

# Shareholders' Participation During an Issuer's General Meeting of Shareholders

Electronic General Meeting System (eASY.KSEI) Users Guide

## Reference Document

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## Table of Contents

<b>1</b>	<b>Introduction</b>	<b>2</b>
<b>2</b>	<b>Device Requirements</b>	<b>3</b>
<b>3</b>	<b>Activities Before the GMS</b>	<b>3</b>
3.1	Submitting Attendance Confirmation Before a GMS	3
3.1.1	Selecting Electronic "In Person" Attendance for the GMS	5
3.1.2	Appointing an "Individual Representative" as Your Representative	6
3.1.3	Appointing an "Independent Representative" as Your Representative	11
3.1.4	Appointing an "Intermediary" as Your Representative	13
3.2	Voting Before the GMS	16
3.3	Modifying Your Attendance Confirmation and/or Vote	18
<b>4</b>	<b>Activities during the Day of the GMS</b>	<b>21</b>
4.1	Electronic Attendance Registration Before the GMS	21
4.1.1	Automatic Registration	21
4.1.2	Self-Registration	22
4.1.3	Submitting Attendance Confirmation Before a GMS	25
4.2	Downloading GMS Materials	27
4.3	Participating in a GMS Through the E-Meeting Hall	28
4.4	Viewing GMS Livestream via Zoom Webinar	30
4.5	Submitting Questions/Opinions Verbally	33
4.6	Submitting Questions/Opinions in Writing	34
4.7	Electronic Live Voting at the E-Meeting Hall Screen	38
4.7.1	Changing Participation Status during Electronic Live Voting	38
4.7.2	Participating in the Electronic Live Voting	40
4.8	Monitoring GMS at a Glance	42

## 1 Introduction

This Shareholders' Participation During an Issuer's General Meeting of Shareholders User Guide will instruct you, as a Shareholder registered in the Issuer's Shareholders' List, on how to participate in an Issuer's General Meeting of Shareholders (GMS) through the eASY.KSEI application. As mentioned in the eASY.KSEI application's GMS invitation e-mail, each Shareholder is entitled to participate in the GMS by selecting one of the following mechanisms:

- a. Attend physically; or
- b. Attend the GMS electronically through the eASY.KSEI application.

If you plan to attend a GMS in person, you do not need to create an Attendance Declaration electronically through the eASY.KSEI application. You only need to do the following during the day of the GMS:

- a. You must show your personal identification to verify your data during registration; and
- b. Bring other required documents set by the respective Issuer for the physical participation during the GMS. The additional requirements will be posted through the "Meeting Info" feature in the eASY.KSEI application and/or through an announcement post at the Issuer's official website.

## 2 Device Requirements

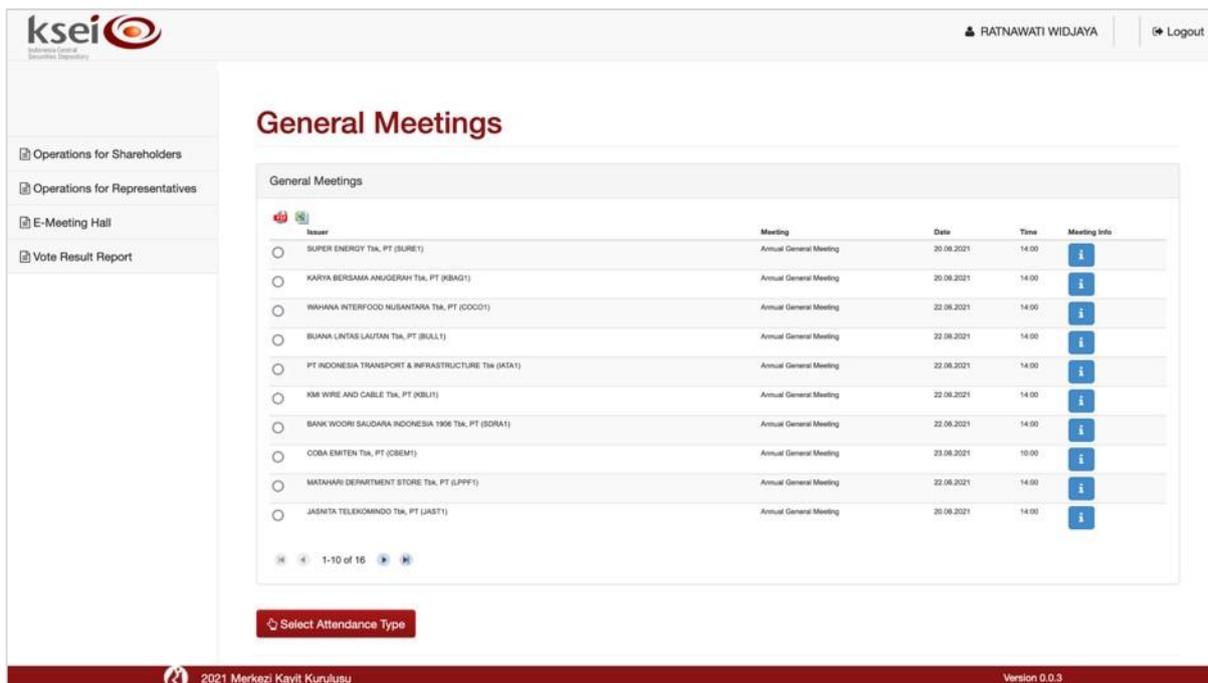
The eASY.KSEI application and the AKSes facility's GMS Livestreaming Module can be accessed by gadgets or electronic devices with practical functions similar to laptop, notebook, or desktop computers. KSEI recommends that all users utilize the **Mozilla Firefox** browser to access the eASY.KSEI application and GMS Livestreaming Module for the best performance and viewing experience. KSEI does not have any special requirements for internet connection for the best experience as it would be determined by each user's own broadband or wireless (3G or 4G/LTE or Wi-Fi) connection.

## 3 Activities Before the GMS

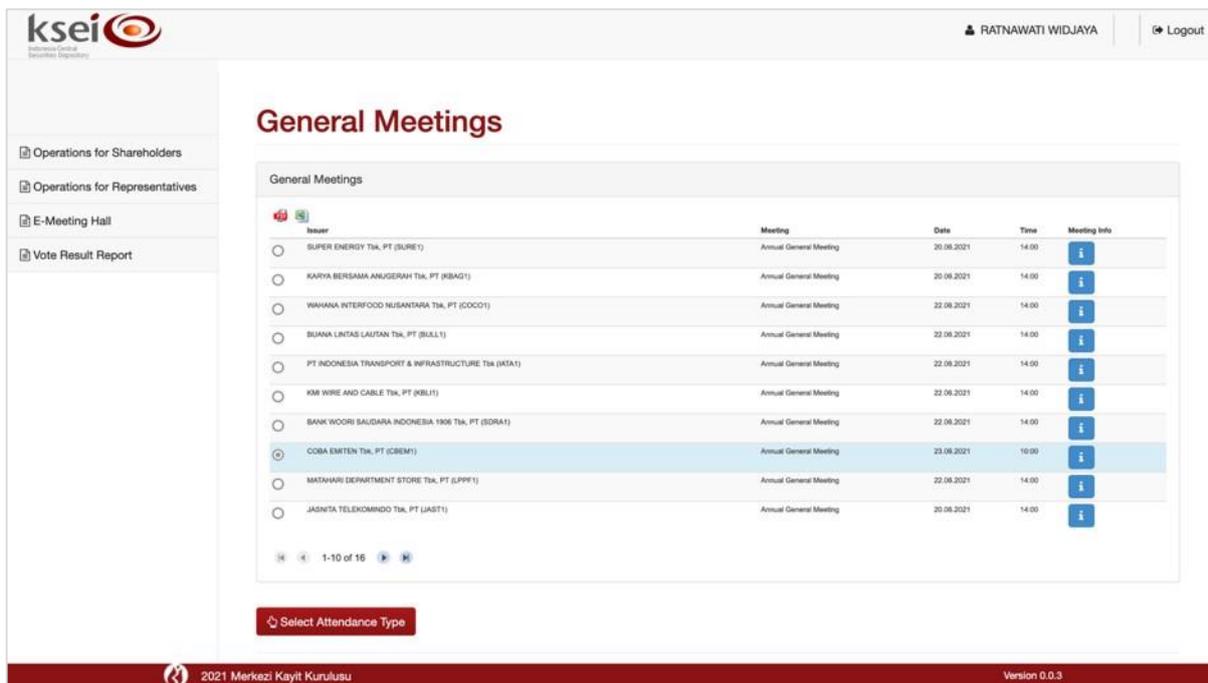
### 3.1 Submitting Attendance Confirmation Before a GMS

If you are an Individual Local Shareholder who wishes to attend the GMS electronically and has received the GMS convocation e-mail from the eASY.KSEI application, you can exercise your voting rights by confirming your participation and submitting your vote through the eASY.KSEI application during the electronic attendance declaration period. The electronic attendance declaration period is a period to submit your attendance confirmation and vote for the Issuer's GMS at the eASY.KSEI application. The period starts from the Issuer's GMS Convocation to 12:00 noon of the working day before the GMS's date. To do this, you must first own a KSEI Securities Ownership Referencing (AKSes) facility account and are registered as a local individual investor user.

1. After accessing the eASY.KSEI application, choose the **Operations for Shareholders** menu. Afterward, you will be able to view the list of Issuer's GMSs where you are registered as a Shareholder in the respective Issuer's Shareholders List.



- To submit your electronic attendance confirmation for the GMS, choose one of the visible GMS in the **Operations for Shareholders** menu, click on the name of your intended Issuer, and click



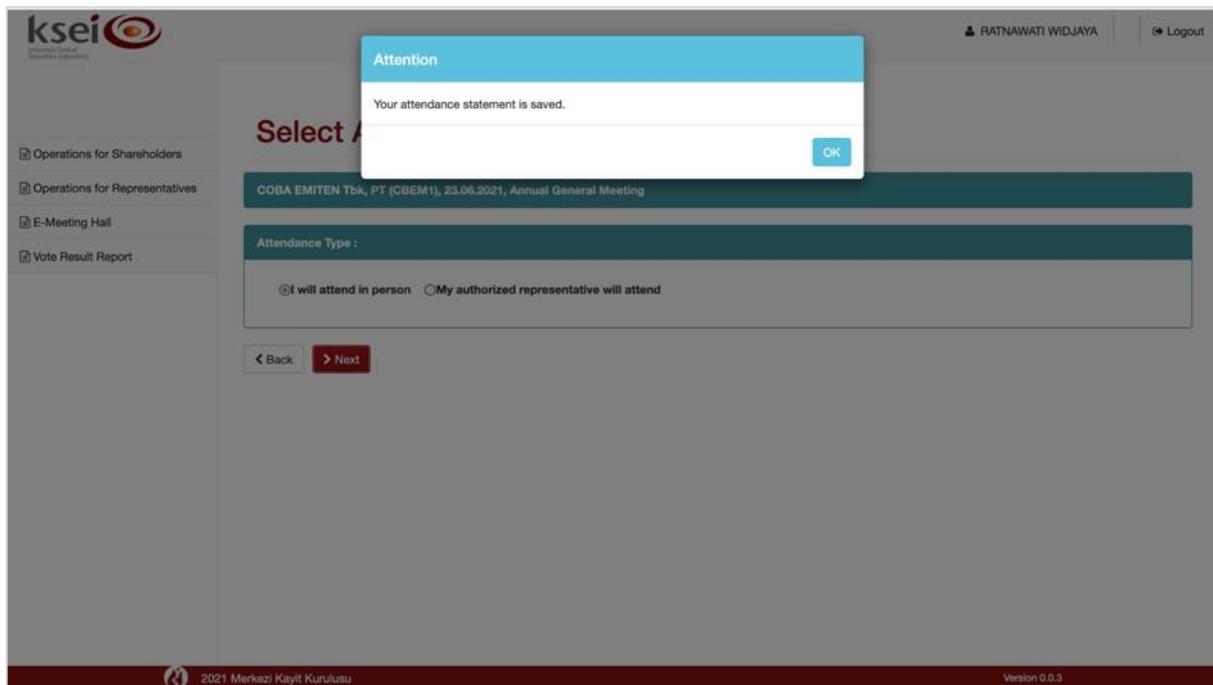
### 3.1.1 Selecting Electronic "In Person" Attendance for the GMS

Follow the instructions below if you decide to electronically attend the Issuer's GMS personally through the eASY.KSEI application.

