

## CORPORATE SECRETARY

Telkom has a Corporate Secretary/Investor Relations that facilitates internal communication between the Directors and the Board of Commissioners. Besides, in terms of external communication, the Corporate Secretary/Investor Relations has the function to establish relationships between the Company and its stakeholders, especially the Government, shareholders, and the Financial Services Authority. In terms of compliance, the Corporate Secretary also plays an important role in ensuring that Telkom can follow the capital market regulations.

### CORPORATE SECRETARY'S PROFILE



#### Andi Setiawan

Born : June 6, 1978  
 Age : 41 years old  
 Nationality : Indonesian  
 Domicile : Jakarta

#### Education

2002 Bachelor degree in Financial Management, University of Indonesia, Indonesia.

#### Basis of Appointment

Decision Letter of Board of Directors.

#### Term of Service

Start from March 4, 2015, up to present.

#### Career Experiences

2014-2015 PT Telekomunikasi Seluler as GM of Investor Relations.  
 2010-2014 PT Summarecon Agung Tbk as a Manager of Investor Relations.  
 2007-2010 PT Bakrieland Development Tbk as a Manager of Corporate Secretary.  
 2004-2007 PT Pemeringkat Efek Indonesia as a Corporate Rating Analyst.

### CORPORATE SECRETARY'S DUTIES AND RESPONSIBILITIES

The Corporate Secretary has the following duties and responsibilities:

1. Preparing and organizing GMS, including the material, particularly the Annual Report;
2. Attending the Board of Directors' meetings and joint meetings between the Board of Commissioners and Board of Directors;
3. Managing and maintaining documents related to the Company's activities, including the GMS's documents, Board of Directors' minutes of meetings, the minutes of joint meetings between Board of Directors and Board of Commissioners, and other important documents of the Company; and
4. Determining criteria regarding types and contents of information that can be presented to the stakeholders, including information that can be published as public documents.

### CORPORATE SECRETARY'S FUNCTIONS

The functions of the Corporate Secretary include:

1. To prepare and communicate accurate, complete, and timely information regarding the performance and prospect of the Company to stakeholders.
2. To synergize with related units, including the subsidiaries, for socialization, implementation, monitoring and reviewing of GCG, and its implementation.
3. To assist the Board of Directors in various activities, information, and documentation, among others:
  - a. Preparing the Register Book of Shareholders;
  - b. Attending Board of Directors' meetings and preparing its minutes of meetings; and
  - c. Preparing and organizing GMS.
4. To publish the Company's information in a tactical, strategic, and timely manner.

## CORPORATE SECRETARY'S IMPLEMENTATION TASKS

Throughout 2019, the Telkom Corporate Secretary has organized the following activities:

No.	Date	Name of Activities	Organize by	Location
1.	January 16	Nomura Indonesia All Access (IDAA) 2019	Nomura	Indonesia
2.	January 23	Investor Day with Citi	Citi	Singapore
3.	January 31	Mandiri Investment Forum 2019	Mandiri Sekuritas	Indonesia
4.	February 15	Investor Day with UBS	UBS	Hong Kong
5.	March 4	UBS Indonesia Conference 2019	UBS	Indonesia
6.	March 6	J.P. Morgan ASEAN TMT 1x1 Forum	J.P. Morgan	Singapore
7.	March 7 - 8	Investor Day with Morgan Stanley	Morgan Stanley	United Kingdom
8.	June 19	Asia TMI Conference 2019	UBS	Indonesia
9.	June 27	CGS-CIMB 13 <sup>th</sup> Annual Indonesia Conference	CIMB	Indonesia
10.	July 12	Investor Day with UBS	UBS	Hong Kong
11.	August 7	CITI - Indonesia Investor Conference 2019	Citi	Indonesia
12.	August 26 - 27	Macquarie ASEAN Conference 2019	Macquarie	Singapore
13.	September 3	Investor Day with Citi	Citi	United States of America
14.	September 4 - 5	Citi's GEMS Conference 2019	Citi	United States of America
15.	September 6	Investor Day with Citi	Citi	United States of America
16.	September 11 - 13	26 <sup>th</sup> CLSA Investor Forum	CLSA	Hong Kong
17.	November 12 - 13	Daiwa Investment Conference Hong Kong 2019	Daiwa	Hong Kong
18.	November 15	Investor Day with HSBC	HSBC	Singapore
19.	November 19 & 21	Investor Day with Macquarie	Macquarie	Australia
20.	December 2 - 3	Investor Day with CLSA	CLSA	Denmark and France
21.	December 4 - 6	Investor Day with BofA	BofA	United Kingdom
22.	December 10 - 11	Investor Day with Indonesian Ministry of State-Owned Enterprise	Bahana	Singapore

