

CORPORATE SECRETARY

PROFILE OF THE CORPORATE SECRETARY

Eneng Yulie Andriani

Nationality	Indonesian
Domicile	Jakarta
Age	48 years as of the end of fiscal year 2022
Educational Background	<ul style="list-style-type: none"> Master's degree in Law, Universitas Indonesia (2012) Bachelor's degree in Law with Special Law Program on Economic Activity from Universitas Indonesia (1997)
Basis of Appointment	Circular Decision of the Board of Directors No. PS/BOD/001/I/2020 datd 10 January 2020
Concurrent Positions	Head of Corporate Secretary Division
Work Experience	<ul style="list-style-type: none"> Head of Corporate Legal Department PT Bank Sumitomo Mitsui Indonesia (2014-2019) Head of Corporate Action & Stakeholder Management of Corporate Secretariate Division PT Bank Danamon Indonesia Tbk (1997-2014)
Affiliation	No affiliation with the Board of Directors, the Board of Commissioners and the Controlling Shareholders

TERM OF OFFICE

Term of office of the Corporate Secretary was effective as of 10 January 2020.

LEGAL BASIS

In compliance with Financial Services Authority Regulation No.35/POJK.04/2014 on the Establishment of Corporate Secretary juncto Securities Administration Regulation of PT Bursa Efek Indonesia (Indonesia Stock Exchange) No.1-A attachment II of the Decision of the Board of Directors of PT Bursa Efek Indonesia No. Kep-00001/BEI/01- 2014 dated 30 January 2014. The Bank retains the Corporate Secretary, Eneng Yulie Andriani, effective 10 January 2020, appointed based on Circular Decision No. PS/BOD/001/I/2020 dated 10 January 2020.

DUTIES AND RESPONSIBILITIES

Details of duties and responsibilities of the Corporate Secretary within the Bank are as follows:

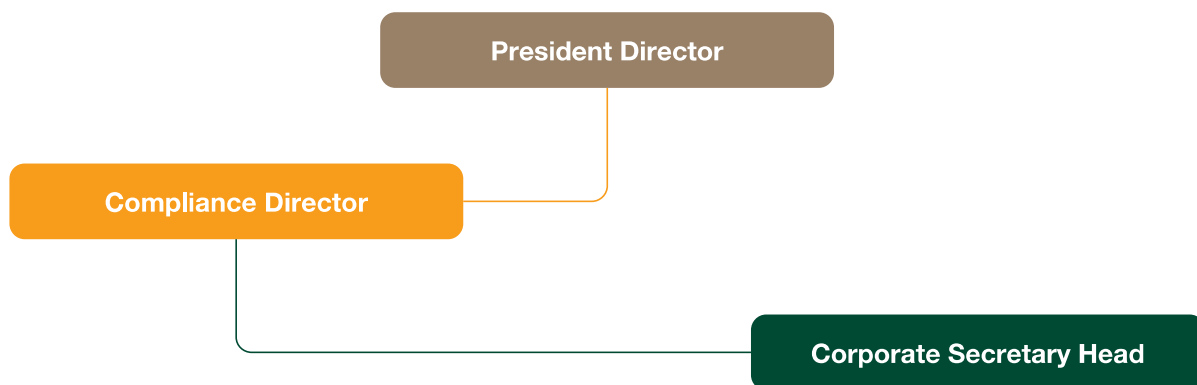
1. Maintain good relations with the Financial Services Authority, the Indonesia Stock Exchange, and other stakeholders.
2. Responsible for providing important information regarding the Bank's condition to all stakeholders that the public must know.
3. Keep track of the capital market development, including applicable regulations in the capital market.
4. Fulfill the Company's obligations as a listed company based on Corporate Governance principles.
5. Provide feedback to the Board of Directors and the Board of Commissioners to comply with provisions of Law No. 8 of 1995 concerning the Capital Market and its implementing regulations.
6. Responsible for the implementation of the GMS.
7. Coordinate the implementation of meetings of the Board of Directors and the Board of Commissioners.
8. Prepare and file the Minutes of Meeting of the Board of Director meetings.
9. Assist the Board of Directors and the Board of Commissioners in their duties and responsibilities.



