

# WHISTLE BLOWING SYSTEM MECHANISM POLICY

**WHISTLE BLOWING** means the reporting by a witness of any indications of violations found in the Company.

**WHISTLE BLOWER or TESTIFYING WITNESS** is an individual or legal entity (external party) or employee (internal party) who reported indications of violations taking place in the Company.

## PROCEDURES FOR REPORTING VIOLATIONS

### 1. Written Report

- a. Directly deliver an official letter addressed to the Company attn. Chairman of the Audit Committee, sent by facsimile, email or by mail.
- b. Fill in the Whistle Blowing form provided by the Company that can be downloaded from this website.
- c. Report Letter and the Whistle Blowing form can be sent to the Company address:  
Audit Committee of PT Asuransi Bina Dana Arta Tbk  
Plaza ABDA/Plaza Asia 27th floor  
Jl. Sudirman Kav. 59  
Jakarta 12190, Indonesia  
Fax: 021-5140 1697/98  
Email: [whistleblowing@abda.co.id](mailto:whistleblowing@abda.co.id) -> attn. Corporate Secretary
- d. Written violation reported with identity must be attached with copy of ID and supporting documents related to the reported violations
- e. Written violation reported without identity shall include copies of supporting documents such as documents related to the reported violations.
- f. Any report that doesn't include valid facts and without any supporting documents as proof, does not qualify and thus cannot be further processed.
- g. Reports need to include at least the following: Chronological Facts, related Party Name, Modus Operandi, Time and Place of incident and related evidences.

### 2. Reporting done by a Stakeholder Representative

When reporting is done by a Stakeholder Representative, in addition of the documents mentioned above, the following documents also need to be submitted :

- a. Power of Attorney from the Stakeholder, Copy of Stakeholder ID and Stakeholder Representative (if represented).
- b. If the Stakeholder Representative is an institution or legal entity, a document stating that the party who filed the report is authorised to represent the institution or legal entity also need to be submitted.