

Sekretaris Perusahaan

Corporate Secretary

Sekretaris Perusahaan berfungsi 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.

Corporate Secretary's role is to build and maintain the bridge of communication between internal and external parties with the Company's Stake holders. It also manages the work relationships between the Board of Commissioners Directors to ensure the management of the Company is based on the GCG principles.



Sekretaris Perusahaan memiliki peran yang penting dalam memastikan implemementasi GCG yang dilakukan 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.

Selain itu, Sekretaris Perusahaan berfungsi 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.

Sebagai bentuk keseriusan HITS dalam menciptakan implementasi terbaik GCG, Perseroan menempatkan Sekretaris Perusahaan berada dan bertanggung jawab langsung di bawah Direksi.

DASAR HUKUM PENUNJUKAN

Keberadaan Sekretaris Perusahaan sesuai dengan POJK No. 35/POJK.04/2014 tentang Sekretaris Perusahaan Emiten atau Perusahaan Publik. Dalam rangka meningkatkan pelayanan kepada para Pemegang Saham dan investor bagi Perusahaan Publik, Perseroan mengangkat Okty Saptarini Minarti sebagai Sekretaris Perusahaan berdasarkan SK Direksi Perseroan No. 013/SK-Direksi/HIT/XI/2018 tanggal 1 Nopember 2018 perihal Pengangkatan Sekretaris Perusahaan, menggantikan Daryono.

Corporate Secretary has a strategic role in making sure the implementation of GCG carried out by the Company is compliant to the regulation and current best practices. Additionally, Corporate Secretary is also responsible in the conservation of important documents that support the GCG structure in the implementation of GCG.

Furthermore, Corporate Secretary's role is to build and maintain the bridge of communication between internal and external parties with the Company's Stake holders. It also manages the work relationships between the Board of Commissioners Directors to ensure the management of the Company is based on the GCG principles. Equally important, Corporate Secretary is mandated in making sure the Company's compliant towards the application laws and regulations on capital market.

As a form of HITS' commitment in creating the best implementation of GCG, the Company places Corporate Secretary under the coordination of and is directly responsible to the Board of Directors.

LEGAL BASIS OF APPOINTMENT

The establishment Corporate Secretary is according to the POJK No. 35/POJK.04/2014 regarding Corporate Secretary in Issuer Company or Public Company. In order to improve services to the Shareholders and investors of Public Company, the Company appointed Okty Saptarini Minarti as the Corporate Secretary based on the Decision Letter of the Board of Directors No. 103/SK-Direksi/HIT/XI/2018 dated 1 September 2018 regarding the appointment of Corporate Secretary, replacing Mr. Daryono



Okty Saptarini M.

Periode 1 November 2018 - sekarang

PROFIL SEKRETARIS PERUSAHAAN

Berkewarganegaraan Indonesia, berdomisili di Jakarta. Menjabat sebagai Sekretaris Perusahaan berdasarkan SK No. 013/SK-Direksi/HIT/XI/2018 tanggal 1 Nopember 2018 perihal Pengangkatan Sekretaris Perusahaan.

Menempuh pendidikan program S1 di Universitas Sahid Jakarta, program S2 Magister Manajemen bidang Komunikasi dari Universitas Trisakti (2010).

Selama perjalanan kariernya di Humpuss, ia memegang posisi manajerial antara lain *Manajer Public Affairs* (2013-2015), dan *Head of Community Development* (2015-2018). Saat ini, aktif di organisasi mewakili Perseroan di *Indonesian Corporate Secretary Association* (ICSA), sebagai Wakil Ketua Umum Bidang Kelembagaan Dalam Negeri.

Memulai karirnya di PT Balisani Sentrawisata dan selama selama 20 tahun terakhir bergelut di area *Corporate Public Relations* di PT Timor Distributor Nasional dan PT Timor Putra Nasional serta PT Intra Golfink Resorts.

CORPORATE SECRETARY PROFILE

Indonesian citizen, domiciled in Jakarta. Serve as Corporate Secretary based on Decree No. 013/SK-Directors/HIT/XI/2018 dated November 1st, 2018 concerning Appointment of Corporate Secretary.

