

**SUPPLIER SELECTION
AND CREDITORS PROTECTION POLICY (“Policy”)
PT Elang Mahkota Teknologi Tbk
 (“Company”)**

1. Statement

This Policy is prepared in accordance with the Company's business processes and refers to regulations and standards related to procurement of goods and services and creditor's protection, both nationally and internationally. This Policy aims to function as a reference for procurement of goods and services that cover responsibilities as well as the transparency and accountability principles in handling all procurement aspects of the Company. The implementation of this Policy will be carried out in stages, effectively, and efficiently in accordance with the availability of resources, needs, and the urgency level of each aspect listed in this Policy.

2. Introduction

The Company conducts business in services (professional activities, media services, solutions, information technology, connectivity, healthcare, and banking services) and trading through the Company's subsidiaries. In running a sustainable business, the Company understands the importance of compliance with prevailing laws and regulations as well as standards as a form of our environmental, social, and governance/corporate sustainability (“ESG”) commitment. The Company is committed to ensuring that all procurement matters are handled proactively, transparently, and responsibly, while still balancing the interests of our stakeholders, through various initiatives set forth in this Policy. This Policy is made to be in line with the Company's good corporate governance guidelines and commitments.

3. Scope

The objective of this Policy is to ensure that the Company obtains (i) the required goods or services at competitive prices and (ii) product or service with quality that meets certain standards, by applying the following principles:

- a) Selection of suppliers must be carried out with objective criteria according to the needs of the Company.
- b) Suppliers that must be prioritized are suppliers who are direct sources, rather than intermediaries.
- c) The Company opens equal opportunities for all potential suppliers to become suppliers of the Company.
- d) The supplier on-boarding begins with the selection phase based on the ability of the prospective supplier to meet the quality and quantity of products or services in the timeline and manner determined by the Company.

4. Supplier Selection Step

- a) The Company requires potential supplier candidates to complete and submit the (i) Emtk Supplier Declaration Form, and (ii) Integrity Pact (provided as an attachment in this Policy).
- b) Preference will be given to the supplier who:
 - has a legal entity and fulfils the legal aspects according to its line of business, has valid business licenses, is not a party to or affiliate of any party that has been convicted of corruption, bribery, or criminal acts and passes the supplier due diligence conducted by the Company.
 - complies with this Policy.

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- demonstrates strong ESG performance, aims, and goals, based on certain measurable presentations, commitment, and/or in other tangible impact that could be assessed by the Company, and perceived by the public.
 - presents an openness and willingness to continuously improve its operational and supply chain in line with ESG related principle, program, and applicable guidelines and/or guidance of the Company (as relevant, including but not limited to the Company Supplier Capacity Building and Development program as described in this Policy).
- c) The potential supplier candidates shall have the necessary resources in the procurement of goods or services required by the Company, both in terms of quality and quantity required by the Company.
 - d) The potential supplier candidates shall have expertise and good reputation in the relevant field.
 - e) The potential supplier candidates should be able to provide goods and services with competitive prices and shall have high integrity and willing to sign Integrity Pact to that effect.
 - f) Preference is given to suppliers that have had good financial and operational performance for at least the last 3 years consecutively.
 - g) The selected supplier candidate must have a good reputation in maintaining product quality and on-time delivery/service/providing of supplier services.
 - h) If necessary, a survey can be conducted to directly observe and assess the condition/production process of the prospective supplier.

This selection process can be carried out through open or closed tenders and/or direct appointments provided that they have good working experience. In order to comply with this Policy, the Company does the following:

- a) Conduct an assessment of the profile and performance of potential suppliers or suppliers.
- b) Determine potential suppliers or suppliers.
- c) Call or ask prospective suppliers and suppliers to participate in the procurement of goods or services.
- d) Evaluate documents offered by potential suppliers or suppliers.
- e) Ensure that the product/service specifications required by the product (goods/services) are owned or can be provided by the prospective supplier or supplier.
- f) Negotiating and determining the winner.

5. Supplier Evaluation

- 1. To ensure that suppliers have performed their obligations and responsibilities in accordance with the agreements made with the Company, the Head of Corporate Affairs & Procurement Division must conduct evaluation at least on annual basis, as described in this section “Supplier Evaluation”.
- 2. Evaluations carried out include:
 - a. Price comparison;
 - b. Product quality;

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- c. Accuracy, both in terms of quality, quantity and time of fulfilment of obligations, based on the agreed agreement;
 - d. How often the supplier concerned has problems;
 - e. The ability of suppliers to respond to complaints from the Company;
 - f. Fulfilment to ESG commitment, statement and/or implementation, and alignment to the current Company ESG programs and/or objectives (ESG-Related Evaluation).
3. ESG-Related Evaluation result will be conducted by the Head of Corporate Affairs & Procurement Division with supervision from the Environmental, Social and Governance Committee of the Company.

6. Non-Binding Commitment

The Company has the right to eliminate, decide, and/or refuse to enter into an agreement, continue, and/or extend cooperation with suppliers if the suppliers are unable to meet and/or achieve the minimum ESG requirements set by the Company.

7. Supplier Capacity Building and Development

Increasing the supplier's ability to meet needs in line with the Company's business development and Policy is one part of creating satisfactory results. The Company hopes that suppliers will not be left behind in meeting the Company's needs both in terms of quality and quantity of the products they provided. To encourage supplier capacity building and development (“**Supplier Capacity Building and Development**”), we have certain procedures to assess and evaluate our supplier from certain aspect, including ESG aspects in a form of ESG-Related Evaluation as mentioned above. The results of the evaluation will be the basis for determining the Company's subsequent decisions.

If according to the Supplier Evaluation, the relevant supplier requires capacity building and development, the Company will invite the supplier to join Supplier Capacity Building activities, that includes among others the following actions: (i) training workshop, (ii) technical assistance, (iii) best practice sharing, (iv) mentorship, (v) collaboration and networking, that shall include relevant topic for supplier development and growth such as ESG programs, planning, and implementation development (“**ESG Development**”).

For ESG Development, the Company shall apply the following objectives and milestone that shall be periodically and gradually evaluated through each of the Supplier Capacity Building and Development implemented:

1. Pre-Assessment and Evaluation of Suppliers
The Company conduct a thorough assessment of potential and existing suppliers to evaluate their ESG performance, by considering factors such as environmental impact, social responsibility, and governance practices and using standardized assessment questionnaires to gather relevant information, and subsequently the Company can compare the *status quo* of the supplier ESG performance from its relevant peer supplier (offering same services/products as supplier) in the market.
2. Establish Clear ESG Expectations

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The Company clearly communicate their ESG expectations to supplier. The Company provides guidelines and codes of conduct that outline specific ESG criteria and performance indicators expected from the supplier.

