

**RULES AND PROCEDURES
ANNUAL GENERAL MEETING OF SHAREHOLDERS
PT Adhi Kartiko Pratama Tbk (“Company”)
Thursday, June 20, 2024**

I. General Provisions

1. This Annual General Meeting of Shareholders (the “**Meeting**”) will be held in Bahasa.
2. Shareholders or shareholder proxies who arrive after the registration for the Meeting has closed, cannot participate in the Meeting and their votes will not be counted and/or they are deprived of the right to ask questions or express opinions at the Meeting.

II. Quorum for Attendance

Pursuant to Article 86 paragraph (1) of Law Number 40 of 2007 (“Company Law”), Article 41 paragraph (1) letter a of Financial Services Authority (*Otoritas Jasa Keuangan* or “**OJK**”) Regulation Number 15/POJK.04/2020 regarding Planning and Organizing the Company’s General Meeting of Shareholders Open (“POJK 15/2020”) and Article 23 paragraph (1) letter a of the Company’s Articles of Association, the Meeting is valid and can be held and take binding decisions if the Company’s shareholders representing more than 1/2 (one half) of the total number of shares issued by the Company with valid voting rights present and/or represented at the Meeting.

III. Procedure for Submitting Questions and/or Expressing Opinions:

1. Shareholders or their proxies who are physically present can ask questions and/or express their opinions with the following conditions:
 - a) submitted by filling in a form distributed to shareholders or their proxies before entering the Meeting room, filling in the name of the shareholder, number of shares owned/represented, email address, as well as questions and/or opinions submitted; and
 - b) submitted when the Meeting Chairman gives the shareholders or their proxies an opportunity before voting on the related agenda, by raising their hands and submitting the form to the Meeting’s officer.
2. Shareholders or their proxies who are present electronically can submit questions and/or opinions electronically with the following conditions:
 - a) Questions and/or opinions can be submitted in writing via the chat feature in the “Electronic Opinions” column available on the E-Meeting Hall screen in the eASY.KSEI application, as long as the ‘General Meeting Flow Text’ column still state “Discussion started for agenda item no . []”. The Company will deactivate the “raise hand” and “allow to talk” features in Zoom webinars at AKSes facilities during the Meeting.
 - b) During the Q&A, shareholders or their proxies are required to write down the name of the shareholder, the number of shares owned/represented, and the shareholder’s email address.
3. Only shareholders or their legal proxies who are physically or electronically present at the Meeting have the right to ask questions and/or opinions in writing regarding the Meeting agenda item that are currently being discussed.
4. The Company has the right not to answer questions from whom do not include the name of the shareholder and the number of shares owned/represented.
5. Questions and/or opinions submitted must be directly related to the Meeting agenda that are currently being discussed.
6. Each question and answer session will be limited to a maximum of 2 (two) questions and/or opinions.
7. If several questions are asked regarding the same material, these questions will be answered at once.
8. In order to make the Meeting more effective and efficient, the Meeting Chairman has the right to determine whether to respond to questions directly (orally) or in writing.

9. Questions that have not been responded directly (orally) will be responded in writing within 3 (three) working days after the Meeting date. The Company will send a response to the email address stated by the shareholder or their proxy in the inquiry form or in the chat feature in the "Electronic Opinions" column available on the E-Meeting Hall screen in the eASY.KSEI application. If the shareholder or their proxy does not include an email address, the Company's response will be sent by letter to the shareholder's address listed in the Company's Register of Shareholders.

