

To.

Directors of Issuers and Public Companies

DUPLICATE OF  
FINANCIAL SERVICES AUTHORITY CIRCULAR LETTER  
NUMBER 6/SEOJK.04/2014  
CONCERNING  
PROCEDURES FOR ELECTRONIC REPORTING BY THE ISSUER OR PUBLIC COMPANY

In order to improve the effectiveness and efficiency of reporting by the Issuer or Public Company to the Financial Services Authority and with regard to Rule Number II.A.3, Attachment of Decision of the Chairman of Bapepam Number Kep-41/PM/1997 dated 26 December 1997 concerning Letters, Reports and Other Documents Sent To Bapepam, and Rule Number II.A.4, Attachment of Decision of the Chairman of Bapepam-LK Number Kep-496/BL/2012 dated 14 September 2012 concerning The Implementation of Electronic Service System, it is necessary to stipulate provisions regarding procedures for electronic reporting by the Issuer or Public Company to the Financial Services Authority in the Circular Letter of Financial Services Authority as follows:

**I. GENERAL PROVISIONS**

1. Financial Services Authority, hereinafter referred to as OJK, is the Financial Services Authority as referred to in Law Number 21 Year 2011 concerning Financial Services Authority.
2. The report referred to in this Circular Letter includes reports, disclosure of information, or submission of documents by Issuer or Public Company to OJK as specified in this Circular Letter.
3. With this Circular Letter, OJK implements and imposes an electronic reportingsubmission system by Issuer or Public Company to OJK through the Issuer or Public Company Electronic Reporting System hereinafter referred to as SPE.
4. In order to use SPE, Issuer or Public Company needs to provide hardware, software, and adequate internet network with computers and application specifications as described in the user manual which can be downloaded through the OJK website address at <https://spe.ojk.go.id>.

**II. TYPES OF REPORT**

The reports required by laws and regulations of the Capital Market to submitted to OJK are as follows:

1. Rule Number X.M.1, Attachment of Decision of the Chairman of Bapepam-LK Number: Kep-82/PM/1996 dated 17 January 1996 concerning Disclosure Requirements of Certain Shareholders, which is an ownership and a report of each of the changes in the ownership of Issuer or Public Company shares;
2. Rule Number IX.I.1, Attachment of Decision of the Chairman of Bapepam Number: Kep-60/PM/1996 dated 17 January 1996 concerning the Planning and Conducting the General Meeting of Shareholders, which is a submission of the agenda of Shareholders General Meeting and the result of Shareholders General Meeting;

3. Rule Number IX.I.4, Attachment of Decision of the Chairman of Bapepam Number: Kep-63/PM/1996 dated 17 January 1996 concerning the Establishment of the Corporate Secretary, which is a report of the establishment of Corporate Secretary;
4. Rule Number X.K.1, Attachment of Decision of the Chairman of Bapepam Number: Kep-86/PM/1996 dated 24 January 1996 Concerning Disclosure of Information That Must Be Made Public Immediately, which is disclosure of information that must be made public immediately;
5. Rule Number X.K.5, Attachment of Decision of the Chairman of Bapepam Number: Kep-46/PM/1998 dated 14 August 1998 concerning Disclosure of Information by Issuers or Public Companies Regarding Bankruptcy, which are:
  - a. a report of being fail or unable to avoid default of Issuer or Public Company to unaffiliated lender;
  - b. a report of Issuer or Public Company proposed for declaration of bankruptcy ; and
  - c. a report of bankruptcy petition to the Court against Issuer or Public Company by the Person as referred to Article 85 of Law Number 8 Year 1995 concerning Capital Market;
6. Rule Number X.K.4, Attachment of Decision of the Chairman of Bapepam Number: Kep-27/PM/2003 dated 17 July 2003 concerning Reports on The Use of Funds Received From a Public Offering, which is a realization report of the use of proceeds from Public Offering;
7. Rule Number IX.D.5, Attachment Decision of the Chairman of Bapepam Number: Kep-35/PM/2003 dated 30 September 2003 concerning Bonus Stock, which are:
  - a. an allotment report of Bonus Shares / Dividend Shares;
  - b. a distribution report of Bonus Shares / Dividend Shares; and
  - c. a disclosure information of sharing plan of Bonus Shares / Dividend Shares;
8. Rule Number IX.I.7, Attachment of Decision of the Chairman of Bapepam and LK No: Kep-496/BL/2008 dated 28 November 2008 concerning Forming and Charter's Compilation Guidance of Internal Audit Unit, which is a report of removal, replacement, or dismissal of the head of Internal Audit;
9. Rule Number IX.E.1, Attachment of Decision of the Chairman of Bapepam-LK Number: Kep-412 / BL / 2009 dated 25 November 2009 concerning Affiliated Transactions and Conflicts of Interest on Certain Transactions, which is a report of affiliation transactions and conflict of interest transactions of certain transactions;
10. Rule Number IX.D.4, Attachment of Decision of the Chairman of Bapepam and LK Number: Kep-429/BL/2009 dated 9 December 2009 concerning Capital Increases Without Pre-emptive Rights, which are:
  - a. a disclosure of information regarding the implementation time of capital increase; and
  - b. a report of the implementation results of capital increase;
11. Rule Number XI.B.2, Attachment of Decision of the Chairman of Bapepam and LK Number: Kep-105/BL/2010 dated 13 April 2010 concerning Buyback of Shares Issued by Issuer or Public Company, which are:
  - a. a report of the results of buyback shares;
  - b. a report of the transfer results of buyback shares;
  - c. evidence of announcements in newspapers; and
  - d. disclosure of information related to the implementation of buyback;
12. Rule Number X.K.2, Attachment of Decision of Chairman of Bapepam and LK Number: KEP-346/BL/2011 dated 5 July 2011 concerning Submission of Periodic Financial Statements by Issuer or Public Company, which are the Annual Financial Statements and Semi Annual Financial Statements;

