

Pada komponen penilaian Level I HITS memperoleh capaian sebesar 95,33 poin, pada komponen level II penilaian bonus dan penalty, HITS memperoleh bonus sebesar 8 poin dan pinalti sebesar -4 poin. Pencapaian skor akhir penilaian tata kelola perusahaan yang baik adalah sebesar 99,33 poin, maka berdasarkan skor tersebut kinerja tingkat kepatuhan HITS termasuk dalam kinerja *Corporate Governance* "Level 4" dengan predikat "Very Good" yang artinya praktik tata kelola perusahaan sudah memenuhi persyaratan dari ketentuan regulator dan sebagian besar proses bisnis perusahaan telah mengadopsi prinsip-prinsip tata kelola perusahaan yang baik serta terdapat komitmen yang kuat terhadap penerapan tata kelola perusahaan di perusahaan secara berkelanjutan.

At the Level I evaluation component, HITS obtained an achievement of 95.33 points. At the level II assessment component, bonus and penalty, HITS received a bonus of 8 points and a penalty of -4 points. Achievement of the final score of GCG assessment was 99.33 points, so based on this score the performance of the HITS compliance level is included in the performance of *Corporate Governance* "Level 4" with the title "Very Good" which means that the company's GCG practices have met the requirements of regulatory provisions and most of the process of the company's business has adopted GCG principles and there is a strong commitment to the implementation of good corporate governance in the company in a sustainable manner.

Pernyataan Pelaksanaan Prinsip-Prinsip Tata Kelola yang Baik

HITS bersama dengan manajemen dan seluruh karyawan menyatakan bahwa dalam menjalankan kegiatan usahanya telah mengimplementasikan prinsip-prinsip tata kelola perusahaan yang baik serta tidak melakukan pelanggaran yang material terhadap peraturan perundangan yang berlaku. Lebih lanjut, HITS senantiasa melaksanakan prinsip Tata Kelola sesuai dengan prinsip ASEAN *Corporate Governance Scorecard*. HITS berkomitmen untuk terus meningkatkan praktik-praktik tata kelola perusahaan yang baik secara transparan, akuntabel, bertanggung jawab, independen, memperhatikan kesetaraan dan kewajaran yang adil serta berkesinambungan guna mencapai rencana bisnis yang telah ditargetkan.

Statement of Implementation of Good Governance Principles

HITS together with management and all employees stated that in conducting its business activities has implemented the principles of GCG and has not committed a material violation of the applicable laws and regulations. Furthermore, HITS always implement Governance principles in accordance with the ASEAN *Corporate Governance Scorecard* principles. HITS is committed to continuously improving GCG practices in a transparent, accountable, responsible, independent, fair and sustainable manner in order to achieve the targeted business plans.

ORGAN PENDUKUNG DIREKSI

Sekretaris Perusahaan

Perseroan telah memiliki fungsi Sekretaris Perusahaan, yang pembentukannya bertujuan untuk mendukung terciptanya reputasi perusahaan yang baik secara konsisten dan berkesinambungan melalui program komunikasi manajemen yang efektif kepada seluruh pemangku kepentingan. Fungsi utama Sekretaris Perusahaan adalah membantu Direksi dalam melaksanakan tata kelola perusahaan yang baik, mengadministrasikan dokumen kebijakan-kebijakan internal perusahaan dan risalah rapat Direksi.

SUPPORTING ORGANS OF THE BOARD OF DIRECTORS

Corporate Secretary

The Company already has a Corporate Secretary function, whose formation aims to support the creation of consistent and sustainable good corporate reputation through an effective management communication program to all stakeholders. The main function of the Corporate Secretary is to assist the Board of Directors in implementing good corporate governance, administering corporate internal policy documents and minutes of the Board of Directors' meetings.

Dasar Hukum

Pembentukan fungsi Sekretaris Perusahaan Perseroan mengacu pada:

1. POJK No. 35/POJK.04/2014 tentang Sekretaris Perusahaan Emiten atau Perusahaan Publik, diangkat dan diberhentikan oleh Direksi dan bertanggung jawab kepada Direksi.
2. SEOJK No. 21/POJK.04/2015 tentang Pedoman Tata Kelola Perusahaan.

Struktur dan Kedudukan Sekretaris Perusahaan

Sekretaris Perusahaan Perseroan bertanggung jawab langsung kepada Direksi dan berada di bawah *supervise* Direksi. Mempunyai tugas dan tanggung jawab antara lain bertindak sebagai mediator HITS dengan para pemangku kepentingan seperti regulator, investor, dan masyarakat luas khususnya hal yang terkait dengan Pasar Modal yang bertanggung jawab untuk memastikan kepatuhan perusahaan terhadap peraturan perundang-undangan yang berlaku sebagai bagian dari implementasi tata kelola perusahaan yang baik. Pengangkatan Sekretaris Perusahaan berdasarkan Surat Keputusan Direksi No. 013/SK-Direktur/HIT/XI/2018 tanggal 1 November 2018 tentang Penugasan Jabatan yang menugaskan Okty Saptarini M. sebagai Sekretaris Perusahaan. Fungsi Sekretaris Perusahaan dijalankan oleh unit kerja Sekretaris Perusahaan.

