

Sekretaris Perusahaan PT Bank Mandiri (Persero) Tbk.	Corporate Secretary PT Bank Mandiri (Persero) Tbk.
Sesuai Peraturan Otoritas Jasa Keuangan Nomor 35/POJK.04/2014 tentang Sekretaris Perusahaan Emiten atau Perusahaan Publik, Sekretaris Perusahaan adalah orang perseorangan atau penanggung jawab dari unit kerja yang menjalankan fungsi sekretaris perusahaan. Sekretaris Perusahaan Bank Mandiri berada di bawah supervisi langsung Direktur Utama dan merupakan organ pendukung perusahaan yang bertindak sebagai mediator Bank dengan para pemangku kepentingan seperti regulator, investor dan masyarakat luas khususnya hal yang terkait dengan pasar modal yang bertanggung jawab untuk memastikan kepatuhan perusahaan terhadap peraturan perundang-undangan yang berlaku sebagai bagian dari implementasi Tata Kelola Perusahaan yang baik (GCG). Selain itu Sekretaris Perusahaan bertanggungjawab untuk senantiasa menjaga citra baik Bank Mandiri di mata para pemangku kepentingan secara luas. Dasar Pengangkatan Sekretaris Perusahaan Pembentukan, pengangkatan, dan pelaksanaan fungsi serta tugas Sekretaris Perusahaan, antara lain mengacu pada: 1. Anggaran Dasar Bank Mandiri 2. Peraturan Otoritas Jasa Keuangan Nomor 35/POJK.04/2014 tentang Sekretaris Perusahaan Emiten atau Perusahaan Publik. 3. Surat Keputusan Direksi PT. Bursa Efek Indonesia No. Kep-00001/BEI/01-2014 Perihal Perubahan Peraturan Nomor I-A: Tentang Pencatatan Saham dan Efek Bersifat Ekuitas Selain Saham yang Diterbitkan Oleh Perusahaan Tercatat. 4. Peraturan Menteri Negara BUMN No: PER-01/MBU/2011 tentang Penerapan Tata	According to Financial Services Authority Regulation Number 35/POJK.04/2014 concerning Corporate Secretary of Issuer or Public Companies, Company Secretary is an individual or the person in charge of an agency responsible to carry put corporate secretary functions. Corporate Secretary of Bank Mandiri is under the direct supervision of President Director and is a company supporting organ who acts as Bank's mediator with the stakeholders such as regulators, investors, and public especially for capital market related matters who is responsible to ensure the compliance of the company to the applicable laws and regulations as part of Good Corporate Governance (GCG) Implementation. Moreover, Corporate Secretary is responsible to always maintain good image of Bank Mandiri in the eyes of stakeholders in the broad sense. The Basis for the Appointment of Company Secretary The establishment, appointment and carrying out of functions and duties of Corporate Secretary, refer to: 1. Articles of Association of Bank Mandiri 2. Financial Services Authority Regulation Number 35/POJK.04/2014 concerning Corporate Secretary of Issuer and Public Companies. 3. Decree of the Board of Directors of PT. Bursa Efek Indonesia Number Kep-00001/BEI/01-2014 concerning the Amendment to Regulation Number I-A: Concerning the Registration of Shares and Equity Securities Other than Shares Issued by Listed Companies. 4. State Minister of State Owned Enterprises Regulation Number PER-01/MBU/2011

