

# Corporate Secretary

## Sekretaris Perusahaan

In accordance with FSA Regulation No. 35/POJK.04/2014 concerning the Corporate Secretary of Issuers and Public Companies, the Corporate Secretary has the role to monitor developments in the capital markets and capital markets regulations, provide information to the public/stakeholders regarding the circumstances of the Company, provide advice to the Board of Directors in compliance with the law and capital markets regulations, and act as the liaison between the Company, the capital market authority, the stock exchange, and the public/stakeholders in general.

Berdasarkan POJK No. 35/POJK.04/2014 tentang Sekretaris Perusahaan Emiten atau Perusahaan Publik, Sekretaris Perusahaan bertugas untuk memantau perkembangan yang terjadi di pasar modal dan peraturan-peraturannya, memberikan informasi kepada publik/pemangku kepentingan mengenai kondisi Perseroan, memberikan saran ke Direksi untuk mematuhi hukum dan peraturan pasar modal, dan menjadi penghubung utama antara Perseroan, otoritas pasar modal, bursa efek, dan masyarakat/pemangku kepentingan pada umumnya.

## Helda Gita Amelia Sihombing

Corporate Secretary  
Sekretaris Perusahaan

Indonesian citizen, 39 years old, lives in Indonesia.  
Warga Negara Indonesia, berusia 39 tahun, berdomisili di Indonesia.



### Educational History

She obtained a Bachelor Degree of Law, from Padjajaran University, Bandung.

### Career History

She was appointed as the Corporate Secretary based on the Decree of the Company's Board of Directors No. SLM.275/OJK-BEI/XI/2020 dated on December 1, 2020. She did not have any concurrent positions other than serving as the Company's Corporate Secretary.

She started her career in law and secretarial field in 2007 at PT Kabelindo Murni Tbk, before serving as Corporate Legal at PT Bentoel Internasional Investama Tbk (a member of British American Tobacco) until 2016. In the same year, she worked as Legal Counsel at PT Tempo Scan Pacific Tbk, until she joined the Company in October 2019.

### Riwayat Pendidikan

Beliau memperoleh gelar Sarjana Hukum dari Universitas Padjadjaran, Bandung.

### Riwayat Jabatan

Beliau diangkat menjadi Sekretaris Perusahaan berdasarkan Surat Keputusan Direksi No. CSLM.275/OJK-BEI/XI/2020 tanggal 1 Desember 2020. Beliau tidak memiliki rangkap jabatan selain menjadi Sekretaris Perusahaan Perseroan.

Beliau memulai karirnya di bidang hukum dan kesekretariatan pada 2007 di PT Kabelindo Murni Tbk, kemudian melanjutkan karirnya sebagai Corporate Legal di PT Bentoel Internasional Investama Tbk (anggota British American Tobacco) hingga 2016. Di tahun yang sama, beliau bekerja di PT Tempo Scan Pacific Tbk menjabat sebagai Legal Counsel, sebelum akhirnya bergabung dengan Perseroan pada Oktober 2019.

## Duties and Responsibilities of Corporate Secretary

The Corporate Secretary is accountable for the following:

1. Monitoring the capital market's development, particularly the capital market's prevailing laws and regulations;
2. Providing the input to the Boards of Directors and Commissioners of Issuers or Public Companies on how to comply with the Capital Markets sector's laws and regulations;
3. Assist the Board of Directors and the Board of Commissioners in implementing corporate governance, which includes the following:
  - a. public disclosure of information, including the availability of information through the Issuer's or Public Company's website;
  - b. timely submission of reports to the Financial Services Authority;
  - c. holding and documenting the GMS;
  - d. organizing and documenting meetings of the Board of Directors and/or Board of Commissioners;
  - e. implementing a company orientation program for the Board of Directors and/or the Board of Commissioners.
4. As a liaison between the Issuer or Public Company and the shareholders of the Issuer or Public Company, the FSA, and other stakeholders.

## Tugas dan Tanggung Jawab Sekretaris Perusahaan

Sekretaris Perusahaan mempunyai tugas dan tanggung jawab sebagai berikut:

1. Mengikuti perkembangan Pasar Modal khususnya peraturan perundang-undangan yang berlaku di bidang 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 RUPS;
  - d. penyelenggaraan dan dokumentasi rapat Direksi dan/atau Dewan Komisaris; dan
  - 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, OJK, dan pemangku kepentingan lainnya.