3. **Guidance and Training**
The Company offers guidance and training sessions to the supplier on ESG topics, by conducting workshops, webinars, and providing materials that cover specific aspects such as sustainable practices, responsible sourcing, human rights, waste management, and environmental-biodiversity conservation.
4. **Collaborative Improvement Plans**
The Company will collaborate with the supplier to develop an improvement plan, and open to possibility to give, lend, rent, and/or jointly use (together with the supplier) the same assessment criteria and/or standards for ESG measures. This ensures a unified approach and facilitates effective implementation of ESG initiatives across the supply chain.
5. **Transparency and Reporting**
The supplier is required to provide regular reporting on key metrics, and improvements that have been implemented by the supplier. This process allows the Company to track progress, identify areas for improvement, and recognize the supplier's achievements.
6. **Recognition and Rewards**
The Company recognizes and rewards the supplier that demonstrates outstanding ESG performance. Supplier recognition programs or awards are implemented to acknowledge and incentivize the supplier's efforts.
7. **Continuous Improvement**
The Company continuously reviews and refines its supplier ESG development programs and processes to ensure their effectiveness. The Company stays updated on emerging ESG trends, regulations, and best practices. The Company continuously engaged with the supplier and stakeholders to improve the Company approach toward ESG best practices.
8. **Long-Term Partnership**
The Company aims to build a long-term partnership with the supplier based on mutual trust, shared values, and a commitment to sustainability, especially ESG values. Collaborative efforts on broader sustainability initiatives and exploration of joint projects or innovation in ESG are encouraged.

The Company will only maintain continued cooperation with suppliers who demonstrate a commitment to improving their capabilities. By doing so, the Company can conduct a screening process to ensure that qualified suppliers are selected, leading to the establishment of long-term mutually beneficial relationships.

8. Rights of Suppliers or Creditors

The suppliers and/or creditors are entitled to payment for the products or services supplied in accordance with the terms of the agreement.

9. Application of Anti-Gratification in Procurement

In order to increase the trust of stakeholders and support the implementation of the principles of good corporate governance, a reasonable, appropriate and trustworthy code

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of conduct is needed for all levels of the Company in dealing with stakeholders. The code of conduct related to the application of anti-gratification in terms of procurement includes:

- a) At all levels of the Company, it is strictly prohibited to request, accept, permit, or agree to receive any gifts or rewards from third parties who obtain or seek to obtain facilities from the Company that are related to the Company's operational activities.
- b) At all levels of the Company, it is strictly prohibited to request, accept, permit, or agree to receive any gifts or rewards from third parties who are seeking or attempting to obtain a job or order related to the procurement of goods or services for fulfilling the Company's requirements.
- c) In the event that customers, partners, or other parties give gifts, at any time or on specific occasions, such as during holidays or other celebrations, if:
 - the receipt of such gifts is believed to influence the Company's decisions or is related to the positions held by the Company's personnel;
 - the receipt of such gifts is believed to cause a conflict of interest; or
 - the value of the gift given by an individual to the Company's personnel exceeds IDR 1,000,000 (one million Indonesian Rupiah) within a period of 1 (one) year;

then the Company's personnel who receive such gifts must promptly return the gifts with a polite explanation stating that all Company personnel are not allowed to accept such gifts.

10. Closing

If there is a violation or potential violation in the implementation of this Policy, the parties can report it through the Company's whistleblowing system.



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**ATTACHMENT 1
EMTEK SUPPLIER DECLARATION FORM**

EMTEK SUPPLIER DECLARATION FORM/ FORMULIR PERNYATAAN PEMASOK EMTEK

A. Insert the detail information of the Supplier ("Supplier"):

Masukkan rincian informasi Pemasok ("Pemasok"):

Supplier Name / <i>Nama Pemasok</i>	:	
Type of Supplier / <i>Jenis Pemasok</i>	:	<input type="checkbox"/> Local Entity / <i>Entitas Lokal</i> <input type="checkbox"/> Local Individual / <i>Perorangan Lokal</i> <input type="checkbox"/> Foreign Entity / <i>Entitas Asing</i> <input type="checkbox"/> Foreign Individual / <i>Perorangan Asing</i> <input type="checkbox"/> Government Local Supplier / <i>Pemasok Pemerintah Lokal</i>
Full Address / <i>Alamat Lengkap</i>	:	
Bank Details / <i>Detail Bank</i>	:	
Nama Bank / <i>Name of the Bank</i>	:	
Account Name / <i>Nama Akun</i>	:	
Account Number / <i>Nomor Akun</i>	:	
SWIFT Code / <i>Kode SWIFT</i>	:	
Bank Code / <i>Kode Bank</i>	:	
Bank Address / <i>Alamat Bank</i>	:	

B. Insert the detail of Legal & Tax Data of the Supplier:

Masukkan rincian data Legal dan Perpajakan Pemasok:

Tax ID number / <i>Nomor NPWP</i>	:	
Tax Register Status / <i>Status Perpajakan</i>	:	<input type="checkbox"/> PKP <input type="checkbox"/> Non PKP
SPPKP Number / <i>Nomor SPPKP</i>	:	
SIUP Number / <i>Nomor SIUP</i>	:	
Date of Incorporation / <i>Tanggal Pendirian</i>	:	
Decree of Incorporation Number / <i>Nomor SK Pendirian</i>	:	
NIB	:	

C. Insert the detail of the share's ownership and shareholders of the Supplier:

Masukkan rincian kepemilikan saham dan pemegang saham Pemasok:

Authorized Capital / *Modal Dasar* :
Paid-up Capital / *Modal Ditempatkan* :
Shareholders Composition /
Komposisi Pemegang Saham :

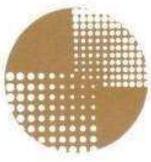
D. Insert the detail of the management structure of the Supplier:

Masukkan rincian struktur kepengurusan Pemasok:

Director / *Direksi* :

Commisioner / *Komisaris* :

Secretary / *Sekretaris* :



E. Total permanent employees of the Supplier/:

Total karyawan permanen Pemasok.

Total contract based employees of the Supplier/:

Total karyawan kontrak Pemasok.

F. Insert the contact person of the Supplier:

Masukkan narahubung Pemasok:

Contact Person Name / <i>Nama Narahubung</i>	:
Designation / <i>Jabatan</i>	:
Email Address / <i>Alamat Email</i>	:
Phone Number / <i>Nomor Telepon</i>	:

Supplier Screening Methodology / Metodologi Seleksi Pemasok

This Supplier Declaration Form is created to assess aspects of Good Corporate Governance, as well as Environmental, Social and Governance (ESG) values from Suppliers as values that are upheld by PT Elang Mahkota Teknologi Tbk ("Company") in its business activities in services (professional activities, media services, solutions, information technology, connectivity, health, banking services) and trading through the Company's subsidiaries.

