



INTERN ON BOARDING FORM

(To be briefed and completed by Mentor/Responsible Manager and Intern on the first day reporting for duty)

Intern's Name	:	Muhammad Khadafi Riyadi
Group / Unit	:	Collection Transformation & Digitalization
Period of Attachment	:	6 Month
Responsible Manager Name	:	Wantro
Mentor's Name	:	Ardisti Chitagami Rizqulloh

No	Task to be completed	Supervisor to indicate	Intern to indicate
		Yes / No	Yes / No
1	Welcome intern to the department/branch	Yes	Yes
2	Workstation, and (access card prepared)	Yes	Yes
3	Briefly explain on Bank's policies / Code Ethic	Yes	Yes
4	Explain and extend copy of Job Responsibilities	Yes	Yes
5	Explain on the working facilities	Yes	Yes
6	Assign a "Field Mentor" for the intern – to whom the intern can turn to for guidance, aside from the immediate Mentor	Yes	Yes

Confirm that the above has been undertaken		I confirm that the above has been undertaken
Signature of Mentor	Signature of Responsible Manager	Signature of Intern
Name Ardisti Chitagami Rizqulloh	Wantro	Name MUHAMMAD KHADAFI RIYADI
NIK 3040837	3025884	
Designation		
Date		Date 27/11/2025

Please email to HR Outsourcing Management, email: HR.RegulatoryOutsourcingManagement@cimbniaga.co.id