

Garudafood



**KEBIJAKAN PELAPORAN ATAS KEPEMILIKAN SAHAM OLEH DIREKSI DAN DEWAN
KOMISARIS /
*POLICY OF REPORTING SHARE OWNERSHIP BY BOARD OF DIRECTORS AND BOARD
OF COMMISSIONERS***

PT GARUDAFOOD PUTRA PUTRI JAYA TBK

| I. REFERENSI | I. REFERENCE |
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| <ol style="list-style-type: none"> 1. Undang-Undang No. 40 Tahun 2007 tentang Perusahaan Terbatas. 2. Peraturan Otoritas Jasa Keuangan (“OJK”) No. 33/POJK.04/2014 tentang Direktur dan Dewan Komisaris Emiten atau Perusahaan Publik (“POJK 33/2014”). 3. Peraturan No. I-A Lampiran Surat Keputusan Direksi Bursa Efek Indonesia No. Kep 00001/BEI/01-2014 (“Peraturan No. I-A”). 4. Peraturan OJK No. 11/POJK.04/2017 tentang Laporan Kepemilikan Atau Setiap Perubahan Kepemilikan Saham Perusahaan Terbuka (POJK 11/2017”). 5. Nilai-Nilai Dasar Perusahaan (<i>Corporate Core Values</i>) yang terdiri dari: Semangat Pendiri (<i>The Founder’s spirit</i>), Falsafah Perusahaan (<i>Corporate philosophy</i>) dan Prinsip Dalam Misi (<i>Mission’s principle</i>). | <ol style="list-style-type: none"> 1. Law no. 40 of 2007 on Limited Liability Companies. 2. Financial Services Authority (“OJK”) Regulation No. 33/POJK.04/2014 on Directors and Board of Commissioners of Issuers or Public Companies (“POJK 33/2014”). 3. Regulation No. I-A Attachment to Decree of the Board of Directors of the Indonesia Stock Exchange No. Kep 00001/BEI/01-2014 (“Regulation No. I-A”). 4. OJK Regulation No. 11/POJK.04/2017 on Ownership Report or Any Changes in Share Ownership of Public Companies (POJK 11/2017”). 5. Corporate Core Values which consist of: The Founder's spirit, Corporate philosophy and Mission's principle. |
| II. UMUM | II. GENERAL |
| <ol style="list-style-type: none"> 1. Anggota Dewan Komisaris (kecuali Komisaris Independen) dan anggota Direksi dapat melakukan perdagangan (pembelian dan penjualan) saham PT Garudafood Putra Putri Jaya Tbk (“Perseroan”). Perdagangan Saham Perseroan oleh anggota Direksi dan anggota Dewan Komisaris dilakukan melalui Bursa Efek Indonesia. 2. Komisaris Independen dilarang mempunyai saham Perseroan baik langsung maupun tidak langsung. | <ol style="list-style-type: none"> 1. Member of the Board of Commissioners (except Independent Commissioner) and member of Board of Directors may trade (purchase and sale) shares of PT Garudafood Putra Putri Jaya Tbk (“the Company”). The trade of the Company’s shares by the member of Board of Directors and member of Board of Commissioners can be conducted through Indonesia Stock Exchange. 2. Independent Commissioner is prohibited to have the Company’s shares directly or indirectly. |
| III. KEWAJIBAN PELAPORAN | III. REPORTING OBLIGATION |
| <p>Kewajiban pelaporan berdasarkan Kebijakan ini berlaku bagi anggota Direksi dan anggota Dewan Komisaris Perseroan.</p> <p>Direksi dan Dewan Komisaris Perseroan wajib melaporkan kepada OJK dan Perseroan atas kepemilikan dan setiap perubahan</p> | <p>The reporting obligation applies to member of Board of Directors and member of Board of Commissioners of the Company.</p> <p>member of Board of Directors and member of Board of Commissioners of the Company must report to OJK and the Company due to their</p> |

