



## Functions, Duties, and Responsibilities of the Corporate Secretary

In carrying out its duties and responsibilities, the Corporate Secretary also refers to the OJK Regulation No.35/POJK.04/2014, dated December 8, 2014, concerning Corporate Secretary of Issuers or Public Companies. Based on these regulations, the Corporate Secretary shall perform its duties and responsibilities, which include:

1. Following-up the progress of the capital market, particularly in terms of the laws and regulations applied in the capital market sector.
2. Providing input to the Company's Directors and Board of Commissioners for Complying with the provisions of laws and regulations in the capital market sector.
3. Assisting the Board of Directors and Board of Commissioners in the implementation of the corporate governance which includes:
  - a. Disclosure of information to the public, including the availability of information on the issuer or Company's websites.
  - b. Report submission to the Financial Services Authority on schedule.
  - c. Conducting and documenting the General Meeting of the Shareholders (GMS).
  - d. Conducting and documenting meetings of the Board Directors and or Board of Commissioners.
  - e. Conducting orientation programs for the Board of Directors and/or the Board of Commissioners.
4. As a communicator between the Company and shareholders of issuers or public companies, Financial Services Authority, and other stakeholders.

## Corporate Secretary Profile

Period 1 January – 13 April 2023



### Achmad Chaerul

Corporate Secretary

Indonesian citizen, 53 years old, domiciled in Bekasi City



#### ■ Educational History

- Bachelor of Law from Sriwijaya University (1995)
- Master of Law from the University of Indonesia (2022)



#### ■ Work experience

Started his career at PT Bank Tabungan Negara (Persero) Tbk since 1997 and served as Pekanbaru Branch Head (2015), Makassar Branch Head (2016), Regional Office V Head (2017), Corporate Secretary Division Head (2018) and Service Quality and Distribution Division Head (2020).



#### ■ Certification

- Risk Management Competency Level 4 - Banking Professional Certification Institute
- Refreshment of Risk Management Certification - PT Raharja Duta Solusindo



#### ■ Period of Service

Term of office July 11, 2022 - April 13, 2023



#### ■ Legal Basis for Appointment

Decree No.711/DIR.2022, July 11, 2022