

CURRICULUM VITAE

PERSONAL DETAILS

Name : Pradinindya Svastimadya Ratri
Place/Date of Birth : Semarang Regency, 4 June 1999
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A Legal Specialist with more than eight (8) years of professional experience in the legal field, including comprehensive experience at the corporate group level. Possesses extensive expertise in post-IPO legal compliance, corporate governance, contract management, corporate actions, risk-based business licensing, and legal risk mitigation. Supported by a strong background as a Notary & Land Deed Official (PPAT) Assistant, fostering a high level of precision in legal documentation and regulatory compliance. Accustomed to working directly with the Board of Directors, Board of Commissioners, Shareholders, and regulators, and capable of translating legal requirements into practical, structured solutions aligned with business interests and management decision-making.

EDUCATION

Esa Unggul University

February 2018 – March 2022

Bachelor of Laws (LL.B.)

GPA 3.86/4.00 (Cum Laude)

WORK EXPERIENCE

Legal Specialist (Group Level)

November 2023 – December 2025

PT Delta Giri Wacana Tbk (DGW Group)

North Jakarta

Responsibilities:

1. Ensuring post-IPO legal compliance of the holding company and its affiliates with capital market regulations issued by the Financial Services Authority (OJK), Indonesia Stock Exchange (IDX), Indonesian Central Securities Depository (KSEI), and other relevant authorities.
2. Ensuring corporate legal compliance of affiliated private (non-public) companies.
3. Preparing responses to clarification requests from OJK, IDX, and/or other competent authorities, including the timely submission of periodic and incidental reports.
4. Conducting external training programs, including Corporate Secretary training, as well as internal legal training sessions.
5. Drafting and reviewing documents related to corporate actions, including changes to company name, domicile, registered address, business activities (KBLI), capital increases and decreases, share nominal value, company

status, share transfers, changes to the Board of Directors and Board of Commissioners, Annual General Meetings of Shareholders (AGMS), appointment or replacement of branch heads, and the opening and closing of branch offices.

6. Managing risk-based business licensing, including Business Identification Numbers (NIB RBA), Standard Certificates, and other licenses required for business operations and regulatory compliance.
7. Drafting and reviewing various agreements related to DGW Group's business operations, such as packaging, distribution, logistics, and other commercial agreements, along with supporting documents and legal risk mitigation notes.
8. Coordinating information, data, and documentation for both internal and external purposes, including submissions to OJK, IDX, KSEI, Share Registrars (BAE), Notaries, and Legal Consultants, required for operational activities such as bank credit facilities, share pledges with securities companies, conversion of physical and scripless shares, inter-affiliate credit facilities, prize draws, product testing, and product registration with the Ministry of Agriculture.
9. Managing and maintaining DGW Group's legal information, data, and documents, including corporate legal documents (deeds, licenses, and others), land and building assets (warehouses and factories), and corporate governance documentation.
10. Coordinating with Shareholders, the Board of Directors, the Board of Commissioners, the Audit Committee, and all departments to ensure legal alignment and operational continuity, particularly in situations with potential conflicts of interest.
11. Attending Audit Committee and Internal Audit meetings as a minute taker, and participating in internal and external meetings held by the Ministry of Industry, the Ministry of Agriculture, and other meetings related to corporate activities.

Achievements:

- Actively contributed as part of a team led by the Finance Director in the IPO project of DGW Group's holding company, covering legal and disclosure aspects in coordination with Underwriters/Securities Companies, Legal Consultants, and Notaries, culminating in the successful listing of the company.
- Participated as part of a team led by the Operations Director in the project from preparation through inauguration of Indonesia's first Carbamation Factory located in Cikande, Serang.
- Participated as part of a team led by the Operations Director in the development of a digital platform application (DGW Solution), which has been officially launched on the Play Store.
- Contributed to the restructuring of the Legal Department to strengthen legal governance and preventive measures in supporting the Board of Directors and minimizing potential business risks.
- No material legal issues or disputes affecting DGW Group.

Notary & PPAT Assistant

October 2017 – October 2023

Notary & PPAT Laurens Gunawan, S.H., M.Kn.

West Jakarta

Responsibilities:

1. Drafting notarial deeds and supporting documents for various business entities, including:
 - Limited Liability Companies (PT): establishment, acquisition, dissolution, and amendments to articles of association and/or company data (name, domicile, address, business activities/KBLI, capital increases or decreases, changes in share nominal value, debt-to-equity conversion, share transfers, changes to the Board of Directors and Board of Commissioners, Annual General Meetings of Shareholders, branch administration, and others).
 - CVs, Foundations, Associations, Civil Partnerships, and Cooperatives: establishment and amendments.
2. Drafting and finalizing various types of agreements, including lease agreements, loan-for-use agreements, prenuptial agreements, cash grant agreements, share grant agreements, share sale and purchase agreements, joint operation agreements, conditional and unconditional sale and purchase binding agreements, share separation and distribution agreements, trademark sale agreements, escrow agreements, powers of attorney, consents, wills, inheritance statements, certificates of inheritance, deposits, and revocations.
3. Drafting PPAT deeds and supporting documents, such as deeds of land/building grants, sale and purchase deeds, and mortgage deeds (Hak Tanggungan), and managing land and building certification processes at the National Land Agency (BPN).
4. Managing legalization, registration (waarmerking), witnessing, and Beneficial Owner reporting processes.
5. Handling licensing processes both before and after the implementation of risk-based business licensing (OSS RBA).
6. Managing and maintaining client documents and notarial archives, including corporate legal documents, land title certificates, and other legal documents.
7. Attending client meetings and signing sessions to ensure compliance and legal validity of documents.

Achievements:

- Completed all duties and responsibilities as a Notary & PPAT Assistant in a timely manner and in accordance with client requirements.
- Provided legal services, consultations, and advice on substantive legal knowledge and procedures, particularly in notarial matters, both directly through face-to-face meetings and indirectly via telephone, email, and other means.
- No material legal issues or disputes, particularly in the field of notarial practice.