



Sekretaris Perusahaan

Corporate Secretary

HUMI memiliki Sekretaris Perusahaan yang bertugas dan bertanggung jawab dalam memelihara reputasi dengan membangun komunikasi serta hubungan yang baik dengan para Pemangku Kepentingan sekaligus berfungsi sebagai penghubung Perseroan dengan pemangku kepentingan. Sekretaris Perusahaan juga bertanggung jawab untuk memfasilitasi kebutuhan Direksi, dengan memastikan kepatuhan terhadap peraturan perundang-undangan terutama peraturan di bidang pasar modal dan memastikan pelaksanaan Tata Kelola Perusahaan yang Baik.

HUMI has a Corporate Secretary who is tasked and responsible for maintaining reputation by building good communication and relationships with Stakeholders while also functioning as a liaison between the Company and stakeholders. The Corporate Secretary is also responsible for facilitating the needs of the Board of Directors, by ensuring compliance with laws and regulations, especially regulations in the capital market sector and ensuring the implementation of Good Corporate Governance.

Dasar Hukum

Legal Basis

HUMI telah mengangkat Okty Saptarini M. sebagai Sekretaris Perusahaan berdasarkan Surat Keputusan Direksi No. 42/SK/DU-HUMI/X/2023 tanggal 26 Oktober 2023 sebagai pemenuhan POJK No. 35/POJK.04/2014 Pengangkatan tersebut telah dilaporkan kepada OJK pada tanggal 27 Oktober 2023 dan diumumkan kepada publik melalui sistem SPE atau IDXNet (*e-reporting*) pada tanggal yang sama.

HUMI has appointed Okty Saptarini M. as Corporate Secretary based on the Board of Directors Decree No. 42/SK/DU-HUMI/X/2023 dated October 26, 2023, in fulfillment of POJK No. 35/POJK.04/2014. The appointment has been reported to OJK on October 27, 2023, and announced to the public through the SPE or IDXNet (*e-reporting*) system on the same date.

Masa Jabatan dan Domisili

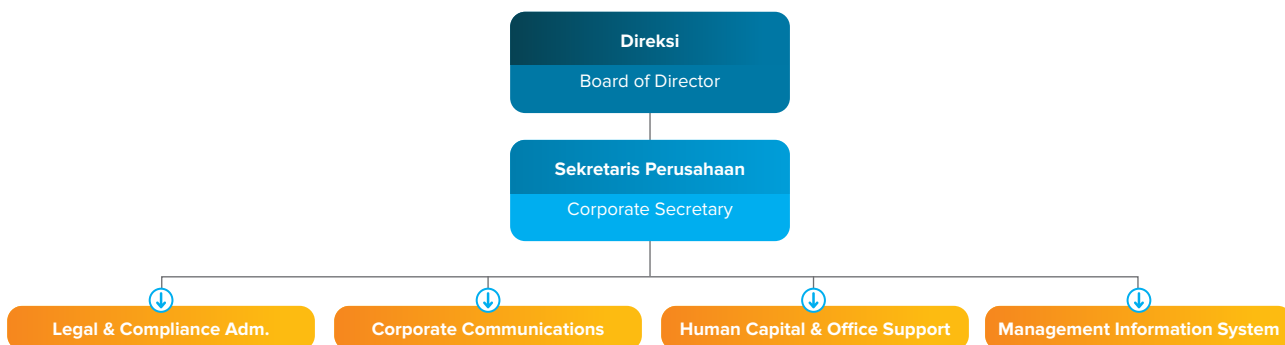
Term of Office and Domicile

Okty Saptarini M. menjabat sebagai Sekretaris Perusahaan efektif sejak 26 Oktober 2023 hingga saat ini. Beliau berdomisili di Jakarta, Indonesia.

Okty Saptarini M. has served as Corporate Secretary effective from October 26, 2023, until present. She is domiciled in Jakarta, Indonesia.

Struktur Unit Kerja Sekretaris Perusahaan

Corporate Secretary Work Unit Structure



Profil Sekretaris Perusahaan Corporate Secretary Profile



Okty Saptarini M. Sekretaris Perusahaan VP of Corporate Secretary

Usia
Age 51 tahun
51 years old

Kewarganegaraan
Citizenship Indonesia
Indonesian

Domisili
Domicile Jakarta

Periode Jabatan
Term of Office 26 Oktober 2023-sekarang
October 26, 2023-present

Dasar Hukum Pengangkatan Legal Basis of Appointment

Menjabat sebagai Sekretaris Perusahaan berdasarkan Surat Keputusan Direksi No. 42/SK/DU-HUMI/X/2023 tanggal 26 Oktober 2023.
Served as Corporate Secretary based on Board of Directors Decree No. 42/SK/DU-HUMI/X/2023 dated October 26, 2023.