Form Pernyataan Pemasok ini dibuat untuk menilai aspek Tata Kelola Perusahaan yang Baik, serta nilai Lingkungan, Sosial, dan Tata Kelola (ESG) dari Pemasok yang merupakan nilai-nilai yang dijunjung tinggi oleh PT Elang Mahkota Teknologi Tbk ("Perseroan") dalam kegiatan usahanya di bidang jasa (kegiatan profesional, layanan media, solusi, teknologi informasi, konektivitas, kesehatan, layanan perbankan) dan perdagangan melalui anak perusahaan Perseroan.

The Company is committed to drive a sustainable and responsible supply chain, aligned with industry best practices, recognizing ESG risks that require a sector-specific approach to risk assessment. Through a series of comprehensive questions on sector-specific risk factors listed below, the Company is committed to establish a risk factor methodology specific to ESG as an integral part of its supplier assessment and selection process. Using this methodology, the Company aims to collaborate closely with suppliers, to identify areas for improvement, implement appropriate measures, and uphold good ESG standards.

Perseroan berkomitmen untuk mendorong rantai pasokan yang berkelanjutan dan bertanggung jawab, selaras dengan praktik terbaik industri, mengakui risiko ESG yang memerlukan pendekatan khusus sektor untuk penilaian risiko. Melalui serangkaian pertanyaan komprehensif tentang faktor risiko yang spesifik sesuai sektor yang tercantum di bawah ini, Perseroan berkomitmen untuk menetapkan metodologi faktor risiko yang spesifik berkaitan dengan ESG sebagai bagian integral dari proses penilaian dan pemilihan pemasoknya. Dengan menggunakan metodologi ini, Perseroan bertujuan untuk berkolaborasi secara erat dengan pemasok, untuk mengidentifikasi area untuk perbaikan, menerapkan langkah-langkah yang tepat, dan menegakkan standar ESG yang baik.

Section 1 – Upholding & Promoting Human Rights / Menjunjung & Mempromosikan Hak Asasi Manusia

1. Human Rights Policy / Kebijakan Hak Asasi Manusia (HAM)

Does the Supplier have policies related to the implementation of human rights, child labor and forced labor, disability, and sexual harassment reporting and handling procedure?

Apakah Pemasok memiliki kebijakan terkait pelaksanaan HAM, pekerja anak dan pemaksaan kerja, disabilitas, dan prosedur pelaporan dan penanganan pelecehan seksual?

Yes No

If your answer to the question above is "Yes", please provide details for the policies regarding human rights, child labor and forced labor, and disability

Jika jawaban Anda atas pertanyaan di atas adalah "Yes", harap berikan detail untuk kebijakan terkait HAM, pekerja anak dan pemaksaan kerja, dan disabilitas

[Provide details here / *mohon memberikan penjelasan lebih detail disini*]

If your answer to the question above is "Yes", please provide details for the policies regarding sexual harassment reporting and handling procedure

Jika jawaban Anda atas pertanyaan di atas adalah "Yes", harap berikan detail untuk kebijakan terkait prosedur pelaporan dan penanganan pelecehan seksual

[Provide details here / *mohon memberikan penjelasan lebih detail disini*]

2. Human Rights Impact on the Supplier / *Dampak HAM terhadap Pemasok*

Do you understand the connection between human rights violations and the impact on your image and reputation?

Apakah Anda memahami hubungan antara pelanggaran Hak Asasi Manusia dengan dampak terhadap citra dan reputasi Anda?

Yes No

3. Complaint Mechanism / *Mekanisme Pengaduan*

Do you have a system or mechanism for complaints if violations of human rights occur within your organization?

Apakah Anda memiliki sistem atau mekanisme pengaduan jika terjadi pelanggaran HAM di dalam organisasi Anda?

Yes No

If your answer to question is "Yes", please provide details / *Jika jawaban Anda atas pertanyaan adalah "Yes", harap berikan detailnya*

[Provide details here / *mohon memberikan penjelasan lebih detail disini*]

4. Supply Chain / *Rantai Pasokan*

- A. Do you conduct inspections or verification of your suppliers to ensure that they are not involved in human trafficking practices?

Apakah anda melakukan pemeriksaan atau verifikasi terhadap pemasok Anda untuk memastikan bahwa mereka tidak terlibat dalam praktik perdagangan manusia?

Yes No

- B. Do you conduct due diligence of the implementation of human rights to your suppliers?

Apakah Anda melakukan due diligence terhadap implementasi HAM kepada pemasok-pemasok Anda?

Yes No

If your answer to question is "Yes", please provide details / *Jika jawaban Anda atas pertanyaan adalah "Yes", harap berikan detailnya*

[Provide details here / *mohon memberikan penjelasan lebih detail disini*]

5. Workforce / *Tenaga Kerja*

- A. Do you have an employment contract with each employee?

Apakah anda memiliki kontrak kerja dengan setiap pekerja?

Yes No

- B. Please provide the detail of type employment relation composition of your employees as follow:

Mohon berikan rincian jenis komposisi hubungan kerja pekerja Anda sebagai berikut:

(i) The total of permanent employment / *total pekerja tetap:*

[Provide the answer here / *mohon memberikan jawaban disini*]

(ii) The total of contract employment / *total pekerja kontrak:*

[Provide the answer here / *mohon memberikan jawaban disini*]

C. Do you have underage employees (child labor)?

Apakah Anda memiliki pekerja yang belum mencapai usia yang diizinkan (pekerja anak)?

Yes No

If your answer to question 5.C above is "Yes", please provide the total number of the child labor employed:

Jika jawaban Anda atas pertanyaan 5.C di atas adalah "Yes", harap berikan jumlah total pekerja anak yang dipekerjakan:

[Provide the answer here / *mohon memberikan jawaban disini*]

If your answer to question 5.C above is "Yes", have you complied with the applicable regulations related to the child labour practices?

Jika jawaban Anda atas pertanyaan 5.C di atas adalah "Yes", apakah Anda telah mematuhi peraturan yang berlaku terkait praktik pekerja anak?

[Provide the answer here / *mohon memberikan jawaban disini*]

6. Working Conditions / *Kondisi Kerja*

A. Do you have a lactation room?

Apakah Anda memiliki ruang laktasi?

Yes No

B. Do you have a policy to ensure that employees have safe working conditions (including guidelines for implementation related to occupational health and safety (K3)?

Apakah Anda memiliki kebijakan untuk memastikan bahwa karyawan memiliki kondisi kerja yang aman (termasuk panduan dan penerapan berkaitan dengan kesehatan dan keselamatan kerja (K3)?

Yes No

C. Are your employee provided with reasonable working hours that comply with regulations, and promote work-life balance?

Apakah pekerja Anda diberi jam kerja yang wajar yang mematuhi peraturan yang berlaku, dan mendukung keseimbangan kehidupan kerja?

