



## PT BERAU COAL ENERGY

## STANDAR

## Persetujuan Manajemen

No. Dokumen

S-BOD-01

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## URAIAN STANDAR

## 1. Persetujuan Proposal Investasi

| No. | Proposal investasi (Pengajuan Anggaran) | Pemohon           |                  |                  |                 | Persetujuan                 |                 |               |              |                  |                      |            |
|-----|---|-------------------|------------------|------------------|-----------------|-----------------------------|-----------------|---------------|--------------|------------------|----------------------|------------|
|     |   | User - Dept. Head | User - Div. Head | DIC - Dept. Head | DIC - Div. Head | Budget Control - Dept. Head | FPA - Div. Head | User Director | DIC Director | Finance Director | Komisaris Komite - 1 | Controller |
| 1   | < USD 25,000                            | √                 | √                | √                | √               | √                           |                 |               |              |                  |                      |            |
| 2   | ≥ USD 25,000 dan < USD 100,000          | √                 | √                | √                | √               | √                           | √               |               |              |                  |                      |            |
| 3   | ≥ USD 100,000 dan < USD 175,000         | √                 | √                | √                | √               | √                           | √               | √             | √            | √                |                      |            |
| 4   | ≥ USD 175,000 dan < USD 250,000         | √                 | √                | √                | √               | √                           | √               | √             | √            | √                | √                    |            |
| 5   | ≥ USD 250,000                           | √                 | √                | √                | √               | √                           | √               | √             | √            | √                | √                    | √          |

## 2. Persetujuan Purchase Requisition (PR) Permohonan Pengadaan Capex

| No | Purchase Requisition (PR) CAPEX | Pemohon - Dept. Head | Pemohon - Div. Head |
|----|---------------------------------|----------------------|---------------------|
| 1  | ≤ USD 25,000                    |                      | √                   |
| 2  | > USD 25,000                    |                      | √                   |

## 3. Persetujuan Purchase Requisition (PR) Permohonan Pengadaan Opex

| No. | Purchase Request (PR) OPEX        | Pemohon    |           | Persetujuan                 |                  |                  |                      |            |
|-----|-----------------------------------|------------|-----------|-----------------------------|------------------|------------------|----------------------|------------|
|     |                                   | Dept. Head | Div. Head | Budget Control - Dept. Head | Pemohon Director | Finance Director | Komisaris Komite - 1 | Controller |
| 1   | ≤ USD 100,000                     | √          | √         | √                           |                  |                  |                      |            |
| 2   | > USD 100,000 dan ≤ USD 500,000   | √          | √         | √                           | √                | √                |                      |            |
| 3   | > USD 500,000 dan ≤ USD 1,000,000 | √          | √         | √                           | √                | √                | √                    |            |
| 4   | > USD 1,000,000                   | √          | √         | √                           | √                | √                | √                    | √          |



#### 4. Persetujuan Penetapan Pemenang (QCF) Corporate Procurement Div.

| No. | Penetapan Pemenang             | Contract & Category Mgt.<br>Dept. Head | Head of Corporate<br>Procurement/ SCM | Chief Procurement<br>Officer (CPO) | Komisaris<br>Komite - 1 | Controller |
|-----|--------------------------------|--|---------------------------------------|------------------------------------|-------------------------|------------|
| 1   | ≤ USD 50,000                   | √                                      |                                       |                                    |                         |            |
| 2   | > USD 50,000 dan ≤ USD 250,000 | √                                      | √                                     | √                                  |                         |            |
| 3   | > USD 250,000 ≤ 500,000        | √                                      | √                                     | √                                  | √                       |            |
| 4   | > USD 500,000                  | √                                      | √                                     | √                                  | √                       | √          |

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GMO Div.

| No. | Penetapan Pemenang             | GMO Contract Dept. Head | GMO Division Head | GMO Director | Komisaris<br>Komite - 1 | Controller |
|-----|--------------------------------|-------------------------|-------------------|--------------|-------------------------|------------|
| 1   | ≤ USD 50,000                   | √                       |                   |              |                         |            |
| 2   | > USD 50,000 dan ≤ USD 250,000 | √                       | √                 | √            |                         |            |
| 3   | > USD 250,000 ≤ 500,000        | √                       | √                 | √            | √                       |            |
| 4   | > USD 500,000                  | √                       | √                 | √            | √                       | √          |