1. Select **In Person** on the **Select Attendance Type** screen and click **Next** to save your Attendance Confirmation.

The screenshot shows the 'Select Attendance Type' screen in the eASY.KSEI application. The page header includes the KSEI logo and the user name 'RATNAWATI WIDJAYA' with a 'Logout' link. A left sidebar menu contains 'Operations for Shareholders', 'Operations for Representatives', 'E-Meeting Hall', and 'Vote Result Report'. The main content area features a teal header with the meeting title 'COBA EMITEN Tbk, PT (CBEM1), 23.06.2021, Annual General Meeting'. Below this, the 'Attendance Type' section has two radio button options: 'I will attend in person' (which is selected) and 'My authorized representative will attend'. At the bottom of the form area, there are 'Back' and 'Next' buttons. The footer of the application shows '2021 Merkezi Kayit Kurulusu' and 'Version 0.0.3'.

2. Your attendance confirmation has been saved, and the System will automatically send you the **Vote Preference Declaration** screen so you can choose your votes for the Meeting's Agendas. Please note that you must save your votes in the **Vote Preference Declaration** screen if you wish for your electronic attendance during the GMS to be automatically registered in the eASY.KSEI application and counted for the Meeting's Quorum. If you do not save your votes until the end of the electronic attendance declaration period, then your attendance confirmation will not be automatically registered or counted in the Meeting's quorum unless you re-confirm your attendance during the Day of the GMS when the Registrar opens its electronic registration period as specified in subchapter **4.1.3**. For further information on voting before the GMS, please refer to the instructions in subchapter **3.2**.



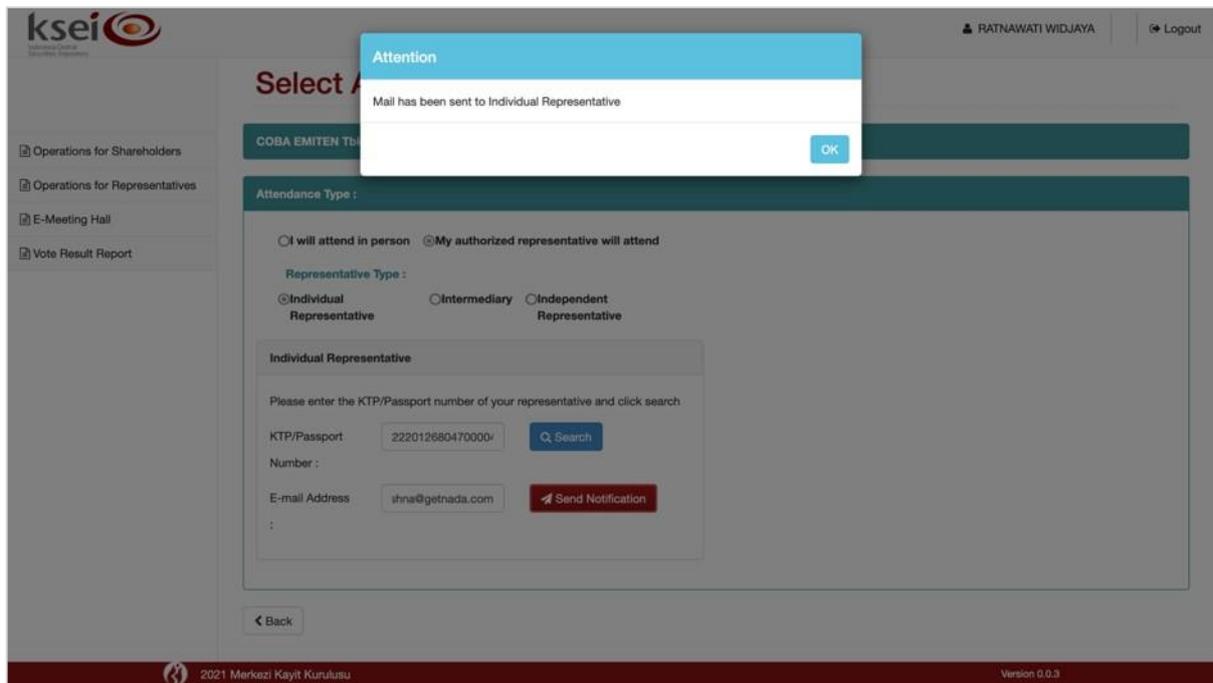
### 3.1.2 Appointing an “Individual Representative” as Your Representative

Follow the instructions below if you decide to appoint an **Individual Representative** to represent you electronically during the day of the GMS. Please ensure that you have your Representative’s identity numbers (NIK/Passport numbers) and e-mail address before starting the representative appointment process through the eASY.KSEI application.

1. Select **My authorized Representative will attend** and select the **Individual Representative** option on the **Select Attendance Type** screen. Next, fill the **KTP/Passport** bracket with the Representative’s identity numbers. Click  so the System could verify whether or not the Representative already has an AKSes facility account, based on the identification numbers you have entered.

2. The System will display an alert if the Representative is not registered yet in the AKSes facility.

3. To send a notification to your Representative, you can enter the person's active e-mail address in the **E-Mail Address** bracket. After you click the  button, the System will send a notification to your Representatives' e-mail address, informing the person to register in the AKSes facility as soon as possible.



4. If the Representative is already registered in AKSes facility, the System will display the Representative's name based on the identification number you have entered. Click **Next** to continue with the process.

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RATNAWATI WIDJAYA Logout

## Select Attendance Type

COBA EMITEN Tbk, PT (CBEM1), 23.06.2021, Annual General Meeting

Attendance Type :

I will attend in person  My authorized representative will attend

Representative Type :

Individual Representative  Intermediary Representative  Independent Representative

Individual Representative

Please enter the KTP/Passport number of your representative and click search

KTP/Passport Number :

User with KTP/Passport Number 31 700004 : SITI ROHMAWATI

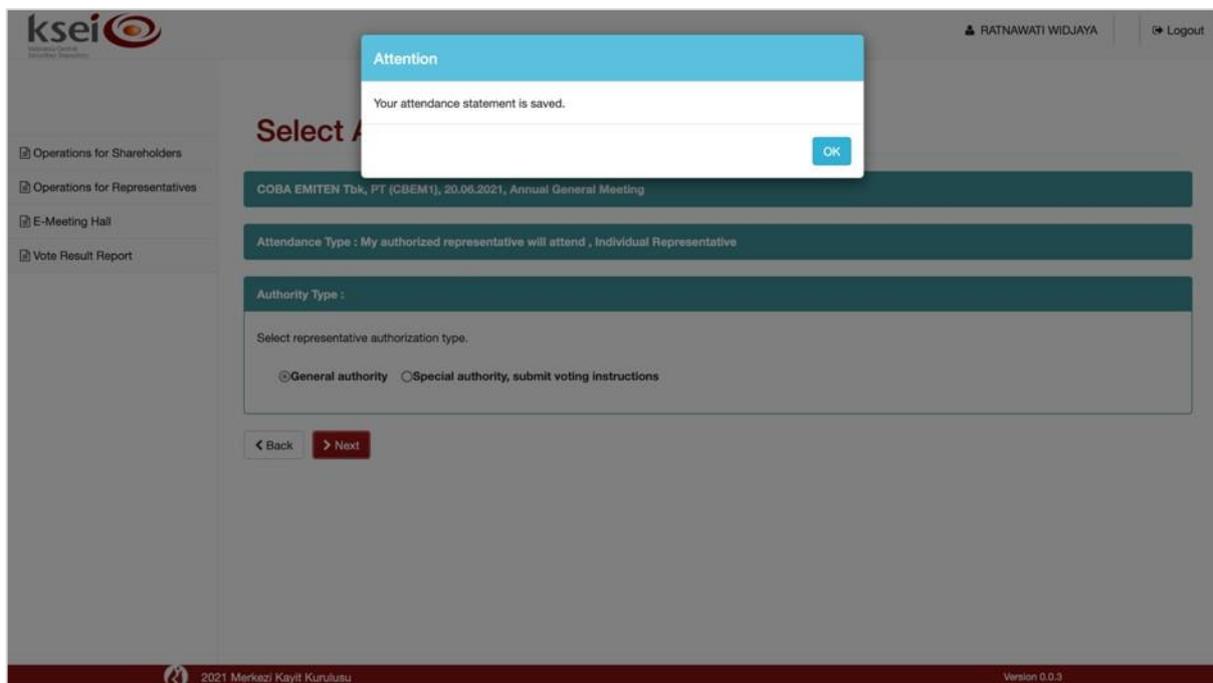
2021 Merkezi Kayit Kuruluşu Version 0.0.3

5. Select an Authority for your Representative and click  to save your input.

- a. Select **General authority** if you gave your voting rights entirely to the Representative so the person could decide on a vote for each of the Meeting's Agendas.
- b. Select **Special authority, submit voting instructions** if you wish to enter your votes for each of the Meeting's Agendas.

The screenshot displays the 'Select Attendance Type' interface within the KSEI system. The page header includes the KSEI logo and the user's name, RATNAWATI WIDJAYA, with a Logout option. A sidebar on the left lists navigation items: Operations for Shareholders, Operations for Representatives, E-Meeting Hall, and Vote Result Report. The main content area features a title 'Select Attendance Type' and a meeting title 'COBA EMITEN Tbk, PT (CBEM1), 20.06.2021, Annual General Meeting'. Below this, the 'Attendance Type' is set to 'My authorized representative will attend, Individual Representative'. The 'Authority Type' section prompts the user to 'Select representative authorization type.' and offers two radio button options: 'General authority' and 'Special authority, submit voting instructions'. At the bottom of the form, there are 'Back' and 'Next' buttons. The footer of the page includes the text '2021 Merkezi Kayit Kuruluşu' and 'Version 0.0.3'.

- You have saved your Representative Appointment. If you selected **General authority**, the System would automatically send you back to the **Operations for Shareholders** menu. If you selected **Special authority, submit voting instructions**, the System would send you automatically to the **Vote Preference Declaration** screen so you can enter your votes for each of the Meeting's Agendas. Please save your votes on the **Vote Preference Declaration** screen if you wish your attendance, which your Individual Representative represents, to be registered automatically during the GMS at the eASY.KSEI application and counted for the Meeting's quorum. If you do not save your votes for the **Special authority** option by the end of the electronic attendance declaration period, then your appointed **Individual Representative** will not be automatically registered, and your attendance will not be counted in the Meeting's quorum unless you re-confirm your attendance during the day of the GMS through self-registration after the Registrar opens its Electronic Registration Period. For further information on how to submit votes before the GMS, please refer to subchapter **3.2**.



### 3.1.3 Appointing an “Independent Representative” as Your Representative

Follow these instructions if you wish to appoint an **Independent Representative** or a Representative provided by the Issuer to represent your attendance electronically during the day of the Issuer’s GMS.

1. Select **My authorized Representative will attend** and the **Independent Representative** option on the **Select Attendance Type** screen. A **Select Independent Rep** column will appear on the screen.

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YOSUA SETO DWI NUGROHO Logout

## Select Attendance Type

COBA EMITEN Tbk, PT (CBEM1), 20.06.2021, Annual General Meeting

Attendance Type :

I will attend in person  My authorized representative will attend

Representative Type :

Individual Representative  Intermediary  Independent Representative

**Independent Representative**

Please select the independent representative that you want to choose as representative and click on continue.

Select

Independent Rep :

< Back Next

2021 Merkezi Kayit Kuruluşu Version 0.0.3

- On the **Select Independent Rep** column, choose one of the available names. Click on to save your input.

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YOSUA SETO DWI NUGROHO Logout

## Select Attendance Type

COBA EMITEN Tbk, PT (CBEM1), 20.06.2021, Annual General Meeting

Attendance Type :

I will attend in person  My authorized representative will attend

Representative Type :

Individual Representative  Intermediary  Independent Representative

**Independent Representative**

Please select the independent representative that you want to choose as representative and click on continue.

