



PT Bank UOB Indonesia

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**Pedoman dan Tata Tertib Kerja Komite  
Remunerasi dan Nominasi /  
*Work Guidelines and Regulations of  
Remuneration and Nomination Committee***

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Umum / *Public*

November 2023

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## **DAFTAR VERSI DAN PERUBAHAN/ VERSION LIST AND AMENDMENTS**

Bulan / Tahun <i>Month/ Year</i>	Keterangan Perubahan/ <i>Amendment</i>	Diupdate Oleh/ <i>Updated By</i>	Disetujui Oleh/ <i>Approved By</i>
Oktober/ October 2014	<ul style="list-style-type: none"> <li>- Perubahan pada Pasal 2 mengenai Keanggotaan Komite terkait dengan masa jabatan anggota Komite / <i>Amendment to the Article 2 concerning Membership of the Committee relating to the term of office of members of the Committee.</i></li> </ul>	Corporate Services	Dewan Komisaris/ <i>Board of Commissioners</i>
November 2015	<ul style="list-style-type: none"> <li>- Menyesuaikan latar belakang Pedoman dengan menambahkan Peraturan OJK baru terkait dengan Komite RNC/ <i>Adjusting the background of the Guidelines by adding new OJK Regulation relating to the Committee.</i></li> <li>- Perubahan pada Pasal 2 mengenai Keanggotaan Komite terkait dengan prosedur penggantian anggota Komite/ <i>Amendment to the Article 2 concerning Membership of the Committee relating to the procedure of replacing Committee members.</i></li> <li>- Terdapat tambahan atas tugas dan tanggung jawab Komite sesuai dengan Peraturan OJK yang baru/ <i>Addition on the duties and responsibilities of the Committee in accordance with new OJK regulation.</i></li> <li>- Perubahan lainnya/ <i>other revisions.</i></li> </ul>	Corporate Services	Dewan Komisaris/ <i>Board of Commissioners</i>
November 2017	<ul style="list-style-type: none"> <li>- Menyesuaikan latar belakang Pedoman dengan mengganti Peraturan BI menjadi Peraturan OJK dan menambahkan Peraturan OJK baru terkait dengan remunerasi bagi bank</li> </ul>	Corporate Services	Dewan Komisaris/ <i>Board of Commissioners</i>

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	<p>umum/ Adjusting the background of the Guidelines by replacing the BI Regulation into OJK Regulation and adding new OJK Regulations concerning remuneration for commercial banks.</p> <ul style="list-style-type: none"> <li>- Terdapat tambahan atas tugas dan tanggung jawab Komite sesuai dengan Peraturan OJK yang baru/ There are additional duties and responsibilities of the Committee in accordance with the new OJK Rules.</li> <li>- Perubahan lainnya/ Other revisions.</li> </ul>		
November 2023	<ul style="list-style-type: none"> <li>• Reviu Berkala / Periodic Review</li> <li>• Pembaharuan editorial penyesuaian dengan referensi peraturan atau ketentuan internal / Editorial updates to align with regulation or internal policies references.</li> <li>• Penyusunan kembali format dan penyesuaian terhadap dasar hukum peraturan baru dan penyesuaian berdasarkan Peraturan OJK No. 17 Tahun 2023 tentang Penerapan Tata Kelola Bagi Bank Umum/ To adjust the formatting and the legal basis on new regulations and to adjust on the newly OJK Regulation No. 17 Year 2023 regarding Implementation of Good Corporate Governance for Commercial Banks.</li> </ul> <p>Dengan perubahan sebagai berikut/ With the following adjustment:</p> <ol style="list-style-type: none"> <li>1. Penambahan Tugas dan Tanggung Jawab Komite Remunerasi dan Nominasi / Additional on the Duties and Responsibilities of Remuneration and Nomination Committee</li> <li>2. Penambahan Wewenang Komite Remunerasi dan Nominasi / Additional on the Authorities of Remuneration and Nomination Committee.</li> <li>3. Perubahan Frekuensi Rapat Komite Remunerasi dan Nominasi / Changes on the Frequency of Remuneration and Nomination Committee.</li> </ol>	Corporate Secretary	Dewan Komisaris/ Board of Commissioners

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	<p>4. Penyesuaian atas Kuorum Rapat / <i>Adjustment of the Meeting Quorum.</i></p> <p>5. Penambahan 1 (satu) poin yaitu pengambilan keputusan terkait Nominasi dalam kondisi tidak terpenuhi Kuorum Rapat / <i>Additional of 1 (one) point related to decision-making on nomination in conditions where the Meeting Quorum is not met.</i></p> <p>6. Menyisipkan 1 (satu) pasal tambahan yaitu Pasal 10 mengenai Evaluasi Kinerja Komite Remunerasi dan Nominasi / <i>Insertion of 1 (one) article regarding Performance Evaluation of Remuneration and Nomination Committee.</i></p> <p>7. Penyesuaian periode reviu Pedoman dan Tata Tertib Kerja Komite Remunerasi dan Nominasi / <i>Adjustment on the review period of Work Guidelines and Regulation of Remuneration and Nomination Committee.</i></p>		
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## A. PENDAHULUAN

### 1. Latar Belakang

Komite Remunerasi dan Nominasi (Komite) membantu Dewan Komisaris dalam memenuhi tugas dan tanggung jawab pengawasannya terkait implementasi dan evaluasi kebijakan remunerasi dan nominasi Bank.

Dalam melaksanakan tugasnya, Komite senantiasa memperhatikan peraturan-peraturan sebagai berikut:

- a. Peraturan Otoritas Jasa Keuangan No. 34/POJK.04/2014 tanggal 8 Desember 2014 tentang Komite Nominasi dan Remunerasi Emiten atau Perusahaan Publik;
- b. Peraturan Otoritas Jasa Keuangan No. 45/POJK.03/2015 tanggal 23 Desember 2015 tentang Penerapan Tata Kelola dalam Pemberian Remunerasi bagi Bank Umum;
- c. Surat Edaran Otoritas Jasa Keuangan No. 40/SEOJK.03/2016 tentang Penerapan Tata Kelola dalam Pemberian Remunerasi bagi Bank Umum;
- d. Peraturan Otoritas Jasa Keuangan Nomor 17 Tahun 2023 tentang Penerapan Tata Kelola bagi Bank Umum;

## A. INTRODUCTION

### 1. Background

The Remuneration and Nomination Committee (Committee) assists the Board of Commissioners in fulfilling its supervisory duties and responsibilities regarding implementation and evaluation on the Bank's policies on remuneration and nomination.