#### 5. Persetujuan Contract Summary Form (CSF) Corporate Procurement Div.

| No. | CSF                                     | Contract &<br>Category Mgt.<br>Dept. Head | Pemohon -<br>Div. Head | Head of Corporate<br>Procurement/ SCM | Treasury<br>Div. Head | Tax Dept.<br>Head | Legal Div.<br>Head | Legal<br>Director | DIC<br>Director | CPO | Finance<br>Director | Komisaris<br>Komite-2 | Komisaris<br>Komite-1 | Controller |
|-----|---|---|------------------------|---------------------------------------|-----------------------|-------------------|--------------------|-------------------|-----------------|-----|---------------------|-----------------------|-----------------------|------------|
| 1   | < USD 1,000,000                         | √   | √                      | √                                     | √                     | √                 | √                  | √                 |                 |     |                     |                       |                       |            |
| 2   | > USD 1,000,000 dan ≤<br>USD 5,000,000  | √   | √                      | √                                     | √                     | √                 | √                  | √                 | √               | √   | √                   |                       |                       |            |
| 3   | > USD 5,000,000 dan ≤<br>USD 10,000,000 | √   | √                      | √                                     | √                     | √                 | √                  | √                 | √               | √   | √                   | √                     | √                     |            |
| 4   | > USD 10,000,000                        | √   | √                      | √                                     | √                     | √                 | √                  | √                 | √               | √   | √                   | √                     | √                     | √          |



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GMO

| No. | CSF                                  | GMO Contract Dept. Head | Pemohon - Div. Head | GMO Division Head | Treasury Div. Head | Tax Dept. Head | Legal Div. Head | Legal Director | DIC Director | CPO | Finance Director | Komisaris Komite-2 | Komisaris Komite-1 | Controller |
|-----|--------------------------------------|-------------------------|---------------------|-------------------|--------------------|----------------|-----------------|----------------|--------------|-----|------------------|--------------------|--------------------|------------|
| 1   | < USD 1,000,000                      | √                       | √                   | √                 | √                  | √              | √               | √              |              |     |                  |                    |                    |            |
| 2   | > USD 1,000,000 dan ≤ USD 5,000,000  | √                       | √                   | √                 | √                  | √              | √               | √              | √            | √   | √                |                    |                    |            |
| 3   | > USD 5,000,000 dan ≤ USD 10,000,000 | √                       | √                   | √                 | √                  | √              | √               | √              | √            | √   | √                | √                  | √                  |            |
| 4   | > USD 10,000,000                     | √                       | √                   | √                 | √                  | √              | √               | √              | √            | √   | √                | √                  | √                  | √          |

## Catatan:

CSF review dan approval dilakukan oleh Legal dan /Tax/Finance, apabila memenuhi salah satu kriteria sebagai berikut:

- Nilai Kontrak/Perjanjian > USD 1,000,000;
- Kontrak/Perjanjian yang tidak standard menggunakan *template* penyedia barang/jasa (*non-standard contract/vendor contract template*);
- Adanya klausa yang dikecualikan dan perubahan pada isi Ketentuan Umum (*General Conditions*) milik Perusahaan yang telah menjadi standar.

## 6. Penandatanganan Perjanjian/Kontrak

Seluruh kontrak dengan tidak tergantung pada nilai kontraknya, wajib ditandatangani oleh:

- PT Berau Coal : Minimal oleh dua Direktur yang terdaftar pada Anggaran Dasar atau sesuai dengan ketentuan Anggaran Dasar yang berlaku.
- PT Berau Coal Energy: Presiden Direktur dan minimal satu Direktur yang terdaftar pada Anggaran Dasar atau sesuai dengan ketentuan Anggaran Dasar yang berlaku.

