

Corporate Secretary

The Corporate Secretary is directly responsible to the President Director and is tasked with developing a mission to support the creation of a consistent and sustainable corporate image through the effective management of communication programs to all stakeholders. The Company has access to relevant and material information relating to the Company relating to information disclosure issues.

The Corporate Secretary oversees 3 (three) Sub Divisions, namely Internal Communication Sub Division, Sub Division of External Communication, and Sub Division of Investor Relation Unit .

1. Internal Communication Sub Division (Secretarial & Administration Unit and Protocol Unit)

Bank Jatim also maintains an internal communications network between the Bank's management and employees and ensures the implementation of the communication goes well within the organization. Considering that, Bank Jatim develops several communication channels such as through Bank Jatim Magazine, human resources intranet portal and internal information media of Bank Jatim that provide information to all employees of Bank Jatim about various company activities and information needed in the implementation of daily activities. day. Internal communication has the purpose of:

1. Accountability of internal administration;
2. Submission of draft speeches, papers, seminars of Board of Directors and materials of GMS and RUPO;
3. Submission of the Bank's Annual Report Book and Company profile ;
4. Submission of procedures and concepts of meetings of Board of Directors, ceremonies, Bank events and other meetings;

2. External Communications

Bank Jatim uses various channels of communication both to internal and external parties that aims to build corporate image either through print media, electronic media, broadcast media, display media and others. To facilitate the public in getting the latest information about the company, Bank Jatim has a corporate website that can be accessed via [www. bankjatim.co.id](http://www.bankjatim.co.id) which also serves as a service portal. In Bank Jatim website, you can find detailed information about Bank Jatim from history, organizational structure, vision & mission, management, network, achievement, fund product, credit products and services of Bank Jatim both for conventional and sharia. In addition, the website also contains information on the distribution of CSR and information / latest news about Bank Jatim.

For information to the general public, Bank Jatim regularly also participates in events conducted by other parties and distributes press releases to print and electronic media to inform the activities and products of Bank Jatim. Bank Jatim also informed some important activities and quarterly publication reports to the public through cooperation with print and electronic media (internet). Bank Jatim also uses social media as a means to communicate with external parties through:

- Facebook: Bank Jatim
- Twitter: @bank_jatim
- Youtube: Bank Jatim
- Instagram: @Bank Jatim

Social and Environmental Responsibility is the commitment of Bank Jatim to participate in sustainable economic development in order to improve the quality of life and environment that is beneficial both for company itself, local community, and society in general. Implementation of the social and environmental responsibility of Bank Jatim is implemented with the subject of local community and society whose scope covers the fields of education, culture, health and social as well as embodied in various activities covered by the program directed.

3. Sub Division of Investor Relation Unit

Building relationships with investors and analysts is one of the tasks of concern to banks through communication with investors and analysts, banks provide strategic information that integrates financial, communications, marketing and legal compliance that enable the establishment of two-way communication between companies, communities and constituents.

Formed since July 2012, the Investor Relations Group as a part of the Corporate Secretary has become a bridge between management with investors and analysts about banks. The Bank seeks to increase transparency and corporate disclosure through a consistent function of the Investor Relations.

To apply the principle of openness and transparency to any bank activities especially material, the Investor Relations Group delivers information in a timely and balanced manner through the sharing of communication means such as email, website and conference call facilities. In order to fulfill the obligation of information disclosure to the Public, the bank constantly conducts both routine and in-kind reporting to the Financial Services Authority (FSA) and the Indonesia Stock Exchange as the Capital Market Authority. In addition, meetings were held with analysts and investors through public meetings, analyst meetings, conference calls , analyst visits, field trips and non-deal road shows .

The Corporate Secretary has the main function of synergizing and integrating internal and external communication management processes. The Corporate Secretary is also in charge of providing input to the Board of Directors in terms of accountability and responsibility of the Board of Directors in relation to the implementation of Good Corporate Governance and Corporate Social Responsibility. In addition, the Corporate Secretary is a liaison between the Issuer or the Company and the shareholders of the Issuer or Public Company, the Financial Services Authority, and other stakeholders. During the period of 2017 , the Corporate Secretary was held by:

Name and Brief History of Corporate Secretary

GLEMBOH PRIAMBODO

Born in Malang, March 15, 1970 and obtained a Master of Management from Sekolah Tinggi Ilmu Ekonomi Artha Bodhi Iswara Thaun 2003.