Riwayat Pendidikan Educational Background

- Magister Manajemen (S2) bidang Komunikasi di Universitas Trisakti, Jakarta (2010).
Master's Degree in Management (S2) in Communication from Trisakti University, Jakarta (2010).
- Sarjana (S1) Ilmu Komunikasi di Universitas Sahid, Jakarta (1995).
Bachelor's Degree in Communication Science (S1) from Sahid University, Jakarta (1995)

Riwayat Pekerjaan Professional History

- PT Humpuss Intermoda Transportasi Tbk, *Public Affairs Manager* (2013-2015), *Head of Community Development* (2015-2018), *Sekretaris Perusahaan* (2018-2023).
PT Humpuss Intermoda Transportasi Tbk, Public Affairs Manager (2013-2015), Head of Community Development (2015-2018), Corporate Secretary (2018-2023).
- *Corporate Public Relations* (1997-2010) PT Timor Distributor Nasional, PT Timor Putra Nasional, dan PT Intragolf Link Resort.
Corporate Public Relations (1997-2010) at PT Timor Distributor Nasional, PT Timor Putra Nasional, and PT Intragolf Link Resort.
- PT Balisani Sentrawisata (1995-1997).
PT Balisani Sentrawisata (1995-1997).

Rangkap Jabatan Concurrent Position

- Di Dalam Grup Perseroan:
Within the Company Group:
- Anggota Komite ESG GTSI (2021-sekarang).
ESG Committee Member at GTSI (2021-present).

Di Luar Perseroan: Tidak Ada.
Outside the Company: None.

Standarisasi Profesi Professional Standardization

- Standar Profesi Sekretaris Perusahaan Pendidikan Dasar 1 *Batch* 2 - Indonesia Corporate Secretary Association (2023).
Corporate Secretary Professional Standards Basic Education 1 Batch 2 - Indonesia Corporate Secretary Association (2023).
- Standar Profesi Sekretaris Perusahaan Pendidikan Dasar 2 *Batch* 2 - Indonesia Corporate Secretary Association (2023).
Corporate Secretary Professional Standards Basic Education 2 Batch 2 - Indonesia Corporate Secretary Association (2023).

Keanggotaan Organisasi Organization Membership

- Asosiasi Emiten Indonesia - Anggota Komite Kajian Hukum Pasar Modal & GCG (2023-sekarang).
Indonesian Public Listed Companies Association (AEI) - Member of the Capital Market & GCG Legal Review Committee (2023-present).
- Indonesian National Shipowner Association - Wakil Sekretaris Umum (2023-sekarang).
Indonesian National Shipowners' Association - Deputy Secretary General (2023-present).
- Perhimpunan Hubungan Masyarakat - Anggota (2021-sekarang).
Indonesia Public Relations Association - Member (2021-present).
- Indonesia Corporate Secretary Association - Anggota (2014-sekarang).
Indonesia Corporate Secretary Association - Member (2014-present).

Tugas dan Tanggung Jawab Sekretaris Perusahaan

Duties and Responsibilities of the Corporate Secretary

Sesuai fungsi yang diembannya, Sekretaris Perusahaan memiliki tugas dan tanggung jawab, antara lain:

1. Sebagai penghubung antara HUMI dengan pemegang saham, regulator dan pemangku kepentingan lainnya.
2. Memberikan masukan kepada Dewan Komisaris dan Direksi untuk mematuhi ketentuan peraturan perundang-undangan di bidang Pasar Modal.
3. Mengikuti perkembangan Pasar Modal khususnya, dan peraturan perundang-undangan yang berlaku di bidang Pasar Modal.
4. Mengelola program internalisasi Visi, Misi dan Nilai Perusahaan dalam rangka implementasi dari kebijakan pengelolaan dan program penerjemahan Visi, Misi, dan Nilai Perusahaan.
5. Menyusun *stakeholders mapping, stakeholder relationship program* dalam rangka untuk mengimplementasikan kebijakan *stakeholders engagement* sesuai dengan target dan tujuan yang ditetapkan oleh Perusahaan.
6. Menyusun *Roadmap Sustainability* Perusahaan (SP), kebijakan SP, *SP quarterly meeting* sehingga program-program yang tertuang dalam *roadmap* dapat terlaksana sebagaimana rencana Perusahaan.
7. Membuat dan menyimpan daftar pemegang saham dengan kepemilikan 5% saham atau lebih dan daftar 20 pemegang saham terbesar, serta mengunggah informasi tersebut ke dalam situs web HUMI, menyediakan daftar khusus yang memuat keterangan mengenai saham anggota Dewan Komisaris dan Direksi beserta keluarganya, baik dalam HUMI maupun afiliasinya dan/atau perusahaan lain, yang antara mencakup kepemilikan saham, hubungan bisnis dan peran lain yang menimbulkan benturan kepentingan dengan HUMI, serta mengunggah informasi tersebut dalam situs web HUMI.
8. Menyusun dan melakukan pengkinian pedoman tata kelola dan internalisasinya serta penilaian implementasi tata kelola setiap tahun, pelaksanaan Paparan Publik dan RUPS, penyelenggaraan Rapat Direksi, Komisaris dan/atau gabungan keduanya beserta risalah rapatnya, laporan berkala dan insidentil yang ditetapkan oleh OJK, termasuk Laporan Tahunan, Laporan Keberlanjutan, Keterbukaan Informasi Perusahaan dalam rangka untuk memenuhi seluruh kepatuhan perusahaan secara tepat waktu.
9. Pengelolaan komunikasi eksternal melalui *media relations* serta pelaksanaan kegiatan *event management* baik untuk kebutuhan internal maupun eksternal.
10. Penanganan litigasi, *legal counsel program* serta *compliance administration program* yang dimanfaatkan oleh internal Perusahaan sebagai upaya pelayanan hukum yang terintegrasi, termasuk pengkinian dan aktivitas *awareness* kepatuhan.
11. 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 usaha/unit usaha.

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

1. As a liaison between HUMI and shareholders, regulators and other stakeholders.
2. Provide input to the Board of Commissioners and Board of Directors to comply with the provisions of laws and regulations in the Capital Market sector.
3. Follow the development of the Capital Market in particular, and the laws and regulations applicable in the Capital Market sector.
4. Manage the internalization program of the Company's Vision, Mission and Values in order to implement the management policy and translation program of the Company's Vision, Mission and Values.
5. Prepare stakeholder mapping, stakeholder relationship program in order to implement the stakeholder engagement policy in accordance with the targets and objectives set by the Company.
6. Prepare the Company's Sustainability Roadmap (SP), SP policy, SP quarterly meeting so that the programs contained in the roadmap can be implemented as planned by the Company.
7. Create and maintain a shareholder register with shares ownership of 5% or more and a list of the 20 largest shareholders, and upload this information to HUMI's website, provide a special register containing information regarding the shares of members of the Board of Commissioners and Board of Directors and their families, both in HUMI and its affiliates and/or other companies, which includes shares ownership, business relationships and other roles that give rise to a conflict of interest with HUMI, and upload this information to HUMI's website.
8. Prepare and update governance code and their internalization as well as assess the implementation of governance every year, conduct Public Expose and GMS, organize Board of Directors, Board of Commissioners and/or joint meetings along with minutes of meetings, periodic and incidental reports stipulated by OJK, including Annual Reports, Sustainability Reports, and Information Disclosure of the Company in order to fulfill all company compliance in a timely manner.
9. Management of external communication through media relations and implementation of event management activities for both internal and external needs.
10. Handling of litigation, legal counsel programs and compliance administration programs utilized by the Company internally as an integrated legal service effort, including compliance awareness updates and activities.
11. Organizational effectiveness, HR development programs, remuneration and retention programs and industrial relations in order to achieve an effective organization and productive HR for the holding and subsidiaries/business units.

12. Melakukan pengkinian kebijakan IT, rencana *security system* dan implementasi keamanan sistem, untuk menunjang kelancaran operasi perusahaan serta pengelolaan *helpdesk* dalam rangka untuk mencapai peningkatan kepuasan *user ICT*.
13. 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.
14. Pengelolaan program budaya perusahaan agar tingkat *awareness* karyawan terhadap budaya perusahaan ditingkatkan dan menghasilkan tingkat loyalitas ke perusahaan (*sense of belonging*).

