

RESTRICTED

THE BOARD OF DIRECTORS REGULATION
NO.PER.DIR.2024.001/DIR COMPLIANCE

REGARDING

**GUIDELINES OF THE PROCESS AND MECHANISM
OF PAYMENT OF THE COMPANY'S DIVIDEND
TO SHAREHOLDERS**

CONTACT:
CORPORATE SECRETARY

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SUMMARY OF DOCUMENT CHANGES

Version No.	Date	Change Requested By	Description of Major Changes	References
1.0	January 2024	-	Initial Publication	<ul style="list-style-type: none">- Constitution- Government Regulations- Ministerial regulation- Financial Services Authority Regulations- Stock Exchange Regulations- Company Articles of Association

This Board of Directors Regulation has been reviewed by the Review Team:

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No	Name	Decision	Date	Signature
1	Bapak Muhamadian	Approved		
2	Ibu Thilagavathy Nadason	Approved		

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REFERENCE DOCUMENTS

No	Document Title
External	
1	Law no. 40 of 2007 concerning Limited Liability Companies ("UUPT")
2	Government Regulation no. 19 of 2009 concerning Income Tax on Dividends Received or Obtained by Domestic Individual Taxes
3	Law no. 7 of 2021 concerning Harmonization of Tax Regulations
4	Government Regulation no. 55 of 2022 concerning Adjustments to Regulations in the Income Tax Sector
5	Financial Services Authority Regulation ("POJK") No. 31/POJK.04/2015 concerning Disclosure of Material Information or Facts by Issuers or Public Companies
6	POJK No. 11/POJK.03/2016 concerning Minimum Capital Requirements for Commercial Banks, POJK No. 34/POJK.03/2016 concerning Amendments to POJK No. 11/POJK.03/2016 concerning Minimum Capital Requirements for Commercial Banks, and Financial Services Authority Regulation Number 27 of 2022 concerning the Second Amendment to POJK No. 11/POJK.03/2016 concerning Minimum Capital Requirements for Commercial Banks
7	POJK No. 14/POJK.03/2017 concerning Action Plan (Recovery Plan) for Systemic Banks
8	POJK No. 15/POJK.04/2020 concerning Planning and Organizing General Meetings of Shareholders of Public Companies
9	POJK No. 17 of 2023 concerning Implementation of Governance for Commercial Banks
10	Minister of Finance Regulation No. 111/PMK.03/2010 of 2010 concerning Procedures for Withholding, and Reporting Income Tax on Dividends Received or Obtained by Domestic Individual Taxpayers
11	Minister of Finance Regulation No. 18/PMK.03/2021 concerning Implementation of Law Number 11 of 2020 concerning Job Creation in the Field of Income Tax and Sales Tax on Luxury Goods, as well as General Provisions and Tax Procedures
12	Decree of the Board of Directors of the Indonesian Stock Exchange No. Kep.00023/BEI/03-2015 dated March 12 2015 concerning Determination of Cash Dividend Schedule
13	Decree of the Board of Directors of the Indonesian Stock Exchange No. Kep-00168/BEI/11-2018 dated 22 November 2018 concerning Amendments to Regulation Number II-A concerning Equity Securities Trading
14	Decree of the Board of Directors of the Indonesian Stock Exchange No. Kep-00066/BEI/09-2022 dated 30 September 2022 concerning Amendments to Regulation Number I-E concerning Obligations to Submit Information
Internal	

REFERENCE DOCUMENTS

No	Document Title
15	Company Articles of Association
16	Company Regulation NO.PER.PUR.2023.003/DIR FIN dated 6 October 2023 concerning Capital Management Framework
17	Directors' Regulation NO.PER.DIR.2020.012/DIR COMPLIANCE dated 26 October 2020 concerning the Implementation of the General Meeting of Shareholders (GMS)

The reference document above follows with its amendments.