In the execution of its duties, Committee shall observe regulations below:

- a. Financial Services Authority (OJK) Regulation No.34/POJK.04/2014 dated 8 December 2014 concerning Nomination and Remuneration Committee of the Issuer or Public Company;
- b. OJK Regulation No.45/POJK.03/2015 dated 23 December 2015 concerning Implementation of Governance in Providing Remuneration for Commercial Banks;
- c. OJK Circular Letter No. 40/SEOJK.03/2016 concerning Implementation of Governance in Providing Remuneration for Commercial Banks;
- d. OJK Regulation No. 17 Year 2023 concerning Implementation of Good Corporate Governance for Commercial Banks;

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- e. Surat Edaran Otoritas Jasa Keuangan No. 13/SEOJK.03/2017 tentang Penerapan Tata Kelola bagi Bank Umum; dan
- f. Anggaran Dasar Bank dan perubahannya.
- e. OJK Circular Letter No. 13/SEOJK.03/2017 concerning Implementation of Good Corporate Governance for Commercial Banks; and
- f. Articles of Association of Bank and its amemdments.

## 2. Tujuan

Komite dibentuk untuk membantu dan mendukung pelaksanaan tugas dan tanggung jawab Dewan Komisaris. Pedoman dan Tata Tertib Kerja Komite Remunerasi dan Nominasi ini merupakan sebagai dasar dan komitmen Komite dalam membantu Dewan Komisaris memenuhi tugas dan tanggung jawab pengawasannya.

## 2. Purposes

The Committee is established to assist and support the implementation of duties and responsibilities of the Board of Commissioners. This Work Guidelines and Regulations of Remuneration and Nomination Committee as basis and commitment of the Committee to assist the Board of Commissioners in fulfilling its supervisory duties and responsibilities.

## B. ISI KETENTUAN

### Pasal 1 Definisi

- 1. **Bank** adalah PT Bank UOB Indonesia.
- 2. **Komite Remunerasi dan Nominasi** adalah komite yang dibentuk oleh dan bertanggungjawab kepada Dewan Komisaris dalam membantu melaksanakan fungsi dan tugas Dewan Komisaris terkait Remunerasi dan Nominasi bagi anggota Dewan Komisaris, anggota Direksi dan anggota komite-komite yang bertanggung jawab kepada Dewan Komisaris. Selain itu, Komite juga memberikan rekomendasi atas nominasi Pejabat Eksekutif Senior.

## B. CONTENT

### Article 1 Definition

- 1. **Bank** is PT Bank UOB Indonesia.
- 2. **Remuneration and Nomination Committee** is a committee established by and reporting to the Board of Commissioners to assist the Board of Commissioners in performing their function and duties related to Remuneration and Nomination of members of the Board of Commissioners and the Board of Directors, and member of Committees reporting to the Board of Commissioners. In addition, the

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- Committee also provide recommendation on nomination of Senior Executive Officer.
3. **Dewan Komisaris** adalah organ Bank yang bertugas melakukan pengawasan secara umum dan/atau khusus sesuai dengan anggaran dasar serta memberi nasihat kepada Direksi.
  4. **Komisaris Non Independen** adalah anggota Dewan Komisaris yang bukan merupakan Komisaris Independen.
  5. **Komisaris Independen** adalah anggota Dewan Komisaris yang tidak memiliki hubungan keuangan, kepengurusan, kepemilikan saham dan/atau hubungan keluarga dengan anggota Direksi, anggota Dewan Komisaris lainnya, dan/atau pemegang saham pengendali termasuk pemegang saham pengendali terakhir, atau hubungan dengan Bank, yang dapat memengaruhi kemampuan yang bersangkutan untuk bertindak independen.
  6. **Pihak Independen** adalah pihak di luar Bank yang tidak memiliki hubungan keuangan, kepengurusan, kepemilikan saham dan/atau hubungan keluarga dengan anggota Dewan Komisaris, anggota Direksi dan/atau pemegang saham pengendali atau hubungan dengan Bank, yang dapat memengaruhi kemampuannya untuk bertindak independen.
  7. **Direksi** adalah organ Bank yang berwenang dan bertanggung jawab atas pengurusan Bank untuk kepentingan Bank, sesuai dengan maksud dan
  3. **The Board of Commissioners** is an organ of the Bank with a duty to perform general and/or specific oversight pursuant to the articles of association and to advise the Board of Directors.
  4. **Non Independent Commissioner** is a member of the Board of Commissioners who are not an Independent Commissioner.
  5. **Independent Commissioner** is a member of the Board of Commissioners having no financial, management, shareholding and/or familial relationship with any other member of the Board of Directors, the Board of Commissioners, and/or controlling shareholders including ultimate controlling shareholders, and relationship with the Bank, which may influence his/her ability to act independently.
  6. **Independent Party** is a party external to the Bank having no financial, management, shareholding and/or family relationship with the Board of Commissioners, the Board of Directors and/or controlling shareholders or any relationship with the Bank which may influence his/her ability to act independently.
  7. **The Board of Directors** is an organ of the Bank which is authorised and responsible for management of the Bank in the Bank's interest, in

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tujuan Bank serta mewakili Bank, baik di dalam maupun di luar pengadilan sesuai dengan ketentuan anggaran dasar.

accordance with the purpose and objectives of the Bank as well as represents the Bank, both inside and outside the court of law pursuant to the provisions of the articles of association.

