



**COMMUNICATION POLICY**  
**SHAREHOLDERS AND INVESTORS**  
**PT CIKARANG LISTRINDO TBK**

REV. 00

**2019**

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## **COMMUNICATION POLICY - SHAREHOLDERS AND INVESTORS**

### **A. LEGAL BASIS**

1. Law No. 40 Year 2007 on Limited Liability Companies;
2. Bapepam and LK Chairman's Decree No. KEP-346/BL/2011 on Regulation No. X.K.2 on the Submission of Periodic Financial Statements of a Public Company;
3. Indonesia Stock Exchange Board of Directors' Decree No. Kep-306/BEJ/07-2004 concerning Rule No. I-E on the Obligation of Information Disclosure;
4. Regulation of the Financial Services Authority (POJK) No. 21/POJK.04/2015 on the Implementation of Good Corporate Governance Guidelines for a Public Company, and the Financial Services Authority's Circular Letter No. 32/SEOJK.04/2015 on Good Corporate Guidelines for a Public Company;
5. ASEAN Corporate Governance Scorecard;
6. General Guidelines for Good Corporate Governance in Indonesia published by the National Committee on Governance Policies in 2006; and
7. The Company's Articles of Association.

### **B. PURPOSE AND OBJECTIVE**

PT Cikarang Listrindo Tbk as a public listed company has an information disclosing duty to stakeholders, including shareholders and investors in accordance with Capital Market and Stock Exchange regulations as well as related laws and regulations.

This policy on communication with shareholders and investors forms a reference in providing the shareholders and investors with fair and timely information on the Company for them to make informed assessments of its strategy, development, operation and financial performance, and to enable shareholders and investors to engage actively with the Company.

### **C. GENERAL POLICY**

Interaction with the shareholders is conducted by providing them with reliable and accurate information and applying equal and fair treatment in providing such information as well as not engaging in any Capital Market activities with the intention of harming or benefitting certain investors and shareholders.

Communication related to investor relations is conducted through website publications, which are accessible to the public. Information published on the Company's website in the Investor Relations section includes:

1. Annual Report and Sustainability Report  
The Company's Annual Report and Sustainability Report must be submitted to the Financial Services Authority, Indonesia Stock Exchange, and other relevant institutions as required by the applicable rules and regulations.

The Annual Report shall contain at least the following information:

- a. Summary of Material Financial Data;
- b. Shares Information (if any);
- c. Board of Directors' Report;
- d. Board of Commissioners' Report;
- e. The Company's Profile;
- f. Management Analysis and Discussion;
- g. Corporate Governance;
- h. Corporate Social and Environmental Responsibilities;
- i. Audited Financial Statements; and
- j. Statement of Responsibility from the Members of the Board of Directors and Commissioners on the Annual Report.

The Sustainability Report can be prepared separately from the Annual Report or as an integral part of the Annual Report.

In the event that the Sustainability Report is prepared separately from the Annual Report, it shall contain at least the following information:

- a. Sustainability Strategies Clarification;
- b. Summary of Sustainability Aspects (Economic, Social, and Environmental);
- c. The Company's Profile;
- d. Board of Directors' Clarification;
- e. Sustainability of Governance;
- f. Sustainability of Performance;
- g. A Written Verification from an Independent Party, if any;
- h. A Feedback Page for Readers, if any; and
- i. Response from the Company on Feedback to the Previous Year Report.

The Annual Report and Sustainability Report is submitted by the Company in Indonesian and a Foreign Language (i.e. English) and can be accessed and downloaded through the Company's website in the Annual Report sub-section.

The Annual Report must be made available to the shareholders from the date of the invitation to the Annual General Meeting of Shareholders and in accordance with Financial Services Authority Regulation No. 32/POJK/04/2014 on Planning and Holding General Meetings of Shareholders of Public Limited Companies article 15. The Annual Report as one of the agenda items of the meeting can be provided in the form of hard copies and/or electronic copies. Hard copies will be provided free of charge by the Company upon written request from the shareholders.