DEFINITION

Term	Definition
Articles of Association	Rules/provisions made by Shareholders to internally regulate the direction and course of company operations and are binding on all parties related to the company
Public Accountant	Professionals who carry out accounting practices and who have the right to open general practice after fulfilling the requirements by passing a state examination and obtaining a certificate
Systemic Bank	Banks that because of the size of assets, capital, and liabilities; network area or complexity of transactions for banking services; and linkages with other financial sectors can result in partial or total failure of other banks or the financial services sector, both operationally and financially, if the bank experiences disruption or fails.
Securities Administration Bureau (BAE; <i>Biro Administrasi Efek</i>)	The party based on the contract with the Public Company carries out the administration of the Register of Shareholders and distributes rights relating to Securities to shareholders for the benefit of the Public Company
Stock Exchange	The party that organizes and provides systems and/or facilities to bring together offers to sell and/or buy Securities of other parties with the aim of trading Securities between them
PT Bursa Efek Indonesia (BEI; Stock Exchange)	A company domiciled in Jakarta which has obtained a business license from the regulator as a party that organizes and provides a system and/or means for bringing together offers to sell and purchase requests for Securities from other parties with the aim of trading Securities between them, as intended in Article 1 paragraph 4 of Law No. 8 of 1995 regarding Capital Market "UUPM"
List of Shareholders	List containing data on the owner/shareholders of the company, at least the name of the shareholder, address, number of shares, share number, date of acquisition of shares, classification of shares (if any), name and address of the party who has the right to pledge the shares or as the recipient of the share fiduciary guarantee along with the date of acquisition of the lien or the date of registration of the fiduciary guarantee (if any)
Dividend	One form of distribution of company profits to shareholders on the net profit obtained by the company

DEFINITION

Term	Definition
	during the current year, the implementation of which must take into account statutory provisions
Stocks/ Securities	Debt acknowledgment letters, commercial papers, shares, bonds, proof of debt, participation units in collective investment contracts, futures contracts on Securities and any derivatives from Securities
Stock Day	Securities trading days on the Stock Exchange are Monday to Friday, except national holidays or days declared as Stock Exchange holidays by the Stock Exchange.
Working days	Working days start from Monday to Friday, except national holidays and special holidays determined by the government
Calendar Days	Every day in 1 (one) year according to the Gregorian calendar without exception including Saturdays, Sundays or national holidays/holidays that have been determined by the government
Material Information or Facts	Important and relevant information or facts regarding events, occurrences or facts that can influence the price of Public Company Securities on the Stock Exchange and/or the decisions of investors, prospective investors or other parties with an interest in such information or facts
Information Disclosure	Information that the Company must convey to the public as a means of communicating important activities/events that actually occur at the Company, which must be conveyed through newspapers, or electronic data or through other means of announcement on the company's website or regulators within the time period determined by the regulations
PT Kustodian Sentral Efek Indonesia (KSEI; Indonesian Central Securities)	The party that organizes/provides a system or facility for securities companies/custodian banks to carry out settlement and storage of securities for trading results on the stock exchange
Capital market	Activities related to public offerings and securities trading, public companies related to the securities they issue, as well as institutions and professions related to securities
Company/Bank/MBI	PT Bank Maybank Indonesia, Tbk.

DEFINITION

Term	Definition
Limited Liability Company (PT; <i>Perseroan Terbatas</i>)	A legal entity established based on an agreement, carries out business activities with authorized capital which is entirely divided into shares and meets the requirements stipulated in the Company Law and its implementing regulations
Public Company	Limited Liability Company whose shares are owned by at least 300 (three hundred) shareholders and has paid-up capital of at least IDR 3,000,000,000.00 (three billion rupiah) or a number of shareholders and paid-up capital as determined by Government Regulation
General Meeting of Shareholders (GMS)	Meeting of shareholders who constitute the highest authority in a Limited Liability Company with authority that does not belong to the Board of Directors or Board of Commissioners, within the limits specified in the Company Law, articles of association and/or other provisions
Recording Date	Last recording date in the Register of Shareholders to obtain rights arising from ownership of company shares, for example: rights to dividend distribution, rights issue, distribution of bonus shares/share dividends, right to attend the GMS
Stakeholders	All parties who have direct or indirect interests in the Bank's business activities
Corporate Action	Company activities related to share ownership of shareholders which can influence the number of outstanding shares or share prices on the market, such as the right to attend the General Meeting of Shareholders, the right to receive cash dividends, share dividends, bonus shares, Pre-emptive Rights, Warrants or other rights

