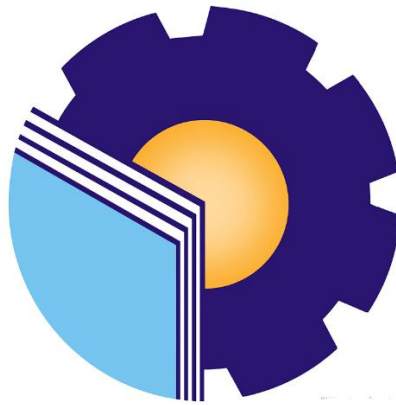


APPRENTICESHIP REPORT

**PT. RIAU ANDALAN PULP & PAPER
STAKEHOLDER RELATION & EMPLOYEE COOPERATIVE
(KOPKAR)**

**MELISA
5404201269**



**APPLIED BACHELOR OF INTERNATIONAL BUSINESS
ADMINISTRATION STUDY PROGRAM
BUSINESS ADMINISTRATION DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2024**

APPRENTICESHIP REPORT

PT. RIAU ANDALAN PULP AND PAPER (STAKEHOLDER RELATION & KOPERASI KARYAWAN PT. RAPP)



Written as one of the conditions to completing Job training


MELISA
5404201269

Pangkalan Kerinci, 2024

Head of Campus Relation
PT. Riau Andalan Pulp and Paper

ADVISOR



Tengku Kespandiar, ST., M.M
SAP ID 10018883


Adrian Irnanda Pratama, M.BA
NIP.98911172019031012

Approved by:
Head of International Business Administration Study Program



Wan Junita Raflah, B.Sc., M.Ec, Dev
NIP. 98406142018032001

ACKNOWLEDGEMENT

Assalamu'alaikum Wr. Wb

Praise the presence of Allah SWT who always provides health, both physical health and spiritual health, and provides the opportunity for the author to be able to complete the Job Training (KP) report. Blessings and greetings are also given to our lord, the great prophet Muhammad SAW, for all the struggles and trust he has given us that brought us from the jahiliyah era to this age of knowledge.

This Practical Work is one of the Bengkalis State Polytechnic programs, especially the Department of Business Administration, which must be attended by all Bengkalis State Polytechnic students in applying new knowledge and experiences in supporting the knowledge gained in lectures. This report is expected to add creativity and knowledge for both writers and readers. On this occasion the author would like to express his deepest gratitude to the parties concerned, namely:

1. Allah SWT, for the opportunity to live and all the abundance of His grace and guidance which has given miracles and strength to the author in completing this Job Training (KP) activity
2. Mr. Johny Custer, ST., MT as the Director of State Polytechnic of Bengkalis.
3. Mr. Armada, S.T., MT as Deputy Director I of State Polytechnic of Bengkalis.
4. Mrs. Suprianti, M.Si as Head of Business Administration the Department.
5. Mrs. Wan Junita Raflah, B.Sc., M.Ec, Dev as Head of the International International Business Administration Study Program.
6. Mr. M. Alkadri Perdana, B.IT., M.Sc as guardian lecturer of International Business Administration class VIII A and as Coordinator of Practical Work (KP), and as Lecturer of Practical Work Advisors (KP) who have provided guidance, instructions, and suggestions so that this report is realized in accordance with the conditions and time specified.
7. All Lecturers, especially the Bachelor of Applied International Business Administration Study Program who have taught during the lecture.

8. All lecturers and employees of Politeknik Negeri Bengkalis who have collaborated in the lecture process until the preparation of this Practical Work Advisors (KP) assignment.
9. Mr. Tengku Kespondiar, S.T., M.M as the Campus Relations Head of PT. RAPP Pelalawan.
10. Mr. Tata Haira, S.H as the Campus Relations advisor.
11. Bapak Hafizur Rizki, S.Si selaku Manager Operasional Koperasi Karyawan PT. RAPP.
12. Ms. Yusva Linda as the Human Resource Development Co-operation of Employees of P.T. RAPP
13. Ms. Nada Cindy Sagita S.T, as an apprenticeship mentor at Kopkar PT. RAPP Pangkalan Kerinci.
14. To Hasna Deti, S.Tr.AB, Mrs. Sri Narten, S.E and Natasha Aulia who have provided learning, advice and always provide support that is very influential in the completion of this Practical Work.
15. My parents, Mr. Zarlis Kari Mangkuto and Mrs. Erna Lida who have given a lot of love, prayers, efforts, and support from all fields to help the author during his education until the time of this preparation.
16. For the special person who is currently with me, Dhoiri Mulyadi. The person who always encourages me to make thesis reports, the person who always supports me in any situation, the person who always hears my complaints, thank you for the support that is always given, hopefully you will stay here.
17. To my friends Nurhanisyak, Sonia Elvika and Fatihatus Soleha thank you for providing support in completing. For unlimited support and motivation, as well as always providing infinite help.

The author realizes that in the preparation of this thesis report is still far from perfect, both in terms of preparation, language, grammar, and writing Therefore, the author highly expects criticism and constructive suggestions to become a reference for writers in future. Hopefully this thesis report is useful for both writers and readers.

Wassalamu'alaikum Wr. Wb.

Bengkalis, June 05th, 2024

Author

A handwritten signature in blue ink, appearing to read 'Melisa'.

Melisa

5404201269

TABLE OF CONTENTS

COVER	i
APPRENTICESHIP REPORT	ii
ACKNOWLEDGEMENT	iii
TABLE OF CONTENT	vi
LIST OF FIGURES	ix
LIST OF TABLES.....	xi
LIST OF APPENDICES	xii
CHAPTER I INTRODUCTION.....	1
1.1 Background of Apprenticeship.....	1
1.2 Purpose of the Apprenticeship.....	3
1.3 Significances of the Apprenticeship.....	3
CHAPTER II GENERAL DESCRIPTION OF THE COMPANY	4
2.1 Company Profile	4
2.1.1 Royal Golden Eagle (RGE).....	4
2.1.2 Asia Pacific Resources International Holding Limited (APRIL) Group.....	5
2.1.3 PT. Riau Andalan Pulp and Paper (RAPP).....	9
2.1.4 Employee Cooperative PT. RAPP.....	10
2.2 Vision dan Mission of PT. Riau Andalan Pulp and Paper (RAPP).....	12
2.2.1 Vision of PT. Riau Andalan Pulp and Paper (RAPP)	12
2.2.2 Mission of PT. Riau Andalan Pulp and Paper (RAPP)	13
2.3 Kind of Business	13
2.4 Organization Structure	15
2.4.1 Organization Structure of Employee	
Cooperative (KopKar) PT RAPP	25
2.4.2 Organization Structure of Stakeholder Relation (SHR) PT. RAPP	28

2.5	The Working Process.....	20
2.6	Document Used for Activity	22
CHAPTER III SCOPE OF THE APPRENTICESHIP		32
3.1	Job Description.....	32
3.2	System and Procedures	33
3.2.1	Employee Cooperative (Kopkar) PT RAPP	
	customer service	33
3.2.2	Create Pre Order data for Kopkar mart and bazmart consumables	34
3.2.3	Employee Briefing of PT. RAPP every Friday.....	35
3.2.4	Compiling fund and non-fund loan application forms	35
3.2.5	Recap of exit clearance of employee cooperative members	35
3.2.6	Recap member spending at KopKar Mart and Bazmart....	36
3.2.7	Writing and delivering loan fee letters to Bank Mandiri and BRI.....	36
3.2.8	Compiling a loan schedule and from loans for members of the Employee Cooperative (KopKar) PT. RAPP into a file box.....	36
3.2.9	Promote types of fund and non-fund loans on Instagram and WhatsApp	36
3.2.10	Separating loan forms that have been completed and are still running.....	36
3.3	Place of Apprenticeship.....	37
3.4	Kind and Description of the Activity	37
3.5	Obstacle and Solution	53
3.1	Obstacle	53
3.2	Solution	54
CHAPTER IV CONCLUSION AND SUGGESTION.....		55
4.1	Conclusion.....	55
4.2	Suggestion	56

REFERENCES.....	58
APPENDIX.....	69

LIST OF FIGURES

Figure 2.1	RGE Group Logo.....	4
Figure 2.2	RGE Group Companies	5
Figure 2.3	APRIL Group Logo	6
Figure 2.4	APRIL Group History.....	7
Figure 2.5	APRIL Group History.....	8
Figure 2.6	APRIL Group History 1.....	9
Figure 2.7	PT. RAPP Logo.....	9
Figure 2.8	Kopkar PT. RAPP Logo.....	10
Figure 2.9	Pulp Product PT. Riau Andalan Pulp and Paper	14
Figure 2.10	Paper Product PT. Riau Andalan Pulp and Paper	14
Figure 2.11	Organization Structure of Kopkar PT. RAPP	16
Figure 2.12	SHR Departement (Stakeholder Management) organizational structure.....	19
Figure 2.13	KOPKAR PT RAPP Flowchart	21
Figure 2.14	Cooperative Fund Loan Terms.....	23
Figure 2.15	Cooperative Fund Repayment Terms.....	23
Figure 2.16	Cooperative Fund Loan Form.....	24
Figure 2.17	Cooperative Fund Loan Agreement.....	25
Figure 2.18	Cooperative Fund Loan Administration Fee Table.....	26
Figure 2.19	Consumption Expenditure Requirements	27
Figure 2.20	Motor Vehicle Loan Terms	27
Figure 2.21	Electronic Credit Terms	28
Figure 2.22	Electronic credit installment table	29
Figure 2.23	Volunteer and retirement form.....	30
Figure 2.24	Exit Clearance document.....	31
Figure 3.1	Customer Service.....	33
Figure 3.2	Customer Service Clearance.....	34
Figure 3.3	Create Pre Order data.....	34

Figure 3.4	The process of inputting Data Resign.....	35
Figure 3.5	The process of inputting Data shopping	36

LIST OF TABLES

Table 3.1	Office Hours Schedule of Stake Holder Relations PT. RAPP	37
Table 3.2	Schedule of Working Hours of the Employee Cooperative Office of PT. RAPP	37
Table 3.3	list Activities at Stake Holder Relations PT. RAPP	37
Table 3.4	list Activities at Stake Holder Relations PT. RAPP	38
Table 3.5	list Activities at Stake Holder Relations and Employee Cooperative PT. RAPP	38
Table 3.6	List Activities at Employee Cooperative (KopKar) PT. RAPP....	49
Table 3.7	List Activities at Employee Cooperative (KopKar) PT. RAPP....	40
Table 3.8	List Activities at Employee Cooperative (KopKar) PT. RAPP....	41
Table 3.9	List Activities at Employee Cooperative (KopKar) PT. RAPP....	42
Table 3.10	List Activities at Employee Cooperative (KopKar) PT. RAPP....	43
Table 3.11	List Activities at Employee Cooperative (KopKar) PT. RAPP....	44
Table 3.12	List Activities at Employee Cooperative (KopKar) PT. RAPP....	44
Table 3.13	List Activities at Employee Cooperative (KopKar) PT. RAPP....	45
Table 3.14	List Activities at Employee Cooperative (KopKar) PT. RAPP....	46
Table 3.15	List Activities at Employee Cooperative (KopKar) PT. RAPP....	47
Table 3.16	List Activities at Employee Cooperative (KopKar) PT. RAPP....	48
Table 3.17	List Activities at Employee Cooperative (KopKar) PT. RAPP....	49
Table 3.18	List Activities at Employee Cooperative (KopKar) PT. RAPP....	50
Table 3.19	List Activities at Employee Cooperative (KopKar) PT. RAPP....	52
Table 3.20	List Activities at Stake Holder Relations PT. RAPP	53

LIST OF APPENDICES

Appendix 1. Figures of Apprenticeship.....	59
Appendix 2. Apprenticeship Request Letter	62
Appendix 3. Statement Letter.....	63
Appendix 4. Apprenticeship Assessment Sheet	64
Appendix 5. Apprenticeship Certificate.....	65
Appendix 6. List of Attendance.....	66
Appendix 7. Daily Activities	70

CHAPTER I INTRODUCTION

1.1 Background of Apprenticeship

In facing the dynamics of the world of education and competition in the world of work, Politeknik Negeri Bengkalis plays an active role in preparing its students. Education in higher education is indeed directed at actualizing the potential of students, but the complexity of the scope of education often creates a gap between the theoretical knowledge of the campus and the practical demands in the field. The limited static nature of campus knowledge is also a real challenge faced by students.

To overcome this obstacle, Politeknik Negeri Bengkalis has introduced the Kerja Praktek (KP) program as an integral part of its curriculum. This program not only aims to train students in theoretical knowledge aspects, but also seeks to develop soft skills and hard skills that are essential in the world of work. Through the internship experience, students are expected to apply their knowledge in real situations, preparing themselves for the challenges of the dynamic world of work.

In running this program, Politeknik Negeri Bengkalis has a great responsibility to ensure that students can integrate academic knowledge with the professionalism needed in the world of work. The dissonance between theory and practice in the field, along with the limitations of time and space, are obstacles that need to be overcome by students who want to successfully enter the world of work.

Along with the rapid development of the world of work in Indonesia, adaptation to change and the application of knowledge in a real context are the keys to success after graduating from Politeknik Negeri Bengkalis. This university with the various majors it offers, is committed to providing sufficient provisions for its students to compete in an increasingly complex world of work. One of the concrete steps in preparing students is by integrating internship programs, such as the one undertaken by the author, as an integral part of the educational process.

In addition, the author's decision to undergo Practical Work at PT Riau Andalan Pulp and Paper (PT RAPP) is also in line with the objectives of professional and academic development goals, especially in the field of

Administration. The selection of the place of Practical Work (KP) was driven by a deep desire to combine the theory learned on campus with practical application in industry. Politeknik Negeri Bengkalis, with various departments including the International Business Administration Study Program, strives to direct its students to gain industrial experience that involves planning, processing, implementing and also professionalism in a work unit.

In accordance with the curriculum of the Bengkalis State Polytechnic Business Administration study program, every student who will complete the study is required to carry out Practical Work (KP) which has been stipulated in the decision of the Director of the Bengkalis State Polytechnic in special regulations. For Diploma III postgraduate students, this Practical Work is carried out after students complete at least 4 (four) semesters and fully graduate, carried out for 1 month. As for Diploma IV postgraduate students, practical work is carried out after students complete a minimum of 6 (six) semesters and full graduation, which is carried out for a minimum of 4 months. During the implementation of practical work, the author was placed in the stake holder relations department and employee cooperative (KopKar) with a ratio of 2 weeks internship portion in the Stake Holder Relations Section and 16 weeks in the Employee Cooperative Section (KopKar) of PT RAPP. After carrying out Practical Work for 4 (Four) months, students are required to make a Practical Work report as a form of accountability for every activity carried out during the internship.

The author's practical work at the Employee Cooperative of PT. RAPP during the 114 day period is expected to make a positive contribution to the development of cooperatives and at the same time prepare writers to face the challenges of the real world of work. During this time, the author managed to gain experience in cooperative management, finance, and marketing, as well as practical skills in managing the day-to-day operations of cooperatives.

Thus, through this educational journey and practical work experience, Bengkalis State Polytechnic strives to create graduates who not only have a strong scientific foundation, but also relevant skills and are ready to apply in the ever-changing world of work.

Based on the provisions above, this Practical Work (KP) is carried out at PT. Riau Pulp and Paper Andalan Pangkalan Kerinci, Pelalawan Regency which will be held for 4 (four) months from February 12, 2024 to June 12, 2024.

1.2 Purpose of the Apprenticeship

Purpose of the Apprenticeship Practical work activities for Bengkalis State Polytechnic students, International Business Administration Study Program have the following objectives:

1. To know the job description and activities at KopKar PT Riau Andalan Pulp and Paper (RAPP).
2. To know the systems and procedures at KopKar PT Riau Andalan Pulp and Paper (RAPP).
3. To find out the place and time of the internship at KopKar PT Riau Andalan Pulp and Paper (RAPP).
4. To understand the type and description of Job Training activities at KopKar PT Riau Andalan Pulp and Paper (RAPP).
5. To find out the obstacles and solutions during practical work.

1.3 Significances of the Apprenticeship

Practical work activities for students of Bengkalis State Polytechnic, International Business Administration Study Program have the following benefits:

1. Students can develop and apply the knowledge (theory / concept), professional, interpersonal, and technical skills they have learned to the real world of work and can improve their knowledge and skills through direct involvement in work at PT. Riau Andalan Pulp Employee Cooperative (Kopkar) office
2. Students gain experience in the world of work to prepare themselves before being recruited into the world of work.
3. Bengkalis State Polytechnic receives feedback from organizations or companies on the ability of student interns in the world of work.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile

2.1.1 Royal Golden Eagle (RGE)

Group Royal Golden Eagle (RGE), formerly known as RGM (Raja Garuda Emas), was officially registered in 1973. RGE began as a spare parts supplier shop called Toko Motor in 1967 in Medan, Indonesia. It was there that the founder and chairman of the RGE Group, Mr. Sukanto Tanoto, first entered the business world. During the oil crisis in 1973, he was able to overcome the rapidly rising oil prices to expand his business as oil companies expanded in the region. After a long break, he succeeded in establishing a plywood factory in Besitang, North Sumatra. At that time, he had observed that Indonesia was exporting logs and importing plywood, so he decided to invest in plywood manufacturing in Indonesia.



Figure 2.1 RGE Group Logo
Source: rgei.com

Sukanto Tanoto then built the world's largest pulp and paper mill in Kerinci, Riau. April Group is listed on the New York Stock Exchange. After overcoming challenging conditions during the financial crisis in the late 1990s, RGE expanded its presence in China, Brazil, Canada and Spain. RGE has 5C principles that are trusted by its founder, namely Sukanto Tanoto, to be able to bring goodness to the

Community (community), Country (Country), Climate (climate), Customer (customer), and Company (company). The business groups under the auspices of the Royal Golden Eagle (RGE) Group can be seen in the image below:

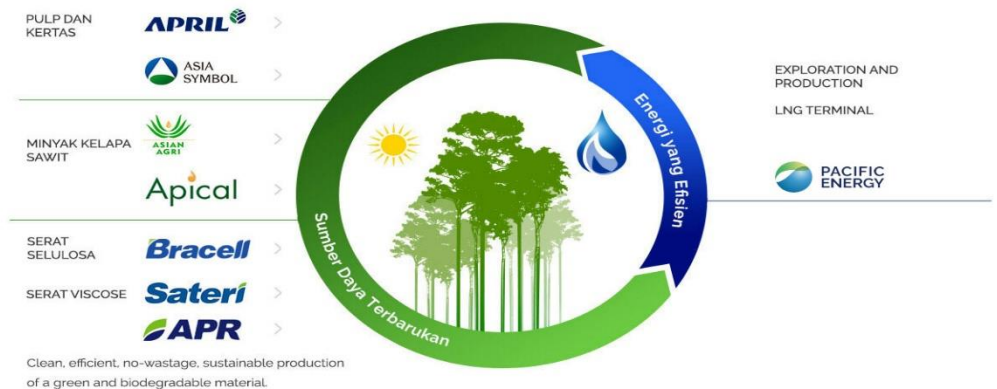


Figure 2.2 RGE Group Companies
Source: rgei.com

The Royal Golden Eagle (RGE) Group has core values, is T.O.P.I.C.C start with me. This value is used as a guideline for working in RGE Group companies, T.O.P.I.C.C consists of the following abbreviations:

1. **Complementary Team**, we are one in purpose and complement each other in teamwork.
2. **Ownership**, we maintain a sense of belonging to always achieve the best.
3. **People**, we develop human resources to grow together.
4. **Integrity**, we act with integrity.
5. **Customer**, we understand and provide the best for customers.
6. **Continuous**, we avoid indifference and make continuous improvements.