Select

Independent Rep :

< Back Next

2021 Merkezi Kayit Kuruluşu Version 0.0.3

- Your attendance confirmation has been saved, and you will be automatically sent to the **Vote Preference Declaration** screen to enter your voting preference for the Meeting's Agendas. Please note that you must save your vote selection on the **Vote Preference Declaration** screen if you wish your attendance in the GMS, represented by an **Independent Representative**, to be automatically registered in the eASY.KSEI application and counted in the Meeting's quorum. If

you have not saved your vote until the end of the electronic attendance declaration period, then your appointed **Independent Representative** will not be automatically registered, and your attendance will not be counted for the Meeting's quorum unless you self-register during the day of the GMS when the Registrar opens its electronic registration period. Further information on entering votes before the GMS can be referenced in subchapter **3.2**.

The screenshot displays the KSEI web application interface. At the top left is the KSEI logo. The user is logged in as YOSUA SETO DWI NUGROHO. A modal window titled "Attention" is centered on the screen, displaying the message "Your attendance statement is saved." with an "OK" button. The background screen is titled "Select Attendance Type" and shows the following options:

- I will attend in person
- My authorized representative will attend

Under "Representative Type":

- Individual Representative
- Intermediary
- Independent Representative

The "Independent Representative" section is expanded, showing the instruction: "Please select the independent representative that you want to choose as representative and click on continue." Below this is a dropdown menu with the selected value "0604111502730002 - FERU KISWONDO". There is also a "Rep:" label. At the bottom of the form are "Back" and "Next" buttons. The footer of the page includes "2021 Merkezi Kayıt Kuruluşu" and "Version 0.0.3".

### 3.1.4 Appointing an “Intermediary” as Your Representative

Follow the instructions below if you wish to appoint an **Intermediary** or the Participant (Securities Company/Broker/Custodian Bank), which manages your Securities Account, as a Representative to attend electronically during the day of the Issuer's GMS.

1. Select **My authorized Representative will attend** and then select the **Intermediary** option on the **Select Attendance Type** screen. The following disclaimer will appear.

The screenshot shows the eASY.KSEI application interface. A blue dialog box titled "Attention" is overlaid on the screen, containing the following text: "By clicking this button, the Shareholder hereby declare and grants that Participants/Intermediaries have sufficient authorization from the Shareholder to substitute the proxy to the third party along with the right to revoke any substitution granted as the Participants/Intermediaries considered appropriate." Below the text is an "OK" button. The background form is titled "Select Organization" and includes a "COBA EMITEN TB" header. The form has sections for "Attendance Type" (with radio buttons for "I will attend in person" and "My authorized representative will attend"), "Representative Type" (with radio buttons for "Individual Representative", "Intermediary", and "Independent Representative"), and "Intermediary Institution" (with a dropdown menu labeled "Please Select"). At the bottom of the form are "Back" and "Next" buttons. The footer of the application shows "2021 Merkezi Kayit Kurulusu" and "Version 0.0.3".

Each Participant (**Intermediary**) or Securities Company/Broker/Custodian Bank is registered in the eASY.KSEI application has the power to behest the authority it received from a Shareholder through eASY.KSEI application directly to a Substitute Representative if certain conditions prevent the Participant from accepting the appointment and representing the Shareholder during an Issuer's GMS. The Substitute Representative is called an **Independent Representative** in the eASY.KSEI application.

- Click  if you agree with the disclaimer. The **Select Organization** column will then appear on the screen. Select one of the participant companies in the column and then click  to save your inputs.

The screenshot displays the 'Select Attendance Type' interface. At the top, the KSEI logo and user information 'RATNAWATI WIDJAYA' are visible. The main heading is 'Select Attendance Type'. Below this, a teal banner identifies the meeting: 'COBA EMITEN Tbk, PT (CBEM1), 20.06.2021, Annual General Meeting'. The 'Attendance Type' section offers two radio button options: 'I will attend in person' and 'My authorized representative will attend'. Under 'My authorized representative will attend', there are three radio button options for 'Representative Type': 'Individual Representative', 'Intermediary Representative' (which is selected), and 'Independent Representative'. A section titled 'Intermediary Institution' contains the instruction: 'Please select the intermediary organization that you want to choose as representative and click on continue.' Below this, a dropdown menu for 'Select Organization' is open, showing 'PT. T SEKURITAS INDONESIA TBK' as the selected option. At the bottom of the form, there are 'Back' and 'Next' buttons. The footer of the application shows '2021 Merkezi Kayit Kuruluşu' and 'Version 0.0.3'.

- You have saved your attendance confirmation and will be automatically directed to the **Vote Preference Declaration** screen to select your vote preference for the Meeting's Agendas. By choosing the **Intermediary** appointment type, you have acknowledged that whether or not you inputted your vote preference in the **Vote Preference Declaration** screen, your appointed Representative must re-Register electronically during the day of the GMS after the Registrar has opened its Electronic Attendance Period in the eASY.KSEI application. If your appointed **Intermediary** fails to do this, your shares will not be counted in the GMS's quorum. Further information on submitting vote preferences before the GMS can be referred to in subchapter **3.2**.

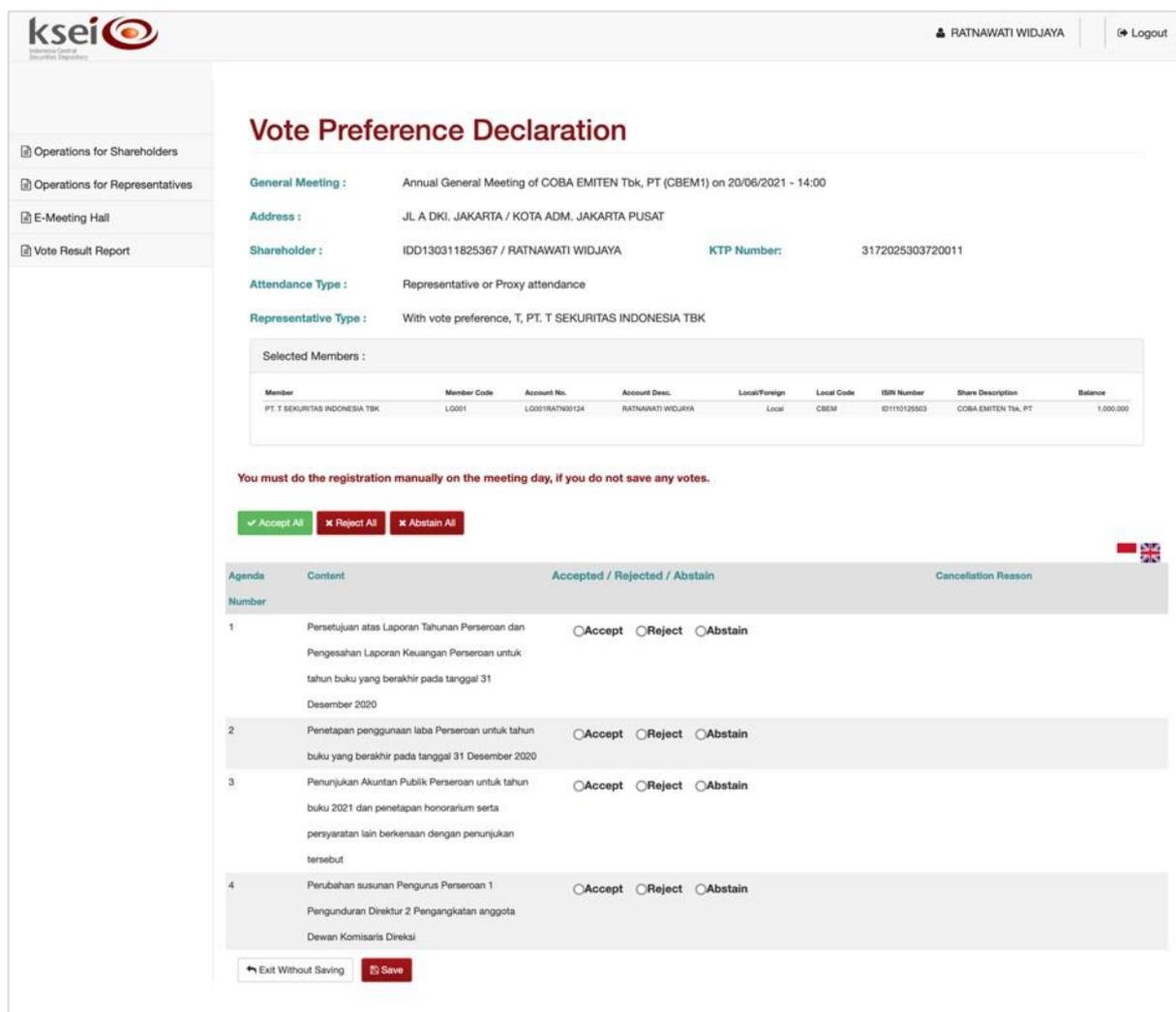
The screenshot shows the 'Attendance Type' selection screen in the KSEI eASY application. The user is logged in as RATNAWATI WIDJAYA. The screen title is 'COBA EMITEN Tbk, PT (CBEM1), 20.06.2021, Annual General Meeting'. The 'Attendance Type' section has two radio buttons: 'I will attend in person' (unselected) and 'My authorized representative will attend' (selected). Under 'My authorized representative will attend', there are three radio buttons for 'Representative Type': 'Individual Representative' (unselected), 'Intermediary Representative' (selected), and 'Independent Representative' (unselected). Below this, there is a section for 'Intermediary Institution' with a dropdown menu showing 'PT. T SEKURITAS INDONESIA TBK'. At the bottom, there are 'Back' and 'Next' buttons. An 'Attention' dialog box is overlaid on top, displaying the message 'Your attendance statement is saved.' and an 'OK' button.

### 3.2 Voting Before the GMS

After you have confirmed your attendance to the Issuer's GMS, you are now able to vote for each of the Meeting's Agendas. Please note that the instructions in this subchapter do not apply if you have appointed an **Individual Representative** with a general authority, as the Representative will automatically vote for you when the Representative electronically attends the Meeting on your behalf through the eASY.KSEI application (**Representative is given general authorization**).

1. You will be directed to the **Vote Preference Declaration** Screen. This screen is divided into two portions. The upper portion will show an information summary of your attendance declaration during the GMS, such as the name of the GMS's organizer; your address, SID number, and NIK number as a Shareholder; and information on your participation in the respective GMS.
2. In the lower portion of the screen, you will be able to view a voting form which you can fill out based on your voting preference. There are three voting options that you can select: **Accept**, **Reject**, and **Abstain**. The eASY.KSEI application has also prepared a quick button that you can use if you have the same voting preference for all of the Meeting's Agendas.:
  - ✦ Click  if you would like to send an "Accept" vote for all of the Meeting's Agendas;
  - ✦ Click  if you would like to send a "Reject" vote for all of the Meeting's Agendas; or
  - ✦ Click  if you would like to send an "Abstain" vote or not vote for all of the Meeting's Agenda.
3. Completing the process on this screen:

- ✦ Click  to save your voting preference. A notification will appear after your votes are saved. You will then be directed back to the **Operations for Shareholders** menu, and your votes will be saved as **Votes are Recorded** (if you electronically attend the GMS personally) or **Representatives' Votes are Determined** (if a Representative is electronically representing you).
- ✦ Click  if you choose not to enter any votes. You will be directed back to the **Operations for Shareholders** menu, and your voting status will become **Votes are NOT Recorded**.



**ksei**  RATNAWATI WIDJAYA 

### Vote Preference Declaration

**General Meeting :** Annual General Meeting of COBA EMITEN Tbk, PT (CBEM1) on 20/06/2021 - 14:00

**Address :** JL A DKI, JAKARTA / KOTA ADM. JAKARTA PUSAT

**Shareholder :** IDD130311825367 / RATNAWATI WIDJAYA **KTP Number:** 3172025303720011

**Attendance Type :** Representative or Proxy attendance

**Representative Type :** With vote preference, T, PT, T SEKURITAS INDONESIA TBK

**Selected Members :**

Member	Member Code	Account No.	Account Desc.	Local/Foreign	Local Code	ISIN Number	Share Description	Balance
PT. T SEKURITAS INDONESIA TBK	LG001	LG001RATNAWATI	RATNAWATI WIDJAYA	Local	CBEM	ID110125903	COBA EMITEN Tbk, PT	1,000,000

You must do the registration manually on the meeting day, if you do not save any votes.

