

Authorized Translation



**GUIDELINES FOR
GRATIFICATION CONTROL UNIT (UPG) OF
PERTAMINA**

No. A-001/N00010/2012-S0

**PERTAMINA
CORPORATE SECRETARY**



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 1 of 32

CHAPTER I

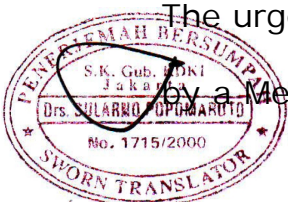
INTRODUCTION

A company cannot, in conducting its business activities, be detached from interaction with many parties, both the internal party of the company and external parties, in order to establish harmonic, compatible, and sustainable relationship.

Regarding the business relations, one thing we frequently and inevitably cope with in day to day work activities is the giving of gratification by a party to the other. Therefore, in order to keep the business relations within the corridor of ethics and good corporate governance principles, it is necessary to establish rules on gratification and the reporting procedures/mechanism within Pertamina.

Whereas in order to support the implementation of gratification policy that has been applied within Pertamina as set out in the Guidelines for Gratification, Refusal, Acceptance, the Giving of Present and Entertainment currently in force, it is considered necessary to establish a specific regulation on Gratification Control Unit within Pertamina.

The urgency to form Gratification Control Unit at Pertamina was driven by a Memorandum of Understanding (MoU) that was signed Pertamina



GUIDELINE

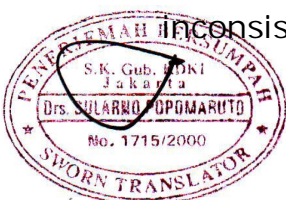


FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL UNIT (UPG) OF PERTAMINA	REVISED : 0 EFFECTIVE : 13 April 2012 PAGE : 2 of 32

CEO and Chairman of the Corruption Eradication Commission (KPK) on August 26, 2010. The MoU is one of the breakthrough made by the Commission to carry out the mandate of Law Number 30 of 2002 on Corruption Eradication Commission.

In addition, it is also driven by the appreciation of the Commission which has appointed Pertamina as a pilot project because Pertamina Gratification Control Unit has been deemed to have the means and adequate infrastructure and already implemented, so it can be used as a role model for the implementation of gratification control, particularly within the State-Owned Enterprises.

It is expected that all Pertamina personnel comply with the applicable provisions of the gratification within Pertamina, as by submitting the gratification reports in accordance with applicable regulations, the personnel concerned shall be protected and prevented from the possibility of the imposition of a criminal offense of bribery charges as stipulated in Article 12, Paragraph B (1) of Act No. 20 of 2001 on the Amendment to the Law No. 31 of 1999 on Eradication of Corruption, which states that, any gratification to public servants or state officials shall be deemed as bribery, when associated with his/her position and inconsistent with his/her obligations or duties*.



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL UNIT (UPG) OF PERTAMINA	REVISED : 0 EFFECTIVE : 13 April 2012 PAGE : 3 of 32

A. OBJECTIVES

The purposes of the preparation of this Guidelines for Gratification Control Unit (hereinafter referred to as "**Guidelines**") are as follows:

1. To establish agencies/organizations environment that are aware and in control in the handling of gratification practices so that the principles of openness and accountability in the activities of daily business companies can be increasingly implemented;
2. As a reference for all personnel of Pertamina on the setting of Pertamina Gratification Control Unit, so that the application of the gratification policy in Pertamina can be more focused and thorough, which in turn can encourage the implementation of high business ethics and prevent conflicts of interest, fraud and other behavior irregularities in day-to-day business practice.

B. SCOPE

The scope of these guidelines is to regulate matters related to the Gratification Control Unit and reporting mechanisms within Pertamina and the Corruption Eradication Commission (KPK) of the Republic of Indonesia.



C. DEFINITION

GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 4 of 32

The following terms in these Guidelines shall be defined as below, unless otherwise provided:

1. **Immediate Supervisor** is the immediate supervisor of Pertamina Personnel, at least of the Manager level of the Head Office, Head of Department (or equivalent) level III in the Operations Unit up to the President Commissioner and/or Director relevant to the position of the Rapporteur;
2. **Chief Compliance Officer (CCO)** is the officer appointed by the President Director, who is responsible for the compliance program at Pertamina and ensure that Pertamina personnel comply with the legislations and government requirements and regulations applicable within Pertamina;
3. **Code of Conduct (CoC)** of Pertamina is ethical guidelines governing the conduct of business and Pertamina personnel in implementing good corporate governance practices;
4. **Compliance Online System** is a system that is built in integrally and is integrated with existing online system within Pertamina. which is a means for Gratification Reporting Obligation, to submit reports relating to compliance reporting programs, especially in this case is the gratification report;



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL UNIT (UPG) OF PERTAMINA	REVISED : 0 EFFECTIVE : 13 April 2012 PAGE : 5 of 32

- 5. Compliance Function** is an organ under Pertamina's Corporate Secretary in charge of carrying out the development, enhancement, implementation and enforcement of the principles of good corporate governance;
- 6. Good Corporate Governance (GCG)** is the principles that underlie a company's management processes and mechanism based on the laws and regulations and business ethics;
- 7. Gratification** referred to in these guidelines is the provision and/or acceptance and/or demand in a broad sense, which includes gifts/souvenirs and entertainment to Pertamina Personnel, received both domestically and abroad and is done using electronic means and/or non-electronic means;
- 8. Gifts/souvenir** is any provision in the form of cash and/or cash equivalents, goods, rebate [discount), commissions, interest-free loans, travel tickets, lodging, travel, free medical treatment, and other facilities that are not enjoyed together with the Giver;
- 9. Entertainment** is anything either in the form of words, places, objects, behaviors which are according to the logic of thought is comforting and pleasing, enjoyed together with the Employer, including but not limited to music, films, opera, drama, game,



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 6 of 32

sports, and travel;

10. **Pertamina Personnel** referred to in these Guidelines is the Board of Commissioners, Directors, employees who work for and on behalf of Pertamina and the personnel who work within Pertamina including their immediate family members;

11. **Corruption Eradication Commission (KPK)** is a commission/state agency established to carry out duties and powers independently and free from the influence of any power, as regulated in Law Number 30 of 2002 on Corruption Eradication Commission;

