



PT. GROUP MITRA INDONESIA



# Your Business Support

## PT Group Mitra Indonesia Company Profile





## Industry Overview

Human resources have a highly vital role in running an organization in a company, both core human resources and supporting human resources.

Understanding this, we are present as a company which provides outsourcing manpower services to support the needs of your company.

At GMI, we create a solution for any manpower problems you are experiencing. We do it highly focused, carefully and meticulously, certainly by keep considering the provisions in governmental regulations which regulate innovating to adjust ourselves to your need, not only in term of industrial training, we also provide a training on code of conduct and corporate culture which is adjusted to the working environment of our employees.

We provide the best and effective training for each employee to improve the operational performance, a successful achievement of KPI (Key performance indicator), guarantee on the quality of outsourcing manpower, training and a series of operational supports that are integrated to our supervising teams. The objective of this is that the outsourcing service we are providing will be able to work professionally and skillfully in order to help improving productivity and the company's capacity to obtain profits more maximally.

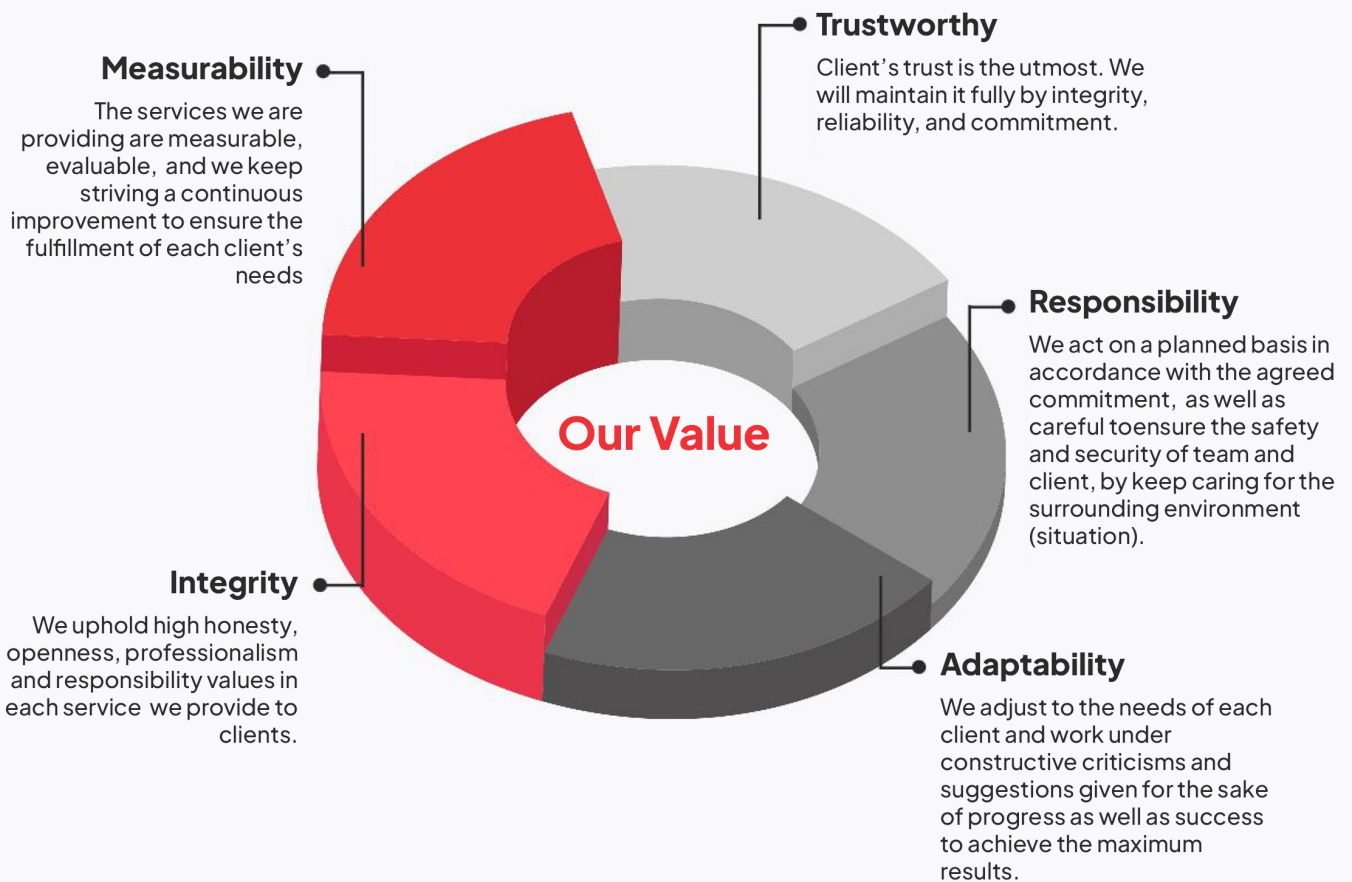




## HAVE A SUCCESSFUL DAY!

Let's me introduce ourselves, we are PT Group Mitra Indonesia (GMI), a national private company which takes the form of a limited liability company engaged in the sector of business consultancy and outsourcing services. We have kept increasing our innovation since 2009 in order to continue providing our best effort to respond customers' needs with the maximum quality.

## Your business support Grup Mitra Indonesia



All of our services have licenses and certifications from the related agencies to provide a quality guarantee for any services provided.



## Company Vision & Mission

Not without a purpose, PT GMI continuously strengthening its position as a service company which prioritizes its customers' satisfaction and a highly competitive quality of service through a series of vision and mission as follows:

### Vision

To become the best company service which is not only capable of fulfilling its customers' needs, but also whole-heartedly giving the maximum contribution and solution to obtain more than those expected by customers, particularly those relating to outsourcing needs. We are committed to become a professional partner who are capable of delivering success as well as progress for customers, through application of technology, the building of human resources' competence, a solid team with a measurable customer's satisfaction, and time efficiency.

### Mission

1. Optimizing the development of human resources by improving skills through specific trainings, programs, integrated supervisory mechanism.
2. Understanding the needs of each customer by establishing and developing a directed and reciprocal communication flow through the current communication technology.
3. Keep following the advancement of technology in relation to trainings, certifications, and legislation

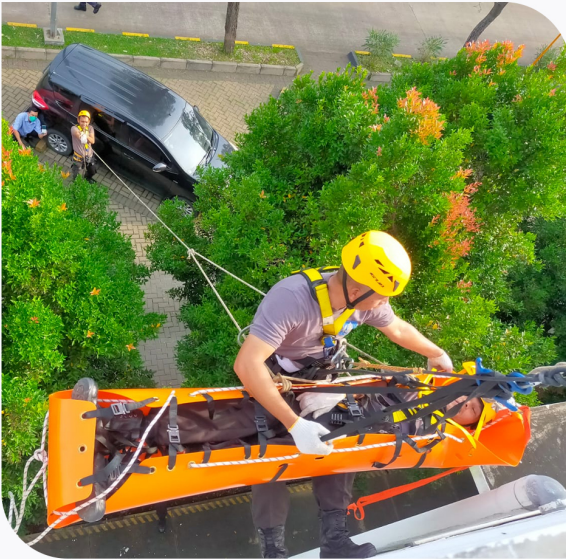




# What we do

## 1. Management support

The success of a business is not separated from Human resources who are fully involved in it. Therefore, it is highly important to bring in trained and professional manpower to bear any liabilities. GMI focuses itself on the provision of reliable and qualified outsourcing manpower to contribute in its every sector.



## Security services

### Secure your asset

Nowadays, threats and risks emerge in increasingly various kinds. Either individual, company or institution really understands if the need of security guards increasingly bigger each time. A unit business may surely not afford to compromise with those things that relate to employee, facility and asset protection.

Therefore, we are committed to provide a security protection service that keeps growing up to the present, which is proved from those partners already having cooperated with GMI for more than five years so far.



GMI has also actively joined with security associations both local and international to get current information about the development of security within international scope.