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| <p>kepemilikannya atas saham di Perseroan atau di perusahaan terbuka lainnya baik langsung maupun tidak langsung.</p> | <p>ownership and any changes in ownership of the Company or other public company's shares whether direct or indirect.</p> |
| <p>IV. ISI LAPORAN</p> | <p>IV. DETAILS REPORT</p> |
| <p>1. Laporan yang disampaikan kepada OJK disampaikan dengan menggunakan formulir yang telah disediakan oleh OJK, sebagaimana tercantum dalam Lampiran 1, yang mencantumkan informasi sekurang-kurangnya sebagai berikut:</p> <ol style="list-style-type: none"> a. Nama, alamat dan kewarganegaraan Direksi/Dewan Komisaris; b. Nama Perseroan yang sahamnya dimiliki oleh Direksi/ Dewan Komisaris; c. Jumlah dan presentase saham, baik sebelum dan sesudah transaksi; d. Jumlah saham yang dibeli atau dijual; e. Harga jual atau beli; f. Tanggal transaksi; g. Tujuan transaksi; h. Status kepemilikan (langsung atau tidak langsung). <p>Laporan yang disampaikan kepada OJK dapat digandakan oleh OJK dan tersedia untuk publik.</p> <p>2. Laporan yang disampaikan kepada Perseroan harus menggunakan formulir sebagaimana tercantum dalam Lampiran 2, yang mencantumkan informasi sekurang-kurangnya sebagai berikut:</p> <ol style="list-style-type: none"> a. Nama, alamat dan kewarganegaraan anggota Direksi/anggota Dewan Komisaris; b. Nama perusahaan terbuka yang sahamnya dimiliki oleh anggota Direksi/ anggota Dewan Komisaris; c. Jumlah dan presentase saham, baik sebelum dan sesudah transaksi; d. Jumlah saham yang dibeli atau dijual; e. Harga jual atau beli; f. Tanggal transaksi; | <p>1. Report that will addressed to OJK must be submitted using form that has been provided by OJK, as attached in Schedule 1, containing at least the following details:</p> <ol style="list-style-type: none"> a. Name, address and nationality of the Board of Directors/ Board of Commissioners; b. Name of the Company whose shares are owned by Board Directors/ Board Commissioners; c. Number and percentage of the shares, both before and after the transaction; d. Number of shares purchased or sold; e. Sale or purchase price; f. Date of transaction; g. Purpose of transaction; h. Status of ownerhip (direct or indirect). <p>The report submitted to OJK may duplicate by OJK and made available to the public.</p> <p>2. Report that will addressed to the Company must be using form as attached in Schedule 2, containing at least the following details:</p> <ol style="list-style-type: none"> a. Name, address and nationality of the member of Board of Directors/ member of Board of Commissioners; b. Name of the public company whose shares are owned by member of Board Directors/ member of Board Commissioners; c. Number and percentage of the shares, both before and after the transaction; d. Number of shares purchased or sold; e. Sale or purchase price; f. Date of transaction; |