8. **Pejabat Eksekutif Senior** adalah Pejabat Eksekutif yang diusulkan oleh Direktur kepada Komite Sumber Daya Manusia dengan persetujuan Dewan Komisaris berdasarkan rekomendasi dari Komite Remunerasi dan Nominasi untuk memimpin suatu fungsi yang strategis di tingkat manajemen.
9. **Pejabat Eksekutif** adalah pejabat yang bertanggung jawab langsung kepada Direksi atau mempunyai pengaruh yang signifikan terhadap kebijakan dan/atau operasional Bank, antara lain Kepala Divisi, Kepala Kantor Wilayah, Kepala Kantor Cabang, Kepala Kantor Fungsional yang kedudukannya paling kurang setara dengan Kepala Kantor Cabang, Kepala Satuan Kerja Manajemen Risiko, Kepala Satuan Kerja Kepatuhan, dan Kepala Satuan Kerja Audit Intern dan/atau pejabat lainnya yang setara.
10. **Rapat Umum Pemegang Saham** adalah organ Bank yang mempunyai wewenang yang tidak diberikan kepada Direksi atau Dewan Komisaris dalam batas yang ditentukan dalam Undang-Undang Perseroan Terbatas dan/atau anggaran dasar Bank.
8. **Senior Executive Officer** is an Executive Officer who is proposed by the Director to the Human Resources Committee and approved by Board of Commissioners based on the recommendation of Remuneration and Nomination Committee to lead a strategic function at management level.
9. **Executive Officer** is the officer directly responsible to the Board of Directors or possessing significant influence towards policy and/or operation of the Bank, i.e. Division Head, Regional Head, Branch Manager, Head of Functional Office who at least has equivalent position as the Branch Manager, Head of Compliance, and Head of Internal Audit Unit and/or other equivalent officers.
10. **General Meeting of Shareholders** is an organ of the Bank that has authorities which are not delegated to the BOD or BOC in the limit determined in the Law regarding Limited Liability Company and/or articles of association.

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**Pasal 2**  
**Komposisi, Struktur, Persyaratan Keanggotaan dan Masa Tugas**

1. Anggota Komite paling kurang terdiri dari 3 (tiga) orang anggota, yang merupakan:
  - a. 1 (satu) orang Ketua merangkap anggota, yang merupakan Komisaris Independen.
  - b. 1 (satu) orang Komisaris Non Independen.
  - c. 1 (satu) orang Pejabat Eksekutif yang membawahkan fungsi sumber daya manusia atau perwakilan pegawai Bank.
2. Dalam hal anggota Komite ditetapkan lebih dari 3 (tiga) orang, maka:
  - a. anggota Komisaris Independen paling kurang berjumlah 2 (dua) orang.
  - b. anggota ke-4 atau anggota berikutnya dapat berasal dari pihak luar Bank, sepanjang pihak luar Bank tersebut memenuhi kriteria pada ayat (4) di bawah.
3. Anggota Komite lainnya selain Komisaris Independen sebagaimana ayat (1) huruf a di atas, sebagian besar atau mayoritas tidak berasal dari pihak yang menduduki jabatan manajerial di bawah Direktur yang membidangi sumber daya manusia.
4. Anggota Komite yang berasal dari luar Bank sebagaimana ayat (2) huruf b di atas, memenuhi syarat:

**Article 2**  
**Composition, Structure, Criteria of Membership and Term of Office**

1. Members of the Committee shall comprise at least 3 (three) members:
  - a. 1 (one) Chairman concurrently member, who is an Independent Commissioner.
  - b. 1 (one) Non-Independent Commissioner.
  - c. 1 (one) Executive Officer in charge of human resources function or Bank's staff representative.
2. In the event that the number of Committee members is determined to be more than 3 (three) persons, then:
  - a. the number of Independent Commissioners as members must consist of at least 2 (two) persons.
  - b. the fourth or subsequent members may be individuals external to the Bank, insofar that they fulfill the criteria specified in point (4) below.
3. Majority of members of the Committee other than Independent Commissioners as referred to in point (1) a above, are not individuals assuming managerial positions under the Director in charge of human resources.
4. Members of the Committee who are individuals external to the Bank as referred to in point (2) b above meet the following requirements:

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- a. tidak mempunyai hubungan afiliasi dengan Bank, anggota Direksi, anggota Dewan Komisaris atau Pemegang Saham Utama Bank;
  - b. memiliki pengalaman terkait Nominasi dan/atau Remunerasi;
  - c. tidak merangkap jabatan sebagai anggota komite lainnya yang dimiliki oleh Bank.
5. Anggota Komite tidak diperkenankan berasal dari anggota Direksi Bank atau Direksi bank lain.
6. Ketua Komite hanya dapat merangkap jabatan sebagai ketua dari 1 (satu) komite lain pada Bank.
7. Masa jabatan anggota Komite adalah selama 2 (dua) tahun. Anggota Komite Remunerasi dan Nominasi yang masa jabatannya telah berakhir, dapat diangkat kembali.
8. Anggota Komite diangkat dan diberhentikan berdasarkan keputusan Rapat Dewan Komisaris.
9. Penggantian anggota Komite yang bukan berasal dari Dewan Komisaris dilakukan paling lambat 60 (enam puluh) hari sejak anggota Komite Remunerasi dan Nominasi dimaksud tidak dapat lagi melaksanakan fungsinya.
10. Anggota Komite tidak dapat lagi melaksanakan fungsinya apabila anggota Komite diberhentikan
- a. having no affiliated relationship with the Bank, any members of the Board of Directors, the Board of Commissioners or Ultimate Shareholder of the Bank;
  - b. having experience related to Nomination and/or Remuneration;
  - c. holding no double position as members of other committees of the Bank.
5. Members of the Board of Directors of the Bank or the Board of Directors of any other banks cannot serve as members of the Committee.
6. Chairman of Committee may only concurrently serve as chairman of 1 (one) other committee within the Bank.
7. The term of office of the Committee members is for 2 (two) years. Remuneration and Nomination Committee members whose term of office has expired may be reappointed.
8. Members of the Committee are appointed and dismissed based on the decision of the Board of Commissioners Meeting.
9. Replacement of any member of the Committee who is not a member of the Board of Commissioners must be made no later than 60 (sixty) days from the date on which the said member of the Remuneration and Nomination Committee is no longer in position.
10. Members of the Committee can no longer perform their function if they are dismissed based on the decision of

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berdasarkan keputusan rapat Dewan Komisaris, dengan alasan antara lain:

- a. Meninggal dunia;
- b. Mengundurkan diri; atau
- c. Berhalangan tetap sehingga tidak dapat melaksanakan tugas atau diperkirakan secara medis tidak dapat melaksanakan tugas lebih dari 6 (enam) bulan berturut-turut.

