

# **APPRENTICESHIP REPORT**

**PT RIAU ANDALAN PULP AND PAPER (PT RAPP)  
PANGKALAN KERINCI – RIAU**

**Optimization of Land Certificate Data Entry – Legal Department**

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**APPLIED BACHELOR DEGREE OF INTERNATIONAL  
BUSINESS ADMINISTRATION STUDY PROGRAM  
BUSINESS ADMINISTRATION DEPARTMENT  
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**APPRENTICESHIP REPORT**  
**PT RIAU ANDALAN PULP AND PAPER**

**Written as one of the condition for completing apprenticeship**

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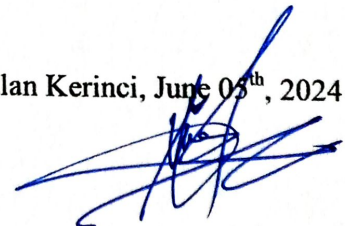
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# CHAPTER I

## INTRODUCTION

### 1.1 Background

Higher education represents the pinnacle of formal learning, aimed at cultivating highly skilled professionals in human resources with advanced intellectual capabilities fit for the competitive landscape of the workplace. Both excellence and competency are indispensable. Consequently, educational institutions are tasked with grooming top-tier human resources to confront the ever-intensifying competition. In the contemporary era of globalization, the march of progress in technology and the passage of time are inevitable. This holds true for education as well, an arena in constant flux, where governments tirelessly endeavor to elevate standards. Every college attendee must be equipped to navigate the demands of professionalism within their chosen career path to thrive post-graduation. As scientific and technological advancements accelerate, the need for adept human resources capable of mastering these domains becomes paramount. It is envisaged that the march of scientific and technological progress can be matched by the mastery of these domains by skilled professionals.

The demand for competent and reliable expertise in specific fields is instrumental in securing roles that are increasingly dynamic in the pursuit of achieving desired objectives. Possessing adequate proficiency engenders human resources primed to leverage not only knowledge but also ethics, perspectives, and other requisite principles. The synergy between theory and practice in the realm of education is pivotal for validating and applying theoretical knowledge in real-world scenarios. It falls upon Bengkalis State Polytechnic to equip its students for success in the professional sphere, one aspect being the mandatory participation in Apprenticeship (KP) as a requisite component of completing the Applied Undergraduate Study Program in International Business Administration.

Apprenticeship (KP) embodies a learning journey wherein students directly immerse themselves in the workplace environment. Broadly speaking, the execution of Occupational Training aims at enhancing students' capacities and

skills aligned with their respective fields, to be directly applied across various engagements in governmental bodies and private enterprises. Each student at Bengkalis State Polytechnic is obligated to undergo this practical training annually to translate their academic learnings into Apprenticeship place applications. Apprenticeship comprises a series of activities encompassing the application of scientific theories/concepts relevant to the profession within the field of study. Through Apprenticeship, students acquire insights, knowledge, and skills, bridging the gap between theoretical knowledge and practical application.

State Polytechnic of Bengkalis is a university established by the Bengkalis Regency Government through the Gema Bahari Foundation in early 2000, which at that time was still called the Bengkalis Shipbuilding Polytechnic. On its way, the Bengkalis Shipbuilding Polytechnic changed its name to *Politeknik* Bengkalis and was under the auspices of the Bangun Insani Foundation (YBI) Bengkalis, with 5 (five) study programs namely: Shipbuilding and Maritime Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, and Business Administration. In July 2001, *Politeknik* Bengkalis accepted its first batch of new students. In 2009, *Politeknik* Bengkalis together with Yayasan Bangun Insani Bengkalis and the Bengkalis Regency Government proposed an increase in status from PTS to PTN to the Ministry of National Education through the Directorate General of Higher Education. On July 29, 2011, *Politeknik* Bengkalis officially became a PTN with the name State polytechnic of bengkalis through the Regulation of the Minister of National Education (Permendiknas) Number 28 of 2011 concerning the Establishment, Organization and Work Procedures of State polytechnic of bengkalis. On December 26, 2011, State polytechnic of bengkalis was inaugurated as a state by the Minister of Culture and Education of the Republic of Indonesia, Prof.Dr.Ir. Muhammad Nuh, DEA. Currently, state polytechnic of bengkalis has 8 (eight) departments including the Department of Marine Engineering, Mechanical Engineering, Electronic Engineering, Civil Engineering, Commercial Administration, English, Informatics Engineering and Maritime Engineering. State polytechnic of bengkalis has 18 study programs consisting of 8 (eight) D-III Study Programs including: Shipbuilding Engineering,

Mechanical Engineering, Electronic Engineering, Civil Engineering, Information Technology, English, Nautical, and Commercial Shipping Management. State polytechnic of bengkalis also has 10 (ten) D-IV Study Programs including: Production and Maintenance Mechanical Engineering, Electrical Engineering, Road and Bridge Design Engineering, International Business Administration, Business Digital, Public Financial Accounting, Software Engineering, Marine Architecture Engineering Technology, English for Business and Professional Communication, and Information Systems Security. As a student of the International Business Administration Study Program, one of the programs that must be carried out as a student is Apprenticeship. This Apprenticeship is carried out after students have completed at least 7 (seven) semesters and are declared full graduates. The specified Apprenticeship is carried out for 4 (four) months. The author has carried out Apprenticeship at PT Riau Andalan Pulp and Paper (RAPP) placed in the Legal department of the Corporate Office which has been carried out for approximately 4 (four) months starting from February 05<sup>th</sup> , 2024 to June 05<sup>th</sup> , 2024.

## **1.2 Purpose of the Apprenticeship**

The purpose of the apprenticeship program completed at PT Riau Andalan Pulp and Paper are as follows:

1. To identify the task specifications carried out during the apprenticeship at PT Riau Andalan Pulp and Paper.
2. To develop practical skills for the student during the internship at PT. Riau Andalan Pulp and Paper.
3. To understand the system and procedures of apprenticeship conducted at PT Riau Andalan Pulp and Paper.

## **1.3 Significances of the Apprenticeship**

The apprenticeship carried out is expected to provide benefits to various parties. These benefits are as follows:

1. For Students

Students get the valuable chance to apply the information on hypothetical ideas got during addresses into genuine work circumstances. Students likewise gain pragmatic experience and the valuable chance to dissect issues connected with applied information during functional work.

2. For Organizations

Can work on the organization's picture by giving great impressions and encounters to understudies who accomplish reasonable work. What's more, the presence of participation between the universe of schooling and industry or organizations can make it simpler for organizations to get imminent representatives who are known for their quality, devotion and believability while doing reasonable work.

3. For State Polytechnic of Bengkalis

State Polytechnic gets input from the universe of work for educational plan advancement and growing experiences for understudies taking pragmatic work in order to work on the nature of talented alumni through common-sense work insight.

## CHAPTER II

### GENERAL DESCRIPTION OF COMPANY

#### 2.1 Company Profile

##### 2.1.1 Royal Golden Eagle (RGE)

Sukanto Tanoto is the Founder and Chairman of RGE. Mr. Sukanto Tanoto started his business in 1967 as a supplier of spare parts and a contractor in the construction services industry for the oil sector. In 1973, as a visionary entrepreneur, he founded RGE in the plywood business. RGE then expanded from a local player to a global player. Today, the group has become a leading business in the pulp and paper industry (APRIL and Asia Symbol), palm oil (Asian Agri and Apical), viscose fiber (Sateri and Asia Pacific Rayon), specialty cellulose (Bracell), and energy resource development (Pacific Oil & Gas), with operations in Indonesia, China, Brazil, Spain, and marketing offices in many countries worldwide.



**Figure 2. 1 Logo of Royal Golden Eagle**

*Source: <https://www.rgei.com>*

RGE's business activities are carried out based on Mr. Sukanto Tanoto's philosophy of doing what is good for the community, country, climate, and customer, which will ultimately be good for the company. Believing that everyone should have the opportunity to realize their potential, Sukanto Tanoto and his family started philanthropic activities through the Tanoto Foundation in 1981. The Tanoto Foundation strives to harness the transformative power of quality education to develop individual potential and improve living standards by focusing on tangible results in three areas: education, leadership development, and

medical research and science. Mr. Sukanto Tanoto is a member of the INSEAD International Council, the Wharton Overseers Board, and various other educational, community, and industry bodies. He is a recipient of the Wharton School Dean's Medal Award, recognizing individuals for their contributions to global economic growth and improved welfare worldwide. Sukanto Tanoto's business success continues.

RGE adheres to the 5C principle believed by its founder, Sukanto Tanoto, to bring benefits to the Community, Country, Climate, Customer, and Company. Currently, RGE's assets exceed US\$30 billion. Employing more than 60,000 people, we have operations in Indonesia, China, Brazil, Spain, and Canada, and continue to expand into new markets and communities.

In addition to expertise in planting and harvesting industrial trees and developing energy resources, our companies also operate in various sectors that produce and distribute a wide range of quality products. Our operations are conducted with sustainable practices and development to produce high-quality goods with energy and cost efficiency. We adopt best industry practices and conduct intensive research and development to maintain our competitive edge. Our team of international experts and advanced technology are key to our operations.

Our close relationships with the government and communities are at the core of our business. We work to create mutually beneficial long-term partnerships, demonstrated through our dedication to community development (infrastructure, education), economic growth (job creation, skill improvement), and environmental sustainability (sustainable practices and research and development). Pulp, paper, palm oil, and specialty cellulose come from trees, which are renewable energy sources. Our plantations play a crucial role in maintaining the oxygen and carbon dioxide balance in the atmosphere.



**Figure 2. 2 RGE Group of Companies**

Source: <https://www.rgei.com>

Royal Golden Eagle (RGE) Group has a core value, T.O.PIC.C start with me. This value serves as a work guideline within the RGE Group, consisting of the following acronyms:

1. Complementary Team, we are united in our goals and complement each other in teamwork.
2. Ownership, we nurture a sense of ownership to always achieve the best. People, we develop human resources to grow together.
3. Integrity, we act with integrity.
4. Customer, we understand and provide the best for our customers.
5. Continuous Improvement, we avoid complacency and continuously improve.

### 2.1.2 Asia Pacific Resources International Holding (APRIL)

APRIL Group is one of the pioneering companies of the RGE Group in the pulp and paper segment and is one of the world's leading pulp and paper companies. APRIL is headquartered in Singapore, with major production sites in Indonesia and China.

Through its state-of-the-art pulp and paper mills and industrial plantations in Riau province, Sumatra, Indonesia, APRIL, as a large company, has a vision of



“Improving lives by developing resources sustainably” and a mission “To be one of the largest, best-managed, and sustainable resource-based groups, creating value for the Community, Country, Climate, Customer, and Company.”



**Figure 2. 3 Logo of Asia Pacific Resource International Holding**  
*Source: <https://www.aprilasia.com/id>*

Thus, corporate social responsibility is applied in APRIL Group's operations and management to advance the environment and develop communities while fulfilling corporate social responsibilities. The Tanoto Foundation, established in 1981, embodies this vision through its subsidiary in Indonesia. APRIL Group began developing plantations in Riau Province, Sumatra, and building a mill in Pelalawan Kerinci in 1993. At that time, Kerinci was home to 200 households.

This population grew to over 200,000 people by 2010 due to the business development and diversification of APRIL Group, transforming Kerinci into a social and commercial hub in the province.

APRIL Group began commercial pulp production in 1995, followed by commercial paper production in 1998. This region's growth reflects APRIL Group's operational growth in Indonesia, with the establishment of Pelalawan Regency in 1999 and then Kerinci Municipality in 2001. The rapid growth of Kerinci led to its division into three regions in 2005. In 2010, APRIL Group's forestry operations contributed 6.9% to Riau Province's total economy. APRIL Group has created around 90,000 jobs for the community. APRIL also contributes to better access to education and social support in various fields such as healthcare and housing. APRIL Group has helped improve living standards and reduce poverty by 30%.



**Figure 2. 4 The Company's Stage to Prosperity**

Source: <https://www.aprilasia.com>

In 2002, APRIL Group implemented a comprehensive wood legality system to prevent illegal timber from entering the supply and production chains. This system verifies and tracks wood from company plantations to the mill. APRIL Group also collaborated with the World Wildlife Fund (WWF) to combat illegal logging in Tesso Nilo and signed a moratorium on further road construction and acacia plantation development in the Tesso Nilo area.

That same year, APRIL Group achieved ISO 14001 certification for its fiber plantations, pulp, and paper mills. In 2003, a decade after the company was founded, APRIL Group published its first sustainability report, detailing community development initiatives and commitments to sustainable forestry operations. In the same year, APRIL established a branch in Guangzhou to support the company's growing operations in China.

In 2005, APRIL introduced a voluntary High Conservation Value (HCV) assessment system in its concession areas for land use planning. This policy provides practical and responsible solutions to deforestation and degradation challenges.



**Figure 2. 5 Sowing the Seeds of Sustainable Forest**

Source: <https://www.aprilasia.com>

In 2006, APRIL became a signatory to the United Nations Global Compact Principles. In the same year, PT Riau Andalan Pulp and Paper (RAPP), a subsidiary of APRIL, was certified for Sustainable Plantation Forest Management based on Indonesian Ecolabeling Institute (LEI) standards.

In 2007, APRIL, through its subsidiaries, became the first and only Indonesian company recognized by the World Business Council for Sustainable Development (WBCSD).

In 2008, the completion of Pulp Line 3 made Riau home to the world's largest integrated pulp and paper mill, with a production capacity of 2.8 million tons per year. The ISO 9001, 8000, and 14001-certified mill continues to invest in technology to ensure the company can self-sufficiently meet its electricity needs.

Since 2010, APRIL Group's production facilities have been certified by the Programme for the Endorsement of Forest Certification (PEFC) for Chain of Custody standards, ensuring all raw materials entering the mill are sourced from legal and non-controversial sources. APRIL also received certification from the Hong Kong Green Label for its PaperOne™ product in 2010.

In October 2011, RAPP, a subsidiary of APRIL, was certified by Bureau Veritas standards for Timber Legality and Origin (OLB). RAPP became the first Asian plantation company in the industry to receive this certification. APRIL Group's forestry certification standards cover forestry activities and production facilities. RAPP's supplier partners also passed audits based on the OLB "Chain of Custody-Acceptable Wood" standards.



**Figure 2. 6 APRIL Group Growth and Recognition**

Source: <https://www.aprilasia.com>

In January 2014, APRIL Group launched its Sustainable Forest Management Policy, underscoring the Group’s commitment to balancing the need to save the environment and prioritize local community interests while conducting sustainable business. An independent Stakeholder Advisory Committee was introduced to ensure transparency and the implementation of the Sustainable Forest Management Policy.