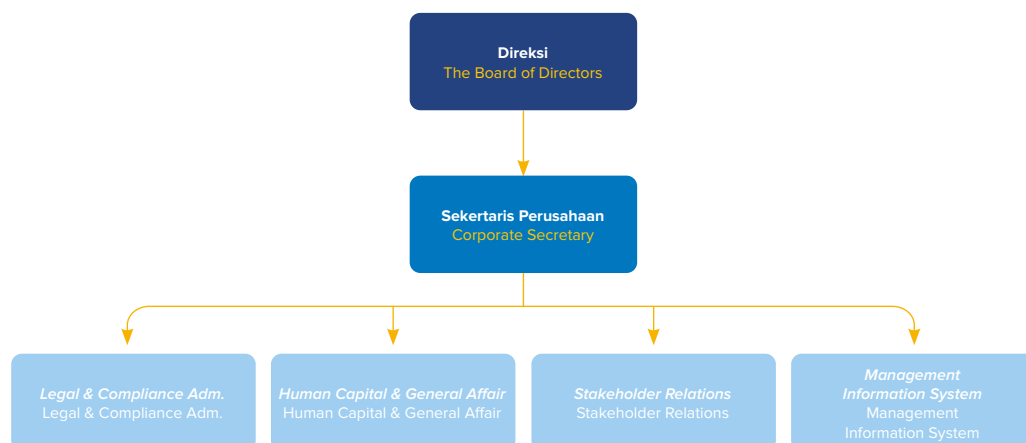
Legal Basis

Establishment of the function of Corporate Secretary of the Company refers to:

1. POJK No. 35/POJK.04/2014 on Corporate Secretary of Issuer or Public Company, appointed and dismissed by the Board of Directors and responsible to the Board of Directors.
2. SEOJK No. 21/POJK.04/2015 on Guideline for Corporate Governance.

Structure and Position of Corporate Secretary

Corporate Secretary of the Company is directly responsible to the Board of Directors and is under supervision of the Board of Directors who has duties and responsibilities, among others, to act as HITS mediator with stakeholders such as regulators, investors, and general public, especially matters related to Capital Market, who are responsible for ensuring the company's compliance with applicable laws and regulations as part of the implementation of good corporate governance. Appointment of Corporate Secretary based on Decree of the Board of Directors No. 013/SK-Direktur/HIT/XI/2018 dated November 1, 2018 on the Assignment of Position which assigned Okty Saptarini M. as Corporate Secretary. The function of Corporate Secretary is carried out by Corporate Secretary work unit.



Profil Sekretaris Perusahaan

Profile of Corporate Secretary



Okty Saptarini M.

Sekretaris Perusahaan
Corporate Secretary

Data Pribadi | Personal Data

Warga Negara Indonesia | Indonesian Citizen
Usia 49 tahun | 49 years old
Kelahiran Bogor, 31 Oktober 1973 | Born in Bogor, October 31, 1973

Domisili | Domicile

Kotamadya, DKI Jakarta, Indonesia

Pendidikan | Education

- Sarjana Ilmu Komunikasi di Universitas Sahid, Jakarta (1995)
- Magister Manajemen Komunikasi di Universitas Trisakti, Jakarta (2010)
- Bachelor of Communication from Sahid University, Jakarta (1995)
- Master of Management of Communication at Trisakti University, Jakarta (2010)

Riwayat Profesi | Professional History

- PT Balisani Sentrawisata (1995-1997)
- Corporate *Public Relations* PT Timor Distributor Nasional dan PT Timor Putra Nasional (1997-2008)
- PT Intra Golfink Resort (2010)
- *Public Affairs Manager* HITS (2013-2015)
- *Head of Community Development* HITS (2015-2018)

Rangkap Jabatan | Concurrent Position

- Di Dalam Perseroan:
Komite Tata Kelola Perusahaan dan CSR (15 Juli 2021 s.d. sekarang (mengikuti masa tugas Dewan Komisaris))
- Di Luar Perseroan:
Komite Nominasi dan Remunerasi PT GTS Internasional Tbk (11 Juni 2021 s.d. sekarang) (mengikuti masa tugas Dewan Komisaris)*
- Within the Company: Committee of GCG and CSR (July 15, 2021 until now (in accordance with the tenure of the Board of Commissioners))
- Outside the Company: Nomination and Remuneration Committee of PT GTS Internasional Tbk. (June 11, 2021 until now) (following the term of office of the Board of Commissioners)*

*Anak Perusahaan | Subsidiary

Lingkup Tugas dan Tanggung Jawab Sekretaris Perusahaan

Sesuai fungsi yang diembannya, Sekretaris Perusahaan memiliki tugas dan tanggung jawab, antara lain:

1. Pengelolaan program internalisasi Visi, Misi dan Nilai Perusahaan dalam rangka implementasi dari kebijakan pengelolaan dan program penerjemahan Visi, Misi, dan Nilai Perusahaan.
2. Pengelolaan *stakeholders mapping*, *stakeholder relationship program* dalam rangka untuk mengimplementasikan kebijakan *stakeholders engagement* sesuai dengan target dan tujuan yang ditetapkan oleh Perusahaan.

