

Sekretaris Perusahaan Corporate Secretary

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.

DASAR HUKUM

Pembentukan fungsi Sekretaris Perusahaan Perseroan mengacu pada:

1. Peraturan Otoritas Jasa Keuangan No. 35/POJK.04/2014 tentang Sekretaris Perusahaan Emiten atau Perusahaan Publik, diangkat dan diberhentikan oleh Direksi dan bertanggung jawab kepada Direksi.
2. Surat Edaran Otoritas Jasa Keuangan 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 *upervise* Direksi yang 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.

The Company already has established the function of Corporate Secretary, whose establishment aims to support the creation of a good corporate image consistently and continuously 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 and administrating policy documents and minutes of the Board of Directors meetings.

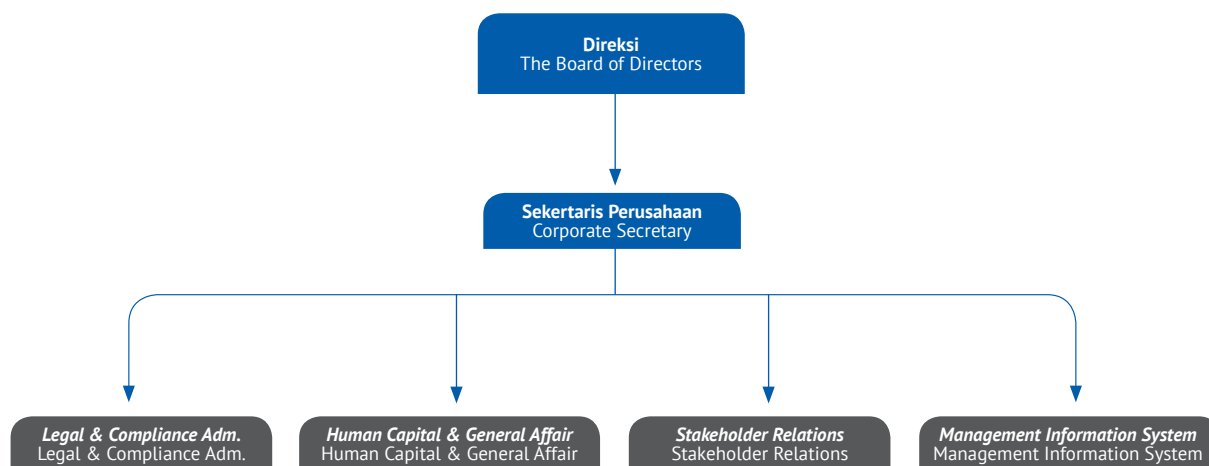
LEGAL BASIS

The establishment of the function of the Corporate Secretary of the Company refers to:

1. Financial Services Authority Regulation No. 35/POJK.04/2014 concerning Corporate Secretary of Issuers or Public Companies, appointed and dismissed by the Board of Directors and reports to the Board of Directors.
2. Circular Letter of the Financial Services Authority No. 21/POJK.04/2015 concerning Guidelines for Corporate Governance.

STRUCTURE AND POSITION OF CORPORATE SECRETARY

The Company's Secretary directly reports to the Board of Directors and is under the supervision of the President Director, with duties and responsibilities, among others, are to act as a HITS' mediator with Stakeholders, such as regulators, investors, and the public about matters, particularly related to the Capital Market, and responsible for ensuring the company's regulatory compliance as part of the implementation of GCG. Appointment of Corporate Secretary based on Decree of the Board of Directors No. 013/SK-Director/HIT/XI/2018 dated 1 November 2018 concerning Assignment of Position, in which it assigned Okty Saptarini M. as Corporate Secretary. The function of the Corporate Secretary is served through the Corporate Secretary work unit.