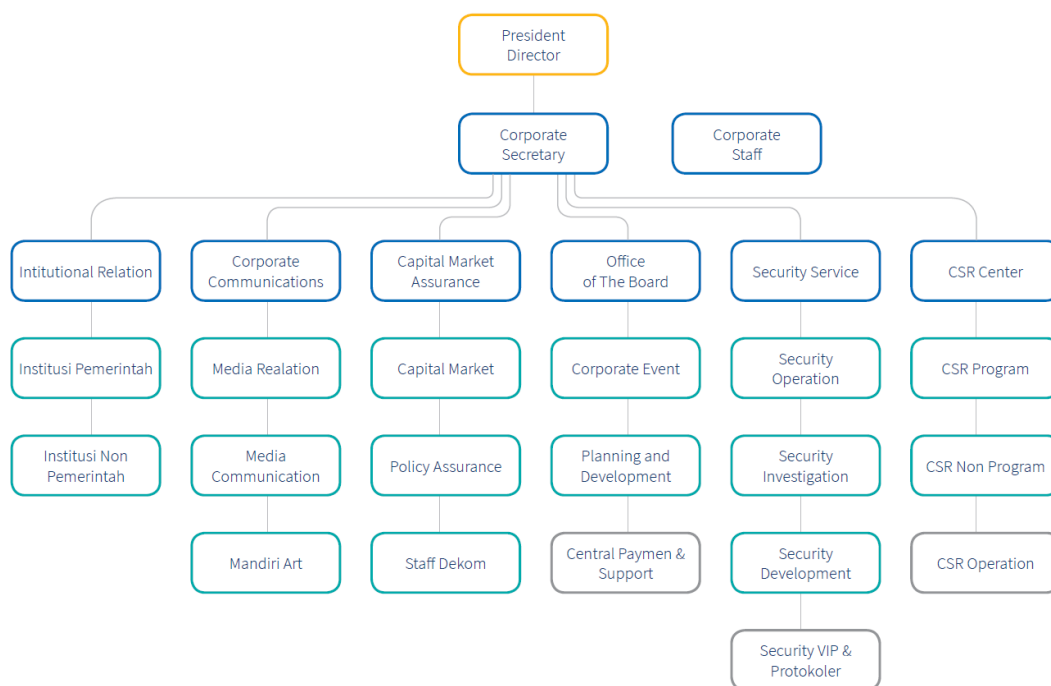


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Kelola Perusahaan Yang Baik (<i>Good Corporate Governance</i>) pada Badan Usaha Milik Negara, sebagaimana telah diubah dengan PER-09/MBU/2012. 5. Undang-undang No.19 Tahun 2003 tentang Badan Usaha Milik Negara. 6. Surat Keputusan Menteri BUMN No. KEP117/MMBU/2002 tanggal 31 Juli 2002. 7. Keputusan Direksi BEJ No.339/BEJ/07-2001 tanggal 20 Juli 2001 Perihal Perubahan Ketentuan huruf C.2.e Peraturan Pencatatan Efek Nomor I-A: Tentang Ketentuan Umum Pencatatan Efek Bersifat Ekuitas di Bursa. 8. Peraturan No.IX.I.4 Keputusan Ketua Bapepam No.Kep 63/PM/1996 tanggal 17 Januari 1996. 9. Surat Keputusan SEVP No. KEP.SEVP/272/2014 tanggal 30 September 2014.	concerning the Implementation of Good Corporate Governance in State Owned Companies, as amended by PER-09/MBU/2012. 5. Law Number 19 of 2003 concerning State Owned Companies. 6. Decree of Minister of State Owned Companies Number KEP117/MMBU/2002 dated 31 July 2002. 7. Decree of the Board of Directors of Jakarta Stock Exchange Number 339/BEJ/07-2001 dated 20 July 2001 concerning the Amendment to the Provision C.2.e Regulation of Securities Registration Number I-A: Concerning General Provisions on Equity Securities Registration at the Stock Exchange. 8. Regulation No.IX.I.4 Decree of Head of Capital Market Supervisory Agency (Bapepam) No. Kep 63/PM/1996 dated 17 January 1996. 9. Decree of SEVP No. KEP.SEVP/272/2014 dated 30 September 2014.
Struktur Sekretaris Perusahaan Sekretaris Perusahaan bertanggungjawab langsung kepada Direktur Utama, dimana dalam pelaksanaan fungsi dan tugasnya terbagi dalam 6 (enam) bidang, yaitu: 1. Aktivitas Bank Mandiri sebagai Perusahaan Terbuka, termasuk melaksanakan tata kelola perusahaan khususnya yang terkait dengan ketentuan Pasar Modal yang dilakukan oleh Unit Kerja <i>Capital Market Assurance Department</i>; 2. Aktivitas Komunikasi Korporasi yang dilakukan oleh Unit Kerja <i>Corporate Communications Department</i>;	Structure of Corporate Secretary Corporate Secretary of the Company is directly responsible to President Director, whose execution of function and duties are divided into 6 (six) areas, namely: 1. Activities of Bank Mandiri as Public Company, including the implementation of corporate governance especially those related to Capital Market provisions carried out by Capital Market Assurance Department Unit; 2. Corporate Communication Activities carried out by Corporate Communications Department Unit:



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3. Aktivitas Kesekretariatan yang dilakukan oleh Unit Kerja <i>Office of the Board Department</i> ;	3. Secretariat Activities carried out by Office of the Board Department Unit;
4. Aktivitas <i>Stakeholder Management</i> yang dilakukan oleh Unit Kerja <i>Institutional Relation Department</i> ;	4. Stakeholder Management Activities carried out by Institutional Relation Department Unit;
5. Aktivitas <i>Corporate Social Responsibility</i> yang dilakukan oleh Unit Kerja <i>Corporate Social Responsibility Center Department</i> ;	5. Corporate Social Responsibilities Activities carried out by Corporate Social Responsibility Center Department Unit;
6. Aktivitas Pengamanan yang dilakukan oleh Unit Kerja <i>Security Services Department</i> .	6. Security Activities carried out by Security Services Department Unit.

In implementing the functions and duties of each department, the coordination and supervisory is directly carried out by Corporate Secretary.



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Fungsi Dan Tugas Sekretaris Perusahaan Mengacu pada Pasal 5 Peraturan Otoritas Jasa Keuangan Nomor 35/POJK.04/2014 tentang Sekretaris Perusahaan Emiten atau Perusahaan Publik, fungsi Sekretaris Perusahaan adalah	Functions And Duties Of Corporate Secretary In reference to Article 5 of Financial Services Authority Number 35/POJK.04/2014 concerning Corporate Secretary of Issuer and Public Companies, the functions of Corporate Secretary

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melaksanakan tugas paling kurang meliputi : 1. Mengikuti perkembangan pasar modal khususnya peraturan perundangan yang berlaku di bidang pasar modal. 2. Memberikan masukan kepada Direksi dan Dewan Komisaris untuk mematuhi ketentuan peraturan perundangan di bidang pasar modal. 3. Membantu Direksi dan Dewan Komisaris dalam pelaksanaan tata kelola perusahaan yang meliputi: a. keterbukaan informasi kepada masyarakat, termasuk ketersediaan informasi pada Situs Web Emiten; b. penyampaian laporan kepada Otoritas Jasa Keuangan tepat waktu; c. penyelenggaraan dan dokumentasi Rapat Umum Pemegang Saham; d. penyelenggaraan dan dokumentasi Rapat Direksi dan/atau Dewan Komisaris; dan e. pelaksanaan program orientasi terhadap perusahaan bagi Direksi dan/atau Dewan Komisaris. 4. Sebagai penghubung antara Emiten dengan pemegang saham, OJK dan pemangku kepentingan lainnya. Sejalan dengan Peraturan Otoritas Jasa Keuangan tersebut, Sekretaris Perusahaan Bank Mandiri juga memiliki Kebijakan dan Standar Pedoman sebagai landasan Sekretaris Perusahaan dalam melaksanakan fungsi dan tugasnya antara lain: 1. Aktivitas Bank sebagai Perusahaan Terbuka: a. Melaksanakan Keterbukaan Informasi termasuk pelaporanpelaporan kepada	are to carry out duties which include : 1. Following the development of capital market especially the applicable laws and regulations of capital market. 2. Providing suggestions to the Board of Directors and the Board of Commissioners to comply with the provisions of the laws and regulation of capital market. 3. Assisting the Board of Directors and Board of Commissioners in the implementation of corporate governance which include: a. The disclosure of information to public, as well as the information availability in the Issuer's website; b. The submission of reports to Financial Services Authority in timely manner; c. The convention and documentation of General Meeting of Shareholders; d. The convention and documentation of Board of Directors and/or Board of Commissioners meeting; and e. The implementation of orientation program to companies for the Board of Directors and/or Board of Commissioners. 4. As a liaison among the Issuer and the shareholders, Financial Services Authority and other stakeholders. In line with the said Financial Services Authority Regulation, the Corporate Secretary of Bank Mandiri also has policies and Standard Guidelines as the basis for the Corporate Secretary to carry out its functions and duties, which are among others: 1. Bank's activities as Public Company: a. To implement information disclosure including reporting to Regulators in