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CONCURRENT POSITIONS AND ORGANIZATIONAL STRUCTURE

The function of the Corporate Secretary is served by an executive officer who leads the Corporate Secretary Division. This position is under the supervision/coordination of the Compliance Director and is not to be served concurrently with other positions.



In carrying out their duties and responsibilities, the Corporate Secretary oversees and manages the functions of Corporate Governance, Corporate Action & Stakeholder Management, as well as the Management of the Board of Commissioners and the Board of Directors.

IMPLEMENTATION OF DUTIES AND RESPONSIBILITIES

During 2022, the activities of the Corporate Secretary were carried out while adhering to health protocols. With all these limitations, the Corporate Secretary has successfully completed and carried out the following tasks or activities:

1. Organizing and attending meetings and taking minutes of meetings of the Board of Directors, Board of Commissioners, joint meetings of the Board of Directors and Board of Commissioners and all committees under the Board of Commissioners except the Nomination and Remuneration Committee.
2. Organizing monthly meetings for executive officers (monthly managers meeting).
3. Organizing the Annual General Meeting of Shareholders and Extraordinary General Meeting of Shareholders of the Bank.
4. Facilitate the organization of training or seminars for members of the Board of Directors and Board of Commissioners.
5. Arranging and fulfilling the requirements for fit and proper test for prospective members of the Board of Directors and Board of Commissioners.
6. Prepare and submit reports required by capital market and banking regulations.
7. Prepare and submit information disclosure.
8. Develop new policies and procedures and conduct periodic reviews of policies and procedures related to corporate governance including individual and integrated Corporate Governance Guidelines, charter guidelines, and amendments to the Bank's Articles of Association.
9. Conduct a review in terms of the law on limited liability companies, capital market regulations and articles of association of a Bank plan as well as prepare approval from the Shareholders, Board of Commissioners, and Board of Directors, if required.
10. Strengthening insights and providing debriefing by attending training and workshops, both organized by regulators and professional associations.

DISCLOSURE OF INFORMATION

As part of the Bank's responsibility and compliance as a public company, following is the list of disclosure of information extended during the year 2022.

