

**BOARD OF DIRECTOR'S DECREE
PT KUSTODIAN SENTRAL EFEK INDONESIA
Number: KEP-0015 / DIR / KSEI / 0320**

REGARDING

**DELIVERING AND RECEIVING OF DOCUMENTS
IN DEALING WITH THE SITUATION OF THE COVID-19 EMERGENCY RESPONSE**

- Considering to:**
1. Presidential Instruction to the Republic of Indonesia on Sunday, March 15, 2020 regarding the minimization of the risk of Covid-19 spreading.
 2. OJK Broadcast on March 16, 2020 regarding the Handling and Controlling the Spread of Covid-19 in the Financial Services Industry.
 3. Determination of the Status of Certain Conditions Emergency of Disasters Outbreaks of Illness Caused by Covid-19 will be conducted by the Government until May 29, 2020.
 4. DKI Jakarta Governor's Decree No. 6 of 2020 concerning the Termination of Temporary Activities of Offices in Order to Prevent the Spread of Covid-19.

- Referring to:**
1. Regulation of PT Kustodian Sentral Efek Indonesia concerning Central Depository Services (Attachment to the Decree of the Board of Directors of KSEI Number KEP-0013/DIR/KSEI/0612 Concerning Changes to the Regulation of Central Depository Services).
 2. KSEI's Cooperation Agreement with KSEI User Services.
 3. Decree of the Board of Directors of PT Kustodian Sentral Efek Indonesia No. KEP-0045/DIR/KSEI/0916 concerning the Policies and Procedures for the Correspondences of PT Kustodian Sentral Efek Indonesia.
 4. OJK Letter No. S-297/PM.21/2020 regarding the Appeal Submission of Reports for Scalable and Incidental Through E-mail.
 5. KSEI Letter No. KSEI-3840/DIR/0320 dated 20 March 2020 Regarding the Process of Securities Registration in PT Kustodian Sentral Efek Indonesia Concerning The Prevention of Covid-19 Spreading.

HAS DECIDED

- To Stipulate:**
1. Receiving of letters and/or documents to PT Kustodian Sentral Efek Indonesia is conducted through e-mail to the address: sek-dir@ksei.co.id.

The Secretary will provide a reply to each letter as an acknowledgment that the letter has been received.

2. PT Kustodian Sentral Efek Indonesia will only accept letters and/or physical documents every Friday or the last working day of the week, from 09.00-15.00 WIB.
3. Distribution of letters by the Custodian Services Division (JKU) addressed to Account Holders/Issuers/Registrars/Underwriters/Arrangers will be signed by the Head of the JKU Division and sent by e-mail registered within the PT Kustodian Sentral Efek Indonesia system.
4. Distribution of letters by the Transaction Settlement and Service Administration Division (PTA) addressed to S-INVEST Users will be signed by the Head of PTA Division and sent by e-mail registered in the PT Kustodian Sentral Efek Indonesia system.
5. Distribution of the Supervision Reports by the Supervision and Inspection Division (PPA) will be signed by the Head of the PPA Division and sent by e-mail registered in the PT Kustodian Sentral Efek Indonesia system.
6. Distribution of letters and/or other documents not included in items 3, 4, and 5 above, will be signed by one of the Directors.
7. Delivery of letters and/or documents from PT Kustodian Sentral Efek Indonesia addressed to third parties will be sent by e-mail registered in the PT Kustodian Sentral Efek Indonesia system or with what has been agreed by both parties.
8. Provisions regarding the mechanism for sending and receiving letters/documents that have not been sufficiently regulated in this Decree will be regulated further in other provisions.
9. This Decree of the Board of Directors shall be effective as of March 23, 2020, provided that everything will be amended and corrected accordingly if there are errors in the determination and/or it is deemed necessary to make improvements to this Decree.

Stipulated in: Jakarta
On the date of: 23 Maret 2020

PT Kustodian Sentral Efek Indonesia

Uriep Budhi Prasetyo
President Director

Syafuddin
Director

Supranoto Prajogo
Director