**ABUJAPI**  
(Asosiasi Badan Usaha Jasa Pengamanan Indonesia)



**CIISCM**  
(Chartered Institute International Security and Crisis Management)



**APSI**  
(Asosiasi Profesi Security Indonesia)



**IACPP**  
(International Association of Crime Prevention Practitioner)



**ISO 9001:2015**  
(International Organization for Standardization)



**ISO 45001:2018**  
(International Organization for Standardization)



## What we do



### Uniformed Guard

A uniformed integrated security already equipped with special trainings which comply with Kapolri's regulation. is highly needed to maintain the stability of your property or business security all the time.



### Security equipment supply

A security guarantee must be accompanied with the use of updated and adequate security technology. GMI provides the procurement service of security equipment which is adjustable to the need as well as handled directly by our experienced team.



### Security training

GMI understands that a capability is impossible to achieve without a training. Therefore, we also provide training services for manpower candidates who shall be directly guided by the experts and professional in their fields. This training is conducted in a directed, scheduled and ordered manner until said manpower are ready to assign.

The certifications of security training issued by us are not for local scope only such as Gada Pratama, Gada Madya and Gada Utama, but also international security certifications such as ctpat training, ISPS code training, security driver training and many other materials that can be adjusted to your needs.



### VVIP Bodyguard/Escort services

Security is something highly important and highly needed for everyone, especially the business owners. In responding to this, GMI provides a service to guard logistic security, high valuable goods transportation, VVIP body-guarding that are supported by certified and experienced security officers.



### Guard Dog services

The provision of guard dog from various races (German Shepherd, Rottweiler, and Golden retriever) in healthy condition supported by quality foods, periodical physical check, coaching as well as breeding process which are adjusted to the operational needs, either for tracking on restricted goods or for investigation or security purpose.



### Security and investigation consultant

Security basic regulation is highly required to make sure that each flow and process run as expected. Therefore, beside of providing reliable and trained human resources, we also provide managerial service such as preparing a SOP that is integrated to your working environment and industry. This detail is also completed with evaluation and the design of security system layout, the design of command center as an integrated control center to enhance monitoring on your property through the application of surveillance camera digital technology.





## What we do



### Manpower supply

Gaps between operational needs and the availability of quality manpower frequently create a constraint that slows down the production and operation in business sector. Requirements in manpower legislation sometimes need a longer process to conduct a recruitment as well as an independent employee appointment with a quite high manpower cost.

In responding this, GMI is committed to supply outsourcing manpower who are skilled in their fields, highly dedicated and responsible, as well as equipped with various trainings and certifications as needed.



This outsourcing manpower provision is intended to help the operation of company management which is supportive in nature, such as production machine operator, customer support service, lift man, housekeeping, nursing personnel at hospitals, driver, factory laborer or manpower with specific expertise such as manpower in safety sector, laboratory supervisory sector, and others.

Consult your company's needs with us and we are ready to provide them for the smooth running of your business.



### AR recovery program



Any business activities surely have a close relationship with credit and debit transactions. But sometimes revenue has to suffer a problem for a failure in handling this scheme of payment. The uncertain economic condition may trigger the weakened debtor's capability to meet its obligations to creditor. This condition results in a highly rate of uncollectible AR, which causes a loss to the company.

Comprehending this situation, GMI through AR recovery program plays an active role in assisting our customer in recovering its AR. At present, GMI has become an officially registered AR recovery agent that is well-known by local and multi-national companies operating in Indonesia.

AR recovery program itself is an AR recovery implementation program which is performed on an ordered, planned and measurable basis, conducted by care and commitment by keep complying with the government's requirements on collecting process, local wisdom and culture as well as debtor's and creditor's secrecy.

# What we do

## 2. Business consultant

Maintaining business continuity in entrepreneur sector is the biggest challenge for business owner and manager. A group of people's intention to seek for some profit by abusing their positions becomes one of the threats and disturbances that needs to overcome soon. Sometimes, a loss has actually occurred, but it can't be made sure yet the wrongdoer, method and who are involved in the conspiracy. This is a weakness that is continuously utilized by criminal-employees to destroy the company from inside.