PROFIL SEKRETARIS PERUSAHAAN

PROFILE OF CORPORATE SECRETARY

**OKTY SAPTARINI M.**

Sekretaris Perusahaan/Corporate Secretary

Usia Age	48 Tahun	48 years old
Kewarganegaraan Citizenship	Indonesia	Indonesia
Riwayat Pendidikan (dimulai dari awal) Educational History (starting from scratch)	• 1991-1995 : Sarjana Ilmu Komunikasi Universitas Sahid, Jakarta. • 2008-2010 : Magister Management Komunikasi Universitas Trisakti, Jakarta.	• 1991-1995 a Bachelor of Science in Communication Studies of Sahid University, Jakarta • 2008-2010 Masters in Communication Management from Trisakti University, Jakarta
Pengalaman Kerja (dimulai dari awal) Work Experience (starting from scratch)	• 1995-1997 : PT Balisani Sentrawisata. • 1997-2008 : Corporate Public Relations PT Timor Distributor Nasional dan PT Timor Putra Nasional. • 2010 : PT Intra Golfink Resort. • 2013-2015 : Manajer Public Affairs HITS. • 2015-2018 : Head of Community Development HITS.	• 1995-1997 : PT Balisani Sentrawisata • 1997-2008 : Corporate Public Relations at PT Timor Distributor Nasional and PT Timor Putra Nasional • 2010 : PT Intra Golfink Resort • 2013-2015 : Manager Public Affairs at PT HIT Tbk. • 2015-2018 : Head of Community Development at PT HIT Tbk.
Dasar Hukum Pengangkatan Legal Basis of Rapture	Surat Keputusan Direksi No.013/SK-Direktur/HIT/XI/2018 tanggal 1 November 2018 tentang Penugasan Jabatan sebagai Sekretaris Perusahaan.	Board of Directors Decree No. 013/SK-Direksi-HIT/XI/2018 dated 1 November 2018 concerning the Assignment to be Corporate Secretary.
Periode Masa Tugas Term of Office	Sesuai dengan penetapan Direksi.	Following the term of office of Board of Directors.
Jabatan Rangkap Concurrent Position	Dalam Perusahaan: Komite Nominasi dan Remunerasi PT GTS Internasional Tbk. Luar Perusahaan: -	In the Company: Member of Nomination and Remuneration Committee of PT GTS Internasional Tbk Outside the Company: -

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 THE CORPORATE SECRETARY

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

1. Management of the internalization program for the Company's Vision, Mission and Values in the context of implementing the translation of the Company's VMV.
2. Management of Stakeholder mapping, Stakeholder relationship program in order to implement Stakeholder engagement policies in accordance with the targets and objectives set by the Company.

3. Pengelolaan implementasi dari *Road Map* Program *Sustainability* Perusahaan (SP), 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. 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 *roadmap* 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, *legal counsel* program serta *compliance* administrasi program 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 *security system* dan implementasi keamanan sistem, pemakaian *hardware*, optimalisasi *software* dan *license* agar pengaplikasian sistem informasi di HITS dan anak/unit usaha dapat menunjang kelancaran operasi perusahaan serta *helpdesk hardware* dan *software* dalam rangka untuk mencapai peningkatan kepuasan *user ICT*.
10. 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.
11. Pengelolaan program budaya perusahaan agar tingkat *awareness* karyawan terhadap budaya perusahaan ditingkatkan dan menghasilkan tingkat loyalitas ke perusahaan (*sense of belonging*).
3. Management of the implementation of the Company's Sustainability Program (SP) RoadMap, SP policies, SP quarterly meetings and compliance in preparing the Sustainability Report to regulators so that the programs contained in the Roadmap can be implemented as planned by the Company and in accordance with the provisions contained in the Capital Market Regulations.
4. Management of the Company's Shareholders database, monitoring the movement of shares and competitors on a monthly, quarterly and annual basis in the form of reports to management in order to fulfill the Shareholder register management program.
5. Management of external communication through media relations and the implementation of event management activities for both internal and external needs.
6. Preparation of the GCG roadmap and its internalization and assessment of GCG every year, implementation of Public Expose and GMS, arrangements for meetings of the Board of Directors, Board of Commissioners and a combination of both as well as compliance reports stipulated by the OJK, including Annual Reports, Disclosure of Company Information in order to meet all company compliance against the Capital Market laws and regulations.
7. Handling litigation, legal counseling programs as well as program administration compliance which are utilized by internal companies 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 human resources for holding and subsidiaries/business units.
9. Managing and updating IT policies, planning security systems and implementing system security, using hardware, optimizing software and licenses so that the use of information systems in HIT & its subsidiaries/ business units can support the smooth operation of the Company as well as hardware and software held in order to achieve increased satisfaction. ICT users.
10. Goods and services procurement program, asset identification reports, optimization of warehouse use, a conducive working environment, effectiveness of outsourcing utilization and vendor management as an effort for optimal general program management
11. Implementation of corporate culture programs so that the level of employee awareness of the Company culture can be increased and achieved the results of loyalty to the Company (sense of belonging).