11. Bank akan mendokumentasikan keputusan mengenai pengangkatan dan pemberhentian anggota Komite.

Board of Commissioners meeting, for any of the following reasons:

- a. Demise;
- b. Resignation; or
- c. Permanently unavailable rendering them unable to perform their duties or have been medically diagnosed to be unable to perform their duties for more than 6 (six) consecutive months

11. The Bank documents decisions on the appointment and dismissal of members of the Committee.

### **Pasal 3**

#### **Tugas, Tanggung Jawab, dan Wewenang Komite**

1. Komite bertindak independen dalam melaksanakan tugasnya.
2. Dalam melaksanakan tugasnya, Komite bertanggung jawab kepada Dewan Komisaris.
3. Komite bertanggung jawab melakukan evaluasi dan memberikan masukan terhadap kebijakan – kebijakan serta perkembangan yang terjadi terkait Sumber Daya Manusia tidak hanya terbatas pada Dewan Komisaris, Direksi namun untuk seluruh karyawan.

#### Fungsi Remunerasi

4. Terkait dengan kebijakan remunerasi, Komite mempunyai tugas dan tanggung jawab sesuai dengan peraturan OJK yang berlaku, paling kurang:

### **Article 3**

#### **Duties, Responsibilities, and Authorities of the Committee**

1. The Committee acts independently in performing its duties.
2. In performing its duties, the Committee reports to the Board of Commissioners
3. The Committee responsible to evaluate and provide input to current policies and update on matters related to Human Resources, not just limited to Board of Commissioners, Board of Directors but for all employees.

#### Remuneration Function

4. Related to Remuneration Policy, the Committee has duties and responsibilities in accordance with the prevailing OJK regulation, as follows:

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- a. Melakukan evaluasi terhadap kebijakan remunerasi yang didasarkan atas kinerja, risiko, kewajaran dengan *peer group*, sasaran, dan strategi jangka panjang Bank, pemenuhan cadangan sebagaimana diatur dalam peraturan perundang-undangan dan potensi pendapatan Bank dimasa yang akan datang.
- b. Menyampaikan hasil evaluasi dan rekomendasi kepada Dewan Komisaris mengenai:
  - i. Kebijakan remunerasi bagi anggota Dewan Komisaris dan anggota Direksi untuk disampaikan kepada Rapat Umum Pemegang Saham;
  - ii. Kebijakan remunerasi bagi Pejabat Eksekutif Senior, Pejabat Eksekutif dan pegawai secara keseluruhan untuk disampaikan kepada Direksi;
  - iii. Struktur remunerasi anggota Dewan Komisaris, Direksi dan Pejabat Eksekutif Senior;
  - iv. Besaran remunerasi anggota Dewan Komisaris dan anggota Direksi;
  - v. Membantu Dewan Komisaris melakukan penilaian kinerja dengan kesesuaian remunerasi yang diterima masing-masing anggota Direksi dan anggota Dewan Komisaris.
- a. Perform evaluation towards remuneration policy by taking into consideration on performance, risk, peer group, target, and Bank's long-term strategy, fulfillment of general reserve as stipulated in the regulations and Bank's potential income in the future.
- b. Provide evaluation and recommendations to the Board of Commissioners concerning:
  - i. Remuneration policy for the Board of Commissioners and Directors to be submitted to the General Meeting of Shareholders;
  - ii. Remuneration policy for Senior Executive Officers, Executive Officers and employees as a whole to be submitted to the Board of Directors;
  - iii. Remuneration structure for members of the Board of Commissioners, the Board of Directors and Senior Executive Officer;
  - iv. Amount of remuneration for members of the Board of Commissioners and the Board of Directors;
  - v. Assisting the Board of Commissioners in conducting performance appraisal in accordance with remuneration received by each member of the Board of Directors and the Board of Commissioners.

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- c. Menyampaikan hasil evaluasi dan rekomendasi kepada Direksi mengenai besaran total *framework* remunerasi Pejabat Eksekutif Senior.
  - d. Memastikan bahwa kebijakan remunerasi telah sesuai dengan ketentuan yang berlaku.
5. Dalam melaksanakan fungsi remunerasi sebagaimana dimaksud dalam ayat (4), Komite melakukan prosedur sebagai berikut:
- a. Menyusun struktur remunerasi bagi anggota Direksi, anggota Dewan Komisaris dan Pejabat Eksekutif Senior, yang terdiri dari gaji, honorarium, insentif dan tunjangan yang bersifat tetap dan/atau variabel;
  - b. Menyusun kebijakan remunerasi bagi anggota Direksi, anggota Dewan Komisaris dan Pejabat Eksekutif Senior;
  - c. Menyusun besaran remunerasi bagi anggota Direksi dan anggota Dewan Komisaris.
  - d. Mengevaluasi dan merekomendasikan besaran remunerasi Pejabat Eksekutif Senior kepada Direksi.
6. Penyusunan struktur, kebijakan dan besaran remunerasi harus memperhatikan:
- c. Provide evaluation and recommendation to Board of Directors concerning the amount of remuneration for members of the Senior Executive.
  - d. Ensuring that remuneration policy is in accordance with applicable regulations.
5. In performing the function of remuneration as referred to in point (4), the Committee follows the following procedure:
- a. Formulating a remuneration structure for members of the Board of Directors, the Board of Commissioners and Senior Executive Officer, consisting of salary, honorarium, incentive and/or benefits, both fixed and variable.
  - b. Formulating the policy on remuneration for members of the Board of Directors the Board of Commissioners and Senior Executive Officer.
  - c. Formulating the amount of remuneration for members of the Board of Directors and the Board of Commissioners.
  - d. Evaluate and recommend the amount of remuneration for Senior Executive to Board of Directors.
6. Formulation of structure, policy and amount of remuneration must take into account the following points:

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- a. Kinerja keuangan dan pemenuhan cadangan sebagaimana diatur dalam peraturan perundang-undangan yang berlaku;
- b. Risiko yang mungkin terjadi;
- c. Target kinerja masing-masing anggota Direksi, anggota Dewan Komisaris yang baru menjabat pertama kali atau kinerja masing-masing anggota Direksi dan anggota Dewan Komisaris yang sedang menjabat;
- d. Remunerasi yang berlaku pada industri perbankan dan skala usaha Bank;
- e. Pertimbangan sasaran dan strategi jangka panjang serta potensi pendapatan Bank di masa yang akan datang;
- f. Tugas, tanggung jawab dan wewenang anggota Direksi dan anggota Dewan Komisaris dikaitkan dengan pencapaian tujuan dan kinerja Bank;
- g. Keseimbangan tunjangan antara yang bersifat tetap dan bersifat variabel;
- h. Struktur, kebijakan dan besaran remunerasi sebagaimana dimaksud dalam ayat (4), (5) dan (6), akan dievaluasi oleh Komite paling kurang 1 (satu) kali dalam 1 (satu) tahun.
- a. Financial performance, and fulfillment of reserve as provided for in prevailing laws and regulations;
- b. Potential risks that will occur;
- c. Target performance of each member of the Board of Directors, the Board of Commissioners who assumes their position for the first time or the performance of each incumbent members of the Board of Directors and the Board of Commissioners;
- d. Remuneration applicable in the banking industry and within the business scale of the Bank;
- e. Consideration on the targets and long-term strategy of the Bank and the potential of the Bank's income in the future;
- f. Duties, responsibilities and authority of members of the Board of Directors and the Board of Commissioners are associated with the achievement of objectives and performance of the Bank;
- g. Balance of allowance between fixed allowance and variable allowance;
- h. Structure, policy and amount of remuneration as referred to in points (4), (5) and (6), will be evaluated by the Committee at least 1 (one) time in 1 (one) year.

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Fungsi Nominasi

7. Terkait dengan kebijakan nominasi, Komite mempunyai tugas dan tanggung jawab paling kurang:
- Menyusun dan memberikan rekomendasi mengenai sistem serta prosedur pemilihan dan/atau penggantian:
    - Anggota Dewan Komisaris dan anggota Direksi kepada Dewan Komisaris untuk kemudian disampaikan kepada Rapat Umum Pemegang Saham;
    - Pejabat Eksekutif Senior untuk disampaikan kepada Dewan Komisaris.
  - Mengidentifikasi dan memberikan rekomendasi mengenai calon anggota Dewan Komisaris dan/atau Direksi yang memenuhi syarat kepada Dewan Komisaris untuk disampaikan kepada Rapat Umum Pemegang Saham.
  - Anggota Komite yang memiliki benturan kepentingan (*conflict of interests*) dengan usulan yang direkomendasikan mengungkapkan keadaan tersebut dalam usulan yang direkomendasikan.
  - Memberikan rekomendasi mengenai calon Pejabat Eksekutif Senior termasuk perpanjangan masa kerja bagi Pejabat Eksekutif Senior yang telah melewati batas usia pensiun normal untuk disampaikan kepada Dewan Komisaris.

Nomination Function

7. Related to Nomination Policy, the Committee has duties and responsibilities as follows:
- Formulate and provide recommendation on the system and procedure of selection and/or succession of:
    - The Board of Commissioners and the Board of Directors to the Board of Commissioners to be submitted to General Meeting of Shareholders;
    - Senior Executive Officer to be submitted to Board of Commissioners.
  - Analyze and provide recommendation of qualified candidate members of the Board of Commissioners and/or Directors to the Board of Commissioners to be submitted to General Meeting of Shareholders.
  - Committee member who has a conflict of interests with the recommendation shall disclose the condition in the recommended proposal.
  - Provide recommendation on the appointment of Senior Executive Officers including the extension of term of service of the Senior Executive Officers which exceeding theor normal pension age limit to the Board of Commissioners.

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- e. Memberikan rekomendasi mengenai Pihak Independen yang akan menjadi anggota Komite Audit, Komite Remunerasi dan Nominasi, Komite Pemantau Risiko dan Komite Tata Kelola Terintegrasi kepada Dewan Komisaris.
- f. Memberikan rekomendasi kepada Dewan Komisaris mengenai:
  - i. Komposisi jabatan anggota Direksi dan/atau anggota Dewan Komisaris;
  - ii. Kebijakan dan kriteria yang dibutuhkan dalam proses Nominasi anggota Direksi, anggota Dewan Komisaris dan Pejabat Eksekutif Senior;
  - iii. Kebijakan dan evaluasi kinerja bagi anggota Direksi, anggota Dewan Komisaris dan Pejabat Eksekutif Senior.
- g. Menyusun mekanisme dan melakukan penilaian kinerja anggota Direksi dan/atau anggota Dewan Komisaris berdasarkan tolok ukur yang telah disusun sebagai bahan evaluasi.
- h. Memberikan rekomendasi kepada Dewan Komisaris mengenai program pengembangan kemampuan anggota Direksi dan atau anggota Dewan Komisaris.
- e. Provide recommendation on the Independent Party appointed to be members of the Audit Committee, Risk Monitoring Committee and Integrated Governance Committee to the Board of Commissioners.
- f. Provide recommendation to the Board of Commissioners on:
  - i. Composition of positions of members of the Board of Directors and/or the Board of Commissioners;
  - ii. Policies and criteria required in the Nomination process of members of the Board of Directors, the Board of Commissioners and Senior Executive Officers;
  - iii. Performance policy and evaluation for members of the Board of Directors, members of the Board of Commissioners and/or Senior Executive Officers.
- g. To establish the mechanism and appraising the performance of members of the Board of Directors, members of the Board of Commissioners based on the benchmark determined as evaluation material.
- h. Provide recommendation to the Board of Commissioners on personal development programs for members of the Board of Directors and/or members of the Board of Commissioners.