Scope of Duties and Responsibilities of Corporate Secretary

In accordance with the functions, Corporate Secretary has duties and responsibilities, including:

1. Program management for the internalization of Vision, Mission and Corporate Values in the context of implementation of management policies and programs on the Vision, Mission and Corporate Values.
2. Management of stakeholder mapping, stakeholder relationship programs in order to implement stakeholder engagement policies in accordance with targets and objectives set by the Company.

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| <ol style="list-style-type: none"> 3. Pengelolaan implementasi dari <i>Road Map Program Sustainability</i> Perusahaan (SP), kebijakan SP, SP <i>quarterly meeting</i> dan kepatuhan dalam penyusunan <i>Sustainability Report</i> ke regulator sehingga program-program yang tertuang dalam <i>roadmap</i> dapat terlaksana sebagaimana rencana Perusahaan dan sesuai dengan ketentuan yang tertuang di Peraturan Pasar Modal. 4. Pengelolaan database Pemegang Saham Perusahaan, memonitor pergerakan saham dan kompetitor baik secara bulanan, triwulan dan tahunan dalam bentuk laporan ke manajemen dalam rangka untuk memenuhi program pengelolaan daftar Pemegang Saham. 5. Pengelolaan komunikasi eksternal melalui media relations serta pelaksanaan kegiatan event management baik untuk kebutuhan internal maupun eksternal. 6. Penyusunan <i>roadmap</i> tata kelola dan internalisasinya serta asesmen tata kelola setiap tahun, pelaksanaan Paparan Publik dan RUPS, pengaturan Rapat Direksi, Komisaris dan gabungan keduanya serta laporan kepatuhan yang ditetapkan oleh OJK, termasuk Laporan Tahunan, Keterbukaan Informasi Perusahaan dalam rangka untuk memenuhi seluruh kepatuhan perusahaan terhadap peraturan dan perundang-undangan Pasar Modal. 7. Penanganan litigasi, <i>legal counsel program</i> serta <i>compliance administration program</i> yang dimanfaatkan oleh internal Perusahaan sebagai upaya pelayanan hukum yang terintegrasi. 8. Efektivitas organisasi, program pengembangan SDM, program remunerasi dan retention serta hubungan industrial dalam rangka tercapainya organisasi yang efektif dan SDM yang produktif bagi holding dan anak/unit usaha. 9. Pengelolaan dan pengkinian kebijakan IT, rencana <i>security system</i> dan implementasi keamanan sistem, pemakaian <i>hardware</i>, optimalisasi <i>software</i> dan <i>license</i> agar pengaplikasian sistem informasi di HITS dan anak/unit usaha dapat menunjang kelancaran operasi perusahaan serta <i>helpdesk hardware</i> dan <i>software</i> dalam rangka untuk mencapai peningkatan kepuasan <i>user ICT</i>. 10. Program pengadaan barang dan jasa, laporan identifikasi aset, optimalisasi penggunaan gudang, lingkungan kerja yang kondusif, efektivitas pemanfaatan <i>outsourcing</i> dan pengelolaan vendor sebagai upaya untuk pengelolaan program umum yang optimal. 11. Pengelolaan program budaya perusahaan agar tingkat <i>awareness</i> karyawan terhadap budaya perusahaan ditingkatkan dan menghasilkan tingkat loyalitas ke perusahaan (<i>sense of belonging</i>). | <ol style="list-style-type: none"> 3. Implementation management of the Company Sustainability Program (SP) Road Map, SP policies, SP quarterly meetings and compliance in preparing Sustainability Reports to regulators, hence the programs contained in the roadmap can be implemented as planned by the Company and in accordance with the provisions contained in the Market Regulations Capital. 4. Management of the Company's Shareholders database, monitoring stock and competitor movements on a monthly, quarterly and annual basis in the form of reports to management in order to fulfill the Shareholders register management program. 5. Management of external communications through media relations and implementation of event management activities for both internal and external needs. 6. Preparation of governance roadmap and its internalization as well as an annual assessment of governance, implementation of Public Expose and GMS, arrangements for meetings of the Board of Directors, the Board of Commissioners as well as their joint meetings, also compliance reports stipulated by the OJK, including Annual Report, Disclosure of Company Information in order to fulfill al compliance company against Capital Market rules and regulations. 7. Handling litigation, legal counsel program and compliance administration program which is used internally by the Company as an integrated legal service effort. 8. Organizational effectiveness, HR development programs, remuneration and retention programs as well as industrial relations in order to achieve an effective organization and productive HR for the holding and subsidiaries/business units. 9. Management and updating of IT policies, plans for security system and implementation of system security, use of hardware, optimization of software and license hence the application of information system in HITS and its subsidiaries/business units can support the smooth operation of the company as well as helpdesk hardware and software in order to achieve increased satisfaction ICT users. 10. Procurement of goods and services program, asset identification reports, optimizing the use of warehouses, conducive work environment, effectiveness of outsourcing utilization and management of vendors as an effort to optimize general program management. 11. Management of corporate culture program hence the level of employee awareness of the corporate culture is increased and generates level of loyalty to the company (<i>sense of belonging</i>). |
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Pelatihan dan Peningkatan Kompetensi Sekretaris Perusahaan Tahun 2022
Training and Competency Improvement of Corporate Secretary in 2022