I. INTRODUCTION

1. BACKGROUND

With the promulgation of the Republic of Indonesia Financial Services Authority Regulation Number 17 of 2023 concerning the Implementation of Governance for Commercial Banks ("POJK 17") and in order to improve the management of Shareholder rights in the implementation of Dividend Distribution, the Company deems it necessary to issue internal regulations regarding Dividends, so that The distribution of Company Dividends to Shareholders is carried out in accordance with applicable laws and regulations and is guided by good governance for the Bank, while still taking into account the interests of the Bank. This Board of Directors Regulation contains instructions for implementing activities for work units related to the distribution of Company Dividends to Shareholders, so that it is hoped that the implementation of these activities can be carried out more effectively, accountably, organized and on time, by complying with applicable regulations.

2. OBJECTIVE

a. Compliance Aspect

This Board of Directors Regulation aims to harmonize the Company's internal regulations with changes to external regulations, in order to avoid violations of external regulations. This Board of Directors Regulation aims to ensure that all procedures in dividend distribution activities to shareholders are carried out in accordance with the applicable laws and regulations.

b. Orderly Administrative and Operational Aspects

This Board of Directors Regulation aims to facilitate work coordination between related work units, so that dividend payments can be carried out in an orderly, smooth and timely manner in accordance with applicable regulations.

c. Accountability Aspect

This Board of Directors Regulation is a guideline for the Company to carry out one of the Company's responsibilities to shareholders, namely Dividend Distribution. This Board of Directors Regulation is a guideline so that the Dividend Distribution process and procedures are carried out properly in accordance with applicable regulations.

3. SCOPE

The scope of this Board of Directors Regulation concerning Guidelines for the Process and Mechanism of Company Dividend Payments is as a reference for employees of the Corporate Secretary Work Unit and other Work Units involved in the Payment of Company Dividends to Shareholders, especially Cash Dividends.

4. APPROVER

This Regulation is approved by the Board of Directors.

5. OWNER

The owner and proposer of this regulation is the Corporate Secretary Work Unit.

II. GENERAL REQUIREMENTS

Dividends are a form of distribution of company profits to shareholders on the net profit obtained in the relevant financial year (after deducting the allowance for reserves) and may only be distributed if the company has a positive profit balance, namely the company's net profit in the relevant financial year after minus the company's accumulated losses from previous financial years.

1. USE OF COMPANY PROFITS

In the event that the company obtains net profit in the current year, the allocation plan for the use of the company's net profit must be decided by the General Meeting of Shareholders ("GMS").

The allocation of the use of net profit is carried out by taking into account the priority/sequence of use as follows:

- a. The company must first set aside a certain amount of net profit to be used as "Mandatory Reserves", namely reserves required by the Company Law (UUPT) to cover possible future company losses.

Provision for mandatory reserves must be made when the company has a net profit in the current year until the reserves reach at least 20% of the total issued and paid-up capital. Mandatory reserves that have not reached this minimum amount may only be used to cover losses that cannot be met by other reserves.

- b. All net profits - after deducting the allowance for reserves as mentioned above - must be distributed to shareholders as dividends, unless otherwise determined in the GMS. For example: the GMS agrees to distribute bonuses to members of the Board of Directors and the Board of Commissioners (other than those related to the Company's performance), or the GMS agrees to set aside a portion of its profits as retained earnings, etc.

In the event that the GMS does not determine other uses, then all net profits after deducting the allowance for reserves, must be distributed as dividends.