12. **Core Family** in these Guidelines is husband or wife and the children of Pertamina Personnel:

13. **Rapporteur** is Reporting Gratification Obligation submitting reports on the refusal, acceptance, provision, and granting of request of gift/facility or gratification as provided in these Guidelines;

14. **Corruption Act Eradication** is a series of measures to prevent and combat corruption through the efforts of coordination, supervision, monitoring, investigation, inquiry, prosecution, and hearing before the court, with the participation of the



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL UNIT (UPG) OF PERTAMINA	REVISED : 0 EFFECTIVE : 13 April 2012 PAGE : 7 of 32

community based on the laws and regulations in force;

15. **Giver** is Pertamina personnel and/or any third party that provides Gratification;

16. **Recipient** is Pertamina personnel who receives Gratification;

17. **State Executive** is State officials who run the functions of the executive, legislative, judiciary, and other officials whose functions and duties related to the administration of the state substantially in accordance with the provisions of Law No. 28 of 1999 on the Implementation of Government Free from Corruption, Collusion, and Nepotism;

18. **Local Top Management** is officials at the level of Senior Vice President (SVP), Vice President (VP)/equivalent at the Head Office, General Manager of Operations Unit, President Director up to the Board of Commissioners, in accordance with the position of the Rapporteur;

19. **Company** with a capital letter "C" is Pertamina and its subsidiaries and affiliates, while company with lowercase "c" is other companies in general;

20. **Third Party** is an individual and/or legal entity who have or do



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 8 of 32

not have a business relationship with the Company or a competitor of Pertamina including but not limited to vendors, suppliers, dealers, agents, counterparty bank or third party partners;

21. **Gratification Register** is data register managed by Pertamina's UPG associated with gratification reporting received either online or hardcopy;

22. **Bribery** is the giving or promising of anything to a civil servant or state executive with the intention so that such state officials or civil servants do or not do something in his post, in contrary to his/her duty or giving anything to a civil servant or state official due to anything in contrary with his/her obligations, done or not done in his post;

23. **Corruption (Tipikor)** is a criminal offense as defined in the legislation on the Eradication of Corruption in force in the Republic of Indonesia;

24. **Gratification Control Unit of Pertamina or abbreviated Pertamina UPG** is a unit that is under the management of the Compliance function - Corporate Secretary, with duty and responsibility in the implementation and management of Gratification at



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 9 of 32

Pertamina, Subsidiaries and affiliates;

25. **Gratification Compulsory Rapporteur** is the Board of Commissioners, Directors and Workers working and receiving wages in the employment with the Company, who are Indefinite Term Worker.

D. REFERENCE

1. Law No.40 of 2007 on Limited Liability Company
2. Law No. 19 of 2003 on State Enterprises
3. Law No.30 of 2002 on Corruption Eradication Commission (KPK)
4. Law No.31 of 1999 Jo. Law No. 20 of 2001 on Corruption Eradication
5. Law No. 28 of 1999 on the Implementation of State Free from Corruption, Collusion, and Nepotism (KKN)
6. Regulation of Minister of State Enterprise No. PER-01/MBU/2011 on Adoption of Good Corporate Governance in State Enterprise (BUMN)
7. Guidelines for Business Ethics & Code of Conduct of Pertamina dated 07 April 2007
8. Memorandum of Understanding (MoU) between the President Director of Pertamina and Chairperson of Corruption Eradication



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL UNIT (UPG) OF PERTAMINA	REVISED : 0 EFFECTIVE : 13 April 2012 PAGE : 10 of 32

Commission (KPK) dated 26 August 2010

9. Guidelines for Gratification, Refusal, Acceptance, Provision of Gifts/Souvenirs, Entertainment within Pertamina



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL UNIT (UPG) OF PERTAMINA	REVISED : 0 EFFECTIVE : 13 April 2012 PAGE : 11 of 32

CHAPTER II

TERMS OF GRATIFICATION CONTROL UNIT (UPG) OF PERTAMINA

A. BASIC PRINCIPLES

1. GRATIFICATION CONTROL

In principle, control of refusal, acceptance, provision of gifts/souvenirs and entertainment (hereinafter gifts/souvenirs and entertainment collectively referred to as "**Objects of Gratification**") shall be performed by Gratification Control Unit (UPG) of Pertamina as an extension of the Corruption Eradication Commission (KPK) of Republic of Indonesia.

2. OBLIGATION TO REPORT GRATIFICATION

All Gratification Compulsory Rapporteur **MUST** report refusal, acceptance, and provision of Gratification through Compliance Online System in accordance with the terms and conditions provided in these Guidelines.

If the Gratification Compulsory Rapporteur and/or his/her Core Family members is in a situation unable to refuse such Gratification provided or unable to refuse request for Gratification, the Gratification Compulsory Rapporteur concerned **MUST** establish Gratification Report through Compliance Online



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL UNIT (UPG) OF PERTAMINA	REVISED : 0 EFFECTIVE : 13 April 2012 PAGE : 12 of 32

System.

If within 1 (one) month the Gratification Compulsory Rapporteur does not receive and or provides Gratification, he/she shall remain be obliged to make the report through the Compliance Online System no later than on the 7th (seventh) day of the following month.

B. GRATIFICATION CONTROL UNIT (UPG) FUNCTION OF PERTAMINA

UPG Pertamina is established with functions as follows:

1. To set up the rules relating to the implementation and control of Gratification practices within Pertamina.
2. To set up work apparatus and facilities associated with Gratification practice controls, either from the receipt of Gratification reports until the delivery of the Commission Decision Letter to the Recipient and/or Rapporteur and to maintain the evidence of money deposit received from Gratification if the Commission decides it becomes the state property.
3. To open an account for money received from the Gratification being the authority of the Company in deciding the allotment.
4. To receive money submitted by Rapporteur and/or Recipient



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 13 of 32

received from Gratification and entrust it to the Directorate of Finance to be stored, as well as submit/deposit it to the Commission upon the Commission deciding the ownership.

