

## **ASSET BACKED SECURITIES (EBA) REGISTRATION PROCEDURES AT KSEI**

### **1. EBA Registration**

- a. Prospective Issuers that wish to register their EBA can visit the Electronic Securities Registration System (SPEK) website at: <https://spek.ksei.co.id>.
- b. Prospective Issuers should log-in to the SPEK system and submit a Securities Registration Application. Issuers and EBA Administrators that do not have a SPEK account must first register for an account through the Registration menu as an Issuer.
- c. Prospective Issuers must apply for an EBA registration application through the SPEK system's Registration menu by selecting the Securities Application sub-menu and then appoint the party that shall register the Securities at KSEI.
- d. A Guide to the Electronic Securities Registration System can be obtained at the SPEK homepage.
- e. If necessary, PT KSEI can send an invitation to prospective Issuers for a meeting with relevant PT KSEI parties regarding the registration of the EBA at KSEI.

### **2. Required Documents**

There are two types of EBA that can be registered at KSEI, which are: Public EBA that undergo a Public Offering and EBA that do not undergo a Public Offering.

For any EBA that are not publicly offered, Prospective Issuers and EBA administrators must upload the following supporting documents into the SPEK system:

#### **Issuer:**

- a. A copy of a valid Articles of Association/Articles of Association Amendment,
- b. A copy of the Ministry of Justice and Human Rights Decree regarding the Approval of the Issuer's Articles of Association Amendment,
- c. A copy of the latest Deed on the Company's Structure of Management,
- d. A copy of the Ministry of Justice and Human Rights Report Letter on the Company's Restructuring of Management,
- e. A copy of the Tax Identification Number (NPWP) Card,
- f. A copy of a valid Letter of Domicile (SKD),
- g. A copy of the Identification Card of Authorized Persons/Agents in relation to any submitted Power of Attorney.

#### **Custodian Banks:**

- a. A copy of a valid Articles of Association/Articles of Association Amendment,
- b. A copy of the Ministry of Justice and Human Rights Decree regarding the Approval of the Issuer's Articles of Association Amendment,
- c. A copy of the latest Deed on the Company's Structure of Management,

- d. A copy of the Ministry of Justice and Human Rights Report Letter on the Company's Restructuring of Management,
- e. A copy of the Tax Identification Number (NPWP) Card,
- f. A copy of a valid Letter of Domicile (SKD),
- g. A copy of the Identification Card of Authorized Persons/Agents in relation to any submitted Power of Attorney.

**Securities Documents:**

- a. A copy of the Issuance Agreement
- b. A copy of the Trust Agreement;

For any EBA that are publicly offered, Prospective Issuers and EBA administrators must upload the following supporting documents into the SPEK system:

- a. Effective Statement from the Financial Services Authority (OJK),
- b. Prospectus,
- c. Securities Rating Results;

After registering the Securities in the SPEK System, it is mandatory for securities registration applicants to submit hardcopies which have been signed by the Issuer's authorized officials of the following documents:

- a. Securities Registration Form,
- b. Securities Registration Application Letter,
- c. Power of Attorney, from both prospective Issuer and EBA Administrator.
- d. Specimen of Signature (in relation to the Power of Attorney) and Company Seal from both the Issuer and EBA administrator.

The documents above can be downloaded through the SPEK System after the Securities Registration Applicant has finalized the securities registration process. All of the hardcopies above, except for the Securities Registration Form, must be printed on paper that have company headers of the Issuer and EBA Administrator.

All of the documents must be submitted to PT KSEI attn: Custodian Services Division (Securities Management Unit) during operational hours as noted at KSEI's website.

If the required document hardcopies are not submitted within six months after the securities are registered through SPEK, the registration shall automatically be considered overdue and Issuers must restart the securities registration process.

### **3. Signing of Agreements**

As basis of the EBA registration at KSEI, prospective Issuers and SP Administrators must also sign the following agreements with KSEI:

- a. Issuers must sign an EBA Registration Agreement at KSEI,
- b. Custodian Banks as EBA Administrators must sign the EBA Administrator's Agreement,
- c. Trustees must sign an EBA Paying Agent Agreement with KSEI.

EBA Registration Agreement shall use a standardized format prepared by KSEI and shall not accommodate any feedback for changes. The signing of the Paying Agent Agreement shall be done through a Notarial Deed based on a format provided by KSEI. The signing of the Agreements with KSEI shall be done separately through circular signing.