**PELATIHAN DAN PENINGKATAN KOMPETENSI SEKRETARIS
PERUSAHAAN TAHUN 2021**
**CORPORATE SECRETARY'S TRAINING AND COMPETENCY
DEVELOPMENT IN 2021**

Tanggal Pelatihan Training Date	Nama Pelatihan Training Name	Penyelenggara Organizer	Lokasi Location	Peran (Pembicara/ Narsum/Peserta) Role (Speaker/Resource Person/Participant)
15 Januari 2021 January 15 th , 2021	#IHT1 - <i>How to Survive Covid-10 : Now and the Future</i> #IHT1 - How to Survive Covid-10 : Now and the Future	In House HIT In House HIT	Zoom	Peserta Participant
18 Januari 2021 January 18 th , 2021	<i>Mastering Leadership in 2021</i> Mastering Leadership in 2021	Kontan Academy	Zoom	Peserta Participant
20 Januari 2021 January 20 th , 2021	<i>Sosialisasi Penerapan e-Proxy and e-Voting Platform eASY.KSEI</i> Socialization of the Implementation of e-Proxy and e-Voting Platform eASY.KSEI	KSEI	Zoom	Peserta Participant
5 Februari 2021 February 5 th , 2021	#IHT2 - #ValueHITS - 4 : "Service & Operation Excellent" #IHT2 - #ValueHITS - 4 : "Service & Operation Excellent"	In House HIT In House HIT	Zoom	Peserta Participant
9 Februari 2021 February 9 th , 2021	<i>Public Affair Teori & Praktek</i> Public Affair Theory & Practice	Kiroyan Partners	Zoom	Peserta Participant
11 Februari 2021 February 11 th , 2021	<i>Managerial Communication in Digital Era</i> Managerial Communication in Digital Era	EGA Briefings	Zoom	Peserta Participant
16 Februari 2021 February 16 th , 2021	<i>Design OSCI</i> Design OSCI	PPA	Zoom	Peserta Participant
23 Februari 2021 February 23 rd , 2021	<i>Sharing Session Kegiatan Pengawasan Emiten atau Perusahaan Publik 2020</i> Sharing Session on Supervisory Activities over Issuers or Public Companies 2020	OJK	Zoom	Peserta Participant
24 Februari 2021 February 24 th , 2021	<i>Sosialisasi Peraturan Pemerintah No. 31 Tahun 2021 tentang Penyelenggaraan Bidang Pelayaran</i> Socialization of Government Regulation No. 31 of 2021 concerning the Implementation of Shipping	DPP INSA	Zoom	Peserta Participant
25 Februari 2021 February 25 th , 2021	<i>Webinar POJK tentang Laporan Tahunan Emiten atau Perusahaan Publik serta Sharing Session ABM Investama</i> POJK's Webinar on Annual Reports of Issuers or Public Companies and Sharing Sessions by ABM Investama,	ICSA	Zoom	Peserta Participant
26 Februari 2021 February 26 th , 2021	#IHT3 - <i>Cyber Security : Apakah Anda Sudah Aman?</i> #IHT3 - Cyber Security: Are You Safe?	In House In House	Zoom	Peserta Participant
16 Maret - 6 April 2021 March 16 th -April 6 th , 2021	<i>Pelatihan Bantuan Teknis Penyusunan Laporan Keberlanjutan (SR)</i> Training on Technical Assistance on Sustainability Report Preparation (SR)	AEI - GRI	Zoom	Peserta Participant
22 Maret 2021 March 22 nd , 2021	<i>Menapak Jalan SDG : Belajar, Berkontribusi, Menginspirasi</i> Treading the PATH of SDGs: Learning, Contributing, Inspiring	SDG Academy	Zoom	Peserta Participant
23 Maret 2021 March 23 rd , 2021	<i>Sosialisasi atas Peraturan Otoritas Jasa Keuangan Nomor 3/POJK.04/2021 tentang Penyelenggaraan Kegiatan di Bidang Pasar Modal</i> Socialization of Financial Services Authority Regulation No. 3/POJK.04/2021 concerning the Implementation of Activities in the Capital Market Sector	OJK	Zoom	Peserta Participant



