

No.	Sub-task	Description
3	Coordinating correspondence activities and archiving documents related to the management.	<ul style="list-style-type: none"> <li>This sub-task involved handling the administration of letters, memos, and decrees.</li> <li>The Corporate Secretary coordinated the management's compliance with the annual disclosure checklist.</li> </ul>
4	Assessing her own corporate governance practices, together with relevant units.	This sub-task involved conducting self-assessment of the Corporate Secretary's corporate governance practices in the first and second semesters of 2023.
5	Arranging corporate activities and protocol arrangements for the Board of Commissioners, the directors, and the Sharia Supervisory Board.	The Corporate Secretary regularly carried out these activities throughout 2023.
6	Preparing for the management's visits to the Bank's branch offices or customers.	The Corporate Secretary regularly carried out these activities throughout 2023.
7	Coordinating the delivery of information and report to and from outside and within the Company.	The Corporate Secretary regularly carried out these activities throughout 2023.
8	Coordinating the notification of the relevant units about decisions related to the management.	The Corporate Secretary regularly carried out these activities throughout 2023.

## 2. Liaising between BCAS and its shareholders, the Financial Services Authority, and other stakeholders.

No.	Sub-task	Description
1	Ensuring information disclosure to all stakeholders.	<ul style="list-style-type: none"> <li>The Company disclosed its performance twice to the media: its performance in the second half of 2022 on 9 March 2023 and its performance in the first half of 2023 on 4 August 2023.</li> <li>20 press releases can be accessed at <a href="https://www.bcasyariah.co.id/siaran-pers">https://www.bcasyariah.co.id/siaran-pers</a></li> <li>A material fact publication can be accessed at <a href="https://www.bcasyariah.co.id/keterbukaan-informasi">https://www.bcasyariah.co.id/keterbukaan-informasi</a></li> <li>The corporate secretary prepared and submitted the Company's annual report to the Financial Services Authority in a timely manner and published it on the company's website at <a href="https://www.bcasyariah.co.id/laporan-tahunan">https://www.bcasyariah.co.id/laporan-tahunan</a></li> <li>The corporate secretary reviewed and improved BCAS's website.</li> <li>The corporate secretary managed and updated information on BCAS's website.</li> </ul>
2	Monitoring news about the banking industry and handling negative news.	There was no negative media coverage about BCAS in 2023.
3	Maintaining good relations with stakeholders.	The corporate secretary reviewed and implemented BCAS's sponsorship program according to the Company's policy.

## 3. Carrying out marketing and communication activities internally and externally.

No.	Sub-task	Description
1	Marketing communication	<ul style="list-style-type: none"> <li>The Corporate Secretary planned and organized marketing events.</li> <li>The Corporate Secretary planned, implemented, and communicated promotional programs for customers.</li> <li>The Corporate Secretary managed and updated information on BCA Syariah's official social media.</li> </ul>
2	BCAS's communication materials	<ul style="list-style-type: none"> <li>The Corporate Secretary developed corporate guidelines and monitored their implementation.</li> <li>She served as a coordinating point for communication materials in BCA Syariah.</li> <li>She developed BCAS's corporate communication materials for mass media, holiday advertisements, etc.</li> </ul>