Agenda Number	Content	Accepted / Rejected / Abstain	Cancellation Reason
1	Persetujuan atas Laporan Tahunan Perseroan dan Pengesahan Laporan Keuangan Perseroan untuk tahun buku yang berakhir pada tanggal 31 Desember 2020	<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Abstain	
2	Penetapan penggunaan laba Perseroan untuk tahun buku yang berakhir pada tanggal 31 Desember 2020	<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Abstain	
3	Penunjukan Akuntan Publik Perseroan untuk tahun buku 2021 dan penetapan honorarium serta persyaratan lain berkenaan dengan penunjukan tersebut	<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Abstain	
4	Perubahan susunan Pengurus Perseroan 1 Pengunduran Direktur 2 Pengangkatan anggota Dewan Komisaris Direksi	<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Abstain	

- You may see additional information regarding the GMS's Agendas when you submit your voting preferences. The following are the additional information that may appear:

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Indonesia Central Securities Exchanges

RATNAWATI WIDJAYA Logout

## Vote Preference Declaration

General Meeting : Annual General Meeting of COBA EMITEN Tbk, PT (CBEM1) on 23/06/2021 - 10:00

Address : GD. NOBLE HOUSE LT.12 JL. DR. IDE ANAK AGUNG GDE AGUNG KAVE.4-2 SUB6-7 NO.2 KUNINGAN TIMUR SETIABUDI DKI. JAKARTA / KOTA ADM. JAKARTA SELATAN

Shareholder : IDD130311825367 / RATNAWATI WIDJAYA      KTP Number: 3172025303720011

Attendance Type : Shareholder participation by electronic means

Representative Type :

Selected Members :

Member	Member Code	Account No.	Account Desc.	Local/Foreign	Local Code	ISIN Number	Share Description	Balance
PT. T SEKURITAS INDONESIA Tbk	LD001	LD001889920144	RATNAWATI WIDJAYA	Local	CBEM	ID111012593	COBA EMITEN Tbk, PT	6.000.000

You must do the registration manually on the meeting

Agenda Number	Content	Accept	Reject	Abstain	Cancellation Reason
1	Laporan Realisasi Penggunaan Dana Hasil Penawaran Umum Perseroan dan Pengesahan Laporan Realisasi Penggunaan Dana Penyertaan Modal Negara (PMN) Perseroan.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2	Penetapan penggunaan laba bersih termasuk pembagian dividen untuk Tahun Buku 2020	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3	Penetapan Insentif Kinerja untuk anggota Direksi dan Dewan Komisaris Perseroan Tahun Buku 2020 dan gaji/honorarium berikut fasilitas dan tunjangan Tahun Buku 2021.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4	Persetujuan penunjukan Kantor Akuntan Publik untuk melakukan audit Laporan Keuangan Perseroan Tahun Buku 2020.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5	Persetujuan Perubahan Anggaran Dasar Perseroan.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6	Persetujuan Perubahan Pengurus Perseroan.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Internal Issues
7	Pengesahan Laporan Tahunan termasuk Laporan Keuangan Program Kemitraan dan Program Bina Lingkungan Tahun Buku 2020 sekaligus pemberian pelunasan dan pembebasan tanggung jawab sepenuhnya (voledig acquit et de charge) kepada Direksi dan Dewan Komisaris Perseroan atas pengurusan dan pengawasan Program Kemitraan dan Program Bina Lingkungan yang telah dijalankan selama Tahun Buku 2020.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Internal Issues

If you see a Meeting Agenda with red text, it means that the Issuer has marked this Agenda as one with a conflict of interest with a specific shareholder. If you could still vote for this Agenda, it means that you do not have a conflict of interest with the respective Agenda.

If you see a note in the Cancellation Reason column, it means that the Issuer has canceled the Agenda after the GMS Convocation. You cannot vote for Meeting Agendas that has been canceled by the Issuer.

### 3.3 Modifying Your Attendance Confirmation and/or Vote

You can still modify your attendance confirmation and/or voting preferences previously saved in the eASY.KSEI application as long as it is within the electronic declaration input period, which starts from D-1 (day before the GMS) at 12:00 WIB and up until the date of Issuer's GMS. Please follow the instructions in this subchapter on how to change your saved data.

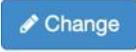
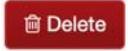
1. On the **Operations for Shareholders** screen, you will see a list of your confirmed attendances in the **Your Saved Options** table.

The screenshot shows the KSEI (Indonesia Central Securities Clearing) interface for General Meetings. The user is logged in as ICHSAN SUTOMO. The main heading is 'General Meetings'. Below it, there is a table of general meetings for various issuers. A 'Select Attendance Type' button is visible. Below that, a 'Your Saved Options' table is highlighted, showing a saved attendance record for COBA EMITEN TKA, PT (CBEM1) on 20.06.2021 at 14.00, with an attendance preference of 'In person' and the attendee 'ICHSAN SUTOMO'. The table also indicates that votes are not recorded.

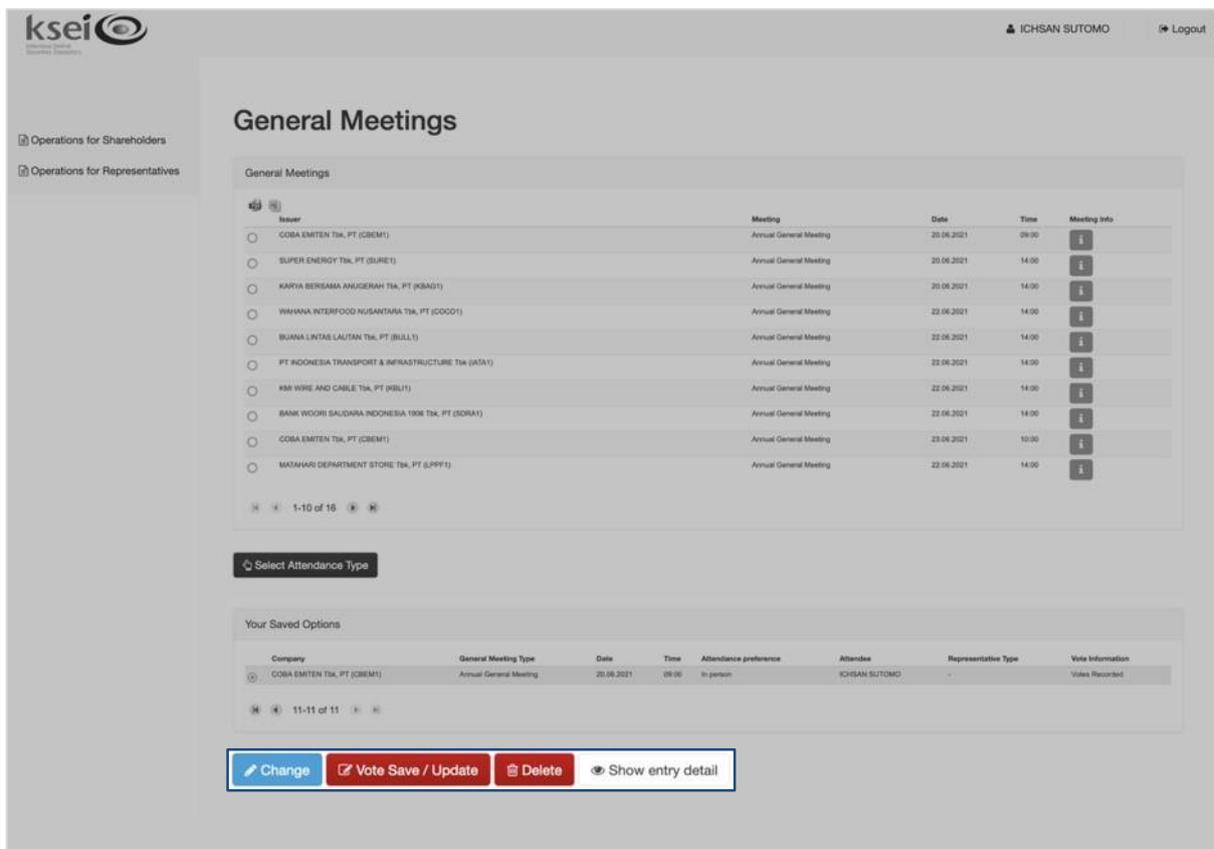
Issuer	Meeting	Date	Time	Meeting Info
COBA EMITEN TKA, PT (CBEM1)	Annual General Meeting	20.06.2021	14.00	[Info]
RELIANCE SEKURITAS INDONESIA TKA, PT (RELI1)	Annual General Meeting	20.06.2021	14.00	[Info]
MADUSARI SURBI INDAH TKA, PT (MOLI1)	Annual General Meeting	22.06.2021	14.00	[Info]
BINTANG MTRKA SEMESTARAYA TKA, PT (BSMR1)	Annual General Meeting	22.06.2021	14.00	[Info]
ATMINDO TKA, PT (AMN1)	Annual General Meeting	21.06.2021	09.25	[Info]
COBA EMITEN TKA, PT (CBEM1)	Annual General Meeting	22.06.2021	14.00	[Info]

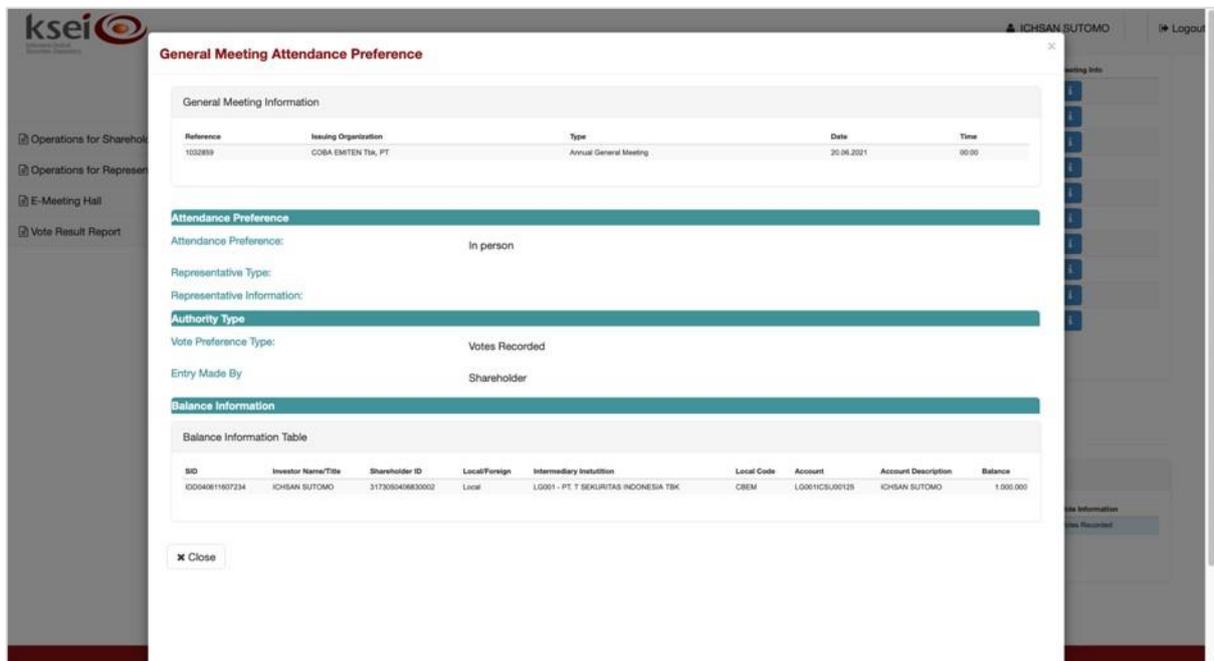
Company	General Meeting Type	Date	Time	Attendance preference	Attendee	Representative Type	Vote Information
COBA EMITEN TKA, PT (CBEM1)	Annual General Meeting	20.06.2021	14.00	In person	ICHSAN SUTOMO	-	Votes are NOT Recorded

2. Click one of the buttons below to perform your changes.
  - a. Click  to change your attendance information for the GMS. For example, if you previously appointed an **Individual Representative** to attend, you may now change it to **In Person** if you decide to electronically attend the GMS by yourself.
  - b. Click  to change the voting preferences that you have previously saved. You can also use this button if you previously have not entered your vote selection for a Meeting Agenda.
  - c. Click  to delete the attendance confirmation and votes you have saved before.

