



**INVITATION OF THE
EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS
PT PHAPROS Tbk**

The Board of Directors of PT Phapros Tbk (the "**Company**"), domiciled in South Jakarta, conveys the invitation to the **Extraordinary General Meeting of Shareholders** (hereinafter referred to as the "**MEETING**") which will be held on:

Day/Date : Thursday, 14th December 2023
Time : 15.30 WIB – closing
Venue : Kimia Farma Corporate University, Cipinang Cempedak I Street,
No. 36, East Jakarta

The Agenda of **The MEETING** is as follows:

1. Changes in the composition of the Company's Management.

Brief description:

This Agenda is implemented in accordance with the provisions of: (i) Financial Services Authority Regulation Number 33/POJK.04/2014 concerning the Board of Directors and Board of Commissioners of Issuers or Public Companies ("**POJK 33/2014**"); (ii) Financial Services Authority Regulation Number 15/POJK.04/2020 concerning Public Company General Meeting Shareholders ("**POJK 15/2020**") (iii) Article 94 paragraph (5) in conjunction with Article 111 paragraph (5) of Law Number 40 Year 2007 concerning Limited Liability Company ("**Limited Liability Company Law**"); and (iv) Article 15 paragraph (3.a) in conjunction with Article 19 paragraph (4.a) of the Company's Articles of Association ("**Company AoA**"), which states that the Board of Directors and Board of Commissioners are appointed and dismissed by the General Meeting of Shareholders (RUPS).

Notes:

1. This invitation is valid as an invitation to the Shareholders' **Meeting** of the Company, thus the Company Board of Directors will not send separate invitations to the Company's Shareholders.
2. Shareholders who have the right to attend or be represented and vote choice for the **Meeting** or attend electronically are the Shareholders of the Company whose names are recorded in the Company's Shareholders Register (DPS) and/or the Company's securities sub-account holders at PT Kustodian Sentral Efek Indonesia (KSEI) at the closing of stock trading on the Indonesia Stock Exchange on **Tuesday, November 21, 2023**.
3. a. Shareholders who are unable to attend the **Meeting** may grant proxy:

- (i). through the power of attorney form available on the Company's website, which can be submitted by the recipient of the power of attorney during registration prior to attending the **Meeting**; or
 - (ii). electronically through the Electronic General Meeting System of KSEI (eASY.KSEI) provided by KSEI. Registration guidelines, usage, and further explanations regarding eASY.KSEI can be found on the website <https://akses.ksei.co.id/>.
 - b. In determining the quorum of the **Meeting**, members of the Board of Directors, members of the Board of Commissioners, and employees of the Company may act as proxy shareholders, but they are not entitled to vote as proxy shareholders.
 - c. The deadline for providing electronic attendance declaration or electronic proxy (e-proxy) and electronic voting in the eASY.KSEI application is no later than 12:00 PM Western Indonesia Time on 1 (one) working day before the **Meeting** date.
4. For Shareholders and/or Proxy Holders who will attend the **Meeting** electronically through the eASY.KSEI application, the following matters must be observed:
- a. Registration Process**
- (i) Local individual Shareholders who have not made an attendance declaration or proxy in the eASY.KSEI application until the deadline in section 3, paragraph c and wish to attend the **Meeting** electronically must register their attendance in the eASY.KSEI application on the day of the **Meeting** until the electronic registration period is closed by the Company.
 - (ii) Local individual Shareholders who have made an attendance declaration but have not made vote choice for Agenda Item of the **Meeting** in the eASY.KSEI application until the deadline in section 3, paragraph c and wish to attend the **Meeting** electronically must register their attendance in the eASY.KSEI application on the day of the **Meeting** until the electronic registration period is closed by the Company.
 - (iii) Shareholders who have granted proxy to the Proxy Holder provided by the Company (Independent Representative) or Individual Representative but have not made a minimum vote choice for Agenda Item of the **Meeting** in the eASY.KSEI application until the deadline in section 3, paragraph c, the Proxy Holder representing the Shareholder must register their attendance in the eASY.KSEI application on the day of the **Meeting** until the electronic registration period is closed by the Company.
 - (iv) Shareholders who have granted proxy to participant Proxy Holders/Intermediaries (Custodian Bank or Securities Company) and have made a vote choice in the eASY.KSEI application until the deadline in section 3, paragraph c, the registered representative of the Proxy Holders in the eASY.KSEI application must register their attendance in the eASY.KSEI application on the day of the **Meeting** until the electronic registration period is closed by the Company.
 - (v) Shareholders who have provided attendance declarations or granted proxy to the Proxy Holders provided by the Company (Independent Representative) or Individual Representative and have provided Agenda Items in the eASY.KSEI application by the deadline stated in section 3, paragraph c, Shareholders and/or Proxy Holders do not need to register their attendance electronically in the eASY.KSEI application on the day of the **Meeting**. Share ownership will be automatically considered for the attendance quorum,

