikan Perseroan dikelola berdasarkan prinsip-prinsip GCG. Tidak kalah penting, Sekretaris Perusahaan wajib memastikan pemenuhan kepatuhan Perusahaan terhadap peraturan perundang-undangan di bidang pasar modal, sebagaimana tercantum dalam POJK Nomor 35/POJK.04/2014 tentang Sekretaris Perusahaan Emiten atau Perusahaan Publik.

Dasar Hukum

Dasar hukum yang menjadi acuan penunjukan Sekretaris Perusahaan HITS antara lain :

1. Peraturan Otoritas Jasa Keuangan No. 35/POJK.04/2014 tentang Sekretaris Perusahaan.
2. Surat Edaran Otoritas Jasa Keuangan No. 21/POJK.04/2015 tentang Pedoman Tata Kelola Perusahaan.

Struktur Organisasi Sekretaris Perusahaan

Sekretaris Perusahaan bertanggung jawab langsung kepada Direksi serta diangkat dan diberhentikan berdasarkan Keputusan Direksi dengan mekanisme internal Perusahaan dengan persetujuan Dewan Komisaris.

Berdasarkan SK Direksi Perseroan No. 013/SK-Direksi/HIT/XI/2018 tanggal 1 Nopember 2018 perihal Pengangkatan Sekretaris Perusahaan, yaitu Okty Saptarini M. Berdasarkan Keputusan Direksi Nomor 014/SK/DU-HIT/XII/2019 tentang Struktur Organisasi Perseroan, Divisi Sekretaris Perusahaan di bawah Direksi dengan struktur sebagai berikut :

The Corporate Secretary has an important role in ensuring the implementation of the Company's GCG is consistent with the existing provisions and best practices at the time. In addition, the Corporate Secretary is also responsible for maintaining important documents which supports the GCG structure in the implementation of GCG principles.

The Corporate Secretary also plays a role in developing and maintain internal and external communication with the Company's Stakeholders. It also manages the working relationship of the Board of Commissioners and Directors for make sure that the Company is managed based on th GCG principles. Equally important, Corporate Secretary must ensure the Company's compliance with the laws and regulations of capital market, as stated in POJK Number 35/POJK.04/2014 concerning Corporate Secretary of Issuer or a public company.

Legal Basis

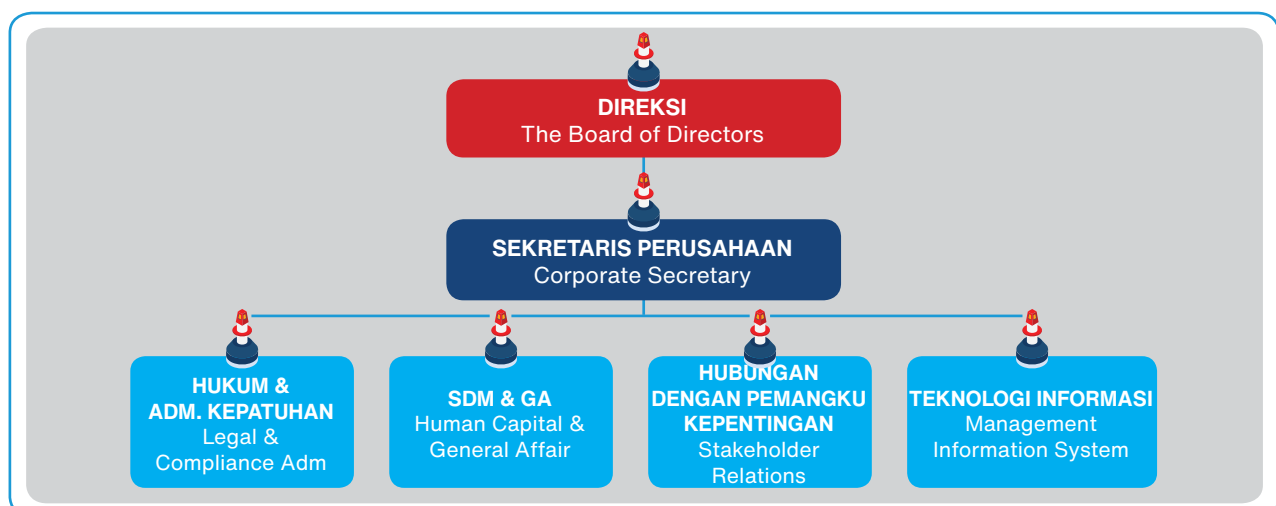
The legal basis of the appointment of the HITS' Corporate Secretary include:

1. Regulation of Financial Services Authority No. 35/POJK.04/2014 concerning Corporate Secretary.
2. Circular Letter of Financial Services Authority No. 21/POJK.04/2015 concerning Corporate Governance Guidelines.

