

## Competence Improvement Program of Corporate Secretary

As a liaison with external parties, the Corporate Secretary must always keep up with the developments in the world of capital markets and consistently improve their competence in the fields of law, finance, communications and corporate governance. For this reason, the Corporate Secretary of Bank Mandiri routinely participates in various trainings/workshops/seminars that are useful to maximize their very important role in the company. Throughout 2018, the Corporate Secretary has participated in various Training/Workshop/Seminars as follows.

Training/Competency Development Material	Time and Place of Implementation	Organizer
Leadership Forum	May 4-6, 2018, Labuan Bajo	PT Bank Mandiri (Persero) Tbk.
Indonesia Investment Forum 2018	October 9, 2018, Bali	Ministry of SOE, BI, OJK
Media Training	November 29-30, 2018, Semarang	Bank Mandiri

In addition, the employees under the functions of the Corporate Secretary have participated in training in the fields of law, accounting, secretariat and reporting and actively participated in seminars / outreach related to the latest regulations issued by regulators.

## Implementation of Corporate Secretary's Duties In 2018

During 2018, the Corporate Secretary of Bank Mandiri carried out functions and tasks related to stakeholders, among others:

- Following the development of Capital Market regulations, especially legislation in force in the Capital Market, among others by ensuring compliance with new regulations issued by the Financial Services Authority, the Indonesia Stock Exchange and other regulators related to the capital market.
- Building GCG Awareness for the Board of Directors and Board of Commissioners of Bank Mandiri including informing about new policies and issues regarding GCG.
- Organizing and documenting the Annual General Meeting of Shareholders on March 21, 2018, 2018 Mandatory Public Expose on August 29, 2018, and ensuring regular communication every quarter to investors through the Analyst Meeting on February 6, April 24, July 19 and October 17, 2018.
- Making a dividend payment for the 2017 Financial Year on April 20, 2018.
- Organizing and attending the Meetings of Board of Commissioners, Meetings of Board of Directors, Joint Meetings of Directors Inviting the Board of Commissioners, and Joint Meetings of the Board of Commissioners and making minutes of the meetings. In 2018 each has been held respectively for 23 (twenty three) times, 42 (forty two) times, 3 (three) times, and 9 (nine) times.
- Periodically reviewing the Company's Principles, Company Articles of Association, Rules of Conduct of Board of Directors, Rules of Conduct of Board of Commissioners, Rules of Conduct of Committees under the Board of Directors, Charter of Committees under the Board of Commissioners, and other Policies in accordance with applicable law and regulation and implementation of Bank governance.
- Conducting information disclosure to the public in accordance with applicable laws and regulations.
- Conducting information disclosure to Bank Mandiri internal employees through Mandiri Magazine. During 2018, the Corporate Secretary issued 11 (eleven) editions of Mandiri Magazine.
- Redesigning the Company's Website to improve the convenience of the society in accessing information and always providing up to date and accurate information on the Website.
- Preparing the 2017 Fiscal Year Annual Report and the Sustainability Report and submit them to the relevant Regulators in a timely manner and monitoring the submission of the 2017 Fiscal Year Annual Report of the 11 (eleven) Subsidiaries to the Regulator.
- Managing the Capability and Compliance Test of 4 (four) members of the Board of Directors.
- Documenting Company legality data, including the Deed of GMS, Amendment Deed of Articles of Association, Amendment Deed of Management Structure, Corporate Domicile Sign, and other legal documents.
- Establishing communication with the Ministry of SOE, Financial Services Authority, Bank Indonesia (BI), Ministry of Finance, Secretary of State, Deposit Insurance Agency (LPS), Self Regulatory Organizations (Indonesia Stock Exchange (BEI), Indonesian Central Securities Depository (KSEI), and Indonesian Clearing and Guarantee Corporation