2.1.2 Asia Pacific Resources International Holding Limited (APRIL) Group

APRIL Group is one of the pioneer companies from the RGE Group which is engaged in the pulp and paper business segment and is one of the leading pulp and paper companies in the world. APRIL has its head office in Asia, namely Singapore and has main production areas in Indonesia and China. Through state-of-the-art pulp and paper mills and industrial forest plantations operating in Riau province,

Sumatra, Indonesia, as a large company, APRIL has a vision of "Improving lives by developing resources sustainably" and a vision of "To be one of the largest, best managed and sustainable resource-based Groups, creating value for the Community, Country, Climate, Customer, and Company". As such, corporate social responsibility is applied to APRIL Group's operations and management to promote the environment and develop society and to fulfill corporate social responsibility. The Tanoto Foundation, founded in 1981, is the implementation of this vision.



Figure 2.3 APRIL Group Logo
Source: rgei.com

Through its subsidiary in Indonesia. APRIL group start developing plantations in Riau Province, Sumatra and building a factory in Pelalawan Kerinci from 1993. At that time, kerinci was home to 200 families. This population grew to over 200,000 in 2010 as APRIL Group's development and business diversification transformed Kerinci into the regional social and commercial hub of the province. APRIL Group started commercial pulp production in 1995, followed by commercial paper production in 1998. This regional growth mirrored the growth of APRIL Group operations in Indonesia, with the establishment of Pelalawan District in 1999 and later the municipality of Kerinci in 2001. Kerinci's rapid growth later allowed it to be divided into three regions in 2005. In 2010, APRIL Group's forestry operations contributed 6.9% to the total economy of Riau Province. APRIL Group has created around 90,000 jobs for the community. APRIL is also contributing to providing better access to education and social support in areas such as health care and housing. APRIL Group has helped improve living standards and reduce poverty by 30%.

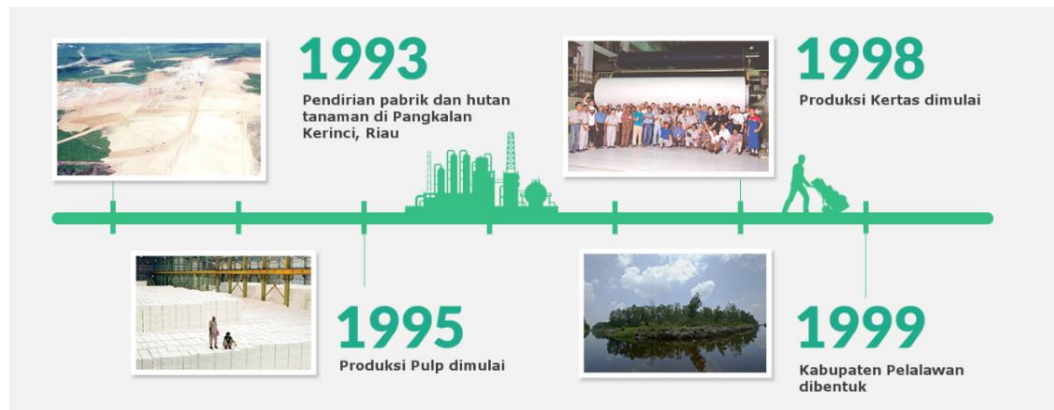


Figure 2.4 APRIL Group History

Source: aprilasia.com

Recognizing the importance of community development as part of a long-term approach to sustainable business, APRIL Group has also launched a series of economic development initiatives to assist the development of small and medium scale local entrepreneurs (SMEs). In 2002, APRIL Group implemented a comprehensive timber legality system to prevent illegal timber from entering supply and production chains. The system verifies and tracks wood from the company's fiber plantations to the mills. APRIL Group also collaborated with the World Wildlife Fund (WWF) to tackle illegal logging in Tesso Nilo and signed a moratorium on further road construction and development of Acacia plantations in the Tesso Nilo area. In the same year, APRIL Group achieved ISO 14001 certification for pulp and paper mill fiber plantations. In 2003, a decade after the company was founded, the APRIL Group published its first Sustainability Report, detailing its community development initiatives and commitment to sustainable forestry operations. In the same year, APRIL Group established a branch in Guangzhou to support the development of the company's operations in China. In 2005, APRIL Group introduced a voluntary High Conservation Value (HCV) scoring system in its concession areas for land use planning. This policy provides practical and responsible solutions to the challenges of deforestation and degradation. APRIL also established the APRIL Learning Institute and received a Green Proper Rating for factory environmental performance as well as a Golden

Flag Choice & Zero Accident Award for factory health and safety management from the Government of Indonesia.



Figure 2.5 APRIL Group History

Source: aprilasia.com

In 2006, APRIL Group became a signatory to the UN Global Covenant Principles. In the same year, PT. Riau Andalan Pulp & Paper (RAPP), a subsidiary of APRIL, is certified for Sustainable Plantation Forest Management according to the Indonesian Ecolabelling Institute (LEI) standards. In 2007, APRIL through its subsidiaries became the first and only Indonesian company to be 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. Manufacturers certified to ISO 9001, 8000 and ISO 14001 continue to invest in technology to ensure the company can self-sufficiently meet its own electricity needs. Since 2010, APRIL Group's production facilities have been certified by the Program for the Endorsement of Forest Certification (PEFC) on the standard side of the Chains of Custody, which ensures that all raw materials entering the factory are supplied from legal and unproblematic sources. APRIL also obtained certification from the Hong Kong Green Label for its PaperOne™ products in 2010.

In October 2011, APRIL's RAPP subsidiary was successfully certified by the standards of Bureau Veritas for the Origin and Legality of Timber (OLB). RAPP is the first Asian plantation company in the industry to receive this certification.

APRIL Group's OLB standard for forestry company certification covers the forestry activities of production facilities. Supply partners for RAPP also successfully passed audits based on OLB's "Chain of Custody Acceptable Wood" standard.



Figure 2.6 APRIL Group History

Source: aprilasia.com

APRIL Group launched its Sustainable Forest Management Policy in January 2014. The new policy underscores APRIL Group's commitment to balance the need to save the environment and prioritize the interests of local communities, while continuing to run a sustainable business. An independent Stakeholder Advisory Committee was also introduced to ensure transparency and implementation of the Sustainable Forest Management Policy. In June 2015, APRIL Group developed a Sustainable Forest Management Policy based on input from SAC and various other stakeholders. APRIL is also strengthening its forest protection and conservation commitments including removing deforestation from its supply chain and adding a High Carbon Stock (HCV) assessment aspect.

2.1.3 PT. Riau Andalan Pulp and Paper (RAPP)



Figure 2.7 PT. RAPP Logo

Source: aprilasia.com

PT. Riau Andalan Pulp and Paper is a private company engaged in the manufacture of pulp (pulp) and paper (paper) and is the largest pulp company in Asia Pacific. PT. RAPP is a subsidiary of APRIL Group (Asia Pacific Resource Internasional Holding Ltd) which is one of the pioneer companies of the Royal Golden Eagle (RGE) Group. PT. Riau Andalan Pulp and Paper was based in Jakarta in 1992, at which time a field survey was conducted for a factory location in Riau Province to be precise in Pangkalan Kerinci Village, Pelalawan Regency. PT. RAPP obtained HTI permits based on Minister of Forestry Decree No. 327/Menhut-II/1992. PT. Riau Andalan Pulp and Paper was built and designed to produce high-quality pulp and paper, where the pulp is produced chemically using a sulfate (kraft) process. The control system in this company has entered the ISO system which is used as a sign to determine the world quality of a product. Some of the chemicals used in factories include ClO₂, Cl₂. Besides that, PT. Riau Andalan Pulp and Paper is a fast-growing private company and has received ISO 9002 and ISO 14001 certificates. PT. Riau Andalan Pulp and Paper is a company that uses sophisticated production technology, namely a superbatch administrator digester system and a good production system with a sophisticated control system and good management, both in terms of production and cooperation.

2.1.4 Employee Cooperative PT. RAPP



Figure 2.8 Kopkar PT. RAPP Logo
Source: Kopkar PT.RAPP 2024

Employee Cooperative or abbreviated as Kopkar PT. RAPP is in Pangkalan Kerinci, Pelalawan Regency, registered with the Legal Entity Cooperative Department No. 2004/III/BH dated 2 August 1995. Kopkar member PT. RAPP is

an employee and company partner within PT. RAPP and the Group. Since standing Kopkar PT. RAPP has been elected 10 (ten) times for the management period led by 8 (eight) cooperative heads. The chairman of the Employee Cooperative PT. RAPP started from standing is:

1. The period 1995 - 1998 was led by HD Pasaribu.
2. The period 1999 - 2001 was led by Jusuf Wibisono.
3. The period 2002 - 2004 was led by Amru Mahali.
4. The 2005 - 2007 period was chaired by R. Elwan Jumanri.
5. The 2008 - 2010 period was chaired by R. Elwan Jumanri.
6. The 2011 - 2013 period was led by Mhd. Ali Shabri Nst.
7. The 2014 - 2016 period was chaired by Marzum.
8. The 2017 - 2020 period is led by Marzum.
9. The 2021 - 2023 period is led by Tengku Kespandiar.
10. The 2024 - 2026 period is led by Hermawan.

In accordance with Law no. 25 of 1992 concerning cooperatives, Employee Cooperative (KopKar) activities of PT. Riau Andalan Pulp and Paper is based on a cooperative spirit, namely: cooperation, kinship and cooperation as well as fostering a sense of togetherness among members. With the rapid development of the era, especially in terms of technology where prioritizing the speed and accuracy of information is the key to being able to maintain and even develop a business.

Employee Cooperative (KopKar) PT RAPP has several business units that are currently running smoothly including:

1. USP (Savings and Loans Unit)

A cooperative business unit engaged in savings and loans business, as part of PT RAPP's employee cooperative business activities. With the aim to help customers meet their needs, for example, education costs, medical expenses, and other costs, especially for PT RAPP employees.

2. Meal Coupon Delevery

Meal Coupon Delevery is a business unit of Employee Cooperative (KopKar) PT RAPP where management empowers the food court canteen in the company

area, where Employee Cooperative (KopKar) PT RAPP plays a role in facilitating the transportation of meal delivery to business units in the factory area in the form of Coupons and cash.

3. Sedjiwa Coffee

Sedjiwa Coffee is a kopkar business unit of Employee Cooperative (KopKar) PT RAPP located on Jl. Akasia Pangkalan Kerinci. Many young people and adults need a place to hang out to do tasks and so on, due to large market opportunities, making the café business very promising. To meet market demand, Sedjiwa Coffee not only sells coffee variants but also sells milk base and non-coffee drinks and other supports, Sedjiwa Coffee is also equipped with supporting facilities such as wifi, live music that makes consumers feel satisfied and comfortable.

4. Kopkarmart

Kopkarmart is a business unit of the Employee Cooperative (KopKar) PT RAPP located in Townsite 2 of the old PT RAPP complex, which was established on January 7, 2022. Kopkarmart, which was previously managed by itself using the SID Retail Pro cashier system. In October 2023, it has officially collaborated with Indogrosir Partners which aims to increase productivity and service to members. In transacting, Kopkarmart applies 3 payment methods, namely, cash payments, E-money and payments through cooperative basic food credit.

2.2 Vision dan Mission of PT. Riau Andalan Pulp and Paper (RAPP)

2.2.1 Vision of PT. Riau Andalan Pulp and Paper (RAPP)

The vision of PT. Riau Andalan Pulp and Paper is “Becoming a world-class pulp and paper company with the best management and performance, the most profitable and sustainable, as well as being the first choice of consumers and employees”.

2.2.2 Mission of PT. Riau Andalan Pulp and Paper (RAPP)

The mission of PT. Riau Andalan Pulp and Paper used in realizing the expected goals are as follows:

1. Creating sustainable growth throughout the value chain.
2. To be an industry leader in every operational aspect
3. Maximizing reciprocal profits for shareholders in line with continuing to contribute to the socio-economic development of local communities and their regions. Creating value through modern technology and impacting industry knowledge, valuable assets, networks and human resources (HR).

2.3 Kind of Business

PT. Riau Andalan Pulp and Paper is a company engaged in the production of pulp (pulp) and paper (paper). Cellulose fiber is the main raw material for pulp production. Most of these cellulose fibers are obtained from wood. The wood itself is divided into 2 (two), namely hardwood and softwood and from several other plants.

1. Pulp

Paper 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 functions to bind 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 pulp production carried out by PT. Riau Mainstay Pulp and Paper:



Figure 2.9 Pulp Product PT. Riau Andalan Pulp and Paper
Source: 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.



Figure 2.10 Paper Product PT. Riau Andalan Pulp and Paper
Source: aprilasia.com

The resulting paper is 3 times finer and 33% stronger because it has 100% Elemental Chlorine Free (ECF) production material from sustainably managed plantations. Paper is produced through a pulp drying process which is then

mixed with cellulose fibers to bond and blend together. While still wet, the paper is processed by a series of heated rolling processes for flattening and drying purposes. The product is then coated with adhesive and various additives to improve its quality. Finally, to produce smooth and shiny paper, the rolling process is carried out repeatedly until the product is judged to be ready for use and marketed. 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 that use inkjet and xenographic technology. This product is perfect for use in inkjet machines, lasers, and digital printers. This paper is also divided into two weights, namely 85g/m² and 100g/m².

2.4 Organization Structure

The company's organizational structure has an important meaning in a company to achieve the goals set or planned by the company. Without a good organizational structure, the company's activities will not run smoothly because it is not clear who should carry out a task. Therefore, it is clear that the organizational structure can provide firm boundaries and at the same time be responsible for these duties.

2.4.1 Organization Structure of Employee Cooperative (KopKar) PT RAPP

Organizational structure of PT. Riau Andalan Pulp and Paper follows the type of line and staff organization where the powers and responsibilities are branched to each leader from top to bottom, each position is not responsible for one another but only responsible for their respective directors. Each superior has a certain number of subordinates, and his subordinates receive orders from their respective superiors. The following is the organizational structure of the Employee Cooperative of PT. Riau Andalan Pulp and Paper Pelalawan, which is as shown below:

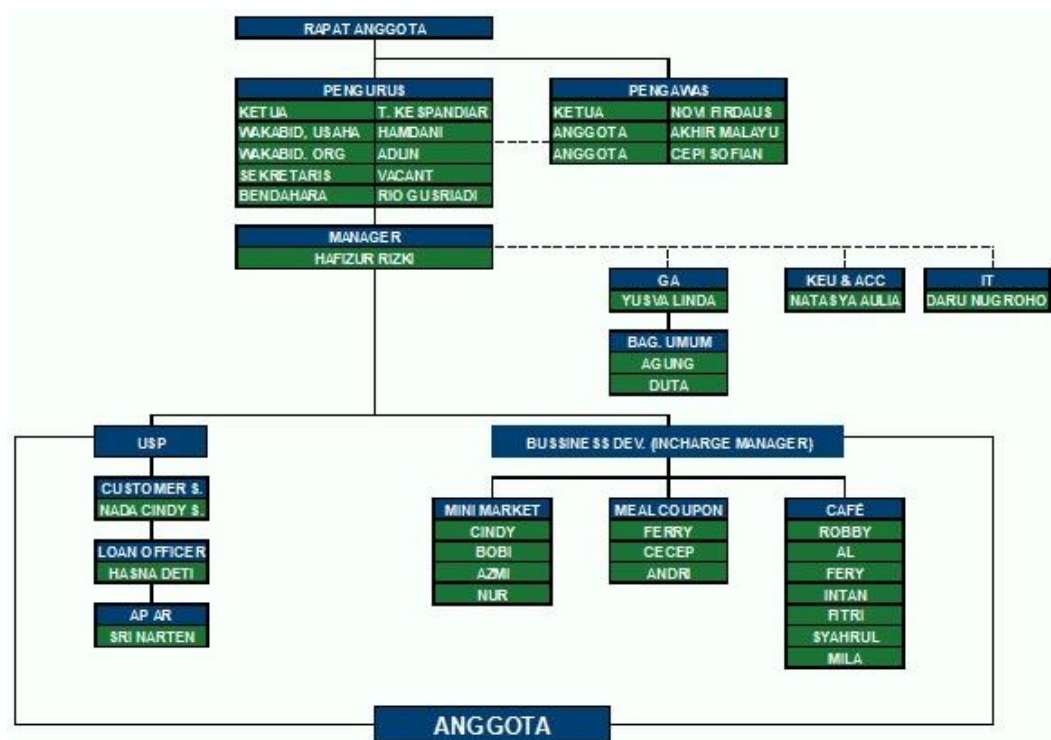


Figure 2.11 Organization Structure of Kopkar PT. RAPP
 Source: Kopkar PT. RAPP

From the structure above, the author provides an overview of the composition, division and implementation of tasks, authority and responsibilities of each section. An overview of the distribution arrangements and implementation of the duties of each part of the organization is as follows:

1. Annual Member Meeting

Annual meetings are the annual meetings held by a cooperative to assess its performance and make decisions. It involves the direct participation of members in decision-making and management. Meeting tasks include submitting financial and operational reports, evaluating management and supervisory performance, deciding on management structures, distributing remaining revenues, setting new policies, and responding to member input. The meeting also enabled agreement on changes to the co-operative budget and work plan, as well as discussing projections and targets for the coming year. Meetings are governed by cooperative laws and internal regulations.

2. Management

The board is the top decision-making body in a cooperative, responsible for managing operational activities, making strategic decisions, preparing work plans and budgets, and establishing internal policies.

3. Supervisor

The supervisor oversees the daily operations of the cooperative, evaluates management performance, ensures adherence to rules and regulations, and offers necessary improvement recommendations.

4. Manager

Managers manage the day-to-day running of the cooperative, implement work plans, ensure smooth business operations, and coordinate between different sections, while adhering to management policies and ensuring efficient business operations.

5. Accounting

The Treasurer oversees financial management, including cooperative finance, recording transactions, preparing reports, and budgeting. The accounting department manages the transaction, compiles reports, & presents financial information to boards and managers.

6. Affairs

The general affairs department manages administrative activities, cooperative assets, operational needs, and office facilities within an organization.

7. Savings and Loans Unit

The Savings and Loans Unit in a cooperative or financial organization manages savings and lending activities, offering products such as Voluntary Savings, Pension Saving, Electronic Credit, Car Credit, Spending Credit, and Fund Credit. There are several positions in the Loan Save Unit section, namely:

a. Customer Service

Customer service is a crucial activity aimed at satisfying customers by providing tailored services, such as savings, loans, and credit spending. It involves understanding customer information, providing solutions to customer problems, and introducing cooperative products and services. In

cooperatives, CS must be adept at checking member data and managing product administration. Overall, customer service ensures customers receive the right service product according to their needs.

b. Loan Officer

The loan officer is responsible for carrying out services to members related to checking the remaining dividends and cutting membership cooperation. Besides, the main task of loan officers is to enter the cutting data, billing and making cutting reports to the averis payroll.

c. Account Payable (AP) and Account Receivable (AR)

AR and AP are important in business financial management. AR refers to customer bills to a business, while AP refers on business bills for other parties. It's important to track, remind, and record payments to keep cash flow smooth.

8. Information Technology (IT)

The IT department in a corporate cooperative manages the cooperative's computer systems, networks, software, and digital technologies. It ensures proper functioning, protects data from cybersecurity threats, creates and manages specialized applications, maintains software, provides technical assistance, and manages data storage for secure and accessible decision-making.