Organizational Structure Of The Corporate Secretary

The Corporate Secretary is directly responsible to the Directors, is appointed and dismissed based on the Directors' Decree with the Company's internal mechanism by the approval of the Board Commissioner.

Based on the Decree of the Directors of the Company No. 013/SKDireksi/HIT/XI/2018 dated November 1st, 2018 concerning the appointment of Corporate Secretary, Ms. Okty Saptarini M. Based on Directors' Decree Number 014/SK/DU-HI/XII/2019 concerning Organizational Structure of the Company, Corporate Secretary Division works under the direction of Board of Directors with the following structure:





Pengangkatan Sekretaris Perusahaan HITS telah disampaikan kepada OJK melalui surat Nomor 164/DU/HIT/XI/2018 tanggal 6 Nopember 2018 serta diumumkan dalam situs web Perseroan.

Appointed as Corporate Secretary of PT Humpuss Intermoda Transportation Tbk. Her appointment has been submitted to OJK through letter Number 164/DU/HIT/XI/2018 dated November 6th, 2018 and has been announced on the Company's website.

PROFIL SEKRETARIS PERUSAHAAN | CORPORATE SECRETARY PROFILE



Okty Saptarini M.
Sekretaris Perusahaan | Corporate Secretary

Usia Age	46 tahun per 31 Desember 2019	46 Years old as of December 31 st , 2019
Tempat & Tanggal Lahir Place & Date of Birth	Bogor, 31 Oktober 1973	Bogor, October 31 st , 1973
Kewarganegaraan Citizenship	Indonesia	Indonesia
Riwayat Pendidikan History of Education	1. Sarjana Ilmu Komunikasi Universitas Sahid, Jakarta (1995). 2. <i>Magister Management</i> Komunikasi Universitas Trisakti, Jakarta (2010).	1. Bachelor of Science in Communication Studies, Sahid University, Jakarta (1995). 2. Masters in Communication Management, Universitas Trisakti, Jakarta (2010).
Riwayat Jabatan History of Position		
Dasar Hukum Penunjukan Legal Basis of Appointment	SK No. 013/SK-Direksi/HIT/XI/2018 tanggal 1 November 2018 perihal Pengangkatan Sekretaris Perusahaan.	Decree No. 013/SK-Directors/HIT/XI/2018 dated November 1 st , 2018 concerning Appointment of Corporate Secretary.
Pengalaman Kerja Working Experience	1. PT Balisani Sentrawisata (1995-1997). 2. <i>Corporate Public Relations</i> di PT Timor Distributor Nasional dan PT Timor Putra Nasional (1997-2008). 3. PT Intra Golfink Resort (2010). 4. <i>Manajer Public Affairs</i> di HITS (2013-2015). 5. <i>Head of Community Development</i> di HITS (2015-2018).	1. PT Balisani Sentrawisata (1995-1997). 2. Corporate Public Relations at PT Timor Distributor National and PT Timor Putra National (1997-2008). 3. PT Intra Golfink Resort (2010). 4. Public Affairs Manager at HITS (2013-2015). 5. Head of Community Development at HITS (2015-2018).
Jabatan Rangkap Dual Position	Tidak ada	None
Domisili Domicile	Jakarta Timur	East Jakarta

Tugas dan Tanggung Jawab Sekretaris Perusahaan

Sesuai dengan Pasal 5 POJK No. 35/POJK.04/2014, tugas dan tanggung jawab Sekretaris Perusahaan dan tercantum dalam *Job Description Corporate Secretary* yang diperbaharui terakhir. Tanggung jawab utama Sekretaris Perusahaan diantaranya :