Her undergraduate program was completed at Sahid University Jakarta, and obtain her Master degree of Communication from Trisakti University (2010).

During her career at Humpuss, she held managerial positions including Manager of Public Affairs (2013-2015), and Head of Community Development (2015-2018). Currently she is actively involved as Vice Chairwoman for Domestic Organization Committee of Indonesian Corporate Secretary Association (ICSA) representing the Company.

She began her professional career at PT Balisani Sentrawisata and for the last 20 years engaged in Corporate Public Relations field in PT Timor Distributor Nasional and PT Timor Putra Nasional and PT Intra Golfink Resorts.



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TUGAS DAN TANGGUNG JAWAB SEKRETARIS PERUSAHAAN

Sesuai dengan Pasal 5 POJK No. 35, tugas dan tanggung jawab Sekretaris Perusahaan adalah:

1. Mengikuti perkembangan Pasar Modal khususnya peraturan perundang-undangan yang berlaku di Pasar Modal.
2. Memberikan masukan kepada Direksi dan Dewan Komisaris Emiten atau Perusahaan Publik untuk mematuhi ketentuan peraturan perundang-undangan di bidang Pasar Modal.
3. Membantu Direksi dan Dewan Komisaris dalam pelaksanaan tata kelola Perusahaan yang meliputi:
 - a. Keterbukaan informasi kepada masyarakat, termasuk ketersediaan informasi pada situs web Emiten atau Perusahaan Publik.
 - b. Penyampaian laporan kepada Otoritas Jasa Keuangan tepat waktu.
 - c. Penyelenggaraan dan dokumentasi Rapat Umum Pemegang Saham.
 - d. Penyelenggaraan dan dokumentasi rapat Direksi dan/atau Dewan Komisaris.
 - e. Pelaksanaan program orientasi terhadap perusahaan bagi Direksi dan/atau Dewan Komisaris.
4. Sebagai penghubung antara Emiten atau Perusahaan Publik dengan Pemegang Saham Emiten atau Perusahaan Publik, Otoritas Jasa Keuangan dan Pemangku Kepentingan lainnya.

PELAKSANAAN TUGAS SEKRETARIS PERUSAHAAN

Selama tahun buku 2018, Sekretaris Perusahaan telah melakukan kegiatan sebagai berikut:

1. Mengikuti perkembangan Pasar Modal, termasuk aktif mengikuti sosialisasi peraturan perundang-undangan dari OJK, BEI dan asosiasi, mengikuti seminar dan *workshop* terkait Pasar Modal.

ROLES AND RESPONSIBILITIES OF CORPORATE SECRETARY

Referring to the Article 5 of POJK No. 35, the roles and responsibilities of Corporate Secretary as follows:

1. Observing the development of Capital Market especially the prevailing laws and regulations in Capital Market.
2. Provide inputs to the Board of Directors and Commissioners of Issuer Company or Public Company to comply with the laws and regulations in Capital Market.
3. Provide assistance to the Board of Directors and Commissioners in the implementation of corporate governance includes:
 - a. Information disclosure to the public, including information availability in Issuer or Public Company's website.
 - b. On time reporting to the Financial Services Authority (OJK).
 - c. Organization and documentation of the GMS.
 - d. Organization and documentation of the Board of Directors and/or Commissioners' Meetings.
 - e. Organizing the orientation program for the Board of Directors and/or Commissioners.
4. As a liaison between the Issuer or Public Company with the Shareholders of issuer or Public Company, OJK and other Stakeholders.

IMPLEMENTATION OF DUTIES OF CORPORATE SECRETARY

In the Financial Year of 2018, Corporate Secretary has performed the following activities:

1. Observing the development of Capital Market including actively involved in the socialization of the regulations from OJK, IOX and association, participated seminars and workshops in Capital Market.

