

## ***ABSTRACT***

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### ***THE ROLE OF NOTARY IN ORGANIZING EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS IN A LIMITED COMPANY***

*(xiii + 77 pages : 3 appendices)*

*PT.Bayan Resources.Tbk held an Extraordinary General Meeting of Shareholders (EGMS) on 30 December 2019, at Office Building 8 Floor 37, Sudirman Central Business District Lot 28, Jalan Jenderal Sudirman Kav 52-53. The author is interested in examining the EGMS that is held more deeply. The study, entitled "The Role of Notaries in Organizing a General Meeting of Shareholders of a Limited Public Company", has the question formulation of how the procedure for organizing an Extraordinary General Meeting of Shareholders of a Limited Liability Company and how the role of a notary in the Organizing EGMS of a Limited Liability Company. This research is a qualitative analysis using the normative approach to the Law from the provisions of the Law on Notary Position, BAPEPAM Regulation Number IX.E.2 and POJK in relation to the holding of the GMS and the role of the Notary. Based on the results of the study, the GMS held by the Limited Public Company has been in accordance with POJK 32/2014 and LK-BAPEPAM Number IX.E.2 since before the meeting, at the time of the meeting, and the end of the meeting. Also known is the role of the notary public before the GMS prepares documents relating to the GMS, when the GMS records the place, the parties present and writes agenda items, at the end of the meeting the notary makes minutes of meeting.*

*Keyword: General Meeting Of Shareholders; Notary; A Limited Liability Company*

## ABSTRAK

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### PERANAN NOTARIS DALAM PENYELENGGARAAN RAPAT UMUM PEMEGANG SAHAM LUAR BIASA PERSEROAN TERBATAS TERBUKA

(xiii + 77 halaman : 3 lampiran)

PT.Bayan Resources.Tbk menyelenggarakan Rapat Umum Pemegang Saham Luar Biasa (RUPSLB) pada tanggal 30 Desember 2019, di Gedung Office 8 Lantai 37, Sudirman Central Business District Lot 28, Jalan Jenderal Sudirman Kav 52-53. Penulis tertarik meneliti RUPS yang diselenggarakan lebih dalam. Penelitian dengan judul “Peranan Notaris Dalam Penyelenggaraan Rapat Umum Pemegang Saham Perseroan Terbatas Terbuka”, mempunyai rumusan masalah bagaimana prosedur penyelenggaraan Rapat Umum Pemegang Saham Luar Biasa Perseroan Terbatas Terbuka dan bagaimana peranan notaris dalam RUPS Luar Biasa Perseroan Terbatas Terbuka. Penelitian ini bersifat analisis kualitatif dengan pendekatan Undang-Undang secara normatif dari ketentuan Undang-Undang Jabatan Notaris, Peraturan BAPEPAM Nomor IX.E.2 dan POJK dalam hubungannya dengan penyelenggaraan RUPS dan peran Notaris. Berdasarkan hasil penelitian, RUPS yang diselenggarakan Perseroan Terbatas Terbuka telah sesuai dengan UUPT Nomor 40 tahun 2007, POJK 32/2014 dan LK-BAPEPAM Nomor IX.E.2 sejak sebelum rapat, pada saat rapat, serta akhir rapat. Selain itu diketahui juga peranan notaris sebelum RUPS mempersiapkan dokumen-dokumen yang sehubungan dengan RUPS, pada saat RUPS notaris mencatatkan tempat, para pihak yang hadir serta menulis mata acara agenda, pada akhir rapat notaris membuat BAR.

Kata Kunci: Rapat Umum Pemegang Saham; Notaris; Perseroan Terbatas