

**SUMMARY**  
**ELECTRONIC SIGNATURE POLICY**  
**PT XL AXIATA TBK**  
**(“XL AXIATA” OR “COMPANY”/ “CORPORATE”)**

## BACKGROUND

In view of company business needs, effectiveness and the advancement of technology E-Signature will be applicable to all company documents in a form of electronic or digital form that required e-signature.

Electronic signature technology supports these requirements and to be used for the authentication identity and to verify the integrity of signed electronic records. Electronic signatures document the signer’s intent, provide evidence that a specific individual signed the electronic record, and maintain an electronic record of the signature that cannot be changed without detection.

The electronic signature has been implemented in the Company as of 20 April 2020 as approved by the Board of Directors dated 24 March 2020, and it has been announced to the public and respective stakeholders on 20 April 2020 as stated in the official letter from President Director of the Company.

## MAIN POINTS OF POLICY

1. Types of E-Signature signatory falls into two general categories:
  - a. Single signatory - only include one signer;
  - b. Multiple party signatories - where multiple parties are participating as the signers either by similar or different platform.
  - c. Mixed signatories – where a party signs using e-signature platform and the other party using wet signature. The implementation of mixed signature shall be completed by effective date clause of the document.

E-signature approval could apply for all types as above depends on the approval requirements and feature availability under the digital applications.
2. Types of Documents that are applicable to be electronically signed:
  - a. Internal Documents – Any kind of documents that created and/or circulated and/or published for internal matters to internal parties;
  - b. External Documents – Any kind of documents that created and/or circulated and/or published for external matters in relation to internal parties and external parties as well.
3. E-signature types is as the followings:
  - a. E-signature with KOMINFO Certified: Certified digital signature provided by any registered digital platform in KOMINFO.
  - b. E-signature with Non-KOMINFO Certified: The digital signature provided by an application and/or digital platform out of KOMINFO registration lists.

#### 4. Exception from E-Signature

Any type of documents that required by the prevailing law and regulations to be made in writing form and use wet signature shall be excepted from this policy (i.e notarial deed, bond, Bill of Payment and etc.).

#### 5. Other Terms and Limitations:

- a. This Policy only allow to use any digital application that provided by official and trusted provider.
- b. Signatory/Signer:
  - All respective stakeholders acknowledged by respective directors entitled to become the signer through E-signature.
  - Authorization of the Signer:  
The signer allows to issue, recall or revoke their E-signature through the digital application.
  - Limitation of the Signer:
    - The signer shall not share their information of user authorization and authenticity, user and password guidelines, etc. to other persons.
    - In a situation where the signer must delegate the right to sign to another person, it must follow the degree of mandate for peer and subordinate level that have been acknowledged by directors.
    - The signer shall not misuse all of their granted authorities in relation to the E-signature
- c. Certified Authorization (“CA”):
  - E-signature Certified Authorization (CA) mechanism for External Documents.
  - E-signature mechanism for Internal use would not adopt CA but has accommodated E-signature principles through user authorization and authenticity, user and password guidelines, etc.
- d. Disclaimer:  
A specific disclaimer as stated in the related governance instruments shall be deemed as necessary to be attached inside the E-Signature documents.