

**PT. ARTHAVEST Tbk
ANNUAL GENERAL MEETINGS OF SHAREHOLDERS
AND
EXTRAORDINARY GENERAL MEETINGS OF
SHAREHOLDERS
RULES OF CONDUCT**

**Jakarta, 27 August 2021
10.30AM WIB
Garnet Meeting Room 3rd Fl. RedTop Hotel**

1. This is The Annual and Extraordinary General Meeting of Shareholders of PT ARTHAVEST Tbk (The “Company”), hereinafter referred to as the “Meeting”.
2. Mechanism for physical attendance of the meeting.
 - a. Procedures And Requirements For Entering The Meeting Room
Shareholders or their proxies whom shall be physically attending the meeting shall be required to:
 1. Present a health certificate of negative Antigen or RT-PCR Test result, issued within a maximum period of 1 x 24 hours
 2. Wear medical mask/respirator at all times (preferably N95/KN95/KF94/FFP2 Certified mask/respirator)
 3. Strictly follow all of the health inspection procedures implemented by the building management in which the meeting will take place
 4. Implement Physical Distancing in accordance with the direction from the Company as well as the building management in which the meeting will take place
 - b. The Company reserves the right and authority to prohibit Shareholders or their Proxies to attend or be in the Meeting room for failing to meet all of the security and health protocols mentioned in point 2 a,b, and c
 - c. The Company will arrange a quota of physical attendances in the Meeting Room on a first come first served basis, not exceeding 20 (twenty) people. The total number of participants in the meeting includes the Board of Commissioners and Directors of the company, Notary Public, the Securities Administration Bureau, Public Accountant, Shareholders or proxies, as well as the company officers/employees.

3. eASY.KSEI virtual attendance mechanism.

- a. Shareholders can utilize the eASY.KSEI by accessing eASY.KSEI menu, Login eASY.KSEI submenu in the AKSes facility (<https://akses.ksei.co.id/>).
- b. The deadline for declaring attendance, appointing representatives, or submitting votes through the eASY.KSEI is set at 12:00 pm Western Indonesian Time (WIB) 1 (one) business day before the Meeting's date
- c. Registration Process
 1. Local individual shareholders who have not provided their attendance declaration before the deadline mentioned on item 9, but wish to attend the Meeting electronically, must first register their attendance through the eASY.KSEI during the date of the Meeting and before the time that the Company ends the Meeting's electronic registration until 9.30 AM.
 2. Local individual shareholders who have provided their attendance declaration but have not submitted their vote on a minimum of 1 (one) of the Meeting agendas through the eASY.KSEI before the deadline mentioned on item 9 and wish to attend the Meeting electronically, must first register their attendance through the eASY.KSEI during the date of the Meeting and before the time that the Company ends the Meeting's electronic registration until 9.30 AM.
 3. Shareholders who have authorized the Company's Independent Representative or an Individual Representative but have not submitted their vote on a minimum of 1 (one) of the Meeting agendas through the eASY.KSEI before the deadline mentioned on item 9 and wish to attend the Meeting electronically must first register their attendance through the eASY.KSEI during the date of the Meeting and before the time that the Company ends the Meeting's electronic registration until 9.30 AM.

c. Registration Process

4. Shareholders who have authorized an Intermediary Participant Representative (Custodian Bank or Securities Company) and have submitted their vote through the eASY.KSEI before the deadline mentioned on item 9 are required to request their registered representatives in the eASY.KSEI to register their attendance through the eASY.KSEI during the date of the Meeting before the time that the Company ends the Meeting's electronic registration until 9.30 AM
 5. Shareholders who have submitted their attendance declaration or authorized a Company appointed Independent Representative or Individual Representative and have provided their votes for a minimum of 1 (one) of the Meeting agendas through the eASY.KSEI before the deadline mentioned on item 9 do not need to electronically register their attendance through the eASY.KSEI on the Meeting's date. Shares' ownership will be automatically calculated as an attendance quorum and submitted votes will be automatically counted during the Meeting's voting process.
 6. Delay or electronic registration failures, as mentioned in points number i-iv, for whatever reason that cause Shareholders or their representatives to not be able to electronically attend the Meeting, will prevent their shares from being counted as a quorum for the Meeting..
4. The meeting shall be held in Indonesian language.
5. a. The meeting is chaired by a member of the Board of Commissioners who is appointed by the Board of Commissioners of the Company.
- b. The Chairperson of the Meeting is responsible for the smooth running of the Meeting.
- c. The Chairperson of the Meeting reserves the right to take steps that are deemed necessary so that the Meeting can run smoothly and orderly so that it can fulfill its purpose.

6. Procedures for Questions and/or Opinion Submission:

- ❑ In each of the Meeting Agenda, an opportunity is given to submit questions and/or opinions.
- ❑ Limited to only 10 minutes for each Meeting Agenda.
- ❑ 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.