## 7. Persetujuan Purchase Order (PO)

## Corporate Procurement Div.

| No | Purchase Order              | Category Specialist | Section Head (Category Lead) | Contract & Category Mgt. Dept. Head | Head of Corporate Procurement/ SCM | Chief Procurement Officer (CPO) |
|----|-----------------------------|---------------------|------------------------------|-------------------------------------|------------------------------------|---------------------------------|
| 1  | ≤ USD 5,000                 | √                   |                              |                                     |                                    |                                 |
| 2  | > USD 5,000 dan ≤ 50,000    | √                   | √                            |                                     |                                    |                                 |
| 3  | > USD 50,000 dan ≤ 150,000  | √                   | √                            | √                                   |                                    |                                 |
| 4  | > USD 150,000 dan ≤ 250,000 | √                   | √                            | √                                   | √                                  |                                 |
| 5  | > USD 250,000               | √                   | √                            | √                                   | √                                  | √                               |



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GMO Div.

| No | Purchase Order              | Cost Eng. & Opr. Improvement Specialist | GMO Contracts Dept. Head | GMO Division Head | GMO Director |
|----|-----------------------------|---|--------------------------|-------------------|--------------|
| 1  | ≤ 50,000                    | √                                       |                          |                   |              |
| 2  | > USD 50,000 dan ≤ 150,000  | √                                       | √                        |                   |              |
| 3  | > USD 150,000 dan ≤ 250,000 | √                                       | √                        | √                 |              |
| 4  | > USD 250,000               | √                                       | √                        | √                 | √            |

8. Persetujuan PO Commitment Price (PO Umbrella/Payung untuk Material Inventory dengan Metode Vendor Held Stock (VHS))

| No | PO Commitment Price      | Logistic Section Head | Logistic Dept. Head | Head of Corporate Procurement/ SCM |
|----|--------------------------|-----------------------|---------------------|------------------------------------|
| 1  | ≤ USD 5,000              | √                     |                     |                                    |
| 2  | > USD 5,000 dan ≤ 50,000 | √                     | √                   |                                    |
| 3  | > USD 50,000             | √                     | √                   | √                                  |

9. Persetujuan Berita Acara Serah Terima (BAST)

| No | Persetujuan Berita Acara Serah Terima (BAST) Non-Fuel dan Dokumen Goods Receipt | Logistic Section Head | Logistic Dept. Head | Head of Corporate Procurement/ SCM |
|----|---|-----------------------|---------------------|------------------------------------|
| 1  | ≤ USD 10,000  | √                     |                     |                                    |
| 2  | > USD 10,000 dan ≤ USD 25,000   | √                     | √                   |                                    |
| 3  | > USD 25,000  | √                     | √                   | √                                  |

10. Persetujuan *Service Entry Sheet*

| No | Persetujuan <i>Service Entry Sheet</i> | Pemohon - Section Head | Pemohon - Dept. Head | Pemohon - Div. Head |
|----|--|------------------------|----------------------|---------------------|
| 1  | ≤ USD 10,000                           | √                      |                      |                     |
| 2  | > USD 10,000 dan ≤ USD 25,000          | √                      | √                    |                     |
| 3  | > USD 25,000                           | √                      | √                    | √                   |

11. Persetujuan Berita Acara Serah Terima (BAST) *Fuel*

| No | BAST <i>Fuel</i>                        | Logistic Section Head | Logistic Dept. Head | Surveyor Independen | Vendor |
|----|---|-----------------------|---------------------|---------------------|--------|
| 1  | Seluruh nilai pengadaan barang dan jasa | √                     | √                   | √                   | √      |

12. Persetujuan *Advance*

| No | Persetujuan <i>Advance</i> | Pemohon              |                     | Persetujuan    |                          |                    |                  |                    |            |
|----|----------------------------|----------------------|---------------------|----------------|--------------------------|--------------------|------------------|--------------------|------------|
|    |                            | Pemohon - Dept. Head | Pemohon - Div. Head | SSU Dept. Head | Fin. Rep & Acc Div. Head | Pemohon - Direktur | Finance Director | Komisaris Komite-1 | Controller |
| 1  | ≤ USD 500                  | √                    | √                   | √              |                          |                    |                  |                    |            |
| 2  | > USD 500 dan ≤ 1,000      | √                    | √                   | √              | √                        |                    |                  |                    |            |
| 3  | > USD 1,000 dan ≤ 100,000  | √                    | √                   | √              | √                        | √                  | √                |                    |            |
| 4  | > USD 100,000              | √                    | √                   | √              | √                        | √                  | √                | √                  | √          |