Laporan Pelaksanaan Tugas Sekretaris Perusahaan Tahun 2024

Sepanjang 2024, Sekretaris Perusahaan telah melaksanakan tugas dan tanggung jawab sesuai fungsi yang diemban, sebagai berikut:

1. Mengikuti perkembangan Pasar Modal khususnya peraturan perundang-undangan yang berlaku di Pasar Modal, untuk 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 Dewan Komisaris dan Direksi.
2. Menyelenggarakan RUPS sesuai dengan POJK No. 15/POJK.04/2020 dan POJK No. 16/POJK.04/2020, yaitu RUPS Tahunan 2023 dan RUPS Luar Biasa pada tanggal 14 Juni 2024. Pelaksanaan RUPS juga telah menyediakan alternatif pemberian kuasa secara elektronik (*e-proxy*) melalui aplikasi eASY.KSEI dan di tempat RUPS. Rincian penyelenggaraan RUPS dijelaskan pada Sub-Bab RUPS dalam Bab Laporan Tata Kelola Perusahaan pada Laporan Tahunan ini.
3. Senantiasa melakukan pengkinian (*update*) informasi yang dimuat dalam situs web HUMI, di antaranya pada menu Perusahaan terkait Berita & Informasi, Investor terkait Laporan, RUPS, Presentasi Investor, Keterbukaan Informasi Bursa.
4. Bekerja sama dengan unit *Investor Relations* dalam pemenuhan kewajiban Paparan Publik Tahunan 2024 dan Paparan Publik Insidental.
5. Melakukan keterbukaan informasi kepada masyarakat sesuai dengan ketentuan yang berlaku.
6. Menyelenggarakan rapat Direksi sebanyak 21 kali, dan menyelenggarakan rapat Direksi mengundang Dewan Komisaris sebanyak sebanyak 31 kali, serta membuat dan mengadminitrasi kan risalah rapat serta daftar hadirnya.
7. Menyampaikan laporan berkala dan laporan insidental kepada regulator sesuai ketentuan yang berlaku.
8. Menyiapkan dokumentasi bagi calon anggota Dewan Komisaris dan/atau Direksi HUMI.
9. Membantu menyiapkan materi untuk pelaksanaan program orientasi bagi calon anggota Dewan Komisaris dan/atau Direksi HUMI.
10. Pelatihan dan Sosialisasi Regulasi (*Compliance Awareness Program*) berupa sosialisasi regulasi baru

12. Update IT policies, security system plans and system security implementation, to support the smooth operation of the company and helpdesk management in order to achieve increased ICT user satisfaction.
13. Program for the procurement of goods and services, asset identification report, optimization of warehouse usage, conducive work environment, effectiveness of outsourcing utilization, and vendor management as an effort for optimal general program management.
14. Management of corporate culture program so that employee awareness level of corporate culture is increased and results in loyalty level to the company (*sense of belonging*).

Report on the Implementation of Corporate Secretary's Duties in 2024

Throughout 2024, the Corporate Secretary has carried out the following duties and responsibilities in accordance with the functions entrusted to her:

1. Follow the development of the Capital Market, especially the laws and regulations applicable in the Capital Market, to ensure compliance with new regulations issued by the OJK, BEI, and other regulators related to the capital market and convey such information and provide input to the Board of Commissioners and Board of Directors.
2. Organize a GMS in accordance with POJK No. 15/POJK.04/2020 and POJK No. 16/POJK.04/2020, namely the Annual GMS 2023 and the Extraordinary GMS on June 14, 2024. The implementation of the GMS has also provided an alternative for granting power of attorney electronically (*e-proxy*) through the eASY.KSEI application and at the GMS venue. Details of the implementation of the GMS are explained in the GMS Sub-Chapter in the Corporate Governance Report Chapter in this Annual Report.
3. Always update the information contained on HUMI's website, including the Company menu regarding News & Information, Investor regarding Reports, GMS, Investor Presentations, and IDX Announcement.
4. Cooperate with the Investor Relations unit in fulfilling the obligations of the Annual Public Expose 2024 and Incidental Public Expose.
5. Conduct information disclosure to the public in accordance with applicable provisions.
6. Organize 21 Board of Directors meetings and organize 31 Board of Directors meetings inviting the Board of Commissioners, as well as to create and administer minutes of the meeting and attendance lists.
7. Submit periodic reports and incidental reports to regulators in accordance with applicable provisions.
8. Prepare documentation for prospective members of the Board of Commissioners and/or Board of Directors of HUMI.
9. Assist in preparing materials for the implementation of orientation programs for prospective members of the Board of Commissioners and/or Board of Directors of HUMI.
10. Regulation Training and Socialization (*Compliance Awareness Program*) in the form of socialization of new



dan dikirimkan ke e-mail para *key persons* di HUMI Grup.