The amount of Dividends that will be distributed to Shareholders, including the Dividend payment ratio, will be informed by the Company on the day of the GMS Invitation, along with a detailed explanation of the GMS agenda/items.

2. USE OF THE COMPANY'S NET PROFIT FOR DIVIDEND TO SHAREHOLDERS

In the event that the company obtains a net profit in the current year, and has a positive profit balance, the Company can distribute dividends by considering external and internal factors of the Company, including::

a. External Considerations

- Economic conditions and prospects (*market wide*)
- Potential risks from external sources of the Company
- Fulfillment of statutory provisions

b. Internal Considerations

- The Company's financial capabilities

- Business growth plans - including business development plans & investment plans, and the Company's future profitability prospects
- Bank Health Level
- The Company's capital condition, both individually and consolidated with Subsidiary Companies
- Fulfillment of capital adequacy levels, especially those related to the Minimum Capital Requirement (KPMM; *Kewajiban Penyediaan Modal Minimum*), including, among other things, additional capital/capital buffer requirements in the event that the OJK determines the Company as a Systemic Bank
- the need to strengthen capital in the future
- other potential internal risks of the Bank.

The Dividend Distribution Plan must prioritize the interests of the Company and be included in the Bank Business Plan (RBB; *Rencana Bisnis Bank*).

Every dividend distribution plan must obtain approval from Shareholders and must pay attention to applicable regulations, especially provisions relating to the capital market, stock exchange, tax provisions and banking regulations. This dividend distribution plan must be decided by the GMS and is usually discussed on the GMS agenda/item on "Use of Company Net Profits/Profits".

However, legislation allows the Board of Directors to distribute Interim Dividends (temporary dividends) only through a Board of Directors Meeting decision that has been approved by the Board of Commissioners, as long as this has been regulated in the company's Articles of Association. Interim Dividends may be distributed if the company's financial condition allows, and Interim Dividends must be calculated with the (final) Dividends distributed based on the decision of the Annual GMS in the year concerned.

Apart from being required to obtain approval from shareholders at the GMS, the dividend distribution plan must be published within a time in accordance with the provisions of laws and regulations in the capital market sector and applicable Stock Exchange regulations.

3. TYPES OF DIVIDENDS

Dividends distributed to shareholders can be in the form of:

- a. Cash Dividend, or
- b. Stock Dividends.

4. PROVISIONS RELATING TO DIVIDEND PAYMENTS

a. Dividend Payment Schedule

The company is obliged to comply with the schedule related to the dividend distribution plan and announce this schedule to the public. The activity schedule related to dividend distribution is as follows:

No.	Schedule of activities	Timeline	Terms/Regulations
1	Request for Confirmation of Dividend Distribution Schedule to BEI	It is best to submit it to the Stock Exchange on the D-7 day before the GMS is held	-
2	IDX's response to confirmation of the Dividend Distribution Schedule	Usually given by the Stock Exchange on the following Exchange Day	-
3	General Meeting of Shareholders	No later than 6 months after the financial year ends	POJK No. 15/POJK.04/2020 concerning Planning and Implementation of Public Company GMS
4	Report and Announcement to the Public regarding Summary of GMS Minutes (including Announcement of the Schedule and Procedures for Distribution of Company Cash Dividends)	<ul style="list-style-type: none"> No later than 2 working days after the GMS No later than 2 trading days after the GMS 	<ul style="list-style-type: none"> POJK No. 15/POJK.04/2020 concerning Planning and Implementation of Public Company GMS Decision of the Board of Directors of PT BEI No. Kep-00023/BEI/03-2015 dated 12 March 2015
5	Announcement of Cash Dividend Payments on the Stock Exchange	No later than 2 trading days after the GMS	Decree of the Board of Directors of the Indonesian Stock Exchange No. Kep.00023/BEI/03-2015 dated March 12 2015 concerning Determination of Cash Dividend Schedule
6	End of Stock Trading Period with Dividend Rights (Cum Dividend):	2nd Stock Exchange Day before recording date	Regulation II-A BEI DIR KEP No. Kep-00168/BEI/11-2018 dated 11-22-2018
	- in the Regular Market and Negotiated Market - in the Cash Market	The same stock exchange day as the recording date	Regulation II-A BEI DIR KEP No. Kep-00168/BEI/11-2018 dated 11-22-2018