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| <p>g. Tujuan transaksi; h. Status kepemilikan (langsung atau tidak langsung).</p> | <p>g. Purpose of transaction; h. Status of ownerhip (direct or indirect).</p> |
| <p>V. MEKANISME PENYAMPAIAN LAPORAN DAN WAKTU PENYAMPAIAN LAPORAN</p> | <p>V. REPORTING MECHANISM AND REPORTING TIME</p> |
| <p>Anggota Direksi atau anggota Dewan Komisaris Perseroan dapat menyampaikan pelaporannya sendiri kepada OJK atau memberikan kuasa kepada Perseroan untuk melakukan pelaporan tersebut. Sedangkan pelaporan kepada Perseroan dilakukan secara langsung oleh anggota Direksi atau anggota Dewan Komsiaris yang bersangkutan.</p> <p>1. Pelaporan Sendiri</p> <p>a. Anggota Direksi atau anggota Dewan Komisaris wajib menyampaikan laporan kepemilikan atau perubahan sahamnya secara langsung kepada OJK dengan menggunakan format laporan sebagaimana terlampir pada Lampiran 1.a.</p> <p>b. Anggota Direksi atau anggota Dewan Komisaris juga menyampaikan salinan pelaporan sebagaimana tersebut dalam butir a di atas kepada Perseroan (ditujukan ke Sekretaris Perusahaan Perseroan) dalam waktu yang bersamaan untuk keperluan dokumentasi.</p> <p>Anggota Direksi atau anggota Dewan Komisaris wajib menyampaikan pelaporan ke OJK sebagaimana di jelaskan pada butir a di atas adalah dalam waktu 10 (sepuluh) hari kalender sejak tanggal transaksi.</p> <p>2. Pelaporan Dengan Memberikan Kuasa Kepada Perseroan</p> <p>a. Anggota Direksi atau anggota Dewan Komisaris dapat melaporkan kepemilikan atau perubahan sahamnya dengan memberikan Surat Kuasa Khusus (“Kuasa”) Sekretaris Perusahaan Perseroan.</p> | <p>Member of the Board of Directors or member of Board of Commissioners of the Company may submit their own reports to the OJK or authorize the Company to carry out such reporting. Meanwhile, reporting to the Company is carried out directly by the relevant member of the Board of Directors or member of Board of Commissioners.</p> <p>1. Self-Reporting</p> <p>a. Member of Board of Directors or Board of Commissioners shall submit report of share changes of individual share ownership directly to OJK using form as attached in Schedule 1.a.</p> <p>b. Member of Board of Directors or member of Board of Commissioners shall send copies of the reporting as referred to point a. above to the Company (U.P. Corporate Secretary of the Company) at the same day for documentation purposes.</p> <p>Member of the Board of Directors or member of Board of Commissioners shall be submitted reporting to OJK as referred to point a. above within 10 (ten) calendar days from the date of the transaction.</p> <p>2. Reporting by Authorized to the Company</p> <p>a. Member of Board of Directors or Board of Commissioners may report ownership or change of their shares via Limited Power of Attorney (“Power of Attorney”), through the Coproate Secretary of the Company.</p> |

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| <p>b. Pelaporan sebagaimana butir a di atas, dilakukan dengan cara sebagai berikut:</p> <p>I. Anggota Direksi atau anggota Dewan Komisaris Menyerahkan bukti transaksi paling lambat 2 (dua) hari kalender setelah transaksi saham dilakukan kepada Sekretaris Perusahaan Perseroan;</p> <p>II. Anggota Direksi atau anggota Dewan Komisaris mengisi formulir Surat Kuasa Khusus sebagaimana tercantum dalam Lampiran 3, untuk dapat dilampirkan dalam Formulir Pelaporan. Surat Kuasa Khusus ini hanya dapat diisi 1 (satu) kali apabila berlaku untuk jangka waktu tertentu;</p> <p>c. Sekretaris Perusahaan akan menyampaikan laporan perubahan kepemilikan tersebut ke OJK menggunakan formulir sebagaimana tercantum dalam Lampiran 1.b.</p> <p align="center">Pelaporan oleh anggota Direksi atau anggota Dewan Komisaris ke OJK melalui Kuasa wajib disampaikan ke OJK sebagaimana di jelaskan pada butir a di atas dalam waktu 5 (lima) hari kalender sejak tanggal transaksi.</p> <p>3. Pelaporan oleh anggota Direksi atau anggota Dewan Komisaris kepada Perseroan atas adanya pembelian atau penjualan atas saham Perseroan atau perusahaan terbuka lainnya wajib disampaikan kepada Perseroan (ditujukan ke Sekretaris Perusahaan) dengan menggunakan formulir sebagaimana tercantum dalam Lampiran 2 Kebijakan ini. dalam waktu 3 (tiga) hari kerja setelah tanggal transaksi.</p> | <p>b. Reporting as point a. as above, will conduct as follows:</p> <p>I. Member of Board of Directors or member of Board of Commissioners may submit proof of shares transaction no later than 2 (two) calendar days after the shares transaction is done to Corporate Secretary of the Company;</p> <p>II. Member of Board of Directors or member of Board of Commissioners Fill out the Power of Attorney Form as specified in Schedule 3, to be attached in the Reporting Form. The Power of Attorney Form is only completed 1 (one) time if it has certain validity period.</p> <p>c. The Corporate Secretary will submit the change of ownership report to OJK using form as attached in Schedule 1.b.</p> <p align="center">Reporting by member of the Board of Directors or member of Board of Commissioners to OJK through Power of Attorney shall be submitted to OJK as referred to point a. above within 5 (five) calendar days from the date of the transaction.</p> <p>3. Report by member of the Board of Directors or member of Board of Commissioners to the Company on the purchase or sale of shares of the Company or other public company must be submitted to the Company (U.P. Corporate Secretary of the Company) using form as attached in Schedule 2 of this Policy within 3 (three) working days after the transaction date.</p> |
| <p>VI. LAIN-LAIN</p> | <p>VI. MISCELLANEOUS</p> |
| <p>1. Kebijakan ini, baik sebagian maupun seluruhnya, dapat dipublikasikan sesuai dengan ketentuan peraturan OJK.</p> | <p>1. This policy, whether partially or wholly, may be published in accordance with the provisions of OJK regulations.</p> |

