

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

In carrying out its duties and responsibilities, the Corporate Secretary also referred to the Financial Services Authority Regulation No. 35/POJK.04/2014 dated December 8, 2014 concerning the Corporate Secretary of Issuers or Public Companies. Based on these regulations, the Corporate Secretary of the Company carried out its duties and responsibilities, including:

1. Following the developments in the capital market, especially the prevailing laws and regulations in the capital market.
2. Providing input to the Board of Directors and Board of Commissioners of the Company to comply with the provisions of laws and regulations in the Capital Market sector
3. Helping the Board of Directors and Board of Commissioner in implementing corporate governance including
  - a. Information disclosure to the public, including the availability of information on the website of the issuer or public company.
  - b. Submission of reports to the Financial Services Authority on time.
  - c. Organizing and documenting the General Meeting of Shareholders.
  - d. Organizing and documenting the Meetings of Board of Directors and/or the Board of Commissioners
  - e. Implementing of company orientation programs for the Board of Directors and/or the Board of Commissioners.

### Corporate Secretary Profile

The board of directors of the Company appointed Ari Kurniaman as the Corporate Secretary as of March 13, 2020 based on Decree Number 261/DIR/2020 dated March 12, 2020.



#### Ari Kurniaman

Corporate Secretary



#### Domicile

West Java, Indonesia



#### Date of birth

Tasikmalaya, 15 Januari 1972



#### Age

48 years old



#### Citizenship

Indonesia



#### Educational background

Bachelor (S1) in Law from Padjadjaran University (1996)



#### Position History

Starting his career at PT Bank Tabungan Negara (Persero) Tbk since 1997 and has served as:

- 2014 served as Legal Litigation & Claim Departement Head.
- 2017 served as Deputy Branch Manager Bandung.
- 2019 served as Branch Manager of Jakarta Cawang.



#### Certification

Risk Management Competency Level 3 - Banking Professional Certification Institute



#### Basic Appointment

Decree Number 261/DIR/2020 dated March 12, 2020

### Program for Enhancing Competency Secretary Competition

The Corporate Secretary competency improvement program was presented in the Company Profile Chapter in this Annual Report.

### Implementation of Duties of Corporate Secretary in 2020

Throughout 2020, the Corporate Secretary carried out the following duties and responsibilities:

1. One of the ways to convey Capital Market Developments to the Board of Directors and Board of Commissioners is by submitting information on the latest regulations and provisions in the capital market sector that must be implemented by the Company. Several new regulations that were socialized or updated by the Corporate Secretary are:

- a. Financial Services Authority Regulation Number 15/POJK.04/2020 concerning Planning and Implementation of General Meeting of Shareholders of Public Companies;
  - b. Financial Services Authority Regulation Number 16/POJK.04/2020 concerning the Implementation of the General Meeting of Shareholders of Public Companies Electronically.
2. Implementing communication programs to the capital market community together with Investor Relations and Marketing Communication. The methods used are as follows:
    - a. Direct, including among others the General Meeting of Shareholders and Public Expose;
    - b. Indirect, including Annual Report, Financial Report Publication and Press Release.
  3. Fulfillment of the Information disclosure obligations as regulated, among others:
    - a. Financial Services Authority Regulation No. 31/POJK.04/2015 dated December 22, 2015 concerning Disclosure of Material Information or Facts by Issuers or Public Companies;
    - b. Indonesia Stock Exchange Regulation No. I-E dated July 19, 2004 concerning Obligation to Submit Information;
    - c. Financial Services Authority Regulation No. 8/POJK.04/2015 dated 25 June 2015 concerning the Website of Issuers or Public Companies.
  4. Enhanced access to the information for Public Communication with the stakeholders of Bank BTN uses a one-door policy, which is coordinated through the Corporate Secretary. The Company always makes it as convenient as possible for stakeholders to access information. In addition to publications, information is also distributed through various mass media; the public can also access information concerning Bank BTN through the Bank BTN website ([www.btn.co.id](http://www.btn.co.id)), as well as through social media including Facebook (BankBTNcoid), Twitter (@BankBTNcoid), YouTube (officialBankBTN) and Instagram (officialBankBTN). The Company is consistent in improving the quality of information delivery to the public by providing Public Information Disclosure services on the Bank BTN website to fulfil the following conditions:
    - Law of the Republic of Indonesia No. 14 of 2008 dated April 30, 2008, concerning Public Information Disclosure.
    - Government Regulation of the Republic of Indonesia No. 61 of 2010 dated August 23, 2010, concerning the Implementation of Law No. 14 of 2008 concerning Public Information Openness.
    - Information Commission Regulation No. 1 of 2010 dated June 7, 2010, concerning the Public Information Service Standards
  5. Media Relations and Information Access
 