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8. Dalam melaksanakan fungsi Nominasi, Komite melakukan prosedur sebagai berikut:
  - a. Menyusun komposisi dan proses nominasi anggota Direksi, anggota Dewan Komisaris dan Pejabat Eksekutif Senior;
  - b. Menyusun kebijakan dan kriteria yang dibutuhkan dalam proses nominasi calon anggota Direksi, anggota Dewan Komisaris dan Pejabat Eksekutif Senior.
  - c. Membantu pelaksanaan evaluasi atas kinerja anggota Direksi dan anggota Dewan Komisaris.
  - d. Menyusun program pengembangan kemampuan anggota Direksi dan anggota Dewan Komisaris.
  - e. Menelaah dan mengusulkan calon yang memenuhi syarat sebagai anggota Direksi dan Dewan Komisaris kepada Dewan Komisaris untuk disampaikan kepada Rapat Umum Pemegang Saham.
9. Dalam pelaksanaan tugas dan tanggung jawabnya, Komite berwenang untuk melakukan kegiatan antara lain:
  - a. Melakukan akses terhadap data, dokumen, informasi Bank;
  - b. Melakukan komunikasi dan koordinasi dengan pihak-pihak yang terkait dengan tugas Komite; dan
8. In performing nomination function, the Committee follow the following procedure:
  - a. Formulate the composition and nomination process of members of the Board of Directors, members of the Board of Commissioners and Senior Executive Officers;
  - b. Formulate policies and criteria required in the nomination process of candidate members of the Board of Directors, members of the Board of Commissioners and Senior Executive Officers.
  - c. Assist the implementation of evaluation on the performance of members of the Board of Directors and members of the Board of Commissioners.
  - d. Formulate personal development programs for members of the Board of Directors and members of the Board of Commissioners.
  - e. Review and propose candidates eligible for becoming members of the Board of Directors and members of the Board of Commissioners to the Board of Commissioners, to be submitted to General Meeting of Shareholders.
9. In carrying out its duties and responsibilities, Committee has the authority to carry out activities including:
  - a. To access data, document, and information of the Bank;
  - b. To communicate and coordinate with the parties relevant to the Committee's duties; and

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- c. Melaksanakan kewenangan lain yang diberikan Dewan Komisaris, sesuai dengan ketentuan peraturan perundang-undangan.

- c. To conduct other authorities granted by the Board of Commissioners, in accordance to the prevailing laws and regulations.

**Pasal 4  
Etika Kerja**

1. Mempunyai integritas, akhlak dan moral yang baik
2. Seluruh anggota Komite wajib patuh pada kode etik Bank, jika relevan, dan seluruh ketentuan yang telah dan/atau ditetapkan oleh Bank termasuk Anggaran Dasar Bank dan perubahannya di kemudian hari.
3. Anggota Komite dilarang memanfaatkan Bank untuk kepentingan pribadi, keluarga, dan/atau pihak lain yang dapat merugikan atau mengurangi keuntungan Bank
4. Anggota Komite dilarang mengambil dan/atau menerima keuntungan pribadi dari Bank.

**Pasal 5  
Waktu Kerja**

1. Seluruh anggota Komite wajib menyediakan waktu yang cukup untuk melaksanakan tugas dan tanggung jawabnya secara optimal.
2. Penyediaan waktu yang cukup sebagaimana dimaksud dalam butir (1) di atas dicerminkan antara lain oleh kehadiran yang bersangkutan dalam rapat-rapat Komite sesuai jadwal rapat yang telah ditetapkan.

**Article 4  
Work Ethics**

1. Having integrity, character and good morality.
2. All members of the Committee must comply with the Bank's Code of Conduct, if relevant, and all provisions determined and/or to be determined by the Bank, including the Bank's Articles of Association and their future amendments.
3. Members of the Committee are prohibited from taking advantage of the Bank for personal, family and/or other parties' benefits which may harm the Bank or reduces the Bank's profit.
4. Members of the Committee are prohibited from taking and/ or accepting personal benefits from the Bank.

**Article 5  
Work Hours**

1. All members of the Committees must allow sufficient time to optimally perform their duties and responsibilities.
2. Provision of sufficient time as referred to point (1) above shall be reflected among others in the members' attendance in Committee meetings in accordance with the meeting schedules determined.

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**Pasal 6**  
**Rapat Komite, Kuorum, dan Pengambilan Keputusan**

1. Rapat Komite diselenggarakan secara berkala paling kurang 1 (satu) kali dalam 3 (tiga) bulan.
2. Rapat Komite hanya dapat dilaksanakan apabila dihadiri oleh mayoritas anggota Komite atau paling kurang 51% (lima puluh satu persen) dari jumlah anggota, termasuk kehadiran seorang Komisaris Independen dan seorang Pejabat Eksekutif yang membawakan fungsi sumber daya manusia atau seorang perwakilan pegawai Bank.
3. Dalam hal anggota Komite tidak memenuhi persyaratan minimal sebagaimana dimaksud dalam poin (2) diatas, rekomendasi Komite yang berkaitan dengan fungsi nominasi terkait usulan penggantian dan/atau pengangkatan anggota Direksi dan/atau anggota Dewan Komisaris kepada Rapat Umum Pemegang Saham, yaitu:
  - a. dapat diterima, dalam hal keanggotaan Komite terdiri paling sedikit seorang Komisaris Independen dan seorang Komisaris Non Independen;
  - b. dikecualikan, dalam hal terjadi kekosongan anggota Dewan Komisaris.
4. Keputusan Rapat Komite dilakukan berdasarkan musyawarah mufakat.

**Article 6**  
**Committee Meeting, Quorum, and Decision-Making**

1. Committee meeting shall be convened on a periodical basis at least 1 (one) time in 3 (three) months.
2. Meeting of the Committee may only be convened if attended by majority of Committee member or minimum of 51% (fifty-one percent) of the members including an Independent Commissioner and an Executive Officer in charge of human resources or a Bank's staff representative.
3. In the event that the Committee members do not meet the minimum requirements as referred to in point (2) above, the recommendation of Committee related to the nomination function on the proposal for replacement and/or appointment of members of the Board of Directors and/or members of the Board of Commissioners at the General Meeting of Shareholders:
  - a. acceptable, in terms of Committee membership consists of at least an Independent Commissioner and a Non-Independent Commissioner;
  - b. excluded, in the event of a vacancy in a member of the Board of Commissioners.
4. Decisions of meetings of Committee must be taken based on deliberation to achieve consensus.

