


PT RADIANT UTAMA INTERINSKO TBK



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CORPORATE SECRETARY CHARTER

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PRELIMINARY

The Company is obligated to maintain a Corporate Secretary in accordance with the Financial Services Authority Regulation Number 35/POJK.04/2014 dated December 8, 2014, which pertains to the Corporate Secretary of Issuers or Public Companies, and the Indonesia Stock Exchange Regulation Number I-A, Appendix to the Decision Letter of the Board of Directors of the Indonesia Stock Exchange Number Kep.00001/BEI/01-2014 dated January 20, 2014. This requirement is due to the fact that the Company's shares are listed on the Indonesia Stock Exchange (IDX) under the issuer code RUIS.

LEGAL BASIS

- Regulation of the Financial Services Authority ("POJK") Number 35/POJK.04/2014 concerning the Corporate Secretary of Issuers or Public Companies
- Regulation of the Financial Services Authority ("POJK") Number 21/POJK.04/2015 on the Implementation of Guidelines for Public Company Governance
- Decision of the Indonesia Corporate Secretary Association No. SK/007-ICSA/VIII/2021 regarding the Professional Standards for Corporate Secretaries
- Joint Decree number SKB/001/RUI/XII/2022 concerning Corporate Governance Guidelines. Director's Decision Letter Number 116/SK/RUI/VIII/2016 dated August 8, 2016, regarding the Appointment of the Corporate Secretary.

OBJECTIVE

The purpose of this Corporate Secretary Charter is as follows:

- Regulate the functions and responsibilities of the Corporate Secretary so that they can be carried out efficiently, transparently, accountably, and independently in accordance with applicable laws and regulations
- As a basis for the formulation of policies and decision-making related to the Corporate Secretary.
- Maintaining the balance of rights and obligations among shareholders, the Board of Directors, the Board of Commissioners, and stakeholders in order for the Company to deliver the best performance and provide benefits for all parties.

CHAPTER II CORPORATE SECRETARY

POSITION AND APPOINTMENT OF THE COMPANY SECRETARY

The role of the Corporate Secretary may be performed by an individual or a team overseen by a designated leader.

The Corporate Secretary is appointed at the discretion of the Board of Directors. The Corporate Secretary reports directly to the President Director within the Company's organizational structure.

The appointment of the Corporate Secretary must be submitted to the Financial Services Authority ("OJK") and publicly published via the Company's Website and the Indonesia Stock Exchange ("IDXNet") within 2 (two) days following the appointment.

The Corporate Secretary can be held concurrently by a member of the Company's Board of Directors.

The Corporate Secretary is prohibited from holding any other public positions.

REQUIREMENTS FOR THE CORPORATE SECRETARY

- The Company Secretary is required to reside in Indonesia.
- Monitoring advancements in the Capital Market, especially the regulatory frameworks governing it.
- Qualified to undertake legal actions, equipped with an educational background and experience that facilitate the fulfillment of their responsibilities, encompassing expertise in law, finance, and corporate governance.
- The Corporate Secretary must comprehend the Company's business operations and possess effective communication skills to enhance services and facilitate dialogue between the Company and its shareholders and stakeholders.

ROLES AND RESPONSIBILITIES OF THE CORPORATE SECRETARY

Responsible for the implementation of Good Corporate Governance, namely:

1

Improving good relations and establishing regular communication with the Capital Market Supervisory Agency, including OJK and BEI, regarding all matters related to governance, corporate actions, and important transactions.

2

Acting as an intermediary between the Company and its Shareholders and other stakeholders

3

Overseeing the Company's adherence to the Limited Liability Company Law ("UUPT"), additional legislative stipulations, the Articles of Association, the Financial Services Authority, and other regulatory requirements, primarily through collaboration with the Corporate legislative Division.

4

Assisting the Board of Directors and the Board of Commissioners in providing transparency to the public, including the availability of information on the Company's website.

5

Assisting the Board of Directors and the Board of Commissioners in delivering reports to the Capital Market Authority in a timely manner.

6

Responsible for the implementation of the General Meeting of Shareholders ("GMS"), including assisting the Board of Directors in preparing all materials related to the GMS and delivering notifications, announcements, calls, and the results of the General Meeting of Shareholders to the OJK and the public, especially shareholders, in a timely manner.

7

Systematization and record-keeping Meeting of the Board of Directors, Meeting of the Board of Commissioners, Joint Meeting, and Committee Meeting

8

Ensuring that the Board of Commissioners and the Board of Directors receive information quickly about any relevant regulatory changes and that they understand the impact.

9

Maintaining the confidentiality of documents, data, and information that are classified as secret, except in the context of fulfilling obligations in accordance with laws and regulations or as otherwise specified in laws and regulations.

10

Determining the criteria regarding the types and content of information that can be conveyed to stakeholders

11

Coordinating the implementation of the corporate social responsibility program

12

Preparing the annual work program and periodically reporting on the implementation of the work program regarding the functions of the Corporate Secretary to the Board of Directors.

13

Responsible for reporting material information to the OJK and IDX as well as the general public based on the applicable Capital Market regulations.

14

Deliver a report periodically at least once a year regarding the implementation of the Corporate Secretary's functions to the Board of Directors and copy it to the Board of Commissioners.

15

Providing a brief description of the implementation of the Corporate Secretary function and information regarding the education and/or training attended by the Corporate Secretary function in the Company's Annual Report.

16

Administering the Company's essential papers

Following the developments of the Capital Market and ensuring that the Company's activities are in line with the applicable Capital Market and Investment regulations.

Managing and storing various Company documents related to its duties and work in accordance with Law No. 8 of 1997 concerning Company Documents

RESIGNATION/TERMINATION OF THE CORPORATE SECRETARY

Upon the resignation or termination of the Corporate Secretary, the Company is required to

- Submit a report to the OJK regarding this matter.
- Announcing the resignation/termination and vacancy of the Corporate Secretary on the Company's Website and IDX.
- Reporting to the OJK and publishing information on the Website, as previously stated, shall be completed no later than 2 (two) working days following the resignation or termination.
- Upon a vacancy in the Corporate Secretary position, the Board of Directors must appoint a successor within a maximum of 60 days from the date of the vacancy.
- In the absence of the Corporate Secretary, the role is assumed by a member of the Board of Directors or an individual designated as the interim Corporate Secretary.

CHAPTER III

CLOSING

- This Corporate Secretary Charter is ratified by the Company's Board of Directors to be implemented, reviewed, and periodically improved in accordance with the needs and developments of the Company's business environment and applicable regulations.
- This charter is made in Indonesian and English. If there are any differences in interpretation, the Indonesian language version will prevail.