5. To disseminate/promote Pertamina policies related to the Gratification to Third Parties, society at large and the stakeholders.
6. To perform reception of reports on acceptance of objects of gratification, to sort the category of Gratification and process the Gratification Report in official and non-Gratification of Gratification Compulsory Rapporteur together with the Commission.
7. To implement mechanisms of Whistle-blowing System (WBS).
8. To perform evaluation jointly with the Commission on the effectiveness of the policies related with Gratification and its control within Pertamina.
9. Provide information and data concerning the development of Gratification control systems to the management of Pertamina so that it can be used as a management tool.
10. To follow up any report on alleged Gratification practices originating and/or sourced from WBS, competent authority, and/or information obtained from the community.



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 14 of 32

CHAPTER III**GRATIFICATION REPORT FOLLOW UP TREATMENT PARAMETER**

In determining whether or not a gratification report shall be followed and whether it is necessary to act upon by the Commission or sufficiently acted upon by the Company, Pertamina UPG shall use a review checklist (Appendix 4 and 5) to select whether the Objects of Gratification have the following properties:

1. Represents the provision of a ceremonial and/or official nature?
2. Represents the provision included as promotional gifts category?
3. Represents the provision in the form of money?
4. Represents the provision with material value below the standard set by the Company?
5. Represents the provision of food and drink?



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 15 of 32

CHAPTER IV

GRATIFICATION REPORTING

A. GRATIFICATION REPORT

Each Gratification Compulsory Rapporteur must submit Gratification Report in the event of:

1. Having received Objects of Gratification;
2. Having refused the giving of Objects of Gratification;
3. Having provided Objects of Gratification;
4. If a Gratification Compulsory Rapporteur within 3 (month) does not receive and/or provide gifts/souvenirs and entertainment, the personnel concerned must make a report through the Compliance Online System no later than on the 30th day on quarterly basis, namely on the 30th day of March, the 30th day of June, the 30th day of September, and the 30th day of December of the corresponding year.

Gratification Report shall at least contain information as follows, unless provided otherwise:

1. The identity of the Rapporteur, including full name, worker identification number, title and work unit, email address, and telephone number;



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL UNIT (UPG) OF PERTAMINA	REVISED : 0 EFFECTIVE : 13 April 2012 PAGE : 16 of 32

2. Form and type of Gratification practices done, such as refusal, acceptance, provision and/or provision at request;
3. Form and type of Gratification, such as specification of Objects of Gratification. Example: money, ballpoint, etc.;
4. Time and/or time interval and location of Gratification practice;
5. The name of Party/agency the Giver, Recipient or Applicant of Gratification;
6. The value/estimated material value of the Objects of Gratification;
7. Other supporting documents.



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-SO
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 17 of 32

CHAPTER IV

GRATIFICATION REPORTING MECHANISM

A. GRATIFICATION REPORT

Each Gratification Compulsory Rapporteur must submit Gratification Report in the event of:

1. Having received Objects of Gratification;
2. Having refused the giving of Objects of Gratification;
3. Having provided Objects of Gratification;
4. Completely free from Gratification practice (in the event not committing Gratification practice, a Gratification Compulsory Rapporteur must report no later than on the 7th (seventh) day of the following month).

Gratification Report shall at least contain information as follows, unless provided otherwise:

1. The identity of the Rapporteur, including full name, worker identification number, title and work unit, email address, and telephone number;
2. Form and type of Gratification practices done, such as refusal, acceptance, provision and/or provision at request;
3. Form and type of Gratification, such as specification of



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 18 of 32

Objects of Gratification. Example: money, ballpoint, etc.;

4. Time and/or time interval and location of Gratification practice;
5. The name of Party/agency the Giver, Recipient or Applicant of Gratification;
6. The value/estimated material value of the Objects of Gratification;
7. Other supporting documents.

B. GRATIFICATION REPORTING MEDIA

Gratification Reporting shall be submitted through Compliance Online System. If the Gratification Compulsory Rapporteur's work place is not connected to the Compliance Online System, the reporting shall be submitted by hardcopy using the acceptance, provision and/or request for Gratification form (hereinafter collectively referred to as "**Gratification Form**") prepared by Compliance Function (Appendix 1, 2, 3). The Hardcopy of Gratification Form should have been received by the Compliance Function within no later than 7 (seven) days from the date if Gratification practice by fax addressed to:

Compliance Manager



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 19 of 32

Compliance Function - Corporate Secretary

PT Pertamina (Persero)

No. Fax: 021-3524002

Telephone No. (for confirmation): 021- 3815264

The executed original of the Gratification Form should have been received within no later than 3 (three) days from the delivery of the Gratification Form by fax. The original of the Gratification Form shall be delivered to:

Compliance Manager

Compliance Function - Corporate Secretary

PT Pertamina (Persero)

Perwira Building 2, 2nd Floor

Jalan Medan Merdeka Timur 1A

Central Jakarta, 10110

Based on data in the said Gratification Form, UPG Pertamina, in this case the Compliance Function - Corporate Secretary, shall input the report into the Compliance Online System.

The original of the Gratification Form should have been received by UPG Pertamina within no later than 3 (three) working days from the date of Gratification practice committed by the Gratification



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL UNIT (UPG) OF PERTAMINA	REVISED : 0 EFFECTIVE : 13 April 2012 PAGE : 20 of 32

Compulsory Rapporteur concerned.

C. FORM AND TYPE OF GRATIFICATION

1. If the Objects of Gratification received in term of money, it should be immediately delivered to UPG Pertamina, along with the other supporting documents, where necessary.
2. If the Objects of Gratification received in term of other than money, it should be delivered by the Rapporteur to UPG Pertamina under terms and conditions as follows:
 - a. In case the work site of the Rapporteur is within the Head Office, the Objects of Gratification should be furnished to UPG Pertamina, in this case the Compliance Function - Corporate Secretary;
 - b. In case the work site of the Rapporteur is not within the Head Office, the Rapporteur should furnish the Objects of Gratification to the Local Top Management;
 - c. To complement with other supporting documents, where necessary, and submit them together with the Objects of Gratification to UPG Pertamina.

D. TERMS ON RAPPORTEUR

1. Where necessary, the Rapporteur must attend UPG Pertamina



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 21 of 32

and/or KPK invitation if UPG Pertamina and/or KPK deem further information is needed concerning Gratification practice that has been reported. The purpose is to clarify and carry out the mapping of the Gratification reported.

