

**RULE NUMBER X.A.2 : MAINTENANCE OF DOCUMENTS BY  
SECURITIES EXCHANGES.**

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Attachment

Decision Of The Chairman Of Bapepam

Number : Kep- 65/PM/1996

Date : January 17, 1996

1. Every Securities Exchange must administer, keep, and maintain records, accounts, data and written information related to:
  - a. Issuers whose Securities are listed on the Securities Exchange;
  - b. the status and activities of Securities Exchange Members;
  - c. trading and settlement of Exchange Transactions; and
  - d. the administration and management of the Securities Exchange as a company.
2. The documents referred to in item 1 letter a of this rule shall consist of at least:
  - a. the articles of association of Issuers and all amendments thereto, financial statements, activity reports, reports on transfers of ownership, and other reports required by the Securities Exchange; and
  - b. matters related to satisfying Securities listing requirements and criteria for suspensions and delisting.
3. The documents referred to in item 1 letter b of this rule shall consist of at least:
  - a. a list of Securities Exchange Members and their articles of association and amendments thereto;
  - b. a list of the names and addresses of directors and commissioners, as well as Underwriter, Broker-Dealer and Investment Manager Representatives;
  - c. admissions, resignations, suspensions, terminations, and readmission of Securities Exchange Members.
  - d. records of activities of Securities Exchange Members and their representatives including financial difficulties they face and violations they have committed; and
  - e. records of inspections of Members of the Securities Exchange and their representatives, as well as disciplinary actions taken against them.
4. The documents referred to in item 1 letter c of this rule shall consist of at least:
  - a. a list of daily transactions of Securities specifying the name of the Securities traded, the prices and the number of units of each type of Securities;
  - b. the stock price index;

- c. a report of overdue or failed settlements of Securities Exchange Transactions;
  - d. cancelled transactions with the reasons for cancellation;
  - e. changes in trading hours for the Securities Exchange, as well as proposed holidays for the Exchange;
  - f. temporary suspensions of Securities trading;
  - g. cancellation of Securities Exchange Transactions;
  - h. the occurrence or tendency for extraordinary transactions on the Securities Exchange;
  - i. confidential information that the Securities Exchange deems to have a material effect on the market in general and/or on certain Securities;
  - j. settlements of disputes among Members of the Securities Exchange; and
  - k. other actions taken to deal with emergency trading situations.
5. The documents referred to in item 1 letter b of this rule shall consist of at least:
- a. the articles of association and amendments thereto;
  - b. the book of shareholders and its administrative maintenance;
  - c. minutes of General Meetings of Shareholders, and meetings of directors, the board of commissioners, committees or commissions;
  - d. changes in management up to one level below the directors;
  - e. setting up of committees or commissions, and/or changes in their composition; and
  - f. other documents including correspondence, memoranda, papers, books, notices, announcements, circulars, and other records which are generated or received by the Securities Exchange in connection with its business operations.
6. The documents referred to in items 1, 2, 3, 4, and 5 of this rule must be available at any time for inspection by Bapepam.
7. The documents referred to in item 6 of this rule must be maintained for a period of at least 5 (five) years.