

**RULE NUMBER VIII.D.1 : REGISTRATION OF PUBLIC NOTARIES  
OPERATING IN THE CAPITAL MARKET**

Attachment :  
Decision of the Chairman of Bapepam  
Number : Kep-37/PM/1996  
Date : January 17, 1996  
Substitute Prior decision  
Number : Kep-204/PM/1992  
Date : April 13, 1992

1. A public Notary must be registered with Bapepam and fulfill the requirements stipulated in this rule in order to provide professional services in the Capital Market.
2. The requirements for a public Notary referred to in item 1 are as follows:
  - a. be authorized by the Minister of Justice and have been sworn in by the authorized agency;
  - b. not have committed a disgraceful act and or been found guilty of a criminal act in the financial sector;
  - c. have good character and morals;
  - d. have expertise in Capital Market, which may be fulfilled by attending training programs approved by Bapepam;
  - e. agree to attend continuing Advanced Professional Training (PPL) programs regarding Notary requirements and Capital Market rules;
  - f. agree to perform activities in accordance with the public Notary Rules and the professional codes of ethics, and always be independent;
  - g. be a member or agree to become a member of the Indonesian Notaries Association; and
  - h. agree to be inspected by the Indonesian Notary Association, regarding compliance with public Notary Rules (PJM) and the professional code of ethics.
3. An application for Notary to be registered as a Capital Market Supporting Professional shall be submitted to Bapepam in 4 (four) copies, using Form Number VIII.D.1-1 attachment 1 of this rule.
4. The registration application referred to in item 3 of this rule, shall be accompanied by the following documents:
  - a. the tax registration number;
  - b. the appointment decision as a public Notary from the Minister of Justice and public Notary oath from authorized agency;
  - c. a statement that the public Notary has never committed a disgraceful act and or been found guilty of a criminal act in the financial sector;
  - d. a certificate from a Capital Market training program approved by Bapepam;
  - e. a statement agreeing to attend continuing Advanced Professional Training (PPL) programs regarding notary requirements and Capital Market rules;
  - f. a statement agreeing to perform activities in accordance with the public Notary Rules, the

- professional code of ethics, and to be independent;
- g. proof of membership in Indonesian Notaries Association, (if any);
  - h. a statement that the Notary is willing to become a member of the Indonesian Notary Association upon receiving a Registration Letter from Bapepam and to submit evidence of such membership to Bapepam; and
  - i. a statement agreeing to be inspected by the Indonesian Notary Association, with respect to compliance with public Notary rules and the professional code of ethics.
5. If the application referred to in item 3 of this rule is incomplete, no later than 45 (forty five) days after the submission of the application, Bapepam must give a notice to the applicant, which states that:
- a. the application is not complete, using Form Number VIII.D.1-2, attachment 2 of this rule; or
  - b. the application is rejected, using Form Number VIII.D.1-3, attachment 3 of this rule.
6. If the application referred to in item 3 of this rule is complete, no later than 45 (forty five) days after the submission of the application, Bapepam will issue a Capital Market Supporting Professional Registration Letter to the applicant, using Form Number VIII.D.1-4, attachment 4 of this rule.
7. Any change with respect to data and information from the public Notary must be reported to Bapepam no later than 14 (fourteen) days after the change occurs.

**FORM NUMBER : VIII.D.1-1**

Attachment : 1  
 Rule Number : VIII.D.1

Number : ....., ..... 19..

Enclosure :

Subject : Registration of a Public Notary as a Capital Market Supporting Professional

To  
 Chairman of Bapepam  
 in  
 Jakarta

We hereby submit our application to be registered as a Capital Market Supporting Professional. In support of this application, we submit the following data:

1. Applicant's .....  
 name : .....
2. Home Address .....  
 (Street and Number) ..... -□□□□□  
 (City & ZIP Code) .....
3. Telephone : .....
4. Tax .....  
 Registration .....  
 Number : .....
5. Address of the .....  
 Firm : .....  
 (Street and Number) ..... -□□□□□  
 (City & ZIP Code) .....
6. Telephone & .....  
 Facsimile : .....

In completing this application, we enclose the following documents:

1. a copy of the Tax Registration Number;
2. a copy of the appointment decision as a Notary from the Minister of Justice and a copy of the announcement of being sworn in as a Public Notary;
3. a statement that the prospective registrant has never committed a disgraceful act or been found guilty of a criminal act in the financial sector;
4. a copy of a Capital Market training program certificate;
5. a statement agreeing to attend Advanced Professional Training;
6. a statement agreeing to perform inspections in accordance with the Public Notary Rules and the Professional Code of Ethics, and to always be independent;

7. a copy of membership in the Indonesian Public Notary Association, if any;
8. a statement agreeing to be a member of the Indonesian Public Notary Association (INI) after the Public Notary has received a Registration Letter from Bapepam and to submit proof of membership to Bapepam;
9. a statement agreeing to be examined by the Indonesian Public Notary Association; to assure compliance with Public Notary Rules (PJM), and the professional code of ethics;
10. answers to the questions in attachment 1 (Question List) and attachment 2 (Schedule A) of this form.

Thank you for your attention.

