

# SEKRETARIS DEWAN KOMISARIS

## SECRETARY TO BOARD OF COMMISSIONERS

Dalam rangka menunjang pelaksanaan fungsi dan efektivitas peran Dewan Komisaris, ditunjuk seorang Sekretaris Dewan Komisaris. Sejak tahun 2015, Sekretaris Dewan Komisaris dijabat oleh Shinta Rahma Sari berdasarkan Surat Keputusan Dewan Komisaris Perusahaan Perseroan (Persero) PT Sarinah Nomor: 4/DEKOM/Kep/IX/2015 tanggal 17 September 2015.

Fungsi dan penugasan Sekretaris Dewan Komisaris meliputi: mengadministrasikan undangan rapat Dewan Komisaris, sebagai penghubung Dewan Komisaris dan Direksi, membuat surat-surat keluar, mendokumentasikan surat-surat, menyusun risalah rapat Dewan Komisaris, tugas kesekretariatan lainnya, memberikan bantuan ringkasan laporan manajemen, menyiapkan bahan rapat Dewan Komisaris, mengumpulkan bahan dan informasi yang relevan dengan pelaksanaan tugas Dewan Komisaris dan melakukan koordinasi dengan Sekretaris Perusahaan tentang hal-hal yang berkaitan dengan Dewan Komisaris dan Direksi.

In order to support the implementation of the function and effectiveness of the role of the Board of Commissioners, a Secretary of the Board of Commissioners is appointed. Since 2015, the Secretary of the Board of Commissioners is held by Shinta Rahma Sari based on the Decision Letter of the Company's Board of Commissioners PT Sarinah (Persero) Number: 4/DEKOM/Kep/IX/2015 dated September 17, 2015.

The functions and assignments of the Secretary of the Board of Commissioners include: administering invitation for the Board of Commissioners meetings, as the liaison of the Board of Commissioners and the Board of Directors, making outgoing mails, documenting letters, preparing minutes of meetings of the Board of Commissioners, other secretarial duties, providing management report summaries, prepare the meeting materials of the Board of Commissioners, collect relevant materials and information to the performance of the Board of Commissioners' duties and coordinate with the Corporate Secretary on matters relating to the Board of Commissioners and the Board of Directors.





**Shinta Rahmasari**  
**Sekretaris Dewan Komisaris**  
Board of Commissioner Secretary

Warga Negara Indonesia. Lahir di Bandung, 3 Maret 1987. Usia 29 tahun. Berdomisili di Jakarta Barat.

Indonesian citizens. Born in Bandung, March 3, 1987. Age 29 years. citizen. in West Jakarta.

Menjabat sebagai Sekretaris Dewan Komisaris sejak tahun 2015. Berdasarkan Akta pengangkatan Nomor: 4/DEKOM/Kep/IX/2015 tanggal 17 September 2015. Beliau meraih gelar Sarjana Hukum dari Universitas Jendral Soedirman, Purwokerto. Berbagai pelatihan yang pernah beliau ikuti adalah pada 2009 Kursus MYOB *Accounting Course* (Akunting) yang diselenggarakan oleh Bina Sarana Informatika serta Kursus Bank Syariah XIX yang diselenggarakan oleh Fakultas Ekonomi Universitas Jendral Soedirman dan Bank Muamalat. Sebelum bergabung dengan Sarinah, pada Januari 2010 Beliau menjadi Staf Hukum/ Analis Hukum dan pada 2011 hingga 2012 menjabat sebagai Staf Bagian Peraturan Perundang-undangan di Biro Hukum Kementerian BUMN.

Appointed as Secretary to the Board of Commissioners since 2015. Based on the Deed of appointment Number: 4/DEKOM/Kep/IX/2015 dated September 17, 2015. She holds a Bachelor degree in Law from Jendral Sudirman University, Purwokerto. She had attended various trainings, such as in 2009; MYOB Accounting Course course organized by Bina Sarana Informatika and the Syariah Banking Course XIX organized by the Faculty of Economics, Jendral Sudirman University and Bank Muamalat. Prior to joining Sarinah, in January 2010 she became Legal Staff/Legal Analyst, and in 2011 to 2012 served as Staff of Legislation Section at the Legal Bureau of the Ministry of SOEs.

## **TUGAS DAN TANGGUNG JAWAB SEKRETARIS DEWAN KOMISARIS**

Secara garis besar, tugas Sekretaris Dewan Komisaris adalah sebagai berikut :

- Membantu Dewan Komisaris dalam membuat risalah rapat Dewan Komisaris;
- Melakukan koordinasi pelaksanaan rapat-rapat Dewan Komisaris;
- Mengkoordinasikan tugas-tugas administratif, kesekretariatan dan protokoler Dewan Komisaris;
- Mengkoordinasikan dan tindak lanjut atas permintaan dan/atau pengumpulan data/informasi dari dan/atau kepada pihak manajemen Perseroan dan eksternal yang tidak tercakup dalam tugas-tugas Komite, termasuk informasi mengenai peraturan dan ketentuan yang relevan dengan tugas dan tanggung jawab Dewan Komisaris;
- Mengkoordinasikan penyusunan rancangan anggaran dan menyampaikan Anggaran Tahunan Dewan Komisaris;
- Mengkoordinasikan penyusunan saran dan pendapat mengenai agenda dan materi Rapat Umum Pemegang Saham;
- Mengkoordinasikan dan tindak lanjut atas tugas lain yang tidak tercakup dalam tugas-tugas Komite di bawah Dewan Komisaris;

## **REMUNERASI SEKRETARIS DEWAN KOMISARIS**

Sekretaris Dewan Komisaris menerima remunerasi perbulan sebesar Rp11.700.000.

## **DUTIES AND RESPONSIBILITIES OF SECRETARY TO THE BOARD OF COMMISSIONERS**

Broadly speaking, the duties of the Secretary of the Board of Commissioners are as follows:

- Assist the Board of Commissioners in making minutes of meetings of the Board of Commissioners;
- Coordinate the implementation of meetings of the Board of Commissioners;
- Coordinate administrative, secretarial, and protocol tasks of the Board of Commissioners;
- Coordinate and follow-up on requests and/or collection of data/information from and/or to the management of the Company and external that is not covered by the duties of the Committee, including information on rules and regulations relevant to the duties and responsibilities of the Board of Commissioners;
- Coordinate the drafting of the budget plan and submit the Annual Budget of the Board of Commissioners;
- Coordinate the preparation of suggestions and opinions on the agenda and materials of the General Meeting of Shareholders;
- Coordinate and follow up on other duties not covered by the duties of the Committee under the Board of Commissioners.

## **REMUNERATION OF SECRETARY to the BOARD OF COMMISSIONERS**

The Secretary of the Board of Commissioners receives a monthly remuneration of Rp11,700,000