No.	Schedule of activities	Timeline	Terms/Regulations
7	Beginning of Stock Trading Period without Dividend Rights (Ex Dividend) - in the Regular Market and Negotiated Market	The next Stock Exchange Day after the end of the cum period	Regulation II-A KEP DIR BEI No. Kep-00168/BEI/11-2018 tanggal 22-11-2018
	- in the Cash Market	The next Stock Exchange Day after the end of the cum period	Regulation II-A BEI DIR KEP No. Kep-00168/BEI/11-2018 dated 11-22-2018
8	Date of List of Shareholders entitled to Cash Dividends (Recording date)	8 Exchange Days after the GMS	BEI Board of Directors Decree No. Kep-00023/ BEI/03-2015 dated March 12 2015
9	Transfer Dana ke Rekening KSEI	1 day before payment date (maximum 14.00)	In accordance with the KSEI Letter regarding Dividend Payments to the Company
10	Cash Dividend Payment Date	No later than 30 days after the announcement of the Summary of the GMS Minutes which decided on the distribution of Dividends	POJK No. 15/POJK.04/2020 concerning Planning and Implementation of Public Company GMS
11	Dividend Tax Payments	No later than the 10th of the following month after the payment date	Minister of Finance Regulation No. 111/PMK.03/2010 of 2010 concerning Procedures for Withholding, and Reporting Income Tax on Dividends Received or Obtained by Domestic Individual Taxpayers
12	Dividend Tax Report	No later than the 20th of the following month after the payment date	Minister of Finance Regulation No. 111/PMK.03/2010 of 2010 concerning Procedures for Withholding, and Reporting Income Tax on Dividends Received or Obtained by

No.	Schedule of activities	Timeline	Terms/Regulations
			Domestic Individual Taxpayers
13	Sending Proof of Dividend Tax Withholding to Shareholders	No later than 30 days after the Dividend Tax Report is submitted to the Tax Office	

b. Dividend Tax

Regarding Dividends paid to Domestic Shareholders or Domestic Taxpayers (“WPDN”; *Wajib Pajak Dalam Negeri*), namely:

- 1) Domestic individuals as long as the dividends are invested in the territory of the Unitary State of the Republic of Indonesia within a certain period of time; and/or
- 2) Domestic Agency

Income Tax is not withheld (excluded as an income tax object in accordance with Article 4 paragraph (3) letter f of the Income Tax Law).

Especially for Domestic Individual dividend recipients as referred to in number (1) above, if they do not fulfill the investment requirements as regulated in the relevant tax regulations, then the dividend recipient is obliged to make their own payment of dividend income tax of 10% (ten percent) of the gross amount, in accordance with the provisions of applicable laws and regulations.

- i) For Dividends paid to Foreign Shareholders or Overseas Taxpayers (“WPLN”; *Wajib Pajak Luar Negeri*), the following tax deductions apply:

- 1) For Shareholders who are domiciled in countries that do not have a Double Taxation Avoidance Agreement (P3B; *Perjanjian Penghindaran Pajak Luar Negeri*) with the Indonesian Government, Income Tax will be deducted at 20% (twenty percent) of the gross amount in accordance with the provisions of Article 26 of the Income Tax Law.
- 2) For Shareholders who are domiciled in countries that have signed a P3B with the Indonesian Government, the Dividend tax rate is in accordance with the rates regulated in the relevant P3B, which generally imposes a lower tax withholding rate.