The following is a screen sample of a successful modification process:



3. Click [Show entry detail](#) to view the details on your attendance in the GMS, as you have submitted into the eASY.KSEI application.



## 4 Activities during the Day of the GMS

### 4.1 Electronic Attendance Registration before the GMS

During the day of the GMS, the Registrar will open its Electronic Attendance Registration period in the eASY.KSEI application, at the latest two hours before the Issuer's GMS starts.

#### 4.1.1 Automatic Registration

If you have submitted your attendance confirmation by selecting **In Person**, or to electronically attend the Issuer's GMS by yourself through the eASY.KSEI application, and if you have submitted **at least** one vote for one meeting Agenda during the electronic attendance declaration period, you will be automatically registered when the Registrar opens its Electronic Attendance Registration period in the eASY.KSEI application.

1. On the day of the GMS, if you open the Meeting Access screen in the E-Meeting Hall menu before the Registrar opens its Electronic Attendance Registration period, you will see that the respective GMS data will show a "Registration is not started yet" status.

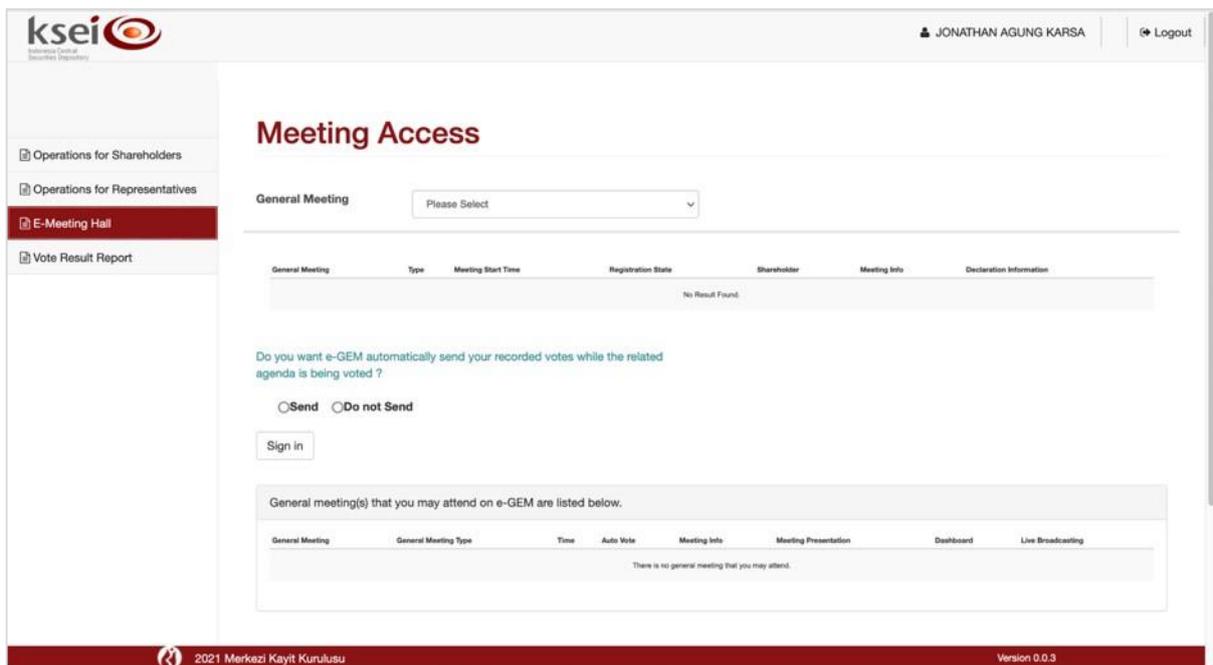
2. After the Registrar opens the Electronic Attendance Registration period, your attendance will be automatically registered for the Issuer's GMS in the eASY.KSEI application and the GMS data will move to the lower part of the **Meeting Access** screen.

The screenshot displays the 'Meeting Access' interface. At the top left is the KSEI logo. The top right shows the user name 'ICHSAN SUTOMO' and a 'Logout' link. The left sidebar contains navigation items: 'Operations for Shareholders', 'Operations for Representatives', 'E-Meeting Hall', and 'Vote Result Report'. The main content area is titled 'Meeting Access' and features a dropdown menu labeled 'General Meeting' with the text 'Please Select'. Below this is a table with the following columns: 'General Meeting', 'Type', 'Meeting Start Time', 'Registration State', 'Shareholder', 'Meeting Info', and 'Declaration Information'. The table currently shows 'No Result Found.'. Below the table, there is a question: 'Do you want e-GEM automatically send your recorded votes while the related agenda is being voted?' with radio buttons for 'Send' and 'Do not Send', and a 'Sign in' button. At the bottom, a section titled 'General meeting(s) that you may attend on e-GEM are listed below.' contains a table with columns: 'General Meeting', 'General Meeting Type', 'Time', 'Auto Vote', 'Meeting Info', 'Meeting Presentation', 'Dashboard', and 'Live Broadcasting'. The table lists one meeting: 'COBA EMITEN Tbk, PT' with type 'Annual General Meeting', time '09:00', and 'Send' as the auto vote option. It also includes icons for meeting info, presentation, dashboard, and live broadcasting.

#### 4.1.2 Self-Registration

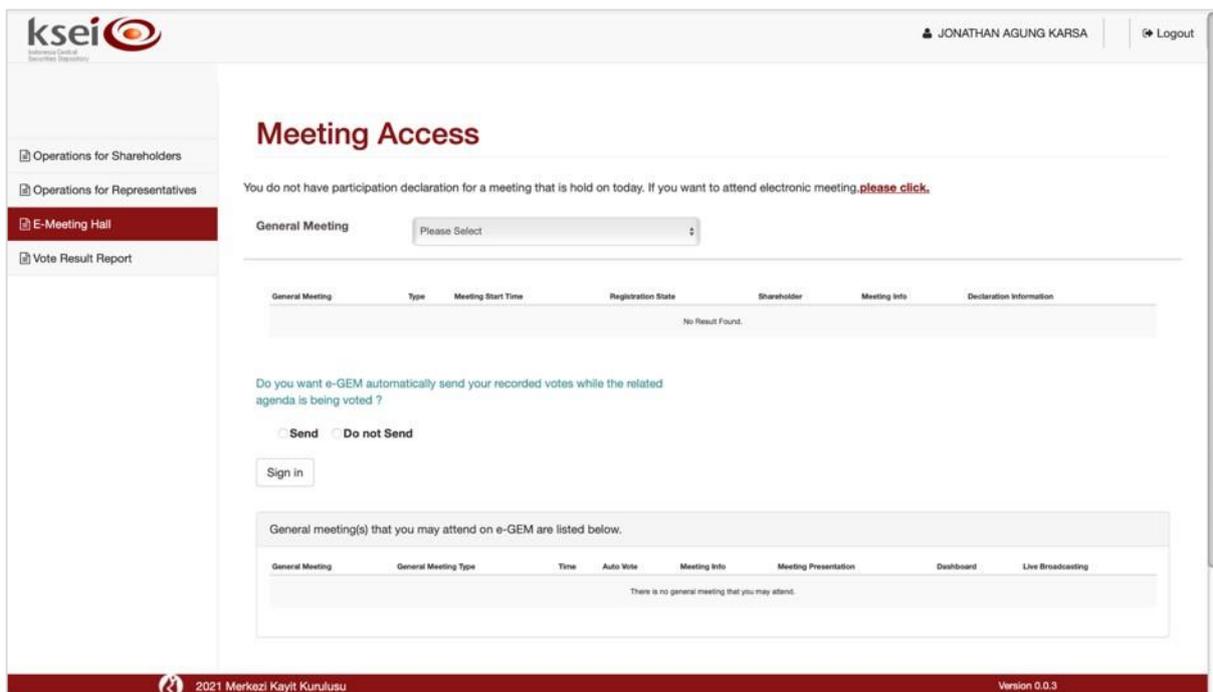
If you are a Local Individual Shareholder who has missed the electronic attendance declaration period before the GMS, you can still participate in the Meeting by self-registering during the day of the GMS. This option is only available if you are a Local Individual Shareholder who owns an AKSes facility account and wish to electronically attend the GMS by yourself through the eASY.KSEI application. **The option to appoint a representative to electronically attend the GMS on your behalf is unavailable during the day of the GMS.**

Unlike Shareholders who have declared their attendance through the eASY.KSEI application before the day of the GMS, if you open the **Meeting Access** screen in the **E-Meeting Hall** menu before the Registrar opens the Electronic Attendance Registration period, you will not be able to see the GMS data of the Meeting you wish to attend that day.

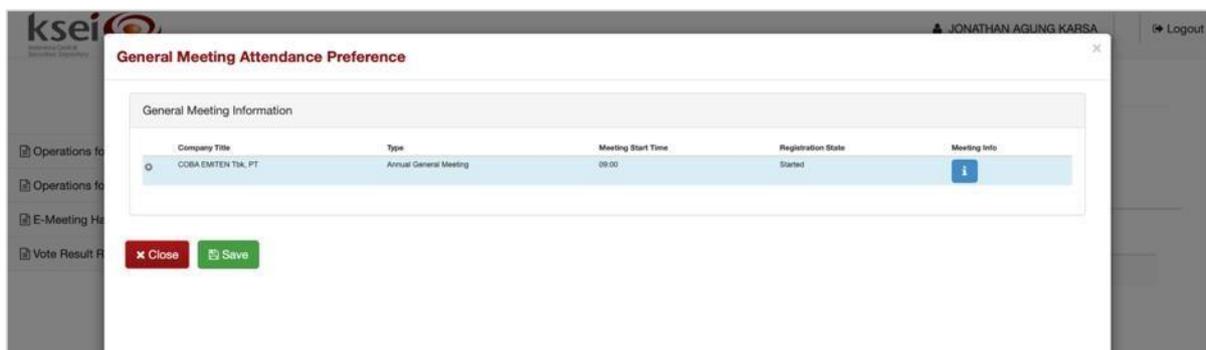


You will only be able to confirm your electronic attendance in the GMS by self-registering through the eASY.KSEI application after the Electronic Attendance Registration period is opened. You will only be able to do this until the Registrar closes the registration period and before the Issuer starts the GMS.

1. On the **Meeting Access** screen in the **E-Meeting Hall** menu, you will see this text on the top portion of the screen: *You do not have participation declaration for a meeting that is hold on today. If you want to attend electronic Meeting **please click.*** Move your cursor to the link and click on it.

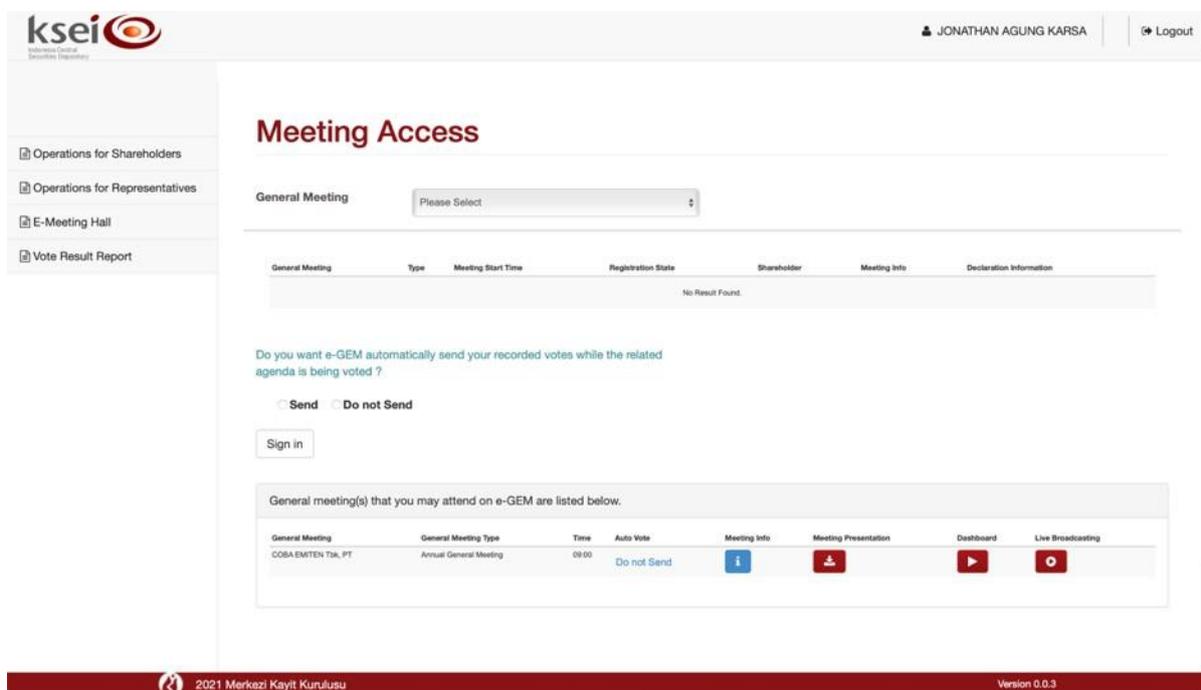


- The **General Meeting Attendance Preference** window will appear with a list of GMSs held that day and have you listed in their Shareholder List, but you have not declared your attendance to the GMSs. Select the GMS you wish to attend and click  to save your attendance declaration. Click  if you wish to close the window.