11. Pada tahun 2024, Unit Kerja *Human Capital* secara berkala menjalankan program *In-House Training* (IHT) yang bertujuan untuk meningkatkan kompetensi di tingkat manajerial. Hingga akhir tahun 2024, telah terlaksana sebanyak 14 IHT. Pemenuhan jam pelatihan rata-rata karyawan mencapai 13,11 jam/karyawan.
12. *Employee Wellness Program*: Sebagai bagian dari misi keberlanjutan perusahaan, *Human Capital* pada tahun 2024 mencanangkan *Employee Wellness Program* yang mencakup layanan kesehatan, kebugaran fisik, dan dukungan kesejahteraan lainnya.
13. *Program Diversity & Inclusion*: Keberhasilan dalam memperluas inisiatif *Diversity & Inclusion* dimana HUMI Grup berhasil meningkatkan jumlah partisipasi perempuan di level manajerial sebesar 3%.
14. Keselamatan dan Kesehatan Kerja (K3): Program K3 berhasil meningkatkan tingkat keamanan di lingkungan kerja melalui pelatihan dan bersama-sama HSE melakukan pengawasan ketat terhadap prosedur keselamatan.
15. Pengelolaan Aset: meningkatkan pemeliharaan aset perusahaan, termasuk infrastruktur kantor dan kendaraan operasional.
16. Kampanye Komunikasi: Pada tahun 2024, Unit Kerja *Corporate Communication* meluncurkan kampanye "HUMI Untuk Masa Depan", yang berfokus pada inisiatif keberlanjutan HUMI. *Engagement* di platform media sosial HUMI mengalami peningkatan sebesar 13,84% pada tahun 2024.
17. Penyusunan dan Peluncuran Laporan Keberlanjutan 2024: Unit Kerja *Corporate Communication*, menerbitkan Laporan Keberlanjutan HUMI yang pertama yang mencerminkan pengelolaan lingkungan, sosial, dan tata kelola (ESG).
18. Peluncuran Sistem Informasi Terintegrasi: Pada 2024, Unit Kerja MIS bekerja sama dengan Tim Project ODOO melakukan perencanaan Sistem Informasi Terintegrasi yang menggabungkan seluruh data operasional, keuangan, dan manajemen risiko ke dalam satu platform digital. Sistem ini mendukung pengambilan keputusan yang lebih cepat dan berbasis data, serta mengurangi waktu pemrosesan data sebesar 60%.
19. *Cloud Migration*: Sebagai bagian dari transformasi digital, MIS berhasil melakukan migrasi sistem utama HUMI Grup ke *cloud-based system*, yang meningkatkan fleksibilitas, keamanan, dan efisiensi operasional.

regulations and sent to the e-mails of key persons in the HUMI Group.

11. In 2024, the Human Capital Work Unit periodically run an In-House Training (IHT) program aimed at improving competency at the managerial level. By the end of 2024, 14 IHTs have been implemented. The average employee training hours reached 13.11 hours/employee.
12. *Employee Wellness Program*: As part of the Company's sustainability mission, In 2024, Human Capital launched an *Employee Wellness Program* that includes health services, physical fitness, and other welfare support.
13. *Diversity & Inclusion Program*: Success in expanding the *Diversity & Inclusion* initiative where HUMI Group succeeded in increasing the number of women's participation at the managerial level by 3%.
14. *Occupational Safety and Health (K3)*: The K3 program succeeded in increasing the level of safety in the work environment through training and together with HSE conducting strict supervision of safety procedures.
15. *Asset Management*: improving the maintenance of company assets, including office infrastructure and operational vehicles.
16. *Communication Campaign*: In 2024, the Corporate Communication Work Unit launched the "HUMI For the Future" campaign, which focuses on HUMI's sustainability initiatives. *Engagement* on HUMI's social media platforms increased by 13.84% in 2024.
17. *Preparation and Launch of the 2024 Sustainability Report*: The Corporate Communication Work Unit published HUMI's first Sustainability Report that reflects environmental, social, and governance (ESG) management.
18. *Launch of the Integrated Information System*: In 2024, the MIS Work Unit collaborated with the ODOO Project Team to plan an Integrated Information System that combines all operational, financial, and risk management data into one digital platform. This system supports faster, data-driven decision-making, and reduces data processing time by 60%.
19. *Cloud Migration*: As part of the digital transformation, MIS successfully migrated HUMI Group's main systems to a cloud-based system, which increases flexibility, security, and operational efficiency.