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5. Dalam hal tidak terjadi musyawarah mufakat sebagaimana dimaksud pada poin 3 di atas, pengambilan keputusan dilakukan berdasarkan suara terbanyak.
6. Jika dalam pengambilan keputusan yang dilakukan dengan cara pemungutan suara terjadi suara yang sama banyaknya, maka Komite akan mengeskalasi kepada Dewan Komisaris untuk diputuskan.
7. Hasil Rapat Komite dituangkan dalam risalah rapat dan didokumentasikan oleh Bank secara baik serta disampaikan secara tertulis kepada Dewan Komisaris.
8. Perbedaan pendapat (*dissenting opinions*) yang terjadi dalam rapat Komite akan dicantumkan secara jelas dalam risalah rapat beserta alasan perbedaan pendapat tersebut.
5. In the event that the consensus is not reached as stipulated in point 3 above, decision making shall be held based on majority votes.
6. In the event of a draw during decision making by voting, the Committee will escalate the matter to the Board of Commissioners for decision.
7. Results of Committee meetings be set forth in a minutes of meeting and documented properly by the Bank and submitted in writing to the Board of Commissioners
8. Any dissenting opinion in the Committee meeting is clearly noted in the minutes of meeting along with its reasons.

## **Pasal 7** **Tata Cara dan Prosedur Kerja**

1. Sumber Informasi
  - a. Sebagaimana tertera dalam tugas dan tanggung jawab Komite di atas, anggota Komite memerlukan informasi komprehensif untuk dapat melaksanakan tugasnya secara efektif;
  - b. Informasi tersebut dapat diambil minimal dari sumber-sumber seperti:
    - i. Peraturan Ketenagakerjaan yang berlaku;

## **Article 7** **Work Mechanism and Procedures**

1. Source of Information
  - a. As set forth in the duties, authority and responsibilities of the Committee above, members of the Committee require comprehensive information in order to effectively perform their duties;
  - b. The information is collected at least from the following sources, such as:
    - i. Prevailing manpower regulations;

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- ii. Peraturan Otoritas Jasa Keuangan, Bank Indonesia maupun regulator lainnya;
  - iii. Kebijakan internal Bank terkait dengan ketenaga-kerjaan;
  - iv. Laporan-laporan dari Direksi, fungsi kerja Sumber Daya Manusia dan/atau Komite Sumber Daya Manusia;
  - v. Proposal dari Direksi dan/atau fungsi kerja Sumber Daya Manusia.
2. Pembagian Tugas Anggota Komite
- a. Ketua Komite (Komisaris Independen)
    - i. Memimpin rapat Komite, memberikan arahan dan melakukan koordinasi terhadap pelaksanaan tugas Komite;
    - ii. Bersama-sama dengan anggota Komite lainnya, melakukan pengkajian terhadap kesesuaian antara kebijakan remunerasi dan nominasi Bank dengan ketentuan yang berlaku;
    - iii. Bersama-sama dengan anggota Komite lainnya, melakukan pengkajian dan menetapkan rekomendasi terhadap kebijakan remunerasi dan nominasi;
    - iv. Atas nama Komite, melaporkan hasil pengkajian dan rekomendasi sehubungan atas tugas-tugas Komite kepada
  - ii. Regulations of the Financial Services Authority, Bank Indonesia and other regulators;
  - iii. The Bank's internal policies on manpower;
  - iv. Reports from the Board of Directors, Human Resources Function Unit and/or Human Resources Committee;
  - v. Proposal from the Board of Directors and/or Human Resources function unit.
2. Duties of Members of the Committee
- a. Chairman of the Committee (Independent Commissioners)
    - i. Presiding over meetings of the Committee, providing guidance and conducting coordination for the implementation of duties of the Committee;
    - ii. Together with other members of the Committee, reviewing the compliance of remuneration and nomination policies of the Bank with the prevailing regulations;
    - iii. Together with other members of the Committee, reviewing and making recommendations on remuneration and nomination policies.
    - iv. On behalf of the Committee, reporting the result of review and recommendations in relation to the duties of the Committee to the Board of

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<p>Dewan Komisaris apabila diperlukan.</p> <p>b. Anggota 1 (Komisaris)</p> <ul style="list-style-type: none"> <li>i. Bersama-sama dengan Ketua Komite dan anggota Komite lainnya, melakukan pengkajian terhadap kesesuaian antara kebijakan remunerasi dan nominasi Bank dengan ketentuan yang berlaku;</li> <li>ii. Bersama-sama dengan Ketua Komite dan anggota Komite lainnya, melakukan pengkajian dan menetapkan rekomendasi terhadap kebijakan remunerasi dan nominasi;</li> <li>iii. Meminta informasi/laporan dari Direksi atau Pejabat Eksekutif yang membidangi SDM terkait dengan pelaksanaan kebijakan remunerasi dan nominasi.</li> </ul> <p>c. Anggota 2 (Pejabat Eksekutif SDM)</p> <ul style="list-style-type: none"> <li>i. Menginformasikan/meng-update informasi mengenai kebijakan pemerintah terkait HR (bilamana ada/diperlukan).</li> <li>ii. Menyajikan data remunerasi dan nominasi.</li> <li>iii. Menyajikan informasi dan track record mengenai calon anggota Dewan Komisaris, Direksi, Pejabat Eksekutif Senior dan/atau Pihak Independen yang akan menjadi anggota Komite Audit, Komite Remunerasi dan</li> </ul>	<p>Commissioners where necessary.</p> <p>b. Member 1 (Commissioner)</p> <ul style="list-style-type: none"> <li>i. Together with the Chairman of Committee and other members of the Committee, reviewing the compliance of remuneration and nomination policies of the Bank with the prevailing regulations;</li> <li>ii. Together with the Chairman of Committee and other members of the Committee, reviewing and making recommendations on remuneration and nomination policies;</li> <li>iii. Requesting information/ report from the Board of Directors or Senior Executive Officer in charge of Human Resources in relation to the implementation of remuneration and nomination policies.</li> </ul> <p>c. Member 2 (Human Resource Executive Officer)</p> <ul style="list-style-type: none"> <li>i. Informing/updating information on HR-related government policies (where available/necessary);</li> <li>ii. Presenting data on remuneration and nomination;</li> <li>iii. Presenting information and track record of candidate members of the Board of Commissioners, the Board of Directors, Senior Executive Officers and/or Independent Parties who will become members of the Audit</li> </ul>
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Nominasi, Komite Pemantau Risiko, dan Komite Tata Kelola Terintegrasi (bilamana ada/diperlukan);

