

Corporate Secretary

Education and Trainings in 2018

In order to improve the competencies in carrying out their duties, the Corporate Secretary can attend training and Education both held by the Company and by external professionals.

The training and Education programs participated by the Corporate Secretary in 2018 are as follows:

Workshop/Trainings Participated by Corporate Secretary in 2018

No	Trainings	Date & Location	Organizers
1.	Enhancement Special Request Board of Directors Secretary and Board of Commissioners 2018	6 -7 October 2018 Denpasar	BRI Corporate University
2.	Understanding Media Policies in Digital Era & Creative Writing For Corporate Publication	5 – 7 February 2018, Padang	PR Indonesia
3.	Sertifikasi Kehumasan	6 – 7 March 2018, Jakarta	PERHUMAS
4.	Social Media Summit	1 – 2 March 2018, Bali	Social Bakers
5.	Corporate Governance Officer Intermediate 1	12 – 13 September 2018, Jakarta	Indonesian Corporate Secretary Association
6.	Corporate Governance Leadership Program	15 – 16 November 2018, Yogyakarta	Indonesia Institute For Corporate Directorship

Duties and Responsibilities

The Corporate Secretary is responsible to following the capital market development, in particular the relevant regulations, in order to advice the Board of Commissioners and Board of Directors on the compliance with the capital market regulations. In addition, the Corporate Secretary is also responsible to implementing good governance for the:

- The forming of implementation and evaluation of public relations strategies & activities, such as but not limited to communicating information to interested parties directly or through print and electronic media, managing issues that are expected to have a negative impact on the Company and programs / events / exhibitions, giving sponsorships as one of the manifestations in order to improve BRI's corporate image.
- Preparation, implementation and evaluation of strategies and activities of CSR and Community Development in the context of BRI's concern for the social environment of the community and enhancing BRI's corporate image.
- Implementation of GMS / EGMS, Directors 'Meetings of Commissioners and Directors' Meetings, internal and external forums.

- Preparation, analysis and evaluation of policies related to the provision of services for the rights and facilities of the Board of Commissioners, Directors and SEVP as well as secretarial activities to ensure the fulfillment of the rights and facilities of the Commissioners, Directors and SEVP as well as the implementation of the Company's secretariat.
- Workmanship and administration of secretarial activities, administration and Company documentation (Government Regulations, Capital Market Regulations and other Regulations relating to the Company's Articles of Association)
- Implementation and protocol evaluation of all activities of the Board of Commissioners, Directors and SEVP.
- As the Company's spoke person.

The duties and responsibilities of the BRI Corporate Secretary are in accordance with the Financial Services Authority Regulation No. 35/POJK.04/2014 regarding the Corporate Secretary of Issuers or Public Companies.

Implementation of Duties 2018

In 2018, the Corporate Secretary issued a Board of Directors Policy on Orientation and Education Program Policies for the Directors and Board of Commissioners. The program applies to new directors and board of commissioners to get better understanding about Bank BRI.