

## ABSTRACT

### CONTRIVANCE OF COMPANY REGULATIONS IN BATAM CITY'S GTS LOCAL PRODUCT SHOP

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Batam City's GTS Local Product Shop is a shop engaged in the sale of goods, especially food and beverages to foreign tourists. This practical work was held in a period of 3 month to solve the problem in Batam City's GTS Local Product Shop which has not had the writing form of company regulations yet. This causes frequent conflicts between the parties when there are imbalances in their rights and obligations. Therefore, it is necessary to contrivance a company regulations and Standard Operating Procedures (SOP) so the legal certainty among the parties can be guaranteed.

The method that used in this practical work is observation, interview, contrivance, and implementation. There are two project output that produced in Batam City's GTS Local Product Shop which the first is company regulations in writing form and the second is the SOP of Company Regulations. The successful contrivance of the project output then given to company as a manifestation of the project output implementation.

The two successfully formed project output, such as the first which is company regulations in writing form can affirm the rights and obligations of the parties so that legal certainty can be achieved. Then the second which is the SOP of Company Regulations can make the company party easier in understanding what step should be taken after the company regulations have been successfully contrivance because the SOP contains procedures from the contrivance process until obtaining the ratification of company regulations from the authorized party.

**Keywords:** *Company Regulations, SOP of Company Regulations.*