IV. Procedure for Voting and Vote Counting

1. The voting calculation will be carried out by referring to the Company Law, POJK 15/2020, POJK 16/POJK.04/2020 regarding the Implementation of Electronic General Meetings of Shareholders of Public Companies and the Company's Articles of Association, as follows:
 - a) Meeting decisions are taken based on deliberation to reach consensus;
 - b) If the Meeting cannot adopt a resolution by deliberation for consensus, then the decision is taken by voting. The shareholders or their proxies have the right to vote AGREE, vote DISAGREE or vote ABSTAIN on each agenda item of the Company;
 - c) The decisions on proposals submitted at the Meeting are valid if they are approved by more than 1/2 (one half) of the total number of votes present and/or represented at the Meeting ;
 - d) Pursuant to Article 47 POJK 15/2020, an ABSTAIN vote is deemed to be the same vote as the majority of the shareholders' votes.
2. Voting for shareholders or their proxies who are physically present at the Meeting is carried out in the following procedures:
 - a) The Meeting Chairman will ask shareholders or their proxies who DO NOT AGREE or ABSTAIN with the proposed proposal to raise their hands and submit their voting card to the Meeting's officer;
 - b) For the proxy of the shareholder who received proxy with votes that have been casted through eASY.KSEI application, the votes that will be counted are the votes which casted by the shareholder via the eASY.KSEI application, thus the relevant proxy does not need to raise their hands and submit voting card to the Meeting's officer;
 - c) The shareholders or proxies who do not raise their hands to submit a vote of DISAGREE or ABSTAIN to the proposed proposal, are deemed to have agreed to the proposed proposal without the Meeting Chairman needing to ask the shareholders or shareholders' proxies to raise their respective hands, as a sign of agreement;
 - d) The shareholders or shareholders' proxies who have registered present for the Meeting but leave the Meeting room early and do not report this matter to the registration officer before the Meeting is finished, are deemed to be present and agree to the items proposed at the Meeting.
3. Voting for shareholders or their proxies who attend electronically via the eASY.KSEI application is carried out using the following procedures:
 - a) The voting process takes place through the eASY.KSEI application on the E-Meeting Hall menu, Live Broadcasting sub menu;
 - b) The shareholders that are present or have granted e-proxy in the Meeting through the eASY.KSEI application, but have not yet determined their voting choices, then these shareholders or their proxies have the opportunity to convey their vote choices during the voting period opened by the Company via the E-Meeting screen Hall on the eASY.KSEI application;
 - c) During the electronic voting process, the status "Voting for agenda item no [] has started" will appear in the 'General Meeting Flow Text' column;
 - d) The electronic voting via the eASY.KSEI application is allocated a maximum of 2 (two) minutes;
 - e) The shareholders who have casted their vote before the Meeting begins and shareholders or their proxies who have registered via the eASY.KSEI application on the date of the Meeting

will be considered valid to attend the Meeting even if they do not follow the Meeting until the end for whatever reason;

- f) If the shareholder or their proxies do not vote until the Meeting status shown in the 'General Meeting Flow Text' column changes to "Voting for agenda item no [] has ended", then the shareholder or their proxies will be deemed to have voted ABSTAIN for the relevant Meeting agenda.
4. Furthermore, the votes which was casted by shareholders or their proxies, both physically and electronically, will be counted by the Share Registrar that has appointed by the Company and then verified by a Notary as an independent public official.
5. The Meeting Chairman will ask the Notary to inform the results of the vote count for each agenda item of the Meeting.

V. GMS Live Streaming

1. Shareholders or their proxies who have registered on the eASY.KSEI application no later than June 19th 2024 at 12.00 WIB (Western Indonesian Time) can watch the ongoing Meeting via Zoom webinar ("GMS Viewing") by accessing the eASY.KSEI application.
2. Shareholders or their proxies who do not have the opportunity to witness the implementation of the Meeting via the GMS Broadcast are still considered legally present electronically and their share ownership and vote choices are taken into account at the Meeting, as long as their attendance at the Meeting has been registered in the eASY.KSEI application.
3. Shareholders who only watch the Meeting via the GMS Broadcast, but do not declare their presence on the eASY.KSEI application, will not be counted in the Meeting attendance quorum.
4. In order to get the best experience in using the eASY.KSEI application and/or GMS broadcasts, shareholders or their proxies are advised to use the Mozilla Firefox browser.

VI. Miscellaneous

During the Meeting, shareholders or their proxies who are physically present are requested to:

- a. switch off their cell phones and/or other communication devices or set to silent mode;
- b. not conduct any discussions with other Meeting participants so as not to disrupt the proceedings of the Meeting
- c. not interrupt/cut in on other people's conversations;
- d. sit according to the direction of the meeting's officer;
- e. must immediately leave the building where the Meeting is being held as soon as the Meeting is finished while maintaining distance; and
- f. Other matters that have not been regulated in these Rules and Regulations will be determined later by the Chairman of the Meeting by taking into account the Articles of Association and other applicable laws and regulations. Shareholders or legitimate proxies who attend the Meeting online or physically are required to comply with these Meeting Rules and Regulations as will be determined later by the Chairman of the Meeting.

PT ADHI KARTIKO PRATAMA Tbk
Board of Directors