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Regulator sehubungan status Bank sebagai perusahaan terbuka. b. Menyelenggarakan dan mendokumentasikan Rapat Umum Pemegang Saham. c. Melaksanakan pelaporan-pelaporan sesuai ketentuan perundangan lainnya yang menjadi kewenangan unit kerja <i>Corporate Secretary</i>. d. Mengelola administrasi pemegang saham Bank Mandiri. e. Menyelenggarakan kegiatan-kegiatannya lainnya yang berkaitan dengan Aksi Korporasi dan/atau keterbukaan informasi lainnya. f. Melaksanakan fungsi kepatuhan Bank terhadap peraturan-peraturan di bidang pasar modal. 2. Aktivitas Komunikasi Korporasi a. Menetapkan kebijakan dan strategi komunikasi Korporasi bersama-sama dengan Unit Kerja <i>Marketing Communication</i> termasuk: 1) Menetapkan peraturan tentang penyelenggaraan komunikasi. 2) Menetapkan <i>brand image</i> dan <i>brand positioning</i>. b. Melakukan aktivitas komunikasi yang bersifat korporasi kepada pemangku kepentingan internal maupun eksternal Korporasi antara lain: 1) Melaksanakan pemberitaan dan iklan di media massa termasuk media <i>online</i>. 2) Melaksanakan tindakan antisipatif dan korektif atas setiap pemberitaan dan iklan di media massa termasuk media <i>online</i>.	relation to the Bank's status as public listed company. b. To convene and prepare documentations of General Meeting of Shareholders. c. To prepare reporting in accordance with other laws and regulations under the authority of Corporate Secretary. d. To manage the administration of the shareholders of Bank Mandiri. e. To conduct other activities related to Corporate Action and/or other disclosure of information. f. To carry out compliance function of the Bank with the regulations of capital market. 2. Corporate Communication Activities a. To determine policies and strategies of Corporate communication together with Marketing Communication Agency including: 1) To determine regulations concerning the conduct of communications. 2) To determine brand image and brand positioning. b. To conduct communication activities in corporate manner to corporation's internal and external stakeholders, among others: 1) To work on the news and advertisements in mass media including online media. 2) To conduct anticipative and corrective actions on every news and advertisement in mass media including online media.

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3) Mendukung Unit Kerja <i>Customer Care</i> dan unit-unit kerja terkait dalam penyelesaian keluhan nasabah. 4) Melaksanakan pengelolaan Portal dan <i>Website</i> Bank bersama-sama dengan Unit Kerja <i>Marketing Communication</i>, Unit Kerja Pengelola Produk dan Jasa serta Unit Kerja Teknologi Informasi. 5) Melaksanakan fungsi pengelolaan risiko yang meliputi proses identifikasi, pengukuran, pemantauan dan pengendalian manajemen risiko reputasi. c. Mengadakan dan melaksanakan kegiatan tertentu (<i>event/acara/sponsorship</i>) sebagai pelaksanaan strategi komunikasi yang bersifat korporasi serta pengelolaan reputasi/risiko reputasi. 3. Aktivitas Kesekretariatan a. Menyenggarakan dan mendokumentasikan Rapat Direksi dan Rapat Dewan Komisaris. b. Mengadministrasikan dokumen perusahaan termasuk mengatur atau menetapkan peraturan tentang persuratan dan pengelolaan dokumen perusahaan. c. Melaksanakan kegiatan-kegiatan untuk mendukung fungsi dan kegiatan kerja Dewan Komisaris, Direksi dan SEVP. 4. Aktivitas <i>Corporate Social Responsibility</i> a. Menetapkan strategi dan melaksanakan kegiatan-kegiatan Aktivitas <i>Corporate Social Responsibility</i> b. Melaksanakan kegiatan lainnya yang sejenis	3) To support Customer Care Agency and other working units related to the settlement of customer's complaints. 4) To conduct management on Portal and Website of the Bank together with Marketing Communication Agency, Products and Services Management Agency and Information Technology Agency. 5) To conduct risk management function including identification process, measurement, monitoring and controlling of reputation risk management. c. To conduct and carry out certain activities (events/programs/sponsorships) as an implementation of communication strategy in corporate manner and management of reputation/reputation risk. 3. Secretariat Activities a. To convene and prepare documentations of Board of Directors and Board of Commissioners Meeting. b. To administer corporate documents including to stipulate or determine regulations concerning correspondence and corporate documents management. c. To carry out activities to support functions and working activities of the Board of Commissioners, Board of Directors and SEVP. 4. Corporate Social Responsibility Activities a. To determine strategies and to carry out Corporate Social Responsibilities Activities. b. To carry out other similar activities