Tanggal Pelatihan Training Date	Nama Pelatihan Training Name	Penyelenggara Organizer	Lokasi Location	Peran (Pembicara/ Narsium/Peserta) Role (Speaker/Resource Person/Participant)
1 April 2021 April 1 st , 2021	#IHT4 - Covid-19 : NOW, What Should You Know? #IHT4 - Covid-19 : NOW, What Should You Know?	In House HIT In House HIT	Zoom	Peserta Participant
7 April 2021 April 7 th , 2021	Women Lead Forum 2021 Women Lead Forum 2021		Zoom	Peserta Participant
30 April 2021 April 30 th , 2021	Tugas dan Fungsi Direksi, Dewan Komisaris, Komite Nominasi & Remunerasi, Komite Audit dan Sekretaris Perusahaan Duties and Functions of the Board of Directors, Board of Commissioners, Nomination & Remuneration Committee, Audit Committee and Corporate Secretary	ICSA - OJK	Zoom	Peserta Participant
24 Mei - 14 Juni 2021 May 23 rd -June 14 th , 2021	Certified Integrated & Sustainability Reporting Professionals (CISP) - Writers Certified Integrated & Sustainability Reporting Professionals (CISP) - Writers	SR Asia	Zoom	Peserta Participant
1-2 Juli 2021 July 1 st -2 nd , 2021	#IHT5 - Transaksi Material & Transaksi Afiliasi #IHT5 - Material Transactions & Affiliate Transactions	In House HIT	Zoom	Peserta Participant
7 Juli - 15 Desember 2021 July 7 th -December 15 th , 2021	Yuk Nyicil Menulis SR Let's Write SR	AEI - GRI	Zoom	Peserta Participant
15 Juli 2021 July 15 th , 2021	FGD : Pelaksanaan eRUPS dengan sistem eASY.KSEI FGD: Implementation of eRUPS with eASY. KSEI system	ICSA - KSEI	Zoom	Peserta Participant
15 Juli 2021 July 15 th , 2021	Diskusi Peraturan Pencatatan dan Pengenalan Sistem Sarana Pelaporan SEP-IDXNet & LK Berbasis XBRL Discussion of Regulation on Administration and Introduction of Reporting System of SEP-IDXNet & Financial Report Based on XBRL	BEI IDX	Zoom	Peserta Participant
28 Juli 2021 July 28 th , 2021	#IHT6 : BUY NOW atau BYE BYE #IHT 6 : BUY NOW or BYE BYE,	In House HIT	Zoom	Peserta Participant
10 Agustus 2021 August 10 th , 2021	IPMI MBA SHOWCASE "EMBRACING OPPORTUNITIES BEYOND RECESSION: Analysis of Current Financial Events in Indonesia" IPMI MBA SHOWCASE "EMBRACING OPPORTUNITIES BEYOND RECESSION: Analysis of Current Financial Events in Indonesia"	IPMI	Zoom	Peserta Participant
17 Agustus 2021 August 17 th , 2021	Successful Leader as Role Model Successful Leader as Role Model	Energi Pesona	Zoom	Peserta Participant
19 Agustus 2021 August 19 th , 2021	Stock Split, Deviden Saham Bonus dan Buyback Saham Stock Split, Dividend Stock Bonus and Share Buyback	ICSA	Zoom	Peserta Participant
19 Agustus 2021 August 19 th , 2021	Mengukur Kemajuan Korporasi terhadap Kebijakan Keberlanjutan di Indonesia Measuring Corporate Progress towards Sustainability Policy in Indonesia,	CCG	Zoom	Peserta Participant
27 Agustus 2021 August 27 th , 2021	#IHT7 : Varian Baru COVID-19: Cara Pencegahannya dan Penangannya #IHT 7 : New Variant of Covid-19: How to Prevent it and Handle it,	In House HIT In House HIT	Zoom	Peserta Participant
31 Agustus 2021 August 31 st , 2021	SEOJK Nomor 16/SEOJK.04/2021 tentang Bentuk dan Isi Laporan Tahunan Emiten atau Perusahaan Publik SEOJK Number 16/SEOJK.04/2021 concerning the Form and Content of Annual Report of Issuers or Public Companies	OJK	Zoom	Peserta Participant

