

Sekretaris Perusahaan

Corporate Secretary

Sesuai peraturan perundang-undangan, Perseroan telah membentuk dan menunjuk seorang Sekretaris Perusahaan dengan tugas pokok membangun dan menjaga hubungan serta komunikasi yang baik dengan seluruh dengan pihak internal maupun eksternal Perseroan, memastikan kepatuhan Perseroan terhadap peraturan perundang-undangan di bidang Pasar Modal, serta tugas lain yang ditentukan oleh Anggaran Dasar Perseroan.

In accordance with the laws and regulations, the Company has established and appointed a Corporate Secretary with the main task of building and maintaining good relationships and communication with all internal and external parties of the Company, ensuring the Company's compliance with the laws and regulations in the Capital Market sector, and other duties as determined by the Company's Articles of Association.

Dasar Pengangkatan Sekretaris Perusahaan

1. Peraturan Otoritas Jasa Keuangan No. 31/POJK.04/2015 tanggal 16 Desember 2015 tentang Keterbukaan Atas Informasi atau Fakta Material Oleh Emiten Atau Perusahaan Publik;
2. Keputusan Direksi PT Bursa Efek Jakarta No. Kep-305/BEJ/07-2004 tanggal 19 Juli 2004 (Peraturan No.I-A tentang Pencatatan Saham dan Efek Bersifat Ekuitas Selain Saham Yang Diterbitkan Oleh Perusahaan Terdaftar);
3. Peraturan Otoritas Jasa Keuangan No. 35/POJK.04/2014 tanggal 8 Desember 2014 tentang Sekretaris Perusahaan Emiten.

Basis of Appointment of Corporate Secretary

1. Financial Services Authority Regulation No.31/POJK.04/2015 dated December 16, 2015, concerning Disclosure to Information or Material Facts by The Issuers and Public Companies;
2. PT Bursa Efek Jakarta (Jakarta Stock Exchange) Board of Directors Decree No. Kep-305/BEJ/07-2004 dated July 19, 2004 (Regulation No. I-A concerning Listing of Shares and Equity-Type Securities Other than Shares Issued by the Listed Company);
3. FSA Regulation No.35/POJK.04/2014 dated December 8, 2014 concerning Corporate Secretary of the Issuer.

Profil Sekretaris Perusahaan

Profile of Corporate Secretary



Abdullah Umar Baswedan

Sekretaris Perusahaan
Corporate Secretary

Usia Age	50 Tahun	50 years old
Kewarganegaraan Citizenship	Indonesia	Indonesia
Domisili Domicile	Jakarta	Jakarta
Dasar Pengangkatan Basis Appointment	SK No. 0518 Tbk/SK-0000/21.S11.2 tanggal 6 Mei 2021	SK No. 0518 Tbk/SK-0000/21.S11.2 dated May 6th, 2021
Riwayat Pendidikan Educational Background	<ul style="list-style-type: none"> • Magister Manajemen - Finance, Universitas Gadjah Mada (1998) • Sarjana Teknik Geologi Universitas Gadjah Mada (1995) 	<ul style="list-style-type: none"> • Master of Management - Finance, University of Gadjah Mada (1998) • Bachelor of Geology Engineering, University of Gadjah Mada (1995)

Riwayat Pekerjaan Employment History	<ul style="list-style-type: none"> September 2020 - April 2021, Kepala Divisi Keuangan Juli 2019 - September 2020, Sekretaris Perusahaan Februari 2017 - Juni 2019, Kepala Divisi Keuangan 	<ul style="list-style-type: none"> September 2020 - April 2021, Head of Finance Division July 2019 - September 2020, Corporate Secretary February 2017 - June 2019, Head of Finance Division
Rangkap Jabatan Concurrent Position	Tidak ada	None
Hubungan Afiliasi Affiliation Relationship	Tidak memiliki hubungan afiliasi dengan anggota Dewan Komisaris, Direksi dan/atau Pemegang Saham.	Has no affiliation relationship with the Board of Commissioners, Board of Directors, and/or Shareholders

