

**CODE OF CONDUCT**  
**ANNUAL GENERAL MEETING OF SHAREHOLDERS**  
**PT TRI BANYAN TIRTA TBK**  
**Jakarta, 24th May 2023**

The Company holds the Annual General Meeting of Shareholders (hereinafter referred to as the "Meeting") electronically and with limited physical attendance. Shareholders and/or Shareholders' Attorneys are requested to pay attention to the following provisions:

**1. Covid-19 Health and Safety Protocols**

The Company has considered the capacity of the meeting room and arranged in such a way that the number of physical attendance in the Meeting Room still takes into account the physical distancing provisions. The number of Meeting Participants includes the presence of the Board of Commissioners, Board of Directors, Notaries, Shareholders, and Shareholders' Attorneys.

- a. The Company determines the number of shareholders and shareholders' proxies who attend the Meeting physically, a maximum of 15 (Fifteen) people provided that the shareholders or shareholders' proxies who first declare will be physically present. For those who have received confirmation that they get a quota to be physically present, they must meet the provisions of the Covid-19 Health Protocol as follows:
  - Always wear a mask at the Meeting venue either before the Meeting starts, during the Meeting, or after the Meeting is over.
  - Apply physical distancing policy when entering the Meeting room and occupying seats provided by the Meeting committee.
- b. The Company urges Shareholders not to attend the Meeting physically and deign to attend the Meeting electronically by registering through the KSEI Electronic General Meeting System application which can be accessed through the <https://akses.ksei.co.id/> link provided by PT Kustodian Sentral Efek Indonesia (KSEI) ("eASY KSEI") or authorizing an independent representative appointed by the Company, namely PT Adimitra Jasa Korpora as a representative of the Biro Administrasi Efek (BAE).

## 2. Meeting Participants

- a. Shareholders of the Company whose names are recorded in the Company's Register of Shareholders on May 23, 2023 until 16.00 WIB.
- b. For the Company's shares in the Collective Custody, only the account holders or proxies of the Account Holders whose names are recorded in the Register of Shareholders in the Collective Custody issued by PT Kustodian Sentral Efek Indonesia (KSEI) at the close of stock trading on May 23, 2023.
- c. Invitation, namely parties who are not Shareholders who attend at the invitation of the Board of Directors and do not have the right to express opinions and vote at the Meeting.

## 3. Registration Process

- a. The registration process for Shareholders or Shareholders' proxies who will be physically present will take place from 09.00 WIB and close at 10.00 WIB.
- b. For Shareholders or Shareholders' proxies who are physically present must bring:
  - (i) Individuals
    - ID card or other proof of identity;
    - Power of Attorney and ID card or other proof of identity from the Grantor and Power of Attorney
  - (ii) Legal Entity
    - Photocopy of the latest company's Articles of Association;
    - Photocopy of the deed of appointment of the latest composition of the company's management; and
    - A special power of attorney (if required by the Articles of Association of the Legal Entity) and ID card or other proof of identity from the Grantor and Recipient of the Power of Attorney.
- c. Shareholders or Shareholders' proxies who will be present electronically, must register in accordance with the terms and conditions applicable to the eASY.KSEI facility.

## 4. Meeting Leader

The meeting will be chaired by a member of the Board of Directors appointed by the Board of Commissioners.

**5. Language**

Meetings are held in Indonesian.

- a. The decision is taken based on deliberation for consensus, then the decision is taken by voting based on affirmative votes of more than 1/2 (one half) part of the total number of shares with voting rights present at the Meeting.
- b. The Company has appointed an independent party, namely Notary Emmy Yatmini SH, to further validate and announce the results of the vote count.

**6. Miscellaneous**

- a. During the Meeting, it is expected that the mobile phone will be silent.
- b. Taking into account the conditions and situation of the spread of Covid-19, the Company has the right to determine Meeting procedures that have not been in this Code of Conduct while still paying attention to the Company's Articles of Association and other related regulations.

**Jakarta, 24th May 2023**

**PT Tri Banyan Tirta Tbk  
Management**