In June 2015, APRIL Group developed its Sustainable Forest Management Policy in line with input from the SAC and various other stakeholders. APRIL also strengthened forest protection efforts and conservation commitments, including eliminating deforestation from the supply chain and adding High Carbon Stock (HCV) assessments.

### 2.1.3 PT Riau Andalan Pulp and Paper (RAPP)

PT Riau Andalan Pulp and Paper (PT RAPP), a business unit of APRIL Group, operates in Riau. The company’s operations have successfully driven the growth of Pangkalan Kerinci from a small village with 200 households to a district town with 100,000 residents. In line with APRIL’s spirit, PT Riau Andalan Pulp and Paper operates based on the 5C business philosophy: that its operations must be good for the Community, Country, Climate, and Customer, which in turn will be good for the Company.



**Figure 2. 7 Logo of PT RAPP**

*Source: <https://www.aprilasia.com>*

PT Riau Andalan Pulp and Paper helps develop local businesses and enterprises. Local entrepreneurs are provided with training, support, and financial assistance to help them establish businesses, particularly in fields aligned with PT Riau Andalan Pulp and Paper's needs, such as labor supply and transportation. PT Riau Andalan Pulp and Paper has assisted over 180 local entrepreneurs, providing thousands of jobs in various fields such as automotive workshops and catering.

Farmers are also supported through the Integrated Farming System, a program that teaches them modern horticultural techniques to increase crop yields and grow new plants. Farmers manage 2,400 hectares of land and receive training at the training centre. PT. Riau Andalan Pulp and Paper is at the forefront of efforts to develop the local community.

Preserving Indonesian culture is carried out through various programs to revive traditional crafts, such as programs that encourage local women to increase family income through batik-making. Women are also empowered through weaving craft programs, receiving training and supporting equipment to produce and sell the fabrics.

PT Riau Andalan Pulp and Paper also supports talented young athletes through the Future Athlete Training Centre established in 2007. By 2017, the training center had secured a total of 40 national medals, including 19 gold and 5 international medals, 2 of which were gold. This training center is part of APRIL founder Sukanto Tanoto's vision that everyone should have the opportunity to develop their potential. To help the community gain access to education, PT Riau

Andalan Pulp and Paper offers various scholarship programs from elementary to university levels, teacher training, and provides school facilities and equipment.

## **2.2 Company Vision and Mission**

### **2.2.1 Vision**

The main vision of APRIL (Asia Pacific Resources International Holdings Limited) is to improve the quality of life through sustainable resource development.

### **2.2.2 Mission**

The mission of APRIL (Asia Pacific Resources International Holdings Limited) is to be one of the largest, best-managed, and sustainable resource-based companies, continuously creating benefits for the community, country, climate, customers, and company.

## **2.3 Corporate Office**

The corporate headquarters is part of the company's structure responsible for key tasks such as strategic planning, corporate communication, taxation, legal, accounting, marketing, finance, human resources, and information technology. The corporate headquarters is responsible for the overall success of the corporation and ensures corporate governance. Sometimes referred to as the headquarters, it is the location where business executives work and where many important business decisions are made. Generally, the corporate headquarters acts as the core when a business operates.

The corporate office generally refers to the company's main office where most strategic decisions are made and where the company's executives maintain their offices. In other words, the corporate office is the main or central office of a company.

A small company may only have one office where all staff, along with the company executives (such as the CEO), carry out their daily functions and run the office. The corporate office is where you will generally find the CEO's office along with other top executives, where global business decisions are made. When

a company has multiple offices, you will see that all offices will have their top managers report back to someone at the corporate office.

## **2.4 Kind of Business**

PT Riau Andalan Pulp and Paper is divided into several business units (BU) where these business units are part of the APRIL Group, namely:

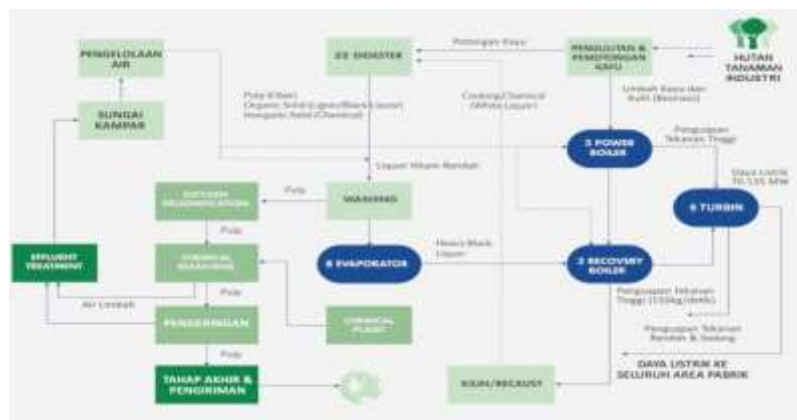
1. Riau Fibre is a business unit that functions as a supplier of raw materials in the form of wood to factories.
2. Riau Pulp (RPL) is a business unit that functions as a pulp producer. Pulp is the main material for making paper.
3. Riau Paper is a business unit that produces paper based on consumer needs such as cut size, roll and folio sheets.
4. Riau Power/Riau Prima Energi (RPE), is a business unit that functions as the largest producer of electricity for factories, especially pulp mills and paper mills, as well as dealing with energy and electricity issues. This BU also acts as a provider of electricity for the Riau Complex and parts of Pangkalan Kerinci City, Pelalawan Regency.
5. Sharing Services Sharing services is a business unit that manages personnel and administration at PT RAPP includes General Services, Personnel Administration, ALI, Security, Transport and Health Care.

Products produced by PT Riau Andalan Pulp and Paper Currently sold in more than 70 countries around the world. PT Riau Andalan Pulp and Paper is a company that produces Pulp and Paper. The main raw material for pulp production is cellulose fiber which is mostly obtained from wood, and the wood used is divided into two, namely hardwood and softwood.

### **1. Pulp**

Pulp is the result of separating fiber from fibrous raw materials through various manufacturing processes. Pulp consists of fibers as raw material for paper. The process of making pulp includes mechanical, chemical, and semi-chemical processes. To produce pulp, small wood chips are processed

and used as an admixture. The mixture is processed to produce a natural adhesive that binds wood fibers. This mixture is then cleaned and bleached for further processing. The most basic material in producing pulp is lignin, which is a black liquid that functions as a material to trigger the boiling point to generate energy for the production process. After being dried, trimmed, and packaged, the pulp is then ready to be processed into various products. The following is the flow of the pulp production process carried out by PT Riau Andalan Pulp and Paper:



**Figure 2. 8 APRIL Group pulp production process flow**  
 Source: <https://www.aprilasia.com>

## 2. Paper

Paper is a thin material resulting from the compression of fibers originating from the pulp. The fiber used is usually natural and contains cellulose and hemicellulose. PaperOne™ is the flagship brand of PT RAPP offers a variety of paper with premium quality and is made from 100% renewable plantation fiber which is produced to meet the high demand in society. PaperOne™ has also been PEFC certified which ensures that this product comes from plantations that are managed in a sustainable manner. All PaperOne™ products are manufactured using the latest ProDigi™ HD Print Technology to produce superior quality for printing purposes. The types of paper products produced by PT RAPP is a paper commonly used in printing and photocopying ranging from 55 gsm to 150 gsm. The brand of paper produced at PT Riau Andalan of Pulp and Paper is Dunia Mas, Copy



& Laser, Lazer IT, ZAP, Ixora, PPLite, Excellent Copy Paper, Perfect Print, BMO (Bright White Multi Purpose Office).



**Figure 2. 9 Paper Product of PT RAPP**

Source: <https://fr.paperone.com/images/all-products-hero.jpg>

All PaperOne™ products are manufactured using the latest ProDigi™ HD Print Technology to produce superior quality for printing purposes. The resulting paper is 3 times smoother and 33% stronger because it has 100% Elemental Chlorine Free (ECF) pulp production material.



**Figure 2. 10 Paper One Product of PT RAPP**

Source: <https://www.aprilasia.com>

The PaperOne™ Copier is specially manufactured to suit machines that use xenographic technology. Our products have excellent texture and smoothness, so they can be used at high speeds and large volumes. PaperOne™ All Purpose is produced to meet the needs of optimal results on all types of printing machines. This product can be used for various needs with high print quality. Among other papers, this product has a superior thickness to produce perfect printing results. PaperOne™ Digital is a paper product with premium quality in its class. This paper is very fine and designed for all types of office equipment using inkjet and xenographic technologies. This product is suitable for use in inkjet, laser and digital

printers. This paper is also divided into two weights, namely 8.5g/m<sup>2</sup> and 100g/m<sup>2</sup>.

### 3. Paperboard Products

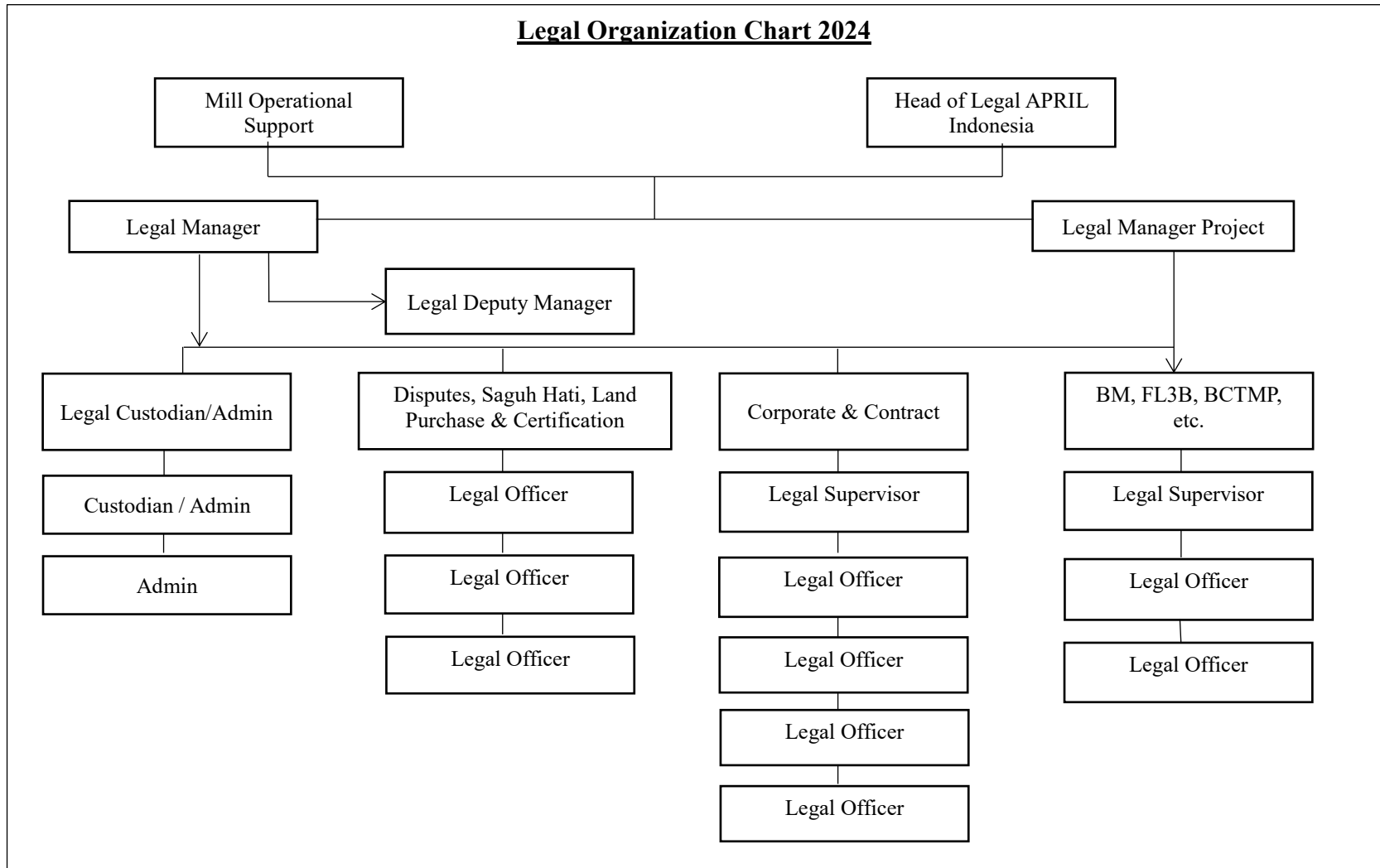
BoardOne™ is a leading brand offering a wide range of premium quality paperboard products made from renewable wood fibers. BoardOne™ products are PEFC certified, guaranteeing that they come from legal, traceable and sustainably managed plantations. We supply folding boxes, Cup Stocks and Art Board (C2S) cartons for general packaging, food packaging and graphic applications. Our customers are sellers, converters and owners from the Americas, Europe, Middle East and Asia. Our business model, QPC - Quality, Productivity and Cost - is the most important factor that drives us to deliver additional value to our customers.

## 2.5 Organization Structure

The organizational structure of a company holds significant importance in achieving its established goals. A well-defined structure ensures smooth operations by clarifying task assignments. It serves as a framework for delineating responsibilities, thereby promoting sound corporate governance. Asia Pacific Resources International Limited (APRIL) Group exemplifies strong corporate governance practices, with the establishment of an Oversight Board to supervise its activities and subsidiaries. Committed to upholding high standards, the Oversight Board safeguards shareholder interests and promotes ethical business conduct. APRIL Group adheres to a stringent code of corporate governance and business ethics, binding all employees to fair stakeholder engagement, conflict avoidance, and anti-corruption measures.

During a four-month practical stint at the Corporate Office within the Legal department, the author engaged in activities pertinent to law management. This entailed drafting cooperation agreements, resolving disputes, obtaining permits, and addressing legal matters both internally and externally. Here is the organizational structure of the Legal Department at PT Riau Andalan Pulp and Paper.

Crafting an effective organizational structure tailored to each sector within a company is essential for goal attainment. Such a structure optimizes coordination, clarifies authority and responsibility, and reduces internal conflicts, thereby bolstering the company's ability to achieve its targets.



**Figure 2. 11 Legal Organization Structure**  
*Source: Legal Department of PT RAPP*

The duties and responsibilities of each section contained in the organizational structure of the legal department are:

1. Manager

The legal manager is a professional tasked with overseeing and addressing legal matters within an organization. The primary responsibility lies in ensuring the company's compliance with relevant laws and regulations while safeguarding its rights. Additionally, they handle legal issues arising during operations, such as business disputes and contractual matters. Offering guidance to company management on strategic legal decisions is also part of their role. Moreover, they negotiate contracts with external parties and ensure the completeness and currency of the company's legal documents. Furthermore, they supervise the day-to-day operations of the Legal Operations Department.

