

**RULE NUMBER X.H.2 : MAINTENANCE OF DOCUMENTS BY
SECURITIES ADMINISTRATION AGENCIES AND
ISSUERS PERFORMING THEIR OWN
SECURITIES ADMINISTRATION**

Attachment :
Decision of the Chairman of Bapepam
Number : Kep-76/PM/1996
Date : January 17, 1996

1. Every Securities Administration Agency must administer, keep and maintain records, accounts, data and written information related to:
 - a. Issuers whose Securities are administered by the Securities Administration Agency;
 - b. the Securities administration services provided; and
 - c. the management of the Securities Administration Agency.
2. Issuers that perform their own Securities administration, such as registering their own Securities, distributing dividends, stock bonuses, preemptive rights and other rights, and other administrative activities must administer, keep and maintain records, books, data and other written information related to the management of the Securities.
3. The documents referred to in item 1 letter a of this rule shall contain at least:
 - a. the articles of association of the Issuer, and amendments thereto; and
 - b. the contract to administer the Issuer's Securities.
4. The documents referred to in item 1 letter b of this rule shall contain at least:
 - a. a copy of the operations report of the Securities Administration Agency that shall contain a report on registration activities, a table showing Securities certificates by denomination and composition, and a table showing the distribution of Securities;
 - b. the shareholders' book and supporting documents;
 - c. the minutes of General Meetings of Shareholders and other meetings related to Securities administration services;
 - d. the distribution of dividends, bonus shares, preemptive rights and other rights; and
 - e. the registration of ownership of 5% (five percent) or more of the Issuer's or Public Company's shares and every change in such ownership.
5. The documents referred to in item 1 letter c in this rule shall contain at least:
 - a. the articles of association and amendments thereto;
 - b. records of the activities of the Securities Administration Agency including any violations committed; and
6. The documents referred to in items 1, 2, 3 and 4 of this rule must be available at any time for inspection by Bapepam.
7. The Securities Administration Agency must maintain carefully all Securities and records in its management, and must keep copies of such records in a separate and a safe place.
8. The documents referred to in item 5 of this rule must be maintained for at least 5 (five) years.