

## Corporate Secretary

In order to build and maintain an effective communication with regulators, investors, capital market communities, and the general public, Maybank Indonesia has a Corporate Secretary who has a key role in bridging the Bank with its stakeholders while ensuring accurate and timely delivery of information to all stakeholders. Every information that the Corporate Secretary exposes to the public is officially from the Company as an Issuer or Public Company.



### PROFILE OF THE CORPORATE SECRETARY

Budi Santoso, 51 years old, residing in Bekasi.

Budi Santoso joined Maybank Indonesia on April 27, 2016 as Head, Corporate Secretary and was later appointed as the Corporate Secretary of Maybank Indonesia on August 24, 2018.

He had previously served as Corporate Secretary of Group Head at Bank Danamon Indonesia in 2004-2016.

Mr Santoso is a holder of Bachelor of Science Degree in Business Administration from Towson University, Maryland, USA and a Master Degree in Law from Padjadjaran University in Bandung, Indonesia.

He serves as a liaison between Maybank Indonesia and the Capital Market Authority, the Indonesia Stock Exchange, the public and other related institutions. He monitors the Bank's compliance with capital market regulations and ensures that the Bank's Management comprehends changes in the market and their implications.

### LEGAL BASIS FOR CORPORATE SECRETARY'S APPOINTMENT

Budi Santoso was appointed as the Corporate Secretary by virtue of Board of Directors Decision No. SK.2018.010/PRES DIR dated August 21, 2018. His appointment as the Corporate Secretary was reported to the OJK and IDX through Letter No. 2018.512/DIR COMPLIANCE dated August 24, 2018, and uploaded onto the Bank's website [www.maybank.co.id](http://www.maybank.co.id) as well as the IDX website on August 24, 2018.

### TERM OF OFFICE OF CORPORATE SECRETARY

Pursuant to the above-mentioned appointment, Budi Santoso's term of office was effective on August 21, 2018.

### TRAINING AND EDUCATION OF CORPORATE SECRETARY IN 2019

No.	Date	Training & Education	Organizer
1	10 January 2019	Seminar: Dissemination on Amendment to Regulation I-A on the Listing of Shares and Equity-Type Securities Other Than Shares Issued by Listed Companies	Indonesia Stock Exchange (IDX)
2	14 March 2019	Talks on Economy and Politics 2019	PT Kustodian Sentral Efek Indonesia (KSEI)
3	20 March 2019	Training: The Board of Directors and Board of Commissioners of Issuers or Public Companies	IDX and Indonesia Corporate Secretary Association (ICSA)
4	9 April 2019	Training: Organ Board - Corporate Secretary, Internal Audit, and Committees	IDX and ICSA
5	25 April 2019	Seminar: Business Reporting on the Sustainable Development Goals (SDGs)	IDX
6	14 May 2019	Seminar: Testing for Integrated Electronic Reporting Facility Between IDXnet and the Financial Services Authority SPE	IDX



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No.	Date	Training & Education	Organizer
7	8 June 2019	Training: International Financial Reporting Standard (IFRS) 9	Maybank Indonesia dan Price-waterhouseCoopers (PwC) Indonesia
8	24 June 2019	Seminar: Dissemination of Financial Services Authority Regulation No.14/POJK.04/2019 on the Amendment to Financial Services Authority Regulation No.32/POJK.04/2015 on Capital Injection for Issuers by Giving Pre-emptive Rights	Financial Service Authority and IDX
9	13 August 2019	Seminar: How to understand Stock Buyback Regulations in accordance with POJK No 30/POJK.04/2017 on Buyback of Shares Issued by a Public Company	IDX and ICSA
10	23 August 2019	Seminar: Active Supervision of the Boards of Commissioners and Directors on Anti-Money Laundering (APU) Prevention of Terrorism Funding (PPT)	Maybank Indonesia and the Financial Transaction Reports and Analysis Center (PPATK)
11	8 October 2019	Seminar: Online Single Submission (Electronic Integrated Business Licensing)	IDX and ICSA
12	25 October 2019	Sharing Session: Typology - Anti Money Laundering (APU) Prevention of Terrorism Funding (PPT)	Maybank Indonesia
13	12 November 2019	Seminar: How prepared Indonesia is in Facing Global Economic Turbulence: Awaiting Breakthroughs from the Indonesia Maju Administration	IDX and ICSA
14	3 December 2019	Seminar: Reporting via integrated Reporting Portal	OJK