2. Deputy Manager

The deputy manager supports the legal manager by aiding in routine tasks such as drafting and reviewing agreements, overseeing the updating of regulations and reports, assuming managerial responsibilities in the manager's absence, assisting in scheduling and organizing activities, contributing to policy planning, ensuring optimal performance across all positions, and evaluating progress and performance reports.

3. Legal Custodian/Administration

Legal administration oversees administrative tasks pertaining to legal affairs, including verifying the completeness and validity of supporting documents, providing assistance and advice on legal matters, monitoring the progress of guarantees during notarization processes until their return, securely storing important documents such as deeds, contracts, and vehicle ownership certificates (BPKB), and managing and tracking deadlines for company permits and legal compliance.

4. Disputes, Saguh Hati, Land Purchase & Certification

This division is tasked with resolving disputes or legal cases that arise with opposing parties, including those stemming from contracts, controversies,

transactions, or claims arising from agreements and related documents. These disputes are addressed through legal procedures in compliance with relevant laws and regulations. Additionally, this division prepares necessary documents, such as contracts, permits, laws, and regulations, to facilitate the resolution of disputes or legal cases. Moreover, it represents the company, under power of attorney, in legal actions outside of court, including assistance in civil and criminal cases.

5. Corporate and Contract

The legal corporate and contract department plays a crucial role within the company, responsible for effectively managing legal documents and company assets, and offering legal insights on both legal and business matters. This involves ensuring the legality of all commercial transactions, advising on legal rights and obligations, including employee duties and responsibilities, and liaising with relevant agencies on labor issues such as the Manpower Office, Industrial Relations Court, District Court, and police. Additionally, it reviews legal contracts, cooperation agreements, and other necessary documents, conducts administrative tasks related to agreements, permits, assets, and contracts, and oversees industrial relations to promote a harmonious work environment both internally and externally, thereby averting potential conflicts. Moreover, it assists in formulating company regulations and collective work agreements, while ensuring compliance and managing legal aspects such as deeds and permits to facilitate smooth business operations.

6. Legal Supervisor

The role of the Supervisor is to oversee the Legal Staff, who have specific job duties such as monitoring company licensing, handling agreements or contract issues, overseeing project implementations, resolving legal disputes within the company, and staying updated on national and local regulations, particularly those concerning licensing. Additionally, they manage legal documents and company assets, offer legal opinions on both legal and business matters, and create and review legal agreements, cooperation

agreements, and other necessary documents related to the company's requirements.

#### 7. Legal Officer

The Legal Officer is responsible for managing all internal and external documents, ensuring legal compliance, permits, and addressing other legal matters to ensure the company operates smoothly without encountering legal issues. Acting as a bridge between the company and external parties, both government and private, the Legal Officer ensures cooperation. To facilitate government cooperation, the Legal Officer verifies all company permits and compiles a list for submission to government agencies. In cases of cooperation with private parties like vendors or business partners, the Legal Officer prepares cooperation contracts and oversees their implementation. Additionally, the Legal Officer acts as an early warning system, promptly identifying and resolving legal issues within the company to prevent prolonged delays. Furthermore, they handle the preparation and management of licenses and documents required for both internal and external company operations.

### **2.6 The Working Process**

During a four-month Apprenticeship stint, the author was assigned to the legal department at the corporate office of PT Riau Andalan Pulp and Paper. The responsibilities undertaken by the legal department encompassed:

1. Ensuring effective control and management of legal documents and company assets, and providing legal advice on both legal and business matters.
2. Acting on behalf of the company under a power of attorney to execute legal actions outside of court, including assisting in civil and criminal cases, and providing regular updates to company leadership on case developments.
3. Verifying the legality of all commercial transactions, offering guidance to the company on its legal rights and obligations, including those of its employees, and collaborating with various relevant agencies to address

labour issues, such as the Department of Manpower, the Industrial Relations Court, the State Court, and the police.

4. Reviewing legal contracts, cooperation agreements, and other pertinent legal documents in alignment with the company's requirements.
5. Conducting administrative tasks related to agreements, permits, assets, contracts, and overall company compliance.
6. Managing and fostering conducive and harmonious industrial relations, both internally and externally, to prevent any potential issues.
7. Assisting in the formulation of company regulations and collective work agreements, as well as ensuring and overseeing company legality, such as deeds and permits, to facilitate the smooth operation of the company's business activities.

## **2.7 Document Used for Activity**

There are several documents used in the process of completing the work that has been given. These documents are as follows:

1. Cooperation contract  
This document, often in the form of a Memorandum of Understanding (MOU), outlines specific terms of an established agreement between companies or entities for collaborative purposes.
2. Certificate of compensation  
This serves as proof of compensation for the sale and purchase transfer of buildings and rights, particularly for houses constructed on state or arable land, conducted through a building sale and purchase agreement and rights transfer.
3. Land certificate  
Also referred to as a Land Declaration Letter or Land Ownership Letter, this certificate verifies land ownership below the level of a land certificate, often required for arranging other land-related documents, serving as a supplementary document.



4. Certificate of ownership rights  
This certificate signifies the strongest and highest level of land ownership rights, hereditary, permanent, and valid for life, boasting the highest legal strength without interference from external parties.
5. Certificate of building use rights  
Issued to authorize the construction and ownership of a building on land not owned by the builder, whether state-controlled land or private property, enabling legal construction and ownership rights.
6. Land map  
Containing mapped land parcels delineating land location, boundaries, and area, facilitating accurate land descriptions.
7. Motor vehicle owner's book  
Containing vehicle ownership certificates detailing vehicle type, license plate number, and colour, among other details.  
Certificate of permit for the use of lift and transport aircraft
8. This permit certifies compliance with safety standards for lifting and transporting materials, goods, or people within a specified workplace area, adhering to existing safety regulations.
9. Ship licensing certificate
10. A document containing safety management system requirements ensuring the safe operation of ships and legal compliance for sailing and project works.

## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

Apprenticeship is carried out for 4 months, starting from February 05<sup>th</sup>, 2024 to June 05<sup>th</sup>, 2024 at PT Riau Andalan Pulp and Paper at the corporate office in the legal department. The tasks and responsibilities given to the author while carrying out Apprenticeship is as follows:

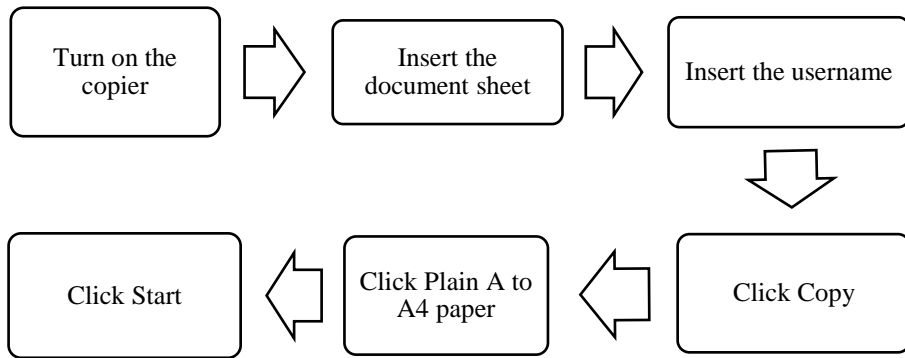
1. Copying legal documents
2. Scanning legal documents by converting these documents from hard files to soft files.
3. Rename legal files
4. Recapping legal documents
5. Checking vendor and company profile documents to be destroyed
6. Calculating the total land area from document data and land maps
7. Archiving legal documents
8. Grouping legal documents according to document type and document number.
9. Put a stamp on the document that has been signed

#### **3.2 System and Procedures**

There are several systems and procedures that are used in the process of describing operational activities carried out during the implementation of Apprenticeship at PT Riau Andalan Pulp and Paper at the corporate office in the legal department. In the legal department, the author is given several responsibilities to assist in carrying out the following tasks:

1. Copying documents

Copying documents is a process or way of multiplying documents or multiplying the number of hard file documents as needed by using a document copier machines. The following is a flowchart of the process of copying documents.

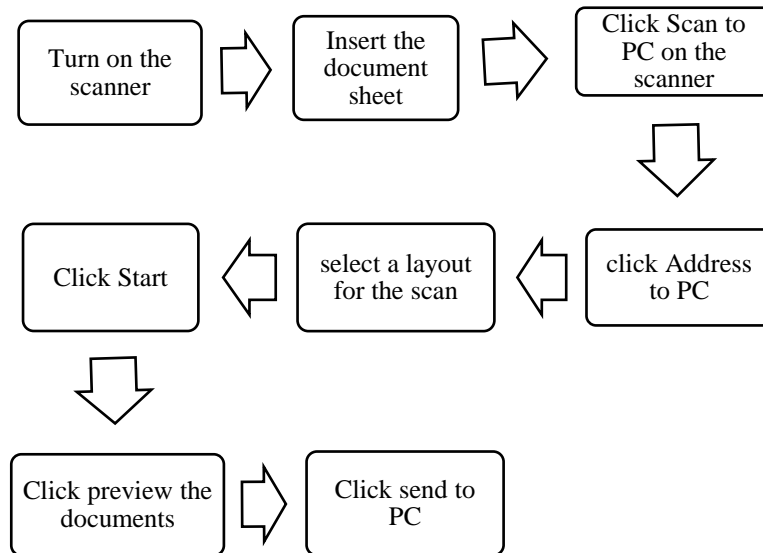


**Figure 3. 1 Flowchart of Copying documents**

*Source: Processed data 2024*

2. Scan documents

Document scanning is the process of scanning document objects in the form of written structures and images detected by a scanner engine sensor which can convert them into digital data in the form of pdf or jpeg format files. Scan documents that function to duplicate hard file objects into soft file form so that these documents are easier to store and process other needs. The procedure for scanning documents is listed in the following flowchart:

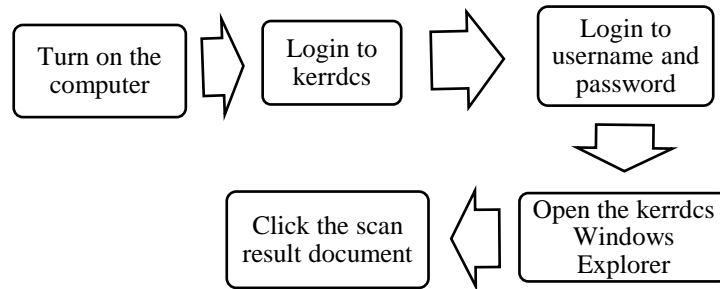


**Figure 3. 2 Flowchart of Scanning documents**

*Source: Processed data 2024*

3. Renaming files

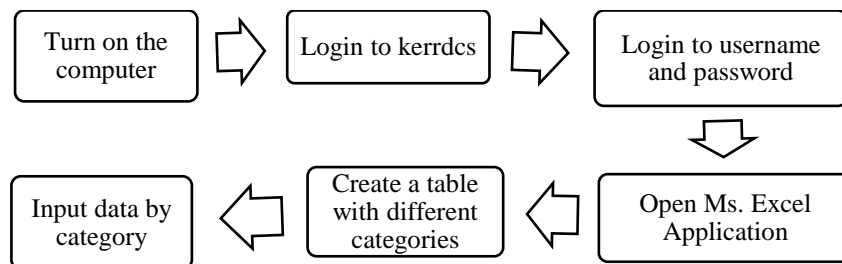
Documents that have been scanned are then renamed the file so that the document in the form of a soft file is easy to find if needed by looking at the file name in the document. The following is a flowchart of the file renaming process:



**Figure 3. 3 Flowchart of Renaming Files**  
*Source: Processed data 2024*

4. Recapping Documents

Data recap is the process of summarizing the amount of data to facilitate the process of reading the data and identifying some of the data. Data recording can be done in various ways, one of which is by creating tables and creating categories for each column or row in the following table, so that the process of entering/collecting data can be done easily. The following is a data recap flowchart using Microsoft Excel.

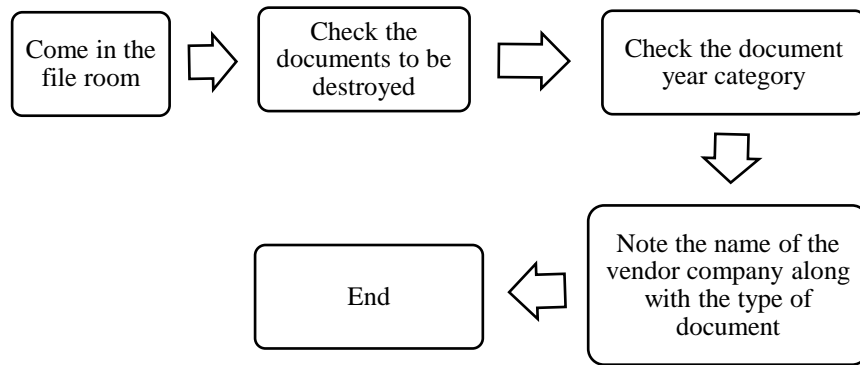


**Figure 3. 4 Flowchart of Recapping documents**  
*Source: Processed data 2024*

5. Check the documents to be destroyed

Before a document in the form of a hard file is destroyed, a data collection process is carried out regarding these documents. These documents are

recorded again to see whether the document is included in the category of hard file documents that may be destroyed and whether the document has been archived in soft file form so that one day when needed the document is still available in soft file form.

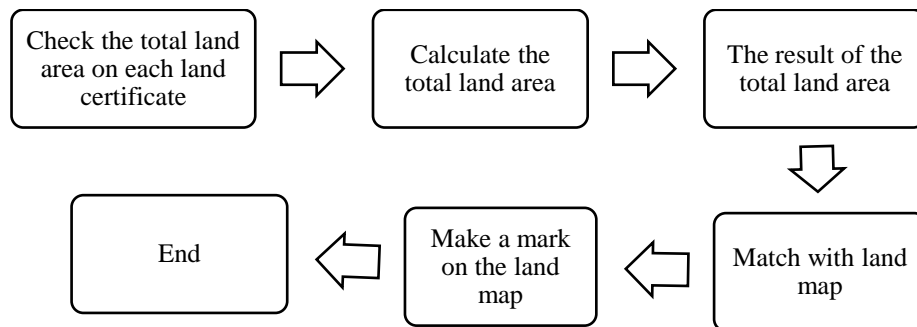


**Figure 3. 5 Flowchart of Check the Document to be Destroyed**

*Source: Processed data 2024*

6. Calculate the total land area

The documents containing the land area will be recalculated properly and correctly in total from the entire land area so that they have the same results and match the data with a map drawing of the total land area.