Tanggal Pelatihan Training Date	Nama Pelatihan Training Name	Penyelenggara Organizer	Lokasi Location	Peran (Pembicara/ Narsum/Peserta) Role (Speaker/Resource Person/Participant)
9 September 2021 September 9 th , 2021	Tata Kelola Komunikasi <i>Corporate Secretary</i> di tengah Direksi dan Dewan Komisaris Communication Governance of Corporate Secretary in Board of Directors and Board of Commissioners,	ICSA	Zoom	Peserta Participant
15 September 2021 September 15 th , 2021	FGD Penerapan Perizinan Usaha Berbasis Risiko dalam OSS bagi Perusahaan FGD on Implementation of Risk-Based Business Licensing in OSS for Companies	ICSA	Zoom	Peserta Participant
28 September 2021 September 28 th , 2021	Indonesia HR <i>Trends and Future Readiness; Amidst Pandemic Challenges (Based on Survey and Assessment 2021)</i> Indonesia HR Trends and Future Readiness Amidst Pandemic Challenges (Based on Survey and Assessment 2021)	Swa	Zoom	Peserta Participant
30 September 2021 September 30 th , 2021	Bagaimana Bertransaksi Saham Bersama Mega Capital How to Do Share Transaction with Mega Capital	In House HIT In House HIT	HITS	Peserta Participant
1 Oktober 2021 October 1 st , 2021	#IHT8: Makro Ekonomi Energi 2022 #IHT8: Macroeconomic Energy 2022	In House HIT In House HIT	Zoom	Peserta Participant
12 Oktober 2021 October 12 th , 2021	Seminar dan <i>Workshop</i> Penyusunan Rencana Aksi Nasional (RAN) SDGs - 1 Seminar and Workshop on the Preparation of National Action Plan (RAN) SDGs - 2	BEI - Bappenas IDX - Bappenas	Zoom	Peserta Participant
13 Oktober 2021 October 13 th , 2021	Seminar dan <i>Workshop</i> Penyusunan Rencana Aksi Nasional (RAN) SDGs - 2 Seminar dan <i>Workshop</i> Penyusunan Rencana Aksi Nasional (RAN) SDGs - 2	BEI - Bappenas IDX - Bappenas	Zoom	Peserta Participant
21 Oktober 2021 October 21 st , 2021	GRI-CDP <i>Advance Workshop - Introduction to TCFD and SDGs - ESG Risk Analysis & Management</i> GRI-CDP Advance Workshop - Introduction to TCFD and SDGs - ESG Risk Analysis & Management	BEI - GRI - CDP	Zoom	Peserta Participant
26 Oktober 2021 October 26 th , 2021	#IHT9 - <i>Growing in a Post Pandemic Future</i> #IHT9 - Growing in a Post Pandemic Future	In House HIT In House HIT	Zoom	Peserta Participant
28 Oktober 2021 October 28 th , 2021	<i>The Rising Power of Corporate Secretary Building Companies Reputation and Stakeholders Trust in the Pandemic Era</i> The Rising Power of Corporate Secretary Building Companies Reputation and Stakeholders Trust in the Pandemic Era	Swa	Zoom	Peserta Participant
31 Oktober 2021 October 31 st , 2021	<i>Positive Communication Build Positive Working Environment for Positive Business Growth</i> Positive Communication Build Positive Working Environment for Positive Business Growth	PPA	Zoom	Peserta Participant
3 November 2021 November 3 rd , 2021	FGD Penyusunan <i>Annual Report & Sustainability Report</i> oleh Emiten dan Perusahaan Publik FGD Penyusunan Annual Report & Sustainability Report oleh Emiten dan Perusahaan Publik	ICSA	Zoom	Peserta Participant
7 November 2021 November 7 th , 2021	<i>How to Create A Solid Business Contingency Plan</i> How to Create A Solid Business Contingency Plan	ICSA	Zoom	Peserta Participant
12 November 2021 November 12 th , 2021	Komitmen Penerapan ESG, Mendorong Peningkatan Daya Saing Commitment to Implementing ESG, Encouraging Increased Competitiveness	Social Investment	Zoom	Peserta Participant
26 November 2021 November 26 th , 2021	#IHT10 - <i>Boost Productivity Your Team, This is How</i> #IHT10 - Boost Productivity Your Team, This is How	In House HIT In House HIT	Zoom	Peserta Participant