#### DUTIES AND RESPONSIBILITIES OF THE CORPORATE SECRETARY

In general, the Corporate Secretary has the following duties and responsibilities:

1. Remain updated on Capital Market developments particularly prevailing capital market laws and regulations.
2. Provide input to the Board of Directors and Board of Commissioners to comply with Capital Market law and regulation as well as company law.
3. Assist the Boards of Directors and Commissioners in implementing Governance which covers the following:
  - Information disclosure to the public, including the availability of information on the Company's website.
  - Timely submission of the reports to the OJK and other regulators.
  - Organizing and documenting the General Meeting of Shareholders.
  - Organizing and documenting the Board of Directors and/or Board of Commissioners meetings.
  - Providing advices and recommendations to the Management, committees, and subsidiaries of the Bank.
4. Serve as a liaison officer between the Company and shareholders, OJK, and other stakeholders.
5. Ensure that all of the Bank's corporate actions have fulfilled the prevailing rules and regulations, particularly the Capital Market provisions.
6. Be accountable for filing management of the Company's important documents.
7. Managing the Shareholder Register and the Bank's Special Register.
8. Acting as Secretary to the Bank's Integrated Governance Committee.
9. Prepare documents and assist candidates of BoC and BoD members in taking Fit & Proper Test.

#### OBJECTIVE OF CORPORATE SECRETARY UNIT

The Bank has established the Corporate Secretary Working Unit to support the Corporate Secretary's duties and responsibilities. The Corporate Secretary Working Unit helps meet the obligation to provide technical and administration support and analysis to the Board of Directors/Board of Commissioners/ Shareholders to ensure that the Company's corporate governance can be implemented and well-functioning.

The Corporate Secretary Working Unit's objective are, among others, to:

1. Act as the Company's contact person with stakeholders including the regulators relating to the Company's status as a Public Banking Company.
2. Carry out the efforts to ensure that the Company's business activities, including the information disclosure to the authorities and the public is performed in accordance with the prevailing rules and regulations relating with the Company's status as a Public Banking Company.
3. To ensure an orderly administration, completeness and security of the Bank's important documents.
4. To fulfil the rights of the shareholders as well as the Company's obligation to the shareholders by compliance of the Company with the prevailing rules and regulations for the public banking company.
5. Availability of the adequate information for the Board of Directors and/or Board of Commissioners as a basis for the Board of Directors and/or Board of Commissioners decision-making as well as to ensure the decision-making procedures is in accordance with the prevailing regulations whereby the decision reached is legitimate and accountable.
6. To properly organize the GMS, BoD and BoD meetings as

- well as other activities that involve the Board of Directors and/or Board of Commissioners.
7. Implement other programs that involve members of BoD and BoC
  8. Properly manage corporate documents in relation to the records of shares ownership in the Shareholder Registry as well as the Special Registry as stipulated under Article 50 of the Limited Liability Company Law as well as related to corporate action.
  9. Remain updated on Capital Market developments and provide input/suggestions to the Board of Directors and/or Board of Commissioners related to capital market regulations particularly on information disclosure as well as reporting of the Company's corporate actions.
  10. Ensure internal regulations are in place in accordance with the applicable hierarchy as a reference for employees in doing daily activities at the Bank.