## CORPORATE SECRETARY'S TRAINING AND EDUCATION

To improve the competence of Corporate Secretary/Investor Relations, the Company has held training designated to the Investor Relations unit as follows:

No.	Date	Name of Activities	Organize by	Location
1.	January 10	<i>Sosialisasi Perubahan Peraturan Nomor I-A Bursa Efek Indonesia tentang Pencatatan Saham dan Efek Bersifat Ekuitas Selain Saham yang Diterbitkan oleh Perusahaan Tercatat dan Implementasi Notasi Khusus</i>	Indonesia Stock Exchange	Indonesia
2.	February 12	<i>Seminar POJK Nomor 36/POJK.04/2018 tentang Tata Cara Pemeriksaan di Sektor Pasar Modal</i>	Financial Services Authority	Indonesia
3.	March 11	Next Step in Sustainability Report: How to Start & Common Technical Issues in Reporting?	Indonesia Stock Exchange	Indonesia
4.	May 31	BNY Mellon 12 <sup>th</sup> Annual Depository Receipt Issuers Conference Asia Pacific	BNY Mellon	Vietnam
5.	June 17 - 21 and October 28 - November 1	Leadership Training - Great People Managerial Program 3	Telkom CorpU	Indonesia
6.	June 24	<i>Sosialisasi POJK 14/POJK.04/2019 tentang Penambahan Modal Perusahaan Terbuka dengan Memberikan Hak Memesan Efek Terlebih Dahulu</i>	<ul style="list-style-type: none"> <li>Indonesia Stock Exchange</li> <li>Indonesia Public Listed Companies Association</li> </ul>	Indonesia
7.	June 27	Understanding an Award Winning Report & Reporting the SDGs	CSR Works	Indonesia
8.	August 7	Update Knowledge - Macro Economic 2020 & Finance Regulatory Update	Telkom CorpU	Indonesia
9.	August 13	<i>Memahami Peraturan Buyback Saham terkait POJK No. 30/POJK.04/2017</i>	Indonesia Stock Exchange	Indonesia
10.	August 15	<i>Memahami Informasi yang Perlu Disampaikan dalam Laporan Keberlanjutan</i>	ProAd Communications	Indonesia
11.	September 2	<i>Sosialisasi Kondisi Terkini dan Prospek Perekonomian ke Depan</i>	Telkom CorpU	Indonesia
12.	September 4 - 5	Asia Sustainability Reporting Summit 2019	CSR Works International	Singapore
13.	October 22	<i>Workshop Pemahaman, Perencanaan dan Penyusunan Laporan Keberlanjutan Berdasarkan POJK No. 51/POJK.03/2017</i>	Indonesia Public Listed Companies Association	Indonesia
14.	December 12 - 13	Form 20-F In-depth Workshop	Practising Law Institute	United States of America
15.	December 18	<i>Lokakarya Alignment POJK No. 51/POJK.03/2017 dan Monitoring dan Evaluasi SDGs Khususnya Non-Pemerintah</i>	<ul style="list-style-type: none"> <li>Indonesian Ministry of National Development Planning (Bappenas)</li> <li>Financial Services Authority</li> <li>Indonesia Stock Exchange</li> </ul>	Indonesia
16.	December 20	<i>Forum Koordinasi Investor Relations Bank/Korporasi 2019</i>	Bank Indonesia	Indonesia