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| <p>2. Kebijakan ini dibuat dalam Bahasa Indonesia dan Bahasa Inggris, dimana versi Bahasa Inggris dimaksudkan hanya sebagai referensi saja. Oleh karena itu, dalam hal terdapat perbedaan arti atau penafsiran, maka yang berlaku dan mengikat adalah versi dari Bahasa Indonesia.</p> <p>3. Kebijakan ini akan diadakan perubahan/peninjauan kembali bila dikemudian hari ternyata terdapat kekeliruan atau kesalahan.</p> <p>4. Hal-hal yang belum cukup diatur dalam Kebijakan ini akan diatur dalam ketentuan tersendiri dan merupakan bagian yang tidak terpisahkan dengan kebijakan ini.</p> | <p>2. This policy was drawn up in Bahasa Indonesia and English version, whereby the English version is for reference only. Accordingly, in the event of different meaning or interpretation, the Bahasa Indonesia version shall prevail and binding.</p> <p>3. This Policy will be subject to amendment/review if there is a misconduct in the future.</p> <p>4. With regards to the matters that are not sufficiently regulated in this policy will be regulated in separate provisions and are an integral part of this policy.</p> |
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Lampiran 1.a / Schedule 1.a

| <u>LAPORAN KEPEMILIKAN ATAU SETIAP PERUBAHAN KEPEMILIKAN SAHAM PERUSAHAAN TERBUKA / REPORTING SHARE OWNERSHIP OR SHARE OWNERSHIP CHANGES IN PUBLIC COMPANY FORM</u> | | |
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| No. | : [•] | Jakarta, [•] |
| Lampiran / Schedule | : 1 (satu) Lembar : 1 (one) sheet | |
| Perihal: Subject: | : Laporan Perubahan Kepemilikan Saham Perusahaan Terbuka / : Report on Changes in Share Ownership of Public Company | |
| Kepada/To: | | |
| Otoritas Jasa Keuangan (“OJK”) Gedung Soemitro Djohadikusumo Jl. Lapangan Banteng Timur No.2-4 Jakarta 10710 U.P.: Kepala Eksekutif Pengawas Pasar Modal/ <i>Chief Executive of Capital Market Supervisor</i> | | |
| Dengan hormat, / <i>Greetings,</i> | | |
| Yang bertanda tangan di bawah ini: / The undersigned below: | | |
| Nama/ Name | : [•] | |
| Alamat/ Address | : [•] | |
| No. Telp/ Phone | : [•] | |
| Kewarganegaraan/ Citizenship | : [•] | |
| Sesuai dengan Pasal 2 ayat [1]* Peraturan Otoritas Jasa Keuangan Nomor 11/POJK.04/2017 tanggal 14 Maret 2017 tentang Laporan Kepemilikan atau Setiap Perubahan Kepemilikan Saham Perusahaan Terbuka, melapor bahwa saya/kami telah memiliki saham Perusahaan Terbuka dengan rincian sebagai berikut: / <i>In accordance with Article 2 paragraph [1]* of OJK Regulation Number 11/POJK.4/2017 on Ownership Report or Any Change in Share Ownership of Public Company, we hereby report that the change in share ownership in a public company with details as follows:</i> | | |
| 1 | Nama perusahaan terbuka / <i>Name of the listed company</i> | [•] |
| 2 | Jumlah saham dan persentase kepemilikan saham sebelum dan sesudah transaksi / <i>Number of shares and percentage of share ownership before and after the transaction</i> | Sebelum: xxxx lembar saham [•%] Sesudah: xxxx lembar saham [•%] Before: xxxx shares [•%] After: xxxx shares [•%] |
| 3 | Jumlah saham yang dibeli atau dijual / <i>Number of shares purchased or sold</i> | [•] saham / [•] shares |
| 4 | Harga pembelian atau penjualan per saham / <i>Purchase or sale price per share</i> | Rp[•] per lembar saham/ Rp [•] per share |
| 5 | Tanggal transaksi / <i>Transaction date</i> | [•] |
| 6 | Tujuan transaksi / <i>Transaction purpose</i> | [•] |