PELAKSANAAN TUGAS SEKRETARIS PERUSAHAAN TAHUN 2021

Pada tahun 2021, Sekretaris Perusahaan telah melaksanakan tugas dan tanggung jawab sesuai fungsi yang diemban, sebagai berikut:

1. *Focus Group Discussion* sebanyak 6 kali di internal HITS Grup untuk memetakan kelompok-kelompok pemangku kepentingan di setiap rantai nilai bisnis Perusahaan serta mengidentifikasi dampaknya ke keberlangsungan bisnis Perusahaan.
2. 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.
3. Menyelenggarakan RUPS Tahunan 2021 dan RUPS Luar Biasa pada tanggal 23 Juni 2021 dan 22 Desember 2021 (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
4. Pelaksanaan RUPS juga menyediakan alternatif pemberian kuasa secara elektronik (*e-proxy*) dan pemungutan suara elektronik (*e-voting*) melalui aplikasi eASY.KSEI.
5. Melakukan pengkinian (*update*) informasi yang dimuat dalam menu "Tentang Kami dan Investor" pada situs web HITS, terutama terkait Manajemen, Tata Kelola Perusahaan dan Pemberitahuan untuk semakin meningkatkan kualitas dan kemudahan akses untuk mendapatkan keterbukaan informasi Perseroan bagi seluruh pemangku kepentingan.
6. 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:
 - Peraturan OJK (POJK) No. 3/POJK.04/2021 tentang Penyelenggaraan Kegiatan Di Bidang Pasar Modal.
 - Surat Edaran (SE) OJK No. 16/SEOJK.04/2021 tentang Bentuk dan Isi Laporan Tahunan Emiten atau Perusahaan Publik.

