



Invitation to the Annual General Meeting of Shareholders

PT ARKHA JAYATI PERSADA Tbk

The Board of Directors of PT ARKHA JAYANTI PERSADA Tbk (the “**Company**”) invites the shareholders of the Company to attend the Company's Annual General Meeting of Shareholders (the “**Meeting**”), which will be held on:

Day/Date : **Thursday, July 21, 2022**

Time : **Pukul 13.00 WIB**

Venue : **PT Arkha Jayanti Persada Tbk’s Office**
Jl. Lanbau No. 8, RT.006/09, Kel. Karang Asem Barat, Kec. Citeureup, Kab. Bogor 16810 Indonesia.

Organized electronically by the company using eASY.KSEI provided by the PT KUSTODIAN SENTRAL EFEK INDONESIA (“KSEI”), domiciled in South Jakarta.

The Meeting agendas are as follows:

1. Approval and ratification of the Annual Report for the financial year ending December 31, 2021, which consists of:
 - a. Report on the management of the Company by the Board of Directors and Report on the course of supervision of the Company by the Board of Commissioners for the financial year ending on December 31, 2021;
 - b. Financial Statements and ratification of the balance sheet as well as the calculation of profit and loss for the financial year ending on December 31, 2021 as well as grants and releases and full settlements (acquit et de charge) to members of the Board of Directors and members of the Board of Commissioners of the Company for the management and supervisory actions they have taken to for the financial year ending December 31, 2021.

Explanation: the above agenda is in accordance with the provisions of (i) Article 19 paragraph (2) letter a and letter b of the Company's Articles of Association, (ii) Article 66 paragraph (1) and Article 69 paragraph (1) of Law Number 40 of 2007 concerning Limited Liability Companies as amended by Law number 11 of 2020 concerning Job Creation (“**UU PT**”) and (iii) Article 41 paragraph (1) letter a Financial Services Authority Regulation Number 15/POJK.04/2020 concerning the Plan and the Implementation of the General Meeting of Shareholders of Public Company (“**POJK No. 15/2020**”).

2. Determination of the Company's profit and loss for the financial year ended on December 31, 2021.

Explanation: The above agenda is in accordance with the provisions of (i) Article 19 paragraph (2) letter c of the Company's Articles of



Association, (ii) Article 70 and Article 71 paragraph (1) of the Company Law and (iii) Article 41 paragraph (1) letter a POJK No. 15/2020.

3. Determination of the amount of salary and other benefits for members of the Board of Directors and members of the Board of Commissioners of the Company.
Explanation: The above agenda is in accordance with the provisions of (i) Article 96 and Article 113 of UPT and (ii) Article 41 paragraph (1) letter a POJK No. 15/2020.
4. Appointment of Public Accountant who will audit the Company's financial statements for the financial year ending on December 31, 2022.
Explanation: The above agenda is in accordance with the provisions of (i) Article 19 paragraph (2) letter d of the Company's Articles of Association, (ii) Article 68 of the Company Law, (iii) Article 13 of POJK No. 13/POJK.03/2017 concerning the Use of Public Accountants and Public Accounting Firms in Financial Services Activities and (iv) Article 41 paragraph (1) letter a POJK No. 15/2020.

Notes:

1. The Company will not send a specific invitation to shareholders given that this invitation constitutes an official invitation to the Company. This invitation can also be found at the Company's website at <https://www.arkhajayanti.co.id> and the application of **eASY.KSEI**.
2. Materials related to the Meeting agenda are available on the Company's website from the date of the Invitation on 29 June 2022 until the Meeting is held on 21 July 2022, according to the Company's information above.
3. Every shareholder who is entitled to attend the Meeting is the shareholder whose name is registered in the Company's Register of Shareholders at the close of the Stock Exchange trading hours on 28 June 2022.
4. Shareholders can participate in the Meeting by either:
 - a. physically attending the Meeting; or
 - b. electronically attending the Meeting through the application of **eASY.KSEI**.
5. Shareholders who can attend in person electronically as referred to in point 4 letter b are local individual shareholders whose shares are kept in the collective custody of KSEI.
6. To use the **eASY.KSEI** application, shareholders can access the **eASY.KSEI** menu, **eASY.KSEI Login** submenu located in the AKSes facility (<https://access.ksei.co.id/>).
7. Before determining participation in the Meeting, shareholders must read the provisions conveyed through this summons as well as other provisions



related to the implementation of the Meeting based on the authority determined by each Company. Other provisions can be seen through the attachment of the document on the 'Meeting Info' feature on **the eASY.KSEI** application and/or the invitation to the Meeting found on the related Company's website. The Company has the right to determine other requirements in relation to the participation of shareholders or their proxies who will be physically present at the Meeting.