## Trainings of Corporate Secretary

The Corporate Secretary should attend particular education and/or training in order to develop her knowledge and comprehension in order to carry out her obligations. The Corporate Secretary has participated in these following trainings throughout 2021:

## Pelatihan Sekretaris Perusahaan

Dalam rangka meningkatkan pengetahuan dan pemahaman untuk membantu pelaksanaan tugasnya, Sekretaris Perusahaan harus mengikuti pendidikan dan/atau pelatihan. Berikut adalah pelatihan yang diikuti oleh Sekretaris Perusahaan selama tahun buku 2021:

Training of Corporate Secretary / Pelatihan Sekretaris Perusahaan

Month Bulan	Training Name Nama Pelatihan	Facilitator Fasilitator
February 2021 Februari 2021	Leadership Isn't About You. It's About Empowering Other People Kepemimpinan Bukan Tentang Anda. Tentang Memberdayakan Orang Lain	ICSA
March 2021 Maret 2021	Omnibus Law Undang-Undang Omnibus	Assegaf Hamzah and Partners
April 2021 April 2021	Duties and Functions of the Board of Directors, Board of Commissioners, Nomination Committee, Remuneration, Audit Committee and Corporate Secretary Tugas dan Fungsi Direksi, Dewan Komisaris, Komite Nominasi, Remunerasi, Komite Audit dan Sekretaris Perusahaan	ICSA
May 2021 Mei 2021	FSA Regulation No. 15/POJK.04/2020 concerning GMS Plans and Implementation in Public Company & FSA Regulation No. 16/POJK.04/2020 concerning Electronic GMS Implementation in Public Company Pendalaman POJK No. 15/POJK.04/2020 tentang Rencana dan Penyelenggaraan RUPS Perusahaan Terbuka & POJK NO. 16/POJK.04/2020 tentang Pelaksanaan RUPS Perusahaan Terbuka Secara Elektronik	ICSA
Juni 2021 June 2021	From A to Z Media Relation, The Mutually Beneficial Relationship Dari A Sampai Z Hubungan Media, Hubungan Yang Saling Menguntungkan	ICSA
June 2021 Juni 2021	FSA Regulation No. 3/POJK.04/2021 concerning Implementation of Activities in the Capital Market Pendalaman POJK No. 3/POJK.04/2021 tentang Penyelenggaraan Kegiatan di Bidang Pasar Modal	ICSA
July 2021 Juli 2021	Implementation of e-Proxy and e-Voting Platform eASY.KSEI Penerapan e-Proxy and e-Voting Platform eASY.KSEI	PT Kustodian Sentral Efek Indonesia (KSEI)
July 2021 Juli 2021	Inclusive Leader Foundations: Understanding Bias to Unleash Potential Landasan Pemimpin Inklusif: Memahami Bias untuk Memperluas Potensi	The Goodyear Tire and Rubber Company
August 2021 Agustus 2021	Conflicts of Interest Konflik Kepentingan	The Goodyear Tire and Rubber Company
August 2021 Agustus 2021	2021 Your Role: Internet Security and You 2021 Peranmu: Keamanan Internet dan Dirimu	The Goodyear Tire and Rubber Company
October 2021 Oktober 2021	Business Conduct Manual: Protect Our Good Name Pedoman Perilaku Bisnis: Lindungi Nama Baik Kita	The Goodyear Tire and Rubber Company
November 2021 November 2021	2021 Business Conduct Manual Certification Sertifikasi <i>Business Conduct Manual</i> 2021	The Goodyear Tire and Rubber Company

## Corporate Secretary Activities

In 2021, the Corporate Secretary has carried out its duties and responsibilities based on its scope of works as regulated in FSA Regulation No. 35/POJK.04/2014.

## Pelaksanaan Kegiatan Sekretaris Perusahaan

Pada 2021, Sekretaris Perusahaan telah melaksanakan tugas dan tanggung jawabnya sesuai ruang lingkup kerjanya yang telah diregulasi dalam POJK No. 35/POJK.04/2014.