IMPLEMENTATION OF THE DUTIES OF THE CORPORATE SECRETARY IN 2021

In 2021, the Corporate Secretary has carried out duties and responsibilities according to the functions carried out, as follows:

1. Focus Group Discussion for 6 times within HITS Group to map stakeholder groups in each of the Company's business value chain and identify their impacts on the Sustainability of the Company's business.
2. Monitoring and delivering reports on a daily basis and conducting quarterly analysis through Analysis Reports into financial statements and HITS stock movements with peers of the same industry.
3. Holding the 2021 Annual GMS on June 23rd, 2021, (AGMS) and Extraordinary GMS on June 23rd, 2021, and December 22nd, 2021, (EGMS), in accordance with POJK No. 15/POJK.04/2021 and POJK No. 16/POJK.04/2020, and complying with COVID-2020 protocols. Details of the implementation of the GMS were explained in the Sub-Chapter of the GMS in the Chapter of the Report on Corporate Governance of this Annual Report
4. The implementation of GMS also provides alternatives in delegation of proxy electronically (*e-proxy*) and electronic voting (*e-voting*) through the eASY.KSEI application.
5. Update the information contained in the "About Us and Investors" menu on the website, especially related to Management, Corporate Governance and Notifications to further improve the quality and ease of access to get the Company's information disclosure for all stakeholders.
6. Following the development of the Capital Market, especially the prevailing laws and regulations in the Capital Market, among others, by ensuring compliance with new regulations issued by OJK, IDX, and other regulators related to the capital market and convey the information and provide inputs to the Board of Directors and the Board of Commissioners, among them:
 - OJK Regulation (POJK) No. 3/POJK.04/2021 concerning the Implementation of Capital Market Activities.
 - OJK Circular (SE) No. 16/SEOJK.04/2021 concerning the Form and Content of the Annual Report of Issuers or Public Companies.

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| <ul style="list-style-type: none"> • SEOJK No. 20/SEOJK.04/2021 perihal Kebijakan Stimulus dan Relaksasi Ketentuan Terkait Emiten atau Perusahaan Publik. • Surat Keputusan (SK) Direksi PT Bursa Efek Indonesia (BEI) No. Kep-00015/BEI/01-2021 perihal Perubahan Peraturan Nomor I-E tentang Kewajiban Penyampaian Informasi. | <p>SEOJK No. 20/SEOJK.04/2021 concerning Stimulus Policy and Relaxation on Provisions Related to Issuers or Public Companies.</p> <ul style="list-style-type: none"> • Decree (SK) of the Board of Directors of PT Bursa Efek Indonesia (IDX) No. Kep-00015/IDX/01-2021 concerning Changes in Regulation Number I-E on Information Delivery Obligations. |
| 7. Menyelenggarakan Paparan Publik Tahunan 2021 secara elektronik pada tanggal 22 Desember 2021. | 7. Organizing the 2021 Annual Public Expose electronically on December 22 nd , 2021. |
| 8. Menyelenggarakan dan menghadiri rapat Direksi dengan atau dihadiri oleh Dewan Komisaris sebanyak 26 kali serta membuat risalah rapat dan daftar hadirnya. | 8. Organizing and attending meetings of the Board of Directors with or attended by the Board of Commissioners as much as 26 times and preparing minutes of meetings and attendance list. |
| 9. Menyelenggarakan dan menghadiri rapat Dewan Komisaris yang dihadiri oleh Direksi sebanyak 25 kali serta membuat risalah rapat dan daftar hadirnya. | 9. Organizing and attending meetings of the Board of Commissioners with or attended by the Board of Directors as much as 25 times and preparing minutes of meetings and attendance list. |
| 10. Menyampaikan laporan berkala dan laporan insidental kepada regulator sesuai ketentuan yang berlaku. | 10. Submit periodical reports and incidental reports to regulators in accordance with applicable regulations. |
| 11. Melakukan keterbukaan informasi kepada masyarakat sesuai dengan ketentuan yang berlaku. | 11. Disclose information to the public in accordance with applicable provisions. |
| 12. 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. Adminstrating, distributing and following up on the incoming letters received by HITS and addressed to the Board of Directors and/or the Board of Commissioners, especially the letters from OJK, Indonesia Stock Exchange (IDX), and Kustodian Sentral Efek Indonesia (KSEI). |
| 13. <i>Human Capital</i> , telah dilaksanakan antara lain: | 13. Human Capital, in which we have implemented , among others: |
| <ul style="list-style-type: none"> • Program pengembangan karyawan melalui dengan berbagai topik baik teknis maupun manajerial untuk setiap jabatan. • Melakukan perbaikan sistim penilaian kinerja (<i>Performance Management System</i>) individu karyawan. • Melakukan evaluasi terhadap setiap posisi jabatan berbasis <i>job description</i> dan menyelaraskan <i>salary structure</i> di setiap lini bisnis. • Menyiapkan dokumentasi <i>proses Fit and Proper Test</i> bagi 3 calon Direksi. | <ul style="list-style-type: none"> • Employee development program through e-learning program with a variety of topics relating to technical and managerial, for each position. • Make improvements to the Performance Management System of individual employees. • Evaluate each position based on job description and harmonize salary structure in each business line. • Prepare documentation of the Fit and Proper Test process for 3 prospective Directors. |
| 14. 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 | 14. In the management of suppliers, HITS provides equal opportunities for all parties to become our partners through the procurement process of goods and services, in accordance with the established requirements. All provisions and information regarding the procurement of goods and services, including technical requirements of procurement administration, |