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**13. Persetujuan LIV (Logistic Invoice Verification)**

| No      | Keterangan   | Nilai Material/Jasa (USD) | SSU Sub. Section | SSU Sect. Head | SSU Dept. Head | Financial Reporting & Accounting Div. Head |
|---------|--|---------------------------|------------------|----------------|----------------|--|
| 1       | Permintaan melalui PR (PO Material, PO Service & PO Kontrak) | ≤ 5,000                   | √                | -              | -              | -  |
|         |  | > 5,000 dan ≤ 75,000      | √                | √              | -              | -  |
|         |  | > 75,000 dan ≤ 500,000    | -                | √              | √              | -  |
|         |  | > 500,000                 | -                | -              | √              | √  |
| 2       | Permintaan tidak melalui PR (PO Internal, PO Travel)         | ≤ 1,000                   | √                | -              | -              | -  |
|         |  | >1,000 dan ≤ 5,000        | √                | √              | -              | -  |
|         |  | >5,000 dan ≤ 75,000       | -                | √              | √              | -  |
|         |  | >75,000                   | -                | -              | √              | √  |
| 3       | Transaksi Khusus (Donasi, representation)                    |                           |                  |                |                |  |
|         | a. Menggunakan PR  | ≤10,000                   | √                | -              | -              | -  |
|         |  | >10,000 dan ≤ 75,000      | √                | √              | -              | -  |
|         |  | >75,000 dan ≤ 500,000     | -                | √              | √              | √  |
|         |  | >500,000                  | -                | -              | √              | √  |
|         | b. Tidak Menggunakan PR (Donasi)                             | ≤1,000                    | √                | -              | -              | -  |
|         |  | >1,000 dan ≤ 5,000        | √                | √              | -              | -  |
|         |  | >5,000 dan ≤ 10,000       | -                | √              | √              | -  |
| >10,000 |  | -                         | -                | √              | √              |  |

STATUS DOKUMEN TIDAK TERKENDALI JIKA DIUNDUH  
DARI DATABASE DIGITAL ATAU DICETAK

**14. Persetujuan Transfer Budget OPEX (Proposed by Cost Center)**

| No | Transfer Budget               | Pemohon              |                       | Persetujuan                |                     |                      |                    |                     |                  |
|----|-------------------------------|----------------------|-----------------------|----------------------------|---------------------|----------------------|--------------------|---------------------|------------------|
|    |                               | Pemberi - Dept. Head | Penerima - Dept. Head | Budget Control - Dept Head | Pemberi - Div. Head | Penerima - Div. Head | Pemberi - Director | Penerima - Director | Finance Director |
| 1  | Internal Dept                 | √                    | √                     | √                          |                     |                      | √*                 |                     | √*               |
| 2  | Antar Dept dalam 1 Divisi     | √                    | √                     | √                          | √                   |                      | √*                 |                     | √*               |
| 3  | Antar Dept dalam 1 Direktorat | √                    | √                     | √                          | √                   | √                    | √                  |                     | √*               |
| 4  | Antar Dept berbeda Direktorat | √                    | √                     | √                          | √                   | √                    | √                  | √                   | √*               |

\* Untuk transfer budget  $\geq$  USD 250.000

Catatan : Tidak diperbolehkan untuk Transfer Budget antar Capex maupun Capex-Opex dan sebaliknya

**15. Persetujuan Transfer Budget OPEX (Proposed by Functional Area)**

| No | Transfer Budget                        | Pemohon                      |                            | Persetujuan                 |                            |                  |   |
|----|--|------------------------------|----------------------------|-----------------------------|----------------------------|------------------|---|
|    |  | Functional Area - Dept. Head | Budget Control - Dept Head | Functional Area - Div. Head | Functional Area - Director | Finance Director |   |
| 1  | < USD 25.000                           | √                            | √                          | √                           |                            |                  |   |
| 2  | $\geq$ USD 25.000 - $\leq$ USD 250.000 | √                            | √                          | √                           | √                          |                  |   |
| 3  | > USD 250.000                          | √                            | √                          | √                           | √                          | √                | √ |