Fungsi, Tugas dan Tanggung Jawab Sekretaris Perusahaan

Fungsi, tugas dan tanggung jawab Sekretaris Perusahaan Perseroan adalah sebagai berikut:

1. Sekretaris Perusahaan bertanggung jawab kepada Direksi.
2. Fungsi Sekretaris Perusahaan meliputi:
 - a. Mengikuti perkembangan Pasar Modal.
 - b. Memberikan masukan kepada Direksi dan Dewan Komisaris Perseroan untuk mematuhi ketentuan peraturan perundang-undangan di bidang Pasar Modal.
 - c. Membantu Direksi dan Dewan Komisaris dalam pelaksanaan tata kelola Perseroan meliputi:
 - i. Keterbukaan informasi kepada masyarakat termasuk ketersediaan informasi pada situs web Perseroan.
 - ii. Penyampaian laporan kepada Otoritas Jasa Keuangan (OJK) serta instansi-instansi terkait termasuk Bursa Efek Indonesia (BEI) tepat waktu.
 - iii. Penyelenggaraan dan dokumentasi Rapat Umum Pemegang Saham.
 - iv. Penyelenggaraan dan dokumentasi rapat Direksi dan/atau Dewan Komisaris.
 - v. Pelaksanaan program orientasi terhadap Perseroan bagi Direksi dan/atau Dewan Komisaris.
 - d. Sebagai penghubung antara Perseroan dengan pemegang saham Perseroan, Otoritas Jasa Keuangan, dan pemangku kepentingan lainnya.
3. Tanggung Jawab Sekretaris Perusahaan mencakup:
 - a. Menjaga kerahasiaan dokumen, data dan informasi yang bersifat rahasia kecuali dalam rangka memenuhi kewajiban sesuai dengan peraturan perundang-undangan.
 - b. Membantu dalam memantau kepatuhan Perseroan terhadap peraturan Perseroan serta ketentuan peraturan perundang-undangan lainnya.
 - c. Menginformasikan kepada Direksi dan Dewan Komisaris dalam hal terdapat peraturan perundang-undangan baru.
 - d. Membuat laporan berkala atas pelaksanaan tugasnya sekurang-kurangnya 1 (satu) kali dalam 1 (satu) tahun buku.

Function, Duty and Responsibility of Corporate Secretary

Function, Duty and Responsibility of Corporate Secretary of the Company are as follows:

1. Corporate Secretary is responsible to the Board of Directors.
2. Corporate Secretary's functions are:
 - a. Following the development of Capital Market
 - b. Providing input to the Board of Directors and Board of Commissioners to comply with the provision of the legislation in the Capital Market sector;
 - c. Assisting the Board of Directors and Board of Commissioners in implementing corporate governance which includes:
 - i. Information disclosure to the public, including the availability of information on the Company's Website.
 - ii. Submitting a report to the Service Authority Finance (OJK) and related bodies including the Indonesia Stock Exchange (IDX) on time.
 - iii. Implementation and documentation of the GMS.
 - iv. Implementation and documentation of the Board of Directors and/or Board of Commissioners meetings.
 - v. Implementation of a Company orientation program for the new Board of Directors and/or Board of Commissioners.
 - d. As a liaison between the Company and Shareholders, Indonesia Financial Services Authority (FSA) and other stakeholders.
3. Corporate Secretary's responsibilities include:
 - a. Maintaining confidentiality of documents, data and information of which are confidential except in fulfilling obligations in accordance with statutory regulations.
 - b. Assisting in monitoring the Company's compliance with its regulations and other statutory provisions.
 - c. Informing the Board of Directors and Board of Commissioners if there are new laws and regulations.
 - d. Generating periodic reports on the implementation of their duties at least 1 (one) time in 1 (one) financial year.

4. Sekretaris Perusahaan dilarang untuk mengambil keuntungan pribadi baik secara langsung maupun tidak langsung, yang merugikan Perseroan.
5. Sekretaris Perusahaan harus mengikut pendidikan dan/ atau pelatihan dalam rangka meningkatkan pengetahuan dan pemahaman untuk membantu pelaksanaan tugasnya.
6. Setiap informasi yang disampaikan oleh Sekretaris Perusahaan kepada masyarakat mendapat persetujuan atau sepengetahuan Direksi Perseroan dan merupakan informasi resmi dari Perseroan.