2.4.2 Organization Structure of Stakeholder Relation (SHR) PT. RAPP

Organizational structure of PT. Riau Andalan Pulp and Paper follows the type of line and staff organization where the powers and responsibilities are branched to each leader from top to bottom, each position is not responsible for one another but only responsible for their respective directors. Each superior has a certain number of subordinates, and his subordinates receive orders from their respective superiors. The following is the organizational structure of the Employee Cooperative of PT. Riau Andalan Pulp and Paper Pelalawan, which is as shown below:

SHR Departement (Stakeholder Relation) organizational structure

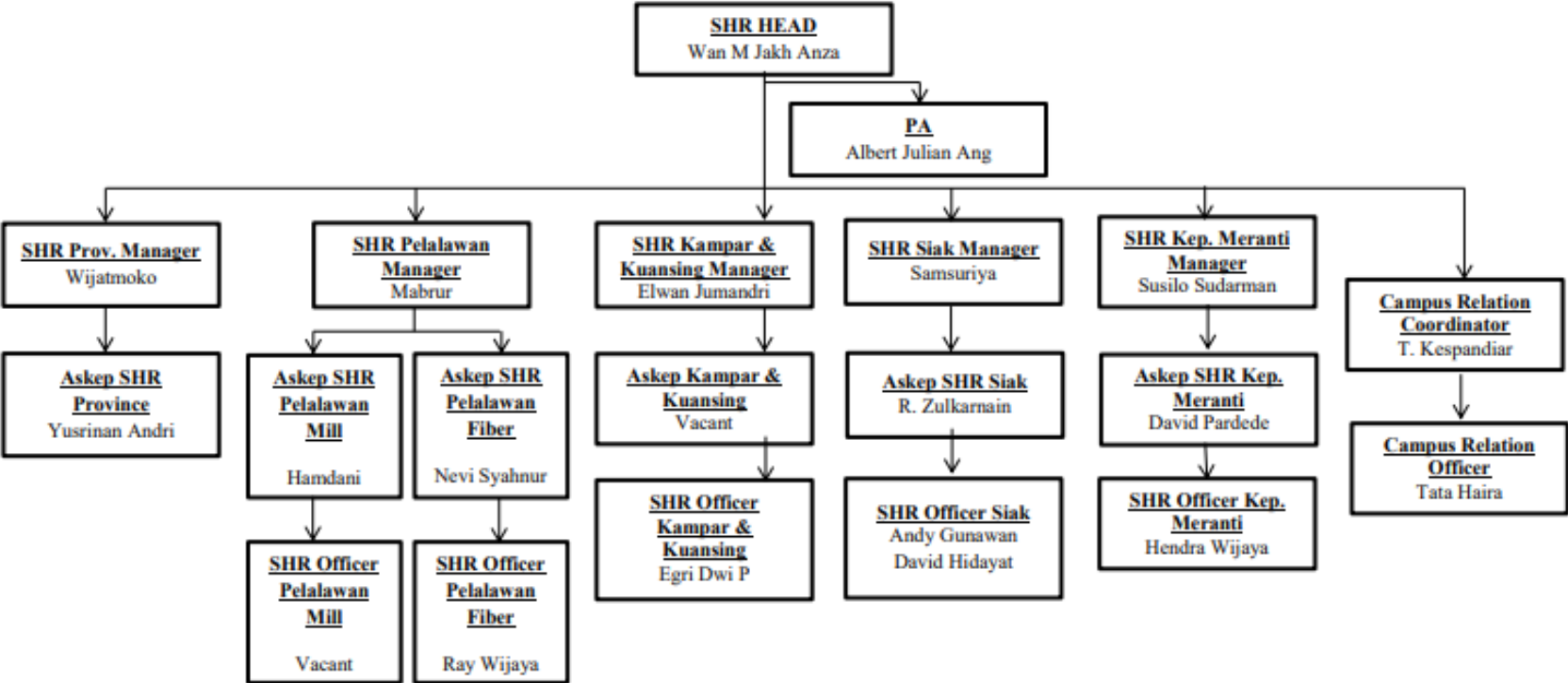
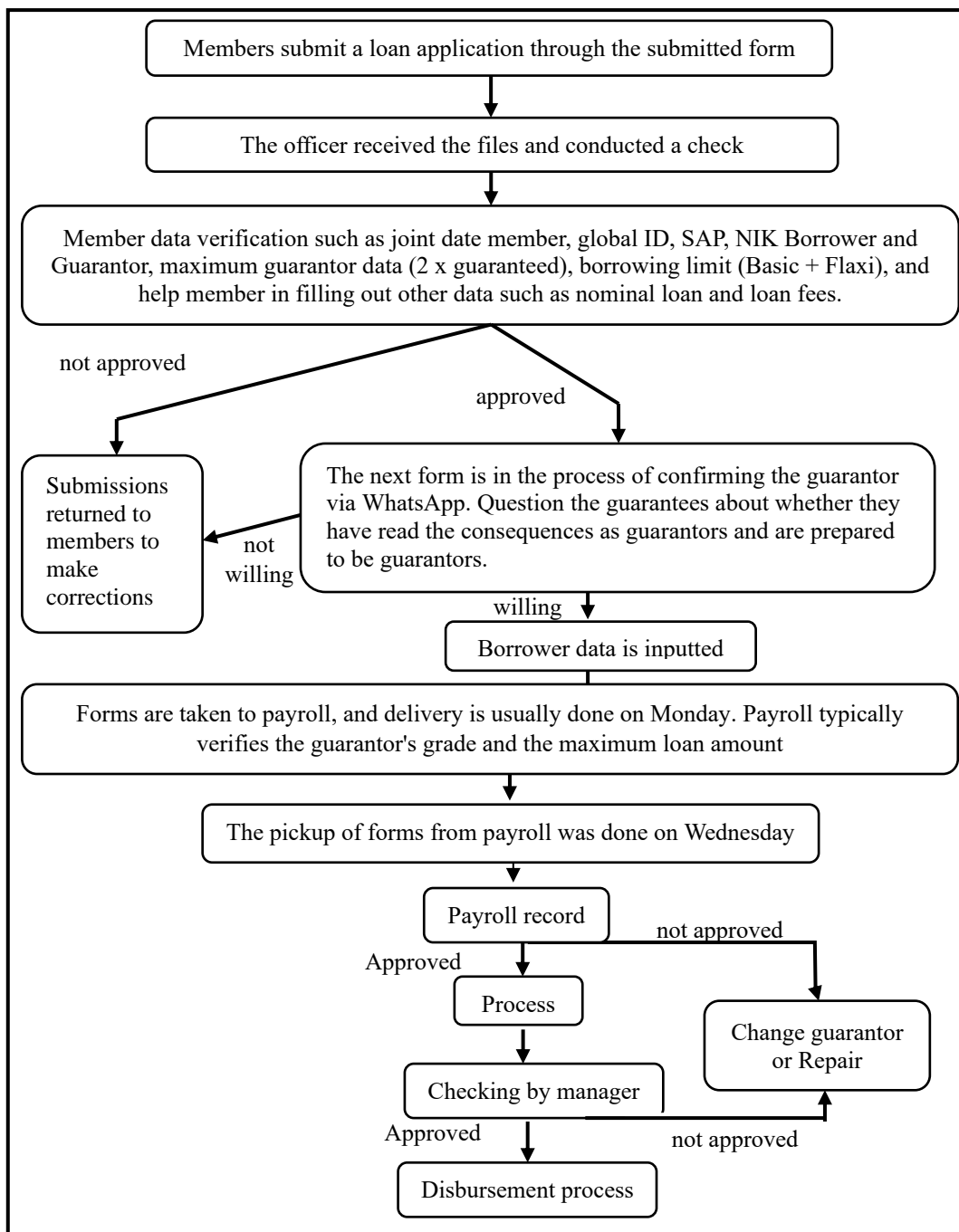


Figure 2.12 SHR Departement (Stakeholder Management) organizational structure

Source: PT. Riau Andalan Pulp and Paper 2024

2.5 The Working Process

The Savings and Loans Unit is an integral part of the PT. RAPP is dedicated to savings and loan business activities. The main focus of this unit is to collect and distribute funds through savings and loan activities, which aim to provide financial services to cooperative members. The work process generally involves the following stages:



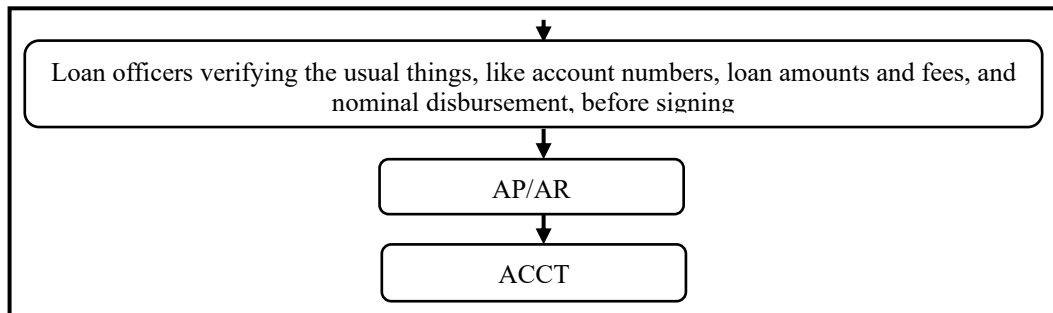


Figure 2.13 PT RAPP KOPKAR Flowchart
Source: PT RAPP Employee Cooperative (2024)

An explanation of the loan disbursement flow for Employee Cooperative (KopKar) PT RAPP members is provided below:

1. Member Submits Loan Application through Submitted Form. Members who are interested in applying for a loan can pick up a loan application form at the customer service. Only cooperative members who have worked at PT RAPP for at least 1 year and 3 years specifically for the PTSI section are eligible to apply for a loan.
2. The participant's application form was obtained. The member completes the application and includes all required paperwork. The form includes personal data of the member, guarantor 1 and guarantor 2, signature of Guarantor 1 and Guarantor 2, and approval from the Immediate Superior. The form is then returned to customer service.
3. File Completeness Check by Customer Service checks the completeness of data and documents attached by members, including KTP, ID badge, salary slip, savings book, IDR 10,000 stamp, photo of the guarantor at the time of signing, and passport photo.
4. Confirmation guarantor contacts guarantor one and guarantor two to ensure that guarantors one and two really guarantee the borrower to avoid fraud on behalf of the borrower's guarantor. The guarantor participates in the responsibility for the loan, if the borrower does not pay it is called a night run, then guarantors one and two are responsible for the loan.
5. Out standing data input is the input of customer data, namely the loan form which will then be disbursed. First, input according to the process date after the

confirmation of guarantor one and guarantor two. Second, input Global id, Sap, Nik, Business Unit, name, loan amount, loan administration amount, guarantor names one and two and global id, sap, and nik, name and account number for customer data disbursed on the day, date, and month.


6. Checking grade and maximum member loan in payroll
7. If the form is approved then the form will continue to be processed, and if it is not approved then Customer Service will contact the borrower to make improvements.
8. Further checking and signing by the manager.
9. Loan officers verifying the usual things, like account numbers, loan amounts and fees, and nominal disbursement, before signing
10. AP AR officers make Loan Shechedule is a detailed schedule of customer installments to make it easier for customers to get loan installments every month. First, enter the customer's name, business unit, sap / nik and the loan amount then printed before being entered into the filing disbursement form.
11. After that it will enter the loan disbursement process.

2.6 Document Used for Activity

This document is the result of the savings and loan unit service process and reflects essential details related to financial transactions between depositors and borrowers. The following are the documents generated in the savings and loan unit service, which include:

1. Fund Loan Application Form

The loan application form is a form that consists of several important parts, including the requirement sheet, personal and guarantor data sheet, loan agreement sheet, and cooperative loan cost table sheet, as can be seen in the figure below:



Persyaratan Aplikasi Pinjaman Dana Koperasi - 2024

- 1 Status karyawan tetap di perusahaan
- 2 Anggota Koperasi minimal 1 tahun
- 3 Pemohon mengisi berkas pinjaman secara benar & lengkap beserta lampirannya
- 4 Penjamin 2 (dua) orang dari BU yang sama
- 5 Penjamin harus level yang lebih tinggi atau minimal sama dengan pemohon
- 6 Penjamin hanya dapat menjamin 2 orang pada saat bersamaan / pinjaman masih berjalan
- 7 Jika tidak menggunakan Penjamin, maka wajib menyerahkan Jaminan berupa Agunan SHM yang berlokasi di Kabupaten Pelalawan

8 Lampiran aplikasi pinjaman adalah sebagai berikut :

- Pas photo warna ukuran 4 x 6 1 (satu) lembar
- Copy KTP Pemohon 2 (dua) lembar
- Copy ID badge pemohon 2 (dua) lembar
- Copy Slip gaji terakhir pemohon 2 (dua) lembar
- Copy rekening bank a/n pemohon 2 (dua) lembar
- Copy KTP & ID badge penjamin 2 (dua) lembar
- Dokumentasi/foto penjamin pada saat menandatangani aplikasi pinjaman (terlihat jelas wajah penjamin dan isi form pinjaman)


- 9 Plafon pinjaman adalah maksimal 3X (Basic + Flexi)
- 10 Besar angsuran adalah maksimal 35% dari total Basic + Flexi
- 11 Pinjaman diatas Rp. 30 juta wajib menggunakan agunan yang sesuai.
- 12 Nilai Pinjaman adalah maksimal 70 % dari taksiran nilai agunan.
- 13 Biaya pinjaman adalah sesuai dengan ketentuan yang berlaku.
- 14 Biaya Pinjaman adalah dibayar dimuka atau setuju di potong dari pencairan.
- 15 Perhitungan Jasa Pinjaman adalah TANPA BUNGA (cicilan hanya pokok Pinjaman)
- 16 Pinjaman hanya dapat diberikan untuk 1 (satu) jenis pinjaman yang sama.
- 17 Apabila melakukan pinjaman ke 2 (dua) pada jenis pinjaman yang sama, maka anggota WAJIB melunasi pinjaman sebelumnya.
- 18 Angsuran tatal seluruh pinjaman yang dimiliki tidak melebihi dari 40% total Basic + Flexi.
- 19 Pelunasan pinjaman sebelum waktunya lunas (dipercepat) HANYA dilakukan pada tanggal 01 s/d 05 setiap bulan.
- 20 Mengetahui dan menanda-tangani segala syarat & ketentuan pinjaman maupun pelunasan pinjaman sebagai persetujuan dari pihak peminjam.

❖ Photo copy lampiran persyaratan semuanya harus jelas.
 ❖ Aplikasi tidak akan diterima dan diproses apabila tidak lengkap.
 ❖ Dengan menandatangani form aplikasi, berarti pemohon & penjamin mengerti dan setuju dengan segala peraturan yang berlaku di KOPKAR PT. RAPP.

Plafon & tenor Pinjaman :	Peminjam,
• 4.000.000,- s/d 6.000.000,-	Max 10 bln
• > 6.000.000,- s/d 9.000.000,-	Max 12 bln
• > 9.000.000,- s/d 15.000.000,-	Max 15 bln
• > 15.000.000,- s/d 20.000.000,-	Max 18 bln
• > 20.000.000,- s/d 25.000.000,-	Max 21 bln
• > 25.000.000,- s/d 30.000.000,-	Max 24 bln
	Tanda Tangan

Figure 2.14 Cooperative Fund Loan Terms
 Source: Employee Cooperative PT. RAPP 2024

Figure 2.13 shows the cooperative loan application requirements form. This cooperative loan requirement sheet contains information related to the terms and conditions that must be met by members who want to apply for a loan.



Syarat & Ketentuan

PELUNASAN PINJAMAN DIPERCEPAT - 2024

1. Pelunasan dipercepat dapat dilakukan hanya pada tanggal 01 sd 05 setiap bulannya.
2. Pinjaman yang berasal dari Pihak kerjasama dengan bank maka apabila dilakukan pelunasan sebelum waktunya maka perhitungannya sesuai dengan perhitungan dari bank tersebut.
3. Untuk Point 2 diatas, Jumlah yang harus dibayarkan untuk pelunasan pinjaman tersebut adalah :
 - a. Saldo pokok terhutang (menurut Perhitungan bank terkait)
 - b. Jasa bulan berjalan
 - c. Pinalti 2,5 % (dua persen) dari sisa saldo pokok
4. Pelunasan dipercepat pembelian maupun pinjaman melalui Kopkar wajib membayar sisa angsuran sampai selesai / lunas, yang pencairan pinjaman dengan mekanisme tanpa bunga (pelunasan hanya membayar sisa hutang pokok pinjaman).

dto
peminjam

Figure 2.15 Cooperative Fund Repayment Terms
 Source: Employee Cooperative PT. RAPP 2024

Figure 2.14 shows the cooperative loan repayment requirement form. This repayment requirement form is just a notification to members when they can make loan repayments.

Kepada Yth,
 Kopkar PT. RAPP
 Di
 Pangkalan Kerinci.
 Hal : Permohonan Pinjaman Dana Koperasi
 Dengan hormat,
 Saya yang bertanda tangan dibawah ini selaku anggota Kopkar PT. RAPP yaitu :
 Nama : _____
 Join Date : ____ - ____ - ____
 BU / Dept : _____ - _____
 GL ID : _____ SAP ID : _____ NIK : _____
 Alamat : _____
 KTP No : _____
 Telp : _____
 Email : _____
 Bersama ini mengajukan hal tersebut diatas sebesar Rp. _____ (_____),
 adapun Pinjaman tersebut akan saya angsur selama **04 /06 /09 /10 /12 /15 /18 /21/24** bulan *,
 melalui pemotongan gaji saya dari perusahaan setiap bulannya. Selanjutnya sebagai penjamin saya yang
 bertanggung jawab melunasi angsuran saya apabila saya (peminjam) berhenti tanpa prosedur dan
 pemberitahuan kepada Kopkar RAPP, adalah sebagai berikut :
 Nama : _____
 BU / Dept : _____
 Global Id : _____ SAP : _____
 NIK : _____ Tanggal Konfirmasi : _____
 Alamat : _____
 Telp : _____
 Nama : _____
 BU / Dept : _____
 Global Id : _____ SAP : _____
 NIK : _____ Tanggal Konfirmasi : _____
 Alamat : _____
 Telp : _____
 Demikian permohonan ini saya ajukan, atas persetujuannya saya ucapkan terimakasih.
 Pangkalan Kerinci, - 20....
 Penjamin I, Penjamin II, Pemohon,
 MATERAI 10.000 MATERAI 10.000
 Diketahui Oleh, Disetujui Oleh KOPKAR RAPP
 HRD Atasan Langsung Manager U S P
*lingkari yang perlu AplikasiPinjamanKoperasi-01

Figure 2.16 Cooperative Fund Loan Form
 Source: Employee Cooperative PT. RAPP 2024

Figure 2.15 illustrates the loan application form. The borrower information sheet includes the borrower's personal data and guarantor details. In addition, in this form, there is a sector that contains the signatures of both guarantors, the Head of Business Unit or the direct lead.