Yes No

D. Do you have a formal process in place to review and adjust employee salaries, benefit, and remuneration periodically (equal pay for equal work)?

Apakah Anda memiliki proses formal untuk meninjau dan menyesuaikan gaji, benefit, dan penggajian karyawan secara berkala (penghasilan yang setara untuk pekerjaan yang setara)?

Yes No

If your answer to question 6.D above is "Yes", please provide details / *Jika jawaban Anda atas pertanyaan 6.D di atas adalah "Yes", harap berikan detailnya*

[Provide details here / *mohon memberikan penjelasan lebih detail disini*]

7. Freedom of Association / *Kebebasan Berserikat*

Do you provide the right for your employee to form and join labor unions or other worker associations of their choice?

Apakah Anda memberikan hak kepada pekerja Anda untuk membentuk dan bergabung dengan serikat pekerja atau serikat pekerja lain pilihan mereka?

Yes No

8. Non-Discrimination / *Tiada Diskriminasi*

A. Do you have migrant workers?

Apakah Anda memiliki pekerja asing?

Yes No

Please provide the number of migrant workers:

Mohon berikan total jumlah pekerja asing:

[Provide the answer here / *mohon memberikan jawaban disini*]

B. Do you choose your employee based on ethnicity, religion, race or group?

Apakah Anda memilih pekerja berdasarkan suku, agama, ras atau golongan?

Yes No

C. Do you have workers from local community?

Apakah Anda memiliki pekerja dari komunitas lingkungan sekitar?

Yes No

Please provide the number of local community worker:

Mohon berikan total jumlah pekerja asing:

[Provide the answer here / *mohon memberikan jawaban disini*]

D. Do you have employees with disabilities?
Apakah Anda memiliki karyawan dengan disabilitas?

Yes No

Please provide the number of employees with disabilities:
Mohon berikan total jumlah pekerja dengan disabilitas:

[Provide the answer here / *mohon memberikan jawaban disini*]

9. Privacy / *Privasi*

Do you have policies regarding the confidentiality of employee salary and personal data?

Apakah Anda memiliki kebijakan terkait kerahasiaan gaji karyawan dan data pribadi?

Yes No

10. Corporate Social Responsibility / *Tanggung Jawab Sosial Perusahaan*

A. Do you have products/souvenirs/merchandise produced by indigenous people or local communities?

Apakah Anda memiliki produk/souvenir/merchandise yang dihasilkan oleh penduduk asli atau masyarakat adat?

Yes No

B. Do you have policies related to corporate social responsibility?

Apakah Anda memiliki kebijakan terkait Tanggung Jawab Sosial Perusahaan?

Yes No

Section 2 – Corporate Governance

1. Have you ever, whether directly or through a third party, given, agreed to give, promised, offered, paid or authorised the giving, the entry into any agreement to give, promise, offer or payment of, any gratification or financial or other advantage, to any person:

Pernahkah Anda, baik secara langsung atau melalui pihak ketiga, memberikan, setuju untuk memberi, menjanjikan, menawarkan, membayar atau mengesahkan pemberian, dan/ atau masuk ke dalam perjanjian untuk memberi, menjanjikan, menawarkan atau pembayaran, gratifikasi atau finansial atau keuntungan lainnya, bagi siapa pun:

A. with the intention or with the purpose / *dengan maksud atau tujuan:*

- (a) to obtain or retain business for you or another person / *untuk mendapatkan atau mempertahankan bisnis untuk anda atau orang lain;*
- (b) to obtain or retain an advantage, in the conduct of business or otherwise, for you or another person; / *untuk mendapatkan atau mempertahankan keuntungan, dalam menjalankan bisnis atau sebaliknya, untuk anda atau orang lain*
- (c) To induce or influence/ *untuk membujuk atau mempengaruhi:*
 - i. that or another person to perform improperly a function or activity / *Orang tersebut atau orang lain untuk melakukan fungsi atau aktivitas yang tidak semestinya;*
 - ii. that or another person's action or decision in his/her/its official capacity, in order to assist the purpose in (a) or (b); or / *tindakan atau keputusan orang tersebut atau orang lain dalam kapasitas resminya, untuk membantu tujuan dalam (a) atau (b); atau*
 - iii. that person to use his/her/its influence with another person to affect or influence the latter's action or decision, in order to assist the purpose in (a) or (b); or / *orang tersebut untuk menggunakan pengaruhnya dengan orang lain untuk mengakibatkan atau mempengaruhi tindakan atau keputusan orang tersebut, untuk membantu tujuan dalam (a) atau (b); atau*
- (d) to reward that or another person for the improper performance of such a function or activity / *untuk memberi penghargaan kepada orang tersebut atau orang lain atas kinerja yang tidak tepat dari fungsi atau aktivitas tersebut;*

or / *atau*

With awareness, knowledge or believe that all or any part of such gratification or financial or other advantage will, or there is a high probability that it will, be given, promised, offered or paid, whether directly or indirectly, to any person for any of the purposes specified in A. or that such result is substantially certain to occur or there is a high probability of such result occurring?

Dengan kesadaran, pengetahuan atau keyakinan bahwa semua atau sebagian dari gratifikasi atau keuntungan finansial atau lainnya akan, atau ada kemungkinan besar bahwa semua atau sebagian dari gratifikasi atau keuntungan finansial akan, diberikan, dijanjikan, ditawarkan atau dibayarkan, baik secara langsung atau tidak langsung, kepada siapa pun untuk setiap dari tujuan yang ditentukan dalam huruf

A. atau bahwa hasil tersebut secara substansial pasti akan terjadi atau ada kemungkinan besar hasil seperti itu terjadi?

Improper performance of a function or activity includes performance of the function or activity (which may include making decisions) in breach of a reasonable expectation that the function or activity will be performed:

Kinerja yang tidak tepat dari suatu fungsi atau aktivitas mencakup kinerja fungsi atau aktivitas (yang mungkin termasuk pengambilan keputusan) yang melanggar ekspektasi yang wajar bahwa fungsi atau aktivitas tersebut akan dilaksanakan:

- (i) in good faith; / dengan itikad baik
- (ii) impartially; or / tidak memihak; atau
- (iii) in accordance with a position of trust / sesuai dengan posisi kepercayaan.

In determining whether there has been improper performance of a function or activity, local custom and practice which is not required or permitted by local law or applicable law is to be disregarded.

Dalam menentukan apakah telah terjadi kinerja yang tidak tepat dari suatu fungsi atau aktivitas, kebiasaan dan praktik lokal yang tidak diwajibkan atau diizinkan oleh hukum setempat atau hukum yang berlaku dapat dikesampingkan.

or / atau

- B. With awareness, knowledge or believe that the acceptance of such gratification or financial or other advantage would, or there is a high probability that it would, constitute the improper performance of a relevant function or activity or that such result is substantially certain to occur or there is a high probability of such result occurring.