Tanggal Date	Tema Pelatihan/Konferensi/ Workshop/ Seminar Themes of Training/Conference/ Workshop/Seminar	Penyelenggara Organizer	Tempat Venue	Peran Status
17 Januari 2022 January 17, 2022	Tinjauan GRI Standard Consolidated 2021 dan Dampaknya pada Praktik Assurance Laporan Keberlanjutan Review on GRI Standard Consolidated 2021 and Its Impact on Sustainability Reporting Assurance Practice	SR Asia Indonesia	Zoom	Peserta Participant
19 Januari 2022 January 19, 2022	Dengar Pendapat Konsep Peraturan Nomor I-N tentang Penghapusan Pencatatan (Delisting) Efek Bersifat Ekuitas, Efek Bersifat Utang, dan Sukuk dan Pencatatan Kembali (Relisting) Saham di Bursa Hearing of the Concept of Rule Number I-N on the Delisting of Equity Securities, Debt Securities, and Sukuk and the Relisting of Shares on the Stock Exchange	IDX	Zoom	Peserta Participant
24-25 Januari 2022 January 24-25, 2022	#IHT01 : Legal Matters	In-House HITS	Jakarta	Peserta Participant
26-27 Januari 2022 January 26-27, 2022	#IHT02 : Directorships Program	IICD/In-House HITS	Jakarta	Peserta Participant
31 Januari 2022 January 31, 2022	Sosialisasi POJK 23/POJK.04/2021 tentang Tindak Lanjut Pengawasan di Bidang Pasar Modal Socialization on POJK 23/POJK.04/2021 on the Follow-Up Supervision in the Capital Market Sector	IDX - OJK	Zoom	Peserta Participant
31 Januari 2022 January 31, 2022	Building Organizational Resilience and Innovation Through Initial Public Offerings of Subsidiaries Building Organizational Resilience and Innovation Through Initial Public Offerings of Subsidiaries	IDX-BSI	Zoom	Peserta Participant
3 Februari 2022 February 3, 2022	Annual Report (POJK 29/2016 & SEOJK 16/2021) dan Sustainability Report (POJK 51/2017) Annual Report (POJK 29/2016 & SEOJK 16/2021) and Sustainability Report (POJK 51/2017)	ICSA	Zoom	Peserta Participant
16 Februari 2022 February 16, 2022	Peluncuran Panduan Pelaporan Aspek Lingkungan Hidup untuk Laporan Keberlanjutan (Sustainability Report) Launching of Guideline for Reporting Environmental Aspects for Sustainability Report	CDP - GRI	Zoom	Peserta Participant
1 Maret 2022 March 1, 2022	SDG 16 Business Framework & Reporting - Inspiring Transformational Governance	Indonesia Global Compact Network (IGCN) berkolaborasi bersama PT Bursa Efek Indonesia (BEI) dan didukung oleh Kementerian PPN/ Bappenas dan Global Reporting Initiative (GRI). Indonesia Global Compact Network (IGCN) in collaboration with Indonesia Stock Exchange (IDX) and supported by Ministry of National Development Planning/ Bappenas and Global Reporting Initiative (GRI).	Zoom	Peserta Participant

Tanggal Date	Tema Pelatihan/Konferensi/ Workshop/ Seminar Themes of Training/Conference/ Workshop/Seminar	Penyelenggara Organizer	Tempat Venue	Peran Status
8 Maret 2022 March 8, 2022	Business and Human Rights, Women Rights, Child Rights	Indonesia Global Compact Network (IGCN) berkolaborasi bersama PT Bursa Efek Indonesia (BEI) dan didukung oleh Kementerian PPN/ Bappenas dan Global Reporting Initiative (GRI). Indonesia Global Compact Network (IGCN) in collaboration with Indonesia Stock Exchange (IDX) and supported by Ministry of National Development Planning/ Bappenas and Global Reporting Initiative (GRI).	Zoom	Peserta Participant
15 Maret 2022 March 15, 2022	Corruption, Bribery, Illicit Financial Flow, Transparency	Indonesia Global Compact Network (IGCN) berkolaborasi bersama PT Bursa Efek Indonesia (BEI) dan didukung oleh Kementerian PPN/ Bappenas dan Global Reporting Initiative (GRI). Indonesia Global Compact Network (IGCN) in collaboration with Indonesia Stock Exchange (IDX) and supported by Ministry of National Development Planning/ Bappenas and Global Reporting Initiative (GRI).	Zoom	Peserta Participant
22 Maret 2022 March 22, 2022	Pendalaman POJK Nomor 42/ POJK.04/2020 tentang Transaksi Afiliasi dan Benturan Kepentingan In-depth on POJK Number 42/ POJK.04/2020 on Affiliated Transaction and Conflict of Interest	ICSA	Zoom	Peserta Participant
25 Maret 2022 March 25, 2022	#IHT3 Re-Infeksi COVID 19 #IHT3 Re-Infection of COVID 19	In-House HITS	Zoom	Peserta Participant
25 Maret 2022 March 25, 2022	Sosialisasi POJK Nomor 4/POJK.04/2022 dan SEOJK Nomor 4/SEOJK.04/2022 Socialization of POJK Number 4/ POJK.04/2022 and SEOJK Number 4/ SEOJK.04/2022	OJK	Zoom	Peserta Participant
31 Maret 2022 March 31, 2022	IDX-GRI-IBCWE : Master Class Reporting Gender Equality and Employment Practices for Sustainability and Annual Report	IDX-GRI-IBCWE	Zoom	Peserta Participant
31 Maret 2022 March 31, 2022	Let's Engage!	ICSA	Zoom	Peserta Participant