- Congratulations! You have successfully electronically registered to the Issuer's GMS. At the appointed time, you will be able to attend the GMS by yourself by following the GMS hours determined by the Issuer.

Since you did not submit your attendance information and voting preference during the pre-GMS electronic declaration period, you can join the live voting during the GMS. Please refer to subchapter **4.7.2** for further information.



### 4.1.3 Submitting Attendance Confirmation Before a GMS

Follow the instructions below if you, as a Local Individual Shareholder, have submitted your attendance confirmation during the pre-GMS electronic attendance declaration period (before the day of the GMS) but have not submitted your vote for **at least** one meeting Agenda. In this case, you still need to re-confirm before the Issuer opens the electronic live voting.

The screenshot displays the 'Meeting Access' interface. At the top left is the KSEI logo. The user is logged in as 'LANNY DHARMA'. The main heading is 'Meeting Access'. Below it, there's a 'General Meeting' dropdown menu. A table lists meeting details:

General Meeting	Type	Meeting Start Time	Registration State	Shareholder	Meeting Info	Declaration Information
COBA EMITEN Tbk. PT	Annual General Meeting	09:00	Registration is started	LANNY DHARMA	<a href="#">i</a>	<a href="#">i</a>

Below the table, a question asks: 'Do you want e-GEM automatically send your recorded votes while the related agenda is being voted?'. There are two radio buttons: 'Send' and 'Do not Send'. A 'Sign in' button is located below the question.

At the bottom, a section titled 'General meeting(s) that you may attend on e-GEM are listed below.' contains another table:

General Meeting	General Meeting Type	Time	Auto Vote	Meeting Info	Meeting Presentation	Dashboard	Live Broadcasting
EMITEN A Tbk. PT	Annual General Meeting	10:00	<a href="#">Send</a>	<a href="#">i</a>	<a href="#">Download</a>	<a href="#">Dashboard</a>	<a href="#">Live Broadcasting</a>

1. The GMS Data on the upper portion of your **Meeting Access** screen will not be automatically moved to the lower part of the screen because you have not submitted your votes for all of the Meeting's Agendas. On this screen, a text will appear: *Do you want e-GEM automatically to send your recorded votes while the related Agenda is being voted?*

To still participate in the live voting after the Issuer has opened it in the **E-Meeting Hall** screen, please select  **Do not Send** so you will still have the opportunity to join the live voting.

**Meeting Access**

General Meeting: 09.00 - COBA EMITEN Tbk, PT

General Meeting	Type	Meeting Start Time	Registration State	Shareholder	Meeting Info	Declaration Information
COBA EMITEN Tbk, PT	Annual General Meeting	09.00	Registration is started	LANNY DHARMA	<a href="#">i</a>	<a href="#">i</a>

Do you want e-GEM automatically send your recorded votes while the related agenda is being voted ?

Send  Do not Send

**Sign in** Your recorded vote will be sent automatically when the meeting starts without the need to click any button. If you have not save your votes, select "Do not send" option.

General meeting(s) that you may attend on e-GEM are listed below.

General Meeting	General Meeting Type	Time	Auto Vote	Meeting Info	Meeting Presentation	Dashboard	Live Broadcasting
EMITEN A Tbk, PT	Annual General Meeting	10:00	<a href="#">Send</a>	<a href="#">i</a>	<a href="#">Download</a>	<a href="#">Dashboard</a>	<a href="#">Live Broadcasting</a>

Merkezi Kayıt Kurulusu Version 0.0.3

- Click the [Sign in](#) button to send your selection, and the System will mark you to be able to join the electronic live voting. Afterward, the GMS data will move to the lower part of the **Meeting Access** screen, indicating that you are now registered in the GMS and counted in the Meeting's quorum.

The screenshot displays the 'Meeting Access' screen in the eASY.KSEI application. A blue notification box at the top center reads: 'Attention: You have successfully signed in. Please click on "Live Broadcasting" icon below to attend the general meeting.' Below the notification, there is a 'Sign in' button. A table lists general meetings that the user can attend. The table has columns for General Meeting, General Meeting Type, Time, Auto Vote, Meeting Info, Meeting Presentation, Dashboard, and Live Broadcasting. Two meetings are listed: 'EMITEN Tbk, PT' and 'COBA EMITEN Tbk, PT'. Both are 'Annual General Meeting' type. The first meeting is at 10:00 with 'Send' auto vote, and the second is at 09:00 with 'Do not Send' auto vote. Each row includes an information icon, a download icon, a play button, and a live broadcasting icon.

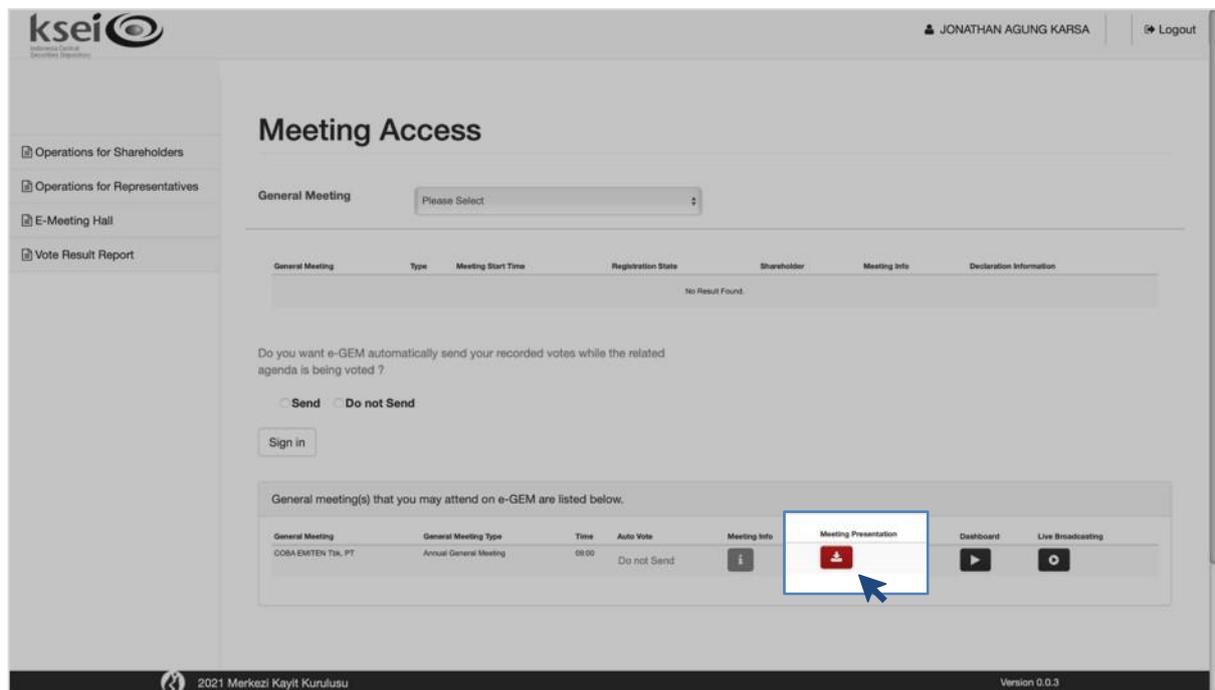
General Meeting	General Meeting Type	Time	Auto Vote	Meeting Info	Meeting Presentation	Dashboard	Live Broadcasting
EMITEN Tbk, PT	Annual General Meeting	10:00	Send				
COBA EMITEN Tbk, PT	Annual General Meeting	09:00	Do not Send				

1 Merkezi Kayit Kurulusu Version 0.0.3

## 4.2 Downloading GMS Materials

Before the GMS starts, the Issuer can provide copies of the Meeting's materials, which can be displayed by the Issuer during GMS's presentation, in the eASY.KSEI application. The GMS materials are also available for download through the **Meeting Presentation** feature in the **Meeting Access** screen after you are registered (either automatically or self-registered).

1. In the lower part of the **Meeting Access** screen, check the list of GMSs you wish to attend electronically. Click on the icon in the GMS's data to download the GMS's materials.



2. The GMS material file will be automatically saved to your device. If there are no files saved, it means that the Issuer has not provided any GMS material in the eASY.KSEI application. You can contact the Issuer directly for the availability of the GMS material.

### 4.3 Participating in a GMS Through the E-Meeting Hall

During the appointed time of the Issuer's GMS that you wish to attend, open the eASY.KSEI application to participate in the GMS through the **Meeting Access** screen. By using the eASY.KSEI application, you are able to attend more than one GMS simultaneously.

1. On the **Meeting Access** screen, click the  icon for the GMS you wish to attend.
2. Afterward, the **E-Meeting Hall** screen will open as follows:

The screenshot shows the 'Watch the General Meeting' interface for COBA EMITEN Tbk, PT ANNUAL GENERAL MEETING. The interface is divided into several sections:

- Agenda:** A table listing meeting items with columns for Item No., Content, and Result.
- Agenda Item Discussed/Voted:** A table for tracking the current discussion, with columns for Item No., Item Content, Term, and Status.
- Electronic Opinions:** A text input field for submitting opinions, with a character limit of 600.
- Voting Field:** A table for tracking voting results, with columns for Local Code, Share Description, Nominal Value, Total Accept, Total Reject, and Total Abstain.
- General Meeting Flow Text:** A text area for displaying meeting updates, currently showing '> Meeting has not started yet.'

Callout boxes identify the 'Agenda', 'Electronic Opinions', 'Voting Field', and 'Flow Text Entry' sections.

Information on the Meeting Agendas for the GMS in the **E-Meeting Hall** screen will be divided into two: **Agenda** and **Agenda Item Discussed/Voted**. On the **Agenda** column, you can see a list of the GMS Agendas. In the **Agenda Item Discussed/Voted** column, you can view the details of the GMS Agenda currently being discussed or voted.

You can use the **Electronic Opinions** column to submit questions or opinions after the discussion session for each Agenda has been opened by the Issuer. Each participating Shareholder or Representative in the **E-Meeting Hall** has the opportunity to submit three questions or opinions for each Agenda's discussion session. Each question or opinion must not be longer than 600 characters. Issuers are entitled to enforce their own GMS Rules of Conduct, including on the number and response priority of questions and opinions entered into the Issuer's Operator column during each meeting Agenda's discussions.

You can use the **Voting Field** column to follow the electronic live voting for each Agenda, but only if you have not previously submitted your voting preference or if the System marks you with the "Do not send" status. The eASY.KSEI application has set a maximum voting time limit of 5 minutes for each of the Meeting's Agendas, which starts when the Issuer's Operator presses the **Start Voting** button. The Operator can end the voting time earlier if needed.

The **General Meeting Flow Text** column will have the details of the GMS in the Meeting Hall. The System will display the time and activities of the GMS from start to finish, including displaying the questions or opinions that will be responded to by the Meeting's Chair and voting results for each Agenda.

The black box on the **E-Meeting Hall** screen is **not used to display the GMS's Livestream**. The GMS Livestream itself can be viewed via the Zoom Webinar feature in the AKSes facility's GMS Livestreaming Module.