Dengan kesadaran, pengetahuan, atau keyakinan bahwa penerimaan gratifikasi atau keuntungan finansial atau lainnya tersebut akan, atau ada kemungkinan besar bahwa hal tersebut akan, memberikan kinerja yang tidak tepat dari fungsi atau aktivitas yang relevan atau bahwa hasil kinerja yang tidak tepat tersebut secara substansial pasti akan terjadi, atau terdapat kemungkinan besar hasil kinerja yang tidak tepat itu terjadi.

Yes No

If your answer to question is "Yes", please provide details. / Jika jawaban Anda atas pertanyaan adalah "Yes", harap berikan detailnya

[Provide details here / mohon memberikan penjelasan lebih detail disini]



2. Irrespective of your answer to previous question, have you ever done or carried out any acts in furtherance of a gift, agreement to give, offer, payment, promise to pay or authorisation referred to in question above in this section?

Terlepas dari jawaban Anda atas pertanyaan di atas, apakah Anda pernah melakukan atau melakukan tindakan apa pun sebagai kelanjutan dari hadiah, kesepakatan untuk memberi, menawarkan, pembayaran, janji untuk membayar atau otorisasi sebagaimana dimaksud dalam pertanyaan di atas pada bagian ini?

Yes No

If the answer to question is "Yes", please provide details. / *Jika jawaban Anda atas pertanyaan adalah "Yes", harap berikan detailnya*

[Provide details here / *mohon memberikan penjelasan lebih detail disini*]

3. From conflict of interest perspective, are any of the present employee(s) of the Company group illegally engaged by you in the proposed contract?

Dari perspektif konflik kepentingan, apakah ada pekerja grup Perseroan saat ini yang dilibatkan secara tidak sah oleh entitas Anda dalam kontrak yang diusulkan?

Yes No

If the answer to question is "Yes", please provide details. / *Jika jawaban Anda atas pertanyaan adalah "Yes", harap berikan detailnya*

[Provide details here / *mohon memberikan penjelasan lebih detail disini*]

4. Are there any past or present contractual or legal limitations that may affect the Company ability to substitute you in the future as Supplier?

Apakah ada batasan kontrak atau hukum yang dapat memengaruhi kemampuan Perseroan untuk mengganti anda di masa yang akan datang sebagai Pemasok?

Yes No



If the answer to question is "Yes", please provide details / *Jika jawaban Anda atas pertanyaan adalah "Yes", harap berikan detailnya*

[Provide details here / *mohon memberikan penjelasan lebih detail disini*]

5. Do you plan to change your main business core/line in the next 5 (five) years?
Apakah anda berencana untuk mengubah bidang/lini bisnis utama anda dalam 5 (lima) tahun ke depan?

Yes No

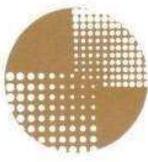
If the answer to question is "Yes", please provide details / *Jika jawaban Anda atas pertanyaan adalah "Yes", harap berikan detailnya*

[Provide details here / *mohon memberikan penjelasan lebih detail disini*]

6. Have you ever been charged or been the subject of investigation by any regulatory agency anywhere in the world in relation to any of the matters described in question or question in this section?
Apakah Anda pernah dituntut atau menjadi subjek penyelidikan oleh badan pengatur mana pun di dunia sehubungan dengan hal-hal yang dijelaskan dalam pertanyaan di atas atau pertanyaan pada bagian ini?

Yes No

If the answer to question is "Yes", please provide details / *Jika jawaban Anda atas pertanyaan adalah "Yes", harap berikan detailnya*



[Provide details here / *mohon memberikan penjelasan lebih detail disini*]

7. Do you have any relationship (which may include through members of immediate or extended family) to any politically exposed persons?

Apakah Anda memiliki hubungan (yang mungkin termasuk melalui anggota keluarga dekat atau besar) dengan orang yang terekspos secara politik?

Yes No

If the answer to question is "Yes", please provide details. / *Jika jawaban Anda atas pertanyaan adalah "Yes", harap berikan detailnya*

[Provide details here / *mohon memberikan penjelasan lebih detail disini*]

8. Do you have reasonably detailed and robust policies, processes and procedures in respect of bribery, corruption and money laundering in place? Are such policies, processes and procedures being consistently implemented, monitored and regularly reviewed?

Apakah Anda memiliki kebijakan, proses, dan prosedur yang cukup rinci dan kuat terkait penyusunan, korupsi, dan pencucian uang? Apakah kebijakan, proses dan prosedur tersebut dilaksanakan secara konsisten, dipantau dan ditinjau secara teratur?

Yes No

9. Have you ever been subject to any sanctions (example, EU, US, UK) or any form of blacklist?

Apakah Anda pernah dikenakan sanksi (misalnya dari negara-negara EU, AS, Inggris Raya) atau daftar hitam dalam bentuk apa pun?

Yes No

If the answer to question is "Yes", please provide details / *Jika jawaban Anda atas pertanyaan adalah "Yes", harap berikan detailnya*

[Provide details here / *mohon memberikan penjelasan lebih detail disini*]

7. Have you ever been barred from bidding for a tender or contract?
Apakah Anda pernah dilarang mengikuti tender atau penawaran sebuah kontrak pembelian?

Yes No

If the answer to question is "Yes", please provide details / *Jika jawaban Anda atas Pertanyaan adalah "Yes", harap berikan detailnya*

[Provide details here / *mohon memberikan penjelasan lebih detail disini*]

Section 3 – Environmental Protection

1. Do you have an environmental policy or commitment statement to environment in place?
Apakah Anda memiliki kebijakan lingkungan atau pernyataan komitmen terhadap lingkungan?

- A. An environmental policy or commitment statement to environment is a formal document that outlines your dedication to environmental protection and sustainability.

Kebijakan lingkungan atau pernyataan komitmen terhadap lingkungan adalah dokumen formal yang menguraikan dedikasi Anda terhadap perlindungan dan keberlanjutan lingkungan hidup.

- B. The policy or statement uphelded as procedures in place to identify and assess environmental risks and impacts associated within your operations and your supply chain as demonstartion of your commitment to identifying and evaluating environmental risks and impacts related to your operations and supply chain activities.

Kebijakan atau pernyataan yang ditegakkan sebagai prosedur untuk mengidentifikasi dan menilai risiko dan dampak lingkungan yang terkait dengan operasi Anda dan rantai pasokan Anda sebagai bukti komitmen Anda untuk mengidentifikasi dan mengevaluasi risiko dan dampak lingkungan yang terkait dengan operasi dan aktivitas rantai pasokan Anda.

Yes No

2. Are there any environmental impacts caused by your business activities?
Apakah ada dampak lingkungan yang dihasilkan oleh aktivitas bisnis Anda?