The Corporate Secretary always strived to establish good relations with the mass media, both electronic media (TV, radio), print media (newspapers, magazines) and online media. During 2020, the Corporate Secretary published press releases and photo news that had news value for the Company, namely regarding developments in the Company's performance, business, CSR and operations of approximately 182 (one hundred eighty two) reports consisting of 102 (one hundred and two) press release and 80 (eighty) photo news.
  6. General Meeting of Shareholders (GMS)
 

Corporate Secretary coordinates the Annual General Meeting of Shareholders (AGM) of the Company regarding the Regulation of the Financial Services Authority No. 32/POJK.04/2014 dated December 8, 2014, on the Planning and Implementation of Open Company GMS, as amended by the Financial Services Authority Regulation No. 10/POJK.04/2017. During 2020, the Company held three (3) times the AGM. The Annual General Meeting dated March 12, 2020, the Extraordinary General Meeting dated August 29, 2019, and the Extraordinary General Meeting on November 27 2019. All stages of the AGM has been executed following the POJK as mentioned above and Articles of Association of the Company, including notifications, announcements and GMS and delivery of the minutes and the minutes of the AGM.

During 2020, the Corporate Secretary submitted 22 (twenty two) reports of information disclosure to FSA/ Stock Exchange. All reports were submitted within the deadline in accordance with the applicable provisions, namely no later than the 2nd (second) end of the work after the decision or the availability of material information or facts that may affect the value of the company's securities or the investment decision of investors.

In addition to the information disclosure report above, the Corporate Secretary also coordinated the submission of deliberations should there be any questions or requests from the Indonesian Stock Exchange regarding news related to Bank BTN or any BBTN stock transactions, which was in accordance with the Indonesian Stock Exchange Regulation No. I-E, stating that the Listed Company must provide written responses to matters that were questioned by the Indonesian Stock Exchange, no later than 3 (three) Exchange Days after the receipt of an explanation request from the Securities Exchange either delivered by the Exchange through facsimile or any other shipping media. Throughout 2020, the Company received 5 (five) explanation request from the Indonesian Stock Exchange.

7. Implementation and Documentation of the Board of Directors' Meeting and Joint Meeting with the Board of Commissioners

The Corporate Secretary bears the responsibility of coordinating the implementation of the Board of Directors meetings and Joint meetings between the Board of Directors and the Board of Commissioners, of which the application refers to Article 16 of the Financial Services Authority Regulation No. 33/POJK.04/2014 dated December 8, 2014, concerning the Board of Directors and the Board of Commissioners of Issuers or Public Companies. The duties of the Corporate Secretary in organizing the Board of Directors meetings and Joint meetings between the Board of Directors and the Board of Commissioners are as follows:

- Receive proposals for the agenda and materials that will be decided at the Board of Directors' meetings and Joint meetings between the Board of Directors and the Board of Commissioners from the Division/Desk/other Work Units.

- Ensure the delivery of materials, quorum and decision making at the Board of Directors' meetings and Joint meeting between the Board of Directors' and the Board of Commissioners run in accordance with the FSA regulations as mentioned above.
- Prepare Minutes of Meeting of the Board of Directors meetings, which are then signed by all members of the Board of Directors in attendance.
- Administering the minutes of the Board of Directors Meeting. Delivering the decisions of the Board of Directors Meeting and the Board of Commissioners to the related Divisions/Desks/work units for immediate follow-up. During 2020, The Company has held 272 (two hundred and seventy two) meetings of the Board of Directors and 18 (eighteen) meetings of the Board of Commissioners with the Board of Directors and 3 (three) meetings of the Board of Directors with the Board of Commissioners.

**Internal Audit Function**

The internal audit function was a strategic business partner for management in optimizing the implementation of the Company's GCG, risk management and providing independent and objective assurance and input regarding the Company's internal control. The internal audit function was carried out by the Internal Audit Division (IAD) through an evaluation process based on an objective risk-based audit and consulting services, especially those concerning the improvement and refinement of risk management, control and governance processes. This function was carried out through a proactive, enthusiastic and dynamic approach, communicating effectively, oriented to business and stakeholders, understanding the root of the problem and areas with high risk, emphasizing findings on quality, and recommending practical and workable.

**Organizational Structure of The Internal Audit Division**