#### **4.4 Viewing a GMS Livestream via Zoom Webinar**

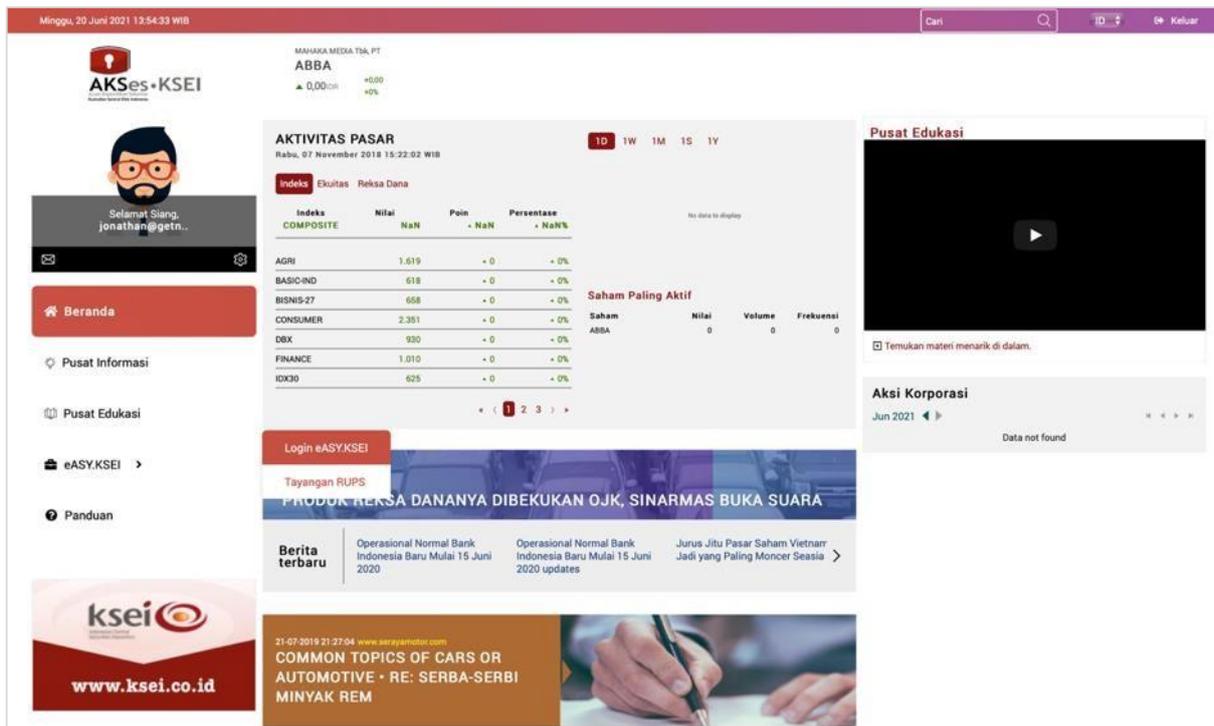
Article 10 Paragraph 1 (b) of the Financial Services Authority Regulation (POJK) Number 16/POJK.04/2020 specifies that: *The e-GMS systems provided by Limited Liability Companies are required to have features that allow all GMS attendees to participate and interact in the GMS*. Based on this stipulation, the Indonesia Central Securities Depository (KSEI), as the provider of the e-GMS System, has developed the GMS Livestreaming Module in the Securities Ownership Referencing (AKSes) facility to provide a platform for Shareholders and Representatives to electronically attend and view the Livestream of the GMS remotely.

AKSes Facility's GMS Livestreaming Module is available in Zoom Webinar format. Zoom itself is a premium virtual video-conferencing application that provides several telecommunication options such as Zoom Phone, Zoom Chat, Zoom Meetings, and Zoom Webinar. Both Local Individual Shareholders and Representatives who are electronically appointed through the eASY.KSEI application must own an AKSes facility account to view the GMS's Livestream via the Zoom Webinar feature available in the GMS Livestreaming Module.

Please note that your attendance in the Zoom Webinar will not be counted for the Issuer's GMS quorum. Therefore, before you view the GMS Livestream, please ensure that you are electronically registered in the eASY.KSEI application so that your attendance will be considered valid and counted for the GMS's quorum by the application.

Furthermore, if you have previously electronically appointed one of the available Representatives in the eASY.KSEI application, you will no longer have access to view the GMS's Zoom Webinar. The GMS Livestreaming Module is only available for Local Individual Shareholders who have chosen to electronically attend the GMS by themselves (**In Person**) and have registered in the eASY.KSEI application before the GMS has started.

1. Open the AKSes facility and click the **eASY.KSEI** menu and then the **GMS Livestreaming** sub-menu.



2. After the **GMS Livestreaming** menu is opened, you will see a list of GMSs you can view.

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AKSes•KSEI

Beranda > eASYKSEI > Tayangan RUPS

Selamat Siang,  
jonathan@getn...

Beranda

Pusat Informasi

Pusat Edukasi

eASY.KSEI >

Panduan

ksei  
www.ksei.co.id

Company		
<p><b>KBAG</b></p> <p>Rapat Umum Pemegang Saham Tahunan (RUPS) dari KARYA BERSAMA ANUGERAH Tbk, PT</p> <p>Meeting Date: 20-06-2021 Meeting Start Time: 14:00</p> <p><a href="#">Ikuti Acara</a></p>	<p><b>JAST</b></p> <p>Rapat Umum Pemegang Saham Tahunan (RUPS) dari JASNITA TELEXKOMINDO Tbk, PT</p> <p>Meeting Date: 20-06-2021 Meeting Start Time: 14:00</p> <p><a href="#">Ikuti Acara</a></p>	<p><b>RELI</b></p> <p>Rapat Umum Pemegang Saham Tahunan (RUPS) dari RELIANCE SEKURITAS INDONESIA Tbk, PT</p> <p>Meeting Date: 20-06-2021 Meeting Start Time: 14:00</p> <p><a href="#">Ikuti Acara</a></p>
<p><b>SURE</b></p> <p>Rapat Umum Pemegang Saham Tahunan (RUPS) dari SUPER ENERGY Tbk, PT</p> <p>Meeting Date: 20-06-2021 Meeting Start Time: 14:00</p> <p><a href="#">Ikuti Acara</a></p>	<p><b>CBEM</b></p> <p>Rapat Umum Pemegang Saham Tahunan (RUPS) dari COBA EMITEN Tbk, PT</p> <p>Meeting Date: 20-06-2021 Meeting Start Time: 09:00</p> <p><a href="#">Ikuti Acara</a></p>	<p><b>CBEM</b></p> <p>Rapat Umum Pemegang Saham Tahunan (RUPS) dari COBA EMITEN Tbk, PT</p> <p>Meeting Date: 19-06-2021 Meeting Start Time: 21:00</p> <p><a href="#">Ikuti Acara</a></p>
<p><b>PAMG</b></p> <p>Rapat Umum Pemegang Saham Tahunan (RUPS) dari BIMA SAKTI PERTIWI Tbk, PT</p> <p>Meeting Date: 19-06-2021 Meeting Start Time: 14:00</p> <p><a href="#">Ikuti Acara</a></p>	<p><b>JECC</b></p> <p>Rapat Umum Pemegang Saham Tahunan (RUPS) dari JEMBO CABLE COMPANY Tbk, PT</p> <p>Meeting Date: 19-06-2021 Meeting Start Time: 14:00</p> <p><a href="#">Ikuti Acara</a></p>	<p><b>DPNS</b></p> <p>Rapat Umum Pemegang Saham Tahunan (RUPS) dari DUTA PERTIWI NUSANTARA Tbk, PT</p> <p>Meeting Date: 19-06-2021 Meeting Start Time: 14:00</p> <p><a href="#">Ikuti Acara</a></p>
<p><b>ITIC</b></p> <p>Rapat Umum Pemegang Saham Tahunan (RUPS) dari INDONESIA TOBACCO Tbk, PT</p> <p>Meeting Date: 19-06-2021 Meeting Start Time: 14:00</p> <p><a href="#">Ikuti Acara</a></p>		

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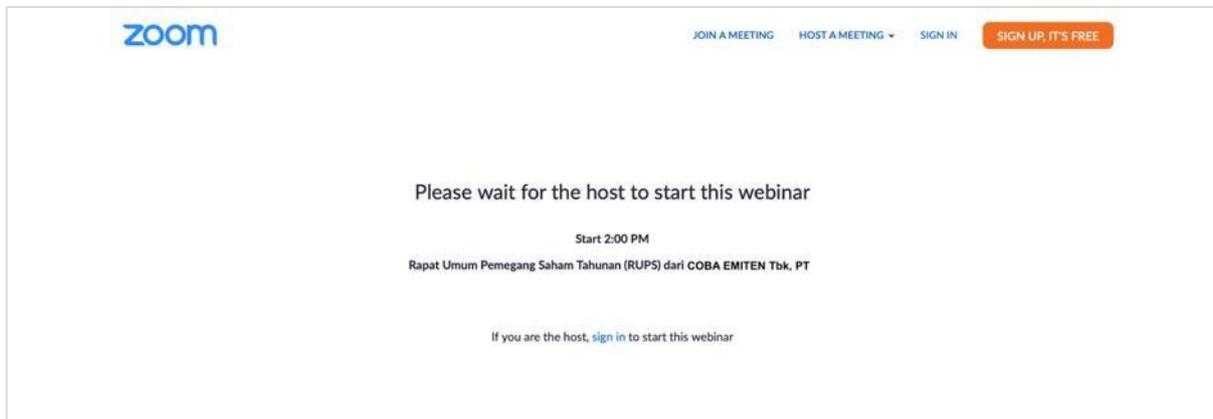
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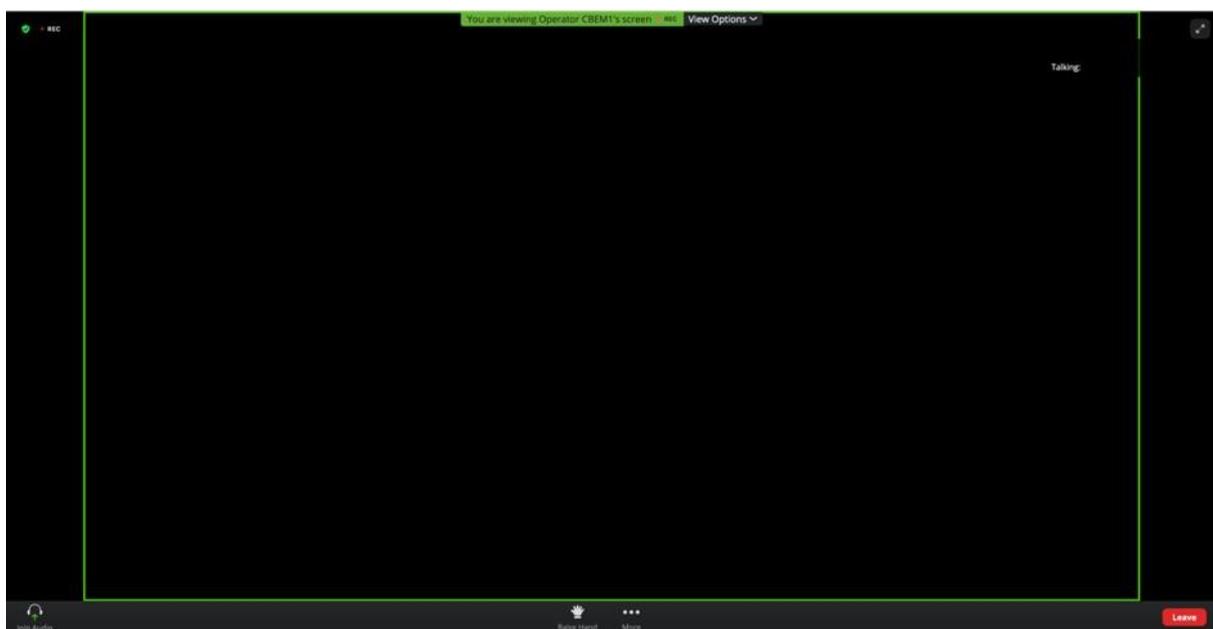
Kontak Kami

(+62 21) 515 2858

3. During the appointed time for the GMS's Livestream, click [Ikuti Acara](#) to enter the GMS's Zoom Webinar. You will see the following message if the Host has not started the GMS Webinar.