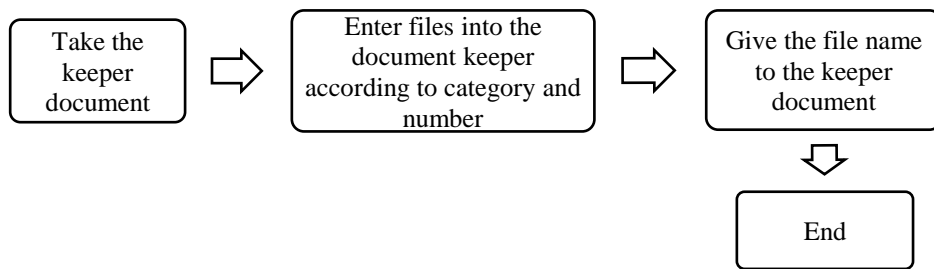
**Figure 3. 6 Flowchart of Calculate the Total Land Area**

*Source: Processed data 2024*

7. Archiving Documents

Archiving is a process and a way in which important information data in the form of documents is stored safely for a specified period of time. Such documents can be archived in various forms. Archiving documents properly and correctly can prevent document loss and make it easier to identify

documents if needed again. Documents in the form of hard files can be archived after a summary of the entire document is made. The process of archiving documents in hard file form can be seen in the following flowchart:



**Figure 3. 7 Flowchart of Archiving Documents**

*Source: Processed data 2024*

8. Put a stamp on the document that has been signed

Signed documents are affixed with a stamp to validate the document and strengthen a decision in the document as a form of accountability for the document or file. 10. grouping documents according to document type and number Grouping documents according to document type and document number. This is done to facilitate the work process in using the document.

**3.3 Place of Apprenticeship**

The Apprenticeship was carried out for four months, starting from february 05<sup>th</sup>, 2024 to june 05<sup>th</sup>, 2024 at PT Riau Andalan Pulp and Paper, which is located at Jl. Lintas Timur, Pangkalan Kerinci, Pelalawan Regency, Riau Province, Indonesia, Tel: +62-761-491-000, Fax: +62-761-491-846. Apprenticeship activities carried out in the legal department, corporate office of PT Riau Andalan Pulp and Paper with the work schedule are as follows:

**Table 3. 1 Office Hours Schedule**

No	Day	Office Hour	Break
1.	Monday - Friday	08.00 – 17.00	12.00 – 13.30
2.	Saturday	08.00 – 12.00	
3.	Sunday	Holiday	

*Source:PT Riau Andalan Pulp and Paper*

### 3.4 Description of the Activity

The timeline detailing the author's activities during their Apprenticeship at PT Riau Andalan Pulp and Paper in the legal department from February 4th, 2024, to February 11th, 2024, is outlined as follows:

**Table 3. 2 Daily Activities of February 04th, 2024 to February 11th, 2024**

No	Date	Activities	Place
1.	Sunday, 04 February 2024	Check in	Mess Tanoto Foundation
2.	Monday, 05 February 2024	a. Sign the Apprenticeship contract b. make ID Badge	Rukan 06
3.	Tuesday, 06 February 2024	a. Internship briefing and company overview	APRIL Learning Institute
		b. Placement and introduction to the team of Legal department members	Corporate Office
		c. Mill visit (HRD and Finance)	Mill
4.	Wednesday, 07 February 2024	a. Safety Induction	Campus safety centre
		b. Search for Land Documents in the archive room	Legal department, Corporate Office
		c. Scan legal contract	
5.	Thursday, 08 February 2024	Day Off	-
6.	Friday, 09 February 2024	a. Check the document of the certificate of history of land ownership / control (SKRPPT) and match it with the certificate of compensation (SKGR). b. Separating the original document with the copy document (Separation document)	legal department, Corporate Office
7.	Saturday, 10 February 2024	Day Off	-
8.	Sunday, 11 February 2024	Holiday	-

*Source: Processed data 2024*

Agenda of activities or work that has been done by the author during the implementation of Apprenticeship at PT Riau Andalan Pulp and Paper in the legal department from February 12<sup>th</sup>, 2024 to February 18<sup>th</sup>, 2024 can be seen in the table below:

**Table 3. 3 Daily Activities of February 12th, 2024 to February 18th, 2024**

No	Date	Activities	Place
1.	Monday, 12 February 2024	a. Organize originals and copies and put them in the document keeper. b. Learning to use a photocopier c. Combining SKGR and SKRPPT files into the document keeper d. Learning to use the scan machine to scan vehicle BPKB.	legal department, Corporate Office
2.	Tuesday, 13 February 2024	a. Copy of SKGR & SKRPPT b. Scan the BPKB of the vehicle and give the number according to the excel file of each document.	legal department, Corporate Office
3.	Wednesday, 14 February 2024	Day Off	-
4.	Thursday, 15 February 2024	a. Recap recording errors in SKGR and SKRPPT documents in excel. b. Matching the SKGR file with the existing one in excel.	legal department, Corporate Office
5.	Friday, 16 February 2024	Organize important legal documents	legal department, Corporate Office
6.	Saturday, 17 February 2024	Organize legal documents	legal department, Corporate Office
7.	Sunday, 18 February 2024	Holiday	-

Source: Processed data 2024

The following are Apprenticeship activities carried out from February 19<sup>th</sup>, 2024 to February 25<sup>th</sup>, 2024 at PT Riau Andalan Pulp and Paper in the legal department:

**Table 3. 4 Daily Activities of February 19th, 2024 to February 25th, 2024**

No	Date	Activities	Place
1.	Monday, 19th February 2024	a. Give a number to the BPKB vehicle according to the numbering in Excel. b. Matching the original SKGR with the data recap in legal. c. Organize the SKGR document into a document keeper.	legal department, Corporate Office
2.	Tuesday, 20 February 2024	a. Recorded incoming letters to the legal division. b. Scanned 12 legal contract	legal department, Corporate Office
3.	Wednesday, 21 February 2024	a. Make a recapitulation of SKT in excel. b. Make a list of certificate April group as at January 31, 2024.	legal department, Corporate Office
4.	Thursday, 22 February 2024	a. Organize SKT documents into a document keeper and find out if there is any data that does not match. b. Scan the legal contract letter	legal department, Corporate Office
5.	Friday,	a. Scan the SKGR document	legal department,



	23 February 2024	b. Organize the Land Letter into a document keeper. c. Make a recapitulation of the land letter into excel.	Corporate Office
6.	Saturday, 24 February 2024	Day Off	legal department, Corporate Office
7.	Sunday, 25 February 2024	Holiday	-

Source: Processed data 2024

The timeline detailing the author's activities during their Apprenticeship at PT Riau Andalan Pulp and Paper in the legal department from February 26<sup>th</sup>, 2024 to March 03<sup>rd</sup>, 2024, is outlined as follows:

**Table 3. 5 Daily Activities of February 26th, 2024 to March 03rd, 2024**

No	Date	Activities	Place
1.	Monday, 26 February 2024	a. Check if there are any errors (crosscheck) the input SKGR data with the original document. b. Print the SKGR document scan file c. Organize the Land Certificate (SKT) document.	legal department, Corporate Office
2.	Tuesday, 27 February 2024	List (input data) legal contracts	legal department, Corporate Office
3.	Wednesday, 28 February 2024	Labelling the legal document folder.	legal department, Corporate Office
4.	Thursday, 29 February 2024	a. Print SKGR documents and land certificates that will be recapitulated. b. Putting the SKGR document into the document keeper.	legal department, Corporate Office
5.	Friday, 1 March 2024	a. Input Contract legal project data. b. Scan the Letter of Ownership (SHM) from the notary. c. Renaming the scanned Contract legal file.	legal department, Corporate Office
6.	Saturday, 2 March 2024	Put Legal Documents into the document keeper.	legal department, Corporate Office
7.	Sunday, 3 March 2024	Holiday	-

Source: Processed data 2024

The following are Apprenticeship activities carried out from March 4<sup>th</sup>, 2024 to March 10<sup>th</sup>, 2024 at PT Riau Andalan Pulp and Paper in the legal department:

**Table 3. 6 Daily Activities of March 4th, 2024 to March 10th, 2024**

No	Date	Activities	Place
1.	Monday, 4 March 2024	a. Scan contract legal b. Renaming the scanned contract file	legal department, Corporate Office
2.	Tuesday, 5 March 2024	Stamp the RAK document that has been signed	legal department, Corporate Office
3.	Wednesday, 6 March 2024	a. Copy of SKGR document b. Renaming legal contract files that have been scanned.	legal department, Corporate Office
4.	Thursday, 7	a. Labelling of document folders in the	legal department,

	March 2024	archive room b. Shredding company profile files and legal files that are more than 10 years.	Corporate Office
5.	Friday, 8 March 2024	a. Photocopy of the Letter of Ownership (SHM) (Land) file b. Scan legal contract c. Inputting data of Building Rights Title Letter (SHGB). d. Shredding company profile files and legal files that are more than 10 years.	legal department, Corporate Office
6.	Saturday, 9th March 2024	Day Off	-
7.	Sunday, 10th March 2024	Holiday	-

Source: Processed data 2024

Agenda of activities or work that has been done by the author during the implementation of Apprenticeship at PT Riau Andalan Pulp and Paper in the legal department from March 11<sup>th</sup>, 2024 to March 17<sup>th</sup>, 2024 can be seen in the table below:

**Table 3. 7 Daily Activities of March 11th, 2024 to March 17th, 2024**

No	Date	Activities	Place
1.	Monday, 11th March 2024	Public Holiday (Balinese Day of Silence)	-
2.	Tuesday, 12th March 2024	a. Scan for legal Contracts b. Renaming legal files that have been scanned c. Shredding legal company profile files that are more than 10 years old.	legal department, Corporate Office
3.	Wednesday, 13th March 2024	a. Scan for legal Contracts b. Shredding legal company profile files that are more than 10 years old.	legal department, Corporate Office
4.	Thursday, 14th March 2024	a. Scan Project legal documents b. Make a list of legal contracts according to the format given c. Shredding legal company profile files that are more than 10 years old.	legal department, Corporate Office
5.	Friday, 15th March 2024	a. Matching the land area that has been inputted with the Land Certificate (SKT) document. b. Adding the number of the Certificate of Indemnity (SKGR) and the land area in the latest excel format. c. Create a list of compensation certificates (SKGR) d. Shredding legal company profile files that are more than 10 years old.	legal department, Corporate Office
6.	Saturday, 16th March 2024	a. Separate project legal documents according to the project name b. Make a list of each project	legal department, Corporate Office
7.	Sunday, 17th March 2024	Holiday	-

Source: Processed data 2024

The following are Apprenticeship activities carried out from March 18<sup>th</sup>, 2024 to March 24<sup>th</sup>, 2024 at PT Riau Andalan Pulp and Paper in the legal department:

**Table 3. 8 Daily Activities of March 18th, 2024 to March 24th, 2024**

No	Date	Activities	Place
1.	Monday, 18th March 2024	a. Create a list of contractors from legal projects b. Shredding legal company profile files that are more than 10 years old. c. Correct SKGR and SKT data that was input according to the old format into the new format.	legal department, Corporate Office
2.	Tuesday, 19th March 2024	a. Convert 200 SKGR data that has been inputted from the old format to the new format b. Shredding legal company profile files that are more than 10 years old.	legal department, Corporate Office
3.	Wednesday, 20th March 2024	a. Convert 107 SKGR data that has been inputted from the old format to the new format b. Make a list of legal projects c. Input data on Land Certificate (SKT) and Indemnity Certificate (SKGR)	legal department, Corporate Office
4.	Thursday, 21st March 2024	Inputs 200 data of Certificate of Indemnity (SKGR)	legal department, Corporate Office
5.	Friday, 22nd March 2024	Inputs 300 data of Certificate of Indemnity (SKGR) (NPM)	legal department, Corporate Office
6.	Saturday, 23rd March 2024	Day Off	-
7.	Sunday, 24th March 2024	Holiday	-

Source: Processed data 2024

Agenda of activities or work that has been done by the author during the implementation of Apprenticeship at PT Riau Andalan Pulp and Paper in the legal department from March 25<sup>th</sup>, 2024 to March 31<sup>st</sup>, 2024 can be seen in the table below:

**Table 3. 9 Daily Activities of March 25th, 2024 to March 31st, 2024**

No	Date	Activities	Place
1.	Monday, 25th March 2024	Inputs 205 data of Certificate of Indemnity (SKGR)	legal department, Corporate Office
2.	Tuesday, 26th March 2024	Input 395 data of Certificate of Indemnity (SKGR), release of rights, power of attorney and Land Certificate (SKT)	legal department, Corporate Office
3.	Wednesday, 27th March 2024	a. Scan legal documents b. Inputting data on Certificate of Indemnity (SKGR) c. Searching for documents of Letter of Compensation (SKGR)	legal department, Corporate Office

4.	Thursday, 28th March 2024	a. Inputting data on Certificate of Indemnity (SKGR) b. Scanning the document of Certificate of Indemnity (SKGR)	legal department, Corporate Office
5.	Friday, 29th March 2024	Public Holliday (Good Friday)	-
6.	Saturday, 30th March 2024	Scan for legal Contracts	legal department, Corporate Office
7.	Sunday, 31st March 2024	Holiday	-

Source: Processed data 2024

As for the schedule of activities carried out by the author while carrying out Apprenticeship at PT Riau Andalan Pulp and Paper at the legal department from April 01<sup>st</sup>, 2024 to April 07<sup>th</sup>, 2024 can be seen below:

**Table 3. 10 Daily Activities of April 01st, 2024 to April 07th, 2024**

No	Date	Activities	Place
1.	Monday, 1st April 2024	a. Inputting (creating) a list of data for Certificate of Indemnity (SKGR) b. Renaming the Certificate of Indemnity (SKGR) file c. Renaming the legal contract file d. Checking and separating power of attorney from notary	legal department, Corporate Office
2.	Tuesday, 2nd April 2024	a. Renaming the scanned legal contract file b. Scanning the legal contract c. Photocopy the document	legal department, Corporate Office
3.	Wednesday, 3rd April 2024	Putting legal documents into the document keeper	legal department, Corporate Office
4.	Thursday, 4th April 2024	a. Photocopy of Certificate of Indemnity (SKGR) and sceet kaart documents. b. labeling of legal case folders c. Inputting legal contract data	legal department, Corporate Office
5.	Friday, 5th April 2024	a. Input legal contract data b. Photocopy file c. Scanning legal documents	legal department, Corporate Office
6.	Saturday, 6th April 2024	Day Off	-
7.	Sunday, 7th April 2024	Holiday	-