- UPG Pertamina and/or KPK shall make a Decision concerning the ownership of the Objects of Gratification according to their respective authority, and the Rapporteur shall be subject to such decision.
- The Rapporteur who has submitted Gratification Report according to the provisions of these Guidelines shall be free from criminal charges as provided in Law Number 31 of 1999 as amended with Law Number 20 of 2001 on Corruption Eradication, unless provided otherwise.

E. FOLLOW UP PROCEDURES FOR GRATIFICATION REPORTING RECEIVED BY UPG PERTAMINA

All Gratification Report received by UPG Pertamina shall be sorted and selected for reports that should be sufficient to act upon by UPG Pertamina and those to act upon by KPK. The terms on such classification shall be as follows:

1. GRATIFICATION REPORT HANDLED BY KPK



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 22 of 32

1. The Rapporteur shall complete the Compliance Online System and/or Gratification Form and accompany such report with relevant documents to submit to UPG Pertamina. The relevant documents may include:
 - a. Images/documentation of Objects of Gratification;
 - b. Copy of letter of assignment or fulfillment of request to attend seminar, promotion, training, etc.;
 - c. List of provision of gifts;
 - d. Other documents as deemed necessary according to the Gratification practice committed.

The Gratification Form and the supporting documents shall hereinafter collectively be referred to as "**Gratification Report**".

2. In the event the report received is in the form of hardcopy, UPG Pertamina shall receive the Gratification Form and input the data set out on the Gratification Form to the Gratification Register that contains among other things:
 - a. Report Number;
 - b. Report Date;
 - c. Rapporteur Particular (name, work unit and Immediate Supervisor);



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 23 of 32

- d. Giver party/agency Name;
 - e. Type and Form of Gratification;
 - f. Value/estimated value of the Gratification.
3. UPG Pertamina shall ensure the completeness of data in the Gratification Form and verify them. Where necessary, UPG Pertamina may ask the Rapporteur to complete the documentation if UPG Pertamina deems there is lack of support and further information is required.
 4. If the Gratification Report is deemed complete, UPG Pertamina shall affix the "**FULL**" stamp and give initials on each page of the Gratification Form.
 5. Each Gratification Report shall be reviewed initially by UPG Pertamina using Gratification review checklist. Based on the result of the review, UPG Pertamina shall give recommendation to the Chief Compliance Officer concerning follow up for the Gratification Reporting for KPK to act upon. Such recommendation shall obtain the disposition of the Chief Compliance Officer, approved or not.
 6. If the Chief Compliance Officer approves such recommendation, UPG Pertamina shall submit the report to



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL UNIT (UPG) OF PERTAMINA	REVISED : 0 EFFECTIVE : 13 April 2012 PAGE : 24 of 32

KPK on the 1st (first) day of each week (for report received one week before), accompanied by:

- a. the Original Gratification Form;
- b. Support documents of Gratification Report (as referred to in Point E.1.1 above); and
- c. Gratification review checklist.

7. If KPK holds the Gratification Report received is complete and correct, KPK shall process it according to the applicable procedures to determine the ownership of the Objects of Gratification.
8. Based on the verification and audit of the Gratification Report, KPK shall issue an establishment of status of ownership of the Objects of Gratification in a Decree signed by the Chairperson of KPK, and submitted to the Rapporteur and/or Recipient through UPG Pertamina.
9. In the event the Chairperson of KPK holds the Objects of Gratification shall be the property of the state, it must be submitted by the Rapporteur and/or Recipient to KPK through UPG Pertamina to be forwarded to the Ministry of Finance by complying with the applicable procedures.



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL UNIT (UPG) OF PERTAMINA	REVISED : 0 EFFECTIVE : 13 April 2012 PAGE : 25 of 32

10. In the event the Chairperson of KPK holds the Objects of Gratification shall be the property of the Rapporteur and/or Recipient, commencing the date of the Decree, the Rapporteur and/or Recipient shall have the title on the Objects of Gratification legally.
11. KPK shall input the data on the Gratification received from UPG Pertamina into the database of Gratification of KPK.
12. From the database KPK shall carry out activities such as:
 - a. Updating of Data of Gratification Control Unit.
 - b. Mapping of Gratification.
 - c. Developing Gratification management.

II. GRATIFICATION REPORT SIGNED BY THE COMPANY

1. The Rapporteur shall complete the Compliance Online System and/or Gratification Form and complement it with relevant documents to submit to UPG Pertamina, in this case the Compliance Function - Corporate Secretary.

The relevant documents may include:

- a. Images/documentation of Objects of Gratification;
- b. Copy of letter of assignment or fulfillment of request to



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 26 of 32

- attend seminar, promotion, training, etc.;
- c. List of provision of gifts;
- d. Other documents as deemed necessary according to the Gratification practice committed.

The Gratification Form and the supporting documents shall hereinafter be collectively referred to as "Gratification Report".

2. In the event the report received is in the form of hardcopy, UPG Pertamina shall receive the Gratification Form and input the data set out on the Gratification Form to the Gratification Register that contains among other things:
 - a. Report Number;
 - b. Report Date;
 - c. Rapporteur Particular (name, work unit and Immediate Supervisor);
 - d. Giver party/agency Name;
 - e. Type and Form of Gratification;
 - f. Value/estimated value of the Gratification.
3. UPG Pertamina shall ensure the completeness of data in the Gratification Form and verify them. Where necessary, UPG



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 27 of 32

Pertamina may ask the Rapporteur to complete the documentation if UPG Pertamina deems there is lack of support and further information is required.

4. If the Gratification Report is deemed complete, UPG Pertamina shall affix the "FULL" stamp and give initials on each page of the Gratification Form.
5. Each Gratification Report shall be reviewed initially by UPG Pertamina using Gratification review checklist. Based on the result of the review, UPG Pertamina shall give recommendation to the Chief Compliance Officer concerning follow up for the Gratification Reporting for KPK to act upon. Such recommendation shall obtain the disposition of the Chief Compliance Officer, approved or not.
6. If the Chief Compliance Officer approves the recommendation. UPG Pertamina shall carry out analysis to determine the utilization based on the Gratification Report.
7. Chief Compliance Officer shall consider the results of the analysis above to further determine the ownership of the Objects of Gratification.