pengadaan, tata cara evaluasi, hasil evaluasi, penetapan calon penyedia barang dan jasa, sifatnya terbuka bagi peserta penyedia barang dan jasa yang berminat.

evaluation procedures, evaluation results, determination of prospective providers of goods and services, its nature are all open to interested participating providers of goods and services.

Pelaksanaan Keterbukaan Informasi Tahun 2021

Pada tahun 2021, 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 2021

In 2021, the Corporate Secretary has conveyed information to the public through mass media, IDX website and the HITS website using Indonesian and English languages, and submitted periodical and incidental reports to the IDX and OJK as follows:

No. No.	Jenis Laporan Type of Report	Tujuan Target	Periode Laporan Reporting Period	Jumlah Total
Laporan Berkala Periodical Reports				
1	Laporan Bulanan Registrasi Pemegang Efek Monthly Report of Securities Holder Registration	BEI IDX	Bulanan Monthly	11
2	Laporan Keuangan Konsolidasian Consolidated Financial Statements	OJK dan BEI OJK and IDX	Triwulanan Quarterly	10
3	Laporan Tahunan Annual Report	OJK dan BEI OJK and IDX	Tahunan Annual	2
4	Laporan Valuta Asing Foreign Exchange Report	OJK dan BEI OJK and IDX	Bulanan Monthly	10
5	Paparan Publik Public Expose	BEI IDX	Tahunan Annual	3
6	RUPS GMS	OJK dan BEI OJK and IDX	- Tahunan Annual - Situasional Circumstantial	13
Laporan Insidental Incidental Reports				
1	Laporan Informasi Material Material Information Report	OJK dan BEI OJK and IDX	Situasional Circumstantial	6
2	KAP/AP KAP/AP	OJK dan BEI OJK and IDX	Situasional Circumstantial	2
3	Perubahan Alamat Address Change	OJK dan BEI OJK and IDX	Situasional Circumstantial	1
4	Perubahan Komite Changes in Committee	OJK dan BEI OJK and IDX	Situasional Circumstantial	3
5	Tanggapan Permintaan Penjelasan Response to Request for Explanation	BEI IDX	Situasional Circumstantial	7