The EBA Registration Agreement and EBA Administrator's Agreement shall be finalized and signed by KSEI on the same day of the Securities Registration Date of Approval in SPEK. Issuers and EBA Administrators can sign the agreements on a separate date within one month after the registration's approval date in SPEK. From the Issuers and EBA Administrators' side, the Agreements shall be signed by an official in the A Group classification.

If the EBA Registration Agreement and EBA Administrator's Agreement have not been registered at KSEI within six months of the signing, the agreement shall be considered null and void. If the agreements are registered after that time period at KSEI, then new agreements must be drafted.

#### **4. EBA Registration and EBA Administrator Registration in KSEI's System (C-BEST)**

KSEI shall register the EBA and EBA Administrator into KSEI's C-BEST system after the EBA Code has been issued by the Stock Exchange where the EBA is listed, and after the Issuer completes the Distribution Registration process in the SPEK system, as well as submitting the Distribution Registration Form and supporting distribution documents to KSEI at least two working days before the Date of Distribution.

The Indonesian Stock Exchange (BEI) will issue a separate EBA Code for each EBA Series issued by the Issuer.

**Note:**

The total number of Distribution Forms submitted to KSEI must be similar to the total of EBA Series that are issued by the Issuer.

#### **5. EBA Jumbo Certificate**

As proof of the electronic issuance of bonds, the Issuer must issue a EBA Jumbo Certificate which shall be held at KSEI until the end of the EBA issuance period.

The EBA Jumbo Certificate is not required to be printed on security paper and may be printed on A4-sized HVS or any similar type of paper. However, the EBA Jumbo Certificate must be sealed with a Rp10,000 duty stamp and originally signed by an authorized official of the Issuer's management as a representative of the Issuer, as stipulated in its Articles of Association.

The EBA Jumbo Certificate shall be submitted by the Issuer to KSEI no later than one working day before the EBA's electronic distribution date.

The total number of the issued EBA Jumbo Certificates must be similar to the total number of the EBA Series issued by the Issuers, must include an amortization table as

an inseparable part of the Jumbo Certificate, and must be made in the format as specified by KSEI (see attached EBA Jumbo Certificate).

## **6. Prospectus**

A single copy of the final Prospectus of the EBA that is registered at KSEI must be submitted by the Issuer to KSEI after the EBA (Prospectus) have been printed out. The EBA data within the final Prospectus must be in compliance with existing rules and regulations.

## **7. Fees**

The Issuers must pay the following fees for EBA registration at KSEI:

- a. **Joining Fee**  
The Issuer is charged with a single fee of Rp15,000,000 (fifteen million rupiahs) for every first Securities registration at KSEI. Issuers which have registered their Securities at KSEI shall not be charged again.
- b. **Annual Fee**  
An annual fee of Rp10,000,000 (ten million rupiahs) shall be charged. For the first year, the Annual Fee shall be calculated *pro rata* based on the Date of Registration in C-BEST. For the following years, the annual fee shall be charged fully at the start of each year (early January) as long as the EBA is registered at KSEI.

Value Added Tax (VAT) and other tax obligations are not included in all of the fees above. All existing tax obligations must be paid by the Issuer no later than 15 calendar days before the date that the full invoice is received by the Issuer from KSEI. A penalty fee of 0.5% of the total invoice amount shall be incurred for each day of delay.

## **8. Issuer Area Facility**

Issuers and/or EBA Administrators can monitor the ownerships and transfers of EBA registered at KSEI at all times through the Issuer Area Facility provided by KSEI. This facility can be accessed online by the Issuer at the following website: <https://online.ksei.co.id/>

To use this facility, Issuers and/or EBA Administrators must first register by filling the Issuer Area Registration Form (see attachment) that must be submitted at the same time as the Distribution Registration Form, which is no later than two working days before the EBA Date of Registration at the Stock Exchange.

General requirements for the use the Issuer Area Facility, include: a PC with access to the internet.

Access to the Issuer Area Facility shall be effectively available for Issuers and/or EBA Administrators within one working day after the Date of Registration at the Stock Exchange. This facility is free of charge.

**Notes:**

- Issuers and/or EBA Administrators that have already registered and have access to KSEI's Issuer Area Facility through the issuance of other securities do not need to fill-in another Issuer Area Registration Form. Access to the new securities shall be automatically available within one working day after the Date of Registration at the Stock Exchange.
- For EBAs that are not registered or listed at the Indonesian Stock Exchange, no documents related to the Financial Services Authority's (OJK) Effective Statement are needed and the Prospectus can be submitted to KSEI in the form of a short Prospectus that includes stipulations on EBA without any information regarding a public offering.
- Originally signed hardcopies must also be submitted for all documents that are sent as scanned softcopies.