1. Pengelolaan database Pemegang Saham Perusahaan dan pergerakan saham dan kompetitor secara regular.
2. Penyusunan *roadmap* GCG dan internalisasinya serta asesmen GCG setiap tahun, pelaksanaan Paparan Publik, Rapat Direksi dan Dewan Komisaris serta laporan kepatuhan yang ditetapkan oleh OJK, berupa Laporan Tahunan, Keterbukaan Informasi Perusahaan dalam rangka untuk memenuhi *matrix compliance* perusahaan terhadap peraturan dan perundang-undangan Pasar Modal.
3. Implementasi dari *RoadMap Program Sustainability* Perusahaan, kebijakan SP, SP *Quarterly meeting* dan kepatuhan dalam penyusunan *Sustainability Report* ke Regulator sehingga program-program yang tertuang dalam *roadmap* dapat terlaksana sebagaimana rencana Perusahaan dan sesuai dengan ketentuan yang tertuang di Peraturan Pasar Modal.
4. Program internalisasi Visi, Misi dan Value Perusahaan baru (jika ada) dalam rangka implementasi dari kebijakan pengelolaan dan program penerjemahan VMV perusahaan.
5. *Stakeholder mapping, stakeholder relationship* program dalam rangka untuk mengimplementasikan kebijakan *stakeholder engagement* sesuai dengan target dan tujuan yang ditetapkan oleh Perusahaan.
6. Penanganan litigasi dan *legal counsel program* yang dimanfaatkan oleh internal Perusahaan sebagai upaya pelayanan hukum yang terintegrasi.
7. Efektifitas organisasi, program pengembangan SDM, program remunerasi dan *retention* serta Efektifitas hubungan industrial dalam rangka tercapainya organisasi yang efektif dan SDM yang produktif bagi *holding* dan anak/unit usaha.
8. Pengelolaan dan pengkinian IT perusahaan baik Hardware serta optimalisasi *software* HIT dan anak/unit usaha serta *license* dalam rangka untuk memenuhi program pengelolaan HIT & anak/unit usaha serta rencana *security system* dan implementasi keamanan sistem dalam rangka untuk menghasilkan lingkungan sistem IT yang aman.
9. Program pengadaan barang dan jasa, laporan identifikasi aset, optimalisasi penggunaan gudang, lingkungan kerja yang kondusif, efektivitas pemanfaatan *outsourcing* dan pengelolaan vendor sebagai upaya untuk pengelolaan program umum yang optimal.
10. Implementasi program budaya perusahaan dalam rangka untuk memenuhi Program Pengelolaan Budaya Perusahaan.

Duties and Responsibilities of Corporate Secretary

In accordance with Article 5 of POJK No. 35/POJK.04/2014, the duties and responsibilities of the Corporate Secretary are listed in the last updated Corporate Secretary's Job Description. The main responsibility of the Corporate Secretary includes:

1. Management of the Company's Shareholders database and movements of shares and competitors regularly.
2. Compilation of the GCG road map and its internalization as well GCG assessment annually, Public Expose, Board of Directors and Board of Commissioners Meetings as well as compliance report set by the FSA, in the form Annual Report, Corporate Information Disclosure in order to meet the corporate compliance matrix against the laws and regulations on Capital market.
3. Implementation of the Road Map of Sustainability Program of the Company, SP policies, SP Quarterly meetings and compliance in preparing Sustainability Report to the Regulator so that the programs compiled in the Road map can be implemented as planned by the Company and in accordance with the provisions contained in the Capital Market Regulation.
4. Internalization of the new Corporate Vision, Mission and Value program (if any) in the implementation of management policies and the Company's VMV interpretation programs.
5. Stakeholder mapping and relationship program in order to implement stakeholder engagement policies according to the targets and goals set by the Company.
6. Handling litigation and legal counsel programs utilized by the Company internally as an integrated legal service efforts.
7. Organizational effectiveness, HR development program, remuneration and retention and industrial relations effectiveness programs in order to achieve an effective organization and productive HR for holding and subsidiary/business unit.
8. Management and updating of the Company's IT in terms of Hardware and HIT software optimization and subsidiary/business unit as well as a License in order to meet the HIT & subsidiary/business units management program and the implementation of the security system plans and system security in order to produce a secure IT system environment.
9. Goods and services procurement program, assets report identification, optimization of warehouse use, a conducive work environment, effectiveness of outsourcing utilization and vendor management as an effort to manage an optimal general programs.
10. Implementation of corporate culture programs in order to fulfill the Corporate Culture Management Program.