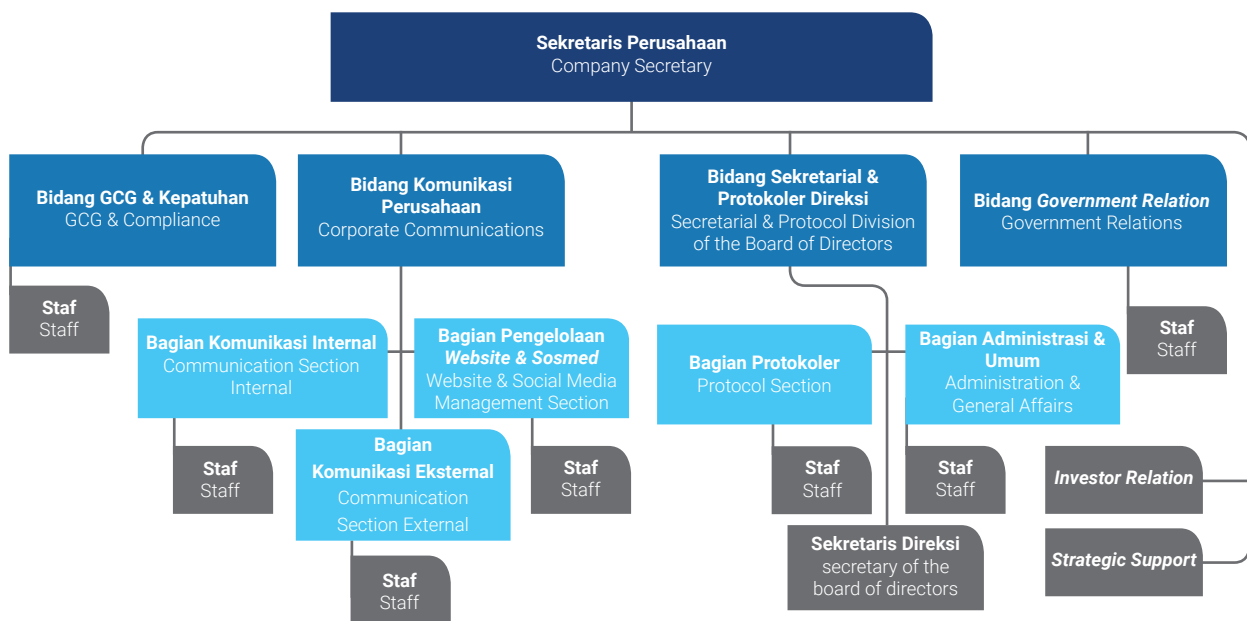
4. Corporate Secretary is prohibited from taking Personal benefits, directly or indirectly, to the detriment of the Company.
5. Corporate Secretary must take part in education and/or training in order to increase knowledge and understanding supporting his/her duties.
6. Every information submitted by the Corporate Secretary to the public is approved or acknowledged by the Company's Board of Directors and is official information from the Company.

Struktur Organisasi Sekretaris Perusahaan

Sekretaris Perusahaan Perseroan merupakan pejabat satu tingkat di bawah Direksi. Sekretaris Perusahaan diangkat dan diberhentikan oleh Direksi dan bertanggung jawab langsung kepada Direktur Utama. Sekretaris Perusahaan membawahi beberapa fungsi dan bidang, seperti tertera di bagan struktur organisasi berikut.

Organizational Structure of Corporate Secretary

The Company's Corporate Secretary is an official one level below the Board of Directors. The Corporate Secretary is appointed and dismissed by the Board of Directors and reports directly to the President Director. The Corporate Secretary is in charge of several functions and fields, as shown in the following organizational structure chart.



