

Pedoman Kerja Direksi ◀

Board Manual of the Board of Directors

Saat menjalankan setiap tugasnya, Direksi Perusahaan berpedoman pada pedoman kerja (*board manual*) yang memuat tentang ruang lingkup tugas dari masing-masing Direksi, pedoman umum operasional, etika jabatan, tugas dan kewajiban, wewenang dan hak Direksi, serta evaluasi kinerja. Pedoman kerja tersebut merupakan rangkuman dari peraturan-peraturan yang berlaku di lingkungan Perusahaan serta praktik-praktik terbaik yang terkandung dalam kelima prinsip GCG.

When carrying out each of their duties, the Company's Board of Directors is guided by the board manual which contains the scope of duties of each Board of Directors, general operational guidelines, job ethics, duties and obligations, authorities and rights of the Board of Directors, as well as performance evaluation. The board manual is a summary of the regulations that apply within the Company as well as the best practices contained in the five GCG principles.

Pelaksanaan Tugas Direksi ◀

Implementation of the Duties of the Board of Directors

Sepanjang 2021, Direksi telah mengelola Perusahaan sesuai yang dimandatkan oleh Pemegang Saham. Direksi mengadakan rapat intern maupun gabungan dengan melibatkan seluruh departemen dan divisi untuk membahas persoalan yang berhubungan dengan pengelolaan Perusahaan, mengevaluasi kinerja Perusahaan, menyusun rencana kerja dan mengimplementasikan strategi baik jangka pendek maupun jangka panjang.

Throughout 2021, the Board of Directors has managed the Company as mandated by the Shareholders. The Board of Directors holds internal and joint meetings involving all departments and divisions to discuss issues related to the management of the Company, evaluate the Company's performance, prepare work plans and implement strategies both short and long term.

Kebijakan Rapat Direksi ◀

Meeting Policy of the Board of Directors

Direksi sepanjang tahun buku wajib menyelenggarakan rapat sekurang-kurangnya 12 kali setahun. Sepanjang 2021, Direksi menyelenggarakan rapat secara keseluruhan sebanyak 41 kali dengan kehadiran sebagai berikut:

The Board of Directors has held meetings at least 12 times a year. Throughout 2021, the Board of Directors held a total of 41 times with attendance information as follows:

Nama Name	Jabatan Position	Jumlah Rapat Number of Meetings	Jumlah Kehadiran Level of Attendance	%
Fetty Kwartati	Direktur Utama President Director	41	41	100%
	Direktur Ritel Retail Director			
Albert Aulia Ilyas	Direktur Keuangan, Manajemen Risiko & Administrasi Finance, Risk Management & Administration Director	41	41	100%
Lies Permana L.	Direktur Pengembangan Bisnis & Properti (Januari - Agustus) Business Development & Property Director (January - August)	25	24	96%
Selfie Dewiyanti	Direktur Pengembangan Bisnis & Properti (Agustus - Desember) Business Development & Property Director (August - December)	16	16	100%
Rakesh Kumar Ashok Adwani	Direktur Perdagangan Trading Director	41	41	100%

► Pelatihan dan Program Orientasi Direksi Training and Orientation Program of the Board of Directors

Direksi yang baru ditunjuk wajib diberikan program pengenalan yang diadakan oleh Sekretaris Perusahaan setelah waktu pengangkatannya. Program pengenalan bagi Dewan Komisaris baru mencakup hal-hal sebagai berikut :

1. Anggota Direksi yang baru pertama kali menjabat wajib mengikuti program pengenalan mengenai Perusahaan.
2. Direktur Utama bertanggung jawab untuk mengadakan program pengenalan dan jika Direktur Utama berhalangan, maka tanggung jawab pelaksanaan program pengenalan berada pada Komisaris Utama atau Anggota Direksi yang ada.
3. Program pengenalan yang diberikan kepada Anggota Direksi antara lain meliputi hal-hal sebagai berikut:
 - a. Keterangan mengenai tugas dan tanggung jawab Dewan Komisaris dan Direksi berdasarkan hukum
 - b. Pelaksanaan prinsip-prinsip *Good Corporate Governance* oleh Perusahaan.
 - c. Gambaran mengenai Perusahaan berkaitan dengan tujuan, sifat, lingkup kegiatan, kinerja keuangan dan operasi, strategi, rencana usaha jangka pendek dan jangka panjang, posisi kompetitif, risiko dan masalah-masalah strategis lainnya
 - d. Keterangan berkaitan dengan kewenangan yang didelegasikan, audit internal dan eksternal, sistem dan kebijakan pengendalian internal serta Komite Audit

Program pengenalan Perusahaan tersebut dapat dilaksanakan dalam bentuk presentasi/seminar/*workshop*, pertemuan, kunjungan ke lokasi, pengkajian dokumen, atau bentuk lainnya yang dianggap sesuai dengan Perusahaan di mana program tersebut dilaksanakan.

The newly appointed Directors must be given an orientation program held by the Corporate Secretary after the time of their appointment. The orientation program for the new Directors includes the following:

1. Members of the Board of Directors who are serving for the first time are required to participate in an orientation program regarding the Company.
2. The President Director is responsible for conducting an orientation program and if the President Director is unable to attend, then the responsibility for implementing the orientation program rests with the President Commissioner or the existing members of the Board of Directors.
3. The orientation program provided to Members of the Board of Directors includes the following:
 - a. Information regarding the duties and responsibilities of the Board of Commissioners and the Board of Directors based on the law.
 - b. Implementation of the principles of Good Corporate Governance by the Company.
 - c. Overview of the Company with regard to objectives, nature, scope of activities, financial and operating performance, strategy, short-term and long-term business plans, competitive position, risks and other strategic issues.
 - d. Information relating to delegated authority, internal and external audits, internal control systems and policies and the Audit Committee

The Company orientation program can be carried out in the form of presentations/seminars/workshops, meetings, site visits, document reviews or other forms deemed appropriate to the Company in which the program is implemented.