Source: Processed data 2024

The following are Apprenticeship activities carried out from April 08<sup>th</sup>, 2024 to April 14<sup>th</sup>, 2024 at PT Riau Andalan Pulp and Paper in the legal department:

**Table 3. 11 Daily Activities of April 08th, 2024 to April 14th, 2024**

No	Date	Activities	Place
1.	Monday, 8th April 2024	Day Off (Eid Mubarak)	-
2.	Tuesday, 9th April 2024	Day Off (Eid Mubarak)	-
3.	Wednesday,	Day Off (Eid Mubarak)	-

	10th April 2024		
4.	Thursday, 11th April 2024	Day Off (Eid Mubarak)	-
5.	Friday, 12th April 2024	Day Off (Eid Mubarak)	-
6.	Saturday, 13th April 2024	Day Off (Eid Mubarak)	-
7.	Sunday, 14th April 2024	Day Off (Eid Mubarak)	-

Source: Processed data 2024

As for the schedule of activities carried out by the author while carrying out Apprenticeship at PT Riau Andalan Pulp and Paper at the legal department from April 15<sup>th</sup>, 2024 to April 21<sup>st</sup>, 2024 can be seen below:

**Table 3. 12 Daily Activities of April 15th, 2024 to April 21st, 2024**

No	Date	Activities	Place
1.	Monday, 15th April 2024	Day Off (Eid Mubarak)	-
2.	Tuesday, 16th April 2024	Day Off (Eid Mubarak)	-
3.	Wednesday, 17th April 2024	Day Off (Eid Mubarak)	-
4.	Thursday, 18th April 2024	Day Off (Eid Mubarak)	-
5.	Friday, 19th April 2024	Day Off (Eid Mubarak)	-
6.	Saturday, 20th April 2024	Day Off (Eid Mubarak)	-
7.	Sunday, 21st April 2024	Day Off (Eid Mubarak)	-

Source: Processed data 2024

The following are Apprenticeship activities carried out from April 22<sup>nd</sup>, 2024 to April 28<sup>th</sup>, 2024 at PT Riau Andalan Pulp and Paper in the legal department:

**Table 3. 13 Daily Activities of April 22nd, 2024 to April 28th, 2024**

No	Date	Activities	Place
1.	Monday, 22nd April 2024	a. Checking the contract received by legal b. Scan the contract that has been checked c. Inputting legal contract data	legal department, Corporate Office
2.	Tuesday, 23rd April 2024	a. Renaming the scanned contract file b. Photocopy of Certificate of Indemnity (SKGR) c. Crosscheck against 50 land certificate data, Statement Letter and power of attorney to sell d. Labelling Certificate of Indemnity (SKGR) Folder	legal department, Corporate Office
3.	Wednesday, 24th April	a. Crosscheck against 40 data of land certificates, Declaration and power of	legal department, Corporate Office

	2024	attorney to sell b. Labelling Certificate of Indemnity (SKGR) Folder	
4.	Thursday, 25th April 2024	a. Crosscheck against 67 data of land certificates, Declaration and power of attorney to sell b. Labelling Certificate of Indemnity (SKGR) Folder	legal department, Corporate Office
5.	Friday, 26th April 2024	a. Crosscheck against 67 data of land certificates, Declaration and power of attorney to sell b. Labelling Certificate of Indemnity (SKGR) Folder c. Copy of legal file	legal department, Corporate Office
6.	Saturday, 27th April 2024	a. Crosscheck against 44 data of land certificates, Declaration and power of attorney to sell b. Inputting Contact legal project document data	legal department, Corporate Office
7.	Sunday, 28th April 2024	Holiday	-

Source: Processed data 2024

Agenda of activities or work that has been done by the author during the implementation of Apprenticeship at PT Riau Andalan Pulp and Paper in the legal department from April 29<sup>th</sup>, 2024 to May 05<sup>th</sup>, 2024 can be seen in the table below:

**Table 3. 14 Daily Activities of April 29th, 2024 to May 05th, 2024**

No	Date	Activities	Place
1.	Monday, 29th April 2024	a. Crosscheck against 40 data of land certificates, Declaration and power of attorney to sell b. Labelling Certificate of Indemnity (SKGR) Folder c. Scan Contact Legal Project	legal department, Corporate Office
2.	Tuesday, 30th April 2024	a. Crosscheck against 300 data of land certificate, statement letter, power of attorney to sell and SKGR. b. Labelling SKGR Folder c. Separating land between individual names and documents that are already in RAPP's name. d. Making an attendance list e. Scan Contact Legal Project	legal department, Corporate Office
3.	Wednesday, 1st May 2024	Day Off (International Worker's Day)	-
4.	Thursday, 2nd May 2024	a. Labelling Folder of Certificate of Indemnity (SKGR) b. Organize RAPP's land power of attorney	legal department, Corporate Office
5.	Friday, 3rd May 2024	a. Inputting data for the Certificate of Indemnity (SKGR) b. Printing the document of Certificate of	legal department, Corporate Office

		Indemnity (SKGR) c. Checking the data of the Certificate of Indemnity (SKGR) is in accordance with the data in the document.	
6.	Saturday, 4th May 2024	Day Off	legal department, Corporate Office
7.	Sunday, 5th May 2024	Day Off	-

Source: Processed data 2024

As for the schedule of activities carried out by the author while carrying out Apprenticeship at PT Riau Andalan Pulp and Paper at the legal department from May 06<sup>th</sup>, 2024 to May 12<sup>th</sup>, 2024 can be seen below:

**Table 3. 15 Daily Activities of May 06th, 2024 to May 12th, 2024**

No	Date	Activities	Place
1.	Monday, 6th May 2024	a. Crosscheck data on Certificate of Indemnity (SKGR) b. Labelling the folder of Certificate of Indemnity (SKGR) c. Photocopy of recommendation assessment sheet d. Filling in the data of the recommendation assessment sheet e. Checking the data of compensation and compensation fund recipients.	legal department, Corporate Office
2.	Tuesday, 7th May 2024	a. Crosscheck 123 data of Certificate of Indemnity (SKGR) and land area of PT crossbahari riaupersada b. Input 41 data of Certificate of Indemnity (SKGR) c. Labelling the folder of the Certificate of Indemnity (SKGR) d. Photocopy of Letter of Ownership (SHM) and PBB e. Scan of legal documents	legal department, Corporate Office
3.	Wednesday, 8th May 2024	a. Copy of April 2024 legal PIS b. Inputting 30 data of Certificate of Indemnity (SKGR) c. Labelling folder of Certificate of Indemnity (SKGR) d. Scanning contract addendum documents	legal department, Corporate Office
4.	Thursday, 9th May 2024	Public Holiday (Ascension Day)	legal department, Corporate Office
5.	Friday, 10th May 2024	a. Organize documents Supporting documents for land certificate processing b. Searching for RFC in the file room c. Shredding company profile paper and SKGR in the file room.	legal department, Corporate Office
6.	Saturday, 11th May 2024	Renaming the scanned contract file	legal department, Corporate Office
7.	Sunday, 12th May 2024	Holiday	-

Source: Processed data 2024

The following are Apprenticeship activities carried out from May 13<sup>th</sup>, 2024 to May 19<sup>th</sup>, 2024 at PT Riau Andalan Pulp and Paper in the legal department:

**Table 3. 16 Daily Activities of May 13th, 2024 to May 19th, 2024**

No	Date	Activities	Place
1.	Monday, 13th May 2024	a. Organize documents b. Labelling	legal department, Corporate Office
2.	Tuesday, 14th May 2024	a. Inputting SHM and SHGB data (Outstanding File) b. Entering Certificate into document keeper c. Labelling	legal department, Corporate Office
3.	Wednesday, 15th May 2024	a. Photocopy of documents b. Inputting SHGB and SHM file data (outstanding) c. Entering SHGB and SHM certificate files into the document keeper d. Labelling	legal department, Corporate Office
4.	Thursday, 16th May 2024	a. Printing SKGR b. Printing SHGB Handover Letter	legal department, Corporate Office
5.	Friday, 17th May 2024	a. Inputting SHGB and SHM file data (outstanding) b. Entering SHGB and SHM certificate files into the Document keeper. c. Labelling d. Scanning the document	legal department, Corporate Office
6.	Saturday, 18th May 2024	Day Off	legal department, Corporate Office
7.	Sunday, 19th May 2024	Holiday	-

Source: Processed data 2024

Agenda of activities or work that has been done by the author during the implementation of Apprenticeship at PT Riau Andalan Pulp and Paper in the legal department from May 20<sup>th</sup>, 2024 to May 26<sup>th</sup>, 2024 can be seen in the table below:

**Table 3. 17 Daily Activities of May 20th, 2024 to May 26th, 2024**

No	Date	Activities	Place
1.	Monday, 20th May 2024	a. Punching holes in legal cooperation contract files b. Input Check in and check our form c. Photocopying documents	legal department, Corporate Office
2.	Tuesday, 21st May 2024	Accompanying Guests from Malaysia to KCN (Kerinci Central Nursery, Hotel Unigraha, RGE Technology Center)	legal department, Corporate Office
3.	Wednesday, 22 <sup>nd</sup> May 2024	Punching holes in legal cooperation contract files	legal department, Corporate Office
4.	Thursday, 23rd May 2024	Public Holiday	legal department, Corporate Office
5.	Friday, 24th May 2024	a. Inputting SHGB data b. Organizing Outstanding Documents c. Labelling	legal department, Corporate Office
6.	Saturday, 25th	Scan SHGB, and files from the Notary	legal department,



	May 2024		Corporate Office
7.	Sunday, 26th May 2024	Holiday	-

Source: Processed data 2024

As for the schedule of activities carried out by the author while carrying out Apprenticeship at PT Riau Andalan Pulp and Paper at the legal department from May 27<sup>th</sup>, 2024 to June 02<sup>nd</sup>, 2024 can be seen below:

**Table 3. 18 Daily Activities od May 27th, 2024 to June 02nd, 2024**

No	Date	Activities	Place
1.	Monday, 27th May 2024	a. Punching holes in legal cooperation contract files b. Printing SKGR	legal department, Corporate Office
2.	Tuesday, 28th May 2024	a. Printing SKGR b. making a list of SHM that have no PBB yet c. Photocopy of SHM	legal department, Corporate Office
3.	Wednesday, 29th May 2024	Organize SHM according to the order in the list	legal department, Corporate Office
4.	Thursday, 30th May 2024	a. Organize supporting documents b. Copy of legal application letter c. Making group table names from hvs paper	legal department, Corporate Office
5.	Friday, 31st May 2024	Creating legal team numbering	legal department, Corporate Office
6.	Saturday, 1st June 2024	Day Off	legal department, Corporate Office
7.	Sunday, 2nd June 2024	Day Off	-

Source: Processed data 2024

The following are Apprenticeship activities carried out from June 03<sup>rd</sup>, 2024 to June 05<sup>th</sup>, 2024 at PT Riau Andalan Pulp and Paper in the legal department.

**Table 3. 19 Daily Activities of June 03rd, 2024 to June 05th, 2024**

No	Date	Activities	Place
1.	Monday, 3rd June 2024	a. Print tables of IMB and PGB b. Input a list of IMB and PGB that will be leges c. Presentation	legal department, Corporate Office
2.	Tuesday, 4th June 2024	a. Scan SKGR b. Renaming The scanned SKGR file c. Print SKGR	legal department, Corporate Office
3.	Wednesday, 5th June 2024	a. Make a list of Teluk Selempaya's land b. Labelling Folder c. Copying SKGR	legal department, Corporate Office

Source: Processed data 2024

### **3.5 Obstacle and Solutions**

#### **3.5.1 Obstacle**

The obstacle that the author got while doing the job training at PT Riau Andalan Pulp and Paper are:

1. The author lacks familiarity with operating a scanner or copier for a specific task, as they have never utilized this equipment previously.
2. Using a computer that requires a username and password, the author completes the task, albeit facing difficulty due to the unavailability of a computer, which would have facilitated the process.
3. The author feels awkwardness when engaging with employees, as they fear disrupting individuals who are consistently immersed and occupied with their tasks.

#### **3.5.2 Solutions**

The solution for the obstacles that the author got while doing the job training, we hope that in the next period are:

1. In order to finish the task, the author seeks assistance from the supervisor to receive proper instruction on utilizing photocopiers accurately.
2. Prior to commencing work on the computer, the supervisor has furnished a designated username and password for logging in.
3. The author endeavors to engage with fellow colleagues in a manner that facilitates smoother and more courteous interactions.

## CHAPTER IV

### CONCLUSION AND SUGGESTION

#### 4.1 Conclusion

Following the discussion in the preceding chapter, the author presents conclusions through various avenues, outlined as follows:

1. The task specifications carried out during the apprenticeship at PT. Riau Andalan Pulp and Paper, during the apprenticeship, the author was responsible for various administrative and document management tasks in the legal department. These tasks included copying, scanning, renaming, recapping, archiving, and checking legal documents, as well as calculating land area and stamping signed documents.
2. During the internship at PT. Riau Andalan Pulp and Paper, the writer will have the opportunity to develop practical skills encompassing various competencies crucial for professional growth. This includes hands-on experience in managing and organizing documents, mastering administrative tasks, and applying theoretical knowledge in real-world scenarios. The internship will provide the chance to hone these skills through direct involvement in daily operations and task execution. By engaging in these activities, the writer can enhance their ability to work efficiently, adapt to various challenges, and acquire valuable expertise that will benefit their future career.
3. The system and procedures of the apprenticeship conducted at PT. Riau Andalan Pulp and Paper, the systems and procedures used during the apprenticeship involved operational steps in copying, scanning, renaming, recapping, archiving documents, calculating land area, checking documents to be destroyed, and stamping documents. As described in the previous section each process had a clear and structured workflow, illustrated in various flowcharts. Systems and procedures during the apprenticeship:
  - 1) Document copying process: Using a copier machine to duplicate hard file documents as needed.

- 2) Document scanning process: Converting hard file documents into soft files in PDF or JPEG format.
- 3) File renaming process: Renaming scanned files to facilitate easy retrieval.
- 4) Document recapping process: Summarizing data into tables using Microsoft Excel for easier data reading and identification.
- 5) Document archiving process: Storing important documents safely for a specified period.
- 6) Land area calculation process: Recalculating the total land area from documents and maps to ensure accurate data.
- 7) Checking documents to be destroyed process: Collecting data on documents before destruction and ensuring they have been archived in soft file format.
- 8) Document stamping process: Stamping signed documents to validate them and affirm accountability.