To be able to utilize the P3B facility, the relevant Foreign Shareholder must fulfill the requirements in Director General of Taxes Regulation No. PER-25/PJ/2018 dated 21 November 2018, which requires WPLN to submit the SKD WPLN form (DGT Form) or SKD WPLN Receipt (DGT Receipt) no later than the Recording Date to:

- KSEI, for Shareholders registered in KSEI's collective custody, or
 - BAE of the Company, for Shareholders who still use scrip
- 3) Without a DGT form, cash dividends paid will be subject to Income Tax Article 26 of 20% (twenty percent) of the gross amount, in accordance with the provisions of Article 26 of the Income Tax Law.
- 4) The Company is obliged to issue a Dividend Tax Withholding Proof and submit it to Shareholders, in the following manner:
- For Shareholders whose shares are registered in KSEI's collective custody, Dividend Tax Withholding Proof is distributed by the Company and can be collected at the Securities Company and/or Custodian Bank where the Shareholder opened their securities account.
 - For Shareholders who still use scrip, Dividend Tax Withholding Proof is taken/distributed through the Company's BAE.

c. Distribution of Dividend Payments

- i) The amount of Cash Dividend after tax deduction will be paid by the Company in IDR (rupiah) by bank transfer. The company does not issue checks/giro bills/payment orders or special letters/notifications or the like to each shareholder. Notification to shareholders is only made through official Company announcements via the Company's website or stock exchange website or KSEI website or advertisements in newspapers (if required).
- ii) In the event that the GMS decision only states the total maximum value of the dividends to be distributed, the Company is obliged to accompany it with information on "dividends per share" that will be distributed to shareholders. In the event that there is a fraction (because the total dividend calculation is divided by the number of shares issued), then in the calculation formula "dividends per share" must be stated up to 5 decimal digits after the comma.
- iii) Currently the Company's share format consists of 2 types, namely scrip shares and scripless electronic shares. Trading of the Company's shares on the Stock Exchange must be in scripless form and stored electronically in KSEI's collective custody.
- Scrip shares are shares that are still in the form of physical certificates, which to be able to be traded on the stock exchange must first be changed/converted to electronic/scripless shares. Script shares are generally kept/managed by each shareholder or stored in each shareholder's custodian.
- iv) Due to the existence of 2 formats of the Company's shares, namely electronic/scripless shares and shares in script/script form, dividend distribution to shareholders is carried out in the following manner:
- a) For Electronic/scripless Shareholders held in KSEI's collective custody, Cash Dividends will be sent by the Company to KSEI's bank account on D-1 of the dividend payment date. Next, KSEI will credit the accounts of each Securities Company and/or Custodian Bank for distribution to each Shareholder's account on the Payment Date.

Information on the distribution of cash dividends will be conveyed by KSEI to Securities Companies and/or Custodian Banks. Furthermore, Shareholders will receive information about this from the Securities Company or Custodian Bank where the Shareholder opened an account.

- b) For Shareholders who still use scripts, Dividend payments will be transferred directly to the Shareholder's bank account according to the Shareholder's instructions. Shareholders must submit transfer instructions to the Company's Securities Administration Bureau (BAE) no later than the Recording Date.

The Shareholder transfer instructions apply only to dividends in the year concerned. Shareholders must at any time update their instructions to BAE every time there is an Announcement of Dividend Distribution.

d. Dividends Not Taken by Shareholders

- i) Dividends that are not taken within 5 (five) years after they are made available for payment, are put into a reserve fund specifically designated for that purpose.
- ii) Dividends in the special reserve fund can be taken by entitled shareholders before the expiration of the 5 (five) year period, by submitting proof of their rights to the dividends which can be received by the Company's Board of Directors.
- iii) Dividends that are not taken within this time become the property of the Company after being decided at a Board of Directors Meeting and are recorded in accordance with applicable statutory provisions.

