

**CORPORATE SECRETARY CHARTER**  
**PT. INDAH KIAT PULP & PAPER TBK.**  
**( the “COMPANY” )**

**I. INTRODUCTION**

The Company established under Indonesian law as public company has a Corporate Secretary. Corporate Secretary is an individual or person in charge of a work unit that carries out the function of a corporate secretary. The Corporate Secretary reports directly to the Board of Directors. The Corporate Secretary has the main responsibility as a liaison between the Company and shareholders, the public and capital market authorities.

**II. LEGAL FOUNDATION**

Financial Services Authority Regulation Number 35/POJK.04/2014 concerning Corporate Secretary of Issuers or Public Companies.

**III. APPOINTMENT OF CORPORATE SECRETARY**

The Corporate Secretary is appointed and dismissed based on the decision of the Board of Directors. The Corporate Secretary is prohibited from holding any concurrent position in other issuers or public companies.

**IV. REQUIREMENTS FOR A COMPANY SECRETARY**

1. Capable of carrying out legal actions;
2. Have knowledge and understanding in the fields of law, finance, and corporate governance;
3. Understand the Company's activities;
4. Can communicate well; and
5. Domiciled in Indonesia.

**V. FUNCTIONS OF THE CORPORATE SECRETARY**

1. Following the development of the capital market, especially the prevailing laws and regulations in the capital market sector;
2. Provide input to the Board of Directors and Board of Commissioners of the Company to comply with the provisions of the laws and regulations in the capital market sector;

3. Assist the Board of Directors and the Board of Commissioners in implementing good corporate governance which includes:
  - 3.1 disclosure of information to the public, including the availability of information on the Company's website;
  - 3.2 timely submission of reports to the Financial Services Authority (OJK);
  - 3.3 holding and documentation of the General Meeting of Shareholders;
  - 3.4 organizing and documenting meetings of the Board of Directors and/or Board of Commissioners; and
  - 3.5 implementation of an orientation program towards the Company for the Board of Directors and/or the Board of Commissioners.
4. As a liaison between the Company and the Company's shareholders, the Financial Services Authority (OJK), and other stakeholders.

## **VI. CORPORATE SECRETARY ACTIVITIES**

Some of the activities carried out by the Corporate Secretary in carrying out the functions of his position:

1. Holding the Annual General Meeting of Shareholders and Extraordinary General Meeting of Shareholders;
2. Establish communication and submit all necessary Company reports to the relevant Ministries, the Financial Services Authority (OJK), the Indonesia Stock Exchange (IDX), and other relevant organizations;
3. Attend every meeting of the Board of Commissioners and the Board of Directors and prepare the minutes of the meeting.