Yes No

If your answer to question above is "Yes", If yes, what action has been taken to mitigate such impacts?

Jika jawaban Anda atas pertanyaan di atas adalah "Yes", apa yang telah diambil untuk mengurangi dampak tersebut?

[Provide details here / *mohon memberikan penjelasan lebih detail disini*]

3. Do you have waste management systems and procedures to reduce, reuse, and recycle waste generated by your operations and supply chain?
Apakah Anda memiliki sistem dan prosedur pengelolaan limbah untuk mengurangi, menggunakan kembali, dan mendaur ulang limbah yang dihasilkan oleh operasional dan rantai pasokan Anda?

Yes No

4. Do you adopt the best practices, technologies, and controls to minimize the release of pollutants into the environment, including air, water, and soil generated by your operations and supply chain?
Apakah Anda menerapkan praktik, teknologi, dan kontrol terbaik untuk meminimalkan pelepasan polutan ke lingkungan, termasuk udara, air, dan tanah yang dihasilkan oleh operasional dan rantai pasokan Anda?

Yes No

If your answer to question is "Yes", please provide details / *Jika jawaban Anda atas pertanyaan adalah "Yes", harap berikan detailnya*

[Provide details here / *mohon memberikan penjelasan lebih detail disini*]

5. Do you uphold biodiversity, no deforestation, and land conservation value throughout your operations and supply chain?

Apakah Anda menjunjung nilai keanekaragaman hayati, tanpa deforestasi, dan konservasi lahan di seluruh operasional dan rantai pasokan Anda?

Yes No

6. Do you have measures to conserve energy, promote energy efficiency, and reducing greenhouse gas emissions in place?

Apakah Anda memiliki langkah-langkah untuk menghemat energi, meningkatkan efisiensi energi, dan mengurangi emisi gas rumah kaca?

- A. Energy conservation and energy efficiency measures involve implementing practices and technologies to reduce energy consumption and optimize energy usage within your operations.

Tindakan konservasi energi dan efisiensi energi melibatkan penerapan praktik dan teknologi untuk mengurangi konsumsi energi dan mengoptimalkan penggunaan energi dalam operasi Anda.

- B. Initiatives aimed at reducing greenhouse gas emissions and mitigating the impact of climate change involve implementing strategies and practices to decrease the carbon footprint of your operations and supply chain activities.

Inisiatif yang ditujukan untuk mengurangi emisi gas rumah kaca dan memitigasi dampak perubahan iklim melibatkan penerapan strategi dan praktik untuk mengurangi jejak karbon dari operasi dan aktivitas rantai pasokan Anda.

Yes No

If your answer to question is "Yes", please provide details / *Jika jawaban Anda atas pertanyaan adalah "Yes", harap berikan detailnya*

[Provide details here / *mohon memberikan penjelasan lebih detail disini*]



7. Do you monitor and manage water consumption and implement practices to minimize water waste?

Apakah Anda memantau dan mengelola konsumsi air dan menerapkan praktik untuk meminimalkan air limbah?

Yes No

8. Do you have waste management systems and procedures to reduce, reuse, and recycle waste generated by your operations?

Apakah Anda memiliki sistem dan prosedur pengelolaan limbah untuk mengurangi, menggunakan kembali, dan mendaur ulang limbah yang dihasilkan oleh operasional Anda?

Yes No

Third Party Questionnaire

No.	Category	Question	Answer (Select One)	
			YES	NO
1	Entity Ownership <i>Kepemilikan Entitas</i>	<p>Is your supplier a government entity or affiliated to any government entity?</p> <p><i>Apakah pemasok Anda merupakan entitas pemerintah atau berafiliasi dengan entitas pemerintah mana pun?</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
2	Information of Key Personnel <i>Informasi Personel Utama</i>	<p>Does your supplier or any of your supplier directors, partners, or key managerial personnel have any relationship (which may include through members of immediate or extended family) with any politically exposed persons?</p> <p><i>Apakah pemasok Anda atau salah satu direktur, rekanan, atau personel manajerial utama pemasok Anda memiliki hubungan apa pun (yang dapat mencakup melalui anggota keluarga dekat atau keluarga besar) dengan orang yang terekspos secara politik?</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
3		<p>Does your supplier or any of your supplier directors, partners, or key managerial personnel have any relationship (which may include through members of immediate or extended family) with any of the present or former government officials?</p> <p><i>Apakah pemasok Anda atau salah satu direktur, rekanan, atau personel manajerial utama pemasok Anda memiliki hubungan apa pun (yang dapat mencakup melalui anggota keluarga dekat atau keluarga besar) dengan pejabat pemerintah yang sekarang atau sebelumnya?</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
4		<p>Have your supplier ever been charged or been the subject of investigation by any regulatory agency anywhere in the world, or been sanctioned for violations in relation to any corporate governance malpractices for the past 5 (five) years?</p> <p><i>Apakah pemasok Anda pernah didakwa atau menjadi subjek investigasi oleh badan pengatur mana pun di dunia, atau dikenai sanksi atas pelanggaran terkait dengan malpraktik tata kelola selama 5 (lima) tahun terakhir?</i></p>	<input type="checkbox"/>	<input type="checkbox"/>

5	Services / Layanan	<p>Is your supplier required to obtain permits / license / certificate on behalf of the Company and/or its affiliates from the national or local government of the country for services or works provided by the third-party?</p> <p><i>Apakah pemasok Anda diwajibkan untuk mendapatkan izin/lisensi/sertifikat atas nama Perseroan dan/atau afiliasinya dari pemerintah nasional atau lokal negara tersebut untuk layanan atau pekerjaan yang disediakan oleh pihak ketiga?</i></p>		
6		<p>Is there any involvement of government body/official (directly or indirectly) in the services or works of the proposed contract?</p> <p><i>Apakah ada keterlibatan badan/pejabat pemerintah (langsung atau tidak langsung) dalam pelayanan atau pekerjaan dari kontrak yang diajukan?</i></p>		
7	Sub-contractor or Third Party / Subkontraktor atau Pihak Ketiga	<p>Is there a need for your supplier to engage sub-contractors or third party for supply or distribution of goods / services to the Company and/or its affiliates?</p> <p><i>Apakah pemasok Anda perlu melibatkan sub-kontraktor atau pihak ketiga untuk menyediakan atau mendistribusikan barang/jasa ke Perseroan dan/atau afiliasinya?</i></p>		
8	Integrity / Integritas	<p>Is there any past or ongoing case of criminal litigation against your supplier or its key managerial personnel with judicial court or regulatory agency anywhere in the world?</p> <p><i>Apakah ada kasus litigasi kriminal di masa lalu atau yang sedang berlangsung terhadap pemasok Anda atau personel manajerial utamanya dengan pengadilan yudisial atau badan pengatur dimana saja didunia?</i></p>		
9		<p>Does your supplier have any ongoing civil litigation in the past two (2) years?</p> <p><i>Apakah pemasok Anda memiliki kasus litigasi perdata yang sedang berlangsung dalam dua (2) tahun terakhir?</i></p>		
10		<p>From conflict of interest perspective, are any of the present employee(s) of the Company group engaged by your supplier in the proposed contract?</p> <p><i>Dari perspektif konflik kepentingan, apakah ada pekerja grup Perseroan saat ini yang dilibatkan oleh pemasok Anda dalam kontrak yang diusulkan?</i></p>		