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| 7 | Status kepemilikan saham / <i>Share ownership status</i> | <input type="checkbox"/> Langsung/ <i>Direct</i> <input type="checkbox"/> Tidak langsung/ <i>Indirect</i> Catatan: Tidak terjadi perubahan pengendali terhadap [•] dengan adanya perubahan kepemilikan saham tersebut dalam [•]. / <i>Note:</i> <i>There is no change in controller of [•] with the change in share ownership on [•].</i> |
| Demikian kami sampaikan, atas perhatian yang diberikan kami ucapkan terima kasih. / <i>Please be informed accordingly, Thank you for your kind attention.</i> | | |
| Hormat kami, / <i>Sincerely yours,</i> | | |
| [•] (Nama & tandatangan/ <i>Name & signature</i>) | | |

Lampiran 1.b / Schedule 1.b

| <u>LAPORAN KEPEMILIKAN ATAU SETIAP PERUBAHAN KEPEMILIKAN SAHAM PERUSAHAAN TERBUKA YANG DISAMPAIKAN MELALUI KUASA / REPORTING SHARE OWNERSHIP OR SHARE OWNERSHIP CHANGES IN PUBLIC COMPANY FORM VIA POWER OF ATTORNEY</u> | |
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| No. : [•] | Jakarta, [•] |
| Lampiran / Schedule | : 1 (satu) Lembar : 1 (one) sheet |
| Perihal: | : Laporan Perubahan Kepemilikan Saham Perusahaan Terbuka Melalui Kuasa/ |
| Subject: | : Report on Changes in Share Ownership of Public Company Via Power of Attorney |
| Kepada/To: | |
| Otoritas Jasa Keuangan (“OJK”) Gedung Soemitro Djojohadikusumo Jl. Lapangan Banteng Timur No.2-4 Jakarta 10710 U.P.: Kepala Eksekutif Pengawas Pasar Modal/ <i>Chief Executive of Capital Market Supervisor</i> | |
| Dengan hormat, / <i>Greetings,</i> | |
| Sesuai dengan Pasal 2 ayat [1]* dan Pasal 4 dari Peraturan Otoritas Jasa Keuangan Nomor 11/POJK.04/2017 tanggal 14 Maret 2017 tentang Laporan Kepemilikan atau Setiap Perubahan Kepemilikan Saham Perusahaan Terbuka, maka berdasarkan Surat Kuasa tanggal [•], bersama ini atas nama [•], kami, PT Garudafood Putra Putri Jaya Tbk (“Perseroan”) melaporkan perubahan kepemilikan saham Perseroan miliknya, dengan rincian sebagai berikut:/ | |
| <i>In accordance with Article 2 paragraph [1]* and Article 4 of OJK Regulation Number 11/POJK.4/2017 on Ownership Report or Any Change in Share Ownership of Public Company, according to the Power of Attorney dated [•], hereby on behalf of [•], we, PT Garudafood Putra Putri Jaya Tbk (the “Company”) would like to report the change in ownership of the Company's shares, with details as follows:</i> | |
| 1 | Nama perusahaan terbuka / <i>Name of the listed company</i> |
| PT Garudafood Putra Putri Jaya Tbk | |
| 2 | Jumlah saham dan persentase kepemilikan saham sebelum dan sesudah transaksi / <i>Number of shares and percentage of share ownership before and after the transaction</i> |
| Sebelum: xxxx lembar saham [•%] Sesudah: xxxx lembar saham [•%] Before: xxxx shares [•%] After: xxxx shares [•%] | |
| 3 | Jumlah saham yang dibeli atau dijual / <i>Number of shares purchased or sold</i> |
| Jumlah saham: [•] saham / <i>Number of shares: [•] shares</i> | |
| 4 | Harga pembelian atau penjualan per saham / <i>Purchase or sale price per share</i> |
| Rp[•] per lembar saham/ <i>Rp [•] per share</i> | |
| 5 | Tanggal transaksi / <i>Transaction date</i> |
| [•] | |
| 6 | Tujuan transaksi / <i>Transaction purpose</i> |
| [•] | |
| 7 | Status kepemilikan saham / <i>Share ownership status</i> |
| <input type="checkbox"/> Langsung/ <i>Direct</i> <input type="checkbox"/> Tidak langsung/ <i>Indirect</i> Catatan: Tidak terjadi perubahan pengendali terhadap [•] dengan adanya perubahan kepemilikan saham tersebut dalam [•]. / | |

