

Sekretaris Perusahaan	Corporate Secretary
Peran Sekretaris Perusahaan Sekretaris Perusahaan Bank Mandiri memiliki peranan yang penting dalam memastikan aspek penghubung (liaison officer) antara Bank dengan pihak eksternal khususnya berkaitan dengan pasar modal, publik serta kebijakan internal berkaitan dengan penerapan tata kelola perusahaan yang baik. Dasar Acuan Ketentuan pembentukan Sekretaris Perusahaan Bank telah mempertimbangkan antara lain peraturan sebagai berikut: • 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. Profil Sekretaris Perusahaan Sekretaris Perusahaan diangkat dan diberhentikan berdasarkan keputusan Direksi. Pengangkatan Sekretaris Perusahaan telah memenuhi persyaratan yang telah ditetapkan antara lain oleh Peraturan Otoritas terkait (OJK) dan Peraturan Menteri Negara BUMN. Pada tahun 2014, melalui Surat Keputusan SEVP No. KEP.SEVP/272/2014 tentang Penunjukan dan Penetapan Jabatan Pegawai Bank Mandiri telah ditunjuk Sdr. Rohan Hafas sebagai Sekretaris Perusahaan. Penunjukkan tersebut telah diumumkan pada tanggal 2 Oktober 2014 melalui surat kabar nasional, yaitu Media Indonesia dan Bisnis Indonesia. Rohan Hafas, Warga Negara Indonesia, 54 tahun, menyelesaikan pendidikan S1 dari Fakultas Ekonomi Universitas Indonesia (UI) pada tahun 1987. Beliau memulai karier di Bank Susila Bakti	Corporate Secretary's Role The Corporate Secretary of Bank Mandiri assumes an important role as a liaison officer between the Bank and external parties, particularly in connection with capital markets, the public and internal policies pertaining to good corporate governance (GCG) implementation. Frame of Reference The Bank's Corporate Secretary was established in view of, among others, the following regulations: • 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. Corporate Secretary Profile The Corporate Secretary is appointed and dismissed based on a decree of the Board of Directors (BOD). The appointment of Corporate Secretary has met the requirements set out under, among others, the relevant regulations issued by the OJK and Minister of State Owned Enterprises. In 2014, by 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, Mr. Rohan Hafas was named the Corporate Secretary. The appointment was announced on October 2, 2014 in national newspapers, i.e. Media Indonesia and Bisnis Indonesia. Rohan Hafaz, An Indonesian citizen, 54 years old, earned his Bachelor's degree from the Faculty of Economics, the University of Indonesia in 1987. He began his career at Bank Susila Bakti in 1987

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pada tahun 1987 sebagai Assistant Manager. Dalam perjalanan kariernya, beliau sempat menjabat sebagai Team Leader Communication Division, Group Head Communication Division dan Division Head Communication Division di Badan Penyehatan Perbankan Nasional (BPPN) serta menjadi Corporate Secretary Division Head di PT. Bank Mutiara Tbk. Mulai tanggal 1 Oktober 2014, Rohan Hafas menjabat sebagai Group Head Corporate Secretary PT Bank Mandiri (Persero) Tbk.	as Assistant Manager. During the course of his career, he served as Communication Division Team Leader, Communication Division Group Head and Communication Division Head at the Indonesian Bank Restructuring Agency (BPPN) and as Corporate Secretary Division Head at PT Bank Mutiara Tbk. On October 1, 2014, Rohan Hafas was appointed as Corporate Secretary Group Head of PT Bank Mandiri (Persero) Tbk.
Pedoman Kerja Sekretaris Perusahaan 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 Bank Mandiri tanggal 1 Juli 2011 beserta perubahan-perubahannya dengan mempertimbangkan Peraturan otoritas yang berlaku.	Corporate Secretary Work Guidelines 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 on July 1, 2011 along with its amendments, by taking into consideration applicable regulations put in place by the competent authorities.
Tugas dan Tanggung Jawab Sekretaris Perusahaan Tugas dan tanggung jawab Sekretaris Perusahaan, secara garis besar diantaranya adalah sebagai berikut: 1. Memimpin, mengelola, mengembangkan dan melaksanakan strategi dan program komunikasi korporasi 2. Melakukan pemenuhan kewajiban perseroan sebagai perusahaan terbuka berdasarkan prinsip-prinsip Good Corporate Governance 3. Menyediakan dukungan bagi Komisaris, Direksi, Senior Executive Vice President (SEVP) dan pejabat eksekutif lainnya 4. Menjaga reputasi image Bank 5. Melaksanakan pengendalian sistem pengamanan Bank 6. Melaksanakan kegiatan Corporate Social Responsibility melalui Program Kemitraan dan Program Bina Lingkungan sesuai sasaran yang tepat sehingga dapat memberikan	Duties and Responsibilities of Corporate Secretary The Corporate Secretary has the duties and responsibilities as follows: 1. To lead, administer, develop and carry out 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