11		<p>Have your supplier, or any of your supplier employees or directors ever been subject to any sanctions (example EU, US, UK) or any form of blacklist?</p> <p><i>Apakah pemasok Anda, atau karyawan atau direktur pemasok Anda pernah dikenai sanksi apa pun (misalnya UE, AS, UK) atau segala bentuk (masuk) daftar hitam?</i></p>		
12	Compliance / Kepatuhan	<p>Does your supplier have any previous non-compliances with the Company group policies and procedures, including bribery and corruption related policy and applicable laws and regulations where the Company group operates in?</p> <p><i>Apakah pemasok Anda memiliki ketidakpatuhan sebelumnya terhadap kebijakan dan prosedur grup Perseroan, termasuk kebijakan terkait penyuapan dan korupsi serta undang undang dan peraturan yang berlaku di mana grup Perseroan beroperasi?</i></p>		
13	Financial / Finansial	<p>Has any of your supplier experienced any significant financial challenges or bankruptcy in the past 5 (five) years?</p> <p><i>Apakah ada pemasok Anda yang mengalami tantangan keuangan atau kebangkrutan yang signifikan dalam 5 (lima) tahun terakhir?</i></p>		
14		<p>Does your supplier have sufficient insurance coverage to mitigate financial risks associated with their operations?</p> <p><i>Apakah pemasok Anda memiliki pertanggungans asuransi yang memadai untuk memitigasi risiko keuangan yang terkait dengan operasi mereka?</i></p>		
15	Substitutability / Substitusi	<p>Does your supplier could easily be replaceable with alternative suppliers without significant disruption to your operations or supply chain?</p> <p><i>Apakah pemasok Anda dapat dengan mudah diganti dengan pemasok alternatif tanpa gangguan signifikan terhadap operasi atau rantai pasokan Anda?</i></p>		
16		<p>Are there any contractual or legal limitations that may affect your ability to substitute your supplier?</p> <p><i>Apakah ada batasan kontrak atau hukum yang dapat memengaruhi kemampuan Anda untuk menggantikan pemasok Anda?</i></p>		

DECLARATION / *PERNYATAAN*

We, _____, hereby represent and warrant that our responses above are true and complete.

Kami, _____, dengan ini menyatakan dan menjamin bahwa tanggapan kami di atas adalah benar dan lengkap.

For and on behalf of / *Untuk dan atas nama*

Authorized signatory / *Penandatanganan yang berwenang.*

Designation / *Jabatan* : _____

Full Name / *Nama Lengkap* : _____

NRIC / Passport No. / KTP No. : _____

Date / *Tanggal* : _____

**SUPPLIER SELECTION
AND CREDITORS PROTECTION POLICY (“Policy”)
PT Elang Mahkota Teknologi Tbk
 (“Company”)**

**ATTACHMENT 2
INTEGRITY PACT**

INTEGRITY PACT / *PAKTA INTEGRITAS*

We, the undersigned below ("the Supplier") / *Kami, yang bertanda tangan di bawah ini ("Pemasok")*:

Supplier Name / *Nama Pemasok* :

Local Entity / *Entitas Lokal*

Local Individual /
Perorangan Lokal

Type of Supplier / *Jenis Pemasok* :

Foreign Entity / *Entitas Asing*

Foreign Individual /
Perorangan Asing

Government Local Supplier /
Pemasok Pemerintah Lokal

Full Address / *Alamat Lengkap* :

[insert the official and complete information of the Supplier / *masukkan informasi resmi dan lengkap Pemasok*]

hereby commit to upholding the highest standards of integrity and ethical conduct in our business operations and in relation to procurement conducted by PT Elang Mahkota Teknologi Tbk ("Company"), we hereby sign this Integrity Pact ("Integrity Pact"). We declare and pledge to:

dengan ini berkomitmen untuk menjunjung tinggi standar integritas dan perilaku etis dalam operasional bisnis kami dan sehubungan dengan pengadaan yang dilakukan oleh PT Elang Mahkota Teknologi Tbk ("Perseroan"), kami dengan ini menandatangani Pakta Integritas ("Pakta Integritas") ini. Kami menyatakan dan berjanji untuk:

1. firmly commit to promoting a culture of integrity and combating bribery, corruption, collusion, nepotism, and other unethical business practices ("KKN"). We pledge not to engage in any form of KKN with any party, including the Company and any party associated with the Company, whether directly or indirectly. We promise to report to the Company through its whistleblowing system if we become aware of any indications of KKN during the procurement process.
berkomitmen kuat untuk mempromosikan budaya integritas dan memerangi gratifikasi, korupsi, kolusi, dan nepotisme, dan malpraktik bisnis yang tidak etis lainnya ("KKN"). Kami berjanji untuk tidak melakukan KKN dengan pihak manapun, termasuk dengan Perseroan dan setiap pihak yang terkait dengan Perseroan, baik secara langsung atau tidak langsung. Kami berjanji untuk melaporkan kepada Perseroan sesuai sistem pelaporan pelanggaran Perseroan, jika kami mengetahui adanya indikasi KKN dalam proses pengadaan ini.

