

Corporate Secretary PT Bank Mandiri (Persero) Tbk.

Pursuant to the prevailing regulations, a public company is required to have a corporate secretary function that serves as a link between the company's organ with the external parties including government and non-government institutions, shareholders, as well as other capital market players. As such, Bank Mandiri has in place the Corporate Secretary function managed by the Corporate Secretary Group unit and led by Senior Executive Vice President that was appointed based on the Decree of the Board of Directors No. KEP.DIR/137/2020.

The Corporate Secretary has the duties and responsibilities to among others act as the liaison between the Company and stakeholders, responsible for monitoring the Company's compliance with laws and regulations as part of the implementation of Good Corporate Governance, ensuring the shareholders, capital market authorities, analysts and the public to obtain all important information related to the Company in a timely, complete and accurate manner; and ensuring that the disclosure of information and the Company's internal and external communication is carried out transparently. In addition, the Corporate Secretary is responsible to maintaining the Bank's good image to the stakeholders at large.

Legal References

The establishment, appointment and implementation of functions and duties of Corporate Secretary refer to :

1. Articles of Association of Bank Mandiri
2. OJK Regulation No. 35/POJK.04/2014 concerning Corporate Secretary of Issuers and Public Companies.
3. SOE Minister Regulation No.PER-01/MBU/2011 concerning the Implementation of Good Corporate Governance in State-Owned Companies, in lieu of PER-09/MBU/2012.
4. Law No. 19 of 2003 concerning State-Owned Enterprises.
5. Regulation Financial Services Authority No.35/POJK.04/2014 of 2021 concerning Corporate Secretary of Issuers or Public Companies.
6. Board of the Director's Decree No. KEP. DIR/137/2020 dated 10 November 2020.

Corporate Secretary Profile

The Corporate Secretary of Bank Mandiri is directly responsible to the Board of Directors and is under the supervision of the President Director, and is appointed and dismissed based on the Decree of the Board of Directors.

The Company has appointed Rudi As Aturridha as the Corporate Secretary pursuant to the Board of Directors Decree KEP.DIR/137/2020 dated 10 November 2020. The following is the profile of Rudi As Aturridha as Corporate Secretary :



Rudi As Aturridha

Corporate Secretary

Age

49 Years Old

Citizenship

Indonesian



Educational Background

Bachelor of Economics from Universitas Trisakti (1996)

Sertifikasi

Risk Manajement Level 3

Employment History

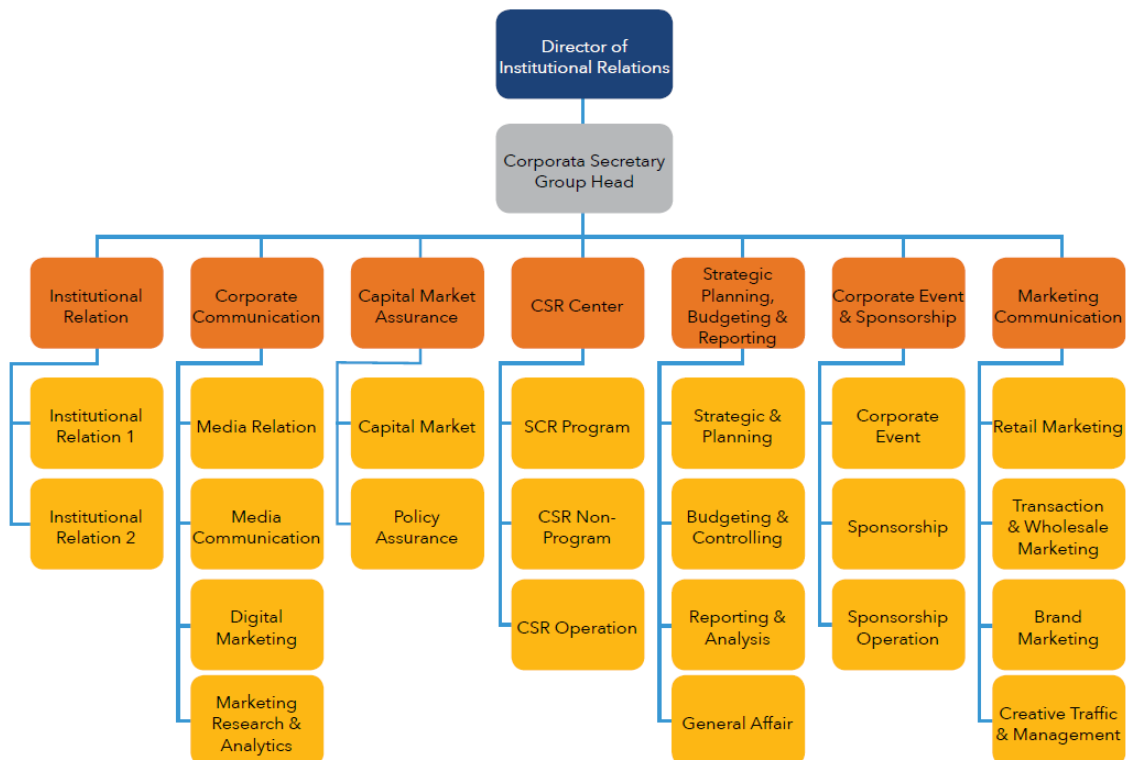
- Department Head Corporate Communication PT Bank Mandiri (Persero) Tbk. (2019 – 2020)
- Area Head Yogyakarta PT Bank Mandiri (Persero) Tbk. (2017 – 2018)

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 governance, especially those related to capital market rules.
2. Corporate Communication Activities.
3. Secretarial Activities.
4. Stakeholder Management Activities.
5. Corporate Social Responsibility Activities.
6. Marketing Communication Activities

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 the applicable laws and regulations of the capital markets.
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 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;
 - 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; 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 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.

In addition, the Corporate Secretary's officers and executives have participated the trainings in the areas of laws, accounting, secretariat and reporting, as well as actively participated in seminars/disseminations on new regulations issued by the regulators.

Corporate Secretary Report Fiscal Year 2021

In compliance with Article 11 of OJK Regulation No. 35/POJK/2014, the Corporate Secretary of Bank Mandiri has prepared periodical reports at least once in a year regarding the implementation of the corporate secretary functions to the Board of Directors and copied to the Board of Commissioners, submitted through a Memorandum to the Board of Directors. HBK.CSC/CMA.570/2021 dated 17 June 2021 regarding the Corporate Secretary Group Functions and Duties Report 2020, and Letter to the Board of Commissioners No.HBK.CSC/CMA.897/2019 dated 8 July 2021 regarding the Corporate Secretary Group Functions and Duties Report 2021.