#### **BRIEF REPORT ON THE IMPLEMENTATION OF CORPORATE SECRETARY'S FUNCTIONS IN 2019**

1. Followed the Capital Market Regulation developments as well as providing input to the Board of Directors as well as the Board of Commissioners particularly related to the issuance of new regulations from the Capital Market authorities as well as Financial Service Authority. The followings are new regulations among others:
  - OJK Regulation No.9/POJK.04/2019 on Securities Trader Brokers for Debt and Bonds
  - OJK Regulation No.6/POJK.04/2019 on Price Stabilization to Facilitate Public Offering
  - OJK Regulation No.7/POJK.04 /2019 on Securities Marketing Promotion including Advertising, Brochures, or Other Communication to the Public
  - OJK Regulation No.12/POJK.03/2019 on Commercial Bank Reporting through Financial Services Authority Reporting System
  - OJK Regulation No.14/POJK.04/2019 on Amendments to OJK Regulation No.32/POJK.04/2015 on Capital Injection of a Public Company by Giving Pre-emptive Rights
  - BI Regulation No.21/9/PBI/2019 on Integrated Commercial Bank Reports
  - OJK Regulation No.23/POJK.01/2019 on Amendments to OJK Regulation No.12/POJK.01/2017 on the Implementation of Anti Money Laundering and Prevention of Terrorism Funding Programs in the Financial Services Sector
  - OJK Regulation No.26/POJK.01/2019 on Electronic Licensing in the Financial Services Sector
  - OJK Regulation No.27/POJK.04/2019 on Approval of Commercial Banks as Custodians
  - OJK Regulation No.28/POJK.03/2019 on Banking Synergy in One Ownership for the Development of Islamic Banking
  - OJK Regulation No.38/POJK.03/2019 on Amendments to OJK Regulation No. 32 / POJK.03 / 2018 on Legal Lending Limit and Provision of Large Funds for Commercial Banks
- OJK Regulation No.39/POJK.03/2019 on the concerning Implementation of Anti-Fraud Strategies for Commercial Banks
- OJK Regulation No. 40/POJK.03/2019 on Assessment of Commercial Bank Asset Quality
- OJK Regulation No.36/POJK.03/2019 on Submission of Reports through the Integrated Reporting Portal
- OJK Regulation No.37/POJK.03/2019 concerning Transparency and Publication of Bank Reports
- OJK Regulation No. 41/POJK.03/2019 on Mergers, Consolidations, Acquisitions, Integration and Commercial Bank Conversions
2. Organized Annual GMS that was on March 29, 2019; and documented the minutes of meetings, GMS deeds as well as reports to regulators and the public related to the GMS.
3. Organized and attended Board of Commissioners meetings, joint Board of Commissioners and Board of Directors meetings as well as Board of Directors meetings.
4. Prepared the minutes of meetings for Board of Commissioners meetings, the joint Board of Commissioners and Board of Directors meetings, the Board of Directors meetings, the Audit Committee meetings, the Integrated Good Corporate Governance Committee meetings, as well as documented the Minutes of meetings.
5. Arranged and attended committee meetings at the Board of Commissioners level, including the Integrated Good Corporate Governance Committee meetings wherein the Bank is the Primary Entity in the Maybank Indonesia Financial Conglomerate.
6. Conducted a Self Assessment of the Company's Governance Implementation in the First Half and Second Half of 2019.
7. Prepared the Financial Conglomerate's Integrated Governance Implementation Report 2019 for the first and second halves of 2019.
8. Gave recommendations for amendment and adjustments to the Boards of Commissioners and Directors Working Guidelines and Committees under the two boards pursuant to the latest regulations.
9. Reviewed the Company's website and provide information input which must be disclosed to the public.
10. Held a Public Expose on December 18, 2019, to comply with the obligations to disclose the information to the public pursuant to the Indonesia Stock Exchange decree No. Kep-306/ BEJ/07-2004 concerning Regulation No. I-E.
11. Held public expose by providing information on the website, and reporting to the Indonesia Stock Exchange as well as the Financial Services Authority over any material information expected to may have an impact to investors or share price in the Stock Exchange.
12. Provided services on all information required by shareholders pertaining to the Bank's conditions.
13. Provided advice for policy maker work units on the internal policies/ regulations and act as a coordinator to the Review Team to review the data/information feasibility as well as adequacy under the draft internal regulation.
14. Prepared documentation and assisted 1 BoC member candidate and 2 BoD member candidates for their fit and proper tests.