

DECREE LETTER
BOARD OF DIRECTORS PT PATRA SK
No.: DL-03/BOD-01/2013

Subject : **School Fees Assistance**

This decree is issued to provide clear guidance for the provision of School Fees Support for the employee of PT Patra SK

Background :

As an implementation of Social Responsibility programs which is provided to employee and their family

Objective :

- 1. To give attention and real support to employee of PT Patra SK (Permanent & Contract), especially in the field of education for the employee children.*
- 2. To motivate and give appreciation for employees' children and employee.*

School Fees Support Procedure :

- 1. The Program is provided to all permanent employees and contract employees (PKWT) PT Patra SK who has child and pursuing a formal education (kindergarten / elementary / junior high / high school / Lecture D3/D4/S-1).*
- 2. The Program is given to each child of employees in every 6 months (June and December) based on each employee's proposal prior the new school year begin no later than June 10 each year.*
- 3. The Proposal must be submitted with the following files: Fees Support Form, Copy of student / college student, a copy of the application form (for new students), and 1 sheet of photos (size 3x4).*

This decree Letter is effectively valid as whereby conditions that have not been regulated herein this Decree Letter will be referred to the Company Regulation and/or amended by decision of Board of Director of the Company

Surat keputusan ini dikeluarkan untuk memberikan pedoman pemberian Bantuan Pendidikan bagi karyawan PT Patra SK

Latar Belakang :

Sebagai salah satu perwujudan program Social Responsibility yang diberikan kepada karyawan dan keluarganya.

Tujuan :

1. Untuk memberikan perhatian dan dukungan nyata kepada karyawan PT Patra SK terutama di bidang pendidikan bagi anak-anak Karyawan.
2. Untuk memberikan motivasi dan apresiasi untuk anak karyawan dan karyawan.

Ketentuan Pemberian Bantuan Pendidikan :

1. Bantuan tersebut diberikan kepada seluruh karyawan tetap dan karyawan kontrak (Perjanjian Kerja Waktu Tertentu) PT Patra SK yang memiliki anak yang sedang menempuh pendidikan formal (TK/SD/SMP/SMA/Kuliah D3/D4/S-1).
2. Bantuan tersebut diberikan kepada masing-masing anak karyawan setiap 6 bulan sekali (bulan Juni dan Desember) berdasarkan pengajuan oleh setiap karyawan menjelang tahun ajaran baru paling lambat tanggal 10 Juni setiap tahun.
3. Pengajuan disertai berkas sebagai berikut : Form pengajuan bantuan pendidikan, Fotokopi kartu pelajar/mahasiswa, fotokopi formulir pendaftaran (untuk siswa baru), dan pasfoto 1 lembar (ukuran 3x4).

Surat Keputusan ini berlaku efektif sejak tanggal ditetapkan dimana hal-hal yang belum diatur dalam Surat Keputusan ini akan berdasar pada Peraturan Perusahaan dan/atau akan diubah dengan Surat Keputusan Dewan Direksi Perusahaan.

Table School Fees Assistance

Education Level		Amount (per 6 months) Rp.
Pre-School	TK	200,000
Elementary School	SD/MI	300,000
Junior High School	SMP/MTs	500,000
Senior High School	SMA/SMK/MA	700,000
College	Diploma/Bachelor	1,000,000

Stipulated in / Ditetapkan di : Jakarta
Date / Tanggal : January 25, 2013

PT PATRA SK
BOARD OF DIRECTORS
President Director

Finance Director

Operation Director



Heru Supandriyo



Kim Jae Kwang



Sohn Hoon Tae