e. Publication

- i) Companies are obliged to convey Information Disclosure to the public regarding matters related to Dividend Payments, which can be in the form of:
 - a) Announcement of the Results of the GMS Decision regarding the Distribution of Dividends;
 - b) Announcement regarding Dividend Distribution Schedule.These two types of announcements can be made separately or together in one announcement format.
- ii) Announcements regarding Dividends to the Public are made at least through the media, namely:
 - a) Company Website,
 - b) Stock Exchange Website,
 - c) KSEI Website,
 - d) Advertisement in newspapers (if required).
- iii) Dividend Announcements must contain at least:
 - a) The type of dividend that will be distributed is cash dividend;
 - b) The amount of dividends per share and the total dividends to be distributed, if there are fractions, must be stated with up to 5 decimal digits after the comma;

- c) Dividend Schedule;
- d) Provisions on Taxation;
- e) Information stating that the Company does not specifically issue notices/cheques/bilyet giro/payment orders/letters equivalent to this to Shareholders.

III. WORK PROCEDURES, CONTROL, AND VERIFICATION

The process of distributing dividends to shareholders involves several internal Maybank Indonesia work units as well as external Maybank Indonesia parties, namely:

External:

- PT Bursa Efek Indonesia (BEI; Indonesian Stock Exchange)
- PT Kustodian Sentral Efek Indonesia (KSEI; Indonesian Central Securities Depository)
- Biro Administrasi Efek (Securities Administration Bureau)
- Advertising Agency
- Newspaper

Internal:

- Corporate Secretary Work Unit (“CorSec”)
- Corporate & Brand Communications Work Unit (“CorComm”)
- Financial Planning, Performance Management & Investor Relations Work Unit (“FPPMIR”), including the Investor Relations Division and Cost Management & Efficiency Division
- Corporate Finance & Capital Management (“CFCM”) Work Unit
- Finance & Accounting Work Unit (“FAD”), including the Tax Management Division
- Global Market & Corporate Treasury Work Unit
- Operation Processing Center Work Unit, including the Treasury Operation Center Division and Custody Division

The division of work, work procedures, control and verification in internal work units in the Dividend Distribution process are described as follows:

1. DUTIES AND RESPONSIBILITIES DISTRIBUTION OF WORK

Work Unit	Duties and Responsibilities Division of Work
1. Corporate Secretary Work Unit	<ul style="list-style-type: none"> i. Coordinate with related Work Units to propose to the Board of Directors and/or Board of Commissioners the date and agenda for the Annual General Meeting of Shareholders (AGMS). ii. Carry out procedures for implementing the AGMS to comply with the provisions. iii. Coordinate the implementation of the AGMS on the D-day. iv. Carrying out reports to the public and regulators. v. Administer/save AGMS Minutes. vi. Become a bridge between the Company and BAE, KSEI and the Stock Exchange. vii. Coordinate the implementation of dividend payments, including providing debit Instruction Memos to the Finance & Accounting Work Unit, Global Market & Corporate Treasury Work Unit and Operation Processing Center Work Unit to be

Work Unit	Duties and Responsibilities Division of Work
	<p>credited/transferred to the account determined by KSEI/Shareholders.</p> <p>viii. Coordinate with the Financial Planning, Performance Management & Investor Relations Work Unit and the Finance & Accounting Work Unit to serve requests from Shareholders who have not received dividends.</p>
<p>2. Corporate & Brand Communications Work Unit</p>	<p>i. Provide recommendations to the Corporate Secretary Work Unit regarding advertising and newspaper agents that will be used for announcements to shareholders (if announcements in newspapers are required).</p> <p>ii. Reviewing Meeting materials and materials to be presented at the AGMS including announcements related to dividend payments.</p> <p>iii. Providing assistance in the implementation of the AGMS.</p>
<p>3. Corporate Finance & Capital Management Work Unit</p>	<p>i. Coordinate with the Finance & Accounting Work Unit regarding dividend distribution plans including the amount/value of dividends that will be distributed to shareholders.</p> <p>ii. Propose to the Directors/Board of Commissioners regarding dividend distribution plans taking into account the company's financial condition, capital, information on the amount of dividends from other banks (peers) and other applicable provisions (if any).</p> <p>iii. Coordinate with the FPPMIR Work Unit to ensure that the Dividend Distribution plan is included in the Bank Business Plan (RBB).</p> <p>iv. Become a bridge between the Company and the Controlling Shareholder (MBB; Malayan Banking Berhad) to convey information related to the Company's dividend distribution plan.</p> <p>v. Coordinate with the Controlling Shareholder (Malayan Banking Berhad) regarding the documents required for the dividend fund crediting process.</p>
<p>4. Finance & Accounting Work Unit</p>	<p>i. Coordinate with the CFCM Work Unit to propose to the Directors/Board of Commissioners plans for distributing dividends to Shareholders.</p> <p>ii. Review and provide data for Meeting materials that will be presented at the AGMS.</p> <p>iii. Providing dividend funds that will be distributed to Shareholders; and allocate it to an account</p>

