

**RULE NUMBER X.G.2 : MAINTENANCE OF DOCUMENTS BY  
COMMERCIAL BANKS AS CUSTODIANS.**

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Attachment:

Decision of The Chairman of Bapepam

Number : Kep-74/PM/1996

Date : January 17, 1996

1. Every Custodian Bank must administer, keep and maintain records, accounts, data and written information related to:
  - a. clients whose Securities are deposited at the Custodian Bank;
  - b. the balance of Securities deposited at the Custodian Bank;
  - c. books listing clients and administering safekeeping as well as the clients' rights with respect to the deposited Securities; and
  - d. a depository location that is safe and separate.
2. Documents referred to in item 1 letter a of this rule consist of at least the following:
  - a. contracts between clients and the Custodian Bank; and
  - b. a list of service fees.
3. Documents referred to item 1 letter b of this rule consist of at least the following:
  - a. status of the clients' deposited Securities;
  - b. the secrecy of deposited Securities; and
  - c. the form of Securities as certificates or other evidence of collective custody.
4. Documents referred to in item 1 letter c of this rule consist of at least the following:
  - a. a list of daily Securities transactions;
  - b. distribution of dividends, distribution of bonus shares, exercise of preemptive rights, or other rights including voting by proxy; and
  - c. memoranda of settlement of disputes among clients, Securities Administration Agencies and Members of a Securities Exchange.
5. Documents referred to in item 1 letter d of this rule consist of at least the following:
  - a. employees that are specifically responsible for the operations of Custodian Bank services;
  - b. changes in officers who are responsible for the Custodian Bank;
  - c. specifications of the Securities safekeeping space, safe, vault, or strongbox; and
  - d. standard operating procedures.
6. Documents referred to in items 1, 2, 3, 4 and 5 of this rule must be maintained in a safe place and be kept separate from the bank's other activities, and must be made available at any time for inspection by Bapepam.
7. Documents referred to in item 6 of this rule must be maintained for a period of at least 5 (five) years.