2. Menyelenggarakan RUPST dan RUPSLB Perseroan di Jakarta pada 9 Mei 2018
3. Menyelenggarakan Paparan Publik Perseroan di Jakarta pada 26 Nopember 2018
4. Menyelenggarakan kegiatan Rapat Dewan Komisaris, Direksi, Kinerja, Strategis beserta unit terkait lainnya.
5. Pelaporan keterbukaan informasi atas transaksi yang dilakukan oleh Perusahaan.

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 buku 2018 adalah Laporan Tahunan (*Annual Report*), Laporan Kinerja 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 BEI dan otoritas lainnya serta situs web Perseroan (www.hits.co.id).

Dalam melakukan korespondensi dengan regulator yaitu BEI dan OJK selama periode Januari – Desember 2018, Sekretaris Perusahaan telah melakukan 90 (sembilanpuluh) korespondensi yang utamanya ditujukan kepada OJK atau BEI, yaitu:

Selama tahun 2018, 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 meliputi:

1. *Legal & Compliance*
2. *Human Capital Development*
3. *Community Development*
4. *Investor Relations*
5. *Office Support*

2. Organized the Company's AGMS and EGMS on 9 May 2018
3. Organized Company's Public Presentation in Jakarta on 26 November 2018.
4. Organized Meetings for the Board of Commissioners, Directors, Performance and Strategic Meeting with related business units.
5. Information disclosure reporting on the transactions conducted by the Company.

In performing its duties in compliant with the applicable laws and regulations through periodic compilation and reporting to the regulator and other stakeholders. The periodic report submitted by Corporate Secretary throughout the Financial Year of 2018 consists of Annual Report, Monthly Performance Report and Quarterly Financial Report, Mid-Semester Financial Report and Audited Annual Financial Report.

During this period, the Corporate Secretary has conducted information disclosure to the public in mass media, IDX and other authorities' websites as well as the Company's website (www.hits.co.id)

In correspondence with the regulators such as IDX and OJK for the period of January - December 2018, Coporate Secretary has carried out 90 correspondence mainly to OJK and IOX:

In 2018, Corporate Secretary also has organized number of activities and submitted the Corporate Secretary Report to the HITS' the Board of Directors according to the division working scope in the organizational structure, including:

1. Legal & Compliance
2. Human Capital Development
3. Community Development
4. Investor Relations
5. Office Support



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PROGRAM PELATIHAN DALAM RANGKA MENGEMBANGKAN KOMPETENSI

Selama tahun 2018 Sekretaris Perusahaan telah mengikuti kegiatan pelatihan dan seminar sebagai berikut:

TRAINING PROGRAM WITH THE PURPOSE OF DEVELOPING COMPETENCY

During 2018 the Corporate Secretary has attend the training and seminar activities as following:

Program Pelatihan Dalam Rangka Mengembangkan Kompetensi Training Program for Developing Competency					
No	Tanggal Date	Tema Theme		Tempat Place	Penyelenggara Organizer
1	9 Jan 2018	Pendalaman POJK 51/2017	Expand the comprehension of POJK 51/2017	Jakarta	BEI
2	18 Jan 2018	"Globalization in Uncertain Times" oleh Prof. Allen J. Morrison, MBA, PhD.	"Globalization in Uncertain Times" oleh Prof. Allen J. Morrison, MBA, PhD.	Jakarta	BEI
3	23 Jan 2018	Financial for Non Financial	Financial for Non Financial	Jakarta	PT HIT Tbk.
4	13 Feb 2018	Pendalaman POJK No. 29/POJK.04/2016 tentang Laporan Tahunan Emiten atau Perusahaan Publik & SE OJK No. 30/SEOJK.04/2016 tentang Bentuk dan Isi Laporan Tahunan Emiten atau Perusahaan Publik, serta Kriteria Annual Report Award 2017	Expand the comprehension of POJK No. 29/POJK.04/2016 concerning the Annual Report Issuer or Public Company & SE OJK No. 30/SEOJK.04/2016 concerning the form and Content of Issuer Annual Report or Public Companies, as well as Criteria for Annual Report Award 2017	Jakarta	BEI - ICSA
4	20 Feb 2018	"Optimalisasi Peran Sektor Keuangan Untuk Meningkatkan Pertumbuhan Ekonomi"	"Optimizing the Role of the Financial Sector to Improve Economic Growth"	Jakarta	BEI - Apindo
5	28 Feb 2018	Becoming Reliable Partner - An Inside - Out Approach	Becoming Reliable Partner - An Inside - Out Approach	Jakarta	PT HIT Tbk.
6	13 Mar 2018	Pendalaman POJK No.32/POJK.04/2014 tentang Rencana dan Penyelenggaraan RUPS Perusahaan Terbuka dan POJK No.13/POJK.03/2017 tentang Penggunaan Jasa Akuntan Publik dan Kantor Akuntan Publik dalam Kegiatan Jasa Keuangan	Expand the comprehension of POJK No.32/POJK.04/2014 concerning the Plan and Implementation of the GMS Public Company and POJK No.13/POJK.03/2017 concerning Use of Public Accountant Services and Public Accounting Firms in Financial Services Activities	Jakarta	BEI - ICSA