Tanggal Date	Tema Pelatihan/Konferensi/ Workshop/ Seminar Themes of Training/Conference/ Workshop/Seminar	Penyelenggara Organizer	Tempat Venue	Peran Status
1 April 2022 April 1, 2022	Penerapan ISO 26000 berbasis IWA 26:2017 sebagai kerangka kerja TJSL (Tanggung Jawab Sosial & Lingkungan) perusahaan Implementation of ISO 26000 based on IWA 26:2017 as a corporate TJSL (Social & Environmental Responsibility) framework	IDX	Zoom	Peserta Participant
16 Juni 2022 June 16, 2022	Pendalaman POJK 16/POJK.04/2020 tentang Pelaksanaan Rapat Umum Pemegang Saham Perusahaan Terbuka Secara Elektronik In-depth on POJK 16/POJK.04/2020 on the Implementation of Electronic General Meeting of Shareholders of Public Company	ICSA	Zoom	Peserta Participant
30 Juni 2022 June 30, 2022	Successful Keys in Communicating Sustainability	ICSA	Zoom	Peserta Participant
30 Juli 2022 July 30, 2022	Job Evaluation In Making Job Grading	PPA	Jakarta	Peserta Participant
3 Agustus – 5 Oktober 2022 August 3 – October 5, 2022	Yuk, Bagusin Sustainability Report Come On, Improve the Sustainability Report	AEI	Zoom	Peserta Participant
4 Agustus 2022 August 4, 2022	Konsep Perubahan Peraturan Nomor I-V tentang Ketentuan Khusus Pencatatan Saham dan Efek Bersifat Ekuitas Selain Saham di Papan Akselerasi yang Diterbitkan oleh Perusahaan Tercatat Draft Amendment to Rule Number I-V on Special Provisions for Registration of Shares and Equity-Type Securities Other than Shares on Acceleration Boards Issued by Listed Companies	IDX	Zoom	Peserta Participant
25 Agustus 2022 August 25, 2022	B20 Side Event: Sustainability Governance as the Foundation of Value Creation	IAI	Zoom	Peserta Participant
25 Agustus 2022 August 25, 2022	It's Time to Make an Effective Decision Making!"	Daya Dimensi Indonesia	Zoom	Peserta Participant
1 September 2022 September 1, 2022	#IHT04: Integrated Management System (ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 & ISO 37001:2016)	In-House HITS	Bogor	Peserta Participant
8 September 2022 September 8, 2022	#IHT5 : Performance Budgeting	In-House HITS	Jakarta	Peserta Participant
8 September 2022 September 8, 2022	#IHT5 : Business Ecosystem	In-House HITS	Jakarta	Peserta Participant
17 September 2022 September 17, 2022	Become Agile Leader in Digital Era	ThinkAct	Jakarta	Peserta Participant
11 Oktober 2022 October 11, 2022	Peraturan Bursa Nomor I-E Tahun 2022	IDX	Zoom	Peserta Participant
18 Oktober 2022 October 18, 2022	ASEAN Corporate Governance Scorecard : Achieving ASEAN Asset Class.	ICSA	Zoom	Peserta Participant
1 Desember 2022 December 1, 2022	Coaching for Performance	Daya Dimensi Indonesia	Zoom	Peserta Participant
15 Desember 2022 December 15, 2022	Corporate Governance : Sharing from Humpuss Intermoda	J99 Corporation	Jakarta	Narasumber Resource Person

Pelaksanaan Tugas Sekretaris Perusahaan Tahun 2022

Pada tahun 2022, Sekretaris Perusahaan telah melaksanakan tugas dan tanggung jawab sesuai fungsi yang diemban, sebagai berikut:

1. Menyelenggarakan RUPS Tahunan Tahun Buku 2021 dan RUPS Luar Biasa pada tanggal 7 Juli 2022 dan 21 Desember 2022 (RUPSLB), sesuai dengan POJK No. 15/POJK.04/2021 dan POJK No. 16/POJK.04/2020, serta mematuhi protokol COVID-19. Detil penyelenggaraan RUPS dijelaskan pada Sub-Bab RUPS dalam Bab Laporan Tata Kelola Perusahaan pada Laporan Tahunan ini.
2. Pelaksanaan RUPS juga menyediakan alternatif pemberian kuasa secara elektronik (e-proxy) melalui aplikasi eASY.KSEI.
3. Melakukan pengkinian (update) informasi yang dimuat dalam menu "Tentang Kami dan Investor" pada situs *web* HITS, terutama terkait Manajemen, Tata Kelola Perusahaan dan Keterbukaan Informasi.
4. Melakukan monitoring dan penyampaian laporan secara harian serta melakukan analisis per triwulan melalui Laporan Analisis baik dari sisi laporan keuangan maupun pergerakan saham HITS dengan peers di industri yang sama.
5. Mengikuti perkembangan pasar modal khususnya peraturan perundang-undangan yang berlaku di pasar modal, antara lain memastikan kepatuhan atas peraturan baru yang dikeluarkan oleh OJK, BEI, dan regulator lain yang terkait dengan pasar modal dan menyampaikan informasi tersebut serta memberi masukan kepada Direksi dan Dewan Komisaris, di antaranya:
 - a. Konsep Peraturan Nomor I-N tentang Penghapusan Pencatatan (Delisting) Efek Bersifat Ekuitas, Efek Bersifat Utang, dan Sukuk dan Pencatatan Kembali (Relisting) Saham di Bursa.
 - b. POJK No. 23/POJK.04/2021 tentang Tindak Lanjut Pengawasan di Bidang Pasar Modal.
 - c. POJK Nomor 4/POJK.04/2022 Tentang Perubahan Atas Peraturan Otoritas Jasa Keuangan Nomor 7/POJK.04/2021 Tentang Kebijakan Dalam Menjaga Kinerja Dan Stabilitas Pasar Modal Akibat Penyebaran Corona Virus Disease dan SEOJK Nomor 4/SEOJK.04/2022 tentang Kebijakan Stimulus dan Relaksasi Ketentuan Terkait Emiten atau Perusahaan Publik Dalam Menjaga Kinerja Dan Stabilitas Pasar Modal Akibat Penyebaran Corona Virus Disease 2019.
 - d. Konsep Perubahan Peraturan Nomor I-V tentang Ketentuan Khusus Pencatatan Saham dan Efek Bersifat Ekuitas Selain Saham di Papan Akselerasi yang Diterbitkan oleh Perusahaan Tercatat.

Implementation of Corporate Secretary Duties in 2022

In 2022, the Corporate Secretary has carried out the duties and responsibilities according to the functions carried out, as follows:

1. Holding Annual GMS for the 2021 Fiscal Year and Extraordinary GMS on July 7, 2022 and December 21, 2022 (Extraordinary GMS), in accordance with POJK No. 15/POJK.04/2021 and POJK No. 16/POJK.04/2020, and complies with the COVID-19 protocol. Details of the holding of the GMS are explained in the GMS Sub-Chapter in the Corporate Governance Report Chapter of this Annual Report.
2. The implementation of the GMS also provides an alternative to giving power of attorney electronically (e-proxy) through the eASY.KSEI application.
3. Updating the information contained in the "About Us and Investors" menu on the HITS website, especially regarding Management, Corporate Governance and Information Disclosure.
4. Monitoring and submitting reports on a daily basis and conducting quarterly analysis through Analysis Reports both in terms of financial reports and the movement of HITS shares with peers in the same industry.
5. Following the development of the capital market, especially the laws and regulations that apply to the capital market, including ensuring compliance with new regulations issued by the OJK, IDX, and other regulators related to the capital market and conveying this information and providing input to the Board of Directors and the Board Commissioners, including:
 - a. Draft Rule Number I-N concerning Delisting of Equity Securities, Debt Securities, and Sukuk and Relisting of Shares on the Exchange.
 - b. POJK No. 23/POJK.04/2021 concerning Follow-Up Supervision in the Capital Market Sector.
 - c. POJK No. 4/POJK.04/2022 concerning Amendments to the Financial Services Authority Regulation No. 7/POJK.04/2021 concerning Policies in Maintaining Capital Market Performance and Stability Due to the Spread of Corona Virus Disease and SEOJK No. 4/SEOJK.04/2022 concerning Policies Stimulus and Relaxation of Provisions Related to Issuers or Public Companies in Maintaining Capital Market Performance and Stability Due to the Spread of Corona Virus Disease 2019.
 - d. Draft Amendment to Rule Number I-V concerning Special Provisions for Registration of Shares and Equity-Type Securities Other than Shares on Acceleration Boards Issued by Listed Companies.