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL UNIT (UPG) OF PERTAMINA	REVISED : 0 EFFECTIVE : 13 April 2012 PAGE : 28 of 32

8. UPG Pertamina shall submit the decision on the utilization to the Rapporteur and/or Recipient and monitor the follow up of the delivery of the Objects of Gratification determined as the Company's property, if necessary.
9. UPG Pertamina shall complete Recapitulation of Management and Follow Up of Gratification Reporting Sheet and must be delivered to KPK on the first working days every 2 (two) weeks (for a report received two weeks before) accompanied by:
 - a. Original Gratification Form:
 - b. Supporting document of Gratification Reporting, as specified in Point E.II.1:
 - c. Gratification Reporting review checklist; and
 - d. Rapporteur Analysis Checklist and Determination of Utilization of Gratification.
10. KPK shall receive and process the Report above according to the applicable procedures.

III. FOLLOW UP OF REPORT ON ALLEGED GRATIFICATION RECEIVED BY UPG PERTAMINA FROM *WHISTLEBLOWING SYSTEM*, COMPTENET AUTHORITY, AND/OR THE PEOPLE



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 29 of 32

In addition to the reporting, UPG Pertamina may receive report from *Whistleblowing System* (WBS), competent authority and/or the people concerning alleged Gratification practice by Pertamina Personnel.

The follow up management of report on alleged gratification received from WBS, competent authority and/or the people shall be as follows:

1. FOLLOW UP OF MANAGEMENT OF REPORT ON ALLEGED GRATIFICATION RECEIVED FROM WBS

- a. Pertamina Personnel or Third Party identifying the breach against the provisions hereof shall immediately report the same through WBS within Pertamina. Each reporting made by Pertamina Personnel or Third Party shall be treated as confidential.
- b. Each report on alleged Gratification practice committed by Pertamina Personnel that has been processed and analyzed through WBS shall be submitted to the President Director.
- c. The President Director shall be authorized to decide which reports on alleged Gratification practice need follow up.



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 30 of 32

- d. Reports that require follow up shall be submitted to UPG Pertamina through Chief Compliance Officer. UPG Pertamina shall carry out audit on Pertamina Personnel alleged to commit Gratification practice and collect other relevant data.
- e. UPG Pertamina shall carry out audit on the reports using Gratification review checklist and, based on the results of the audit, UPG Pertamina shall review whether the report on alleged gratification need follow up by KPK or it is sufficient to be followed up by the Company, using parameter as provided in CHAPTER III above.
- f. In the event the report requires follow up by KPK, the next mechanism shall be in accordance with the provision in point E. I. number 6 until 12.
- g. In the event the report is sufficient to follow up by Pertamina, the next mechanism shall be in accordance with the provision in point E. II number 6 until 10.
- 2. FOLLOW UP OF MANAGEMENT OF REPORT ON ALLEGED GRATIFICATION RECEIVED FROM THE COMPETENT AUTHORITY AND/OR THE PEOPLE.**



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 31 of 32

- a. The Rapporteur shall complete the Compliance Online System and/or Gratification Form and accompany such report with relevant documents to submit to UPG Pertamina. The relevant documents may include:
- Images/documentation of Objects of Gratification;
 - Copy of letter of assignment or fulfillment of request to attend seminar, promotion, training, etc.;
 - List of provision of gifts;
 - Other documents as deemed necessary according to the Gratification practice committed.

The Gratification Form and the supporting documents shall hereinafter collectively be referred to as "Gratification Report".

- b. UPG Pertamina shall receive the Gratification Form and input the data set out on the form into the Gratification Register containing among other things:
- Report Number;
 - Report Date;
 - Rapporteur Particular (name, work unit and Immediate Supervisor);



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 32 of 32

4. Giver party/agency Name;
 5. Type and Form of Gratification;
 6. Value/estimated value of the Gratification.
- c. UPG Pertamina shall ensure the completeness of data in the Gratification Form and verify them. Where necessary, UPG Pertamina may ask the Rapporteur to complete the documentation if UPG Pertamina deems there is lack of support and further information is required.
- d. If the Gratification Report is deemed complete, UPG Pertamina shall affix the "FULL" stamp and give initials on each page of the Gratification Form.
- e. UPG Pertamina shall carry out investigation and verification to Pertamina Personnel alleged to commit such Gratification and request other supporting documents, if any.
- f. Each Gratification Report shall be reviewed initially by UPG Pertamina using Gratification review checklist. Based on the result of the review, UPG Pertamina shall give recommendation to the Chief Compliance Officer concerning follow up for the Gratification Reporting for



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 33 of 32

KPK to act upon. Such recommendation shall obtain the disposition of the Chief Compliance Officer, approved or not.

- g. If the Chief Compliance Officer approves such recommendation, UPG Pertamina shall submit the report to KPK, the next mechanism shall be as set out in the provisions point E.I number 6 until 12.
- h. If the Chief Compliance Officer approves the follow up of management of the Gratification Report is conducted by the Company independently, the next mechanism shall be as set out in the provision of point E.II number 6 until 10.

IV. FOLLOW UP OF GRATIFICATION MANAGEMENT UPON THE ISSUANCE OF DECISION ON THE ALLOCATION OF OBJECTS OF GRATIFICATION.

Upon the issuance of the Decree on the allocation of the Objects of Gratification either from the Chairperson of KPK or the Chief Compliance Officer, the Follow Up carried out by UPG Pertamina shall be:

1. ALLOCATION OF OBJECTS OF GRATIFICATION BASED ON



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 34 of 32

DECREE OF CHAIRPERSON OF KPK

a. Allocation of Objects of Gratification as State Property

Upon receiving the Decree, UPG Pertamina shall follow up as follows:

- 1) Notifying the Recipient (in this case either the Rapporteur or Reported) by a letter or memo advising that the Chairperson of KPK has issued decision with respect to the Gratification reporting and asked the Rapporteur and/or Recipient to furnish the Objects of Gratification to the Compliance Function as UPG Pertamina, accompanied with the supporting documents;
- 2) The Compliance Function as UPG Pertamina shall receive the Objects of Gratification including the supporting documents, and upon such delivery, the Recipient shall be provided with receipt by UPG Pertamina;
- 3) UPG Pertamina shall deliver the Objects of Gratification to KPK by establishing letter of delivery of Objects of Gratification including the supporting



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 35 of 32

documents;