2. organize all our capabilities and utilize resources optimally to deliver the best quality of work, starting from the preparation, execution, and completion of our tasks.
mengerahkan segala kemampuan dan sumber daya secara optimal untuk memberikan hasil kerja terbaik mulai dari persiapan, pelaksanaan, dan penyelesaian pekerjaan kami.
3. prioritize sustainable practices and environmental stewardship. This entails minimizing our carbon footprint to mitigate climate change, promoting energy efficiency, responsibly managing waste through recycling and sustainable waste management practices, and preserving biodiversity and ecosystems throughout our operations and chain supply, as part of our commitment to Environmental, Social, and Governance (ESG) principles.
memprioritaskan praktik berkelanjutan dan pengelolaan lingkungan. Hal ini mencakup meminimalkan jejak karbon kami untuk memitigasi perubahan iklim, mendorong efisiensi energi, mengelola limbah secara bertanggung jawab melalui praktik daur ulang dan pengelolaan limbah berkelanjutan, serta melestarikan keanekaragaman hayati dan ekosistem di seluruh operasional dan rantai pasokan kami, sebagai bagian dari komitmen kami terhadap prinsip-prinsip Lingkungan, Sosial, dan Tata Kelola (ESG).
4. dedicate to upholding human rights, including labor rights, through the provision of safe and healthy working conditions, fair wages, and equal opportunities for all employees. We actively promote diversity, inclusion, and non-discrimination, ensuring that everyone is treated with dignity and respect. Moreover, we understand the importance of engaging with local communities and respecting their rights by supporting community development initiatives, fostering positive stakeholder relationships, and contributing to the overall welfare of the communities.
berdedikasi untuk menegakkan hak asasi manusia, termasuk hak tenaga kerja, melalui penyediaan kondisi kerja yang aman dan sehat, upah yang adil, dan kesempatan yang sama bagi semua pekerja. Kami secara aktif mempromosikan keragaman, inklusi, dan non-diskriminasi, memastikan bahwa setiap orang diperlakukan dengan bermartabat dan hormat. Selain itu, kami memahami pentingnya melibatkan masyarakat lokal dan menghormati hak-hak mereka dengan mendukung inisiatif pengembangan masyarakat, membina hubungan pemangku kepentingan yang positif, dan berkontribusi terhadap kesejahteraan masyarakat secara keseluruhan.
5. conduct transparent and accountable decision-making processes and implement ethical conduct at all levels of our organization. We adhere to applicable laws, regulations, and standards, and continuously strive to improve our governance frameworks. By establishing effective risk management systems, ensuring proper disclosure and reporting, and promoting a culture of integrity, we aim to safeguard the interests of our stakeholders.
melakukan proses pengambilan keputusan yang transparan dan akuntabel, dan menerapkan perilaku etis di semua tingkatan organisasi kami. Kami mematuhi undang-undang, peraturan, dan standar yang berlaku, dan terus berupaya untuk meningkatkan kerangka tata kelola kami. Dengan membangun sistem manajemen risiko yang efektif, memastikan pengungkapan dan pelaporan yang tepat, dan mempromosikan budaya integritas, kami bertujuan melindungi kepentingan para pemangku kepentingan kami.

[Letterhead of Supplier / *Kop Surat Pemasok*]

In the event that we are found to have violated the provisions of this Integrity Pact, we agree to be subject to sanctions, which may include termination of our employment or non-payment of invoices for the provision of goods or services, and/or being held liable for damages by the Company, including being subject to criminal sanctions in accordance with the applicable laws and regulations.

Apabila kami terbukti melanggar hal-hal dalam Pakta Integritas ini, kami bersedia dikenakan sanksi berupa pemutusan hubungan kerja atau tidak dibayarkannya tagihan atas penyediaan barang atau jasa, dan/atau dituntut ganti rugi oleh Perseroan, termasuk dikenakan sanksi pidana sesuai dengan ketentuan perundang-undangan yang berlaku.

For and on behalf of / *Untuk dan atas nama*

Authorized signatory / *Penandatangan yang berwenang.*

*Stamp duty/
meterai*

Designation / *Jabatan* : _____

Full Name / *Nama Lengkap* : _____

NRIC / Passport No. / KTP No.: _____

Date / *Tanggal* : _____



**SUPPLIER SELECTION
AND CREDITORS PROTECTION POLICY (“Policy”)
PT Elang Mahkota Teknologi Tbk
 (“Company”)**

**ATTACHMENT 3
SUPPLIER DOCUMENT REQUIREMENTS**

SUPPLIER DOCUMENT REQUIREMENTS / PERSYARATAN DOKUMEN PEMASOK

Please provide a copy of supporting documents as follows:
Mohon untuk memberikan salinan dokumen pendukung berupa:

A. For Local Entity:

Untuk Entitas Lokal:

- Articles of Association along with respective approval from and/or receipt of notification to Minister of Law and Human Rights (Deed of Establishment along with (i) all of the change of AOA, (ii) latest shareholders composition, and (iii) latest appointment of management of Supplier).
Akta Anggaran Dasar beserta persetujuan masing-masing dari dan/atau bukti penerimaan pemberitahuan kepada Menteri Hukum dan Hak Asasi Manusia (Akta Pendirian beserta (i) semua perubahan Anggaran Dasar, (ii) susunan pemegang saham terakhir, dan (iii) penunjukkan pengurus yang terakhir atas Pemasok).
- Tax Registration Number (Tax ID Number).
Nomor Pokok Wajib Pajak (NPWP).
- Taxable Enterprise Confirmation Letter (SPPKP), if applicable.
Surat Pengukuhan Pengusaha Kena Pajak (SPPKP), jika relevan.
- Business License.
Izin Usaha.
- Business Identity Number (NIB) and its entire appendix.
Nomor Induk Berusaha (NIB) dan seluruh lampirannya.
- Notification of Tax Registration (SKT).
Surat Keterangan Terdaftar Pajak (SKT).
- Bank reference account number (if any).
Surat keterangan nomor referensi akun bank (jika ada).
- Header of bank statement.
Halaman awal rekening koran.
- ID Card (KTP) of the signatory of this document.
Kartu Tanda Penduduk (KTP) penandatangan dokumen ini.

B. For Local Individual:

Untuk Perorangan Lokal:

- ID Card (KTP);
Kartu Tanda Penduduk (KTP).
- Tax Registration Number (Tax ID).
Nomor Pokok Wajib Pajak (NPWP).
- Bank reference account number (if any).
Surat keterangan nomor referensi akun bank (jika ada).
- Header of bank statement.
Halaman awal rekening koran.

C. For Foreign Entity:

Untuk Entitas Asing

- Company Registration.
Akta Anggaran Dasar.
- Any constitutional documents showing the existence and details of the Supplier, the legality and authorization of establishment, and the Supplier authorized person.

Setiap dokumen konstitusi yang menunjukkan keberadaan dan rincian Pemasok, legalitas dan kewenangan pendirian, dan orang yang berwenang atas Pemasok.

3. Tax Registration Number (Tax ID Number).
Nomor Pokok Wajib Pajak (NPWP).
 4. Business License.
Izin Usaha.
 5. Bank reference account number (if any).
Surat keterangan nomor referensi akun bank (jika ada).
 6. Header of bank statement.
Halaman awal rekening koran.
 7. Passport of the signatory of this document.
Paspor penandatangan dokumen ini.
- D. For Foreigner Individual:
Untuk Perorangan Asing:
1. Passport.
Paspor.
 2. Bank reference account number (if any).
Surat keterangan nomor referensi akun bank (jika ada).
 3. Header of bank statement.
Halaman awal rekening koran.
- E. For Government Local Supplier:
Untuk Pemasok Pemerintah Lokal:
1. Official Invoice / Formal Reference Letter.
Surat Tagihan Resmi / Surat Referensi Resmi.