

## **GUIDELINES**

### **ANNUAL GENERAL MEETING OF SHAREHOLDERS 2021 (the "Meeting") PT TRIMEGAH SEKURITAS INDONESIA TBK ("the Company") JAKARTA, July 08, 2021 – Gedung Artha Graha**

1. The Meeting will be conducted in Indonesian language.
2. Shareholders or their proxy who will physically attend the Meeting must comply with the Company's health protocols as follows:
  - a. At registration, submit Health Declaration Form that can be downloaded from [www.trimegah.com/en/site/investor\\_relations/general-meeting-of-shareholders](http://www.trimegah.com/en/site/investor_relations/general-meeting-of-shareholders)
  - b. Wear mask at all times within the building area where the Meeting is held and during the Meeting.
  - c. Comply with the health checking procedures which will be conducted by the building management where the Meeting is held.
  - d. Implement physical distancing policy in accordance with direction from the Company and building management where the Meeting is held.
  - e. Immediately leave the building area where the Meeting is held after the Meeting is over.
3. The shareholders or their proxy who are experiencing fever with temperatures above 37.3° C, and/or cough, shortness of breath, headaches flu will not be permitted to attend the Meeting.
4. The Company has the right to prohibit shareholders or their proxies to attend or be present at the Meeting premise and/or the building where the Meeting is held if the shareholders or their proxies do not comply with the prevailing safety and health protocols mentioned above.
5. In compliance with Article 13 paragraph 1 of the Company's Articles of Association, the Meeting will be chaired by a member of the Board of Commissioners appointed by the Board of Commissioners.
6. The Chairperson of the Meeting has the right to ask those who are present to prove their authority to attend the Meeting.
7. Those who can attend or be represented in the Meeting are:
  - a. The Company's shareholders whose names are registered in the Register of Shareholders of the Company at the closing of trading hour at the Indonesia Stock Exchange (IDX) on June 15, 2021, or the authorized representative who has the right to voice opinions and vote at the Meeting.
  - b. Invitees are parties who are not shareholders or their proxy who are present at the invitation of the Board of Directors, and have no right to express an opinion and to give a vote in the Meeting.
8. In accordance with article 14 of the Company's Article of Association, Annual General Meeting of Shareholders may be held when attended by shareholders representing more than 1/2 (a half) of the total shares with valid voting rights issued by the Company.
9. Shareholders or their proxies who will attend electronically and have registered with eASY.KSEI no later than July 07, 2021 at 12.00 West Indonesian Time can watch the Live Broadcast of the Meeting through *Zoom Webinar* by accessing the eASY.KSEI menu (sub menu *Tayangan RUPS*) at the AKSes facility (<https://access.ksei.co.id/>). *Tayangan RUPS* has a capacity of up to 500 participants provided in a first come, first serve basis. Shareholders or their representatives who could not be accommodated in the *Tayangan RUPS* 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 the Invitation item 9 letter a number i - v.
10. The shareholders or their proxies who only watch the Meeting through *Tayangan RUPS* but are not registered electronically on the eASY.KSEI application as mentioned in point the Invitation item 9 letter a number i - v, the attendance of the shareholders or the proxies is considered invalid and will not be included in the calculation of the Meeting attendance quorum.
  11. Shareholders and/or their proxies who attend electronically are expected to use a stable internet connection and access the link to attend the Meeting at least 30 (thirty) minutes before the start of the Meeting for the purpose of calculating the quorum of attendance.
  12. After discussion of each Meeting agenda, the Chairperson of the Meeting will give an opportunity to the shareholders or their proxies to raise questions and/or opinions before voting on the agenda of that has been discussed.
    - a. Process for raising questions and/or opinions physically:
      - i. Shareholders or the proxies who wish to raise questions and/or opinions are requested to fill out the question form that has been distributed. After completing the question form, the shareholders raise their hands to submit the form to our officer.
      - ii. Our officer will take the question form from the shareholders, and submit it to the Chairperson of the Meeting.
    - b. Process for raising questions and/or opinions electronically
      - i. Shareholders or the proxies have 3 (three) opportunities to raise 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 on *E-meeting Hall* screen in the eASY.KSEI application. Questions and/or opinions can be given as long as the status of the Meeting in the '*General Meeting Flow Text*' column is "*Discussion started for agenda item no. [ ]*".
      - ii. Proxies or shareholders representatives who electronically attend the Meeting and will raise a question and/or opinion of their shareholders during discussion session per Meeting agenda are required to type in the name of the shareholder and number of shares or percentage of ownership they represent before they write their respective questions and/or opinions.

Questions that can be addressed are only those directly related to the Meeting agenda. After all questions and/or opinions are submitted, the Chairperson of the Meeting will answer and/or respond to the questions and/or opinions.
  13. Voting Rights:
    - a. Only the Company's Shareholders whose names are registered in the Register of Shareholders of the Company on June 15, 2021 or their proxies are entitled to vote.
    - b. Each share entitles its holder to issue 1 (one) vote
  14. Meeting Resolutions:
    - a. The Meeting Resolution shall be made through deliberation to reach a consensus. If the consensus is not reached, then a voting is held.
    - b. Physical voting process:
      - i. Shareholders who votes not in favor or abstain will be requested to raise their hand. Then, we will count the number of shares who votes not in favor or abstain.
    - c. Electronic voting process:
      - i. The electronic voting process will take place in the eASY.KSEI application on the *E-meeting Hall* menu, and *Live Broadcasting*

- submenu.
- ii. Shareholders who are present by themselves or are represented by their proxies but have not cast their votes at the Meeting agenda as referred to Invitation point 9 letter a number i – iii have the opportunity to submit their votes as the Company opens the voting period in the *E-Meeting Hall* screen of the eASY.KSEI.
  - iii. 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.
  - iv. Meeting resolutions are taken based on the vote count that has been submitted through eASY.KSEI and the physical vote submission.
  - v. In accordance with Article 14 paragraph 2 point (1) c of the Company's Article of Association, the resolution of all Meeting agendas are valid if approved by more than 1/2 (a half) of all shares with valid voting rights present at the Annual GMS.
15. During the Meeting, those who attend the Meeting physically are expected to put their mobile phones in silent mode in order not to disturb the Meeting.
  16. To ensure the Meeting is in order, the registration of shareholders or their proxies at the Meeting venue is closed 30 minutes prior to the Meeting, which is at 09:30 West Indonesia Time

**Jakarta, June 16, 2021**  
**PT Trimegah Sekuritas Indonesia Tbk**  
**The Board of Directors**