Applicant  
stamp duty

.....  
(Full Name)



**FORM NUMBER : VIII.D.1-1**

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Attachment : 1  
Rule Number : VIII.D.1

**LIST OF QUESTIONS****INSTRUCTIONS FOR ANSWERING THE FOLLOWING QUESTIONS:**

1. All questions must be answered by the Applicant.
2. Put a ✓ mark in the box in front of the word “yes”, if your answer is “yes”, or put a ✓ mark in the box in front of the word “no” if the answer is “no”.

For each “yes” answer, the Applicant shall provide a clear and detailed answer in Schedule A which includes:

- a. related institutions and Persons;
- b. cases and dates of the action taken;
- c. the court or institution taking the action; and
- d. the action taken and sanction imposed.

Please answer the following questions:

1. In the last ten years, has the applicant been found guilty of:
  - a. a criminal act related to investments or the profession?  
 yes  no
  - b. any other crime?  
 yes  no
2. Has any court:
  - a. declared the Applicant to be bankrupt?  
 yes  no
  - b. in the last ten years forbidden the Applicant to have activities related to investment or the profession?  
 yes  no
  - c. declared the Applicant guilty of causing a Company’s business license to be suspended, restricted, or revoked, because of an activity related to investment or the profession?  
 yes  no
3. Has Bapepam:
  - a. found the Applicant to have made a material false statement or omission?

- yes       no
- b. found the Applicant to be involved in a violation of applicable Capital Market regulations?
- yes       no
- c. declared the Applicant guilty of causing a company's business license to be suspended, restricted, or revoked, because of an activity related to investment or the profession?
- yes       no
- d. denied, suspended, or revoked the registration or sanctioned the Applicant by restricting its activities related to investments or the profession?
- yes       no
4. Has any institution other than a Court, Bapepam, or a Securities Exchange:
- a. found the Applicant made a material false, misleading, dishonest, unfair or unethical statement?
- yes       no
- b. found the Applicant to have been involved in a violation of rules related to investment and other regulations?
- yes       no
- c. declared the Applicant guilty of causing a Company's business license to be suspended, restricted, or revoked, because of an activity related to investment or the profession?
- yes       no
- d. forbidden the Applicant from having activities related to investment or the profession in the last ten years?
- yes       no
- e. denied, suspended, or revoked the Applicant's registration or license?
- yes       no
5. Has any Securities Exchange:
- a. found the Applicant to have made a false statement or neglected to give information that should have been disclosed?
- yes       no
- b. found the Applicant to have been involved in a violation of Securities Exchange Regulations?
- yes       no
6. Has any foreign government court, declared the Applicant guilty of a criminal act or civil violation related to investment or the profession?
- yes       no

7. Is the Applicant now involved in a case in Court?

yes       no

8. Does the Applicant have any commitments, covenants, or contingencies made with other persons whose case is being processed or has been decided by a Court?

yes       no

9. Has the Indonesian Notaries Association (INI) given the Applicant either an oral or written warning?

yes       no

10. Has the Indonesian Notaries Association (INI) found or proved that the Applicant violated the Professional Code of ethics?

yes       no

....., .....

Applicant,

stamp duty

.....

(Full Name )

**FORM NUMBER: VIII.D.1-2**

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Attachment : 2  
Rule Number : VIII.D.1

Number : S- /PM/19... Jakarta .....19..

Enclosure: ---

Subject : Notification of Incompleteness of data in The application for Registration of a Public Notary as a Capital Market Supporting Professional

To

.....  
in  
.....

In reference to your letter number: ..... dated ..... subject

....., You are hereby notified you that your application is incomplete for the following reasons:

1. ....
2. ....
3. ....

Because of the matters above, you are hereby informed that your application to be registered as a Capital Market Supporting Professional cannot be granted and that your application will be further considered after submission of the missing data.

Please be advised accordingly.

CAPITAL MARKET SUPERVISORY  
AGENCY  
Chairman,

.....  
NIP. ....

cc:

1. The Secretary of Bapepam;
2. Heads of Bapepam Bureaus.

**FORM NUMBER : VIII.D.1-3**

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Attachment : 3  
Rule Number : VIII.D.1

Number : S- /PM/19... Jakarta ..... 19..

Enclosure :

Subject : Rejection of Registration of a Public Notary as a  
Capital Market Supporting Professional

To

.....

in

.....

Referring to your letter number: ..... date ....., subject

....., you are notified that your application is rejected for the reasons stated

below:

1. ....
2. ....
3. ....

Please be advised accordingly.

CAPITAL MARKET SUPERVISORY  
AGENCY  
Chairman,

.....  
NIP. ....

cc:

1. The Secretary of Bapepam;
2. Heads of Bapepam Bureaus.

**FORM NUMBER : VIII.D.1-4**

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Attachment : 4  
Rule Number : VIII.D.1

REGISTRATION LETTER OF A CAPITAL MARKET SUPPORTING PROFESSIONAL

Number : .....

This Registration Letter is assigned to ..... as a Capital Market Supporting Professional (Public Notary) with all rights and obligations provided in Law Number 8 Year 1995 concerning The Capital Market and Government Regulation Number 45 of 1995 Concerning Capital Market Organization.

This Registration Letter for a Capital Market Supporting Professional shall be effective as of the date issued and if there is a mistake in this letter, the Chairman of Bapepam may review it.

Jakarta, ..... 19..

CAPITAL MARKET SUPERVISORY  
AGENCY

Chairman,

.....  
NIP. ....

Cc:

1. The Secretary of Bapepam;
2. Bapepam Bureau Heads;
3. The Chairman of the Indonesian Notaries Association;