Pengembangan Kompetensi Competency Development

Tanggal Date	Program yang Diikuti Program Followed	Lokasi Location	Penyelenggara Organizer
Okty Saptarini M. Sekretaris Perusahaan VP of Corporate Secretary			
2 Januari 2024 January 2, 2024	Jurus Sakti Membuat <i>New Year Resolution</i> Ala Harvard The Magic Trick to Make Harvard-Style New Year Resolutions	Zoom	Bisnis Hack
11 Januari 2024 January 11, 2024	Webinar Sosialisasi Waran Terstruktur sebagai Alternatif Diversifikasi Aset Webinar on Socialization of Structured Warrants as Asset Diversification Alternative	Zoom	Propami - Perkumpulan Profesi Pasar Modal Indonesia Association of Indonesian Capital Market Professional (PROPAMI)

Tanggal Date	Program yang Dilikuti Program Followed	Lokasi Location	Penyelenggara Organizer
18 Januari 2024 January 18, 2024	IHT#1: ESG & Sustainability	Jakarta	In-House
19 Januari 2024 January 19, 2024	IHT#2: Managing People	Jakarta	In-House
25 Januari 2024 January 25, 2024	IHT#3: Corporate Law & Trade Practices Issue for Directors	Jakarta	In-House
25 Januari 2024 January 25, 2024	IHT#3: Financial Numery for Commissioners and Directors	Jakarta	In-House
25 Januari 2024 January 25, 2024	IHT#3: ESG Priority Agenda for the Boards	Jakarta	In-House
1 April 2024 April 1, 2024	POJK No. 4 Tahun 2024 Tentang Laporan Kepemilikan atau Setiap Perubahan Kepemilikan Saham Perusahaan Terbuka dan Laporan Aktivitas Menjamin Saham Perusahaan Terbuka POJK No. 4 of 2024 Concerning Report on Shares Ownership and Changes to the Shares Ownership in Public Companies and Report on Shares Pledging Activities of Public Companies	Zoom	AEI Indonesian Public Listed Companies Association (AEI)
1-2 Mei 2024 May 1-2, 2024	MBTI	Zoom	Kelas HR HR Class
6 Mei 2024 May 6, 2024	Talkshow: Sosialisasi Pilar Governansi ETAK (Perilaku Beretika, Transparansi, Akuntabilitas, Keberlanjutan) dan Annual Report Award 2023 Talkshow: Socialization of ETAK Governance Pillars (Ethical Behavior, Transparency, Accountability, Sustainability) and Annual Report Award 2023	Zoom	
14 Mei 2024 May 14, 2024	Leader's Talk Series: Strategies For Growth (Ambidextrous Leadership Approach)	Zoom	Act Consulting - ESQ Leadership
29 Mei 2024 May 29, 2024	The ESG Ratings Phenomenon: What, Why, and How	Zoom	ICSA Indonesian Corporate Secretary Association
29 Mei 2024 May 29, 2024	IHT#4: Sosialisasi PPh 21 TER IHT#4: Socialization of Income Tax 21 TER	Zoom	In-House
3 Juni 2024 June 3, 2024	Sosialisasi Peraturan KSEI No. VI-D tentang Biaya Layanan Jasa Sistem Electronic General Meeting System KSEI (eASY.KSEI) Socialization of KSEI Regulation No. VI-D concerning Service Fees for the KSEI Electronic General Meeting System (eASY.KSEI)	Zoom	KSEI Indonesia Central Securities Depository
12 Juni 2024 June 12, 2024	Awareness & Internal Auditor ISO 9001:2015, ISO 14001:2015, ISO 45001:2018	Jakarta	In-House
21 Juni 2024 June 21, 2024	IHT#5 - Cascading KPI From Corporate to Individu	Jakarta	In-House
4 Juli 2024 July 4, 2024	Mejadikan Bisnis Lebih Berkelanjutan melalui Bursa Karbon Making Business More Sustainable through Carbon Exchanges	Main Hall	IDX Channel
26 Juli 2024 July 26, 2024	HC Contribution to drive Managing Crisis and Business Challenge	Zoom	AHCA
30 Juli 2024 July 30, 2024	HC Role in Handling Exponential Growth of Company Network	Zoom	AHCA
31 Juli 2024 July 31, 2024	Monetizing CSR melalui SROI Monetizing CSR through SROI	Zoom	AEI Indonesian Public Listed Companies Association (AEI)
1 Agustus 2024 August 1, 2024	Modul 1: Pengenalan Risiko Iklim (Climate Risk) dan Net Zero Module 1: Introduction to Climate Risk and Net Zero	Main Hall	IDX
21 Agustus 2024 August 21, 2024	IHT#8: 5R (Manajemen 5R, Identifikasi IBPR, Lingkungan Kerja) IHT#8: 5R (5R Management, IBPR Identification, Working Environment)	Jakarta	In-House
27 Agustus 2024 August 27, 2024	IHT#10: Communication Skill & Personal Branding	Jakarta	In-House
5 September 2024 September 5, 2024	Promoting Sustainable & Climate Resilient Indonesia Capital Market 2024 & Pendalaman POJK terkait Laporan Insidentil serta Laporan Berkala Emiten sebagai Narasumber Promoting Sustainable & Climate Resilient Indonesia Capital Market 2024 & In-depth Study of POJK on Incidental Reports and Periodic Reports of Issuers as Resource Persons	Surabaya	AEI Indonesian Public Listed Companies Association (AEI)