- 4) If the Objects of Gratification is in term of cash, UPG Pertamina shall wire transfer the money to the beneficiary bank designated by KPK. As for the supporting documents, if any, they shall be submitted to KPK by obtaining receipt;
- 5) UPG Pertamina shall maintain all documentation relevant with the above matters.

b. Allocation of Objects of Gratification as Company's Property

Upon receiving the Decree, UPG Pertamina shall follow up as follows:

- 1) Notifying the Recipient (in this case either the Rapporteur or Reported) by a letter or memo advising that the Chairperson of KPK has issued decision with respect to the Gratification reporting and asked the Rapporteur and/or Recipient to furnish the Objects of Gratification to the Compliance Function as UPG Pertamina, accompanied with the supporting documents;
- 2) The Compliance Function as UPG Pertamina shall



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL UNIT (UPG) OF PERTAMINA	REVISED : 0 EFFECTIVE : 13 April 2012 PAGE : 36 of 32

receive the Objects of Gratification including the supporting documents, and upon such delivery, the Recipient shall be provided with receipt by UPG Pertamina;

- 3) UPG Pertamina shall receive the Objects of Gratification accompanied with the supporting documents. Such transfer shall be recorded in a receipt signed by the Recipient or the delivery party and UPG Pertamina:
- 4) UPG Pertamina shall record the acceptance of the Objects of Gratification and supporting documents being the Company property in the register of acceptance of Objects of Gratification being the Company's Property:
- 5) The Chief Compliance Officer shall decide the distribution and allocation of the Objects of Gratification to specific party either within the Company or agency/institution or social organization outside the Company;
- 6) Allocation and/or distribution of Objects of Gratification shall be provided in a Decree of Chief



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-SO
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 37 of 32

Compliance Officer.

- 7) UPG Pertamina shall execute the contents of the Decree of Chief Compliance Officer on allocation and distribution;
- 8) UPG Pertamina shall record and maintain all documentation related with the allocation and distribution above;
- 9) UPG Pertamina shall establish a report to KPK periodically concerning the allocation and distribution of Objects of Gratification Decided as Company Property.

c. Allocation of Objects of Gratification as Recipient Property

- 1) Notifying the Recipient (in this case either the Rapporteur or Reported) by letter or memo advising that the Chairperson of KPK has issued decision that the Objects of Gratification reported becomes the Recipient property;
- 2) UPG Pertamina shall make receipt by referring to the decree of the Chairperson of KPK signed by the Recipient or the delivery party and UPG Pertamina;



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL UNIT (UPG) OF PERTAMINA	REVISED : 0 EFFECTIVE : 13 April 2012 PAGE : 38 of 32

- 3) Original receipt should be maintained by UPG Pertamina;
- 4) UPG Pertamina shall record and maintain all documentation related with the allocation and distribution of Objects of Gratification:
- 5) UPG Pertamina shall establish report to KPK periodically concerning the allocation and distribution of Objects of Gratification Decided to be the Recipient property.

2. ALLOCATION OF OBJECTS OF GRATIFICATION BASED ON DECREE OF CHIEF COMPLIANCE OFFICER

a. Allocation of Objects of Gratification as Company Property

Upon receiving the Decree of the Chief Compliance Officer concerning allocation and distribution of Objects of Gratification. UPG Pertamina shall follow up as follows:

- 1) Notifying the Recipient (in this case either the Rapporteur or the Reported) by letter or memo yang advising that the Chief Compliance Officer has



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL UNIT (UPG) OF PERTAMINA	REVISED : 0 EFFECTIVE : 13 April 2012 PAGE : 39 of 32

issued decision with respect to the Gratification reporting and asked the Recipient to submit the Objects of Gratification to the Compliance Function as UPG Pertamina accompanied with the supporting documents;

- 2) The Recipient shall deliver the Objects of Gratification to UPG Pertamina with receipt to sign by the Recipient and representative of UPG Pertamina;
- 3) UPG Pertamina shall record in the register of acceptance of Objects of Gratification that becomes the Company property accompanied with details of the supporting documents;
- 4) UPG Pertamina shall record the acceptance of the Objects of Gratification and the supporting documents in the register of acceptance of Objects of Gratification that becomes the Company property;
- 5) The Chief Compliance Officer shall decide the distribution and allocation of the Objects of Gratification to certain parties either within the Company or social organization outside the



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL UNIT (UPG) OF PERTAMINA	REVISED : 0 EFFECTIVE : 13 April 2012 PAGE : 40 of 32

Company;

- 6) The allocation and/or distribution of Objects of Gratification shall be provided in a Decree of Chief Compliance Officer;
- 7) UPG Pertamina shall execute the contents of the Decree of Chief Compliance Officer on allocation and distribution;
- 8) UPG Pertamina shall record and maintain all documentation related with the allocation and distribution above;
- 9) UPG Pertamina shall establish a report to KPK periodically concerning the allocation and distribution of Objects of Gratification Decided as Company Property.

b. Allocation Objects of Gratification as Recipient Property

Upon receiving the Decree of the Chief Compliance Officer concerning the allocation and distribution of Objects of Gratification as Recipient property (either the Rapporteur or the Reported), UPG Pertamina shall follow up as follows:

- 1) Notifying Recipient by letter or memo yang advising



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL UNIT (UPG) OF PERTAMINA	REVISED : 0 EFFECTIVE : 13 April 2012 PAGE : 41 of 32

that Chief Compliance Officer has issued decision with respect to Gratification reporting that the allocation of Objects of Gratification is Recipient property:

- 2) If until the issuance of the decree the allocation of the said Objects of Gratification is at the Recipient, UPG Pertamina shall establish a receipt from UPG Pertamina to the Recipient by referring to the Decree of Chief Compliance Officer,
- 3) The receipt shall be signed by the representative of UPG Pertamina and the Recipient;
- 4) If upon the issuance of decision on the allocation the Objects of Gratification is maintained by UPG Pertamina, UPG Pertamina shall deliver the Objects of Gratification by establishing a receipt to sign by the Recipient and representative of UPG Pertamina;
- 5) The original of the receipt shall be maintained by UPG Pertamina;
- 6) UPG Pertamina shall record and maintain all documentation with respect to the allocation and distribution of Objects of Gratification;