## **4.2 Suggestion**

As part of this report, the author would also like to provide some suggestions that are expected to help improve the experience and efficiency of future interns, as well as support the smooth operations at PT. Riau Andalan Pulp and Paper. These suggestions are based on observations and experiences during the apprenticeship, with the aim of providing constructive input for the company's improvement and development. Therefore, involve interns in various team activities or department meetings to give them a more comprehensive understanding of the work environment and decision-making processes. By attending various activities, interns will:

1. Understand Team Dynamics: They will learn how team members interact, collaborate, and solve problems together. This will provide insights into team work dynamics and improve their communication skills.

2. **Learn from Discussions:** Interns can learn about various topics discussed in meetings, including strategies, challenges, and implemented solutions. This will enrich their knowledge of company operations.
3. **Develop Professional Skills:** By participating in meetings, interns will develop professional skills such as presentation, negotiation, and problem-solving. This will help them become more prepared for their future careers.
4. **Guidance Documents:** Create written guides that include steps to resolve common issues, tips for using applications, and standard operating procedures.

By involving interns in various team activities, PT. Riau Andalan Pulp and Paper can provide a richer and more diverse experience, helping them understand various aspects of the job and enhancing their overall knowledge and skills.

## REFERENCES

Politeknik Negeri Bengkalis., <http://polbeng.ac.id/>., accessed on May 17<sup>th</sup>, 2024.

PT Riau Andalan Pulp and Paper Profile., <https://www.aprilasia.com/id/> accessed on May 14<sup>th</sup>, 2024.

Royal Golden Eagle., <https://www.rgei.com/id/>., accessed on May 16<sup>th</sup>, 2024

## APPENDICES

### Appendix 1. Apprenticeship Reference Letter

**Internal**



**PT Riau Andalan Pulp and Paper**  
Jakarta Office  
Jalan Teuku Betung No. 31  
Jakarta 10230, Indonesia  
Tel. : +62 21 3100 0134 - Fax. : +62 21 3144 604

MR Office:  
Jalan Lintas Timur, Pangkalan Kerinci  
Kabupaten Pelalawan  
Riau 28300, Indonesia  
Tel. : +62 761 491 000 - Fax. : +62 761 491 846

[www.aprilasia.com](http://www.aprilasia.com)  
[www.paperone.com](http://www.paperone.com)

Nomor : MM/VI/IIICR/KP/RAPP/2024  
Lamp : -  
Hal : Surat Keterangan Magang

Kepada Yth,  
Direktur Politeknik Negeri Bengkalis

Di -  
Tempat

Dengan hormat,  
Sehubungan dengan telah berakhirnya Kerja Praktek (KP) di pada PT RAPP, untuk Mahasiswa sebagai berikut:

NO	Nama	NIM	Jurusan
1	Dimas Alif Alfikri	5404201327	D4 – Administrasi Bisnis Internasional
2	Nisa Asysyfa	5404201304	D4 – Administrasi Bisnis Internasional
3	Sindi Ayu Lestari	5404201345	D4 – Administrasi Bisnis Internasional
4	Ainil Aulia	5404201313	D4 – Administrasi Bisnis Internasional
5	Juanda	5404201271	D4 – Administrasi Bisnis Internasional
6	Hayanti	5404201291	D4 – Administrasi Bisnis Internasional
7	Nurul Fajar	5404201258	D4 – Administrasi Bisnis Internasional

Dengan ini menerangkan bahwa mahasiswa tersebut diatas telah selesai melaksanakan kerja praktek di PT Riau Andalan Pulp and Paper (PT.RAPP) pada 05 Februari 2024 s/d 05 Juni 2024. Demikian Surat keterangan ini dibuat untuk dapat dipergunakan sebagaimana mestinya.

Pangkalan Kerinci, Juni 2024

  
PT. Riau Andalan Pulp and Paper  
**Tengku Kespandiar, ST., MM**  
Campus Relation Manager

## Appendix 2. Apprenticeship Certificate

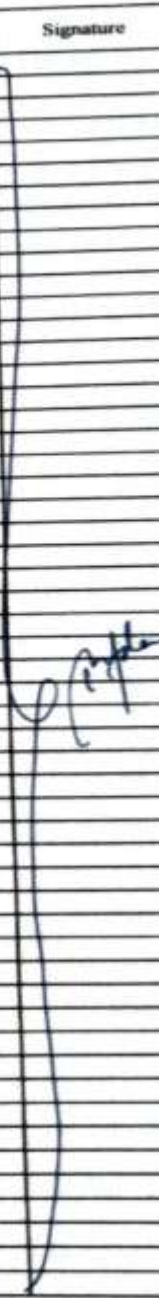




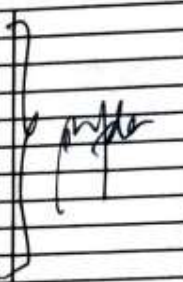
### Appendix 3. List Present of Apprenticeship

#### LIST PRESENT OF THE APPRENTICESHIP PT. RIAU ANDALAN PULP AND PAPER

Nama : Nisa Asyayhfa  
 NIM : 5404201304  
 Department : Legal

No	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Wednesday, 07 February 2024	-	-	13.30	17.00	
2	Thursday, 08 February 2024	Public Holiday (Isra' Mi'raj)				
3	Friday, 09 February 2024	08.00	12.00	13.30	17.00	
4	Saturday, 10 February 2024	Public Holiday (Chinese New Year)				
5	Sunday, 11 February 2024	Holiday				
6	Monday, 12 February 2024	08.00	12.00	13.30	17.00	
7	Tuesday, 13 February 2024	08.00	12.00	13.30	17.00	
8	Wednesday, 14 February 2024	Public Holiday (Indonesia General Election)				
9	Thursday, 15 February 2024	08.00	12.00	13.30	17.00	
10	Friday, 16 February 2024	08.00	12.00	13.30	17.00	
11	Saturday, 17 February 2024	08.00	12.00	-	-	
12	Sunday, 18 February 2024	Holiday				
13	Monday, 19 February 2024	08.00	12.00	13.30	17.00	
14	Tuesday, 20 February 2024	08.00	12.00	13.30	17.00	
15	Wednesday, 21 February 2024	08.00	12.00	13.30	17.00	
16	Thursday, 22 February 2024	08.00	12.00	13.30	17.00	
17	Friday, 23 February 2024	08.00	12.00	13.30	17.00	
18	Saturday, 24 February 2024	Day Off				
19	Sunday, 25 February 2024	Holiday				
20	Monday, 26 February 2024	08.00	12.00	13.30	17.00	
21	Tuesday, 27 February 2024	08.00	12.00	13.30	17.00	
22	Wednesday, 28 February 2024	08.00	12.00	13.30	17.00	
23	Thursday, 29 February 2024	08.00	12.00	13.30	17.00	
24	Friday, 01 March 2024	08.00	12.00	13.30	17.00	
25	Saturday, 02 March 2024	08.00	12.00	-	-	
26	Sunday, 03 March 2024	Holiday				
27	Monday, 04 March 2024	08.00	12.00	13.30	17.00	
28	Tuesday, 05 March 2024	08.00	12.00	13.30	17.00	
29	Wednesday, 06 March 2024	08.00	12.00	13.30	17.00	
30	Thursday, 07 March 2024	08.00	12.00	13.30	17.00	
31	Friday, 08 March 2024	08.00	12.00	13.30	17.00	
32	Saturday, 09 March 2024	Day Off				
33	Sunday, 10 March 2024	Holiday				
34	Monday, 11 March 2024	Public Holiday (Balinese Day of Silence)				
35	Tuesday, 12 March 2024	08.00	12.00	13.30	17.00	
36	Wednesday, 13 March 2024	08.00	12.00	13.30	17.00	
37	Thursday, 14 March 2024	08.00	12.00	13.30	17.00	
38	Friday, 15 March 2024	08.00	12.00	13.30	17.00	
39	Saturday, 16 March 2024	08.00	12.00	-	-	
40	Sunday, 17 March 2024	Holiday				
41	Monday, 18 March 2024	08.00	12.00	13.30	17.00	
42	Tuesday, 19 March 2024	08.00	12.00	13.30	17.00	
43	Wednesday, 20 March 2024	08.00	12.00	13.30	17.00	
44	Thursday, 21 March 2024	08.00	12.00	13.30	17.00	
45	Friday, 22 March 2024	08.00	12.00	13.30	17.00	
46	Saturday, 23 March 2024	Day Off				
47	Sunday, 24 March 2024	Holiday				
48	Monday, 25 March 2024	08.00	12.00	13.30	17.00	
49	Tuesday, 26 March 2024	08.00	12.00	13.30	17.00	
50	Wednesday, 27 March 2024	08.00	12.00	13.30	17.00	
51	Thursday, 28 March 2024	08.00	12.00	13.30	17.00	
52	Friday, 29 March 2024	Public Holiday (The Good Friday)				
53	Saturday, 30 March 2024	08.00	12.00	-	-	
54	Sunday, 31 March 2024	Holiday				

55	Monday, 01 April 2024	08.00	12.00	13.30	17.00
56	Tuesday, 02 April 2024	08.00	12.00	13.30	17.00
57	Wednesday, 03 April 2024	08.00	12.00	13.30	17.00
58	Thursday, 04 April 2024	08.00	12.00	13.30	17.00
59	Friday, 05 April 2024	08.00	12.00	13.30	17.00
60	Saturday, 06 April 2024	Day Off			
61	Sunday, 07 April 2024	Holiday			
62	Monday, 08 April 2024	Day Off (Eid Mubarak)			
63	Tuesday, 09 April 2024	Day Off (Eid Mubarak)			
64	Wednesday, 10 April 2024	Day Off (Eid Mubarak)			
65	Thursday, 11 April 2024	Day Off (Eid Mubarak)			
66	Friday, 12 April 2024	Day Off (Eid Mubarak)			
67	Saturday, 13 April 2024	Day Off (Eid Mubarak)			
68	Sunday, 14 April 2024	Holiday			
69	Monday, 15 April 2024	Day Off (Eid Mubarak)			
70	Tuesday, 16 April 2024	Day Off (Eid Mubarak)			
71	Wednesday, 17 April 2024	Day Off (Eid Mubarak)			
72	Thursday, 18 April 2024	Day Off (Eid Mubarak)			
73	Friday, 19 April 2024	Day Off (Eid Mubarak)			
74	Saturday, 20 April 2024	Day Off (Eid Mubarak)			
75	Sunday, 21 April 2024	Holiday			
76	Monday, 22 April 2024	08.00	12.00	13.30	17.00
77	Tuesday, 23 April 2024	08.00	12.00	13.30	17.00
78	Wednesday, 24 April 2024	08.00	12.00	13.30	17.00
79	Thursday, 25 April 2024	08.00	12.00	13.30	17.00
80	Friday, 26 April 2024	08.00	12.00	13.30	17.00
81	Saturday, 27 April 2024	08.00	12.00	-	-
82	Sunday, 28 April 2024	Holiday			
83	Monday, 29 April 2024	08.00	12.00	13.30	17.00
84	Tuesday, 30 April 2024	08.00	12.00	13.30	17.00
85	Wednesday, 01 May 2024	Public Holiday ( International Workers' Day)			
86	Thursday, 02 May 2024	08.00	12.00	13.30	17.00
87	Friday, 03 May 2024	08.00	12.00	13.30	17.00
88	Saturday, 04 May 2024	Day Off			
89	Sunday, 05 May 2024	Holiday			
90	Monday, 06 May 2024	08.00	12.00	13.30	17.00
91	Tuesday, 07 May 2024	08.00	12.00	13.30	17.00
92	Wednesday, 08 May 2024	08.00	12.00	13.30	17.00
93	Thursday, 09 May 2024	Public Holiday (Kenaikan Isa Almasih)			
94	Friday, 10 May 2024	08.00	12.00	13.30	17.00
95	Saturday, 11 May 2024	08.00	12.00	-	-
96	Sunday, 12 May 2024	Holiday			
97	Monday, 13 May 2024	08.00	12.00	13.30	17.00
98	Tuesday, 14 May 2024	08.00	12.00	13.30	17.00
99	Wednesday, 15 May 2024	08.00	12.00	13.30	17.00
100	Thursday, 16 May 2024	08.00	12.00	13.30	17.00
101	Friday, 17 May 2024	08.00	12.00	13.30	17.00
102	Saturday, 18 May 2024	Day Off			
103	Sunday, 19 May 2024	Holiday			
104	Monday, 20 May 2024	08.00	12.00	13.30	17.00
105	Tuesday, 21 May 2024	08.00	12.00	13.30	17.00
106	Wednesday, 22 May 2024	08.00	12.00	13.30	17.00
107	Thursday, 23 May 2024	Public Holiday (Vesak Holiday)			
108	Friday, 24 May 2024	08.00	12.00	13.30	17.00
109	Saturday, 25 May 2024	08.00	12.00	-	-
110	Sunday, 26 May 2024	Holiday			

111	Monday, 27 May 2024	08.00	12.00	13.30	17.00	
112	Tuesday, 28 May 2024	08.00	12.00	13.30	17.00	
113	Wednesday, 29 May 2024	08.00	12.00	13.30	17.00	
114	Thursday, 30 May 2024	08.00	12.00	13.30	17.00	
115	Friday, 31 May 2024	08.00	12.00	13.30	17.00	
116	Saturday, 01 June 2024	Day Off				
117	Sunday, 02 June 2024	Holiday				
118	Monday, 03 June 2024	08.00	12.00	13.30	17.00	
119	Tuesday, 04 June 2024	08.00	12.00	13.30	17.00	
120	Wednesday, 05 June 2024	08.00	12.00	13.30	17.00	

Pangkalan Kerinci, June 05<sup>th</sup>, 2024

Mentor

  
**Imelda Wing**  
 Legal Custodian/Adm

## Appendix 4. Evaluation Result

### EVALUATION RESULT FROM APPRENTICESHIP COMPANY APPRASIAL

PT.Riau Andalan Pulp and Paper (PT.RAPP)

Legal Department

Townsite 1 PT. RAPP,Pangkalan Kerinci, Riau-Indonesia

Name : Nisa Asyihfa

NIM : 5404201304

Study Program : International Business Administration

Collage : State Polytechnic of Bengkalis

No.	Assesment Aspect	Percentage	Score
1	Disripline	20%	20%
2	Responsibility	25%	22%
3	Adjustment/Adaptation	10%	8%
4	Work Result	30%	29%
5	Behavior in General	15%	13%
Total (1+2+3+4+5)		100%	92%