He started her career in Bank Jatim since 2000 and held various positions, including Head of Dr. Soetomo Surabaya Branch Office was appointed as Corporate Secretary based on Directors Decree No. 056/154/ DIR / HCT / SK dated April 6, 2018.

He has attended several training and workshops in her banking career including Financial Institution Performance Management Training, Trade Finance Training and Consumer Banking Business & CASA Development Training.

The Corporate Secretary holds a central role in the effectiveness of communication channels with external parties, especially the public, Shareholders and regulators with Bank Jatim. Any information and communication concepts to be conveyed to external parties, evaluated in advance by the Corporate Secretary who can coordinate with the relevant Division to ensure imaging and maintain the reputation of Bank Jatim. Internal and external communication aims to maintain the image of the company to Stakeholders and delivery of an integrated message through publications to support the vision and mission of the company and increase the value of the company. The holding and execution of the General Meeting of Shareholders together with the preparation of the Annual Report , Corporate Social Responsibility Report and Company Profile are the responsibility of the Corporate Secretary. With such strategic functions and responsibilities, the Corporate Secretary is directly responsible to the President Director.

Description of the execution of the tasks of the Corporate Secretary

During 2017 , Corporate Secretary of Bank Jatim performs activities such as:

1. Organizing the organization of socialization and coordination related to external communication, internal communication and with all work units of the

Branch Office;

2. Setting strategies for external communications in line with strategic directions based on Bank Indonesia's reputation risk assessment;
3. Evaluate any information that will be forwarded to the external and ensure the Bank's well-maintained image and reputation;
4. Approving any information and communication concepts to be conveyed to the external;
5. Moving the organization of relationships with relevant agencies / agencies in order to provide support in the Bank's business development;
6. Submitting CSR programs and sponsorships to the Board of Directors;
7. Approve internal and external standards of communication to the Board of Directors;
8. Distributing information to all related work units;
9. Organizing the preparation of corporate guidebooks, annual reports and company profile to interested parties;
10. Controlling the implementation of protocol and the preparation of materials required by the Board of Directors;
11. Make the agenda of the Board of Directors' meeting on the proposal / direction from the Members of the Board of Directors, and make a Minutes of Meeting (Minutes), then administer it and if it is deemed necessary to distribute Minutes / Minutes of Meeting;
12. Organizing with related working units in the framework of drafting policies and standardizing buyback, rights issue and bond issuance;
13. Monitoring operational changes through ongoing relationships with Bank management and developing investor relationships based on regulatory changes;
14. Responsible for the implementation of meetings with shareholders, closed meetings with investors as well as preparation of investor-related materials to be disseminated through the media;
15. Attend investor meetings to accelerate and understand the Bank's business operations and other investor relations work;
16. Establish and maintain a good image for the Bank to support and maintain corporate value in order to improve;
17. Communicating to stakeholders the Bank's strategic plan;

18. Monitor publications through media in accordance with the Bank's needs related to buyback, rights issue and bond issuance;
19. To strive for smooth and effective communication between the Bank and investors and stakeholders;
20. Convince investors and shareholders that the Bank's activities are well managed so that the value of the shares is maintained;
21. Develop communications with shareholders and inform the required financial statements in accordance with applicable laws and regulations through financial statements;
22. Carry out delegation of authority to officials and employees in their work units in accordance with functions and occupations;
23. Assisting subordinates in understanding the systems and procedures of the unit, coaching and counseling to subordinates, and mediating and facilitation of problems between subordinates and between units;
24. Proposal of fulfillment and addition of human resources for positions under their work unit and promotion, mutation and demotion promotion based on performance management that has been done;
25. To organize the preparation of annual Work Plan and Budget in the framework of the implementation of activities in accordance with the scope of their tasks;
26. Overseeing and controlling budget utilization that is under the scope of its authority;
27. Monitor the development of system and process-related procedures that fall within the scope of its authority.

Authority

1. Approval of publication of news release material, problem response, data and information of Bank based on its authority level;
2. Allocate tasks and jobs and set subordinate performance targets;

3. Evaluate and assess the performance of subordinates;
4. Give warning / reprimand against violation or non-compliance of subordinate's behavior;

List of Bank Jatim Information Openness

Bank Jatim periodically conveys information or reports in an effort to meet the requirements of information disclosure, among others:

1. Activity during 2017
2. Press Release
3. Investor Relations / regulator