Tabel Biaya - Pinjaman Dana Kopkar RAPP

Apr-19

NO	Jumlah Pinjaman	Jumlah Biaya Pinjaman / Tenor							
		6	9	10	12	15	18	21	24
1	4,000,000	260,000	330,000						
2	4,500,000	292,500	371,250						
3	5,000,000	325,000	412,500	450,000					
4	5,500,000	357,500	453,750	495,000					
5	6,000,000	390,000	495,000	540,000					
6	6,500,000	422,500	536,250	585,000	643,500				
7	7,000,000	455,000	577,500	630,000	693,000				
8	7,500,000	487,500	618,750	675,000	742,500				
9	8,000,000	520,000	660,000	720,000	792,000				
10	8,500,000	552,500	701,250	765,000	841,500				
11	9,000,000	585,000	742,500	810,000	891,000				
12	9,500,000	617,500	783,750	855,000	940,500	1,140,000			
13	10,000,000	650,000	825,000	900,000	990,000	1,290,000			
14	10,500,000	682,500	866,250	945,000	1,039,500	1,260,000			
15	11,000,000	715,000	907,500	990,000	1,089,000	1,320,000			
16	11,500,000	747,500	948,750	1,035,000	1,138,500	1,380,000			
17	12,000,000	780,000	990,000	1,080,000	1,188,000	1,440,000			
18	12,500,000	812,500	1,031,250	1,125,000	1,237,500	1,500,000			
19	13,000,000	845,000	1,072,500	1,170,000	1,287,000	1,560,000			
20	13,500,000	877,500	1,113,750	1,215,000	1,336,500	1,620,000			
21	14,000,000	910,000	1,155,000	1,260,000	1,386,000	1,680,000			
22	14,500,000	942,500	1,196,250	1,305,000	1,435,500	1,740,000			
23	15,000,000	975,000	1,237,500	1,350,000	1,485,000	1,800,000			
24	15,500,000	1,007,500	1,278,750	1,395,000	1,534,500	1,860,000	2,131,250		
25	16,000,000	1,040,000	1,320,000	1,440,000	1,584,000	1,920,000	2,200,000		
26	16,500,000	1,072,500	1,361,250	1,485,000	1,633,500	1,980,000	2,268,750		
27	17,000,000	1,105,000	1,402,500	1,530,000	1,683,000	2,040,000	2,337,500		
28	17,500,000	1,137,500	1,443,750	1,575,000	1,732,500	2,100,000	2,406,250		
29	18,000,000	1,170,000	1,485,000	1,620,000	1,782,000	2,160,000	2,475,000		
30	18,500,000	1,202,500	1,526,250	1,665,000	1,831,500	2,220,000	2,543,750		
31	19,000,000	1,235,000	1,567,500	1,710,000	1,881,000	2,280,000	2,612,500		
32	19,500,000	1,267,500	1,608,750	1,755,000	1,930,500	2,340,000	2,681,250		
33	20,000,000	1,300,000	1,650,000	1,800,000	1,980,000	2,400,000	2,750,000		
34	20,500,000	1,332,500	1,691,250	1,845,000	2,029,500	2,460,000	2,818,750	3,280,000	
35	21,000,000	1,365,000	1,732,500	1,890,000	2,079,000	2,520,000	2,887,500	3,360,000	
36	21,500,000	1,397,500	1,773,750	1,935,000	2,128,500	2,580,000	2,956,250	3,440,000	
37	22,000,000	1,430,000	1,815,000	1,980,000	2,178,000	2,640,000	3,025,000	3,520,000	
38	22,500,000	1,462,500	1,856,250	2,025,000	2,227,500	2,700,000	3,093,750	3,600,000	
39	23,000,000	1,495,000	1,897,500	2,070,000	2,277,000	2,760,000	3,162,500	3,680,000	
40	23,500,000	1,527,500	1,938,750	2,115,000	2,326,500	2,820,000	3,231,250	3,760,000	
41	24,000,000	1,560,000	1,980,000	2,160,000	2,376,000	2,880,000	3,300,000	3,840,000	
42	24,500,000	1,592,500	2,021,250	2,205,000	2,425,500	2,940,000	3,368,750	3,920,000	
43	25,000,000	1,625,000	2,062,500	2,250,000	2,475,000	3,000,000	3,437,500	4,000,000	4,375,000
44	25,500,000	1,657,500	2,103,750	2,295,000	2,524,500	3,060,000	3,506,250	4,080,000	4,462,500
45	26,000,000	1,690,000	2,145,000	2,340,000	2,574,000	3,120,000	3,575,000	4,160,000	4,550,000
46	26,500,000	1,722,500	2,186,250	2,385,000	2,623,500	3,180,000	3,643,750	4,240,000	4,637,500
47	27,000,000	1,755,000	2,227,500	2,430,000	2,673,000	3,240,000	3,712,500	4,320,000	4,725,000
48	27,500,000	1,787,500	2,268,750	2,475,000	2,722,500	3,300,000	3,781,250	4,400,000	4,812,500
49	28,000,000	1,820,000	2,310,000	2,520,000	2,772,000	3,360,000	3,850,000	4,480,000	4,900,000
50	28,500,000	1,852,500	2,351,250	2,565,000	2,821,500	3,420,000	3,918,750	4,560,000	4,987,500
51	29,000,000	1,885,000	2,392,500	2,610,000	2,871,000	3,480,000	3,987,500	4,640,000	5,075,000
52	29,500,000	1,917,500	2,433,750	2,655,000	2,920,500	3,540,000	4,056,250	4,720,000	5,162,500
53	30,000,000	1,950,000	2,475,000	2,700,000	2,970,000	3,600,000	4,125,000	4,800,000	5,250,000

Catatan:

1. Biaya sudah dibayar penuh sebelum pencairan pinjaman
2. Biaya dapat dibayar dengan mengurangi jumlah pencairan dengan persetujuan peminjam
3. Pokok pinjaman dibayar sesuai dengan Pengajuan Pinjaman & tenor yang diajukan
4. Jumlah Angsuran dibayar tanpa BUNGA / JASA hanya POKOK PINJAMAN saja

Figure 2.18 Cooperative Fund Loan Administration Fee Table

Source: Employee Cooperative PT. RAPP 2024

Figure 2.18 shows the Table of Employee Loan Costs of PT. RAPP which contains information about administrative fees that need to be paid in accordance with the loan amount and loan duration requested by cooperative members. This loan cost table serves as a reference to determine the amount of administrative fees required based on the loan amount and loan period submitted by members

2. Consumption Shopping Application Form

Application Form for Purchase of Consumer Goods from Cooperative PT. RAPP, designed to submit consumer goods purchase requests to cooperatives. Application Form for Consumption Expenditure Application from Cooperative PT. RAPP as can be seen in the picture below:

PERSYARATAN BELANJA KONSUMSI



1. ANGGOTA KOPERASI MINIMAL 6 BULAN
2. MENGISI DAN MENANDATANGANI SURAT KUASA POTONG GAJI
3. FOTO COPY ID BADGE PEMOHON (2 LEMBAR)
4. FOTO COPY SLIP GAJI TERAKHIR PEMOHON (2 LEMBAR)
5. FOTO COPY KTP PEMOHON (2 LEMBAR)
6. MATERAI RP. 10.000 (1 LEMBAR)
7. BELANJA MAX 30% DARI GAJI POKOK + FLEXI

*foto copy persyaratan semuanya harus jelas

Figure 2.19 Consumption Expenditure Requirements

Source: Employee Cooperative PT. RAPP 2024

Figure 2.19 illustrates the Consumption Expenditure Criteria. The list of criteria for consumption expenditure credit includes the conditions that must be met by cooperative members applying for shopping credit.

3. Motor Vehicle Credit Documents

Motor vehicle loan requirements documents for PT. RAPP can be explained as a file that contains the conditions that must be met by cooperative members who apply for loans for the purchase of motor vehicles as can be seen in the picture below:

Syarat dan Ketentuan pembiayaan

Kredit Kendaraan Bermotor

1. Status Karyawan Tetap di Perusahaan
2. Anggota koperasi minimal 02 (dua) tahun
3. Penjamin 2 orang dari BU yang sama
4. Penjamin harus grade lebih tinggi atau minimal sama.
5. Mengisi Aplikasi Pembelian Kredit Kendaraan dengan lengkap & benar.
6. Melengkapi Berkas Formulir Pembelian Kendaraan bermotor antara Lain :
 - Copy Id badge pemohon (2 lembar)
 - Copy KTP pemohon/ istri (2 lembar)
 - Copy slip gaji terakhir pemohon (2 lembar)
 - Copy Id badge & KTP penjamin (2 lembar)
 - Copy Kartu Keluarga (2 lembar)
 - Materai 10000 (5 lembar)
 - Surat Keterangan kerja dari HRD
 - Dokumentasi/foto penjamin pada saat menandatangani aplikasi sepeda motor
7. Menanda tangani Perjanjian / pernyataan Hutang dan adm terkait lainnya.
8. Biaya administrasi Pembelian sesuai ketentuan yang berlaku
9. Pembelian dapat diproses apabila angsuran mencukupi dari 35% dari total gaji pokok + flexi
10. Pembelian hanya dapat diberikan untuk 1 (satu) jenis Pembelian yang sama.
11. Apabila hendak melakukan Pembelian ke 2 (dua) pada jenis Pembelian yang sama, maka anggota wajib melunaskan terlebih dahulu Pembelian yang pertama.
12. Ketentuan DP, UM dan lainnya adalah mengikuti Ketentuan / Brosur yang berlaku
13. Koperasi Berhak untuk menolak permohonan Kredit yang diajukan bila dianggap tidak layak.

- ✓ foto copy persyaratan semuanya harus jelas
- ✓ PO paling lama dalam 3 hari (ready stock)

KOPKAR PT. RAPP


tdo

Figure 2.20 Motor Vehicle Loan Terms
Source: Employee Cooperative PT. RAPP 2024

Figure 2.20 illustrates the terms and conditions for obtaining motor vehicle financing. Inside there is a financing requirements document for the motorcycle along with the parts that must be filled out and signed by the borrower.

4. Electronic Credit Documents

Electronic Credit Document usually refers to the process of applying, managing, and processing credit that is carried out electronically. This includes online application forms, automatic credit approvals, and digital payments. The use of electronic credit documents can help increase efficiency, reduce processing time, and provide easier access for borrowers.



Persyaratan Aplikasi Kredit Handphone - 2024

1. Status karyawan tetap di perusahaan
2. Anggota Koperasi minimal 1 (satu) tahun dengan penjamin 2 (dua) orang dari BU yang sama
3. Anggota Koperasi masa keanggotaan diatas 5 (lima) tahun tanpa penjamin
4. Pemohon mengisi berkas Kredit Handphone secara benar & lengkap beserta lampirannya
5. Lampiran aplikasi pinjaman adalah sebagai berikut :
 - Copy KTP Pemohon 2 Lembar
 - Copy ID badge pemohon 2 Lembar
 - Copy Slip gaji terakhir pemohon 2 Lembar
 - Materai 10.000 3 Lembar
 - Copy KTP & ID Badge penjamin 2 Lembar
 - Dokumentasi/foto penjamin pada saat menandatangani aplikasi kredit elektronik
6. Besar semua angsuran adalah maksimal 35% dari total Basic + Flexi
7. Kredit barang dapat diberikan untuk 1 (Satu) jenis kredit yang sama
8. Apabila melakukan kredit barang ke 2 (dua) pada jenis kredit yang sama, maka anggota wajib melunasi kredit sebelumnya.
9. Pelunasan kredit barang (kredit HP, kredit laptop dan sepeda) sebelum waktunya lunas (dipercepat) hanya dilakukan pada tanggal 1 s/d 5 setiap bulan
10. Mengetahui dan menandatangani segala syarat dan ketentuan kredit maupun pelunasan kredit sebagai persetujuan dari pihak pemijam

- ❖ Photo copy lampiran persyaratan semuanya harus jelas.
- ❖ Aplikasi tidak akan diterima dan diproses apabila tidak lengkap.
- ❖ Dengan menandatangani form aplikasi, berarti pemohon & penjamin mengerti dan setuju dengan segala peraturan yang berlaku di KOPKAR PT. RAPP.

Plafon & tenor Pinjaman :	Peminjam
• 1.500.000,- s/d 1.700.000,-	Max 4 bln
• > 1.700.000,- s/d 1.900.000,-	Max 6 bln
• > 1.900.000,- s/d 2.400.000,-	Max 8 bln
• > 2.400.000,- s/d 2.900.000,-	Max 9 bln
• > 2.900.000,- s/d 5.000.000,-	Max 10 bln
	Ttd

Figure 2.21 Electronic Credit Terms
Source: Employee Cooperative PT. RAPP 2024

Figure 2.21 reflects the Electronic Credit Terms which require approval and explanation of the terms and conditions stated therein.

Tabel Cicilan Kredit Elektronik - Anggota Kopkar RAPP

2023

NO	Harga Barang	Angsuran Cicilan pembelian Barang / Tenor				
		4	6	8	9	10
1	1,500,000	433,750				
2	1,600,000	461,000				
3	1,700,000	488,250				
4	1,800,000	515,500	358,967			
5	1,900,000	542,750	377,983			
6	2,000,000	570,000	397,000	306,875		
7	2,100,000	597,250	416,017	321,750		
8	2,200,000	624,500	435,033	336,625		
9	2,300,000	651,750	454,050	351,500		
10	2,400,000	679,000	473,067	366,375		
11	2,500,000	706,250	492,083	381,250	346,111	
12	2,600,000	733,500	511,100	396,125	359,622	
13	2,700,000	760,750	530,117	411,000	373,133	
14	2,800,000	788,000	549,133	425,875	386,644	
15	2,900,000	815,250	568,150	440,750	400,156	
16	2,920,000	820,700	571,953	443,725	402,858	
17	3,000,000	842,500	587,167	455,625	413,667	382,500
18	3,100,000	869,750	606,183	470,500	427,178	395,000
19	3,200,000	897,000	625,200	485,375	440,689	407,500
20	3,300,000	924,250	644,217	500,250	454,200	420,000
21	3,400,000	951,500	663,233	515,125	467,711	432,500
22	3,500,000	978,750	682,250	530,000	481,222	445,000
23	3,600,000	1,006,000	701,267	544,875	494,733	457,500
24	3,700,000	1,033,250	720,283	559,750	508,244	470,000
25	3,800,000	1,060,500	739,300	574,625	521,756	482,500
26	3,900,000	1,087,750	758,317	589,500	535,267	495,000
27	4,000,000	1,115,000	777,333	604,375	548,778	507,500
28	4,100,000	1,142,250	796,350	619,250	562,289	520,000
29	4,200,000	1,169,500	815,367	634,125	575,800	532,500
30	4,300,000	1,196,750	834,383	649,000	589,311	545,000
31	4,400,000	1,224,000	853,400	663,875	602,822	557,500
32	4,500,000	1,251,250	872,417	678,750	616,333	570,000
33	4,600,000	1,278,500	891,433	693,625	629,844	582,500
34	4,700,000	1,305,750	910,450	708,500	643,356	595,000
35	4,800,000	1,333,000	929,467	723,375	656,867	607,500
36	4,900,000	1,360,250	948,483	738,250	670,378	620,000
37	5,000,000	1,387,500	967,500	753,125	683,889	632,500

Figure 2.22 Electronic credit installment table

Source: Employee Cooperative PT. RAPP 2024

Figure 3.22 shows the electronic credit installment table of PT. RAPP which contains information about electronic credit installments

5. Opening Form Voluntary Savings and Retirement

The voluntary savings opening form is submitted by a member with a nominal amount specified by the member who wishes to make savings and can be taken



369

**SURAT PENGANTAR NOTA PROSEDUR PHK
COVER LETTER OF EXIT CLEARANCE**

Sehubungan dengan akan berakhirnya hubungan kerja antara saya dengan Perusahaan PT. RAPP_Fiber, maka saya yang berkedudukan sebagai berikut ini:

In connection with the ending of work relations between me and the Company of RAPP_Fiber, then I who understand the position below is:
 Nama/ Name
 NIK/ Employee Id & SAP ID/ SAP ID
 Tanggal Jait/ Joint Date
 Jabatan/ Position
 Departemen/ Department
 Alamat/ Address (Temporary)
 Alamat Surat menyurat/ Mailing Address
 No. Telp (HP)/ Phone Number (Mobile)
 Rekening Bank/ Bank Account
 No. KTI/ Residence ID Card

Hak - Hak Anggota :	
SP	Rp. 20.000
SW	Rp. 2.190.000
SSR	Rp.
SHU	Rp. 634.325
Total	Rp. 2.844.325

Tanggal Efektif/ Effective Date

(Tgl / Date)	(Bln / Month)	(Tahun / Year)
16	05	2024

Dengan ini menyatakan akan menaati peraturan perusahaan yakni, bersedia menjalankan Nota Prosedur PHK dibawah ini, yaitu menanti Kepala Bagian/Departemen seperti disebutkan dibawah ini guna menyelesaikan segala sekenanya yang berhubungan dengan Departemen dimaksud. Dengan adanya tandatangan dari masing-masing Kepala Bagian/Departemen tersebut berarti saya telah menyelesaikan segala masalah dengan Departemen tersebut.
Herewith, I agree to obey Company Regulation that is, willing to perform Exit Clearance below, come across the Section/Department Head stated below in order to complete all matters related with named Department. With the signature from each of Section/Department Head mean that I have resolved all matters related with respected Departments.

Feb 2009 s.d Mei 2024

No.	Bagian/ Departemen	Nama Kepala Departemen/ pihak yang memberi keterangan	Tanda Tangan (Sign)	Keterangan (Remark)
1.	Atasan Langsung		<i>[Signature]</i>	
2.	LP & C / OHS (safety office)			
3.	Op. Telepon (Mill Office 1 st Floor)			
4.	IT / IS (KTC Building)	Jonathan Chew (4155)		
5.	ALI Library Doc. (ALI Building)	Lusi Verwati Purba (9451)		
6.	Accounting (Mill Office 2 nd Floor)	Festy & Tiarna (1579)		
7.	Payroll (Mill Office 1 st Floor)	Payroll Tesan (1184)		
8.	Auransi (Mill Office 1 st Floor)	Rizza McCandra Beti (1575)		
9.	KIMPER & Gatepass (Safety Campus)	Elvianto (9382)		
10.	Housing (Mill Office 1 st Floor)	Calvin / Jevon (9221)		
11.	MCOP & Transport (Pool Pos 1B)	Voukbe / Marli (9911)		
12.	Koperasi (Rukan, Pos 1)	Hermawan		<i>[Signature]</i> Ogloano, 29/05/24
13.	HTOP (Fiber HO)	Grace S/Hendri S (1246)		
14.	ID Badge (Mill Office 1 st Floor)	Sri Anggrani / Marli (1507)		
15.	Ticketing & Working Permit (Mill Office 1 st Floor)	Sri Anggrani (1701)		
16.	Talent Management (New ALI 1 st Floor)	Yohana Nelly		

Pangkalan Kerinci,
The Undersigned / yang beranda tangan

[Signature]
Karyawan / Employee

Note:
Bagi karyawan yang tidak memiliki akses dari salah satu Bagian / Dept di atas, atasan harus verifikasi dan tandatangan di kolom tersebut.

No Q&MS Dokumen ID :	AGRC/HRD-005-FM	Tanggal Terbit :	31 Oktober 2014	Revisi :	4	Halaman 1 dari 1
Referensi :	AGRC/HRD-004-PR					

Figure 2.24 Exit Clearance document
Source: Employee Cooperative PT. RAPP 2024

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

During the practical work period at PT Riau Andalan Pulp and Paper (PT RAPP), the author was assigned to the Stakeholder Relations (SHR) division from 12-28 February and to the Employee Cooperative (KopKar) PT RAPP business development unit from 29 February to 12 June. SHR is a department in charge of managing and being responsible for the company's relationship with stakeholders around the company's area as well as campuses and organisations and institutions around the company. Meanwhile, the business development unit was established to be responsible for business development under the auspices of Employee Cooperative (KopKar) PT RAPP. In this chapter, there are several descriptions of activities or tasks carried out during the Job Training (KP).