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Program Pelatihan dalam Rangka Mengembangkan Kompetensi Training Program for Developing Competency					
No	Tanggal Date	Tema Theme		Tempat Place	Penyelenggara Organizer
7	27 Mar 2018	Board Performance Evaluation and Succession	Board Performance Evaluation and Succession	Jakarta	ICSA
8	13 Apr 2018	World Bank East Asia and Pacific Economic Update : Enhancing Potensial	World Bank East Asia and Pacific Economic Update : Enhancing Potensial	Jakarta	BEI
9	17 Apr 2018	POJK Nomor 33/ POJK.04/2014 tentang Direksi dan Dewan Komisaris Emiten atau Perusahaan Publik & POJK Nomor 58/ POJK.04/2017 tentang Penyampaian Pernyataan Pendaftaran atau Pengajuan Aksi Korporasi Secara Elektronik	POJK Number 33/ POJK.04/2014 concerning Directors and Board of Commissioners of Issuers or Public Companies & POJK Number 58/POJK.04 /2017 regarding Submission of Electronic Registration or Submission of Action Statements	Jakarta	BEI - AEI
11	18 Apr 2018	Sosialisasi POJK 32/2015	Socialization POJK 32/2015	Jakarta	BEI
12	19 Apr 2018	Hidup Sehat, terhindar dari penyakit Degeneratif (Jantung, Hipertensi, Diabetes, Stroke)	Healthy Life, as preventive action to Degenerative Disease (Heart, Hypertension, Diabetes, Stroke)	Jakarta	PT HIT Tbk. - BNI Life
13	24 Apr 2018	Hubungan Induk dan Anak Perusahaan	Parent Relations and Subsidiaries	Jakarta	ICSA Academy
14	8 May 2018	POJK Nomor 3/ POJK.04/2018 & POJK Nomor 7/POJK.04/2018	POJK Nomor 3/ POJK.04/2018 & POJK Nomor 7/POJK.04/2018	Jakarta	BEI - AEI
15	9 May 2018	The 1st Indonesian Green Finance Summit	The 1st Indonesian Green Finance Summit	Jakarta	BEI
16	12 Jul 2018	Safety Seminar MCSI	Safety Seminar MCSI	Jakarta	MCSI - MOL
17	13 Jul 2018	Sustainability Reporting for Public Listed Companies"	Sustainability Reporting for Public Listed Companies"	Jakarta	BEI - GRI
18	18 Jul 2018	Finance & Leadership Programme	Finance & Leadership Programme	Jakarta	PT HIT Tbk.
19	23 Jul 2018	Konsekuensi Undang Undang Pasar Modal bagi Perusahaan Publik dan Hal-hal yang perlu diwaspadai oleh Corporate Secretary	Alert for the Corporate Secretary	Jakarta	BEI