Tanggal Date	Program yang Dilikuti Program Followed	Lokasi Location	Penyelenggara Organizer
23 Oktober 2024 October 23, 2024	<i>The ACMF-ISSB Technical Training for Corporates</i>	Zoom	ACMF - ASEAN Capital Market Forum
24 Oktober 2024 October 24, 2024	IHT#11 : Menuju Adopsi IFRS S1 dan S2 IHT#11 : Towards Adoption of IFRS S1 and S2	Jakarta	<i>In-House</i>
24 Oktober 2024 October 24, 2024	IHT#11 : <i>Board Evaluation Performance : Building Value and Effectiveness</i>	Jakarta	<i>In-House</i>
31 Oktober 2024 October 31, 2024	<i>Unlocking ESG Potential: Enhancing Sustainability Reporting Tools for Future Growth</i>	Jakarta	CESGS
18 November 2024 November 18, 2024	<i>A Cutting-Edge Approach to Sustainability Reporting</i>	Zoom	AEI Indonesian Public Listed Companies Association (AEI)
19 November 2024 November 19, 2024	Sosialisasi UU No. 59 Tahun 2024: Rencana Pembangunan Jangka Panjang Nasional 2025-2045 Socialization of Law No. 59 of 2024: National Long-Term Development Plan 2025-2045	Zoom	Bappenas The National Development Planning Agency
20 November 2024 November 20, 2024	Pojok Pintar Manajemen Seri#15 24 Management Smart Corner Series #15 24	Zoom	PPM
5 Desember 2024 December 5, 2024	<i>Responsible Business Forum 2024</i>	Main Hall	IGCN
11 Desember 2024 December 11, 2024	IHT#12: <i>Awareness Compliance Management System ISO 37301:2021</i>	Jakarta	<i>In-House</i>
20 Desember 2024 December 20, 2024	IHT#13: <i>Unlocking HUMI's Women Potential</i>	Jakarta	<i>In-House</i>

Pelaksanaan Keterbukaan Informasi Tahun 2024 Implementation of Information Disclosure in 2024

Dalam rangka mendukung keterbukaan informasi kepada publik, Sekretaris Perusahaan telah menyampaikan informasi kepada masyarakat melalui media massa, situs web BEI dan situs web HUMI dengan menggunakan Bahasa Indonesia dan Inggris, serta menyampaikan laporan secara berkala maupun insidentil kepada BEI dan OJK sebagai berikut:

In order to support information disclosure to the public, the Corporate Secretary has conveyed information to the public through mass media, the websites of IDX and HUMI using Indonesian and English, as well as submitting periodic and incidental reports to the IDX and OJK as follows:

No.	Jenis Laporan Type of Report	Tujuan Designation	Periode Laporan Report Period	Jumlah Total
Laporan Berkala Periodic Report				
1	Laporan Keuangan Financial Statements	OJK & BEI OJK & IDX	Tahunan dan Triwulan Annually and Quarterly	8
2	Laporan Registrasi Pemegang Efek Report of Securities Holders Registration	BEI IDX	Bulanan Monthly	13
3	Laporan Tahunan & Laporan Keberlanjutan Annual Report & Sustainability Report	OJK & BEI OJK & IDX	Tahunan Annually	3
4	Laporan Realisasi KAP/AP Public Accounting Firm/Public Accountant Realization Report	OJK & BEI OJK & IDX	Tahunan Annually	1
5	Paparan Publik Public Expose	BEI IDX	Tahunan Annually	5
6	RUPS GMS	OJK & BEI OJK & IDX	Tahunan dan Situasional Annually and Situationally	5
Laporan Insidentil Incidental Report				
1	Laporan Penggunaan Dana Penawaran Umum Report on the Use of Proceeds from Public Offering	OJK & BEI OJK & IDX	Januari & Juli January & July	2
2	Laporan Informasi Material Report of Material Information	OJK & BEI OJK & IDX	Situasional Situationally	22

