

2. Unscheduled and unlisted urgent agenda it may be scheduled by Director of the related Affairs firstly notifying for such additional to the meeting to Chairman of Meeting of Board of Directors at the commencement of the Meeting of Board of Directors.

**Article 15**  
**Minutes of Meeting**

1. On all which are discussed and resolved in the Meeting of the Board of Directors, a Minutes of Meeting will be made and signed by the attending members of the Board of Directors and provided to all members of the Board of Directors.
2. On all which are discussed and resolved upon in the Meeting of the Board of Directors with the Board of Commissioners, a Minutes of Meeting will be made and signed by the attending members of the Board of Directors and attending members of the Board of Commissioners provided to all members of the Board of Directors and all members of the Board of Commissioners. The Board of Commissioners will sign the Minutes of Meeting of the Board of Directors as co-acknowledgment of the matters discussed as attached to a separate execution column/sheet.
3. In the event that any member of the Board of Directors and/or member of the Board of Commissioners does not sign the meeting results as referred to in Article 1 or Article 2 as mentioned above, the matter will be set out in a separate document constituting an integral part of (attached to) the minutes of meeting.
4. The Group Head Corporate Secretary will have the duty as the meeting secretary of the minutes meeting in the Meeting of the Board of Directors.
5. In the event that the Group Head Corporate Secretary is unavailable for any reason, while the Board of Directors is still authorized to appoint another person as the meeting secretary.
6. Prior to commencement of the meeting, the Meeting Chairperson may give the opportunity to the meeting secretary to read aloud the minutes of the previous meeting.
7. The meeting secretary will record and administer the conferment of authorization.
8. The meeting secretary will be obligated to keep the meeting policies/resolutions confidential until such policies/resolutions have been announced.
9. Minutes of Meeting shall be documented by Company.

**CHAPTER IV**  
**ETHICS AND WORKING HOURS**

**Article 16**  
**Work Ethics and Position**

1. Board of Directors shall operate the company by applying principles of good corporate governance with due regard to the prudential banking principles, professional code of ethics and code of conduct, national and international banking conventions, and compliance with Regulations of Bank Indonesia, Financial Services Authority and other laws and regulations.
2. The Board of Directors must take perform the company management in good faith and by prioritizing the Company's interests over personal interests.
3. In the event of any conflict between the interests of personal members of the Board of Directors and the Company's interests, the members of the Board of Directors having such conflict of interests will not be allowed to participate in a decision-making process.