Program Pelatihan dalam Rangka Mengembangkan Kompetensi Training Program for Developing Competency					
No	Tanggal Date	Tema Theme		Tempat Place	Penyelenggara Organizer
20	28 Jul 2018	Konektivitas Transportasi Laut sebagai Solusi Menuju Keadilan Sosial bagi Seluruh Rakyat Indonesia	Connectivity of Sea Transportation as a Solution to Social Justice for the entire Indonesian people	Jogjakarta	Akademi Maritim Yogyakarta
21	31 Jul 2018	<i>Financial for Non Financial</i>	Financial for Non Financial	Jakarta	Temas
22	1 Aug 2018	Munas AEI 2018	Congress of AEI 2018	Jakarta	AEI
23	7 Aug 2018	<i>Leading Ethically for Success</i>	Leading Ethically for Success	Jakarta	Bisnis Indonesia
24	14 Aug 2018	Peraturan BAPEPAM IX.E.2 Tentang Transaksi Material dan Perubahan Kegiatan Usaha Utama	BAPEPAM Regulation IX.E.2 About Transactions Material and Changes in Main Business Activities	Jakarta	ICSA - BEI
25	15 Aug 2018	<i>Indonesia Maritime Outlook in 2019</i>	Indonesia Maritime Outlook in 2019	Jakarta	IPMI
26	21 Aug 2018	<i>Enterprises Risk Management: from Paper to Practice</i>	Enterprises Risk Management: from Paper to Practice	Jakarta	ICSA Academy
27	12-13 Sept 2018	<i>Corporate Legal & Corporate Action</i>	Corporate Legal & Corporate Action	Jakarta	ICSA Academy
28	18 Sep 2018	Menuju Pasar Modal Modern di Era Ekonomi Digital	Towards Modern Capital Market in Digital Economic Age	Jakarta	BEI
29	20 Sep 2018	Dengar Pendapat Konsep Peraturan Bursa Nomor I-A tentang Pencatatan Saham Dan Efek Bersifat Ekuitas Selain Saham Yang Diterbitkan Oleh Perusahaan Tercatat	Hearings on the Concept of Stock Regulation Number I-A concerning Listing of Shares and Equity-Type Securities Other than Shares Published by Listed Company	Jakarta	BEI
30	27 Sep 2018	<i>Safety Seminar HTK</i>	Safety Seminar HTK	Jakarta	HTK
31	2 Oct 2018	<i>Certified Human Resources Development</i>	Certified Human Resources Development	Jakarta	Unika Atmajaya



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Program Pelatihan dalam Rangka Mengembangkan Kompetensi Training Program for Developing Competency					
No	Tanggal Date	Tema Theme		Tempat Place	Penyelenggara Organizer
32	15 Oct 2018	<i>Indonesia Best Practices of Corporate Universitu Conference 2018</i>	Indonesia Best Practices of Corporate Universitu Conference 2018	Jakarta	SWA
33	27 Oct 2018	<i>Organization Restructuring with Dina Sandri Fani</i>	Organization Restructuring with Dina Sandri Fani	Jakarta	BPSF
34	3 Nov 2018	<i>Strategic Manpower/ Workforce Planning</i>	Strategic Manpower/ Workforce Planning	Jogjakarta	Pungki Purnadi Associates
35	4 Nov 2018	<i>Design Analisa Beban Kerja Berdasarkan Business Process Model</i>	Designing Workload Analysis Based on the Business Process Model	Jogjakarta	Pungki Purnadi Associates
36	10 Nov 2018	<i>Succession Planning Design</i>	Succession Planning Design	Semarang	Pungki Purnadi Associates
37	22 Nov 2018	<i>Economic Outlook, Arief Budi Susilo</i>	Economic Outlook, Arief Budi Susilo	Jakarta	PT HIT Tbk.
38	1 Dec 2018	<i>Change Management (Design Survey Employee Engagement)</i>	Change Management (Design Survey Employee Engagement)	Semarang	Pungki Purnadi Associates
39	3 Dec 2018	KPPU Merger & Akuisisi	KPPU Merger & Akuisisi	Jakarta	KPPU
40	4 Dec 2018	Peran Holding 2019	Role of Holding 2019	Jakarta	PT HIT Tbk.