Pengembangan Kompetensi

Perseroan mendukung penuh program pengembangan kompetensi SDM termasuk untuk posisi Sekretaris Perusahaan, guna meningkatkan kinerja sesuai tugas dan tanggung jawab. Pada tahun 2021 Sekretaris Perusahaan PT TIMAH Tbk mengikuti beberapa program pelatihan dan pendidikan sebagai berikut:

Competency Development

The Company fully supports the HR competency development program, including for the position of Corporate Secretary, in order to improve performance according to duties and responsibilities. In 2021, the Corporate Secretary of PT TIMAH Tbk participated in the following training and education programs:

No.	Tanggal Date	Nama Pelatihan Name of Training	Penyelenggara Organizer
1	31 Mei 2021 May 31, 2021	Global Senior Executive Education Programme: Session 1 - Scenario Planning Global Senior Executive Education Programme: Session 1 - Scenario Planning	AIMWA
2	3 - 18 Juni 2021 June 3 - 18, 2021	Fraud Awareness Fraud Awareness	MIND ID
3	8 Juni 2021 June 8, 2021	Global Senior Executive Education Programme: Session 2 - Scenario Planning Global Senior Executive Education Programme: Session 2 - Scenario Planning	AIMWA
4	21 Juni 2021 June 21, 2021	Timah Webinar Series: Restorasi Ekosistem Pertambangan Timah Timah Webinar Series: Tin Mining Ecosystem Restoration	PT TIMAH Tbk
5	29 Juli 2021 July 29, 2021	Bimbingan Teknis Program Anti Korupsi Anti-Corruption Program Technical Guidance	KPK
6	30 Juli 2021 July 30, 2021	Timah Webinar Series: Konsep Rencana Induk Komoditas Timah & Tantangan Pengolahan Mineral Di Masa Depan Timah Webinar Series: Tin Commodity Master Plan Concept & Future Mineral Processing Challenges	PT TIMAH Tbk
7	26 - 27 Agustus 2021 August 26 - 27, 2021	Global Senior Executive Education Programme: Managing Diversity Global Senior Executive Education Programme: Managing Diversity	Giulia
8	9 - 10 Desember 2021 Desember 9 - 10, 2021	Move Forward Workshop (Unfreezing Session)	MIND ID
9	27 - 31 Desember 2021 December 27 - 31, 2021	Pengantar Anti Suap dan Korupsi Introduction to Anti-Bribery and Corruption	MIND ID
10	27 - 31 Desember 2021 December 27 - 31, 2021	Information Security	MIND ID
11	27 - 31 Desember 2021 December 27 - 31, 2021	Core Values MIND ID dan Key Behaviors MIND ID Core Values MIND ID and Key Behaviors MIND ID	PT TIMAH Tbk

Pelaksanaan Tugas Sekretaris Perusahaan Tahun 2021

Selama tahun 2021 Sekretaris Perusahaan Perseroan telah menyelesaikan tugas dan kegiatan sebagai berikut:

I. Kegiatan Terkait Keterbukaan Informasi

1. Pemenuhan Pelaporan Kepada Regulator

Sesuai sebagai perusahaan publik, Perseroan memenuhi kewajiban kepada ketentuan regulator untuk membuka informasi kepada publik, memenuhi peraturan keterbukaan informasi, serta menyerahkan laporan perusahaan kepada regulator pasar modal. Perinciannya laporan perusahaan yang telah disampaikan sepanjang tahun 2021 sebagai berikut:

Duties Implementation of Corporate Secretary in 2021

During 2021 the Corporate Secretary of the Company has completed the following tasks and activities:

I. Activities Related to Information Disclosure

1. Fulfillment of Reporting to Regulators

As a public company, the Company fulfills its obligations to regulatory provisions to disclose information to the public, comply with information disclosure regulations, and submit company reports to capital market regulators. The details of the company reports submitted throughout 2021 are as follows:

Instansi Institution	Jenis Laporan Type of Report	Jumlah Total
Otoritas Jasa Keuangan Financial Services Authority	Laporan Keuangan Financial Statements	4
	Laporan Tahunan Annual Report	1
	Laporan Hutang Valas Foreign Currency Payable Report	12
	Rencana RUPS GMS Planning	2
	Pemanggilan RUPS GMS Invitation	1
	Pengumuman Announcements	1
	Hasil Results	1
	Risalah Minutes	1
	Perubahan Sekper Change of Corporate Secretary	1
	Perubahan Komite Audit Change of Audit Committee	2
	Perubahan Komite NRR Change of NRR Committee	1
	Press Rilis Press Releases	5
	Keterbukaan Informasi Information Disclosure	2
	Bukti Iklan Advertisement Proof	8
	Laporan Kepemilikan Saham Dirkom BoD Share Ownership Report	1
	Penyampaian Salinan Keputusan Pengadilan PKPU Submission of Copies of PKPU Court Decisions	1
	Ralat Pengumuman RUPS GMS Announcement Corrections	1
	Penyampaian Laporan Penunjukan KAP Submission of KAP Appointment Report	1
	Laporan Evaluasi Kinerja KAP KAP Performance Assessment Report	1
	Total	
Bursa Efek Indonesia Indonesia Stock Exchange	Laporan Keuangan Financial Statements	4
	Laporan Tahunan Annual Report	1
	Laporan Eksplorasi Exploration Report	7
	Pemanggilan RUPS GMS Invitation	1

Instansi Institution	Jenis Laporan Type of Report	Jumlah Total
	Pengumuman Announcements	1
	Hasil Results	1
	Risalah Minutes	1
	Perubahan Sekper Change of Corporate Secretary	1
	Perubahan Komite Audit Change of Audit Committee	2
	Perubahan Komite Nrr Change of NRR Committee	1
	Press Rilis Press Releases	5
	Publik Ekspose Public Exposures	3
	Kesiapan Dana Pembayaran Bunga Readiness of Interest Payment Funds	4
	Penjelasan Pemberitaan Di Media Massa Explanation of News in the Mass Media	1
	Keterbukaan Informasi Information Disclosure	2
	Penyampaian Salinan Keputusan Pengadilan Pkpu Submission of Copies of PKPU Court Decisions	1
	Laporan Registrasi Pemegang Efek Securities Holder Registration Report	9
Total		45

2. Kegiatan *Public Expose*

Perseroan melalui Sekretaris Perusahaan juga mengadakan *public expose* sebagai kegiatan terkait keterbukaan informasi kepada publik. Tata cara pelaksanaan *public expose* mengacu pada Peraturan Bursa Efek Indonesia Nomor I-E Tentang Kewajiban Penyampaian Informasi, Ketentuan V.1 dan V.2 mengenai Pemenuhan kewajiban Perusahaan Tercatat untuk melaksanakan *Public Expose* tahunan dan *Public Expose* insidental.

Sehubungan dengan kondisi pandemi, di tahun 2021 Perseroan menyelenggarakan 1 (satu) kali *public expose* yang dilakukan secara elektronik. Pelaksanaannya dilakukan bersama Bursa Efek Indonesia selaku regulator dalam *Public Expose Live 2021*. Pada *public expose* ini, Perseroan menyampaikan paparan terkait dengan Kinerja Operasional dan Kinerja Keuangan PT TIMAH Tbk sampai dengan 30 Juni 2021. Setelahnya, Perseroan mengadakan *press conference* yang dihadiri sejumlah wartawan. Paparan singkat kegiatan *public expose* Perseroan tahun 2021 adalah sebagai berikut:

2. Public Exposures

The Company through the Corporate Secretary also held a public expose as an activity related to information disclosure to the public. The procedure refers to the Indonesia Stock Exchange Regulation Number I-E regarding Obligations to Submit Information, Provisions V.1 and V.2 regarding the fulfillment of the Listed Company's obligations to carry out annual Public Exposures and incidental Public Exposures.