GMI employs several private investigating agents with an international-class certification (certified corporate investigator) who have an excellent analytical capability and experience, so they are capable of giving an optimal solution for customers to solve any problems in the company and recommending prevention measures to avoid the same from reoccurring in the future.

With the help from GMI law-firm partners, we are capable of providing service not only in internal investigation, but up to a legal settlement process when required.

Our business consultant's supports are as follows:

### 1. Asset Tracing



The existence of assets not only support the continuity of business, but also become a nice target for being embezzled. Therefore, it is important for you to know if there is an asset being under abuse, its size and what is its standing by law. It is in this situation that an asset report is required to help you in taking a decision in relation to the financial condition, business, and its relationship with certain wrongdoers.

An asset tracing shall be useful not only to measure the level of employees' or shareholders' honesty in a business, but also highly important for proving purpose in legal aspect if needed. this program includes credit checks, company search, and cash flow tracing. We provide services for tracing fixed or unfixed assets which work accurately and systematically to notice the movement of assets in your business deeper.

### 2. Surveillance program

You may not realize various dangers that stalk many aspects in life. Starting from business, household life, up to those people involved with you. Is there any conspiracy being planned with a big amount of loss that might happen when the plan is implemented.

In anticipating this, GMI provides a surveillance service conducted in detail for 24 hours. This includes real life target to provide an accurate and comprehensive evidence on the target or the accused by applying time to time report system which is valid for 5 days (one lot). Surveillance will be conducted undercover, professional and careful in order to avoid the target's suspicion.





## What we do

### 3. Support in a due diligence service



Maybe you are a criminal act victim, but the wrongdoer is still free in spite of your report to the police. Other than worry that haunts you, this can be compared to a two-side knife. You probably can arrest him/her, but not knowing what is the further step to make him/her eligible to be processed by law. On the other side, you can become the accused one for having no sufficient evidence.

GMI has a wide network established well with the government/the police/prosecuting office/military institution who can be relied on to reveal the true facts of the case to save and rehabilitate your reputation. We assist customers strategically with alternative plans in legal processes to reveal the truth.

### 4. Undercover program

Sometimes, it is needed an undercover plan to disclose a deviation that occurs to avoid any dramas from occurring. GMI fully realizes that this program needs skilled persons who adapt quickly among the people and take a decision to reveal a case. Trust me to reveal a truth calmly, neatly and on-track.



### 5. Inquiry on Theft, Fraud and Conflict of interest



Facts proved that most of corporate crimes were committed by the company's internal people, such as former employee, supplier, or even an employee who is still actively working. This is often unrealized, so it may result in theft of asset, conflict of interest and deceit. Conflict of interest arises when an individual interest has a conflict with professional responsibility, such as status, relationship, or reputation.

GMI can help you in preventing this loss by revising the company's regulation, tightening security and investigating on how can a leakage in the company may occur, by applying systematic steps as well as keeping the concerned company or individual in confidential. This investigation will be conducted undercover, applying step 1 to step 4 in this the sub-chapter of this business consultant, in order to reveal the truth in an investigation conducted.

# What we do

## 3. Investigational audit



Fraud in a company usually involves several persons or sections and is committed on a well-done and planned basis. This crime is committed for there are intention, opportunity, and a desire willing to be achieved by the wrongdoers. How good is a company's regulation or security, a chance for fraud to happen still exists.

The most common crimes that occur in a company include: asset theft, corruption, data falsification, expense of fund, theft of information, abuse of power, abuse of assets, fraud by a business partner, or fraud in collecting process and others.

GMI investigational audit team will start its work by conducting an in-depth analyzing process on how the industrial process is conducted from the beginning to the end, based on the applicable Standard operating procedure. Then, our team will do the proving process both on procedural and documentation bases to measure the level of compliance with the SOP implemented to find out the most possible potential fraud to happen, for a more in-depth investigation.

What to do is similar to a general auditing process. But, a general/financial audit does not provide any findings on a deviation (it only finds whether there is any potential deviation or not). whereas, investigational audit constitutes a detailed step which is required to prove when there is indeed a deviation in a company the result of which is either proved or not proved.





## Some of our valuable clients



SANGGAR SARANA BAJA







## Contact us

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