

PARTICIPATING UNIT (PRIVATE EQUITY / EXCHANGE TRADED FUNDS) REGISTRATION PROCEDURES AT KSEI

1. Participating Unit Registration

- a. Prospective Issuers, which in this case may be represented by a Fund Manager or Custodian Bank, that wish to register their Participating Unit must first visit the Electronic Securities Registration System (SPEK) website at: <https://spek.ksei.co.id>.
- b. Issuers should log-in to the SPEK system and submit a Securities Registration Application. Issuers 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 Bonds 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 Participating Unit at KSEI.

2. Required Documents

Prospective Issuers (Fund Managers) and Participating Unit Administrators (Custodian Banks) are required to upload the following supporting documents into the SPEK system:

Fund Managers:

- i) A copy of a valid Articles of Association/Articles of Association Amendment,
- ii) A copy of the Ministry of Justice and Human Rights Decree regarding Approval on the Articles of Association Amendment,
- iii) A copy of the Deed on the Company's Structure of Management,
- iv) A copy of the Ministry of Justice and Human Rights Report Letter on the Company's Restructuring of Management,
- v) A copy of the Tax Identification Number (NPWP) Card,
- vi) A copy of a valid Letter of Domicile (SKD),
- vii) A copy of the Identification Card of Authorized Persons/Agents in relation to any submitted Power of Attorney.

Custodian Banks:

- i) A copy of a valid Articles of Association/Articles of Association Amendment,
- ii) A copy of the Ministry of Justice and Human Rights Decree regarding Approval on the Articles of Association Amendment,
- iii) A copy of the Deed on the Company's Structure of Management,
- iv) A copy of the Ministry of Justice and Human Rights Report Letter on the Company's Restructuring of Management,
- v) A copy of the Tax Identification Number (NPWP) Card,
- vi) A copy of a valid Letter of Domicile (SKD),
- vii) A copy of the Identification Card of Authorized Persons/Agents in relation to any submitted Power of Attorney.

Securities Documents:

- i) A copy of the Collective Investment Contract (KIK) that includes stipulations on Participating Unit collective custody,
- ii) A copy of the Participating Unit Tax Identification Number (NPWP) Card (if any),
- iii) A copy of the Notice on Participating Unit Registration from the Financial Services Authority (OJK) (formerly Bapepam-LK) (if any).

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/Appointment of Authorized Official, from both Fund Manager and Custodian Bank.
- d. Specimens of Signature (in relation to the Power of Attorney) and Specimens of the Company's Seal from both the Fund Manager and Custodian Bank.

The abovementioned documents can be downloaded through the SPEK System after the Securities Registration Applicant has finalized the securities registration process. All of the hardcopies above, accept for the Securities Registration Form, must be printed on paper that have the company headers of the Issuer and Participating Unit 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, then the registration shall automatically be considered overdue and Issuers must restart the securities registration process

3. Signing of Agreements

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

- a. Fund Managers as Issuers must sign a Participating Unit Registration Agreement at KSEI, and
- b. Custodian Banks as Participating Unit Administrators must sign the Participating Unit Administrator's Agreement.

The Participating Unit Registration Agreement shall use a standardized format prepared by KSEI and shall not accommodate any feedback for changes. The signing of the Agreements shall be done separately through circular signing.

The Participating Unit Registration Agreement and Participating Unit 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 Participating Unit Administrators can sign the agreements on a separate date within one month after the registration's approval date in SPEK. From the Issuers and Participating Unit Administrators' side, the Agreement shall be signed by an official in the A Group classification.

If the Participating Unit Registration Agreement and Participating Unit 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. Participating Unit Registration in KSEI's System (C-BEST)

KSEI akan mendaftarkan Unit Penyertaan dan Pengelola Unit Penyertaan ke dalam C-BEST setelah menerima informasi kode Unit Penyertaan dari Penerbit Efek dan/atau dari Bursa Efek tempat Unit Penyertaan tersebut dicatatkan (*listed*). Calon Penerbit Efek juga diwajibkan melakukan Pendaftaran Distribusi pada sistem SPEK dan menyerahkan Formulir Pendaftaran Distribusi bersama dokumen pendukung distribusi lainnya ke KSEI dalam hal mendaftarkan Unit Penyertaan dan Pengelola Unit Penyertaan ke dalam C-BEST.

KSEI shall register the Participating Unit and Participating Unit Administrator into C-BEST after it has received information regarding the Participating Unit Code from the Stock Exchange where the Participating Unit is listed, and after the prospective Issuer completes the Distribution Registration process in the SPEK system, as well as submitting the Distribution Registration Form and supporting distribution documents to KSEI, no later than two working days before the Date of Distribution.

5. Collective Investment Contract

The registered Participating Unit Collective Investment Contract (KIK) at KSEI must be included in the uploaded softcopies of documents by the Fund Manager or Custodian Bank in the SPEK system. The KIK must also include the following Participating Unit

data: total amount of units and the nominal value of the Participating Unit which shall be inputted into the KSEI system.

6. Issuer Area Facility

Fund Managers and/or Custodian Banks can monitor the ownerships and transfers of Participating Unit KIKs registered at KSEI at all times through the Issuer Area Facility provided by KSEI. This facility can be accessed online by Fund Managers and/or Custodian Banks at the following website: <https://online.ksei.co.id/>

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

General requirements for the use the Issuer Area Facility, include:

- a. A PC with a minimum system requirement of:
 - i. Intel Pentium
 - ii. 32 MB of RAM

- b. Access to the Internet.

Access to the Issuer Area Facility shall be effectively available for Fund Managers and/or Custodian Banks within one working day after the Date of Distribution.

Note:

Fund Managers and/or Custodian Banks 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 Distribution.