and the provided voting options will be automatically considered in the voting process of the **Meeting**.

- (vi) Delay or failure in the electronic registration process as mentioned in items (i) to (v) due to any reason will result in Shareholders and/or Proxy Holders being unable to attend the **Meeting** electronically, and their share ownership will not be counted towards the attendance quorum in the **Meeting**.

b. Process of Submitting Questions and/or Opinions Electronically

- (i) Shareholders and/or proxies have 3 (three) opportunities to submit questions and/or opinions during each discussion session per agenda item of the meeting. Shareholders and/or proxies can submit written questions and/or opinions using the chat feature in the "Electronic Opinions" column available on the E-Meeting Hall screen in the eASY.KSEI application. Questions and/or opinions can be submitted by Shareholders and/or proxies as long as the status in the "General Meeting Flow Text" column is "Discussion started for agenda item No. []".
- (ii) The determination of the mechanism for conducting written discussions per agenda item of the meeting through the E-Meeting Hall screen in the eASY.KSEI application is the authority of each Company, and it will be documented by the Company in the Rules of Procedure for **Meeting** Implementation through the eASY.KSEI application
- (iii) Shareholders and/or proxies who attend electronically and wish to submit questions and/or opinions during the ongoing discussion session per agenda item of the meeting are required to write their names, shareholding amounts, followed by the related question or opinion.

c. Voting Process

- (i) The electronic voting process takes place in the eASY.KSEI application under the E-Meeting Hall menu, in the Live Broadcasting sub menu.
- (ii) Shareholders who attend in person or are represented by their proxies but have not yet cast their vote choice for the agenda items of the **Meeting** as referred to in section 4, paragraph a, points i-v, have the opportunity to cast their vote choice during the voting period through the E-Meeting Hall screen in the eASY.KSEI application when opened by the Company. When the electronic voting period for a specific agenda item of the meeting begins, the system automatically initiates the voting time, counting down a maximum of five (5) minutes. During the electronic voting process, the status "Voting for agenda item no. [] has started" will be displayed in the "General Meeting Flow Text" column. If a Shareholder and/or proxy does not cast their vote choice for a specific agenda item of the **Meeting** before the status in the "General Meeting Flow Text" column changes to "Voting for agenda item No. [] has ended," it will be considered as casting an abstain vote for that agenda item of the **Meeting**.
- (iii) The voting time during the electronic voting process is a standard time set in the eASY.KSEI application. Each Company can establish its own policy for the duration of direct electronic voting per agenda item of the **Meeting** (with a maximum time of five (5) minutes per agenda item of the meeting), which will be documented in the Rules of Procedure for **Meeting** Implementation through the eASY.KSEI application.

d. Viewing the Meeting through the RUPS Broadcast:

- (i) Shareholders and/or proxies who have registered in the eASY.KSEI application by the deadline stated in section, 3 paragraph c are able to watch the ongoing **Meeting** through the Zoom Webinar by accessing the eASY.KSEI menu, RUPS Broadcast submenu, available on the AKSes platform (<https://akses.ksei.co.id/>).
 - (ii) RUPS Broadcast has a capacity of up to 500 participants, and the attendance of each participant will be determined on a first-come, first-served basis. Shareholders and/or proxies who do not have the opportunity to watch the **Meeting** through the RUPS Broadcast but are still considered present electronically will have their shareholding and voting choices counted in the **Meeting** as long as they are registered in the eASY.KSEI application, as stipulated in section 4, paragraph a, points i–vi.
 - (iii) Shareholders and/or proxies who only observe the **Meeting** through the RUPS Broadcast but are not registered as present electronically in the eASY.KSEI application, as stipulated in section 4, paragraph a, points i–vi, will be considered invalid in terms of attendance and will not be included in the calculation of the meeting's quorum.
 - (iv) Shareholders and/or proxies who watch the **Meeting** through the RUPS Broadcast have the "raise hand" feature, which can be used to ask questions and/or express opinions during the ongoing discussion session per agenda item of the **Meeting**. If permitted by the Company by activating the "allow to talk" feature, shareholders and/or proxies can ask questions and/or express opinions by speaking directly. The determination of the mechanism for conducting discussions per agenda item of the **Meeting** using the "allow to talk" feature available in the RUPS Broadcast is the authority of each Company, and it will be documented by the Company in the Rules of Procedure for **Meeting** Implementation through the eASY.KSEI application.
 - (v) To have the best experience using the eASY.KSEI application and/or the RUPS Broadcast, shareholders and/or proxies are recommended to use the Mozilla Firefox browser.
5. The Notary, assisted by the Securities Administration Bureau, will conduct the verification and vote counting for each agenda item during the decision-making process of the **Meeting**, including votes submitted by shareholders and/or proxies through eASY.KSEI as referred to in section 4, paragraph c, points i–iii above, as well as those expressed during the **Meeting**.
6. The Company recommends to shareholders and/or proxies as follows:
- a) The Company recommends shareholders and/or proxies who are eligible to attend the **Meeting**, and whose shares are held in collective custody by KSEI, to register their attendance electronically through the KSEI System (eASY.KSEI) at the link <https://akses.ksei.co.id/> provided by KSEI. Electronic registration will be open from the date of this **Meeting** Invitation and will be closed no later than before the **Meeting**, at **03:00 PM** Western Indonesian Time.
 - b) Registration guidelines, usage instructions, and further explanations regarding eASY.KSEI can be found on the website <https://akses.ksei.co.id/>.
 - c) In the event that shareholders and/or proxies will attend the **Meeting** outside the eASY.KSEI mechanism, they may download the power of attorney form from the Company's website www.phapros.co.id.

- d) Submit a photocopy of the Identity Card (KTP) or other identification document to the **Meeting** Officer before entering the **Meeting** Room. For shareholders and/or proxies who are legal entities, please bring a copy (photocopy) of the Articles of Association and any amendments thereto, including the latest composition of the board of directors.
7. Shareholders who have granted proxies as stated in section 4 above may submit questions regarding the agenda items via email to the Company at corporate@phapros.co.id, with a copy to DM@datindo.com. These questions will be presented during the **Meeting** by the proxy holder and recorded in the **Meeting** Minutes prepared by the Notary. The answers to these questions will be provided to the shareholders via email no later than 3 (three) working days after the **Meeting**.
8. The Company will announce any changes and/or additional information regarding the procedures for conducting the **Meeting**.
9. To facilitate the organization and orderliness of the **Meeting**, shareholders and/or proxies who are eligible are kindly requested to register for attendance no later than 30 (thirty) minutes before the start of the **Meeting**. Registration will close at **03:00 PM** Western Indonesian Time.

Jakarta, 22nd November 2023

PT PHAPROS Tbk

Board of Directors