Work Unit	Duties and Responsibilities Division of Work
	that has been determined to be debited and transferred by the Global Market & Corporate Treasury Work Unit or the Operation Processing Center Work Unit to the account of the Dividend Recipient/Shareholder.
5. Tax Management Division - Finance & Accounting Work Unit	<ul style="list-style-type: none"> i. Coordinate with the Corporate Secretary Work Unit to provide tax requirements for foreign Shareholders as well as a schedule for tax payment plans and reporting related to dividend payments. ii. Reviewing tax requirements documents received from Foreign Shareholders. iii. Review the draft advertisement for dividend payments, especially matters related to dividend taxation. iv. Make dividend tax payments to the State Treasury, report tax on dividends to the Tax Office, and provide proof of dividend tax withholding on the specified date. v. Coordinate with KSEI regarding tax issues (if deemed necessary).
6. Operation Processing Center Work Unit	<ul style="list-style-type: none"> i. Coordinate with the Finance & Accounting Work Unit to debit the dividend account to be transferred to the Shareholder's Bank account (Script/Script Shareholders) in accordance with the Instruction Memo from the Corporate Secretary Work Unit ii. Make transfers to the Bank Account of Shareholders (Script/Script Shareholders) according to the instructions of the Corporate Secretary Work Unit.
7. Treasury Operation Center Division - Operation Processing Center Work Unit	<ul style="list-style-type: none"> i. Coordinate with the Finance & Accounting Work Unit to ensure the availability of dividend funds on the specified date. ii. Transfer the amount of dividend funds from the company account to the KSEI Bank Account on the specified date as requested by KSEI to be distributed to Shareholders registered in the KSEI Account (Scriptless Shareholders).

Work Unit	Duties and Responsibilities Division of Work
8. Custody Division - Operation Processing Center Work Unit	<ul style="list-style-type: none"> i. Inform Shareholders who are registered customers of the Custodian Bank regarding the distribution of dividends. ii. Ensure that Shareholders who are Custodian Bank customers have completed the documents and requirements for crediting dividend funds to the customer's account. iii. Ensure Shareholders have completed tax requirements (for Foreign Shareholders).
9. Financial Planning, Performance Management & Investor Relations Work Unit	<ul style="list-style-type: none"> i. Ensure that the Dividend Distribution plan is included in the Bank Business Plan (RBB), in coordination with the CFCM Work Unit. ii. Coordinate with the Corporate Secretary Work Unit and the Finance & Accounting Work Unit in order to serve Shareholder requests to transfer dividend funds that have not been received by shareholders. iii. Make transfers to Bank Accounts according to Shareholder requests.

IV. EFFECTIVE DATE

This Board of Directors Regulation (Perdir) is effective from the date of the publication.

V. RENEWAL PERIOD

Updates and reviews of this Perdir are carried out every 3 (three) years or at any time if deemed necessary, including if there are new rules/regulations related to the provisions regulated in this Perdir.