- iv. Bersama-sama dengan Ketua Komite dan anggota Komite lainnya, melakukan pengkajian terhadap kesesuaian antara kebijakan remunerasi dan nominasi Bank dengan ketentuan yang berlaku;
  - v. Bersama-sama dengan Ketua Komite dan anggota Komite lainnya, melakukan pengkajian dan menetapkan rekomendasi terhadap kebijakan remunerasi dan nominasi;
  - vi. Menyiapkan rapat Komite dan mengelola administrasi termasuk membuat notulen rapat komite.
- d. Dalam hal anggota Komite ditetapkan lebih dari 3 (tiga) orang, maka pembagian kerja akan ditentukan lebih lanjut sesuai kesepakatan seluruh anggota Komite.
3. Analisis dan Evaluasi Berdasarkan sumber-sumber informasi di atas, Rapat Komite melakukan analisa dan evaluasi sehingga dapat memberikan rekomendasi kepada Dewan Komisaris untuk mendapat persetujuannya dan/atau disampaikan kepada Rapat Umum Pemegang Saham.
- iv. Together with the Chairman of Committee and other members of the Committee, reviewing the compliance of remuneration and nomination policies of the Bank with the prevailing regulations;
  - v. Together with the Chairman of Committee and other members of the Committee, reviewing and provide recommendations on remuneration and nomination policies;
  - vi. Preparing meetings and organizing administration, including taking minutes of Committee meetings.
- d. In the event that the number of Committee members is determined to be more than 3 (three) persons, division of work will be further determined based on the agreement of all committee members.
3. Analysis and Evaluation Based on the sources of information, Meetings of the Committee shall be convened to analyze and evaluate in order to provide recommendations to the Board of Commissioners for approval and/or for submission to the General Meeting of Shareholders.

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**Pasal 8**  
**Sistem Pelaporan Kegiatan**

1. Komite melaporkan tugas, tanggung jawab dan prosedur Remunerasi dan Nominasi yang dijalankan kepada Dewan Komisaris.
2. Laporan sebagaimana ayat (1) di atas merupakan bagian dari laporan pelaksanaan tugas Dewan Komisaris dan disampaikan dalam Rapat Umum Pemegang Saham.
3. Pelaksanaan fungsi terkait Remunerasi dan Nominasi diungkapkan dalam laporan tahunan dan situs website Bank.
4. Informasi mengenai pelaksanaan fungsi terkait Remunerasi dan Nominasi yang diungkapkan dalam laporan tahunan dan situs web Bank paling kurang memuat:
  - a. pernyataan bahwa Bank telah memiliki pedoman yang bersifat mengikat bagi setiap anggota Komite;
  - b. uraian singkat pelaksanaan tugas dan tanggung jawab Komite dalam tahun buku.

**Pasal 9**  
**Tata Cara Penggantian Anggota**

Tata cara penggantian anggota Komite adalah sebagaimana tercantum dalam Kebijakan dan Prosedur Pemilihan, Penggantian dan/atau Pemberhentian Anggota Dewan Komisaris, Direksi, Pejabat

**Article 8**  
**Activity Reporting System**

1. The Committee must report its duties, responsibilities and procedure for Remuneration and Nomination implemented to the Board of Commissioners.
2. The report as referred to in point (1) above is part of the report on implementation of duties of the Board of Commissioners and to be presented in the General Meeting of Shareholders.
3. Performance of function related to Remunerasi and Nomination is disclosed in the annual report and official website of the Bank.
4. Information on the performance of function related to Remunerasi and Nomination disclosed in the annual report and official website of the Bank includes at least:
  - a. statement that the Bank already has a set of guidelines which is binding to each Committee member;
  - b. brief description on the performance of duties and responsibilities of the Committee in the relevant fiscal year.

**Article 9**  
**Procedure for Replacement of Members**

Procedure for the replacement of Committee members is as set forth in Policies and Procedure for the Appointment, Replacement and/or Dismissal of Members of the Board of Commissioners, Board of

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Eksekutif Senior dan Komite-Komite yang bertanggung jawab kepada Dewan Komisaris.

Directors, Senior Executive Officers Board of Management and Committees reporting to the Board of Commissioners.

**Pasal 10  
Evaluasi Kinerja**

1. Evaluasi terhadap kinerja Komite dilakukan oleh Dewan Komisaris paling sedikit pada setiap akhir tahun buku.
2. Evaluasi kinerja Komite meliputi struktur dan komposisi Komite, efektivitas pelaksanaan tugas dan tanggung jawab Komite dan efektivitas pelaksanaan rapat Komite.

**Article 10  
Performance Evaluation**

1. Evaluation towards the Committee's performance is conducted by the Board of Commissioners at least by the end of each year.
2. Evaluation performance of the Committee shall include the structure and composition of the Committee, the effectiveness of implementation of duties and responsibilities and effectiveness of the implementation of Committee meeting.

**Pasal 11  
Ketentuan Penutup**

1. Hal-hal yang belum diatur dalam Pedoman dan Tata Tertib Kerja Komite ini akan diatur kemudian sesuai kebutuhan sehingga tugas Komite dapat berjalan secara efektif.
2. Dengan dikeluarkannya Pedoman dan Tata Tertib Kerja ini, maka Surat Keputusan Dewan Komisaris No.17/COM/0004 tentang Pedoman dan Tata Tertib Kerja Komite Remunerasi dan Nominasi PT Bank UOB dinyatakan tidak berlaku lagi.

**Article 11  
Closing**

1. Any matters not yet stipulated in these Work Guidelines and Regulations of Committee shall be stipulated further as necessary in order to enable effective implementation of duties of the Committee.
2. Upon issuance of this Work Guidelines and Regulations, BOC's Decree No.17/COM/0004 regarding Work Guidelines and Regulations of the Remuneration and Nomination Committee of PT Bank UOB Indonesia shall no longer be valid.

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3. Pedoman dan Tata Tertib Kerja Komite ini akan direviu secara berkala yaitu 1 (satu) kali dalam 1 (satu) tahun sesuai dengan ketentuan internal Bank.
3. The Work Guidelines and Regulations of the Committee shall be reviewed in a regular basis i.e., 1 (one) time in 1 (one) year in accordance with the Bank's internal regulations.

Surat Keputusan ini berlaku sejak tanggal ditetapkannya.

This Decision is effective as from the date of its stipulation.

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