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Attachment: : 1 Document (one) Set
Letter Classification : IMMEDIATE

January 17, 2020

**To Board of Directors/Management of Account Holders
Indonesia Central Securities Depository (KSEI)**

Re: Implementation of the Tax Level Matrix at C-BEST in Relation to the Adoption of Tax Levels for Corporate Action Activities and Guide on Uploading Supporting Documents

Dear Sir/Madam,

In relation to KSEI's tax calculation on the benefits that Clients receive from Corporate Action activities, we hereby convey to you the following mechanism and points related to the submission of information and/or supporting documents on behalf of the Client, in regards to the compatibility or required adjustments to their tax rate:

1. Clients with a "Local Institution" Tax Classification are required to provide their Tax Identification Number (NPWP), as stipulated below:
 - a. KSEI will send out a list of Clients with "Local Institution" Tax Classification that have not submitted their NPWP document copies to the respective emails of KSEI Account Holders;
 - b. Based on the list of Clients, KSEI Account Holders are required to submit a scanned copy of the NPWP documents on behalf of their respective Clients, through the following mechanism:
 - i) Scan the NPWP copy in a pdf. or tif. format.
 - ii) Name each NPWP scanned copy file as follows:

"Securities Company or Custodian Bank Code_SRE_SID"
Example: 9X000_9X000251100189_MF0000000000
 - iii) The file should be submitted in a Compact Disc or USB flash drive accompanied with the NPWP Scan Copy Upload request email that has been sent to e-mail address: pr@ksei.co.id;
 - c. Submission of the scanned copy as mentioned in item 1.b must be received by February 1, 2020, at the latest. After that date, uploading of supporting documents shall be conducted independently by the KSEI Account Holder to C-BEST based on the combination and guide attached to this letter.
2. For Clients that do not have a "Local Institution" Tax Classification, Account Holders shall upload their supporting documents independently to C-BEST based on the combination and guide attached to this letter.
3. KSEI Account Holders are required to validate and verify the data combination and/or Client's documents, which include Tax Classification, Tax Residency, Type of Business, Supporting Document and Valid Period, at C-BEST based on the attached guide mentioned in **point E**.

If there are any data and documents which are invalid and/or inconsistent with the combinations above, then:

- a. The respective Client will be charged with the highest tax based on existing tax laws. Therefore, KSEI Account Holders are responsible for the tax rate that is set in the Member Entitlement Report, and KSEI retains the rights to reject any request for tax rate adjustments based on any error from the Account Holder's side; and
 - b. In regards to Client data and/or documents that are deemed invalid or inconsistent with the information from the Securities Issuers or relevant authorities, KSEI Account Holders will be held responsible for any losses that may incur, may it be to the Client or any other related Parties.
4. If there are any inconsistencies between the Type of Business and the supporting documents, KSEI Account Holders shall be obligated to update the data and/or correct the Client document, including the Client's SID in regards to any Type of Business changes. In relation to the above, KSEI Account Holders are required to comply with KSEI Regulations on SID creation.
 5. The Tax Level Matrix as specified in the attached guide will effectively be implemented on a date that will be announced later on by KSEI. However, KSEI Account Holders are required to verify the consistency of the data, as mentioned in item 3 above, as of by the date of this letter.

For further information, please contact our Corporate Action Unit at the following email address: tk@ksei.co.id or call Ms. Uly (52991142), Ms. Tia (52991168), Mr. Andi (52991183), or Mr. Rahadian (52991176). If you find any problems in uploading/attaching the supporting documents at C-BES, please contact our Account Management Unit at email address: pr@ksei.co.id or call dengan Ms. Yulia (52991054), Ms. Ajeng (52991145), Ms. Yosye (52991074), Ms. Hermi (52991159) or Mr. Abiel (52991073).

Thank you for your kind attention and cooperation

Sincerely yours,

Uriep Budhi Prasetyo
President Director

Syafruddin
Director

CC:
Board of Directors of Indonesia Central Securities Depository