In the Employee Cooperative (KopKar) PT RAPP business development unit, there are several authorities and responsibilities to carry out the following tasks:

1. Customer service in the field of savings and loan units (USP) of the Employee Cooperative (KopKar) PT RAPP
2. Confirmation of guarantor 1 and guarantor 2 via whatsapp.
3. Import Standing data.
4. Entering Clearance customer data.
5. Create Pre Order data for Kopkar mart and bazmart consumables.
6. Employee Briefing of PT. RAPP every Friday.
7. Compiling fund and non-fund loan application forms.
8. Recap of exit clearance of employee cooperative members.
9. Recap member spending at KopKar Mart and Bazmart.
10. Writing and delivering loan fee letters to Bank Mandiri and BRI.
11. Compiling a loan schedule and from loans for members of the Employee Cooperative (KopKar) PT. RAPP into a file box.
12. Promote types of fund and non-fund loans on Instagram and WhatsApp.

13. Separating loan forms that have been completed and are still running.

3.2 System and Procedures

The company needs a system to support company activities, in other words the system is a series of procedures that are interconnected and together form a function that aims to achieve company goals. There are several procedures used in operational activities at the PT Riau Andalan Pulp Employee Cooperative.

In this Employee Cooperative (KopKar) PT RAPP business development unit, the author is given several authorities and responsibilities to carry out the following tasks:

3.2.1 Employee Cooperative (Kopkar) PT RAPP customer service.

Customer service is service to employees where the customer uses USP (savings and loan units) services. There are several types of customer service, namely service to members who want to make loan funds, electronic credit, motorcycle loans and voluntary savings and pensions. The following is an explanation of the work procedure

1. Customer Service Loan funds

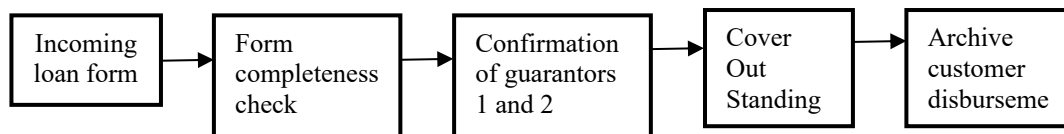


Figure 3.1 Customer Service
Source: Processed Data, 2024

Activities carried out in customer service are as follows:

- a. Customer Submits Loan Application Form
- b. Check the completeness of the loan form then check guarantors one and two
- c. Confirmation guarantor contacts guarantor one and guarantor two
- d. Out standing data input is the input of customer data, namely the loan form which will then be disbursed. First, input according to the process date after the confirmation of guarantor one and guarantor two. Second, input Global id, Sap, Nik, Business Unit, name, loan amount, loan administration amount, guarantor

names one and two and global id, sap, and nik, name and account number for customer data disbursed on the day, date, and month.

- e. Archive loan documents and employee repayment every date of the disbursement process.

2. Customer Service Clearance

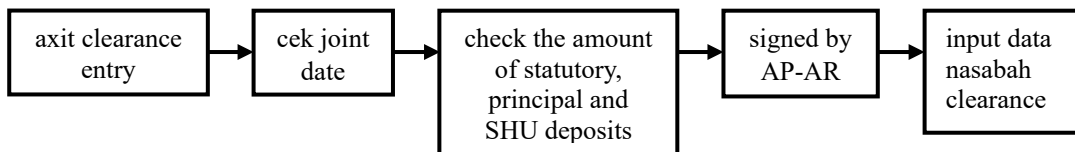


Figure 3.2 Customer Service Clearance

Source: Processed Data, 2024

- a. Check the SAP to find out the name and joint date of joining the cooperative.
- b. check the amount of mandatory deposits, principal deposits and customer SHU.
- c. Input Clearance Customer Data.

3.2.2 Create Pre Order data for Kopkar mart and bazmart consumables.

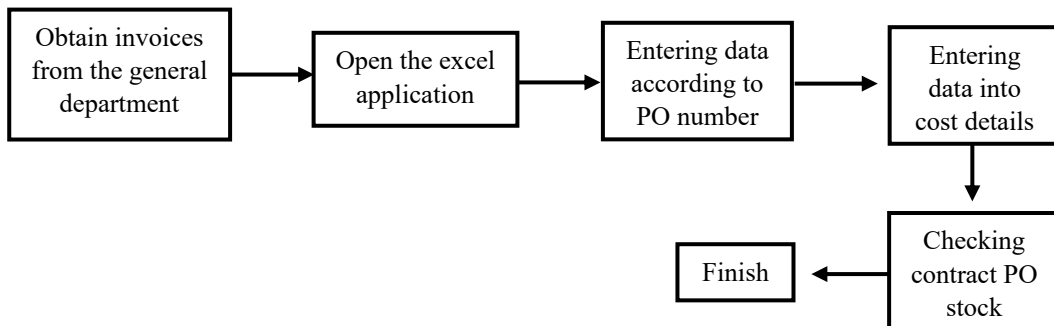


Figure 3.3 Create Pre Order data

Source: Processed Data, 2024

- a. Invoices that come to the company email will be printed by the general department and submitted to me to create Pre Order Consumables data.
- b. Open the excel application to create preorder consumables data.
- c. Enter data according to the Pre Order number. The data to be entered are Pre Order number, Pre Order date, Delivery date, Item number, Purchase order, Purchase order number, Item description, Item quality, Price per unit, and amount.
- d. Entering data into the Consumable cost breakdown in cooperation with PT RAPP. With the data entered Pre Order Number, Item Name, Quality, Total

incoming goods by delivery date, total incoming goods, and total shortages and excess stock. this aims to make the details of the stock of goods that have entered can be seen.

- e. Checking contract PO stock. By entering the number of goods that have entered and the number of requests in the contract.

3.2.3 Employee Briefing of PT. RAPP every Friday

Operational administration uses a weekly briefing in Breafings to provide information, guidance, or instructions to staff before they are informed. This helps staff understand tasks, responsibilities, and necessary actions, promoting productivity and efficiency. Regular regulation promotes a healthy work environment, and good coordination and enthusiasm contribute to effective organization.

3.2.4 Compiling fund and non-fund loan application forms

This activity attempts to fulfill all administrative needs so that service operations are not impeded due to a lack of loan documents.

3.2.5 Recap of exit clearance of employee cooperative members.

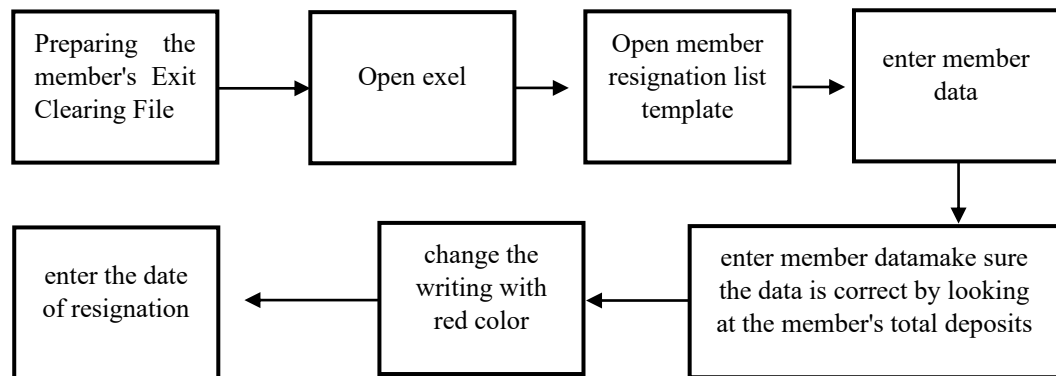


Figure 3.4 The process of inputting Data Resign

Source: Processed Data, 2024

3.2.6 Recap member spending at KopKar Mart and Bazmart.

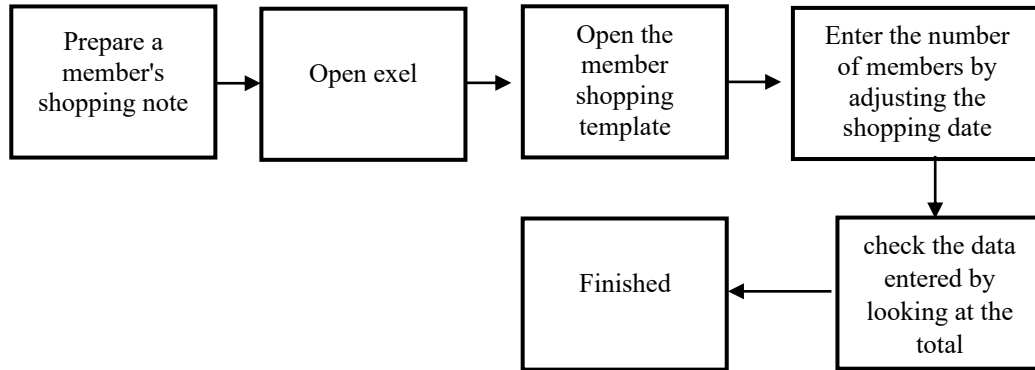


Figure 3.5 The process of inputting Data shopping

Source: Processed Data, 2024

3.2.7 Writing and delivering loan fee letters to Bank Mandiri and BRI

Employee cooperatives can optimize their financial management by depositing cash regularly with Bank Mandiri and BRI bank, a trusted institution that offers security, transparency, and ease in tracking cash flow. This strategy also allows access to modern banking services such as online payments and efficient account management.

3.2.8 Compiling a loan schedule and from loans for members of the Employee Cooperative (KopKar) PT. RAPP into a file box.

Organizing loan schedules into boxes based on current numbering seeks to make it easier to retrieve member data when needed. by numbering the file and writing the date of distribution on the box.

3.2.9 Promote types of fund and non-fund loans on Instagram and WhatsApp.

The process involves creating engaging content, designing templates, and setting posting schedules for cooperatives to maintain a strong digital presence, boost member participation, and effectively communicate relevant products, services, or events.

3.2.10 Separating loan forms that have been completed and are still running.

Separate the member loan files that are now operating from those that are not running. If the files are still running, they will be kept in the box; if they are done, they will be placed in the carton and stored at the warehouse.

3.3 Place of Apprenticeship

Practical Work Activities (KP) are carried out in accordance with the provisions of the rules for the implementation of Job Training. The practical work period is for 4 (four) months, starting from February 12 to June 5, 2024. The work schedule at Stake Holder Relations and Employee Cooperative (KOPKAR) PT. RAPP is as follows:

Table 3.1 Office Hours Schedule of Stake Holder Relations PT. RAPP

No	Day	Office Hours	Rest
1	Monday-Friday	08:00-17:00 WIB	12:00-13.30 WIB
2	Saturday	08:00-12:00 WIB	-
3	Sunday	<i>Day Off</i>	<i>Day Off</i>

Source: Processed Data 2024

Table 3.2 Schedule of Working Hours of the Employee Cooperative Office of PT. RAPP

No	Day	Office Hours	Rest
1	Monday-Friday	08:00-16:30 WIB	12:00-13.00 WIB
2	Saturday	08:00-12:00 WIB	-
3	Sunday	<i>Day Off</i>	<i>Day Off</i>

Source: Processed Data 2024

3.4 Kind and Description of the Activity

Details of the Practical Work activities completed by the author from February 12-27, 2024 at Stakeholder Relations and February 28 to May 31, 2024 at the Employee Cooperation Office (KopKar) PT RAPP, activities carried out during the practical work can be seen in the following table:

Details of the Practical Work activities that have been completed completed by the author during the first week of practical work at PT RAPP, namely from 12 to 17 February, 2024, are listed in Table 3.3 below:

Table 3.3 list Activities at Stake Holder Relations PT. RAPP

February			
Week 1			
No	Date/Time	Activities	Place
1.	Monday, February 12 th 2024	1. Participated in safety induction 2. Signing of Memorandum of Understanding (MoU)	SHR PT. RAPP
2.	Tuesday, February 13 th 2024	Visit to KCN2 (Kerinci Central No Series 2)	SHR PT. RAPP
3.	Wednesday, February 14 th 2024	<i>Day Off election day</i>	-
4.	Thursday, February 15 th 2024	1. Introductions and division of divisions in the PT RAPP PR office	SHR PT. RAPP

5.	Friday, February 16 th 2024	1. Read and understand about Stakeholder Relations	SHR PT. RAPP
6.	Saturday, February 17 th 2024	1. Listen to material about PR	SHR PT. RAPP

Source: Processed Data, 2024

Details of the Practical Work activities that have been completed completed by the author during the second week of practical work at PT RAPP, namely from 19 to 24 February, 2024 are listed in Table 3.4 below:

Table 3.4 list Activities at Stake Holder Relations PT. RAPP

February			
Week 2			
No	Date/Time	Activities	Place
1.	Monday, February 19 th 2024	Scoring proposals submitted to PR	SHR PT. RAPP
2.	Tuesday, February 20 th 2024	Scoring proposals submitted to PR	SHR PT. RAPP
3.	Wednesday, February 21 th 2024	Creating an individual internship programme	SHR PT. RAPP
4.	Thursday, February 22 th 2024	Creating an individual internship programme	SHR PT. RAPP
5.	Friday, February 23 th 2024	Creating an individual internship programme	SHR PT. RAPP
6.	Saturday, February 24 th 2024	Creating an individual internship programme	SHR PT. RAPP

Source: Processed Data, 2024

Details of the Practical Work activities completed by the author during the third week of practical work at PT RAPP, from February 26 to March 2, 2024, are listed in Table 3.5 below:

Table 3.5 list Activities at Stake Holder Relations and Employee Cooperative PT. RAPP

February-March			
Week 3			
No	Date/Time	Activities	Place
1.	Monday, February 26 th 2024	Creating an individual internship programme	SHR PT. RAPP
2.	Tuesday, February 27 th 2024	1. Participated in an invitation to a tahfidz graduation ceremony which was sponsored by PT RAPP, where I also served as a documenter. 2. Meeting with PT RAPP KopKar Employees 3. Meeting with KopKar Mart employees	SHR PT. RAPP, Traditional Center and Sedjiwa Cafee
3.	Wednesday, February 28 th 2024	1. Self-introduction at KopKar PT RAPP 2. Learn about the types of loans and credits available at Koprasi 3. Learning about the systematic filling of registration forms for loans and credits	Employee Cooperative PT. RAPP

		<ol style="list-style-type: none"> 4. Learning how to input data on members who apply for loans or credits 5. Perform services to members who want to apply for loans 6. Learning how to view kopراسi member data 	
4.	Thursday, February 29 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for a loan 2. Confirming members who become loan guarantors via WhatsApp 3. Checking the joint date of members who want to apply for a loan 4. Performed services to employees who submitted Exit Clearance letters 	Employee Cooperative PT. RAPP
5.	Friday, March 1 th 2024	<ol style="list-style-type: none"> 1. Breafing with all KopKar PT RAPP employees 2. Provide services to members who wish to apply for a loan 3. Confirming members who become loan guarantors via WhatsApp 4. Checking the joint date of members who want to apply for a loan 5. Provided service to employees who submitted exit clearance letters. 6. Provided services to members who wanted to make repayments 	Employee Cooperative PT. RAPP
6.	Saturday, March 2 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for a loan 2. Confirming members who become loan guarantors via WhatsApp 3. Inputting outstanding data 4. Performing services to members who want to make repayments 	Employee Cooperative PT. RAPP

Source: Processed Data, 2024

Details of the Practical Work activities that have been completed completed by the author during the second week of practical work at PT RAPP, namely from 4 to 9 March, 2024 are listed in Table 3.6 below:

Table 3.6 List Activities at Employee Cooperative (KopKar) PT. RAPP

March			
Week 4			
No	Date/Time	Activities	Place
1.	Monday, March 4 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for a loan 2. Confirming members who become loan guarantors via WhatsApp 3. Checking the member's joint date 4. Checking members who want to become loan guarantors 5. Performing services to members who want to make repayments 	Employee Cooperative PT. RAPP
2.	Tuesday, March 5 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for a loan 2. Provide services to members who want to make repayments 	Employee Cooperative PT. RAPP

		3. Confirming members who become loan guarantors via WhatsApp	
3.	Wednesday, March 6 th 2024	1. Provide services to members who want to apply for a loan 2. Confirming members who become loan guarantors via WhatsApp 3. Checking the member's joint date 4. Checking the joint date of members who want to become loan guarantors 5. Eating together with employees in order to welcome the month of Ramadan.	Employee Cooperative PT. RAPP
4.	Thursday, March 7 th 2024	1. Provide services to members who want to apply for a loan 2. Inputting outstanding data 3. Confirming loan guarantors	Employee Cooperative PT. RAPP
5.	Friday, March 8 th 2024	1. Briefing with all KopKar PT RAPP employees 2. Provide services to members who wish to apply for a loan 3. Confirming members who become loan guarantors via WhatsApp 4. Checking the joint date of members who want to apply for a loan	Employee Cooperative PT. RAPP
6.	Saturday, March 9 th 2024	1. Inputting outstanding data 2. Confirm the loan guarantor	Employee Cooperative PT. RAPP

Source: Processed Data, 2024

Details of the Practical Work activities that have been completed completed by the author during the second week of practical work at PT RAPP, namely from 11 to 16 March, 2024 are listed in Table 3.7 below:

Table 3.7 List Activities at Employee Cooperative (KopKar) PT. RAPP

March			
Week 5			
No	Date/Time	Activities	Place
1.	Monday, March 11 th 2024	<i>Holy Day of Silence</i>	-
2.	Tuesday, March 12 th 2024	1. Confirm the loan guarantor 1. Compile files of fund borrowers according to the data 2. Provide service to members who want to apply for a loan 3. Perform services to members who wish to apply for consumer loans	Employee Cooperative PT. RAPP
3.	Wednesday, March 13 th 2024	1. Provide services to members who want to apply for a loan 2. Inputting outstanding data 3. Confirming loan guarantors	Employee Cooperative PT. RAPP
4.	Thursday, March 14 th 2024	1. Confirm the loan guarantor 2. Provide services to members who want to apply for a loan 3. Inputting outstanding data	Employee Cooperative PT. RAPP

		4. Perform services to members who want to take Loan schedule	
5.	Friday, March 15 th 2024	<ol style="list-style-type: none"> 1. Briefing with all KopKar PT RAPP employees 2. Provide services to members who wish to apply for a loan 3. Confirming members who become loan guarantors via WhatsApp 4. Checking the joint date of members who want to apply for a loan 5. Providing services to members who wish to apply for credit shopping 	Employee Cooperative PT. RAPP
6.	Saturday, March 16 th 2024	<ol style="list-style-type: none"> 1. Confirm the loan guarantor 2. Compile a load schedule file of fund borrowers according to the data 3. Perform services to members who want to apply for a loan 	Employee Cooperative PT. RAPP

Source: Processed Data, 2024

Details of the Practical Work activities that have been completed completed by the author during the second week of practical work at PT RAPP, namely from 18 to 23 March, 2024 are listed in Table 3.8 below:

Table 3.8 List Activities at Employee Cooperative (KopKar) PT. RAPP

March			
Week 6			
No	Date/Time	Activities	Place
1.	Monday, March 18 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for a loan 2. Confirming members who become loan guarantors via WhatsApp 3. Checking the joint date of members who want to apply for a loan 4. Performed services to employees who entered Exit Clearance letters 5. Inputting outstanding data 	Employee Cooperative PT. RAPP
2.	Tuesday, March 19 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for a loan 2. Confirming members who become loan guarantors via WhatsApp 3. Checking the joint date of members who want to apply for a loan 4. Performed services to employees who entered the Exit Clearance letter 5. Inputting outstanding data, namely data on member forms who want to apply for a loan 	Employee Cooperative PT. RAPP
3.	Wednesday, March 20 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for a loan 2. Confirming members who become loan guarantors via WhatsApp 3. Performed services to employees who entered the Exit Clearance letter 4. Inputting outstanding data 	Employee Cooperative PT. RAPP