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| <ul style="list-style-type: none"> e. Peraturan Bursa Nomor I-E Tahun 2022 tentang Kewajiban Penyampaian Informasi. 6. Menyelenggarakan Paparan Publik Tahunan 2022 secara elektronik pada tanggal 21 Desember 2022. 7. Menyelenggarakan dan menghadiri rapat Direksi dengan atau dihadiri oleh Dewan Komisaris sebanyak 26 kali serta membuat risalah rapat dan daftar hadirnya. 8. Menyelenggarakan dan menghadiri rapat Dewan Komisaris yang dihadiri oleh Direksi sebanyak 11 kali serta membuat risalah rapat dan daftar hadirnya. 9. Menyampaikan laporan berkala dan laporan insidentil kepada regulator sesuai ketentuan yang berlaku. 10. Melakukan keterbukaan informasi kepada masyarakat sesuai dengan ketentuan yang berlaku. 11. Mengadministrasikan, mendistribusikan serta menindaklanjuti surat masuk yang diterima HITS dan ditujukan kepada Direksi dan/atau Dewan Komisaris, khususnya surat yang diterima dari OJK, Bursa Efek Indonesia (BEI), dan Kustodian Sentral Efek Indonesia (KSEI). 12. Human Capital, telah dilaksanakan antara lain: <ul style="list-style-type: none"> a. Program pengembangan karyawan melalui pelatihan dengan berbagai topik baik teknis maupun manajerial untuk setiap jabatan. b. Menyiapkan dokumentasi proses Fit and Proper Test bagi 1 calon Direksi. 13. Dalam pengelolaan pemasok HITS memberikan kesempatan yang sama kepada semua pihak untuk menjadi mitra dalam proses pengadaan barang dan jasa, sesuai dengan persyaratan yang ditetapkan. Semua ketentuan dan informasi mengenai pengadaan barang dan jasa, termasuk syarat teknis administrasi pengadaan, tata cara evaluasi, hasil evaluasi, penetapan calon penyedia barang dan jasa, sifatnya terbuka bagi peserta penyedia barang dan jasa yang berminat. | <ul style="list-style-type: none"> e. Exchange Regulation Number I-E of 2022 concerning Obligations for Submitting Information. 6. Organized the 2022 Annual Public Expose electronically on December 21, 2022. 7. Organized and attended 26 meetings of the Board of Directors with or attended by the Board of Commissioners and prepared minutes of meetings and a list of attendees. 8. Organized and attended 11 meetings of the Board of Commissioners which were attended by the Board of Directors and prepared minutes of meetings and a list of attendees. 9. Submitting periodic reports and incidental reports to regulators in accordance with applicable regulations. 10. Conducting information disclosure to the public in accordance with applicable regulations. 11. Administer, distribute and follow up on incoming letters received by HITS and addressed to the Board of Directors and/or Board of Commissioners, especially letters received from the OJK, the Indonesian Stock Exchange (IDX), and the Indonesian Central Securities Depository (KSEI). 12. Human Capital, which has been implemented include: <ul style="list-style-type: none"> a. Employee development program through various training topics both technical and managerial for each position. b. Prepare documentation of the Fit and Proper Test process for 1 candidate for the Board of Directors. 13. In managing HITS suppliers, provide equal opportunity to all parties to become partners in the process of procuring goods and services, in accordance with the specified requirements. All provisions and information regarding the procurement of goods and services, including technical requirements for procurement administration, evaluation procedures, evaluation results, determination of prospective goods and services providers, are open to participants who are interested in providing goods and services. |
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Akses Informasi Perusahaan

Dalam rangka menjunjung tinggi prinsip-prinsip keterbukaan informasi kepada publik dan kepatuhan terhadap regulasi, Perseroan senantiasa memberikan kemudahan akses informasi dan data perusahaan bagi para pemangku kepentingan, antara lain mengenai jasa bisnis operasi, kinerja keuangan, dan pelaksanaan tata kelola perusahaan, yang disediakan dalam dua bahasa, yakni Bahasa Indonesia dan Bahasa Inggris. Selain itu, Perseroan juga selalu melakukan pelaporan informasi dan fakta material melalui sistem pelaporan elektronik kepada Otoritas Jasa Keuangan (OJK) dan Bursa Efek Indonesia (BEI).

Access of Corporate Information

In order to uphold the principles of information disclosure to public and compliance with regulations, the Company always provide easy access to information and corporate data for stakeholders, including matters of business operations service, financial performance, and implementation of corporate governance, which are provided in two languages, Indonesian and English. In addition, the Company also always reports material information and facts through an electronic reporting system to Financial Services Authority (FSA) and Indonesia Stock Exchange (IDX).

Penyampaian informasi Perseroan sepanjang tahun 2022 difasilitasi melalui:

Submission of Company information throughout 2022 is facilitated through:

Media Cetak dan Elektronik Print and Electronic Media	- Situs <i>web</i> perusahaan www.hits.co.id yang selalu diupdate sesuai kondisi terkini. - Iklan di media massa. - Laporan Keuangan dan Laporan Tahunan. - Surat elektronik yang ditujukan ke: corpsec@hits.co.id. - Corporate website www.hits.co.id which is always updated according to current conditions. - Advertising in mass media. - Financial Report and Annual Report. - Email addressed to: corpsec@hits.co.id
Rapat Umum Pemegang Saham General Meeting of Shareholders	- Forum Pemegang Saham untuk penggunaan sebagian hak-haknya bagi Direksi untuk mempertanggungjawabkan pengelolaan atas Perseroan, dan bagi Dewan Komisaris untuk mempertanggungjawabkan pengawasannya atas pengelolaan Perseroan oleh Direksi. - Penyelenggaraan RUPS Tahunan tahun buku 2021 dan RUPS Luar Biasa dilakukan secara fisik dan virtual. - Shareholders Forum for the use of some of their rights for the Board of Directors to be responsible for the management of the Company, and for the Board of Commissioners to be responsible for supervising management of the Company by the Board of Directors. - The Annual GMS and Extraordinary GMS for 2022 fiscal year will be held physically and virtually.
Investor Investor	- Bagi Investor dapat langsung menghubungi Sekretaris Perusahaan melalui email: corpsec@hits.co.id. - Pertemuan resmi secara berkelompok maupun perorangan. - Investors can directly contact the Corporate Secretary via email: corpsec@hits.co.id. - Official meetings in groups and individually.
Paparan Publik Public Expose	- Penyelenggaraan Paparan Publik dalam bentuk paparan kinerja keuangan dan strategi HITS kepada publik, media, analis, investor maupun calon investor. - Penyelenggaraan Paparan Publik 2022 dilakukan secara virtual. - Memberikan komitmen untuk para pemangku kepentingan, HITS memposisikan diri sebagai mitra yang handal dalam memberikan pelayanan yang terbaik secara berkelanjutan. - Organizing Public Expose in the form of exposure to financial performance and HITS strategies to public, media, analyst, investor and potential investors. - The 2022 Public Expose was held virtually. - Providing commitment to stakeholders, HITS positions itself as a reliable partner in providing the best service on an ongoing basis.