Catatan : Tidak diperbolehkan untuk Transfer Budget antar Capex maupun Capex-Opex dan sebaliknya

**16. Persetujuan Supplement Budget (OPEX & CAPEX)**

| No | Return Budget      | Pemohon    |           | Persetujuan               |               |                  |                    |            |
|----|--------------------|------------|-----------|---------------------------|---------------|------------------|--------------------|------------|
|    |                    | Dept. Head | Div. Head | Budget Control Dept. Head | User Director | Finance Director | Komisaris Komite-1 | Controller |
| 1  | $\leq$ USD 100.000 | √          | √         | √                         | √             | √                |                    |            |
| 2  | > USD 100.000      | √          | √         | √                         | √             | √                | √                  | √          |

**17. Persetujuan Internal Memo Penunjukan Langsung  
Corporate Procurement Div.**

| No | Internal Memo Penunjukan Langsung | Pemohon    |           | Persetujuan                        |                           |  |               |                  |                    |            |
|----|-----------------------------------|------------|-----------|------------------------------------|---------------------------|--|---------------|------------------|--------------------|------------|
|    |                                   | Dept. Head | Div. Head | Head of Corporate Procurement/ SCM | Chief Procurement Officer | Financial Planning & Analysis Div Head | User Director | Finance Director | Komisaris Komite-1 | Controller |
| 1  | USD 5.000- USD 100.000            | √          | √         | √                                  |                           |  |               |                  |                    |            |
| 2  | > USD 100.000 dan ≤ USD 250.000   | √          | √         | √                                  | √                         | √                                      | √             | √                | √                  |            |
| 3  | > USD 250.000                     | √          | √         | √                                  | √                         | √                                      | √             | √                | √                  | √          |

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| No | Internal Memo Penunjukan Langsung | Pemohon    |           | Persetujuan       |              |  |               |                  |                    |            |
|----|-----------------------------------|------------|-----------|-------------------|--------------|--|---------------|------------------|--------------------|------------|
|    |                                   | Dept. Head | Div. Head | GMO Division Head | GMO Director | Financial Planning & Analysis Div Head | User Director | Finance Director | Komisaris Komite-1 | Controller |
| 1  | USD 5.000- USD 100.000            | √          | √         | √                 |              |  |               |                  |                    |            |
| 2  | > USD 100.000 dan ≤ USD 250.000   | √          | √         | √                 | √            | √                                      | √             | √                | √                  |            |
| 3  | > USD 250.000                     | √          | √         | √                 | √            | √                                      | √             | √                | √                  | √          |

Catatan: Persetujuan ini untuk melengkapi Kebijakan Pengadaan Barang dan Jasa (M-BCE-003)





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|  |  |   |  |  |
| <b>Jurike T. Sukmawati</b><br>Head of Corporate<br>Procurement Strategic | <b>Gde Iswantara</b><br>Head of Corporate<br>Procurement/SCM | <b>Darren Leong</b><br>Head of Commercial &<br>Operations Improvement | <b>Yatemo Hudi</b><br>Financial & Planning<br>Analysis Division Head | <b>Feri Indrayana</b><br>Operation HSE & Support<br>Relation Deputy Director |

Disetujui

|  |                                       |   |   |   |   |   |                                     |
|--|---------------------------------------|---|---|---|---|---|-------------------------------------|
|  |                                       |   |   |   |   |   |                                     |
| <b>Ravinder Mawa</b><br>Chief Procurement<br>Officer | <b>Leonard Fedrick</b><br>Head of GMO | <b>Monika Zakaria</b><br>Finance Director | <b>Sandy Indrawan</b><br>Legal Director | <b>Arief Wiedhartono</b><br>Operational & HSE<br>Director | <b>Bambang Haliman</b><br>Komisaris<br>Komite-1 | <b>Edy Santoso</b><br>Komisaris<br>Komite-2 | <b>Fuganto Wijaya</b><br>Controller |