PELAKSANAAN TUGAS SEKRETARIS PERUSAHAAN 2019

Pelaksanaan tugas Sekretaris Perusahaan selama tahun buku 2019 sebagai berikut:

1. Mengikuti perkembangan Pasar Modal, termasuk aktif mengikuti sosialisasi peraturan perundang-undangan dari OJK, BEI dan asosiasi
2. Mengikuti seminar dan workshop terkait Pasar Modal.
3. Menyelenggarakan RUPST Tahun Buku 2018 dan RUPSLB yang diselenggarakan pada 4 April 2019 dan RUPSLB 30 Desember 2019 serta mendokumentasikan risalah rapat, akta-akta RUPS beserta hal-hal lain yang terkait dengan pelaksanaan RUPS selanjutnya dilaporkan kepada Otoritas Pasar Modal dan dipublikasikan pada situs web Perseroan.
4. Menyelenggarakan Paparan Publik Perseroan di Jakarta pada tanggal 30 Desember 2019.
5. Mengkoordinasikan Rapat Direksi, Rapat Gabungan Direksi dan Dewan Komisaris (sebaliknya) serta membuat, menyimpan dan mendokumentasikan Risalah Rapat.
6. Melaksanakan sikap anti korupsi, pengendalian gratifikasi melalui sosialisasi ke seluruh karyawan HITS secara reguler.
7. Implementasi GCG :
 - a. Melakukan *review* dan pengkinian terhadap pedoman tata kelola Perseroan.
 - b. Melakukan sosialisasi GCG ke Anak/Unit Usaha.
 - c. Melaksanakan *Survey Awareness* GCG Tahun 2019.
 - d. Memberikan Program Pengenalan Perusahaan bagi karyawan baru.
8. *Investor Relations* :
 - a. Pelaporan keterbukaan informasi atas transaksi yang dilakukan oleh Perseroan.
 - b. Melakukan pengkinian informasi pada situs web BEI.
9. *Public Relations* :
 - a. Pengkinian informasi dan pengelolaan situs web Perseroan dan portal internal.
 - b. Partisipasi melalui pameran, *awarding*, *sponsorship*, kegiatan sosial Perseroan.
 - c. Mempersiapkan seluruh materi publikasi Perusahaan
 - d. Membina hubungan baik dengan media, melalui informal meeting dan iklan.
10. *Human Capital* :
 - a. Penyusunan *Job Description* HITS dan Anak Usaha sesuai *Business Process*.
 - b. Penerjemahan *Value* Perusahaan menjadi Kamus Kompetensi yang dipergunakan sebagai *tools assesment*, baik karyawan baru maupun lama.

Dalam menjalankan tugasnya dalam memenuhi kepatuhan terhadap peraturan perundang-undangan yang berlaku dilakukan dengan penyusunan dan penyerahan laporan berkala kepada regulator serta pihak berkepentingan lainnya. Laporan berkala yang telah disampaikan Sekretaris Perusahaan selama tahun

2019 IMPLEMENTATION OF DUTIES OF THE CORPORATE SECRETARY

The implementation of the duties of the Corporate Secretary in FY 2019 is as follows:

1. Keeping up with the development of the Capital Market, including actively participate in the socialization of laws and regulations at the invitation of OJK, IDX and associations
2. Participating in seminars and workshops related to the Capital Market
3. Organize the AGMS for Financial Year 2018 and EGMS held on April 4th, 2019 and EGMS December 30th, 2019 as well as documenting Minutes of Meeting, GMS deeds and other matters related to organizing the next GMS that is subsequently reported to the Capital Market Authority and published on the Company's website.
4. Organizing the Company's Public Expose in Jakarta on December 30th, 2019.
5. Coordinating Directors' Meetings, Directors and Board of Commissioners Joint Meetings (vice versa) as well as preparing, filing and documenting the Minutes of Meetings.
6. Applying the anti-corruption behavior, gratification controlling through socialization to all HITS employees in a regular base.
7. GCG Implementation:
 - a. Reviewing and updating the corporate governance guidelines.
 - b. Socializing GCG to Subsidiaries / Business Units.
 - c. Conducting the 2019 GCG Awareness Survey.
 - d. Providing a Company Introduction Program for new employees.
8. Investor Relations:
 - a. Reporting the information disclosure on transactions conducted by the Company.
 - b. Updating information on the ISX's website.
9. Public Relations:
 - a. Updating information and managing the Company's website and internal portal.
 - b. Participation through exhibitions, awarding, sponsorship, the Company's social activities.
 - c. Prepare all of the Company's publication materials.
 - d. Nusturing good relations with the media, through informal meetings and advertisements.
10. Human Capital :
 - a. Developing HITS' and subsidiaries' Job Descriptions based on their respective Business Processes.
 - b. Translating the Company's Value into a Dictionary of Competency that is used as an assessment tools, both for the newly hired and the existing employees.