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| | <i>Note: There is no change in controller of [•] with the change in share ownership on [•].</i> | |
| Demikian kami sampaikan, atas perhatian yang diberikan kami ucapkan terima kasih. / <i>Please be informed accordingly, Thank you for your kind attention.</i> | | |
| Hormat kami, / <i>Sincerely yours,</i> | | |
| PT Garudafood Putra Putri Jaya Tbk (Nama & tandatangan/ <i>Name & signature</i>) | | |

Lampiran 2 / Schedule 2

| <u>LAPORAN KEPEMILIKAN ATAU SETIAP PERUBAHAN KEPEMILIKAN SAHAM PERUSAHAAN TERBUKA KE PERSEROAN / REPORTING SHARE OWNERSHIP OR SHARE OWNERSHIP CHANGES IN PUBLIC COMPANY TO THE COMPANY FORM</u> | | |
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| No. | : [•] | Jakarta, [•] |
| Lampiran / Schedule | : 1 (satu) Lembar (bukti penjualan/pembelian saham) : <i>1 (one) sheet (evidence of sale/purchase of shares)</i> | |
| Perihal: Subject: | : Laporan Perubahan Kepemilikan Saham Perusahaan Terbuka / : <i>Report on Changes in Share Ownership of Public Company</i> | |
| Kepada/To: | | |
| PT Garudafood Putra Putri Jaya Tbk (“GPPJ”) Wisma Garudafood Jl. Bintaro Raya No.10A Jakarta U.P.: Sekretaris Perusahaan/ <i>Corporate Secretary</i> | | |
| Dengan hormat, / <i>Greetings,</i> | | |
| Yang bertanda tangan di bawah ini: / <i>The undersigned below:</i> | | |
| Nama/ Name | : [•] | |
| Alamat/ Address | : [•] | |
| No. Telp/ Phone | : [•] | |
| Kewarganegaraan/ Citizenship | : [•] | |
| Bersama ini, saya ingin melapor bahwa saya telah memiliki saham (perubahan kepemilikan saham) di perusahaan terbuka dengan rincian sebagai berikut: / <i>Herewith this letter I would like to report that I already have shares in a public company with details as follows:</i> | | |
| 1 | Nama perusahaan terbuka / Name of the listed company | [•] |
| 2 | Jumlah saham dan persentase kepemilikan saham sebelum dan sesudah transaksi / Number of shares and percentage of share ownership before and after the transaction | Sebelum: xxxx lembar saham [•%] Sesudah: xxxx lembar saham [•%] Before: xxxx shares [•%] After: xxxx shares [•%] |
| 3 | Jumlah saham yang dibeli atau dijual / Number of shares purchased or sold | [•] saham / [•] shares |
| 4 | Harga pembelian atau penjualan per saham / Purchase or sale price per share | Rp[•] per lembar saham/ Rp [•] per share |
| 5 | Tanggal transaksi / Transaction date | [•] |
| 6 | Tujuan transaksi / Transaction purpose | [•] |
| 7 | Status kepemilikan saham / Share ownership status | <input type="checkbox"/> Langsung/ <i>Direct</i> <input type="checkbox"/> Tidak langsung/ <i>Indirect</i> [•] * |

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| Demikian disampaikan, atas perhatian yang diberikan saya ucapkan terima kasih. / <i>Please be informed accordingly, Thank you for your kind attention.</i> | | |
| Hormat kami, / <i>Sincerely yours,</i> | | |
| [•] (Nama & tandatangan/ <i>Name & signature</i>) | | |