In connection with the pandemic conditions, in 2021 the Company held 1 (one) public expose which was conducted virtually. The implementation was carried out with the Indonesia Stock Exchange as the regulator in the *Public Expose Live 2021*. At this event, the Company delivered an explanation related to the Operational Performance and Financial Performance of PT TIMAH Tbk until June 30th, 2021. After that, the Company held a press conference which was attended by a number of journalists. A brief description of the Company's public expose activities in 2021 is as follows:

Pelaksanaan Public Expose PT TIMAH Tbk
Implementation of PT TIMAH Tbk Public Expose

Hari / Tanggal Day/Date	Rabu, 8 September 2021 Wednesday, September 8 th , 2021
Waktu Time	10.00-10.50 WIB 10.00-10.50 WIB
Tempat Venue	Disiarkan secara elektronik oleh Bursa Efek Indonesia melalui "Public Expose Live 2021" Broadcast virtually by Indonesia Stock Exchange through "Public Expose Live 2021"
Penyaji Presenter	Wibisono - Direktur Keuangan dan Manajemen Risiko PT TIMAH Tbk Wibisono - Director of Finance and Risk Management PT TIMAH Tbk Abdullah Umar - Sekretaris Perusahaan Abdullah Umar - Corporate Secretary Listi Witanni - Investor Relation Listi Witanni - Investor Relations
Moderator Moderator	Antonius Angga Antonius Angga
Jumlah Pertanyaan Number of Questions	5 (lima) pertanyaan, yakni: Strategi Perusahaan terkait menjaga/meningkatkan kinerja dengan harga komoditas yang volatile Dari sisi penjualan mayoritas dijual Ekspor, apakah secara industri pengolahan timah di Indonesia belum ada? Bagaimana sinergi dengan perusahaan-perusahaan BUMN lain? Bagaimana strategi jangka panjang Perseroan untuk meningkatkan kinerja? Dan seberapa besar dampak positif kinerja Perseroan dengan adanya MIND ID? Dan bagaimana outlook harga timah mengingat harga timah sudah menguat +58% ytd dan +77% YoY? Dulu TINS berencana akan mengolah rare earth. Bagaimana perkembangan rencana itu? 5 (five) questions, i.e.: Company strategy related to maintaining/improving performance with volatile commodity prices In terms of sales, the majority are exported. Is there no tin processing industry in Indonesia yet? How is the synergy with other state-owned companies? What is the Company's long-term strategy to improve performance? And how big is the positive impact of the Company's performance with the MIND ID? And what is the outlook for tin prices considering that tin prices have strengthened +58% ytd and +77% YoY? In the past, TINS planned to cultivate rare earth. How is the plan progressing?
Jawaban Answer	Seluruh pertanyaan telah dijawab dengan relevan dan memadai oleh penyaji. Informasi lebih lengkap mengenai pelaksanaan <i>public expose</i> PT TIMAH Tbk tersedia di website www.idx.co.id (laman Investor-Public Expose Live 2021) atau pada youtube IDX https://www.youtube.com/watch?v=F9TUZpXVZwo All questions have been answered relevantly and adequately by the presenter. More information regarding the implementation of PT TIMAH Tbk's public expose is available on the website www.idx.co.id (Investor-Public Expose Live 2021 page) or on Youtube IDX https://www.youtube.com/watch?v=F9TUZpXVZwo

II. Kegiatan Terkait Investor

Dalam kapasitas sebagai penanggung jawab hubungan dengan pemegang saham dan investor, Sekretaris Perusahaan juga bertugas mengadakan pertemuan analisis guna mengkomunikasikan kinerja Perseroan, mendiskusikan informasi mengenai saham dan pasar modal, serta kondisi ekonomi baik mikro dan makro yang mungkin dapat berdampak pada kegiatan usaha Perseroan. Pada tahun 2021 kegiatan *Analyst Meeting* yang diadakan Sekretaris Perusahaan sebanyak 17 (tujuh belas) kali dilakukan secara virtual.

II. Activities Related to Investors

In his capacity as the person in charge of relations with shareholders and investors, the Corporate Secretary is also tasked with holding analyst meetings to communicate the Company's performance, discuss information on shares and capital markets, as well as micro and macro economic conditions that may have an impact on the Company's business activities. In 2021 the Analyst Meeting held by the Corporate Secretary for 17 (seventeen) times were carried out virtually.