Submissions for Questions and/or Opinion shall be done by the means of:

a. Direct Submission Process

1. Questions can be asked orally or in writing and the microphone shall be provided onsite.
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 Statements or Opinions Submission Process

1. Shareholders or their representatives are provided 3 (three) opportunities to present their questions and/or opinions in discussion in each Meeting agendas. Questions and/or opinions on each of the Meeting agendas can be submitted in writing by the Shareholders or their representatives through the chat feature in the 'Electronic Opinions' made available in the E-Meeting Hall screen of the eASY.KSEI. Questions and/or opinions can be given as long as the Meeting's status in the 'General Meeting Flow Text' status is written as "Discussion started for agenda item no. []"
2. The mechanism of handling questions and / or opinions through 'Electronic Opinion' screen in the eASY.KSEI is determined by the respective Company and will be included in the Company's Meeting Guidelines through the eASY.KSEI.
3. Shareholders' representatives who electronically attend the Meeting and submit a question and/or opinion during a discussion session of one of the Meeting agendas are required to type in the name of the shareholder and amount of shares they represent first before they write their respective questions and/or opinions..

7. Voting

- i. The voting process will be conducted electronically through the E-Meeting Hall menu, Live Broadcasting submenu of the eASY.KSEI.
- ii. Shareholders or their representatives who have not submitted their votes on the particular Meeting agenda, as mentioned in item 11 letter a number i - iii, are given an opportunity to submit their votes as the Company opens the voting period in the E-Meeting Hall screen of the eASY.KSEI. After the electronic voting period for one of the Meeting agendas is started, the system will automatically count down the voting time by a maximum of 5 (five) minutes. During the electronic voting time, a “Voting for Agenda item no [] has started” status would be displayed at the ‘General Meeting Flow Text’ column. Shareholders or their representatives who have not submitted their votes during a specific Meeting agenda after the ‘General Meeting Flow Text’ column’s status has changed to “Voting for Agenda item no [] has ended” will be considered to give an Abstain vote for the related Meeting agenda.
- iii. The voting time in the electronic voting process is a standardized time set by the eASY.KSEI. Each Company can set their own policies on electronic voting time for each of their Meeting agendas (with a maximum of five minutes per Meeting agenda) and include them in the Meeting’s Guideline through the eASY.KSEI.

8. Live Broadcast of The Meeting

- i. Shareholders or their representatives who have been registered in the eASY.KSEI no later than the deadline mentioned on item 9 can watch the Meeting live via Zoom in webinar format by accessing the eASY.KSEI menu, submenu Tayangan RUPS in the AKSes facility (<https://akses.ksei.co.id/>).
- ii. Tayangan RUPS has a capacity of 500 participants provided in a first come, first serve basis. Shareholders or their representatives who could not be accommodated in the Meeting's broadcast are still considered to have electronically attended the Meeting and their share ownerships and votes are still counted, as long as they have registered through the eASY.KSEI, as specified above in item 11 letter a number i - v.
- iii. Shareholders or their representatives who only watch the Meeting through Tayangan RUPS but were not electronically registered as participants in the eASY.KSEI, as specified above in item 11 letter a number i – v, will not be considered as a legal participant and are not counted as part of the Meeting's quorum.
- iv. Shareholders or their representatives who watch the Meeting through Tayangan RUPS can use the raise hand feature to submit questions and/or opinions during the discussion sessions for each of the Meeting agendas. Shareholders or their representatives can directly ask questions or voice their opinions if the Company has allowed and activated the allow to talk feature. Mechanisms for discussion on each of the Meeting agendas, including the use of the allow to talk feature in Tayangan RUPS are determined by the Company and included in the Meeting's Guideline through the eASY.KSEI.
- v. Shareholders or their representatives are encouraged to use the Mozilla Firefox browser for the best experience in using the eASY.KSEI and/or Tayangan RUPS.

9. For the Agenda of the Annual General Meeting of Shareholders, the provisions as set forth apply in article 21 paragraph 2 point 1 of the Company's Articles of Association and the provisions of Article 88 paragraph 1 of Corporate Law no. 40 of 2007 concerning Limited Liability Companies, which requires the presence of shareholders who are represent at least 2/3 (two thirds) of the total shares with voting rights legally issued by the Company
10. For the Agenda of the Extraordinary General Meeting of Shareholders, the provisions as set forth apply in article 21 paragraph 3 point 1 of the Company's Articles of Association and the provisions of Article 88 paragraph 1 of Corporate Law no. 40 of 2007 concerning Limited Liability Companies, which requires the presence of shareholders who are represent at least 2/3 (two thirds) of the total shares with voting rights legally issued by the Company
11. All matters which will be discussed and decided in the Meeting shall be recorded in the Minutes of the Meeting by a Notary Public.
12. Shareholders or their legal proxies who arrived after the Meeting has commenced are allowed to attend the Meeting, but is neither entitled to ask questions nor to vote.
13. This Rules of Conduct was written down in accordance to the provisions of the Company's Articles of Association and applicable regulation. All other events occurring during the Meeting that have not been regulated in the Rules of Conduct shall be regulated and decided by the Chairperson of the Meeting by taking into account the The Articles of Association of the Company and the provisions of the applicable regulations.

THE BOARD OF DIRECTORS OF THE COMPANY