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kontribusi bagi peningkatan citra positif Bank Mandiri.	so as to give positive contribution to improving the image of Bank Mandiri.
Klasifikasi dan Pengembangan Kompetensi Sekretaris Perusahaan	Classification and Development of Corporate Secretary Competencies
Sejalan dengan klasifikasi Sekretaris Perusahaan yang telah ditetapkan di Pedoman Sekretaris Perusahaan, Sekretaris Perusahaan wajib memiliki pengetahuan yang baik dibidang Hukum/Legal, Akuntansi dan Kesekretariatan. Selain itu, senantiasa mampu menjaga kerahasiaan Bank terkait informasi internal Bank. Hal ini berguna untuk memaksimalkan peran Sekretaris Perusahaan dalam memberikan saran kepada Direksi, Dewan Komisaris serta eksekutif lainnya untuk kepentingan Perusahaan.	In line with its classification set forth under the Corporate Secretary Guidelines, the Corporate Secretary must have sound knowledge in legal, accounting and secretarial affairs. In addition to that, it must be able to maintain confidentiality related to the Bank's internal information. This is intended to maximize the Corporate Secretary's role in providing advice to the BOD, BOC and other executives in the interest of the Company.
Selama tahun 2015, Sekretaris Perusahaan telah mengikuti berbagai Pelatihan/Workshop/Seminar dalam rangka peningkatan kemampuan atau update knowledge dibidang pengetahuan Sekretaris Perusahaan khususnya mengenai GCG. Adapun kegiatan tersebut terdokumentasi sebagai berikut : (Materi Pelatihan : Legal, Akuntansi dan Kesekretariatan) 1. Seminar Pengendalian Gratifikasi 2. Focus Group Discussion tentang terobosan skema pembiayaan bagi industri kreatif 3. Seminar Kedeputian mengenai Sosialisasi PKBL dan Road Map Kementerian BUMN 4. Acara National Anti Fraud Conference (NACF) 2015	During 2015, the Corporate Secretary participated in various training/workshop/seminar events in order to enhance the skills or update knowledge in connection with corporate secretary know-how, particularly concerning GCG. The activities are documented (Training Subject: Legal, Accounting and Secretarial Affairs) as follows: 1. Seminar on Gratuities Control 2. Focus Group Discussions on development of breakthrough financing schemes for creative industry 3. Seminar on Introduction of PKBL and Road Map of the Ministry of State Owned Enterprises for Deputies in State Owned Enterprises 4. National Anti-Fraud Conference (NACF) 2015
Penilaian Kinerja Sekretaris Perusahaan	Assessment of Corporate Secretary Performance
Penilaian kerja Sekretaris Perusahaan dilakukan oleh Direktur Utama dengan berdasarkan ketercapaian program kerja pelaksanaan tugas Sekretaris Perusahaan. Penilaian kinerja Sekretaris Perusahaan mencakup kriteria antara lain sebagai berikut: 1. Aspek Financial Cost Effectiveness 2. Aspek Customer a. Pelaksanakan keterbukaan Informasi sesuai regulasi	Assessment of the Corporate Secretary's performance is carried out by the President Director based on the level of achievement of Corporate Secretary work programs. The performance assessment encompasses the following criteria: 1. Financial Aspects Cost Effectiveness 2. Customer Aspects a. Application of public disclosure pursuant to the regulations



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b. Peningkatkan posisi Top of Mind Bank Mandiri 3. Aspek Internal Business Process a. Pelaksanakan program internal komunikasi yang komprehensif b. Pengelolaan Calendar of Event 4. Aspek People Development - Mengembangkan Kompetensi Pegawai	b. Improvement of the Bank's reputation as the Top of Mind Bank for customers 3. Internal Business Process Aspects a. Management of comprehensive internal communication programs b. Management of Calendar of Event 4. People Development Aspect - Development of Employee Competencies