4.	Thursday, March 21 th 2024	<ol style="list-style-type: none"> 1. Service to USP PT RAPP customers 2. Receive incoming loan form and check guarantor data 3. Confirm guarantor via whatsapp 4. Checking and filling out employee clearance 5. Inputting member credit shopping data at KopKar Mart 6. Searching for loan forms whose borrowers ran away / without news in the warehouse 	Employee Cooperative PT. RAPP
5.	Friday, March 22 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for a loan 2. Receive incoming loan forms and check data guarantor 3. Provide services to members who want to apply for credit shopping at KopKar Mart 4. Inputting outstanding data 5. Posting brochures on the types of fund and non-fund deposits on KopKar PT RAPP's social media channels 	Employee Cooperative PT. RAPP
6.	Saturday, March 23 th 2024	<ol style="list-style-type: none"> 1. Service to USP customers PT RAPP 2. Document felling 3. Checking and filling in employee clearance 4. Receiving incoming loan applications and checking guarantor data 5. Guarantor confirmation via whatsapp 	Employee Cooperative PT. RAPP

Source: *Processed Data, 2024*

Details of the Practical Work activities that have been completed completed by the author during the second week of practical work at PT RAPP, namely from 25 to 30 March, 2024 are listed in Table 3.9 below:

Table 3.9 List Activities at Employee Cooperative (KopKar) PT. RAPP

March			
Week 7			
No	Date/Time	Activities	Place
1.	Monday, March 25 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for loans 2. Performing services to members who check the remaining existing debt 3. Promote various types of savings to members and assist members with enrollment. 4. Delivering files to the accountant's room 	Employee Cooperative PT. RAPP
2.	Tuesday, March 26 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for loans 2. Checking the data of members who want to apply for a loan 3. Compiling loan forms that are running out 4. Inputting data on members who apply for loans 	Employee Cooperative PT. RAPP
3.	Wednesday, March 27 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for loans 2. Checking the data of members who want to apply for a loan 3. Confirming to the loan guarantor via WhatsApp 	Employee Cooperative PT. RAPP

		4. Inputting data on recalled members 5. Sorting member forms that have paid off and have not paid off	
4.	Thursday, March 28 th 2024	1. Provide services to members who want to apply for a loan 2. Confirming members who become loan guarantors via WhatsApp 3. Checking the joint date of members who want to apply for a loan 4. Assisted the accountant in writing postal orders for several transactions in March. 5. Went to Mandiri Bank to make transactions	Employee Cooperative PT. RAPP
5.	Friday, March 29 th 2024	<i>Day off commemorating isa al masih day</i>	-
6.	Saturday, March 30 th 2024	1. Provide services to employees who submit Exit Clearance letters. 2. Perform services to members who want to apply for loans 3. Checking the data of members who want to apply for a loan	Employee Cooperative PT. RAPP

Source: Processed Data, 2024

Details of the Practical Work activities that have been completed completed by the author during the second week of practical work at PT RAPP, namely from 1 to 6 April, 2024 are listed in Table 3.10 below:

Table 3.10 List Activities at Employee Cooperative (KopKar) PT. RAPP

April			
Week 8			
No	Date/Time	Activities	Place
1.	Monday, April 1 th 2024	1. Confirming members who are loan guarantors via WhatsApp 2. Checking the joint date of members who want to apply for a loan 3. Checking and filling out employee clearance 4. Perform services to members who want to apply for a loan 5. Performing services to members who want to make repayments	Employee Cooperative PT. RAPP
2.	Tuesday, April 2 th 2024	1. Provide services to members who want to apply for loans 2. Confirming members who become loan guarantors via WhatsApp 3. Checking the joint date of members who want to apply for a loan 4. Checking and filling out employee clearance 5. Performing services to members who want to make repayments	Employee Cooperative PT. RAPP
3.	Wednesday, April 3 th 2024	1. Provide services to members who want to apply for loans 2. Checking the data of members who want to apply for a loan 3. Checking and filling clearance employee	Employee Cooperative PT. RAPP

		4. Promoting various types of savings, loans and also distributing S'jiwa Caffee Banners	
4.	Thursday, April 4 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for a loan 2. Checking member data 3. Inputting outstanding data 4. Checking and filling in employee clearance 5. Assisted the accountant in finding some transaction files in the warehouse 6. Assisting the accountant in photocopying some transaction files 	Employee Cooperative PT. RAPP
5.	Friday, April 5 th 2024	<ol style="list-style-type: none"> 1. Reciting the Koran together and listening to a kultum with all KopKar PT RAPP employees. 2. Providing services to members who wish to apply for a loan 3. Checking member data 4. Inputting outstanding data 5. Provided services to employees who submitted Exit Clearance letters. 6. Assisted the accountant in finding some transaction files in the warehouse 7. Assisting the accountant in photocopying some transaction files 	Employee Cooperative PT. RAPP
6.	Saturday, April 6 th 2024	Eid Holiday	-

Source: Processed Data, 2024

Details of the Practical Work activities that have been completed completed by the author during the second week of practical work at PT RAPP, namely from 8 to 13 April, 2024 are listed in Table 3.11 below:

Table 3.11 List Activities at KopKar PT. RAPP

April			
Week 9			
No	Date/Time	Activities	Place
1.	Monday, April 8th 2024	Eid Holiday	-
2.	Tuesday, April 9th 2024	Eid Holiday	-
3.	Wednesday, April 10th 2024	Eid Holiday	-
4.	Thursday, April 11th 2024	Eid Holiday	-
5.	Friday, April 12th 2024	Eid Holiday	-
6.	Saturday, April 13th 2024	Eid Holiday	-

Source: Processed Data, 2024

Details of the Practical Work activities that have been completed completed by the author during the second week of practical work at PT RAPP, namely from 15 to 20 April, 2024 are listed in Table 3.12 below:

Table 3.12 List Activities at Employee Cooperative (KopKar) PT. RAPP

April			
Week 10			
No	Date/Time	Activities	Place
1.	Monday, April 15 th 2024	Eid Holiday	-

2.	Tuesday, April 16 th 2024	Eid Holiday	-
3.	Wednesday, April 17 th 2024	Eid Holiday	-
4.	Thursday, April 18 th 2024	Eid Holiday	-
5.	Friday, April 19 th 2024	Eid Holiday	-
6.	Saturday, April 20 th 2024	Eid Holiday	-

Source: Processed Data, 2024

Details of the Practical Work activities that have been completed completed by the author during the second week of practical work at PT RAPP, namely from 22 to 27 April, 2024 are listed in Table 3.13 below:

Table 3.13 List Activities at Employee Cooperative (KopKar) PT. RAPP

April			
Week 11			
No	Date/Time	Activities	Place
1.	Monday, April 22 th 2024	1. Provide services to members who want to apply for a loan 2. Inputting outstanding data 3. Confirming loan guarantors	Employee Cooperative PT. RAPP
2.	Tuesday, April 23 th 2024	sick leave	-
3.	Wednesday, April 24 th 2024	1. Provide services to members who want to apply for a loan 2. Inputting outstanding data 3. Confirming loan guarantors 4. Performing services to employees who submit Exit Clearance letters 5. Promoting various types of savings and loans	Employee Cooperative PT. RAPP
4.	Thursday, April 25 th 2024	1. Provide services to members who want to apply for a loan 2. Inputting outstanding data 3. Confirming loan guarantors 4. Performing services to employees who submit Exit Clearance letters	Employee Cooperative PT. RAPP
5.	Friday, April 26 th 2024	1. Breafing with all KopKar PT RAPP employees 2. Provide services to members who wish to apply for a loan 3. Confirming members who become loan guarantors via WhatsApp 4. Checking the joint date of members who want to apply for a loan 5. Serving employees who submitted Exit Clearance letters	Employee Cooperative PT. RAPP
6.	Saturday, April 27 th 2024	1. Provide services to members who want to apply for loans 2. Checking the joint date of members 3. Confirming the member's loan guarantor via whatsapp 4. Performing services to employees who submit Exit Clearance letters 5. Promoting various types of savings, loans and also Umrah packages	Employee Cooperative PT. RAPP

Source: Processed Data, 2024

Details of the Practical Work activities that have been completed completed by the author during the second week of practical work at PT RAPP, namely from 29 April to 4 Mei, 2024 are listed in Table 3.14 below:

Table 3.14 List Activities at Employee Cooperative (KopKar) PT. RAPP

April-Mei			
Week 12			
No	Date/Time	Activities	Place
1.	Monday, April 29 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for loans 2. Checking member data for loan application requirements 3. Provide services to members who want to apply for motorcycle loans 4. Confirming loan guarantors via WhatsApp 	Employee Cooperative PT. RAPP
2.	Tuesday, April 30 th 2024	Take a visit to Riau University	Universitas Riau
3.	Wednesday, Mei 1 th 2024	International Worker's Day	-
4.	Thursday, Mei 2 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for loans 2. Performing services to members who want to resain 3. Perform services to members who want to repay 4. Inputting outstanding data 5. Checking account numbers 6. Searching for borrower forms in the warehouse 7. Confirming loan guarantors via WhatsApp 	Employee Cooperative PT. RAPP
5.	Friday, Mei 3 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for loans 2. Performing services to members who want to resain 3. Performing services to members who want to repay 4. Inputting outstanding data 5. Checking the account number 6. Confirming the loan guarantor via WhatsApp 	Employee Cooperative PT. RAPP
6.	Saturday, Mei 4 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for loans 2. Performing services to members who want to resain 3. Performing services to members who want to repay 4. Inputting outstanding data 5. Checking account numbers 6. Confirming the loan guarantor via WhatsApp 	Employee Cooperative PT. RAPP

Source: Processed Data, 2024

Details of the Practical Work activities that have been completed completed by the author during the second week of practical work at PT RAPP, namely from 6 to 11 Mei, 2024 are listed in Table 3.15 below:

Table 3.15 List Activities at Employee Cooperative (KopKar) PT. RAPP

Mei			
Week 13			
No	Date/Time	Activities	Place
1.	Monday, Mei 6 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for loans 2. Confirming loan guarantors via Whatsapp 	Employee Cooperative PT. RAPP
2.	Tuesday, Mei 7 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for loans 2. Checking the joint date of members 3. Confirming the member's loan guarantor via whatsapp 4. Performing services to employees who submit Exit Clearance letters 5. Inputting outstanding data 6. Promoting various types of savings, loans and also Umrah packages 	Employee Cooperative PT. RAPP
3.	Wednesday, Mei 8 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for a loan 2. Inputting outstanding data 3. Confirming loan guarantors 2. Provide service to employees who submit Exit Clearance letters. 3. Promoting various types of savings and loans 4. Inputting outstanding data 5. Assisted the accountant in filling cash mutations 	Employee Cooperative PT. RAPP
4.	Thursday, Mei 9 th 2024	Ascension Day of Jesus Christ	-
5.	Friday, Mei 10 th 2024	<ol style="list-style-type: none"> 1. Breafing with all KopKar PT RAPP employees 2. Provide services to members who wish to apply for loans 3. Provide services to members who want to recycle 4. Provide services to members who want to repay 5. Inputting outstanding data 6. Checking the account number 7. Confirming the loan guarantor via WhatsApp 	Employee Cooperative PT. RAPP
6.	Saturday, Mei 11 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for loans 2. Confirming members who become loan guarantors via WhatsApp 3. Checking the joint date of members who want to apply for a loan 4. Performed services for employees who submitted Exit Clearance letters 	Employee Cooperative PT. RAPP

Source: Processed Data, 2024

Details of the Practical Work activities that have been completed completed by the author during the second week of practical work at PT RAPP, namely from 3 to 18 Mei, 2024 are listed in Table 3.16 below:

Table 3.16 List Activities at Employee Cooperative (KopKar) PT. RAPP

Mei			
Week 14			
No	Date/Time	Activities	Place
1.	Monday, Mei 13 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for loans 2. Confirming members who become loan guarantors via WhatsApp 3. Checking the joint date of members who want to apply for a loan 4. Performed services for employees who submitted Exit Clearance letters. 5. Assisted General Affairs in typing letters and scanning files 	Employee Cooperative PT. RAPP
2.	Tuesday, Mei 14 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for loans 2. Confirming members who become loan guarantors via WhatsApp 3. Checking the joint date of members who want to apply for a loan 4. Performed services to employees who submitted Exit Clearance letters 5. Inputting outstanding data 6. Photocopying RAK files and invitations 	Employee Cooperative PT. RAPP
3.	Wednesday, Mei 15 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for loans 2. Confirming members who become loan guarantors via WhatsApp 3. Checking the joint date of members who want to apply for a loan 4. Performed services for employees who submitted Exit Clearance letters. 5. Inputting outstanding data 6. Preparing souvenirs for the Annual Member Meeting. 7. Posting what types of savings and loans are available at KopKar on Instagram and WhatsApp Story 	Employee Cooperative PT. RAPP
4.	Thursday, Mei 16 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for loans 2. Confirming members who become loan guarantors via WhatsApp 3. Checking the joint date of members who want to apply for a loan 4. Writing the phone number of the office admin on the brochure. 5. Preparation of consumption expenditure requirement form 6. Formulation of requirements for borrowing funds 7. Provided service to employees who submitted Exit Clearance letters 8. Inputting outstanding data 	Employee Cooperative PT. RAPP

5.	Friday, Mei 17 th 2024	<ol style="list-style-type: none"> 1. Breafing with all KopKar PT RAPP employees 2. Provide services to members who wish to apply for loans 3. Provide services to members who want to recycle 4. Provide services to members who want to repay 5. Inputting outstanding data 6. Assist accounting deposit to independent bank 7. Assist accounting deposit to BRI bank 8. Confirming the loan guarantor through WhatsApp 9. Assist in preparing souvenirs for the Annual Member Meeting 10. Participate in the dress rehearsal at the hotel where the Annual Member Meeting will be held 	Employee Cooperative PT. RAPP
6.	Saturday, Mei 18 th 2024	Take part in the success of the Annual Member Meeting activities	Hotel Unigraha

Source: Processed Data, 2024

Details of the Practical Work activities that have been completed completed by the author during the second week of practical work at PT RAPP, namely from 20 to 25 Mei, 2024 are listed in Table 3.17 below:

Table 3.17 List Activities at Employee Cooperative (KopKar) PT. RAPP

Mei			
Week 15			
No	Date/Time	Activities	Place
1.	Monday, Mei 20 th 2024	sick	-
2.	Tuesday, Mei 21 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for loans 2. Performing services to members who want to resain 3. Inputting outstanding data 4. Confirming the loan guarantor via WhatsApp 5. Assist the general department to make a letter 	Employee Cooperative PT. RAPP
3.	Wednesday, Mei 22 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for loans 2. Confirming members who become loan guarantors via WhatsApp 3. Checking the joint date of members who want to apply for a loan 4. Performed services for employees who submitted Exit Clearance letters. 5. Inputting outstanding data 6. Posting what types of savings and loans are available at KopKar on Instagram Story and WhatsApp 	Employee Cooperative PT. RAPP
4.	Thursday, Mei 23 th 2024	Vesak Day	-
5.	Friday, Mei 24 th 2024	<ol style="list-style-type: none"> 1. Breafing with all KopKar PT RAPP employees 2. Provide services to members who wish to apply for loans 	Employee Cooperative PT. RAPP

		<ol style="list-style-type: none"> 3. Confirming members who become loan guarantors via WhatsApp 4. Checking the joint date of members who want to apply for a loan 5. Performed services for employees who submitted Exit Clearance letters. 6. Inputting outstanding data 7. Preparing the loan application form 8. Posting what types of savings and loans are available at KopKar on Instagram Story and WhatsApp 9. Becoming a WhatsApp admin, namely answering questions that enter Kopkar's Whatsapp. 	
6.	Saturday, Mei 25 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for loans 2. Confirming members who become loan guarantors via WhatsApp 3. Checking the joint date of members who want to apply for a loan 4. Performed services to employees who submitted Exit Clearance letters 5. Inputting outstanding data 6. Inputting data of members who resigned 	Employee Cooperative PT. RAPP

Source: Processed Data, 2024

Details of the Practical Work activities that have been completed completed by the author during the second week of practical work at PT RAPP, namely from 27 Mei to 1 June, 2024 are listed in Table 3.18 below:

Table 3.18 List Activities at Employee Cooperative (KopKar) PT. RAPP

Mei - June			
Week 16			
No	Date/Time	Activities	Place
1.	Monday, Mei 27 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for loans 2. Confirming members who become loan guarantors via WhatsApp 3. Checking the joint date of members who want to apply for a loan 4. Performed services to employees who submitted Exit Clearance letters 5. Inputting outstanding data 6. Inputting data of members who resigned 	Employee Cooperative PT. RAPP
2.	Tuesday, Mei 28 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for loans 2. Confirming members who become loan guarantors via WhatsApp 3. Checking the joint date of members who want to apply for a loan 4. Performed services to employees who submitted Exit Clearance letters 	Employee Cooperative PT. RAPP

		<ul style="list-style-type: none"> 5. Assisted the general department in making consumable Pos 6. Assisted the general department in organizing letters in bantex ordner 	
3.	Wednesday, Mei 29 th 2024	<ul style="list-style-type: none"> 1. Provide services to members who want to apply for loans 2. Confirming members who become loan guarantors via WhatsApp 3. Checking the joint date of members who want to apply for a loan 4. Performed services to employees who submitted Exit Clearance letters 5. Assisted the general department in making consumable Pos 6. Posting what types of savings and loans are available at KopKar on Instagram Story and WhatsApp. Becoming a WhatsApp admin, namely answering questions that enter Kopkar's Whatsapp. 	Employee Cooperative PT. RAPP
4.	Thursday, Mei 30 th 2024	<ul style="list-style-type: none"> 1. Provide services to members who want to apply for loans 2. Confirming members who become loan guarantors via WhatsApp 3. Checking the joint date of members who want to apply for a loan 4. Performed services to employees who submitted Exit Clearance letters 5. Assisted the general department in making consumable Pos 6. Posting what types of savings and loans are available at KopKar on Instagram Story and WhatsApp. 7. Becoming a WhatsApp admin, namely answering questions that enter Kopkar's Whatsapp. 	Employee Cooperative PT. RAPP
5.	Friday, Mei 31 th 2024	<ul style="list-style-type: none"> 1. Breafing with all KopKar PT RAPP employees 2. Provide services to members who want to apply for loans 3. Confirming members who become loan guarantors via WhatsApp 4. Checking the joint date of members who want to apply for a loan 5. Performed services to employees who submitted Exit Clearance letters 6. Assisted the general department in making consumable Pos 7. Posting what types of savings and loans are available at KopKar on Instagram Story and WhatsApp. 8. Becoming a WhatsApp admin, namely answering questions that enter Kopkar's Whatsapp. 9. Helping the general department edit the cooperation agreement letter 10. Helping to find member loan form files 	Employee Cooperative PT. RAPP

		11. Assisted accounting in organizing disbursement files for February and March into bantex order.	
6.	Saturday, June 1 th 2024	Happy Pancasila Day	-

Source: Processed Data, 2024

Details of the Practical Work activities that have been completed completed by the author during the second week of practical work at PT RAPP, namely from 3 to 8 June, 2024 are listed in Table 3.19 below:

Table 3.19 List Activities at Employee Cooperative (KopKar) PT. RAPP

June			
Week 17			
No	Date/Time	Activities	Place
1.	Monday, June 3 th 2024	<ol style="list-style-type: none"> 1. Present the practical work report. 2. Perform services to members. 3. Developing fund and non-fund loan forms. 4. Confirming the guarantor. 5. Performed services to employees who submitted Exit Clearance letters. 6. Assisted the general department in making consumable Pos. 7. Posting what types of savings and loans are available at KopKar on Instagram Story and WhatsApp. 8. Becoming a WhatsApp admin, namely answering questions that enter Kopkar's Whatsapp. 	Employee Cooperative PT. RAPP
2.	Tuesday, June 4 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for loans 2. Confirming members who become loan guarantors via WhatsApp 3. Checking the joint date of members who want to apply for a loan 4. Performed services to employees who submitted Exit Clearance letters 5. Assisted the general department in making consumable Pos 6. Posting what types of savings and loans are available at KopKar on Instagram Story and WhatsApp. 7. Becoming a WhatsApp admin, namely answering questions that enter Kopkar's Whatsapp. 8. Helping to find member loan form files. 	Employee Cooperative PT. RAPP
3.	Wednesday, June 5 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for loans 2. Assisted the general department in making consumable Pos 3. Helping to find member loan form files. 4. Accompany guests to visit RGE 	Employee Cooperative PT. RAPP and RGE

4.	Thursday, June 6 th 2024	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for loans 2. Confirming members who become loan guarantors via WhatsApp 3. Checking the joint date of members who want to apply for a loan 4. Performed services to employees who submitted Exit Clearance letters 5. Assisted the general department in making consumable Pos 6. Posting what types of savings and loans are available at KopKar on Instagram Story and WhatsApp. 7. Becoming a WhatsApp admin, namely answering questions that enter Kopkar's Whatsapp. 8. Helping to find member loan form files. 	Employee Cooperative PT. RAPP
5.	Friday, June 7 th 2024	<ol style="list-style-type: none"> 1. Breafing with all KopKar PT RAPP employees. 2. Farewell with all KopKar PT RAPP employees. 3. Handover of mementos from the Practical Work students to the PT RAPP Kopkar Office. 4. Taking care of the Mess's outgoing mail. 	Employee Cooperative PT. RAPP
6.	Saturday, June 8 th 2024	<ol style="list-style-type: none"> 1. Deliver certificates and documents to be signed and stamped. 	SHR PT. RAPP

Source: Processed Data, 2024

Details of the Practical Work activities that have been completed completed by the author during the second week of practical work at PT RAPP, namely from 10 to 12 June, 2024 are listed in Table 3.20 below:

Table 3.20 List Activities at PT. RAPP

June			
Week 18			
No	Date/Time	Activities	Place
1.	Monday, June 10 th 2024	Handover of mementos from the Practical Work students to the SHR PT RAPP office.	SHR PT. RAPP
2.	Tuesday, June 11 th 2024	Have completed the internship	-
3.	Wednesday, June 12 th 2024	Have completed the internship	-

Source: Processed Data, 2024

3.5 Obstacle and Solution

3.5.1 Obstacle

Some of the obstacles encountered during the practical work process are as follows:

1. **Internal Policy Changes** The possibility of internal policy changes in cooperatives can be an obstacle, especially if the author has to adjust to new rules or changes in work procedures.
2. **Difficulties in Interdepartmental Coordination** The existence of difficulties in coordination between departments or units in cooperatives can be an obstacle, especially if the information needed by the author related to his work must involve more than one division.
3. **Complaints from Employees** There are complaints from high grade members regarding terms and conditions when applying for loans and members who resign who complain about the amount of deposits that are considered not in accordance with the year they joined the cooperative.