No.	Jenis Laporan Type of Report	Tujuan Designation	Periode Laporan Report Period	Jumlah Total
3	Perubahan Organ Dewan Komisaris dan Direksi Changes in Organs of the Board of Commissioners and Board of Directors	OJK & BEI OJK & IDX	Situasional Situationaly	0
4	Perubahan KAP/AP Changes to PAF/PA	OJK & BEI OJK & IDX	Situasional Situationaly	5
5	Tanggapan Permintaan Penjelasan Response to the Request for Explanation	BEI IDX	Situasional Situationaly	8
6	Iklan Laporan Keuangan Financial Statements Ads	OJK & BEI OJK & IDX	Situasional Situationaly	1

Internal Audit

Internal Audit

Fungsi Audit Internal Perseroan dilaksanakan oleh Unit Internal Audit yang bertanggung jawab langsung kepada Direktur Utama. Unit Internal Audit memiliki peran strategis dalam mendukung pencapaian kinerja Perseroan melalui proses audit. Unit Internal Audit berperan dalam pencegahan *fraud*, deteksi *fraud*, dan investigasi *fraud*. Unit Internal Audit memiliki akses langsung kepada Komite Audit untuk mengkoordinasikan dan mengelola informasi yang berkaitan dengan kegiatan dan hasil audit. Penetapan Kepala Unit Internal Audit di Perseroan mengacu pada Surat Keputusan Direksi No. 007/SK/DIREKSI-HUMI/IX/2022.

The Company's Internal Audit function is carried out by the Internal Audit Unit which is directly responsible to the President Director. The Internal Audit Unit has a strategic role in supporting the achievement of the Company's performance through the audit process. The Internal Audit Unit plays a role in fraud prevention, fraud detection, and fraud investigation. The Internal Audit Unit has direct access to the Audit Committee to coordinate and manage information related to audit activities and results. The appointment of the Company's Head of the Internal Audit Unit refers to the Board of Directors Decree No. 007/SK/DIREKSI-HUMI/IX/2022.

Dasar Hukum Legal Basis

Penunjukan Unit Internal Audit Perseroan berlandaskan pada ketentuan POJK No. 56/POJK.04/2015 tentang Pembentukan dan Pedoman Penyusunan Piagam Unit Internal Audit HUMI dan Piagam Unit Internal Audit HUMI.

The appointment of the Company's Internal Audit Unit is based on the provisions of POJK No. 56/POJK.04/2015 concerning the Establishment and Guidelines for the Preparation of HUMI's Internal Audit Unit Charter.

Piagam Internal Audit Internal Audit Unit Charter

Dalam menjalankan tugas dan tanggung jawabnya, Unit Internal Audit berpedoman pada Piagam Internal Audit yang bersifat mengikat bagi setiap anggota Unit Internal Audit. Piagam tersebut telah diperbaharui dan disetujui oleh Direksi dan Dewan Komisaris pada tanggal 7 Januari 2025, dan telah diunggah ke situs web Perseroan, www.humi.co.id.

In carrying out its duties and responsibilities, the Internal Audit Unit is guided by the Internal Audit Charter which is binding for every member of the Internal Audit Unit. The charter has been updated and approved by the Board of Directors and the Board of Commissioners on January 7, 2025, and has been uploaded to the Company's website, www.humi.co.id.

Adapun isi dari Piagam Internal Audit adalah sebagai berikut:

1. Pendahuluan.
2. Pernyataan Visi & Misi Unit Audit Internal.
3. Tujuan dan Ruang Lingkup Pekerjaan.
4. Struktur dan Kedudukan Unit Audit Internal.
5. Independensi.
6. Tugas dan Tanggung Jawab Unit Audit Internal.

The contents of the Internal Audit Charter are as follows:

1. Introduction.
2. Vision & Mission Statement of the Internal Audit Unit.
3. Objectives and Scope of Work.
4. Structure and Position of the Internal Audit Unit.
5. Independence.
6. Duties and Responsibilities of the Internal Audit Unit.