

Supplier or Contractor Selection Procedure Policy Summary

PT Bank JTrust Indonesia Tbk

PT Bank JTrust Indonesia Tbk owns and implements policy on procurement of goods, service, and outsourcing that has been updated in 2022. This policy becomes the main reference for all goods and services procurement, and/or outsourcing activities carried out by the Bank's work units. The policy includes:

- a. Regulate things that must be carried out by all Work Units in Head Office/Branch Offices/Cash Offices.
- b. The policy is applicable to the process of Goods and Services Procurement and Outsourcing, which uses the budget on the investment burden of the work unit. Service procurement includes Consultant Services (Legal, Audit, Employee Recruitment, IT, Building Renovations, Promotional Items, and other Services).
- c. Helping companies to concentrate on the core business by handing over several works to other parties, so the Bank's resources can be utilized for main jobs.
- d. Handing over several works to other parties include supporting works that support business activities.

The handover of several works to other parties could potentially increase risks faced by the Bank, such as operational risk, compliance risk, legal risk, and reputation risks. Thus, the handover must be carried out by applying prudence principles and adequate risk management,

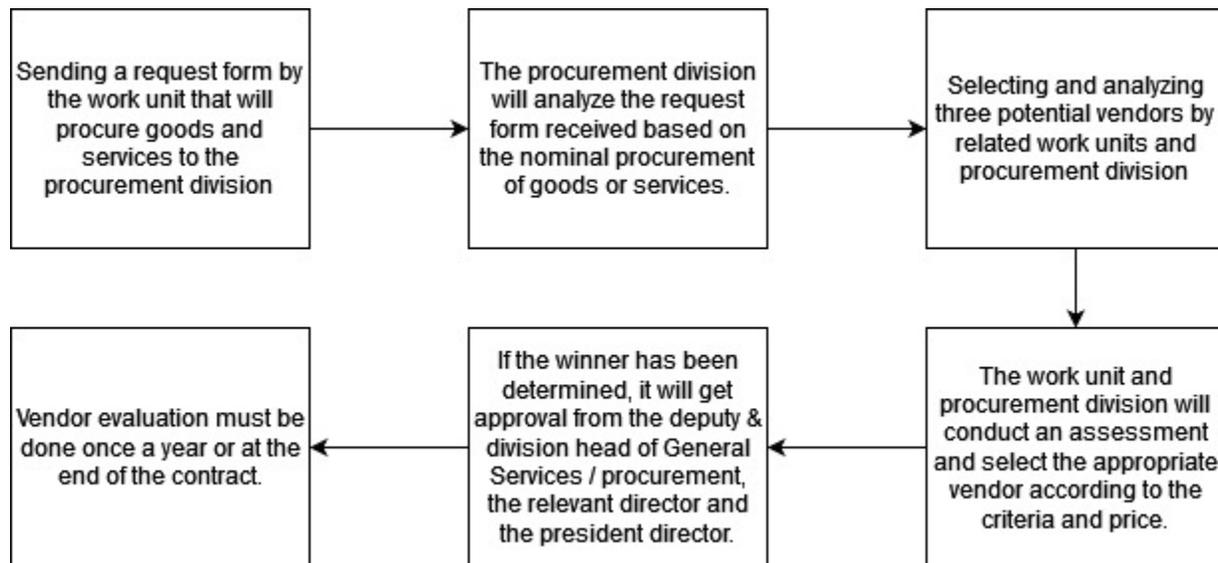
Basic Principles of Procurement of Goods and Services

- 1. Transparent:** All provisions and information on the procurement of goods, services, and outsourcing, including technical and administrative requirements, evaluation procedures, evaluation results, and the decision on prospective Service Provider Company (PPJ) must be laid out.
- 2. Accountable:** The process, results, and payment for the procurement of goods, services, and outsourcing must be accountable.
- 3. Responsible:** The procurement process of goods, services, and outsourcing is carried out based on prudence principles and in accordance with applicable regulations.
- 4. Independent:** The decision on the procurement of goods, services, and outsourcing must be taken objectively and free from pressures and conflict of interests.

- 5. Fair and Non-Discriminatory:** Provide equal treatment for all Service Provider Companies (PPJ) and do not intentionally provide benefits to certain parties in any way and/or reason.
- 6. Effective:** The procurement of goods, services, and outsourcing must be in accordance with the needs/plans that have been set before and provide maximum benefit for the Bank.
- 7. Efficient:** The procurement of goods, services, and outsourcing is carried out to achieve certain quality within agreed timetable and at the best price level,

Process of Procurement of Goods and Services Workflow

In carrying out the process of procuring goods and services, the workflow must be carried out in an orderly and transparent manner. The procurement workflow is as follows:



Vendor evaluation must be carried out once a year or at the end of contract, to assess the vendor's performance. The results of the vendor performance assessment can be used as the basis for the Bank to include vendors in the next re-bidding process or not to be re-included.

Requirements for Goods or Service Providers

In selecting vendors and procuring goods, a strong and clear background is needed. The requirements for providers of goods or services include:

1. Legal entity (PT/CV/Firma) with complete legality (NIB, NPWP, company establishment deed).

2. The domicile of the company is clear, and has adequate employees.
3. Proven company's Financial Report/Financial Highlights
4. Have an adequate reputation after doing a Web/Browsing or Benchmarking.
5. It is prohibited to select a Vendor Company/ partner whose management or person/legal entity has family relationships with employees involved in the Work Unit related to the process of Procurement of Goods and Services/executive officers/Bank administrators.
6. The vendor company has been established for a minimum of 2 years.
7. Payment for goods and services can be made through opening an account at Bank JTrust Indonesia or transferred to an account at another bank.

Methods of procurement of goods and services

The procurement of goods and services is delivered through the JProc media and is carried out through the Direct Appointment Method or Indirect Appointment Method, namely:

1. Direct Appointment Method (Buy Out) for routine procurement of goods and services & non-routine procurement of goods and services: Vendors included in this category already have a price list given to the Bank, and the Bank has a minimum of 3 vendor lists which determines the appointment of vendors based on the best price list for the Bank.
2. Indirect Appointment/Election/Tender Method: This method can be implemented at least through a selection process and negotiation of 3 (three) price offers from Goods and Services Providers (Vendors/Partners) must be clarified and negotiated.

Potential Conflict of Interest

Vendors/Partners must state information that may result in a conflict of interest, such as a family relationship, a partner, or a good relationship with the Bank's employees.

To avoid a Conflict of Interest, actual or perceived, bank members (Commissioners, Independent Parties, Directors and Employees) must comply with the prohibition:

- a. A member of the Bank or a member of his family may not borrow or lend personally to the Customer / Vendor of the Bank;
- b. A member of the Bank or a member of his family is prohibited from accepting gifts or entertainment offered by third parties; and
- c. A member of the Bank or his family members are prohibited from being involved in the procurement of goods and services for their personal interests.

Anti-Money Laundering Unit

- The AML work unit is required to screen Vendor Companies if the contract value exceeds Rp.2.5 billion.
- Corruption, Bribery or Illegal Payments Associates may not engage in any form of corruption or bribery, including payments or other forms of benefits provided.
- Gifts and Entertainment Associates are not allowed to offer or provide gifts or entertainment to Bank employees.

The preparation of the provisions that have been made will be reviewed periodically by the Bank at least every 2 years or if needed.