

CORPORATE SECRETARY

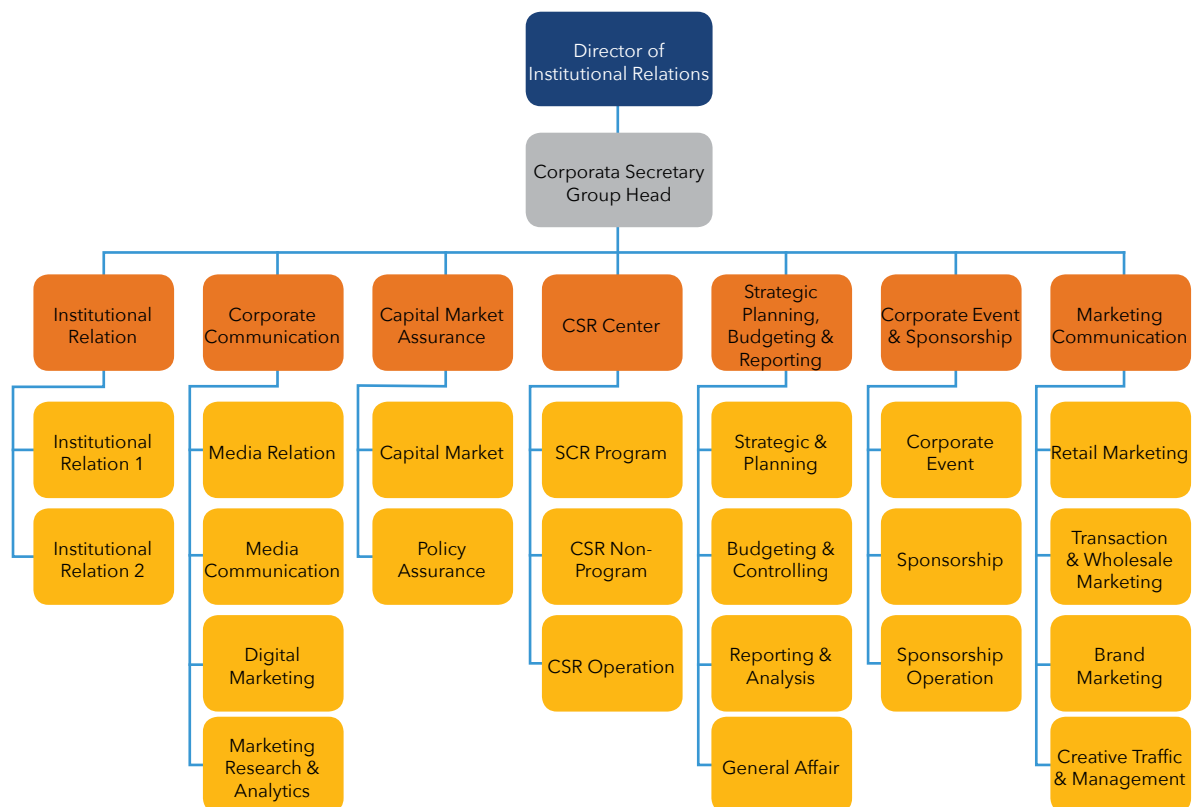
Structure of the Corporate Secretary

The Corporate Secretary is directly responsible to the Director of Institutional Relations, in which the functions and duties are divided into 6 (six) fields:

1. Bank activities as a public company, including implementing corporate
2. Corporate Communication Activities.
3. Secretarial Activities.
4. Stakeholder Management Activities.
5. Corporate Social Responsibility Activities.
6. Marketing Communication Activities

governance, especially those related to capital market rules.

The coordination and supervision of each department are directly under the Corporate Secretary, which is guided by the Corporate Secretary Policy and Standards.



Functions and Duties of Corporate Company

Referring to Article 5 of the OJK Regulation No. 35/POJK.04/2014 concerning Corporate Secretary of Issuers or Public Companies, the functions of the Corporate Secretary is as follows:

1. Following the development of the capital market, especially
2. Providing input to the Board of Directors and the Board of Commissioners to comply with the rules and regulations of the capital market.
3. Assisting the Board of Directors and the Board

the applicable laws and regulations of the capital markets.

of Commissioners in implementing corporate governance which includes:

- a. disclosure of information to the public, including the availability of information on the Company's Website;
- b. on time submission of reports to the OJK;



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- c. organizing and documenting the General Meeting of Shareholders;
 - d. organizing and documenting the Meetings of Board of Directors and/or Board of Commissioners; and
 - e. implementing an orientation program for the Board of Directors and/or the Board of Commissioners.
4. As a liaison between the Company and shareholders, the OJK and other stakeholders.

In line with OJK Regulation, the Corporate Secretary also has in place the Policy and Standard of Guidelines as the foundation in carrying out its functions and duties. The scope of responsibility of the Corporate Secretary includes:

1. Bank Activities as a Public Company:
 - a. Carrying out Information Disclosure including reporting to Regulators regarding the Bank status as a Public Company.
 - b. Organizing and documenting the General Meeting of Shareholders.
 - c. Carrying out report submissions according to the provisions of other laws under the authority of the Corporate Secretary unit.
 - d. Managing the administration of Bank Mandiri shareholders.
 - e. Organizing other activities related to the Corporate

- f. Actions and/or other information disclosures.
 - f. Carrying out the Bank's compliance with the capital market regulations.
2. Corporate Communication Activities
 - a. Establish policies and strategies regarding the implementation of communication
 - b. Conducting corporate communication activities to internal and external corporate stakeholders.
 3. Marketing Communication Activities
 4. Define brand image and brand positioning.
 5. Event and Sponsorship Activities.
 6. Conducting and carrying out certain activities (events/sponsorship) as the implementation of corporate communication strategies and reputation management/reputation risk.
 7. Secretarial Activities
 - a. Organizing and documenting the Meetings of the Board of Directors Meetings and Board of Commissioners.
 - b. Administration of the company documents including regulating or stipulating the regulations concerning letters and management of the company documents.
 - c. Organizing activities to support the functions and work activities of the Board of Commissioners, Board of Directors and SEVP.

8. Corporate Social Responsibility Activities
 - a. Establishing strategies and carry out Corporate Social Responsibility Activities.
 - b. Carrying out other similar activities either in the form of implementation of government programs or by collaborating with third parties such as the Partnership and Community Development Program and giving donations in connection with natural disasters.
9. Marketing Communication Activities
 - a. Establish a marketing communication strategy at the Bank-wide and User Unit levels.
 - b. Initiating and coordinating research activities, including concept testing, brand tracking, and customer satisfaction.
 - c. Ensuring effective implementation of marketing communications program.

Corporate Secretary Capacity Building Programs

During 2021 the Corporate Secretary has been participating in the trainings, seminars and workshops in order to expand knowledge and following current development of capital market. Detailed information on trainings is presented in the Chapter 3 Company Profile, Section Competence Development of Corporate Secretary in this Annual Report.