Explanation:

Score : Criteria

81 – 100 : Excellent ✓

71 – 80 : Very Good

66 – 70 : Good

61 – 65 : Good Enough

56 – 60 : Enough

Note:

Nisa is very good at work, which needs to be improved  
feedback

Pangkalan Kerinci, June 05<sup>th</sup>, 2024

Mentor

  
Imelda Wing

Legal Custodian/Adm

**Appendix 5. Photo with Legal Department**









## Appendix 6. Daily Activities

### DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday

Date : February 05<sup>th</sup> to February 09<sup>th</sup>





No	Date	Description of Activities	Task Assignor	Signature
1.	Monday, 5 <sup>th</sup> February 2024	1. Sign the practical work contract 2. make ID Badge	Tata Haira	
2.	Tuesday, 6 <sup>th</sup> February 2024	1. internship briefing and company overview	Tengku Kespandiar dan Nesha Harahap	
		2. Placement and introduction to the team of Legal department members	Tata Haira	
		3. Mill visit (HRD and Finance)	Rimdaniyati Sinaga	
3.	Wednesday, 7 <sup>th</sup> February 2024	1. safety Induction	Rusdi Yanto	
		2. Search for Land Documents in the archive room	Rimdaniyai Sinaga	
		3. Scan legal contract		
4.	Thursday, 8 <sup>th</sup> February 2024	Day Off	-	
5.	Friday, 9 <sup>th</sup> February 2024	1. Check the document of the certificate of history of land ownership / control (SKRPPT) and match it with the certificate of compensation (SKGR). 2. Separating the original document with the copy document (Separation document)	Imelda Wing	
Notes by Industrial Mentor				

No	Documentation	Explanation
1		Sign a practical work contract which contains a contract agreement regarding what regulations must be obeyed and what facilities can be used or obtained from the company for students doing practical work.
2		Company overview and internship debriefing given by PT RAPP employees to students who are going to do internships.
3.		The direction given by PT. Riau Andalan Pulp and Paper for students who do practical work and assistant training on work safety related to potential hazards, hazard control, personal protective equipment that must be used when doing work, as well as rescue procedures in the event of an accident.
4		The author checks the Certificate of Loss (SKGR) and Certificate of History of Land Ownership/Possession (SKRPPT) documents regarding the land area stated in the two documents, the boundaries and matches the registration numbers of the two documents.




**DAILY ACTIVITIES  
OF THE JOB TRAINING**

Day : Monday - Saturday

Date : February 12<sup>th</sup> to February 17<sup>th</sup>

No	Date	Description of Activities	Task Assignor	Signature
1.	Monday, 12 <sup>th</sup> February 2024	<ol style="list-style-type: none"> <li>1. Organize originals and copies and put them in the document keeper.</li> <li>2. Learning to use a photocopier</li> <li>3. Combining SKGR and SKRPPT files into the document keeper</li> <li>4. Learning to use the scan machine to scan vehicle BPKB.</li> </ol>	Imelda Wing	
2.	Tuesday, 13 <sup>th</sup> February 2024	1. Copy of SKGR & SKRPPT	Imelda Wing	
		2. Scan the BPKB of the vehicle and give the number according to the excel file of each document.	Rimdaniyati Sinaga	
3.	Wednesday, 14 <sup>th</sup> February 2024	Day Off	-	
4.	Thursday, 15 <sup>th</sup> February 2024	<ol style="list-style-type: none"> <li>1. Recap recording errors in SKGR and SKRPPT documents in excel.</li> <li>2. Matching the SKGR file with the existing one in excel.</li> </ol>	Imelda Wing	
5.	Friday, 16 <sup>th</sup> February 2024	1. Organize important legal documents	Imelda Wing	
6.	Saturday, 17 <sup>th</sup> February 2024	1. Organize legal documents	Imelda Wing	
Notes by Industrial Mentor				












No	Documentation	Explanation
1.		<p>The author archives the documents of the Certificate of Indemnity by combining them with their copies, then puts them into the document keeper and gives a name to the folder.</p>
2		<p>The author scans the Motor Vehicle Ownership Book (BPKB) document using a scanner to facilitate the work from documents in the form of hardfiles to softfiles so that it is easy to use.</p>
3.		<p>The author makes a copy of the SKGR and SKRPPT using a photocopier to duplicate the document so that the original can be stored and the original can be used as a backup.</p>

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

Day : Monday - Friday

Date : February 19<sup>th</sup> to February 23<sup>rd</sup>








No	Date	Description of Activities	Task Assignor	Signature
1.	Monday, 19th February 2024	1. Give a number to the BPKB vehicle according to the numbering in Excel.	Rimdaniyati Sinaga	
		2. Matching the original SKGR with the data recap in legal.	Imelda Wing	
		3. Organize the SKGR document into a document keeper.		
2.	Tuesday, 20th February 2024	1. Recorded incoming letters to the legal division. 2. Scanned 12 contract letters that were in legal.	Rimdaniyati Sinaga	
3.	Wednesday, 21st February 2024	1. Make a recapitulation of SKT in excel. 2. Make a list of certificate April group as at January 31, 2024.	Imelda Wing	
4.	Thursday, 22nd February 2024	1. Organize SKT documents into a document keeper and find out if there is any data that does not match. 2. Scan the legal contract letter	Imelda Wing	
5.	Friday, 23rd February 2024	1. Scan the SKGR document 2. Organize the Land Letter into a document keeper. 3. Make a recapitulation of the land letter into excel.	Imelda Wing	
Notes by Industrial Mentor				




No	Documentation	Explanation
1.		<p>The author matches the data of the indemnity certificate (SKGR) that has been inputted in excel with the original document in legal.</p>
2.		<p>The author scans the legal operational documents of the cooperation contract and Certificate of Indemnity (SKGR) using a scanner to facilitate the work from hardfile documents to softfile so that it is easy to use.</p>
3.		<p>The author recapitulates all data on compensation statement documents using Microsoft Excel. Then calculate the total amount of land area, then enter the SKGR Document into the document keeper.</p>

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

Day : Monday - Saturday

Date : February 26th to March 02nd




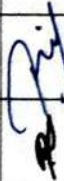
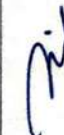
No	Date	Description of Activities	Task Assignor	Signature
1.	Monday, 26th February 2024	<ol style="list-style-type: none"> <li>1. Check if there are any errors (crosscheck) the input SKGR data with the original document.</li> <li>2. Print the SKGR document scan file</li> <li>3. Organize the Land Certificate (SKT) document.</li> </ol>	Imelda Wing	
2.	Tuesday, 27th February 2024	<ol style="list-style-type: none"> <li>1. List (input data) legal contracts</li> </ol>	Jersen Sofian Putra	
3.	Wednesday, 28th February 2024	<ol style="list-style-type: none"> <li>1. Labeling the legal document folder.</li> </ol>	Imelda Wing	
4.	Thursday, 29th February 2024	<ol style="list-style-type: none"> <li>1. Print SKGR documents and land certificates that will be recapitulated.</li> <li>2. Putting the SKGR document into the document keeper.</li> </ol>	Imelda Wing	
5.	Friday, 1st March 2024	<ol style="list-style-type: none"> <li>1. Input Contract legal project data.</li> </ol>	Anggraini Kosasih	
		<ol style="list-style-type: none"> <li>2. Scan the Letter of Ownership (SHM) from the notary.</li> <li>3. Renaming the scanned Contract legal file.</li> </ol>	Rimdaniyati Sinaga	
6.	Saturday, 2nd March 2024	<ol style="list-style-type: none"> <li>1. Put Legal Documents into the document keeper.</li> </ol>	Imelda Wing	
Notes by Industrial Mentor:				




No	Documentation	Explanation
1		<p>The author double-checks the inputted Certificate of Indemnity (SKGR) data by comparing the inputted data in excel with the original legal documents.</p>
2		<p>The author prints the SKGR and Title Deeds (SHM) documents and makes a recapitulation of the two documents, then puts the documents in the document keeper and gives a name to the folder.</p>
3.		<p>The author renamed the scanned legal contract document to make it easier to find the document when it was uploaded to the system.</p>

## DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Friday

Date : March 04<sup>th</sup> to March 08<sup>th</sup>











No	Date	Description of Activities	Task Assignor	Signature
1.	Monday, 4th March 2024	1. Scan contract legal 2. Renaming the scanned contract file	Imelda Wing	
2.	Tuesday, 5th March 2024	1. Stamp the RAK document that has been signed	Rimdaniyati Sinaga	
3.	Wednesday, 6th March 2024	1. Copy of SKGR document 2. Renaming legal contract files that have been scanned.	Rimdaniyati Sinaga	
4.	Thursday, 7th March 2024	1. Labelling of document folders in the archive room	Imelda Wing	
		2. Shredding company profile files and legal files that are more than 10 years.	Rimdaniyati Sinaga	
5.	Friday, 8th March 2024	1. Photocopy of the Letter of Ownership (SHM) (Land) file 2. Scan legal contract 3. Inputting data of Building Rights Title Letter (SHGB).	Imelda Wing	
		4. Shredding company profile files and legal files that are more than 10 years.	Rimdaniyati Sinaga	
Notes by Industrial Mentor				

No	Documentation	Explanation
1		<p>The author conducts scanning of cooperation contract documents that have legal value. This process is important to ensure that the company has secure digital copies that can be accessed whenever necessary. In addition, these digital copies also help speed up future search and reference processes, reducing reliance on physical documents that are vulnerable to damage or loss.</p>
2		<p>The author shreds company profile files that are outdated (10 years old or more) or no longer relevant. This was part of an effort to update and simplify the company's archive system. Files that are no longer needed are then deposited in a waste bank for recycling, thereby reducing paper waste and supporting environmental sustainability.</p>
3.		<p>The author inputs data from the Surat Hak Guna Bangunan (SHGB) into Excel. This process involved copying the information contained in the original SHGB document into the database or software used by the department.</p>


**DAILY ACTIVITIES  
OF THE JOB TRAINING**

Day : Monday - Saturday

Date : March 11<sup>th</sup> to March 16<sup>th</sup>

No	Date	Description of Activities	Task Assignor	Signature
1.	Monday, 11 <sup>th</sup> March 2024	Public Holiday (Balinese Day of Silence)	-	
2.	Tuesday, 12 <sup>th</sup> March 2024	1. Scan for legal Contracts	Anggraini Kosasih	
		2. Renaming legal files that have been scanned	Rimdaniyati Sinaga	
		3. Shredding legal company profile files that are more than 10 years old.		
3.	Wednesday, 13 <sup>th</sup> March 2024	1. Scan for legal Contracts	Anggraini Kosasih	
		2. Shredding legal company profile files that are more than 10 years old.	Rimdaniyati Sinaga	
4.	Thursday, 14 <sup>th</sup> March 2024	1. Scan Project legal documents	Anggraini Kosasih	
		2. Make a list of legal contracts according to the format given	Jersen Sofian Putra	
		3. Shredding legal company profile files that are more than 10 years old.	Rimdaniyati Sinaga	
5.	Friday, 15 <sup>th</sup> March 2024	1. Matching the land area that has been inputted with the Land Certificate (SKT) document.	Imelda Wing	
		2. Inputted the number of the Certificate of Indemnity (SKGR) and the land area in the latest excel format.		
		3. Create a list of compensation certificates (SKGR)		
		4. Shredding legal company profile files that are more than 10 years old.	Rimdaniyati Sinaga	
6.	Saturday, 16 <sup>th</sup> March 2024	1. Separate project legal documents according to the project name	Anggraini Kosasih	
		2. Make a list of each project		
Notes by Industrial Mentor				








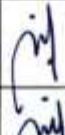
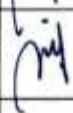



No	Documentation	Explanation
1.		The writer lists or inputs legal contact data based on the work format provided.
2.		The author matches the land area that has been inputted in the Excel spreadsheet with the original documents available in the legal department. This process involves comparing the data contained in the original documents such as land certificates, ownership letters, or other documents with the data that has been inputted into Excel.

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

Day : Monday - Friday

Date : March 18<sup>th</sup> to March 22<sup>nd</sup>







No	Date	Description of Activities	Task Assignor	Signature
1.	Monday, 18 <sup>th</sup> March 2024	1. Make a list of contractors from legal projects	Anggraini Kosasih	
		2. Shredding legal company profile files that are more than 10 years old.	Rimdaniyati Sinaga	
		3. Correct SKGR and SKT data that was input according to the old format into the new format.	Imelda Wing	
2.	Tuesday, 19 <sup>th</sup> March 2024	1. Crosscheck 200 SKGR data that has been inputted	Imelda Wing	
		2. Shredding legal company profile files that are more than 10 years old.	Rimdaniyati Sinaga	
3.	Wednesday, 20 <sup>th</sup> March 2024	1. Convert 107 SKGR data that has been inputted	Imelda Wing	
		2. Input data on Land Certificate (SKT) and Indemnity Certificate (SKGR)		
		3. Make a list of legal projects	Anggraini Kosasih	
4.	Thursday, 21 <sup>st</sup> March 2024	1. Inputs 200 data of Certificate of Indemnity (SKGR)	Imelda Wing	
5.	Friday, 22 <sup>nd</sup> March 2024	1. Inputs 300 data of Certificate of Indemnity (SKGR) (NPM)	Imelda Wing	
Notes by Industrial Mentor				


No	Documentation	Explanation
1.		<p>The author inputs data from Surat Keterangan Ganti Rugi (SKGR) and Surat Keterangan Tanah (SKT) into excel. This process involved copying the information contained in the original SKGR and Land Certificate documents into excel, to make them easily accessible and reliable for the company's legal, planning and decision-making purposes.</p>

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

Day : Monday - Saturday

Date : March 25<sup>th</sup> to March 30<sup>th</sup>







No	Date	Description Of Activities	Task Assignor	Signature
1.	Monday, 25 <sup>th</sup> March 2024	1. Inputs 205 data of Certificate of Indemnity (SKGR)	Imelda Wing	
2.	Tuesday, 26 <sup>th</sup> March 2024	1. Input 395 data of Certificate of Indemnity (SKGR), release of rights, power of attorney and Land Certificate (SKT)	Imelda Wing	
3.	Wednesday, 27 <sup>th</sup> March 2024	1. Scan legal documents	Rimdaniyati Sinaga	
		2. Inputting data on Certificate of Indemnity (SKGR) 3. Searching for documents of Letter of Compensation (SKGR)	Imelda Wing	
4.	Thursday, 28 <sup>th</sup> March 2024	1. Inputting data on Certificate of Indemnity (SKGR) 2. Scanning the document of Certificate of Indemnity (SKGR)	Imelda Wing	
5.	Friday, 29 <sup>th</sup> March 2024	Public Holliday (Good Friday)	-	
6.	Saturday, 30 <sup>th</sup> March 2024	1. Scan for legal Contracts	Rimdaniyati Sinaga	
Notes by Industrial Mentor				