3.5.2 Solution

Based on the constraints above, the solutions that can be found during the practical work process are as follows:

1. Communicate policy changes clearly to all members and provide training if needed. As much as possible facilitate the process of adaptation of members to these changes. The cooperative work environment may be different from the academic environment. So it is required to have the ability to adapt to the dynamics of the company and work team.
2. Implement an effective internal communication system. Provide regular forums or meetings to improve coordination and understanding between departments.
3. Increase transparency regarding loan terms and conditions. Evaluate the amount of member deposits and make sure that the calculation system complies with the cooperative's regulations. Provide an effective communication channel to handle complaints and provide feedback.

CHAPTER IV

CONCLUSION AND SUGESTION

4.1 Conclusion

Based on the explanation in the previous chapter, the authors draw conclusions in several ways, namely as follows:

1. The author was assigned to two units at PT. Riau Andalan Pulp and Paper, namely in the business development unit at Employee Cooperative (KopKar) PT RAPP. During his assignment, the author was taught as a customer service, how to collect data, how to be professional in the office, and taught how to work quickly and swiftly.
2. In carrying out this internship, the author conducts practical work at PT. Riau Andalan Pulp and Paper which lasts for 4 (four) months starting from February 12, 2024 to June 5, 2024. The activities carried out by the author during practical work are in the Business Development Unit of Employee Cooperative (KopKar) PT RAPP and UnitCampus Relations, Department of Stakeholder Relations (SHR).
3. Various theories and practices that have been learned, such as archiving, computer applications, are very relevant and applied directly in Practical Work (KP) activities. Practical Work (KP) is an important step in the learning process to provide a direct understanding of the world of work. Every student at the Bengkalis State Polytechnic has the obligation to undergo Practical Work (KP), with the aim of implementing the knowledge they have learned into the world of work. Practical Work (KP) includes understanding the theories and concepts of science that are applied in accordance with the profession of the field of study.
4. During the practical work process in cooperatives, obstacles include internal policy changes, interdepartmental coordination difficulties, and employee complaints. Clear communication and training are essential to facilitate adaptation to new rules and procedures. Adapting to the company's dynamics

and implementing effective internal communication systems can help. Additionally, addressing employee complaints about loan terms and conditions, evaluating member deposits, and providing effective communication channels can help resolve these issues.

4.2 Sugesstion

The author provides several suggestions for various parties, namely for the author himself, for students who will do practical work in the next period, for companies and for the Bengkalis State Polytechnic.

1. The Author

Provides several suggestions for various parties, namely for the author himself, for students who will do practical work in the next period, for companies and for the Bengkalis State Polytechnic.

2. Students

Provides suggestions that may be useful for students who will carry out practical work in the next period, namely prioritizing occupational safety and health, making the best use of time, doing work according to ability and also in accordance with the instructions for the internship place, thinking before taking action, always being patient. and obedient, must learn to manage all assigned tasks and have initiatives to evaluate systems and procedures for apprenticeship implementation. And finally, the most important thing is to do your best during this internship, because this opportunity can only be obtained once. Good performance in the implementation of practical work also has a positive impact, especially for students, campuses, and companies.

3. Company

After the author carried out internship activities at PT Riau Andalan Pulp and Paper. There are several suggestions for a better company, namely when the company gives assignments that have great responsibility and high risk to practical work students to be supervised, guided and taught in accordance with the field of practical work placed.

4. Polytechnic State of Bengkalis

Suggestions for the Bengkalis State Polytechnic campus so that the implementation of this internship can be used as an evaluation and provide provision for students who will carry out practical work activities before carrying out practical work in accordance with the field or course material related to the system. and procedures in the company where the work is performed.

REFERENCES

- Aprilasia.com. 2020. About April. Accessed on April 23 2023:
<https://april2030.aprilasia.com/about-april/>
- Aprilasia.com. 2020. Sustainability Rep-ort 2022. Accessed on April 23 2023:
<https://www.aprilasia.com/en/sustainability/sustainability-report>
- Rgei.com. 2023. Bisnis Kami. Accessed on April 23 2023:
<https://www.rgei.com/id/bisnis-kami/april>

Appendix 1. Figures of Apprenticeship







Appendix 2. Apprenticeship Request Letter



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
RISET, DAN TEKNOLOGI
POLITEKNIK NEGERI BENGKALIS

Jalan Bathin Alam, Sungai Alam, Bengkalis, Riau 28711
Telepon: (+62766) 24566, Fax: (+62766) 800 1000
Laman: <http://www.polbeng.ac.id>, E-mail: polbeng@polbeng.ac.id

Nomor : 476/PL31/TU/2024
Hal : Permohonan Kerja Praktek (KP)

06 Februari 2024

Yth. Pimpinan PT. Riau Andalan Pulp and Paper
Jl. Lintas Timur, Pangkalan Kerinci, Kab. Pelalawan, Riau 28300
di Pelalawan


Dengan hormat,

Sehubungan akan dilaksanakannya Kerja Praktek untuk mahasiswa Politeknik Negeri Bengkalis yang bertujuan untuk meningkatkan pengetahuan & keterampilan mahasiswa melalui keterlibatan secara langsung dalam berbagai kegiatan di Perusahaan, maka kami mengharapkan kesediaan dan kerjasamanya untuk dapat menerima mahasiswa kami guna melaksanakan Kerja Praktek di PT. Riau Andalan Pulp and Paper yang Bapak/Ibu pimpin. Pelaksanaan Kerja Praktek mahasiswa Politeknik Negeri Bengkalis akan dimulai pada bulan 12 Februari s/d 12 Juni 2024, adapun nama mahasiswa sebagai berikut:

No	Nama	Nim	Prodi
1.	Rasina	5404201257	D4 Administrasi Bisnis Internasional
2.	Nurul Fajar	5404201258	D4 Administrasi Bisnis Internasional
3.	Melisa	5404201269	D4 Administrasi Bisnis Internasional

Kami sangat mengharapkan informasi lebih lanjut dari Bapak/Ibu melalui balasan surat atau menghubungi contact person dalam waktu dekat.

Demikian permohonan ini disampaikan, atas perhatian dan kerjasamanya kami ucapkan terima kasih.

An. Direktur,
Wakil Direktur I

Armada, ST., MT
NIP.197906172014041001

Contact Person:
M. Alkadri Perdana, B.IT., M.Sc (0812 7648 4321)

Appendix 3. Statement Letter

Internal



PT Riau Andalan Pulp and Paper
Jakarta Office
Jalan Teluk Betung No. 31
Jakarta 10230, Indonesia
Tel. : +62 21 3193 0134 Fax. : +62 21 3144 604

Mill Office:
Jalan Lintas Timur, Pangkalan Kerinci
Kabupaten Pelalawan
Riau 28300, Indonesia
Tel. : +62 761 491 000 Fax. : +62 761 491 845

www.aprilasia.com
www.paperone.com

Nomor : 35 /VI/IIIICR/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	Rasina	5404201257	D4 – Administrasi Bisnis Internasional
2	Melisa	5404201269	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 12 Februari 2024 s/d 12 Juni 2024. Demikian Surat keterangan ini dibuat untuk dapat dipergunakan sebagaimana mestinya.

Pangkalan Kerinci, Juni 2024

Tengku Kespandiar, ST., MM
Campus Relation Manager

Appendix 4. Apprenticeship Assessment Sheet

EVALUATION RESULTS FROM APPRENTICESHIP COMPANY APPRAISAL

PT Riau Andalan Pulp and Paper (PT.RAPP)

Koperasi Karyawan (KopKar)

Rukan, Jl. Lintas Timur, Pangkalan Kerinci Kota,

Kec. Pangkalan Kerinci, Kabupaten Pelalawan, Riau 28654

Name : Melisa
NIM : 5404201269
Study Program : D-IV International Business Administration
College : State Polytechnic of Bengkalis

No.	Assessment Aspect	Percentage	Score
1.	Discipline	20%	95
2.	Responsibility	25%	90
3.	Self-adjustment	10%	90
4.	Work Result	30%	85
5.	General behavior	15%	90
	Total Score (1+2+3+4+5)	100%	

Keterangan :


Score	Criteria
81 – 100	: Special
71 – 80	: Excellent
66 – 70	: Good
61 – 65	: Good enough
56 – 60	: Fair

Catatan :

Sangat disiplin, mohon ditingkatkan respon yang lebih fokus, tanggap dalam menerima informasi, pada dunia kerja. hasil kerja cukup baik, hanya perlu ketelitian lagi dan tingkatkan pengetahuan terkait dunia kerja.
Success for you!

Pangkalan Kerinci, June 05th, 2024

Mentor


(nada cindy s)

Appendix 5. Apprenticeship Certificate


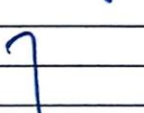

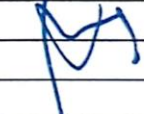
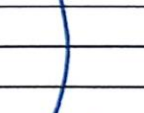



Appendix 6. List of Attendance

LIST OF ATTENDENCE

KOPKAR PT. RIAU ANDALAN PULP AND PAPER (RAPP)

Nama : Melisa
 NIM : 5404201269
 Department : SHR & KOPKAR

No.	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Monday, 12 February 2024	08.00	12.00	13.30	17.00	
2	Tuesday, 13 February 2024	08.00	12.00	13.30	17.00	
3	Wednesday, 14 February 2024	Holiday (Pemilu)				
4	Thursday, 15 February 2024	08.00	12.00	13.30	17.00	
5	Friday, 16 February 2024	08.00	12.00	13.30	17.00	
6	Saturday, 17 February 2024	08.00	12.00	13.30	17.00	
7	Monday, 19 February 2024	08.00	12.00	13.30	17.00	
8	Tuesday, 20 February 2024	08.00	12.00	13.30	17.00	
9	Wednesday, 21 February 2024	08.00	12.00	13.30	17.00	
10	Thursday, 22 February 2024	08.00	12.00	13.30	17.00	
11	Friday, 23 February 2024	08.00	12.00	13.30	17.00	
12	Saturday, 24 February 2024	08.00	12.00	13.30	17.00	
13	Monday, 26 February 2024	08.00	12.00	13.30	17.00	
14	Tuesday, 27 February 2024	08.00	12.00	13.30	17.00	
15	Wednesday, 28 February 2024	08.00	12.00	13.00	16.30	
16	Thursday, 29 February 2024	08.00	13.00	14.00	16.30	

Pelalawan, February 2024
 Mentor



Tengku Kespandiar. ST., M.M

LIST OF ATTENDENCE
KOPKAR PT. RIAU ANDALAN PULP AND PAPER (RAPP)

Nama : Melisa
NIM : 5404201269
Department : KOPKAR

No.	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Friday, 01 March 2024	08.00	13.00	14.00	16.30	<i>Melisa</i>
2	Saturday, 02 March 2024	08.00	12.00	13.00	16.30	<i>Melisa</i>
4	Monday, 04 March 2024	08.00	13.00	14.00	16.30	<i>Melisa</i>
5	Tuesday, 05 March 2024	08.00	12.00	13.00	16.30	<i>Melisa</i>
6	Wednesday, 06 March 2024	08.00	13.00	14.00	16.30	<i>Melisa</i>
7	Thursday, 07 March 2024	08.00	13.00	14.00	16.30	<i>Melisa</i>
8	Friday, 08 March 2024	08.00	12.00	13.00	16.30	<i>Melisa</i>
9	Saturday, 09 March 2024	08.00	13.00	14.00	16.30	<i>Melisa</i>
11	Monday, 11 March 2024	National Holiday (Seclusion Day)				<i>Melisa</i>
12	Tuesday, 12 March 2024	08.00	12.00	13.00	16.30	<i>Melisa</i>
13	Wednesday, 13 March 2024	08.00	13.00	14.00	16.30	<i>Melisa</i>
14	Thursday, 14 March 2024	08.00	12.00	13.00	16.30	<i>Melisa</i>
15	Friday, 15 March 2024	08.00	13.00	14.00	16.30	<i>Melisa</i>
16	Saturday, 16 March 2024	08.00	12.00	13.00	16.30	<i>Melisa</i>
18	Monday, 18 March 2024	08.00	13.00	14.00	16.30	<i>Melisa</i>
19	Tuesday, 19 March 2024	08.00	12.00	13.00	16.30	<i>Melisa</i>
20	Wednesday, 20 March 2024	08.00	13.00	14.00	16.30	<i>Melisa</i>
21	Thursday, 21 March 2024	08.00	12.00	13.00	16.30	<i>Melisa</i>
22	Friday, 22 March 2024	08.00	13.00	14.00	16.30	<i>Melisa</i>
23	Saturday, 23 March 2024	08.00	12.00	13.00	16.30	<i>Melisa</i>
25	Monday, 25 March 2024	08.00	13.00	14.00	16.30	<i>Melisa</i>
26	Tuesday, 26 March 2024	08.00	12.00	13.00	16.30	<i>Melisa</i>
27	Wednesday, 27 March 2024	08.00	13.00	14.00	16.30	<i>Melisa</i>
28	Thursday, 28 March 2024	08.00	12.00	13.00	16.30	<i>Melisa</i>
29	Friday, 29 March 2024	08.00	13.00	14.00	16.30	<i>Melisa</i>
30	Saturday, 30 March 2024	08.00	12.00	13.00	16.30	<i>Melisa</i>

Pelalawan, March 2024

Mentor



Nada Cindy Sagita S,T

LIST OF ATTENDENCE
KOPKAR PT. RIAU ANDALAN PULP AND PAPER (RAPP)

Nama : Melisa
 NIM : 5404201469
 Department : KOPKAR

No.	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Monday, 01 April 2024	08.00	13.00	14.00	16.30	<i>3/ul</i>
2	Tuesday, 02 April 2024	08.00	12.00	13.00	16.30	<i>3/ul</i>
3	Wednesday, 03 April 2024	08.00	13.00	14.00	16.30	<i>3/ul</i>
4	Thursday, 04 April 2024	08.00	12.00	13.00	16.30	<i>3/ul</i>
5	Friday, 05 April 2024	08.00	13.00	14.00	16.30	<i>3/ul</i>
6	Saturday, 06 April 2024	Day off				
7	Monday, 08 April 2024	Day off (IdulFitri)				
8	Tuesday, 09 April 2024	Day off (IdulFitri)				
9	Wednesday, 10 April 2024	Day off (IdulFitri)				
10	Thursday, 11 April 2024	Day off (IdulFitri)				
11	Friday, 12 April 2024	Day off (IdulFitri)				
12	Saturday, 13 April 2024	Day off (IdulFitri)				
13	Monday, 15 April 2024	Day off (IdulFitri)				
14	Tuesday, 16 April 2024	Day off (IdulFitri)				
15	Wednesday, 17 April 2024	Day off (IdulFitri)				
16	Thursday, 18 April 2024	Day off (IdulFitri)				
17	Friday, 19 April 2024	Day off (IdulFitri)				
18	Saturday, 20 April 2024	Day off (IdulFitri)				
19	Monday, 22 April 2024	08.00	13.00	14.00	16.30	<i>3/ul</i>
20	Tuesday, 23 April 2024	08.00	12.00	13.00	16.30	SAKIT
21	Wednesday, 24 April 2024	08.00	13.00	14.00	16.30	<i>3/ul</i>
22	Thursday, 25 April 2024	08.00	12.00	13.00	16.30	<i>3/ul</i>
23	Friday, 26 April 2024	08.00	13.00	14.00	16.30	<i>3/ul</i>
24	Saturday, 27 April 2024	08.00	12.00	13.00	16.30	<i>3/ul</i>
25	Monday, 29 April 2024	08.00	12.00	13.00	16.30	<i>3/ul</i>
26	Tuesday, 30 April 2024	08.00	13.00	14.00	16.30	<i>3/ul.</i>




Pelalawan, April 2024
 Mentor



Nada Cindy Sagita S,T

LIST OF ATTENDENCE
KOPKAR PT. RIAU ANDALAN PULP AND PAPER (RAPP)

Nama : Melisa
 NIM : 5404201269
 Department : KOPKAR

No.	Date	Morning		Afternoon		Signature
		In	Out	In	Out	
1	Saturday, 01 June 2024	National Holiday (Pancasila Day)				
3	Monday, 03 June 2024	08.00	12.00	13.00	16.30	
5	Tuesday, 04 June 2024	08.00	13.00	14.00	16.30	
7	Wednesday, 05 June 2024	08.00	12.00	13.00	16.30	
9	Thursday, 06 June 2024	-	-	-	-	
11	Friday, 07 June 2024	-	-	-	-	
13	Saturday, 08 June 2024	-	-	-	-	
15	Monday, 10 June 2024	-	-	-	-	
17	Tuesday, 11 June 2024	-	-	-	-	
19	Wednesday, 12 June 2024	-	-	-	-	

