



**RULES OF
ANNUAL GENERAL MEETING OF SHAREHOLDERS AND
EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS (“Meeting”)
PT CATUR SENTOSA ADIPRANA TBK.**

1. The meeting will be held efficiently without reducing the validity of the meeting.
2. In this Meeting, the application for holding the General Meeting of Shareholders electronically or the KSEI Electronic General Meeting System (eASY.KSEI) has been used which is provided by PT Kustodian Sentral Efek Indonesia.
3. The participation of shareholders in the Meeting can be done by:
 - a. physically present at the Meeting; or
 - b. attend the Meeting electronically through the KSEI Electronic General Meeting System application (“eASY.KSEI”);
 - c. present through power of attorney.
4. In accordance with the Financial Services Authority (“OJK”) Regulations, the Company has provided an alternative for shareholders to grant power of attorney electronically through the eASY.KSEI system which is managed by PT Kustodian Sentral Efek Indonesia (KSEI) (“E-Proxy”).
5. The Company strongly urges all shareholders to grant power of attorney to an independent party appointed by the Company, namely PT Datindo Entrycom (“DE”), through E-Proxy to represent shareholders to attend and vote at the Meeting.
6. Mechanism of Physical Meeting Attendance
 - a. Procedure for Entering Meeting Room

Shareholders or their proxies who are physically present at the Meeting must follow and pass the health and safety protocols applicable at the Meeting venue, as follows:

1. Have and show the 3rd Covid-19 vaccine certificate via PeduliLindungi application;
2. Use a mask in the area where the Meeting takes place and during the Meeting;
3. Checking body temperature to ensure that you do not have a body temperature above 37°C;
4. For those who are sick even though their body temperature is still within the normal threshold, they are not allowed to enter the meeting place;
5. Must follow the direction of the Meeting committee in implementing the physical distancing policy at the Meeting venue both before the Meeting begins, during the Meeting, or after the Meeting ends;
6. In the event that the Shareholders or their Proxies:
 - a. Does not meet points 1, 2, and/or 3 above; or
 - b. Seems to have symptoms of cough/flu/cold/sore throat/shortness of breath even though the body temperature is not more than 37°C;

then the Company has the right to ask the person concerned to leave the Meeting room immediately;

For Shareholders or their Proxies who have come to the Meeting venue, but due to the reasons in point 6 above, the Shareholders or their Proxies may grant Power of Attorney to the Independent Proxy by filling out and signing the Power of Attorney Form provided by the Meeting Registration Officer;



- b. The Company has the right and authority to prohibit the Shareholders or their Proxies from attending or being in the Meeting room if they do not comply with the safety and health protocols as referred to in point a;
- c. Taking into account health and in order to control the prevention of the spread of the Covid-19 virus, the Company does not provide food and drinks, souvenirs, and hard copies of the Annual Report to Shareholders and their Proxies who are present at the Meeting.

