



# COMMUNICATION POLICY

PT PETROSEA TBK

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## I. Objective

As part of the implementation of good corporate governance practices and commitment by PT Petrosea Tbk ("**the Company**") in providing fairness as well as creating added value for all shareholders and stakeholders.

This Communications Policy serves as a guide for establishing effective and transparent communication with all stakeholders, ensuring that the information conveyed consistently has a positive impact on maintaining the Company's reputation, credibility and brand image.

## II Principles

- II. 1. To ensure that communication between the Company and all stakeholders is carried out in accordance with generally applicable business communication ethics, namely accuracy, transparency and mutual respect.
- II. 2. Provide relevant, fair, equitable, just and timely information that can be easily accessed by all relevant stakeholders.
- II. 3. To follow up on all aspects of corporate governance as regulated in prevailing laws and regulations and prevailing corporate governance practices.

## III. Dissemination of Material Information

Information relating to an event, incident or fact which may affect the Company's share price and/or the decisions of shareholders or investors ("**Material Information**") must not be disclosed to anyone without first being uploaded to the Financial Services Authority ("**OJK**") and Indonesia Stock Exchange ("**IDX**") websites, in accordance with capital market regulations.

Material Information is always uploaded on the OJK and BEI websites as well as the Company's corporate website outside of stock exchange trading hours in Indonesia (before trading hours, during lunch break, or after trading hours).

To avoid selective disclosure and possible violations of disclosure regulations, the Company must not provide:

- Interviews or exclusive information to the media, shareholders or investors containing Material Information that is not yet known to the public.
- Material Information that is not yet known to the public and is deemed "not be disclosed" to the media, shareholders or investors.

In the event of a leak of Material Information, the Company will issue a public announcement through the IDX website. If there are rumors circulating in the media regarding Material Information that are false or misleading and appear to originate from the Company, the Company will also issue an announcement. In other circumstances, the Company will determine whether to confirm or deny the rumors. In most cases, the Company will not comment on rumors circulating in the market, regardless of whether they are true or not.

#### IV. Authorized Spokespersons

The Company will, from time to time, appoint one or more authorized spokespersons who will speak on behalf of the Company to answer certain questions from investors.

Authorized spokespersons include among others, the Company's President Director, Finance Director, or other members of the Board of Directors (for specific areas under their responsibility), the Corporate Secretary, Head of the Corporate Communications Department, or Head of the Investor Relations Department. No other employee is authorized to speak to shareholders, investors, analysts, or the media, unless specifically requested by one of the authorized spokespersons. If an employee is contacted by a shareholder, investor, or analyst, they are required to forward the request to the Investor Relations department and/or the Corporate Secretary & Communications division. If contacted by the media, the employee is required to forward the request to the Corporate Secretary & Communications division.

The authorized spokespersons are closely linked to the Corporate Secretary & Communications division and Investor Relations department to ensure that all comments made to the public are in accordance with capital market regulations.

#### V. Communication With Stakeholders

The Company communicates with all relevant stakeholders through the following official communication channels:

##### V.1. Shareholders

###### V.1.1. General Meeting of Shareholders (GMS)

The GMS is a forum for shareholders to exercise their rights and authorities. The GMS has authority that cannot be delegated to the Board of Commissioners or Board of Directors, subject to the limitations stipulated in the articles of association and prevailing laws and regulations.

###### V.1.2. Public Expose

A public presentation to explain the Company's performance with the aim of ensuring that information is disseminated evenly. This public presentation must be held at least once a year and can be held on the same day as the GMS.

##### V.2. Self Regulatory Organizations

###### V.2.1. Financial Report

V.2.1.1. In accordance with prevailing regulations, the Company is required to publish its Financial Statements through nationally circulated newspapers, the Company's corporate website and the official websites of relevant regulators, regarding financial and other information in accordance with prevailing accounting principles and standards.

V.2.3.2. Publish press releases in relation with its Financial Statements.

###### V.2.2. Annual Report and Sustainability Report

The Company publishes its Annual Report and Sustainability Report to convey all Company information to shareholders and stakeholders in accordance with prevailing laws and regulations.

### V.2.3. Disclosure of Information and Reporting to Relevant Regulators

The Company carries out disclosure of information accurately, timely and in accordance with prevailing capital market regulations regarding all important information including financial condition, performance, ownership and other information and can be accessed through the Company's corporate website and relevant regulator websites.

## V.3. Public

### V.3.1. Corporate Website

The Company's corporate website provides information for shareholders and stakeholders. This information is provided in accordance with prevailing regulations. The content of the corporate website is regularly updated and reviewed to provide the latest Company information.

### V.3.2. Mass media

V.3.2.1. Issue Press Releases related to achievements, strategies and other important information that must be known by the public.

V.3.2.2. Hold a media gatherings or media briefings.

### V.3.3. Social media

The Company has several official social media platforms as online communication channels to convey information in an engaging, concise, fast and concise format:

- Instagram: [@petrosea.official](#)

- LinkedIn: [Petrosea](#)

- YouTube: [PT Petrosea Tbk](#)

## V.4. Investors

V.4.1. Conduct quarterly results conference calls.

V.4.1. Hold meetings with analysts.

V.4.1. Participate in international and domestic investor conferences.

## V.5. Employees

Internal communication to all employees can be carried out by two departments, namely Human Capital and Corporate Communications with the following information distribution:

a. Human Capital informs all information and/or internal memos related to employee and Company decisions, activities or activities.

b. Corporate Communications provides all information and/or data related to the Company's activities and information of a public nature.

## VI. Quiet Period & Communication Ban Period

The Company enforces a quiet period, during which the Company does not engage with the capital market community. The primary goal is to prevent insider trading.

During this quiet period, all employees or insiders with access to important company information that has not been publicly disclosed are prohibited from trading. The quiet period for the Company is 14 days before the announcement of the Company's financial performance or other corporate actions that require a quiet period to comply with capital market regulations. The Corporate Secretary has the authority to announce and revoke the quiet period in the Company.

Exceptions to this policy may occur at the Company's discretion, in the event there is a need to address recent news or for other reasons. During the quiet period, the Corporate Secretary and/or Investor Relations may provide answers to fact-based inquiries from the capital market community.

## VII. Miscellaneous

### VII.1. **Communication Through Private Channels**

When sharing information or news related to the Company through personal communication channels such as social media, all employees are required to comply with the principles stated in this Communication Policy to ensure that the Company's reputation and positive brand image are maintained.

### VII.2. **Communications Policy Review**

This policy needs to be reviewed annually and recommended changes submitted to the Board of Commissioners for approval.

### VII.3. **Questions by Stakeholders**

Stakeholders and shareholders can submit questions related to PT Petrosea Tbk through the Corporate Secretary, Corporate Communications and Investor Relations department, via email:

[corporate.secretary@petrosea.com](mailto:corporate.secretary@petrosea.com), [corporate.communications@petrosea.com](mailto:corporate.communications@petrosea.com) and [investor.relations@petrosea.com](mailto:investor.relations@petrosea.com).