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baik yang merupakan pelaksanaan program pemerintah maupun dengan bekerjasama dengan pihak ketiga seperti Program Kemitraan dan Bina Lingkungan dan pemberian sumbangan atau donasi sehubungan dengan bencana alam.	either in the form of government program implementation or with cooperation with third parties such as Partnership and Community Development Program and provision of charity and donation in relation to natural disasters.
5. Aktivitas Pengamanan Melaksanakan kegiatan pengamanan yang bertujuan untuk mendukung kelancaran dan ketertiban kegiatan operasional Bank termasuk mengatur dan menetapkan peraturan tentang pelaksanaan pengamanan Bank.	5. Security Activities To carry out security activities that purports to support the smoothness and order of Banks' operational activities including to arrange and determine regulations concerning the implementation of Bank's security.
Profil Sekretaris Perusahaan	Profile of Corporate Secretary
	
Tempat Tanggal Lahir : 2 Juni 1961 Usia : 56 Tahun Kewarganegaraan : Warga Negara Indonesia Domisili : Jakarta Pendidikan : Sarjana di bidang Manajemen dari Universitas Indonesia pada tahun 1987 Riwayat Pekerjaan : Sebelum bergabung dengan Bank Mandiri, beliau pernah berkarir di PT Bank Mutiara, Tbk sejak Februari 2010 sampai dengan September 2014 sebagai <i>Division Head of</i>	Place Date of Birth : June 2, 1961 Age : 56 Years Citizenship : Indonesian citizen Domicile : Jakarta Education : Bachelor degree in Management from University of Indonesia in 1987 Job History : Prior to joining Bank Mandiri, he had a career in PT Bank Mutiara, Tbk from February 2010 to September 2014 as Division Head of



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	<i>Corporate Secretary</i> dan berkarir di PT Daria Dharma sejak tahun 2005 sampai dengan Januari 2010 sebagai Direktur Operasional.		Corporate Secretary and a career in PT Daria Dharma from 2005 to January 2010 as Operations Director.
Dasar Pengangkatan	: Beliau bergabung di Bank Mandiri tahun 2014 dan menjabat sebagai <i>Corporate Secretary</i> berdasarkan Surat Keputusan SEVP No.KEP.SEVP/272/2014 tanggal 30 September 2014.	Element of Appointment:	He joined Bank Mandiri in 2014 and served as Corporate Secretary based on SEVP Decree No. KEP.SEVP/272/2014 dated September 30, 2014.
Sertifikasi	: Beliau telah memperoleh Sertifikasi Manajemen Risiko Level 1 yang diadakan oleh Lembaga Sertifikasi Profesi Perbankan pada tahun 2012 dan telah mengikuti Refreshment yang diadakan oleh BARa Risk Forum pada tahun 2016.	Certification	: He has been awarded the Level 1 Risk Management Certification held by the Banking Profession Certification Institute in 2012 and has followed the Refreshment held by BARa Risk Forum in 2016.