7. Electronic Attendance Mechanism in Meetings through the eASY.KSEI application

- a. To use the eASY.KSEI application, shareholders can access the eASY.KSEI menu located in the AKSes facility (<https://access.ksei.co.id/>);
- b. The deadline for submitting a declaration of presence or power of attorney and vote in the eASY.KSEI menu is 12.00 WIB on 1 (one) working day before the date of the Meeting;
- c. Registration process:
 - 1. Local individual type shareholders who have not provided a declaration of presence or power of attorney in the eASY.KSEI application by the time limit in point b and wish to attend the Meeting electronically are required to register attendance in the eASY.KSEI application on the date of the Meeting until the registration period of the Meeting electronically closed by the Company;
 - 2. Local individual type shareholders who have provided a declaration of attendance but have not cast a minimum vote for 1 (one) Meeting agenda in the eASY.KSEI application up to the deadline in point b and wish to attend the Meeting electronically are required to register attendance in the application eASY.KSEI on the date of the Meeting until the registration period of the Meeting is electronically closed by the Company;
 - 3. Shareholders who have given power of attorney to the proxies provided by the Company (Independent Representative) or Individual Representatives but the shareholders have not cast a minimum vote for 1 (one) Meeting agenda in the eASY.KSEI application until the deadline in point b, then the proxies representing the shareholders are required to register attendance in the eASY.KSEI application on the date of the Meeting until the electronic registration period for the Meeting is closed by the Company;
 - 4. Shareholders who have given power of attorney to the participant/Intermediary proxy (Custodian Bank or Securities Company) and have cast their vote in the eASY.KSEI application until the time limit in point b, then the representative of the proxy who has been registered in the eASY.KSEI application must register attendance in the eASY.KSEI application on the date of the Meeting until the electronic registration period for the Meeting is closed by the Company;
 - 5. Shareholders who have given a declaration of attendance or given power of attorney to the proxy provided by the Company (Independent Representative) or Individual Representative and have cast a minimum vote for 1 (one) or all Meeting agenda in the eASY.KSEI application no later than until the time limit in point b, the shareholders or proxies do not need to register attendance electronically in the eASY.KSEI application on the date of the Meeting. Share ownership will be automatically calculated as the quorum of attendance and the votes that have been cast will be automatically taken into account in the voting of the Meeting;
 - 6. Delay or failure in the electronic registration process as referred to in numbers 1 – 4 for any reason will result in the shareholders or their proxies being unable to attend the Meeting electronically, and their share ownership will not be counted as a quorum for attendance at the Meeting.

8. The meeting will be held in Bahasa Indonesia.

9. The meeting is chaired by a member of the Board of Commissioners who is appointed by the Board of Commissioners of the Company. The Chairperson of the Meeting is responsible for the smooth running of the Meeting and has the right to take steps deemed necessary so that the Meeting can run smoothly and orderly so that it can fulfill its objectives.

10. Process for Submission of Questions and/or Opinions:

- a. In each Meeting Agenda, an opportunity is given to submit questions and/or opinions;
- b. Limited to only 10 minutes for each Meeting Agenda;
- c. Questions can only be asked by the shareholders or their legal proxies at a specified time after the completion of the presentation of the Meeting Agenda and prior to voting. The questions asked must relate directly to the agenda being discussed.

11. Submission of Questions and/or Opinions can be done by:

a. **Direct**

- 1. Questions can be submitted in writing through the Question Sheet provided by the Meeting committee;
- 2. Before asking questions, shareholders are asked to state their names and addresses as well as the number of shares owned or represented.



b. Electronic

1. Shareholders or proxies have 2 (two) opportunities to submit questions and/or opinions at each discussion session per meeting agenda. Questions and/or opinions per meeting agenda can be submitted in writing by the shareholders or proxies by using the chat feature in the 'Electronic Opinions' column available in the E-meeting Hall screen in the eASY.KSEI application. Giving questions and/or opinions can be done as long as the status of the Meeting in the 'General Meeting Flow Text' column is "Discussion started for agenda item no. []";
2. Determination of the mechanism of discussion per meeting agenda in writing through the E-meeting Hall screen in the eASY.KSEI application is carried out by the Chairperson of the Meeting;
3. For the proxies who are present electronically and will submit questions and/or opinions of their shareholders during the discussion session per agenda of the Meeting, they are required to write down the Names of Shareholders and the number of Shares they represent and then follow with related questions or opinions;

12. The voting/voting process can be done by:

a. Direct

1. Voting will be done verbally by raising hands.
2. The Chairperson of the Meeting will ask verbally if there are Shareholders or their proxies other than the e-proxy who are physically present who abstain and disagree.
3. Shareholders or their proxies other than the e-proxy who are physically present who disagree or abstain will be asked to raise their hands, and our officers will distribute a form to be filled out by the shareholders or shareholder's proxy by writing down the name, number of shares owned or represented, and submitted to the officer to be recorded in eASY.KSEI.

b. Electronic

1. The electronic voting process takes place in the eASY.KSEI application on the E-meeting Hall menu, Live Broadcasting sub menu;
2. Shareholders who attend alone or are represented by their proxies, but have not yet cast their vote on the agenda of the Meeting as referred to in number 7 letter c points 1-3, then the shareholders or their proxies have the opportunity to submit their vote during the voting period through The E-meeting Hall screen in the eASY.KSEI application was opened by the Company. When the electronic voting period per meeting agenda begins, the system automatically runs the voting time by counting down a maximum of 2 (two) minutes. During the electronic voting process, the status of "Voting for agenda item no [] has started" will be seen in the 'General Meeting Flow Text' column. If the shareholders or their proxies do not vote for a particular meeting agenda until the status of the meeting as shown in the 'General Meeting Flow Text' column changes to "Voting for agenda item no [] has ended", it will be considered as voting Abstain for the agenda of the Meeting concerned;

