



**ANNUAL GENERAL MEETING OF SHAREHOLDERS ("AGMS")  
AND  
EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS ("EGMS")  
PT KDB TIFA FINANCE Tbk  
("Company")**

Day/ Date : Friday / June 16, 2023  
Time : 02.00 p.m (Western Indonesian Time) - finish  
Place : 1. **Physically held at :**  
Pacific Century Place  
Function Room B, Level B1  
Jl. Jend Sudirman Kav. 52-53  
South Jakarta

2. **Electronically organized by the Company using the eASY.KSEI application (<https://akses.ksei.co.id>) provided by PT Kustodian Sentral Efek Indonesia (KSEI).**

**CODE OF CONDUCT OF AGMS AND EGMS**

1. This meeting will be held in Indonesian.
2. In this Meeting, the KSEI Electronic General Meeting System (eASY.KSEI) application was provided by PT Kustodian Sentral Efek Indonesia.
3. All Meeting agendas are discussed on an ongoing basis.
4. Only shareholders whose names are registered in the Company's Register of Shareholders dated May 24, 2023 or their proxies as evidenced by a valid power of attorney in accordance with what is stipulated in the Company's Articles of Association and POJK Number 15/POJK.04/2020 concerning Plans and Implementation General Meeting of Shareholders of Public Companies (POJK 15/2020), who have the right to speak and vote at this Meeting.
5. Each share entitles its holder to cast 1 (one) vote. If a shareholder has more than 1 (one) share, then the shareholder is only asked to vote 1 (one) time and the vote represents all the shares he owns or represents.
6. The Chairman of the Meeting will provide an opportunity for the shareholders or their proxies to ask questions and/or express their opinions before voting on the agenda concerned at the Meeting, with the following procedure :

- Shareholders or their proxies who wish to ask questions and/or express their opinions are asked to fill out a Form which will be distributed to the questioners. The Form must be included the name of the shareholder, the name of the account/custodian holder, the name of the power of attorney if it authorized, the number of shares held, as well as questions. The Form will be taken by the officer and submitted to the Chairman of the Meeting.
  - Then, the Chairman of the Meeting will provide answers or responses one by one and the Chairman of the Meeting may request assistance from members of the Company's Board of Directors, Notary or Public Accounting Firm to answer the questions raised.
  - The question and answer forum will be held for a maximum of 10 minutes (for each Meeting agenda) unless otherwise determined by the Chairman of the Meeting. Given the time constraints, each questioner is given the opportunity to ask a maximum of 2 questions, each questioner for 1 question.
  - For shareholders who are present electronically and are registered on the eASY.KSEI application, submit questions and/or opinions in writing (chat feature), on the eASY.KSEI application, and must write down the name of the shareholder and the number of shares owned, followed by with questions or opinions.
7. Voting is carried out with the following procedure:
- First : Those (shareholders and shareholder proxies **other than e-proxies**) who voted against were asked to raise their hands.
  - Second : Those (shareholders and shareholders' proxies **other than e-proxies**) who cast blank/abstain votes were asked to raise their hands, and the abstention votes were deemed to have cast the same vote as the majority of the voting shareholders.
  - Third : Those (shareholders and shareholder proxies **other than e-proxies**) who do not raise their hands or leave the Meeting room at the time of voting are deemed to agree.

Shareholders and shareholders' proxies **other than e-proxies** who agree, disagree or cast blank votes are asked to fill out a Ballot Card which will be collected by the officers when they raise or do not raise their hands.

- Fourth : shareholders who attend electronically and are registered on the eASY.KSEI application, provide and enter their vote choices for each agenda item of the Meeting, both agree votes, disagree votes and abstain (blank votes), through the eASY.KSEI application, and if does not provide or enter a choice of vote, the eASY.KSEI application will be deemed abstained.

**Health protocols to prevent the spread and handle of COVID-19 prevention in the Meeting environment :**

Meeting participants are requested to comply with the 5M protocol :

- a. Washing hands;
- b. Wearing a mask;
- c. Keep the distance;
- d. Avoiding crowds;
- e. Avoiding physical contact.

This code of conduct is made by taking into account the provisions of the Company's Articles of Association and applicable regulations. Matters that occur during the Meeting that have not been regulated in these Code of Conduct will be determined by the Chairman of the Meeting with due observance of the Company's Articles of Association and applicable regulations.

Jakarta, May 25, 2023

**PT KDB Tifa Finance Tbk**

**Board of Directors**