Translating the Company's Value into a Dictionary of Competency that is used as an assessment tools, both for the newly hired and the existing employees. In carrying out its duties in meeting the compliance with the applicable laws and regulations by preparing and submitting periodic reports to the Regulators and other

buku 2019 adalah Laporan Tahunan (*Annual Report*), Laporan Daftar Pemegang Saham Bulanan dan Laporan Keuangan Triwulan, Laporan Keuangan Tengah Semester dan Laporan Keuangan Tahunan Audit.

Selama periode tersebut, Sekretaris Perusahaan telah melakukan keterbukaan informasi kepada masyarakat di media massa, situs web BEI dan otoritas lainnya serta situs web Perseroan (www.hits.co.id).

Sekretaris Perusahaan juga melakukan korespondensi dengan regulator yaitu BEI dan OJK selama periode Januari – Desember 2019. Sekretaris Perusahaan telah melakukan 110 korespondensi yang utamanya ditujukan kepada OJK atau BEI.

Selama tahun 2019, Sekretaris Perusahaan juga telah melakukan kegiatan dan menyampaikan laporan dalam bentuk Laporan Sekretaris Perusahaan kepada Direksi HITS sesuai dengan pembagian ruang lingkup pekerjaan dalam struktur organisasi dalam forum Rapat Bulanan Internal.

PROGRAM PENGEMBANGAN KEAHLIAN SEKRETARIS PERUSAHAAN

Selama 2019, Sekretaris Perusahaan telah mengikuti program pendidikan dan/atau pelatihan dalam upaya pengembangan kompetensi, yaitu:

Stakeholders. Periodic reports that have been submitted by the Corporate Secretary for Financial Year 2019 including the Annual Report (Annual Report), Monthly List of Shareholders Reports and Quarterly Finance Statements, Midterm Financial Statements and Audited Annual Financial Statement.

During this period, the Corporate Secretary has carried out the information disclosure activity to the public via mass media, ISX sites and other authorities as well as the Company's website (www.hits.co.id).

The Corporate Secretary also conducts correspondence with the Regulators namely BEI and OJK during the period January - December 2019. The Corporate Secretary has conducted 110 correspondence that is primarily intended to OJK or IDX.

During 2019, the Corporate Secretary has also carried out its activities and submitted the reports in form of the Corporate Secretary Report to HITS Directors in accordance with the division of work scope in the organizational structure in the Monthly Internal Meeting forum.

CORPORATE SECRETARY SKILLS DEVELOPMENT PROGRAM

In 2019, the Corporate Secretary has attended education and / or training programs in an effort for competency development, namely:

No.	Tanggal Date	Tema Theme	Tempat Place	Penyelenggara Organizer
1	24 Januari 2019 January 24 th , 2019	Management & Leadership Programme	Jakarta	In-House HIT
2	29 Januari 2019 January 29 th , 2019	Pelatihan (Hands On) e-Proxy dan e-Voting Platform Hands On Training on e-Proxy and e-Voting Platform	KSEI	KSEI
3	1 Februari 2019 February 1 st , 2019	Pemahaman Transaksi Material & Transaksi Afiliasi Understanding Material and Affiliated Transaction	HITS	In-House HIT
4	20 Maret 2019 March 20 th , 2019	Kepatuhan Perusahaan atas Peraturan terkait Direksi dan Dewan Komisaris Corporate Compliance with Regulations related to Directors and the Board of Commissioners	Main Hall BEI	BEI - ICSA
5	27 Maret 2019 March 27 th , 2019	Obligasi Bond	Jakarta	In-House HIT
6	9 April 2019 April 9 th , 2019	Yang Perlu Diperhatikan oleh Corporate Secretary dalam Pembentukan Organ Board: Komite, Corporate Secretary & Internal Audit Items/Matters that need to be concerned of by Corporate Secretary in the establishment of the Board's organ: Committee, Corporate Secretary & Internal Audit	Main Hall BEI	BEI - ICSA
7	10 April 2019 April 10 th , 2019	CEO Talks - Harapan Pelaku Bisnis Indonesia Menuju Kesetaraan CEO Talks - Indonesian Business Executive Expectation towards Equality	The Sulthan	IBSWE
8	11 April 2019 April 11 th , 2019	Prospek & Tantangan Investasi di Pasar Modal Pasca-Pilpres Investment Prospects and Challenges in the Capital Market Post President Election	SCBD	Infobank
9	25 April 2019 April 25 th , 2019	Business Reporting on the Sustainable Development Goals	Main Hall BEI	BEI