13. Live Streaming of Meetings

- a. Shareholders or their proxies who have been registered in the eASY.KSEI application no later than 12.00 WIB on 1 (one) business day before the date of the Meeting, can witness the implementation of the ongoing Meeting through the Zoom webinar by accessing the eASY.KSEI menu, sub GMS Impressions menu located at the AKSes facility (<https://access.ksei.co.id/>);
- b. The GMS broadcast has a capacity of up to 500 participants, where the attendance of each participant will be determined on a First Come First Serve Basis. Shareholders or their proxies who do not get the opportunity to witness the implementation of the Meeting through the GMS Impressions are still considered valid to be present electronically and share ownership and voting choices are taken into account at the Meeting, as long as they have been registered in the eASY.KSEI application as stipulated in point 7 letter c number 1 – 5;
- c. Shareholders or their proxies who only witnessed the implementation of the Meeting through the GMS Impressions but are not registered are present electronically on the eASY.KSEI application, then the presence of the shareholders or their proxies is considered invalid and will not be included in the calculation of the Meeting attendance quorum;
- d. To get the best experience in using the eASY.KSEI application and/or GMS Impressions, shareholders or their proxies are advised to use the Mozilla Firefox browser.

14. Attendance Quorum

1. Annual General Meeting of Shareholders (AGMS):

Agenda 1 to 4

In accordance with the provisions of Article 86 paragraph 1 of Law Number 40 of 2007 (hereinafter referred to as UUPT), Article 23 paragraph 1 letter a (i) of the Company's Articles of Association and the provisions of Article 41 paragraph 1 letter a of Financial Services Authority Regulation No.15/POJK.04/2020 April 21, 2020 (hereinafter referred to as "POJK No. 15/2020), this meeting is valid if attended by shareholders representing more than 1/2 (one half) of the total shares with valid voting rights that have been issued by the Company.

5th Agenda

In accordance with the provisions of Article 23 paragraph 1 huruf b (i) of the Company's Articles of Association, this Meeting is valid if attended by shareholders representing at least 3/4 (three quarters) of the total shares with valid voting rights that have been issued by the Company.

2. Extraordinary General Meeting of Shareholders (EGMS):

In accordance with the provisions of Article 23 paragraph 1 huruf b (i) of the Company's Articles of Association as well as the provisions of Article 43 letter a POJK No.15/2020, namely this Meeting is valid if present and/or represented by at least 3/4 (three quarters) of the members. of the total number of shares with valid voting rights that have been issued by the Company;



15. **Decision**

All decisions of the Meeting are taken based on deliberation for consensus. In the event that a consensus decision is not reached, the decisions is taken by voting based on the affirmative vote of more than 1/2 (one half) of the total shares with voting rights present in the Meeting, except for the 5th agenda of the AGMS and the agenda of the EGMS is valid if approved by more than 3 /4 (three quarters) of the number of votes legally cast in the Meeting.

Each share gives the holder the right to cast 1 (one) vote, if a shareholder has more than one share, they are asked to cast one vote only and the vote represents the entire number of shares they owns.

16. Everything that is discussed and decided in the Meeting will be made in the Minutes of the Meeting by a Notary.
17. Shareholders or their legal proxies who come after the Meeting is opened are allowed to attend the Meeting, but are not taken into account in determining the quorum or voting and are not entitled to ask questions and/or give opinions.
18. This Rules was drawn up with due observance of the provisions of the Company's Articles of Association and applicable regulations. Matters that occur during the Meeting that have not been regulated in this code of conduct, will be determined by the Chairperson of the Meeting by taking into account the Company's Articles of Association and the relevant provisions of the applicable regulations.

Jakarta, 31 May 2022
Board of Director
PT Catur Sentosa Adiprana Tbk