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL UNIT (UPG) OF PERTAMINA	REVISED : 0 EFFECTIVE : 13 April 2012 PAGE : 42 of 32

- 7) UPG Pertamina shall make report to KPK periodically concerning the allocation and distribution of Objects of Gratification Decided as Recipient property;
- 8) The Recipient shall deliver the Objects of Gratification to UPG Pertamina by receipt to sign by the Recipient and representative of UPG Pertamina;



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 43 of 32

CHAPTER V

IMPLEMENTATION OF GUIDELINES FOR GRATIFICATION CONTROL

UNIT (UPG)

A. IMPLEMENTATION

In order to ensure that these Guidelines are acknowledged by all Pertamina Personnel and Third Parties, Pertamina Personnel are required to do as follows:

1. Incorporating prohibition on the provision/acceptance gifts/souvenirs and entertainment in each announcement in the process of good/service procurement within Pertamina with reference to these Guidelines.
2. Compliance Function, Corporate Communication and Public Relation Function of Pertamina are required to constantly inform all Pertamina Personnel, Third Parties, and other parties concerning the adoption of these Guidelines within Pertamina.
3. Procurement Function, Strategic Sourcing Function, and Sales Function, each Directorate within Pertamina are required to communicate these Guidelines to all relevant parties within the supply chain of Pertamina, in this case including but not limited to the good/service providers, agents, distributors, and



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 44 of 32

customers, as well as the other stakeholders.

4. Providing clear information to any party who wishes to know the contents hereof.
5. Assigning the Compliance Function to develop the system for the implementation of these Guidelines until Operations Unit of Pertamina.
6. Assigning the Chief Compliance Officer to monitor the implementation of these Guidelines and providing report periodically every 6 (six) months to the President Director concerning the implementation including reports received with respect to Gratification.

B. SANCTIONS FOR INCOMPLIANCE

These Guidelines shall be effective and binding to all Pertamina Personnel with reporting obligation binding to Gratification Compulsory Rapporteur. Any breach against the provisions hereof shall be subject to sanctions according to the applicable regulations in the Company.

To perform Gratification Reporting means to protect oneself and his/her family from potential bribery charges.



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL UNIT (UPG) OF PERTAMINA	REVISED : 0 EFFECTIVE : 13 April 2012 PAGE : 45 of 32

APPENDIX

- Appendix 1 : Acceptance of Gifts/Souvenirs and Entertainment Report Form
- Appendix 2 : Provision of Gifts/Souvenirs and Entertainment Report Form
- Appendix 3 : Request for Gifts/Souvenirs and Entertainment from Third Party to Pertamina Report Form
- Appendix 4 : Review Checklist of Reporting of Acceptance of Gifts/Souvenirs & Entertainment Sheet
- Appendix 5 : Review Checklist of Analysis to Determine Ownership And Utilization of Acceptance of Gifts/Souvenirs & Entertainment

Prepared by:	Approved by:
Compliance Manager	Corporate Secretary,
<i>Signed</i>	<i>Signed</i>
Mardiani	Heri Karyuliarto
Date:	Date:



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 46 of 32

FORM I

ACCEPTANCE OF GIFTS / SOUVENIRS AND ENTERTAINMENT

REPORTING FORM

To :

Pursuant to the Provision on Provision and Acceptance of Gifts/Souvenirs and Entertainment of PT. Pertamina (Persero) (Decree of Directors No. Kpts- /C00000/2012-S0), I, the undersigned submit report on the acceptance of gifts/souvenirs and entertainment as follows:

Name :

Worker ID No. :

Position :

1. Gifts / Souvenirs and Entertainment received are as listed in the

Table below:

NO	DATE	FORM OF PROVISION / ACCEPTANCE	VALUE OF GIFT	NUMBER OF GIFTS	GIFTS GIVER	REMARK



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 47 of 32

--	--	--	--	--	--	--

Note:

2. Are the Acceptance Gifts / Souvenirs and Entertainment concerned identified by your Supervisor?

Yes / No *

.....

Rapporteur

(.....)

(.....)

Copies are sent to:

(Immediate Supervisor of the rapporteur)

*) Strike the unnecessary



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 48 of 32

FORM II

PROVISION OF GIFTS / SOUVENIRS AND ENTERTAINMENT

REPORTING

To : *(Local Top Management)*

Pursuant to the Provision on Provision and Acceptance of Gifts/Souvenirs and Entertainment of PT.Pertamina (Persero) (Decree of Directors No. Kpts- 065/C00000/2012-S0), I, the undersigned submit report on the provision of gifts/souvenirs and entertainment as follows:

Name :

Worker ID No. :

Position :

1. Gifts / Souvenirs and Entertainment provided are as listed in the

Table below:

NO.	DATE	FORM OF PROVISION / ACCEPTANCE	VALUE OF PROVISION	NUMBER OF GIFTS	RECIPIENT OF GIFTS	PROVISION FOR



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 49 of 32

2. Are the Acceptance Gifts / Souvenirs and Entertainment concerned identified by your Supervisor?

Immediate Supervisor

.....
Rapporteur

(.....)

(.....)

immediate supervisor of the rapporteur

*) Strike the unnecessary



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 50 of 32

FORM III

REQUEST FOR ILLEGAL GIFTS / SOUVENIRS AND ENTERTAINMENT

REPORTING

To :

Pursuant to the Provision on Provision and Acceptance of Gifts/Souvenirs and Entertainment of PT.Pertamina (Persero) (Decree of Directors No. Kpts- /C00000/2012-S0), I, the undersigned submit report on the request for illegal gifts/souvenirs and entertainment as follows:

Name :

Worker ID No. :

Position :

1. Specify the details on Request for Illegal Gifts / Souvenirs and Entertainment as listed in the Table below:

NO.	DATE	FORM OF GIFTS / ENTERTAINMENT	VALUE OF RFEQUEST	NUMBER OF GIFTS	NAME OF APPLICANT	REQUEST FOR



GUIDELINE



FUNCTION : CORPORATE SECRETARY	NUMBER : A001 /N00010/2012-S0
TITLE : GRATIFICATION CONTROL	REVISED : 0
UNIT (UPG) OF PERTAMINA	EFFECTIVE : 13 April 2012
	PAGE : 51 of 32

2. Are the Acceptance Gifts / Souvenirs and Entertainment concerned identified by your Supervisor?

Immediate Supervisor

.....
Rapporteur

(.....)