No.	Tanggal Date	Tema Theme	Tempat Place	Penyelenggara Organizer
10	27-28 April 2019 April 27 th -28 th , 2019	Fast Personality for Success by Ridwan Mukri	Hotel Kristal Jakarta	FAST
11	29 April 2019 April 29 th , 2019	Pemahaman mengenai Gratifikasi Understanding Gratification	Granadi	In-House HIT
12	14 Mei 2019 May 14 th , 2019	Sosialisasi Uji Coba Sarana Pelaporan Elektronik Terintegrasi Antara IDXnet dengan SPE Otoritas Jasa Keuangan Trial Socialization of Electronic Reporting Facilities Integrated between IDXnet and Financial Service Authority's SPE	Main Hall BEI	BEI
13	22 Juni 2019 June 22 nd , 2019	How to Build Agile Organization? By Hendra Etri Gunawan, Learning Manager Bukalapak	Kota BNI	PPA
14	24 Juni 2019 June 24 th , 2019	Sosialisasi POJK 14/POJK.04/2019 tentang Perubahan atas POJK Nomor 32/POJK.04/2015 tentang Penambahan Modal Perusahaan Terbuka dengan Memberikan Hak Memesan Efek Terlebih Dahulu Socialization of POJK No. 14/POJK.04/2019 on the Changes of POJK NO. 32/POJK.04/2015 on Capital Increase of publicly listed company with pre-emptive rights	Main Hall BEI	BEI
15	2 Juli 2019 July 2 nd , 2019	Strategi Implementasi GCG yang Efektif Sehubungan dengan Tugas Corporate Secretary terkait POJK 21/POJK.04/2014 tentang Penerapan Pedoman Tata Kelola Perusahaan Terbuka Effective GCG Implementation Strategies in Relation with Corporate Secretary Duties related to POJK 21/POJK.04/2014 concerning the Implementation of Governance Guidelines of Public company	Main Hall BEI	BEI - ICSA
16	19 Juli 2019 July 19 th , 2019	Speaker : Sosialisasi VMV, Kamus Kompetensi & Assessment Centre Speaker : Socialization of VMV, Competency Dictionary & Assessment Center	Granadi	PPM
17	27 Juli 2019 July 27 th , 2019	Shifting HR Roles in Organization Changes by Desi Gunawan, AIA Financial	Kota BNI	PPA
18	13 Agustus 2019 August 13 th , 2019	Business Sustainability Solution	Menara 165	ESQ
19	6 September 2019 September 6 th , 2019	Job Design in Making Job Description by Pungki Purnadi	Noble House	PPA
20	7 September 2019 September 7 th , 2019	Remuneration with 3P by Pungki Purnadi	UKDW Jogja	PPA
19	12 November 2019 November 12 th , 2019	Persiapan Indonesia dalam Menghadapi Turbulensi Ekonomi Global: Menanti Gebrakan Tim Ekonomi Kabinet Indonesia Maju oleh Bapak Ryan Kiryanto – Kepala Ekonom PT Bank Negara Indonesia (Persero) Tbk Indonesia's Preparation in Facing Global Economic Turbulence : Awaiting breakthrough the the Indonesia Maju Cabinet's Economic Team by Mr Ryan Kiryanto - Chief Economist of PT Bank Negara Indonesia (Persero) Tbk	Main Hall BEI	BEI – ICSA
20	12 November 2019 November 12 th , 2019	Kompas100 CEO Forum : Kepemimpinan Perempuan: Membangun Budaya Kerja Kompetitif di Era Digital Kompas100 CEO Forum: Women's Leadership: Building a Competitive Work Culture in the Digital Age	PLataran	Kompas
21	15 November 2019 November 15 th , 2019	Designing Compensation & Benefit Toward A Better Future	Apindo Training Center	Apindo
22	27 November 2019 November 27 th , 2019	Moderator : How to Handle Your Boss oleh Bapak Hasnul Suhaimi – Former CEO PT XL Axiata Tbk	Intiland Tower	ICSA
23	20 Desember 2019 December 20 th , 2019	Capacity Building : Working Together in Harmony	Sentul	ESQ