2. Financial Information (Summary of Financial Data and Interim and Annual Financial Statements, including Investor Presentations and other publications)

Interim and Annual Financial Statements (including Investor Presentations and other publications)

The Company shall prepare and submit Interim and Annual Financial Statements in compliance with the applicable provisions. Types of Financial Statements are separated as follows:

- a. Audited Financial Statements, which must be submitted to the Financial Services Authority and the Indonesia Stock Exchange not later than the end of the 3<sup>rd</sup> (third) month from the date of the Interim Financial Statement;
- b. Financial Statements with Limited Review, which must be submitted to the Financial Services Authority and Indonesia Stock Exchange not later than the end of the 2<sup>nd</sup> (second) month after the date of the Interim Financial Statement;
- c. Unaudited Financial Statements, which must be submitted to the Financial Services Authority and the Indonesia Stock Exchange not later than the end of the next month after the date of the Interim Financial Statement.

Annual Financial Statements must be submitted in the form of Audited Financial Statements accompanied by an Independent Auditor's Report. As for the Interim Financial Statements, the Financial Services Authority and Indonesia Stock Exchange do not require audited or limited review by the Auditors.

Investor Presentation is a communication medium to the Capital Market communities in the form of soft copy. Published quarterly and available to be downloaded on the Company's website, information provided includes quarterly financial statements summaries and other relevant information.

The Company maintains the Interim and Annual Financial Statements (including investor presentations and other publications) on its website for at least the last 5 (five) years.

3. **IDX Announcement**

The Company as a public company has a duty of information disclosure and transparency to the investors, Capital Market communities, and shareholders. The information shall include that published on the Company's website in the IDX Announcement sub-section.

4. **Press Release and News**

Information is provided by the Company to the media with the aim of it being widely disclosed. This information can be accessed through the Company's website in the Press Release and News sub-section.

**Investor Relations**

The Company has an Investor Relations function, responsible to the Corporate Secretary and Financial Director, in order to build a positive public perception and to assist in ensuring the transparency of the Company's information to the public.

The Company provides an email, i.e. [investor.relations@listrindo.com](mailto:investor.relations@listrindo.com), as a means of communication by which the investors, Capital Market communities and shareholders can raise any queries about the Company's financial information and business or give any suggestions to improve the Investor Relations services.

**Information Disclosure Policy**

Disclosure of information to external parties is subject to, among others, the following provisions:

a. Type of Information

The type of information that must be provided to the shareholders and investors is corporate information which includes the Company's performance, corporate actions and corporate governance.

b. Mechanism and Means by which Information is provided

In order to ensure that the information can be promptly received by the relevant stakeholders, the following facilities can be used:

1. Letter
2. Telephone
3. E-mail
4. Website
5. Press Release
6. Analyst Gathering
7. Conference Call
8. Public Exposé
9. Direct Interview
10. Announcement at Indonesia Stock Exchange

c. Information Preparation Process

Below are the measures for communication and responsibility in relation to information disclosure:

1. Communication Request/Suggestion/Measure

a. Programmed Communication Measure

This communication measure is fixed at the beginning of a certain period and is regularly delivered to stakeholders.

b. Incidental Communication Measure

This communication measure is taken by the Company to give clarification, explanation or response to information/news regarding the Company reported by the press, as well as inquiries from external parties, especially shareholders and investors, and the Capital Market authorities (Indonesia Stock Exchange and the Financial Services Authority, etc).

2. Parties in Charge

a. Preparation

The Investor Relations function is responsible for coordination, with the relevant department and work unit, of the management of information to be provided to external parties, especially the Capital Market authorities (the Indonesia Stock Exchange, the Financial Services Authority, etc) and for deciding the mechanism and means by which the information is provided.

b. Review

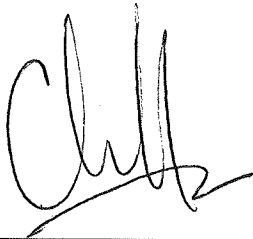
The information to be delivered to external parties as well as the mechanism and means of delivery selected by the Investor Relations function must have obtained prior approval from the Corporate Secretary and the Board of Directors (if necessary).

3. Disclosure/Distribution

Information distributed to relevant external parties, especially Capital Market communities (Indonesia Stock Exchange, the Financial Services Authority, etc) shall be carried out by the Investor Relations function.

Jakarta, July 25, 2019

PT Cikarang Listrindo Tbk



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Name : Christanto Pranata  
Position : Corporate Secretary