(.....)

*) Completed by the immediate supervisor of the rapporteur



REVIEW CHECKLIST OF ACCPETANCE OF GIFTS/SOUVENIRS AND ENTERTAINMENT REPORTING

REVIEW I

NO.	QUESTION	YES	NO
1	Is the acceptance included in ceremonial present and or facilities with respect to the office category?		
2	Is the acceptance included in promotional present category?		

FORMULA OF FOLLOW UP ON THE RESULTS OF REVIEW I

1.

NO	Y	N
1	V	
2	V	
Result: Agency		

2.

NO.	Y	N
1	V	
2		V
Result : Agency		

3.

NO.	Y	N
1		V
2	V	
Result: No Process		

4.

NO.	Y	N
1		V
2		V
Result: Review II		

REVIEW II

NO	QUESTION	YES	NO
1	Is the provision in term of money?		

FORMULA OF FOLLOW UP ON THE RESULTS OF REVIEW I

1.

NO	Y	N
1	V	
2	V	
Result: KPK		

2.

NO.	Y	N
1	V	
2		V
Result : Review III		



REVIEW III

NO	QUESTION	YES	NO
1	Is the value of the acceptance below the standard value set by the agency?		
2	Is the object of acceptance included in food and beverage category?		

FORMULA OF FOLLOW UP ON THE RESULTS OF REVIEW III

1. 2.

NO	Y	N
1	V	
2	V	
Result: Agency		

NO.	Y	N
1	V	
2		V
Result : Agency		

NO.	Y	N
1		V
2	V	
Result: Agency		

NO.	Y	N
1		V
2		V
Result: KPK		

MANAGEMENT RECOMMENDATION *)	AGENCY	KPK
Reviewer's Name	Review Date	Reviewer's Signature
APPROVAL SHEET		
Name of Approval Officer	Date of Approval	Approval Officer Signature



- b. Document in term of invitation from the organizer to the agency and approval document for the TOR of the invitation from the agency;
 - c. Information concerning identity of giver;
 - d. Information concerning the validity of event where acceptance of gifts takes place;
 - e. Information concerning the validity of participation of recipient in such event where acceptance of gifts takes place.
3. Promotional Gifts are gifts provided in business event of an agency/organization to individuals in general as part of an effort to represent the image of the agency/organization/products of the giver of gifts and or as part of marketing strategies.

The characteristics of a gift considered as promotional gifts include:

- agency logo of the giver of gifts;
- the form and value of each gift is uniform.

Example of promotional gifts are public promotion discount, t-shirt, ballpoint, calendar, folder, umbrella, and souvenir cup.

Data that may be requested for verification whether such acceptance is included as promotional gift:

- Information concerning the identity of the giver;
- Information concerning the promotion event where the provision takes place;
- Identification of object indicating the fulfillment of characteristics of

Promotional gifts.



4. Standard value is the highest value limit set by the agency for gifts/facilities received, either in one or more kind of acceptance within one time, or within specific period/time frame from the same giver. The basis for determining such standard value is whether such acceptance is potential in certain extent to influence decision making by the recipient.

Example of acceptance exceeding the standard value:

Criteria:

Agency X sets the highest standard value an employee may accept is Rp.500.000,-

Condition:

- a. Officer a as internal teacher receives souvenirs from branch office after presenting training materials at the branch office in the form of batik clothe worth Rp.750.000,-;
- b. Officer b as good recipient officer receives a gratitude from a partner supplying goods to the agency in the form of cash money Rp.100.000.- and shopping voucher at supermarket worth Rp. 500.000.-.
- c. Officer c as clearance process officer receives fees from c, service receiver, Rp. 200.000,- a month for 1 year, so that the total value is Rp. 2.400.000,-.

5. Money is instrument of payment adopted in general for the purchase of goods and services, as other valuable property, and for the payment of debt, either in the form of bill and coins, giral (check, giro), quasi bond

stocks, bonds, telegraphic transfer, warrant, and deposit certificate).



**ANALYSIS CHECKLIST TO DETERMINE THE UTILIZATION OF ACCEPTANCE OF GIFTS/SOUVENIRS
AND ENTERTAINMENT**

I. ACCEPTANCE OF MONEY

NO.	QUESTION	YES	NO
1	Has such acceptance been actually funded by the Company's budget?		
2	Does the acceptance exceed the standard set by the Company?		

FORMULA OF FOLLOW UP ON THE RESULTS OF ANALYSIS

1.

NO	Y	N
1		
2		
Result: Company entirely		

2.

NO.	Y	N
1		
2		
Result : Company entirely		

3.

NO.	Y	N
1		
2		
Result: Company for the difference of acceptance with the standard		

4.

NO.	Y	N
1		
2		
Result: Recipient entirely		

II. ACCEPTANCE IN TERM OF BONDS, PRECIOUS METALS, AND GOODS

NO	QUESTION	YES	NO
1	Does the acceptance exceed the standard set by the Company??		
2	Is the acceptance useful for the Company? (Choose the alternatives below)		
	a. Company's operation b. Library c. Company's display d. Donation to social foundation		

FORMULA OF FOLLOW UP ON THE RESULTS OF ANALYSIS

1.

NO	Y	N
1		
2	V	
Result: Agency		

2.

NO.	Y	N
1	V	
2		V
Result : Agency		

3.

NO	Y	N
1		V
2	V	
Result: Agency		

4.

NO.	Y	N
1		V
2		V
Result : Recipient		

OWNERSHIP RECOMMENDATION *)	AGENCY	RAPPORTEUR/RECIPIENT
REMARK		



Analyst Name	Date & Signature of Analyst	Deadline & Realization of Delivery to Agency	
		Deadline	Realization

DETERMINATION OF UTILIZATION	AGENCY	RAPPORTEUR/RECIPIENT
-------------------------------------	---------------	-----------------------------

Name of Determining Officer	Date & Signature of Determination	Remark

AFFIDAVIT

This is to certify that have translated the foregoing from Indonesian to English, that is true and complete, and I am competent in both languages.

Jakarta, 11th July 2014



Drs. Sularno Popomaruto
Sworn Translator by virtue SK.Gub.KDKI Jkt.No.1715/2000