Pelalawan, June 2024

Mentor




Nada Cindy Sagita S,T


Appendix 7. Daily Activities

**WEEKLY ACTIVITIES OF
PT. RAPP APPRENTICESHIP**

Day : Monday – Saturday (1st Week)

Date : February, 12th – 17th 2024


No	Description of Activities	Task Assignor	Signature
1	<ol style="list-style-type: none"> 1. Participated in safety induction 2. MOU signing 3. Visit to KCN2 (Kerinci Central No Seri 2) 4. Introductions and division of divisions in the PT RAPP Public Relations office 5. Read and understand about Stakeholder Relations 	Tengku Kespandiar. ST., M.M	
Noted by Supervisor :			


No	Documentation
1.	
2.	<p>Explanation</p> <p>My first week I participated in safety induction, signing of Memorandum of Understanding, visit to KCN2 (Kerinci Central No Seri 2), introduction and division in PT RAPP PR office and reading and understanding about Stakeholder Relations.</p>

WEEKLY ACTIVITIES OF PT. RAPP APPRENTICESHIP

Day : Monday – Saturday (2st Week)

Date : February, 19th – 24th 2024



No	Description of Activities	Task Assignor	Signature
1	1. Scoring proposals submitted to PR 2. Making an Internship Manual	Tengku Kespandiar. ST., M.M	
Noted by Supervisor :			


No	Documentation
1.	
2.	<p>Explanation</p> <p>In the second week, I was given the task of scoring proposals that came to the PR office and creating an Internship Manual.</p>

WEEKLY ACTIVITIES OF PT. RAPP APPRENTICESHIP

Day : Monday – Saturday (3st Week)

Date : February 26th – March 2th 2024


No	Description of Activities	Task Assignor	Signature
1	<ol style="list-style-type: none"> 1. Creating an Internship Manual 2. I participated in the invitation to the tahfidz graduation ceremony and served as a documenter. 3. Briefing with HRD for assignments at the PT RAPP Employee Cooperative (KopKar) 4. Meeting with KopKar Mart employees 	Tengku Kespandiar, ST., M.M	
2	<ol style="list-style-type: none"> 1. Self-introduction to all employees of KopKar PT RAPP 2. Learning about the types of loans and credits available at KopKar. 3. Learning the systematics of filling out the registration form for loans and credits. 4. Learning how to input data on members who apply for a loan or credit. 5. Perform services to members who want to apply for loans 6. Learning how to view corporation member data 	Nada Cindy Sagita, S.T	
Noted by Supervisor :			

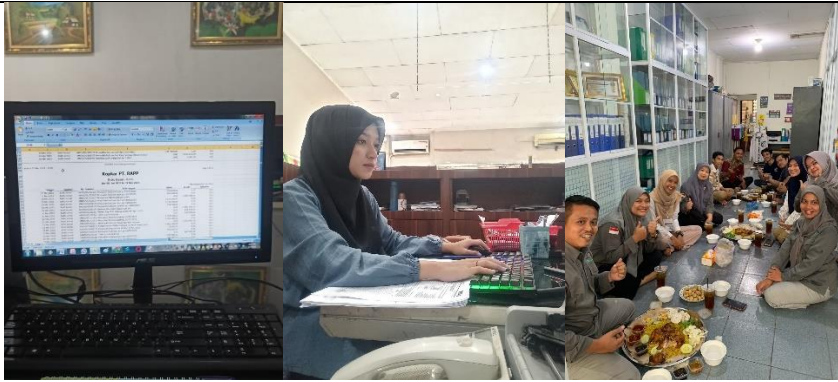
No	Documentation
1.	
2.	<p>Explanation</p> <p>in the third week I was transferred to the KopKar office and at Kopkar I was placed in the customer service section. at the beginning I was given an explanation of the lending system at Koprasi and how to view member data.</p>

WEEKLY ACTIVITIES OF PT. RAPP APPRENTICESHIP

Day : Monday – Saturday (4st Week)

Date : March, 4th – 9th 2024


No	Description of Activities	Task Assignor	Signature
1	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for loans 2. Confirming members who become loan guarantors via WhatsApp 3. Checking the member's joint date 4. Checking members who want to become loan guarantors 5. Performing services to members who want to make repayments 6. Eating together with employees in order to welcome the month of Ramadan 7. Inputting outstanding data 8. Assisted accounting in editing ledger data for 2023 9. Breafing with all KopKar PT RAPP employees 	Nada Cindy Sagita, S.T	
Noted by Supervisor :			

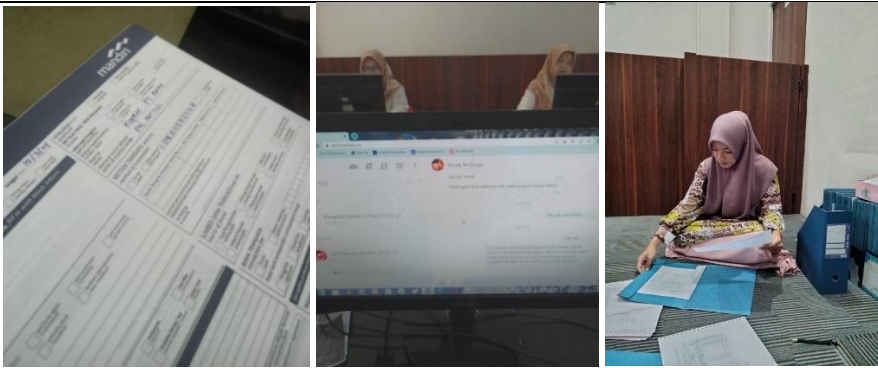
No	Documentation
1.	
2.	<p>Explanation</p> <p>This week, I provided loan services, processed repayments, held a meal for employees during Ramadan, assisted in inputting outstanding data, edited ledger data for 2023, and shared a Friday Breathing session with KopKar PT RAPP employees.</p>

WEEKLY ACTIVITIES OF PT. RAPP APPRENTICESHIP

Day : Monday – Saturday (5st Week)

Date : March, 11th – 16th 2024


No	Description of Activities	Task Assignor	Signature
1	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for loans by following existing procedures. 2. Perform services to employees who submit Exit Clearance letters 3. Performing services to members who want to apply for a loan 4. Performing services to members who want to apply for consumption shopping credit 5. Inputting outstanding data 6. Compile a load schedule file for borrowers according to the data 7. Perform services to members who want to take Loan schedule 8. Deposit to bank 	Nada Cindy Sagita, S.T	
Noted by Supervisor :			

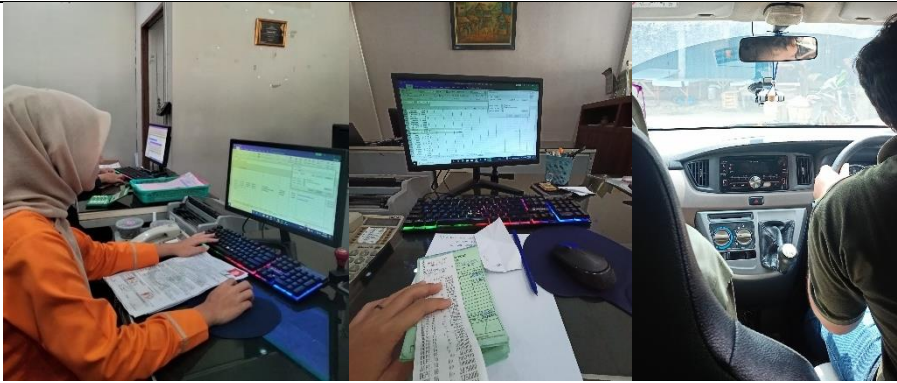
No	Documentation
1.	
2.	<p>Explanation</p> <p>Provide services to members who want to apply for loans by following existing procedures, from checking, and filling out forms. Providing services to employees who apply for Exit Clearance letters. Providing services to members who want to apply for loans. Provide services to members who want to apply for consumptive loans. Inputting outstanding data. Compile borrower installment schedule files according to the data. Provide services to members who want to take a loan schedule. Make deposits to the bank.</p>

WEEKLY ACTIVITIES OF PT. RAPP APPRENTICESHIP

Day : Monday – Saturday (6st Week)

Date : March, 18th – 23th 2024


No	Description of Activities	Task Assignor	Signature
1	1. Provide services to members who want to apply for loans by following existing procedures. 2. Provide services to employees who apply for an Exit Clearance letter. 3. Provide services to members who want to apply for a loan 4. Providing services to members who want to apply for consumer credit 5. Inputting outstanding data 6. Inputting member credit shopping data 7. assisted the general department in shopping for the buka bersama activity	Nada Cindy Sagita, S.T	
Noted by Supervisor :			

No	Documentation
1.	
2.	Explanation Performed daily activities at Kopkar PT RAPP, providing services, inputting data on member credit expenditures and assisting the general department with shopping for open meals.

WEEKLY ACTIVITIES OF PT. RAPP APPRENTICESHIP

Day : Monday – Saturday (7st Week)

Date : March, 25th – 30th 2024


No	Description of Activities	Task Assignor	Signature
1	<ol style="list-style-type: none"> 1. Provide services to members who want to apply for loans 2. Providing services to members who check the remaining existing debt 3. Promote various types of savings to members and assist members for registration 4. Delivering files to the accountant's room 5. Compile loan forms that are running out 6. Inputting data of defaulting members 7. Sorting paid-up and unpaid-up member forms 8. Assisted the accountant in writing postal orders for several transactions in March. 9. Went to Mandiri Bank to conduct transactions 	Nada Cindy Sagita, S.T	
<p>Noted by Supervisor :</p>			


No	Documentation
1.	
2.	<p>Explanation</p> <p>Some of the jobs I've been doing by the end of the week, drawing up loan forms, servicing members, promoting the kind of business that exists in co-operation through Kopkar's social media, making deposits to the bank.</p>

WEEKLY ACTIVITIES OF PT. RAPP APPRENTICESHIP

Day : Monday – Saturday (8st Week)

Date : April, 1th – 6th 2024


No	Description of Activities	Task Assignor	Signature
1	<ol style="list-style-type: none"> 1. Provide service to members who wish to apply for a loan 2. Provide service to the member who checks the remainder of the debt. 3. Promote various types of savings to members and help members for registration 4. Doing service to the members who desire to make a ransom 5. Helping the accountant find some transaction files in the warehouse 6. Helping the accountant to photograph copies of some transaction files 7. Teaching and cult with the employees of the RAPP 	Nada Cindy Sagita, S.T	
Noted by Supervisor :			


No	Documentation
1.	
2.	<p>Explanation</p> <p>In the last week before the holiday, as usual, we followed a joint lecture and listened to the cult, helped the accountants find some transaction files and photocopied the files and rearranged them.</p>

WEEKLY ACTIVITIES OF PT. RAPP APPRENTICESHIP

Day : Monday – Saturday (9st Week)

Date : April, 22th – 27th 2024



No	Description of Activities	Task Assignor	Signature
1	<ol style="list-style-type: none"> 1. Doing service to members who want to apply for loan funds 2. Calculating outstanding data 3. Doing confirmation of loan guarantors 4. Doing service to employees who enter the Exit Clearance 5. Promote various types of savings and credits and also umroh packages 6. Breafing with all the officers of the RAPP. 	Nada Cindy Sagita, S.T	
Noted by Supervisor :			

No	Documentation
1.	
2.	<p>Explanation</p> <p>Go back to your daily routine as a castemer service, compute data, confirm guarantees, and attend weekly breafings.</p>

WEEKLY ACTIVITIES OF PT. RAPP APPRENTICESHIP

Day : Monday – Saturday (10st Week)

Date : April 29th – Mei 4th 2024


No	Description of Activities	Task Assignor	Signature
1	1. Doing service to members who want to apply for a loan 2. Verifying member data for the requirements of the loan application 3. Doing services to members that want to request a motor credit 4. Confirming loan guarantors through WhatsApp 5. Doing service to the members who desire to be exhausted. 6. Calculate outstanding data 7. Check the account number. 8. Search for borrower forms in the warehouse 9. Doing service to an anggota who wants to resain 10. Take a visit to Riau University	Nada Cindy Sagita, S.T	
		Tengku Kespandiar. ST., M.M	
Noted by Supervisor :			


No	Documentation
1.	
2.	<p>Explanation</p> <p>On the 10th week, I was doing my daily routine, but because at the beginning of the month of KopKar there was a feast, there was service to members who wanted to do a feast, and I also attended seminars at Riau University, Pekanbaru, with Bapak Tengku Kespandiar.</p>

WEEKLY ACTIVITIES OF PT. RAPP APPRENTICESHIP

Day : Monday – Saturday (11st Week)

Date : Mei, 6th – 11th 2024


No	Description of Activities	Task Assignor	Signature
1	<ol style="list-style-type: none"> 1. Calculation of outstanding data 2. Confirmation of loan guarantors 3. Service of employees who enter the exit clearance 4. Promotion of various types of savings and credits 5. Calculating outstanding information. 6. help accountant filling mutant cash 7. Controlling account numbers 8. Breafing with all the officers of the RAPP. 	Nada Cindy Sagita, S.T	
Noted by Supervisor :			

No	Documentation
1.	
2.	<p>Explanation</p> <p>The eleventh week I do the daily routine of coprasi, but this week I help the accountant fill some transactions</p>

WEEKLY ACTIVITIES OF PT. RAPP APPRENTICESHIP

Day : Monday – Saturday (12st Week)

Date : Mei, 13th – 18th 2024


No	Description of Activities	Task Assignor	Signature
1	<ol style="list-style-type: none"> 1. Doing service to members who wish to apply for a loan 2. Confirming a member to be a loan guarantor via WhatsApp 3. Checking joint dates with members who want to apply for a loan 4. Doing service to employees who enter the exit clearance 5. It helps General Affairs type letters and scan files. 6. Photocopying files and RAK invitations 7. Preparing souvenirs for the annual meeting of members 8. Post any kinds of savings and credits that are in KopKar on Instagram and WhatsApp Stories. 9. Writing the office admin phone number in the brochure 10. Consumption Purchase Requirements Form 11. Preparation of the loan requirement form 12. Helping accounting sections of Mandiri banks 13. Assisting accounting sections at BRI banks 14. Join Gladi at the hotel for the annual members' meeting. 15. participate in annual members' meetings 	Nada Cindy Sagita, S.T	
<p>Noted by Supervisor :</p>			


No	Documentation
1.	
2.	<p data-bbox="392 1505 533 1523">Explanation</p> <p data-bbox="392 1545 1353 1603">The 12th week was a day-to-day kopkar, but since there was an annual meeting of members of the cooperative, we took part in preparing and becoming a committee meeting.</p>

WEEKLY ACTIVITIES OF PT. RAPP APPRENTICESHIP

Day : Monday – Saturday (13st Week)

Date : Mei, 20th – 25th 2024


No	Description of Activities	Task Assignor	Signature
1	<ol style="list-style-type: none"> 1. Doing service to members who wish to apply for a loan 2. Doing service to an angota who wants to resain 3. Calculating outstanding data 4. Make a confirmation to a loan guarantor via WhatsApp. 5. It helps the general section create letters. 6. Post any kinds of savings and credits that are in KopKar on Instagram and WhatsApp Stories. 7. Become an admin of WhatsApp, that is, answer the questions you entered into WhatsApp. Kopkar 8. Breafing with all the officers of the RAPP. 9. Calculating resigned member data 10. Compile a fund loan form 	Nada Cindy Sagita, S.T	
<p>Noted by Supervisor :</p>			

No	Documentation
1.	
2.	<p>Explanation</p> <p>13th week of daily co-working activities, helping to compile loan forms and helping the general part of writing letters</p>

WEEKLY ACTIVITIES OF PT. RAPP APPRENTICESHIP

Day : Monday – Saturday (14st Week)

Date : Mei 27th – June 1th 2024



No	Description of Activities	Task Assignor	Signature
1	<ol style="list-style-type: none"> 1. Doing service to members who wish to apply for a loan 2. Confirming a member to be a loan guarantor via WhatsApp 3. Checking joint dates with members who want to apply for a loan 4. Doing service to employees who enter the exit clearance 5. Calculating outstanding data 6. Calculating resigned member data 7. It helps the general part make a consumable PO scraper. 8. It helps the general part compile letters in Bantex ordner. 9. Post any kinds of savings and credits that are in KopKar on Instagram and WhatsApp Stories. 10. Become an admin of WhatsApp, that is, answer the questions you entered into WhatsApp. Kopkar 11. Helps find a file for member loans 	Nada Cindy Sagita, S.T	
Noted by Supervisor :			

No	Documentation
1.	
2.	<p>Explanation</p> <p>The 14th week carried out the daily activities of kopkar, helped compile loan forms, helped fill in transactions in February and March, injected resigned member data and checked account numbers for liquidation, and helped the general section compile the list of pre-order incapable goods.</p>

WEEKLY ACTIVITIES OF PT. RAPP APPRENTICESHIP

Day : Monday – Saturday (15st Week)

Date : June, 3th - 8th 2024


No	Description of Activities	Task Assignor	Signature
1	1. Present the practical work report. 2. Perform services to members. 3. Developing fund and non-fund loan forms. 4. Confirming the guarantor. 5. Performed services to employees who submitted Exit Clearance letters. 6. Assisted the general department in making consumable Pos. 7. Posting what types of savings and loans are available at KopKar on Instagram Story and WhatsApp. 8. Becoming a WhatsApp admin, namely answering questions that enter Kopkar's Whatsapp. 9. Provide services to members who want to apply for loans	Nada Cindy Sagita, S.T	
	10. Confirming members who become loan guarantors via WhatsApp 11. Checking the joint date of members who want to apply for a loan 12. Performed services to employees who submitted Exit Clearance letters 13. Helping to find member loan form files. 14. Assisted the general department in making consumable Pos 15. Accompany guests to visit RGE 16. Briefing with all KopKar PT RAPP employees. 17. Farewell with all KopKar PT RAPP employees. 18. Handover of mementos from the Practical Work students to the PT RAPP Kopkar Office. 19. Taking care of the Mess's outgoing mail. 20. Deliver certificates and documents to be signed and stamped.	Tengku Kespandiar. ST., M.M	
Noted by Supervisor :			


No	Documentation
1.	
2.	<p>Explanation</p> <p>The 15th week carried out the daily activities of kopkar, helped compile loan forms, helped fill in transactions in February and March, injected resigned member data and checked account numbers for liquidation, and helped the general section compile the list of pre-order incapable goods.</p>

WEEKLY ACTIVITIES OF PT. RAPP APPRENTICESHIP

Day : Monday – Saturday (16st Week)





Date : June 10th – 12th 2024

No	Description of Activities	Task Assignor	Signature
1	Handover of mementos from the Practical Work students to the SHR PT RAPP office.	Tengku Kespandiar. ST., M.M	
Noted by Supervisor :			

No	Documentation
1.	
2.	Explanation Week 16 was my last day at PT RAPP. on Monday I gave a memento to Mr. Tengku Kespandiar. ST, M.M as Head of Campus Relations of PT Riau Andalan Pulp and Paper.

REVISION SHEET
STUDENT PRACTICE GUIDANCE
INTERNATIONAL BUSINESS ADMINISTRATION D-IV
STUDY PROGRAM STATE POLYTECHNIC BENGKALIS

Name : Melisa
 Student's Identify No : 5404201269
 Apprenticeship Place : PT. Riau Andalan Pulp and Paper
 Advisor : Adrian Irnanda Pratama, M.B.A

No.	Date	Revision	Advisor Initials
1	12 July 2024	Revisi Latar belakang	
2	18 Juli 2024	Revisi Bab III	
3	19 Juli 2024	Revisi Bab IV	
4	22 Juli 2024	Acc	
5			
6			

Bengkalis July 22, 2024
 Advisor



Adrian Irnanda Pratama, M.B.A
 NIP. 98911172019031012