No	Documentation	Explanation
1.		<p>The author inputs data from Surat Keterangan Ganti Rugi (SKGR) and Surat Keterangan Tanah (SKT) into excel. This process involved copying the information contained in the original SKGR and Land Certificate documents into excel, to make them easily accessible and reliable for the company's legal, planning and decision-making purposes</p>

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

Day : Monday - Friday

Date : April 01<sup>st</sup> to April 05<sup>th</sup>









No	Date	Description of Activities	Task Assignor	Signature
1.	Monday, 1 <sup>st</sup> April 2024	1. Inputting (creating) a list of data for Certificate of Indemnity (SKGR)	Rimdaniyati	
		2. Renaming the Certificate of Indemnity (SKGR) file	Sinaga	
		3. Renaming the legal contract file		
		4. Checking and separating power of attorney from notary	Jersen Sofian Putra	
2.	Tuesday, 2 <sup>nd</sup> April 2024	1. Renaming the scanned legal contract file	Rimdaniyati	
		2. Scanning the legal contract	Sinaga	
		3. Photocopy the document	Imelda Wing	
3.	Wednesday, 3 <sup>rd</sup> April 2024	1. Putting legal documents into the document keeper	Rimdaniyati Sinaga	
4.	Thursday, 4 <sup>th</sup> April 2024	1. Photocopy of Certificate of Indemnity (SKGR) and sceet kaart documents.	Imelda Wing	
		2. Labelling of legal case folders		
		3. Inputting legal contract data	Rimdaniyati Sinaga	
5.	Friday, 5 <sup>th</sup> April 2024	1. Input legal contract data	Rimdaniyati Sinaga	
		2. Photocopy file	Imelda Wing	
		3. Scanning legal documents	Jessica	
Notes by Industrial Mentor				

No	Documentation	Explanation
1.		The author makes copies of the Certificate of Indemnity (SKGR) document. This process involves using a photocopier to accurately copy all pages of the provided SKGR document.


**DAILY ACTIVITIES  
OF THE JOB TRAINING**

Day : Monday - Saturday

Date : April 22<sup>nd</sup> to April 27<sup>th</sup>

No	Date	Description of Activities	Task Assignor	Signature
1.	Monday, 22 <sup>nd</sup> April 2024	1. Checking the contract received by legal 2. Scan the contract that has been checked 3. Inputting legal contract data	Rimdaniyati Sinaga	
2.	Tuesday, 23 <sup>rd</sup> April 2024	1. Renaming the scanned contract file	Rimdaniyati Sinaga	
		2. Photocopy of Certificate of Indemnity (SKGR)	Yuli Harianto	
		3. Crosscheck against 50 land certificate data, Statement Letter and power of attorney to sell 4. Labelling Certificate of Indemnity (SKGR) Folder	Imelda Wing	
3.	Wednesday, 24 <sup>th</sup> April 2024	1. Crosscheck against 40 data of land certificates, Declaration and power of attorney to sell 2. Labelling Certificate of Indemnity (SKGR) Folder	Imelda Wing	
4.	Thursday, 25 <sup>th</sup> April 2024	1. Crosscheck against 67 data of land certificates, Declaration and power of attorney to sell 2. Labelling Certificate of Indemnity (SKGR) Folder	Imelda Wing	
5.	Friday, 26 <sup>th</sup> April 2024	1. Crosscheck against 67 data of land certificates, Declaration and power of attorney to sell 2. Labelling Certificate of Indemnity (SKGR) Folder 3. Copy of legal file	Imelda Wing	
6.	Saturday, 27 <sup>th</sup> April 2024	1. Crosscheck against 44 data of land certificates, Declaration and power of attorney to sell	Imelda Wing	
		2. Inputting Contact legal project document data	Anggraini Kosasih	
Notes by Industrial Mentor				










No	Documentation	Explanation
1.		<p>The author double-checks the documents of Certificate of Indemnity (SKGR), Statement Letter and Power of Attorney to sell by comparing the data that has been inputted into Excel with the original documents. This process involved a careful comparison between the information contained in the original SKGR document and the data that had been entered into the Excel spreadsheet. This step is very important to ensure the accuracy and consistency of information between physical and digital documents. then give a name to the file folder so that it is easy to find when it is stored in the archive room.</p>

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

Day : Monday - Friday

Date : April 29<sup>th</sup> to May 03<sup>rd</sup>




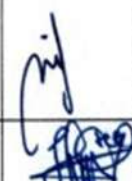
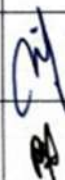
No	Date	Description of Activities	Task Assignor	Signature
1.	Monday, 29 <sup>th</sup> April 2024	1. Crosscheck against 40 data of land certificates, Declaration and power of attorney to sell	Imelda Wing	
		2. Labelling Certificate of Indemnity (SKGR) Folder		
		3. Scan Contact Legal Project	Anggraini Kosasih	
2.	Tuesday, 30 <sup>th</sup> April 2024	1. Crosscheck against 300 data of land certificate, statement letter, power of attorney to sell and SKGR.	Imelda Wing	
		2. Labelling SKGR Folder		
		3. Separating land between individual names and documents that are already in RAPP's name.		
		4. Making an attendance list		
		5. Scan Contact Legal Project	Anggraini Kosasih	
3.	Wednesday, 1 <sup>st</sup> May 2024	Day Off (International Worker's Day)	-	
4.	Thursday, 2 <sup>nd</sup> May 2024	1. Labelling Folder of Certificate of Indemnity (SKGR)	Imelda Wing	
		2. Organize RAPP's land power of attorney		
5.	Friday, 3 <sup>rd</sup> May 2024	1. Inputting data for the Certificate of Indemnity (SKGR) 2. Printing the document of Certificate of Indemnity (SKGR) 3. Checking the data of the Certificate of Indemnity (SKGR) is in accordance with the data in the document.	Imelda Wing	
Notes by Industrial Mentor				


No	Documentation	Explanation
1.		<p>The author double-checks the documents of Certificate of Indemnity (SKGR), Statement Letter and Power of Attorney to sell by comparing the data that has been inputted into Excel with the original documents. This process involved a careful comparison between the information contained in the original SKGR document and the data that had been entered into the Excel spreadsheet. This step is very important to ensure the accuracy and consistency of information between physical and digital documents. then give a name to the file folder so that it is easy to find when it is stored in the archive room.</p>

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

Day : Monday - Saturday

Date : May 06<sup>th</sup> to May 011<sup>th</sup>


No	Date	Description of Activities	Task Assignor	Signature
1.	Monday, 6 <sup>th</sup> May 2024	<ol style="list-style-type: none"> <li>1. Crosscheck data on Certificate of Indemnity (SKGR)</li> <li>2. Labelling the folder of Certificate of Indemnity (SKGR)</li> <li>3. Photocopy of recommendation assessment sheet</li> <li>4. Filling in the data of the recommendation assessment sheet</li> <li>5. Checking the data of compensation and compensation fund recipients.</li> </ol>	Imelda Wing	
2.	Tuesday, 7 <sup>th</sup> May 2024	<ol style="list-style-type: none"> <li>1. Crosscheck 123 data of Certificate of Indemnity (SKGR) and land area</li> <li>2. Input 41 data of Certificate of Indemnity (SKGR)</li> <li>3. Labelling the folder of the Certificate of Indemnity (SKGR)</li> </ol>	Imelda Wing	
		<ol style="list-style-type: none"> <li>4. Photocopy of Letter of Ownership (SHM) and PBB</li> <li>5. Scan of legal documents</li> </ol>	Yuli Harianto	
3.	Wednesday, 8 <sup>th</sup> May 2024	1. Copy of April 2024 legal PIS	Rimdaniyati Sinaga	
		2. Inputting 30 data of Certificate of Indemnity (SKGR)	Imelda Wing	
		3. Labelling folder of Certificate of Indemnity (SKGR)		
		4. Scanning contract addendum documents	Henlie Fernandes	
4.	Thursday, 9 <sup>th</sup> May 2024	Public Holiday (Ascension Day)	-	
5.	Friday, 10 <sup>th</sup> May 2024	1. Organize documents Supporting documents for land certificate processing	Imelda Wing	
		2. Searching for RFC in the file room	Rimdaniyati Sinaga	
		3. Shredding company profile paper and SKGR in the file room.		
6.	Saturday, 11 <sup>th</sup> May 2024	1. Renaming the scanned contract file		
Notes by Industrial Mentor				


No	Documentation	Explanation
1.		The author inputs data on the Certificate of Indemnity (SKGR), Statement Letter and Power of Attorney to sell by comparing the data that has been inputted into Excel with the original document. then gives a name to the file folder so that it is easy to find when it is stored in the archive room.

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

Day : Monday - Friday

Date : May 13<sup>th</sup> to May 17<sup>th</sup>







No	Date	Description of Activities	Task Assignor	Signature
1.	Monday, 13 <sup>th</sup> May 2024	1. Organize documents 2. Labelling folder	Imelda Wing	
2.	Tuesday, 14 <sup>th</sup> May 2024	1. Inputting SHM and SHGB data (Outstanding File) 2. Entering Certificate into document keeper 3. Labelling	Imelda Wing	
3.	Wednesday, 15 <sup>th</sup> May 2024	1. Photocopy of documents 2. Inputting SHGB and SHM file data (outstanding) 3. Entering SHGB and SHM certificate files into the document keeper 4. Labelling	Imelda Wing	
4.	Thursday, 16 <sup>th</sup> May 2024	1. Printing SKGR 2. Printing SHGB Handover Letter	Imelda Wing	
5.	Friday, 17 <sup>th</sup> May 2024	1. Inputting SHGB and SHM file data (outstanding) 2. Entering SHGB and SHM certificate files into the Document keeper. 3. Labelling 4. Scanning the document	Imelda Wing	
Notes by Industrial Mentor				

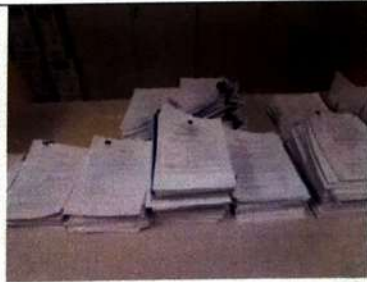
No	Documentation	Explanation
1.		The author inputs data on the Certificate of Indemnity (SKGR), Statement Letter and Power of Attorney to sell by comparing the data that has been inputted into Excel with the original document. then gives a name to the file folder so that it is easy to find when it is stored in the archive room.

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

Day : Monday - Saturday

Date : May 20th to May 25th

No	Date	Description of Activities	Task Assignor	Signature
1.	Monday, 20 <sup>th</sup> May 2024	1. Punching holes in legal cooperation contract files	Rimdaniyati Sinaga	
		2. Input Check in and check our form	Imelda Wing	
		3. Photocopying documents		
2.	Tuesday, 21 <sup>st</sup> May 2024	1. Accompanying Guests from Malaysia to KCN (Kerinci Central Nursery, Hotel Unigraha, RGE Technology Center)	Tengku Kespandiar	
3.	Wednesday, 22 <sup>nd</sup> May 2024	1. Punching holes in legal cooperation contract files	Rimdaniyati Sinaga	
4.	Thursday, 23 <sup>rd</sup> May 2024	Public Holiday		
5.	Friday, 24 <sup>th</sup> May 2024	1. Inputting SHGB data 2. Organizing Outstanding Documents 3. Labelling	Imelda Wing	
6.	Saturday, 25 <sup>th</sup> May 2024	1. Scan SHGB, and files from the Notary	Imelda Wing	
Notes by Industrial Mentor				

No	Documentation	Explanation
1.		After obtaining the contract documents from the legal department, I use a tool to perforate the corners of the paper according to a predetermined standard. Then, the documents are put into stapled folders according to their category.




**DAILY ACTIVITIES  
OF THE JOB TRAINING**

Day : Monday - Friday

Date : May 27<sup>th</sup> to May 31<sup>st</sup>


No	Date	Description of Activities	Task Assignor	Signature
1.	Monday, 27 <sup>th</sup> May 2024	1. Punching holes in legal cooperation contract files	Rimdaniyati Sinaga	
		1. Printing SKGR	Imelda Wing	
2.	Tuesday, 28 <sup>th</sup> May 2024	1. Printing SKGR	Imelda Wing	
		2. Making a list of SHM that have no PBB yet		
		3. Photocopy of SHM		
3.	Wednesday, 29 <sup>th</sup> May 2024	1. Organize SHM according to the order in the list	Imelda Wing	
4.	Thursday, 30 <sup>th</sup> May 2024	1. Organize supporting documents	Imelda Wing	
		2. Copy of legal application letter		
		3. Making group table names from hvs paper		
5.	Friday, 31 <sup>st</sup> May 2024	1. Create legal team numbering	Rimdaniyati Sinaga	
Notes by Industrial Mentor				

No	Documentation	Explanation
1.		The author makes copies of the Certificate of Indemnity (SKGR) document. This process involves using a photocopier to accurately copy all pages of the provided SKGR document.

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

Day : Monday - Wednesday

Date : June 03<sup>rd</sup> to June 05<sup>th</sup>

No	Date	Description of Activities	Task Assignor	Signature
1.	Monday, 3 <sup>rd</sup> June 2024	<ol style="list-style-type: none"> <li>1. Print tables of IMB and PGB</li> <li>2. Input a list of IMB and PGB that will be leges</li> <li>3. Presentation</li> </ol>	Imelda Wing	
2.	Tuesday, 4 <sup>th</sup> June 2024	<ol style="list-style-type: none"> <li>1. Scan SKGR</li> <li>2. Renaming the scanned SKGR file</li> <li>3. Print SKGR</li> </ol>	Imelda Wing	
3.	Wednesday, 5 <sup>th</sup> June 2024	<ol style="list-style-type: none"> <li>1. Make a list of Teluk Selempaya's land</li> <li>2. Labelling Folder</li> </ol>	Imelda Wing	
		<ol style="list-style-type: none"> <li>3. Copying SKGR</li> </ol>	Rionald Dimas	
Notes by Industrial Mentor				

No	Documentation	Explanation
1.		The author fills in the in the land list according to the format provided and also fills in the list of document that will be submitted such as building construction permit (IMB) an building use approval (PGB) documents.