

Sekretaris Perusahaan	Corporate Secretary
<p>Sekretaris Perusahaan</p> <p>Sekretaris Perusahaan merupakan organ pendukung perusahaan yang bertindak sebagai mediator Bank dengan para pemangku kepentingan seperti regulator, investor, dan masyarakat khususnya yang berkaitan dengan komunitas pasar modal yang bertanggung jawab untuk memastikan kepatuhan perusahaan terhadap peraturan perundang-undangan yang berlaku sebagai bagian dari implementasi Tata Kelola Perusahaan yang baik (GCG).</p> <p>Pembentukan Sekretaris Perusahaan Bank Mandiri telah mempertimbangkan ketentuan dan peraturan yang berlaku, di antaranya:</p> <ul style="list-style-type: none"> • Peraturan Otoritas Jasa Keuangan No. 35 /POJK.04/2014 tentang Sekretaris Perusahaan Emiten atau Perusahaan Publik. • Peraturan Menteri Negara BUMN Nomor: PER 01/MBU/2011 sebagaimana telah diubah dengan PER-09/MBU/2012, Bagian Kesembilan mengenai Sekretaris Perusahaan. <p>Profil Sekretaris Perusahaan</p> <p>Rohan Hafas - Sekretaris Perusahaan</p> <p>Warga Negara Indonesia, 55 tahun. Berdomisili di Jakarta, beliau diangkat sebagai Sekretaris Perusahaan Bank Mandiri sejak tanggal 1 Oktober 2014 berdasarkan Surat Keputusan SEVP No. KEP.SEVP/272/2014 tentang Penunjukan dan Penetapan Jabatan Pegawai Bank Mandiri. Bergabung dengan Bank Susila Bakti sebagai Assistant Manager pada tahun 1987, beliau kemudian berkarir di Badan Penyehatan Perbankan Nasional (BPPN) berturut-turut sebagai Team Leader Communication Division, Group Head Communication Division dan Division Head Communication Division. Sebelum bergabung dengan Bank Mandiri, pemegang gelar Sarjana Ekonomi dari Universitas Indonesia ini sebelumnya menjabat sebagai Corporate Secretary Division Head di PT Bank Mutiara Tbk</p>	<p>Corporate Secretary</p> <p>The Corporate Secretary assumes as supported organ of the Company positioned as a liaison officer between the Bank and stakeholders including regulator, investor and public particularly in connection with capital markets community with the responsibility to ensure the Company's compliancy to applied regulations as part of Good Corporate Governance (GCG) implementation.</p> <p>The Bank's Corporate Secretary was established in view of, among others, the following regulations:</p> <ul style="list-style-type: none"> • Regulation of the Financial Services Authority (POJK) No. 35/POJK.04/2014 concerning Corporate Secretary of Issuers or Public Companies. • Regulation of the Minister of State Owned Enterprises No. PER-01/MBU/2011 as amended by PER-09/MBU/2012, Chapter Nine concerning Corporate Secretary. <p>Corporate Secretary Profile</p> <p>Rohan Hafas - Sekretaris Perusahaan</p> <p>An Indonesian citizen, 55 years old. Domicile in Jakarta, he was appointed as Corporate Secretary of Bank Mandiri since October 1, 2014, virtue of Decree of the Senior Executive Vice President (SEVP) No. KEP.SEVP/272/2014 concerning the Appointment and Designation of a Bank Mandiri Official. He began his career at Bank Susila Bakti in 1987 as Assistant Manager, prior to his career in the Indonesian Bank Restructuring Agency (BPPN) and positioned as Communication Division Team Leader, Communication Division Group Head and Communication Division Head. Prior to his career in Bank Mandiri, the graduated from the Faculty of Economics, the University of Indonesia in 1987 was Corporate Secretary Division Head at PT Bank Mutiara Tbk.</p>



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<p>Pedoman Kerja Sekretaris Perusahaan</p> <p>Dalam melaksanakan tugasnya, fungsi Sekretaris Perusahaan dijalankan oleh unit kerja Corporate Secretary Group yang pada umumnya menjalankan fungsi, tugas dan tanggung jawab yang secara internal diatur dalam Kebijakan Corporate Secretary Bank Mandiri yang telah ditetapkan dan disahkan oleh Dewan Komisaris dan Direksi.</p> <p>Fungsi dan Tugas Sekretaris Perusahaan</p> <p>Adapun fungsi dan tugas dari Sekretaris Perusahaan dapat dijabarkan sebagai berikut:</p> <ol style="list-style-type: none"> 1. Mengkoordinir, melakukan pengelolaan dan pengembangan strategi dan program komunikasi perusahaan. 2. Memenuhi kewajiban sebagai perusahaan terbuka berdasarkan prinsip-prinsip <i>Good Corporate Governance</i> 3. Mendukung Dewan Komisaris, Direksi, Senior Executive Vice President (SEVP) dan pejabat eksekutif lainnya. 4. Memelihara nama baik dan citra Bank Mandiri. 5. Mengendalikan sistem pengamanan Bank Mandiri. 6. Menyelenggarakan aktivitas Tanggung Jawab Sosial melalui Program Kemitraan dan Program Bina Lingkungan yang tepat sasaran sehingga dapat meningkatkan citra positif Bank Mandiri. <p>Program Peningkatan Kompetensi Sekretaris Perusahaan 2016</p> <p>Sebagai penghubung dengan pihak-pihak eksternal, Sekretaris Perusahaan harus selalu mengikuti perkembangan dunia pasar modal serta secara konsisten meningkatkan kompetensinya di bidang Hukum/Legal, Akuntansi dan Kesekretariatan. Untuk itu, Sekretaris Perusahaan Bank Mandiri secara rutin mengikuti berbagai pelatihan yang bermanfaat untuk memaksimalkan perannya yang sangat penting di dalam perusahaan.</p>	<p>Corporate Secretary Work Guidelines</p> <p>In performing its duties, the functions, duties and responsibilities of Corporate Secretary are carried out by the Corporate Secretary Group as internally regulated under Bank Mandiri Corporate Secretary Policy adopted and approved by the Board of Commissioners (BOC) and BOD.</p> <p>Duties and Responsibilities of Corporate Secretary</p> <p>The Corporate Secretary has the duties and responsibilities as follows:</p> <ol style="list-style-type: none"> 1. To coordinate, carry out administrative and development of corporate communication strategies and programs. 2. To meet the obligations of the Company as a public company based on GCG principles. 3. To support the BOC, BOD, SEVP and other executive officers. 4. To maintain the reputable image of the Bank. 5. To exercise the Bank's security system control. 6. To carry out Corporate Social Responsibility (CSR) activities through Partnership and Environmental Development Program (PKBL) in accordance with the appropriate targets so as to give positive contribution to improving the image of Bank Mandiri. <p>2016 Company Secretary Competency Enhancement Program</p> <p>As a liaison with external parties, Company Secretary must always follow the development of capital markets and consistently improve their competence in the field of Law/Legal, Accounting and Secretariat. To that end, Corporate Secretary of Bank Mandiri regularly attend various useful training to maximize its important role in the company. Throughout 2016, the Corporate Secretary has attended various training/Workshop/Seminar including banking Risk Management Refreshment level 1 in Jakarta on November 23, 2016</p>