Untuk mendapatkan informasi lebih rinci mengenai Perseroan, masyarakat umum dan investor dapat menghubungi:

To obtain more detailed information about the Company, the general public and investors can contact:

Sekretaris Perusahaan

PT Humpuss Intermoda Transportasi Tbk.
Mangkuluhur City Tower One lantai 27
Jl. Jend. Gatot Subroto Kav. 1-3
Jakarta 12930, Indonesia
T : 62-21 509 33155
F : 62-21 509 66344
E : corpsec@hits.co.id

Corporate Secretary

PT Humpuss Intermoda Transportasi Tbk.
Mangkuluhur City Tower One, 27th floor
Jl. Gen. Gatot Subroto Kav. 1-3
Jakarta 12930, Indonesia
T : 62-21 509 33155
F : 62-21 509 66344
E : corpsec@hits.co.id

Pelaksanaan Keterbukaan Informasi Tahun 2022

Pada tahun 2022, Sekretaris Perusahaan telah menyampaikan informasi kepada masyarakat melalui media massa, situs *web* BEI dan situs *web* HITS dengan menggunakan Bahasa Indonesia dan Inggris, serta menyampaikan laporan secara berkala maupun insidental kepada BEI dan OJK sebagai berikut:

Implementation of Information Disclosure in 2022

In 2022, the Corporate Secretary has conveyed information to the public through mass media, IDX website and HITS website using Indonesian and English, as well as submitted periodic and incidental reports to the IDX and OJK as follows:

No.	Jenis Laporan Report Type	Tujuan Objective	Periode Laporan Report Period	Jumlah Total
LAPORAN BERKALA PERIODICAL REPORTS				
1	Laporan Keuangan Financial Report	OJK dan BEI FSA and IDX	Triwulan, Tengah Tahunan dan Tahunan Quarterly, Semi-Annual and Annually	7
2	Laporan Registrasi Pemegang Efek Securities Holder Registration Report	OJK dan BEI FSA and IDX	Bulanan Monthly	12
3	Laporan Tahunan dan Laporan Keberlanjutan Annual Report and Sustainability Report	OJK dan BEI FSA and IDX	Tahunan Annual	2
4	Laporan Valuta Asing Foreign Exchange Report	OJK dan BEI FSA and IDX	Bulanan Monthly	10
5	Laporan Evaluasi Komite Audit terhadap Pelaksanaan Pemberian Jasa Audit dan Laporan Rekomendasi Komite Audit Penunjukan KAP/AP Audit Committee Evaluation Report on the Implementation of Audit Service Provision and Audit Committee Recommendation Report on the Appointment of KAP/AP	OJK dan BEI FSA and IDX	Tahunan Annual	1
6	Laporan Pelaksanaan Paparan Publik Tahunan Annual Public Expose Implementation Report	OJK dan BEI FSA and IDX	Tahunan Annual	4
7	Laporan Pelaksanaan RUPS GMS Implementation Report	OJK dan BEI FSA and IDX	Tahunan Annual	10
8	Laporan Transaksi Transaction Reports	OJK dan BEI FSA and IDX	Situasional Situational	3
LAPORAN INSIDENTIL INCIDENTIAL REPORT				
1	Laporan Informasi Material Material Information Report	OJK dan BEI FSA and IDX	Situasional Situational	9
2	Laporan Perubahan Organ Dewan Komisaris dan Direksi Report on Changes in the Organs of the Board of Commissioners and Directors	OJK dan BEI FSA and IDX	Situasional Situational	5
3	Tanggapan Permintaan Penjelasan Response to Request for Explanation	OJK dan BEI FSA and IDX	Situasional Situational	14

Audit Internal

Fungsi Audit Internal Perseroan dilaksanakan oleh Unit Audit Internal yang bertanggung jawab langsung kepada Direktur Utama. Unit Audit Internal memiliki peran strategis dalam mendukung pencapaian kinerja Perseroan melalui proses audit. Unit Audit Internal berperan dalam pencegahan *fraud*, deteksi *fraud*, dan investigasi *fraud*. Unit Audit Internal memiliki akses langsung kepada Komite Audit untuk mengkoordinasikan dan mengelola informasi yang berkaitan dengan kegiatan dan hasil audit.

Dasar Hukum

Penunjukkan Unit Audit Internal Perseroan berlandaskan pada ketentuan, antara lain POJK No. 56/POJK.04/2015 tentang Pembentukan dan Pedoman Penyusunan Piagam Unit Audit Internal.

Internal Audit

The Company's Internal Audit function is carried out by Internal Audit Unit which is directly responsible to President Director. Internal Audit Unit has strategic role in supporting the achievement of the Company's performance through audit process. Internal Audit Unit plays role in fraud prevention, fraud detection and fraud investigation. Internal Audit Unit has direct access to Audit Committee to coordinate and manage information in relation to audit activities and results.

Legal Basis

The appointment of the Company's Internal Audit Unit is based on provisions, including POJK No. 56/POJK.04/2015 on the Formation and Guideline for the Preparation of Internal Audit Unit Charter.