13. Rule Number IX.E.2, Attachment of Decision of the Chairman of Bapepam and LK Number: Kep-614/BL/2011 dated 28 November 2011 concerning Material Transactions and Change of Main Business Activity, which is a report of Material Transactions and Change of Main Business Activity;
14. Rule Number X.K.6, Attachment of Decision of Chairman of Bapepam-LK Number: Kep-431/BL/2012 dated 1 August 2012 concerning Submission of Annual Report of Issuers or Public Companies, which is the Annual Report;
15. Rule Number IX.I.5, Attachment of Decision of Chairman of Bapepam-LK Number: Kep-643/BL/2012 dated 7 December 2012 concerning Guidelines of Establishment and Working Implementation of Audit Committee , which reports the appointment and dismissal of the Audit Committee; and
16. Rule Number IX.C.11, Attachment of Decision of Chairman of Bapepam-LK Number: Kep-712/BL/2012 dated 26 December 2012 concerning Debt Securities Rating, which are:
  - a. a report of the rating result of Debt Securities and/or Sukuk; and
  - b. evidence of announcement in the newspaper.

### **III. REPORTING PROCEDURES**

1. Issuer or Public Company can submit a report electronically to OJK through SPE as provided in OJK website address at <https://spe.ojk.go.id>.
2. Issuer or Public Company can only submit a report electronically to OJK through SPE after obtaining rights to access in form of user id and password from OJK.
3. Issuer or Public Company must read and comply with the procedures for the use of SPE that can be downloaded in OJK website address at <https://spe.ojk.go.id>.
4. Reports through SPE submitted by Issuer or Public Company must be the same as originally submitted (hard copy) to OJK.
5. In case of any discrepancy of data and/or information between hard copy documents and electronically reported document submitted through SPE, the hard copy document shall prevail.
6. In the event of any error or mistakes in reporting electronically, Issuer or Public Company can resubmit the report by providing additional information regarding revision of the report through SPE.
7. Issuer or Public Company takes full responsibility for the use and abuse of SPE.
8. The report submitted by Issuer or Public Company through SPE is final as long as no discrepancy with the hard copy submitted to OJK.
9. Electronic submission by Issuer or Public Company through the SPE does not eliminate the obligation of Issuer or Public Company to submit the hardcopy.
10. Receipt of report by Issuer or Public Company that is recognized by OJK are:
  - a. Electronic receipt issued by SPE via email regarding notification of report receipt by OJK to the Issuer or Public Company, in terms of submission done electronically; and
  - b. OJK administrative stamp, in terms of submission done in the form of hard copy.
11. Basis for calculation of late report submitted by Issuer or Public Company to OJK either electronically or in the form of hard copy as described in number 10 is the earliest report received by OJK.
12. Reports submitted electronically by Issuer or Public Company are considered to have been accepted by OJK when Issuer or Public Company has received notification in the form of electronic receipt issued by SPE via acceptance notification email by OJK to Issuer or Public Company.
13. At the time this Circular Letter comes into effect until SPE is fully operational, Issuer or Public Company must perform report submission trial electronically through SPE. During the implementation of the trial, the report recognized by OJK is sent in the form of hard copy.
14. Issuer or Public Company can fully report electronically through SPE starting from 1 June 2014.

#### IV. CLOSING PROVISION

This Financial Services Authority Circular Letter shall become effective since the date of its enactment.

For public cognizance, it is ordered that this Financial Services Authority Circular Letter shall be promulgated in the Official Gazette of the Republic of Indonesia.

Enacted in Jakarta  
on 24 April 2014

CHIEF EXECUTIVE OF CAPITAL MARKET SUPERVISOR

,  
*Signed.*  
NURHAIDA

Duplicate based on the original  
Director of Law I,  
Law Department

*Signed*

Tini Kustini