Date	Document Number	Subject
07 February 2022	S.004/CCS/II/2022	Disclosure of Information on Press Release – Jenius Investment
09 February 2022	S.008/CCS/II/2022	Disclosure of Information on Press Release – ADESF
01 March 2022	S.013/CCS/III/2022	Disclosure of Information on Press Release – 2021 Performance
01 March 2022	S.014/CCS/III/2022	Disclosure of Information on the 9th Payment of Bond Interest
18 March 2022	S.020/CCS/III/2022	Disclosure of Information on the Statement of the Board of Directors (Ongki Wanadjati Dana)
21 March 2022	S.021/CCS/III/2022	Disclosure of Information - Jenius in Pekanbaru
28 March 2022	S.023/CCS/III/2022	Disclosure of Information – The Passing of Adrianus Dani Prabawa
22 April 2022	S.028/CCS/IV/2022	Disclosure of Information on GMS Press Release
22 April 2022	S.029/CCS/IV/2022	Disclosure of Information on Jenius Program Press Release
28 April 2022	S.035/CCS/IV/2022	Disclosure of Information on the Change of Composition of the Comp Board of Directors and the Board of Commissioners
28 April 2022	S.036/CCS/IV/2022	Disclosure of Information on the Change in the Articles of Association
28 April 2022	S.038/CCS/IV/2022	Disclosure of Information on Press Release – Q1 2022 Financial Performance
25 Mei 2022	S.044/CCS/V/2022	Disclosure of Information on Result of Annual Rating
25 Mei 2022	S.045/CCS/V/2022	Disclosure of Information on Result of Annual Rating
27 Mei 2022	S.360/DIR/CCS/V/2022	Disclosure of Information on the Extension of the Period of Shares Transfer
27 May 2022	S.047/CCS/V/2022	Disclosure of Information on the 10th Payment of Bond Interest
27 May 2022	S.048/CCS/V/2022	Disclosure of Information on the Extension of Shares Transfer
02 June 2022	S.049/CCS/VI/2022	Report on Shares Ownership
02 June 2022	S.050/CCS/VI/2022	Disclosure of Information on Press Release – Jenius Program
03 June 2022	S.051/CCS/VI/2022	Disclosure of Information on Additional Paid-Up Capital in BTPNS-MV
08 June 2022	S.054/CCS/VI/2022	Disclosure of Information on Additional Paid-Up Capital in BTPNS-MV
28 July 2022	S.061/CCS/VII/2022	Disclosure of Information on Press Release – Bank BTPN Manifests the Empowerment of the Community Through MSME Training
03 August 2022	S.064/CCS/VIII/2022	Disclosure of Information on Press Release – Bank BTPN Semester I 2022 Performance
25 August 2022	S.070/CCS/VIII/2022	Disclosure of Information on Press Release – 6th Anniversary of Jenius
30 August 2022	S.071/CCS/VIII/2022	Disclosure of Information on 11th Payment of Bond Interest
19 September 2022	S.079/CCS/IX/2022	Disclosure of Information on Press Release – Manifesting the Little Steps Traveling to Singapore with Jenius
22 September 2022	S.089/CCS/IX/2022	Disclosure of Information on Press Release – BTPN's Cooperatio with BNP Paribas
27 September 2022	S.092/CCS/IX/2022	Disclosure of Information on Press Release – BTPN's Cooperation with Microsoft
30 September 2022	S.096/CCS/IX/2022	Disclosure of Information on Press Release – Implementation of Extraordinary GNS and Public Expose
30 September 2022	S.097/CCS/IX/2022	Disclosure of Information on Result of BTPN Annual Rating
30 September 2022	S.098/CCS/IX/2022	Disclosure of Information on Result of BTPN Annual Rating
06 October 2022	S.103/CCS/X/2022	Disclosure of Information on the Change in Composition of the Company's Board of Directors
31 October 2022	S.108/CCS/X/2022	Disclosure of Information on Press Release – Jenius Credit Card
01 November 2022	S.109/CCS/XI/2022	Disclosure of Information on Press Release – Bank's Q3 2022 Peformance
06 December 2022	S.116/CCS/XII/2022	Disclosure of Information on Press Release – 2023 Economic Outlook
19 December 2022	S.857/DIR/CCS/XII/2022	Disclosure of Information on Press Release – Bank BTPN's "Daya Fest 2022": Empowerment of Self Potentials To Be Prepared for the Challenges of 2023
27 December 2022	S.865/DIR/CCS/XII/2022	Disclosure of Information on Press Release – Bank BTPN, SMBC Disburses Green Financing of \$93.75 Million to PLN



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TRAINING AND COMPETENCY DEVELOPMENT

Details of competency development programs participated by the Corporate Secretary during the year 2022 are as follows:

Date	Organizer	Material
11 January 2022	Indonesia Stock Exchange	Socialization on the Change in Regulation Number I-A and SE Special Notation
12 January 2022	BTPN IT	BTPN Digital Workplace – Champion user Office 365
12 January 2022	Indonesia Stock Exchange	RDP Equity Capital Activity
19 January 2022	Indonesia Stock Exchange	Hearing on the Concept of Rule Number I N regarding the Elimination of the Delisting of Equity Securities, Equity Securities, Debt Securities, and Sukuk and Relisting of Shares on the Exchange.
26 January 2022	BTPN - HR Learning dan HHP	Invitation to Online Training & Development Class: Rights Issue Webinar
27 January 2022	BTPN - Corporate Communication	Senior Leaders Briefing Q1 2022
28 January 2022	National Banking Association Institute	Webinar: E-Signature as One Solution to Legality in the Digital Era
31 January 2022	OJK Director of Statistics and Capital Market Information	Socialization on POJK No. 23/POJK.04/2021 on Follow-Up of Supervision in the Capital Market
31 January 2022	Indonesia Stock Exchange	Webinar: Building Organizational Resilience and Innovation Through Initial Public Offering of Subsidiaries
1 February 2022	BTPN - HR Learning	Mandatory E Learning: Code Ethic PT Bank BTPN tbk version 2021
11 February 2022	IICD & Corporate Secretary	Update on ACGS (Asean Corporate Governance Scorecard)
16 February 2022	BTPN - HR Learning	Mandatory E-Learning SMBC Group 2022 : Ethics, Integrity and Conduct Risk
16 February 2022	BTPN - HR Learning	Mandatory E-Learning SMBC Group 2022 : Anti-Trust and Fair Competition
17 February 2022	OJK Banking Supervisory Board	Socialization on SEOJK No. 32/SEOJK.03/2021 on the Change in OJK Circular Letter No. on the Re-Evaluation For the Bank's Main Party
24 February 2022	HKHPM	2022 HKHPM Webinar: Implications of POJK No.22/POJK.04/2021 concerning the Application of Classification of Shares with Multiple Voting Rights by Issuers with Innovation and High Growth Rates Conducting Public Offerings of Equity-Type Securities in the Form of Shares
25 February 2022	Ministry of Investment and AEI	Selection Techniques, New Submissions and Elimination of KBLI through the OSS System
8 April 2022	BTPN Learning Institute and LDA SMBC	Webinar: It's time to Break the Mold
10 April 2022	BTPN - HR Learning	Refreshment APU PPT 2022
27 April 2022	BTPN Learning	BTPN Leadership Series: IT Governance, Speeding up the Growth to Bank 4.0
24 May 2022	BTPN Compliance	Socialization of POJK No.6/POJK.07/2022 on the Protection of Consumers & the Public in the Financial Services Sector
9 June 2022	IDX	Rule Making Rule Invitation to Hearing in the Framework of Rule Making Rule Concept of Stock Exchange Regulation Number I-Y on the Listing of Shares and Equity-Type Securities Other Than Shares on the New Economic Board Issued by Listed Companies
16 June 2022	OJK Institute	Webinar: Anti Bribery Management System : Experience Through Integrity

Date	Organizer	Material
20 June 2022	BTPN - Corporate Communication	Senior Leaders Briefing Q2 2022
05 July 2022	BTPN Learning	Executive Risk Management Certification Refresher 2022: Cyber Crime in the era of Digital Banking
06 July 2022	Law online and IDX	2022 Hukumonline Webinar: Technology Strategy and Innovation in Supporting the Role of the Corporate Secretary
13 July 2022	BTPN Learning	Bank BTPN Spokesperson's Media Training
10 August 2022	Gallup	Webcast Course Spotlight: Boss to Coach Journey
12 August 2022	BTPN – Team Tax	Tax Sharing Session – Rights and Responsibility of Tax
15 August 2022	BTPN - Corporate Communication	Senior Leaders Briefing Q2 2022
16 August 2022	ICSA	Collaboration of Internal Auditor and Corporate Secretary to Improve ERM
30 August 2022		Prospects for Intellectual Property Rights (IPR) as Debt Guarantees
05 September 2022	ICSA	One Step Closer to Your Goals: Be a Good Negotiator & Lobbyist
6 September 2022	Indonesia Stock Exchange	Dissemination of Free Float Provisions and Reporting: Changes in Information on Report Format E009 - Monthly Report on Securities Holder Registration/Changes in Shareholder Structure
6 September 2022	BTPN Learning	BTPN Leadership Series: Be Innovative Leader
08 September 2022	ICSA	Best Practice Caring for the Environment in the Business World
14 September 2022	BTPN – Team Tax	Tax Sharing Session IV – Deduction of PPh Article 21
23 September 2022	BTPN & LDA SMBC	COI by Allen & Gledhill LLP
12 October 2022	BTPN – Team Tax	Tax Sharing Session IV – Deduction of PPh Article 21
18 October 2022	ICSA	ASEAN Corporate Governance Scorecard : ASEAN Asset Class
07 November 2022	BTPN - Corporate Communication	Senior Leaders Briefing Q3 2022
08 November 2022	Creco	BTPN Economic Outlook by Chatib Basri
29 November 2022	BTPN - Corporate Communication	Bank BTPN Economic Outlook 2023: Smart in Strategy, Efficient in Facing the Recession of 2023
06 December 2022	BTPN - Corporate Communication	BTPN Leadership Series: Future of Work, Maximizing Talent to Face the Future of Work
08 December 2022	OJK Institute	Developing Personal Branding: The Key to Success in Career and Performance