



PT BUYUNG POETRA SEMBADA Tbk
("Company")
INVITATION
ANNUAL GENERAL MEETING ("AGM")

The Board of Directors of PT Buyung Poetra Sembada Tbk ("Company"), hereby would like to invite all of its Shareholders to attend the AGM ("Meeting") which will be held on :

Day and Date : **Wednesday, July 27, 2022**
Time : **14.00 - 16.00 Indonesia Western Time**
Place : **PT Buyung Poetra Sembada Tbk's Hall Room, Koki Fruit Building, 2nd Floor, Jln. Peta Barat No.9A Pegadungan, Kalideres, West Jakarta.**

With the Meeting Agenda as follows:

- 1. Approval of the Company's Annual Report for the 2021 Fiscal Year, including the ratification of the Annual Financial Statements and the Supervisory Report of the Board of Commissioners of the Company, for the financial year ended 31 December 2021, and to provide full release and discharge of responsibility (acquit et de charge) to all members of the Board of Directors and members of the Board of Commissioners of the Company;**

The explanation:

The Company will provide an explanation to shareholders regarding the implementation of the Company's business activities for the financial year ending on 31 December 2021, the 2021 Annual Report, and the financial situation as stated in the Company's Financial Statements for the financial year ending on 31 December 2021. Meetings will be asked to give full release and discharge of responsibility (acquit et de charge) to all members of the Board of Directors and members of the Board of Commissioners of the Company.

- 2. Approval of the stipulation on the Use of Net Profits for the 2021 Financial Year;**

The explanation:

The Meeting will discuss and decide on the use of the Company's net profit for the financial year ended 31 December 2021.

- 3. Appointment of a Public Accountant and Public Accountant Firm to examine and audit the Company's Financial Statements for the financial year 2022, and other periods in the financial year 2022, taking into account the proposals from the Company's Board of Commissioners, as well as authorizing the Board of Directors of the Company to determine the amount of the honorarium. The Public Accountant;**

The explanation:

The Meeting will appoint a Public Accountant who will provide audit services on the Company's annual historical financial information for the financial year ending December 31, 2022, taking into account the recommendations of the Company's Board of Commissioners.

- 4. Approval of the determination of the amount of salary or honorarium and allowances for members of the Board of Commissioners and members of the Board of Directors of the Company;**

The explanation:

The meeting will discuss and decide on the amount of salary or honorarium and allowances for members of the Board of Directors and members of the Board of Commissioners of the Company.



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 www.topikoki.com and the **eASY.KSEI**.
2. Materials related to the Meeting are available at the Company's office as of the Invitation date on **July 05, 2022** and up to the Meeting's date on **July 27, 2022**, as the Company informed above.
3. The shareholder who are entitled to attend or be represented at the Meeting are those whose names are listed in the Shareholders Register of the Company as of the Stock Exchange's closing hour on **July 04, 2022**.
4. Shareholders can participate in the Meeting by either:
 - a. physically attending the Meeting; or
 - b. electronically attending the Meeting through the **eASY.KSEI**.
5. Shareholders who wish to attend electronically, as mentioned in item 4 letter b, must be local individual shareholders who have shares deposited in KSEI's collective custody.
6. Shareholders can utilize the **eASY.KSEI** by accessing **eASY.KSEI** menu, **Login eASY.KSEI** submenu in the AKSes facility (<https://akses.ksei.co.id/>).
7. Prior to participating in the Meeting, shareholders must first read the terms presented in this Invitation, as well as other stipulations related to Meeting as authorized by each Company. Other terms can be found in the attached document on the 'Meeting Info' feature provided in the **eASY.KSEI** and/or Meeting invitations posted at the websites of the respective Company. The Company retains the rights to authorize more terms in relation to shareholders or shareholder representatives' physical participation in the Meeting.
8. Shareholders who wish to physically attend the Meeting or exercise their voting rights through the **eASY.KSEI**, must first inform their attendance or the attendance of their appointed representatives, and/or submit their votes through the **eASY.KSEI**.
9. The deadline for declaring attendance, appointing representatives, or submitting votes through the **eASY.KSEI** is set at 12:00 pm Western Indonesian Time (WIB) 1 (one) business day before the Meeting's date.
10. Prior to entering the Meeting room, all shareholders or their representatives who wish to physically participate in the meeting must first fill in the attendance list and show original proofs of identity.
11. 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

Shareholders or their representatives are provided 3 (three) opportunities to present their questions and/or opinions in discussion in each Meeting



- i. agendas. Questions and/or opinions on each of the Meeting agendas can be submitted in writing by the Shareholders or their representatives through the chat feature in 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. []"*.
 - ii. 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**.
 - iii. 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. Proses Pemungutan Suara/Voting
- 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.
12. To stop the spread of the Covid-19 outbreak, there will be no gifts and/or goody back at this AGM.

Jakarta, July 05, 2022

Board of Directors