8. Shareholders who will physically attend the Meeting or shareholders who will exercise their voting rights through the **eASY.KSEI** application, may inform their attendance or appoint their proxies, and/or submit their vote in the **eASY.KSEI** application.
9. The eadline for submitting a declaration of presence or power of attorney and vote in the **eASY.KSEI** application is 12.00 WIB on 1 (one) working day before the date of the Meeting.
- 10 Before entering the Meeting room, shareholders or their proxies who are physically present at the Meeting are required to fill out the attendance register by showing proof of original identity.
- 11 The meeting will be conducted as efficiently as possible without reducing the validity of the meeting in accordance with the provisions of POJK No. 15/2020. Shareholders who are unable to attend the Meeting and will give power of attorney to attend the Meeting (non-electronically), then the power of attorney is granted with the following conditions:
 - a. The format of the power of attorney can be downloaded on the Company's website as of the date of the invitation to the Meeting and the power of attorney must be filled in according to the instructions contained therein and submitted to the Board of Directors of the Company through PT ADIMITRA JASA KORPORA as the Company's Securities Administration Bureau ("**BAE**"), at the latest before 16:00 WIB, July 20, 2022, which is 1 (one) working day before the Meeting is held;
 - b. For the Company's shareholders who signed the power of attorney abroad, the pertaining power of attorney must be legalized by the Indonesian Embassy/Consulate General of the Republic of Indonesia in the local country;
- 12 For Shareholders (individual/legal entity)/Proxies who are physically present, are requested to bring the following documents:
 - a. **For individual Shareholder**, copy of valid personal identification(Residential Identity Card/KTP or passport);
 - b. **For legal entity Shareholder**, copy of its articles of association and any amendments thereto, together with the latest composition of the management, and Single Business Number (NIB)/Tax Identification Number (NPWP);



- c. **For Proxy**, a valid power of attorney enclosed with a copy of respective identification documents of the authorizer and the attorney.

13 Shareholders who wish to attend or authorize a representative to attend the Meeting electronically through the **eASY.KSEI** must consider the following points:

a. Registration Process:

- i. 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;
- ii. 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;
- iii. 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;
- iv. 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;

- v. 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;
- vi. Lateness 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;

b. Electronic Statements or Opinions Submission Process:

- 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 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. []";

- iii. 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**;
- iv. 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;

c. Voting/Voting Process:

- 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**;

d. 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

14 By prioritizing the principle of prudence and vigilance against the current conditions related to the 2019 Coronavirus Disease ("Covid-19") pandemic, as well as compliance with the applicable Covid-19 prevention and control regulations, the Company hereby conveys to the Shareholders or Proxies who will remain physically present at the Meeting to be required to follow and pass the security and health protocols applicable at the Meeting venue as follows:

- a. Upon arrival, you must show proof of a vaccine certificate (min. 2 times the vaccine) contained in the care to protect application.
- b. Use masks properly while in the Meeting venue and during the Meeting;
- c. Wash hands/use hand sanitizer before entering the meeting place;
- d. Not currently having a body temperature above 37.5° C based on the Company's examination;
- e. Follow the direction of the meeting committee in implementing physical distancing policies at the meeting place, both before, during and after the meeting is over;
- f. Shareholders/Proxy who are sick, even though their body temperature is still within the normal threshold are not allowed to enter the Meeting venue;
- g. Shareholders/Proxy who are coughing or sneezing at the Meeting venue, are respectfully requested to leave the Meeting venue;
- h. The Company will announce on the Company's website if there are changes and/or additional information regarding the procedures for conducting the Meeting by referring to the latest conditions and developments regarding the prevention of the spread of the COVID-19 virus.

Bogor Regency, June 28, 2022

Directors

PT ARKHA JAYATI PERSADA Tbk