4. After the Host has opened the Zoom Webinar room, you will be automatically entered into a room as shown below.



5. During the GMS's Livestream through Zoom Webinar, Shareholders or Representatives are not allowed to record and/or spread any GMS recording without the Issuer's permission as the GMS's organizer.

#### 4.5 Submitting Questions/Opinions Verbally

In the Zoom Webinar room, you - as an attendee of the GMS - can directly speak to the Meeting's Chair, who will act as a panelist. Your voice will be heard by all of the participants in the virtual event. To speak directly, you must use the available **Raise Hand** feature. You will not be able to talk directly by activating your device's microphone until the Host or Co-Host permits you to speak.

Each GMS's Issuers will determine the technicalities of verbally submitting questions or opinions during the Zoom Webinar in their respective GMS Rules of Conduct.

#### 4.6 Submitting Questions/Opinions in Writing

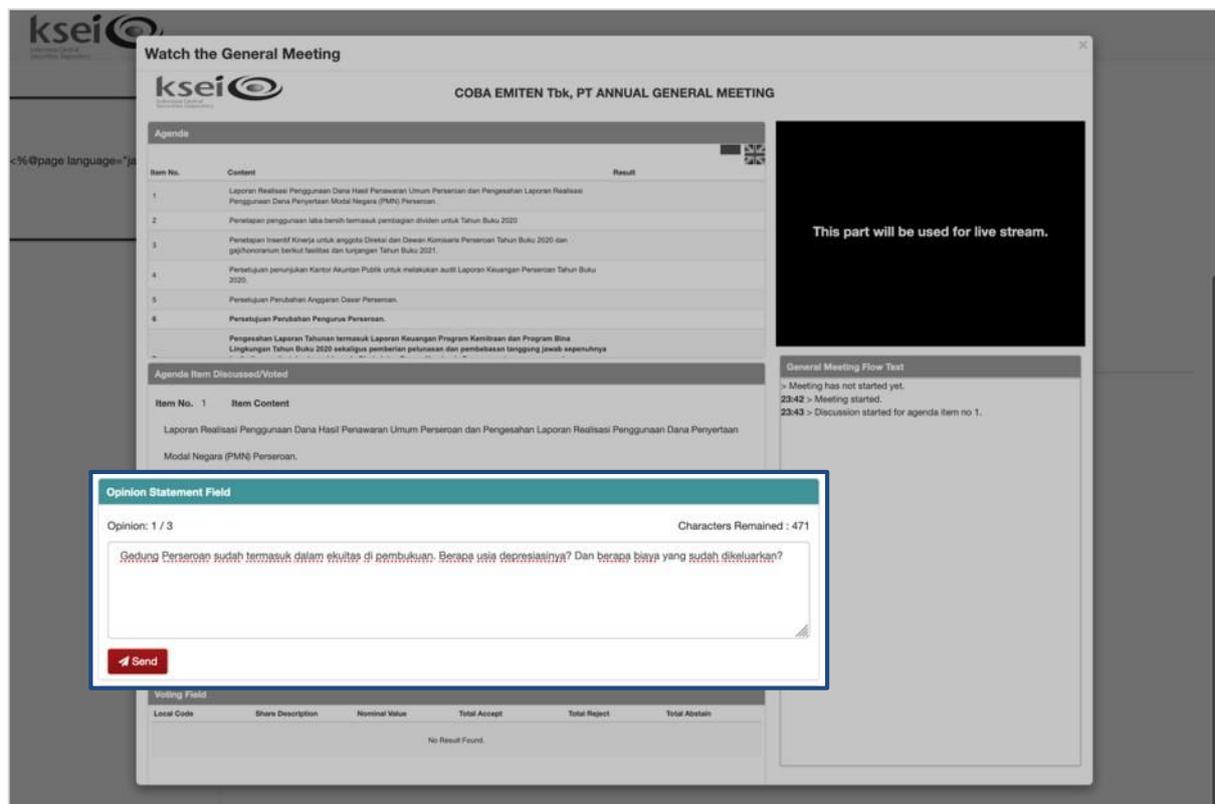
Besides verbal submissions, KSEI has provided a feature for written questions or opinions from GMS attendees. This feature is unavailable in the Zoom Webinar and must be used through the eASY.KSEI application's **E-Meeting Hall** screen. This feature will only be active when the Issuer starts the discussion session for each Meeting Agenda.

1. On the **E-Meeting Hall** screen, after the Issuer has opened an Agenda's discussion session, the **Opinion Statement Field** column will be activated on your screen. When a Meeting Agenda's discussion has been started, the **Agenda Item Discussed/Voted** column will display the Agenda that is currently being discussed. The System will also show a *"Discussion started for Agenda item no. [ ]"* status on the **General Meeting Flow Text** column.

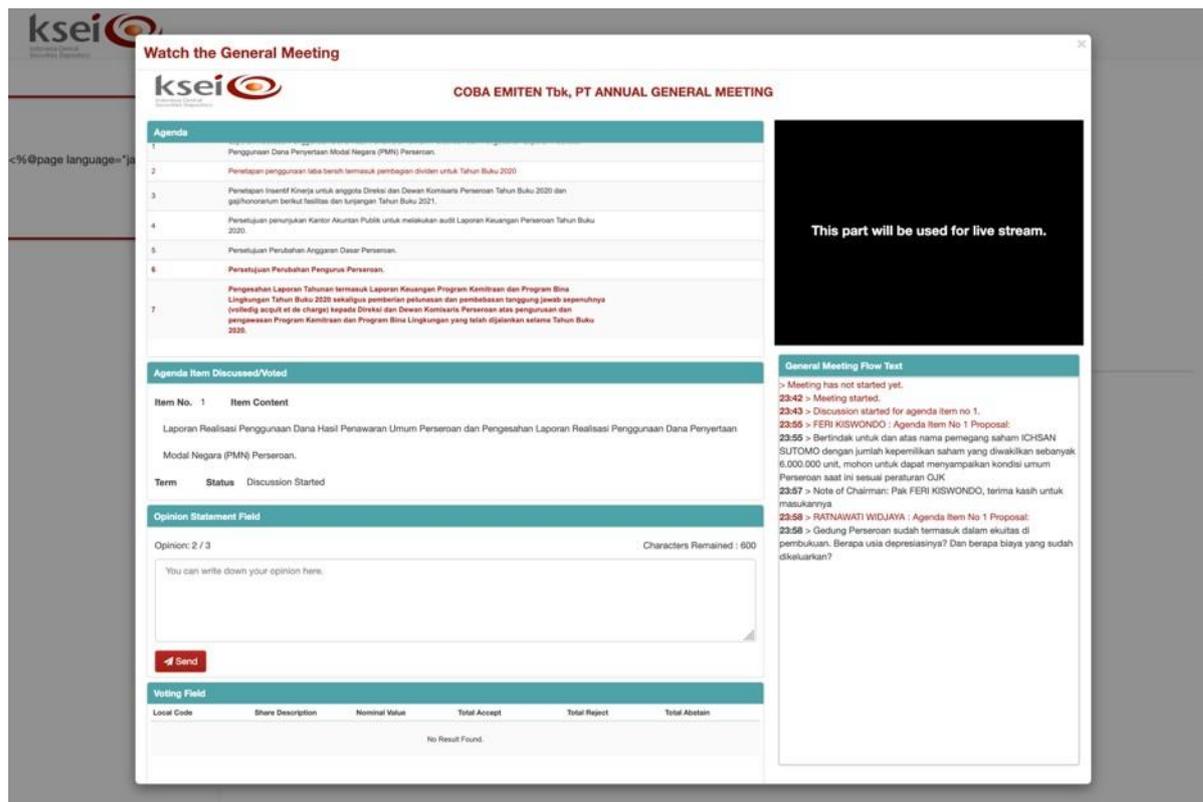
The screenshot displays the KSEI eASY application interface for a General Meeting. The interface is titled "Watch the General Meeting" and "COBA EMITEN Tbk, PT ANNUAL GENERAL MEETING". It features several sections:

- Agenda:** A table with columns "Item No.", "Content", and "Result". It lists six agenda items related to financial reports and shareholder resolutions.
- Agenda Item Discussed/Voted:** A section showing the details of the currently discussed item (Item No. 1), including its content and status ("Discussion Started").
- Opinion Statement Field:** A text input area for submitting opinions, with a "Send" button and a character count of 600.
- General Meeting Flow Text:** A section displaying real-time updates on the meeting's progress, such as "Meeting has not started yet." and "23:42 - Meeting started.".
- General Meeting Flow Text:** A section displaying real-time updates on the meeting's progress, such as "23:43 - Discussion started for agenda item no 1."
- Voting Field:** A table for voting, with columns for "Local Code", "Share Description", "Nominal Value", "Total Accept", "Total Reject", and "Total Abstain". It currently shows "No Result Found."

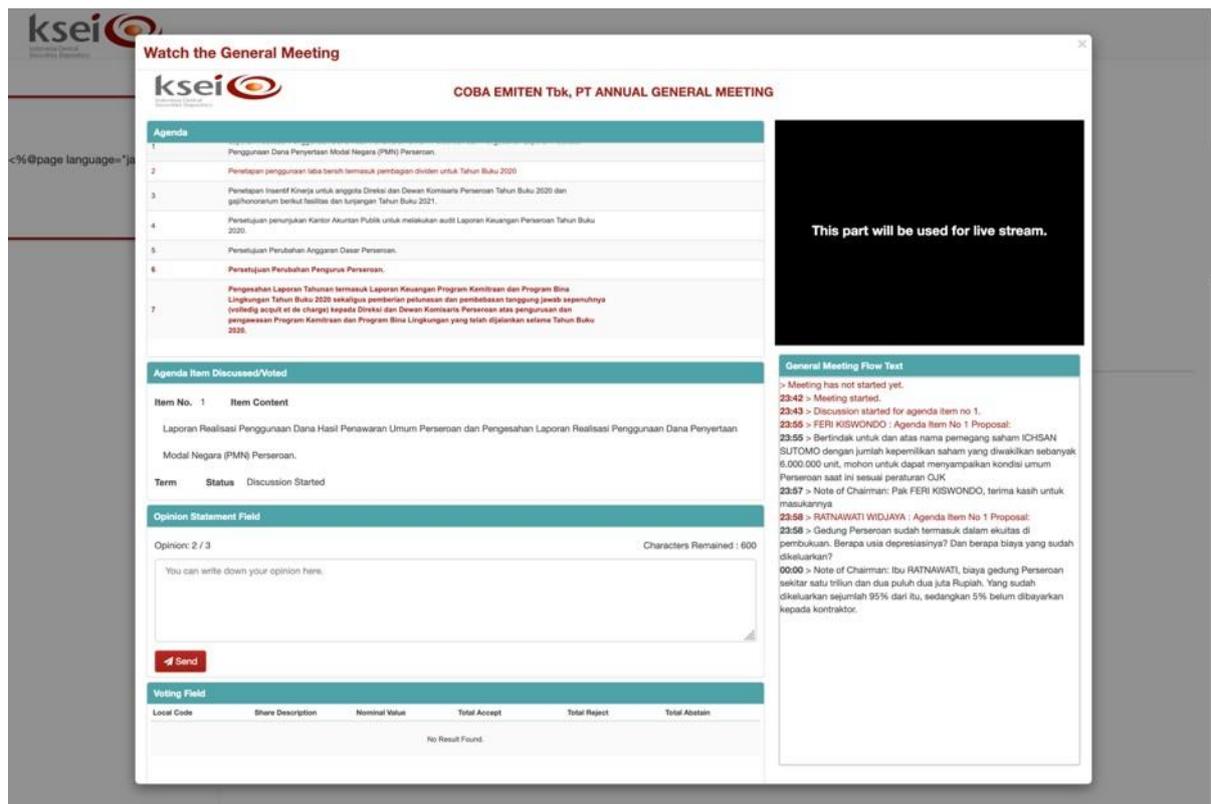
2. Please enter your question or opinion in the **Opinion Statement Field**. Click the  button to send your question or opinion to the Issuer Operator's screen. Please note that the eASY.KSEI application has a 600-character maximum limit, and each GMS attendee is entitled to only three questions/opinions per Agenda discussion. Each Issuer can enforce their own set of GMS Rules of Conduct, including on the total number and priority of questions or opinions that are entered in the Issuer Operator column and would be responded to during the Agenda's discussion.



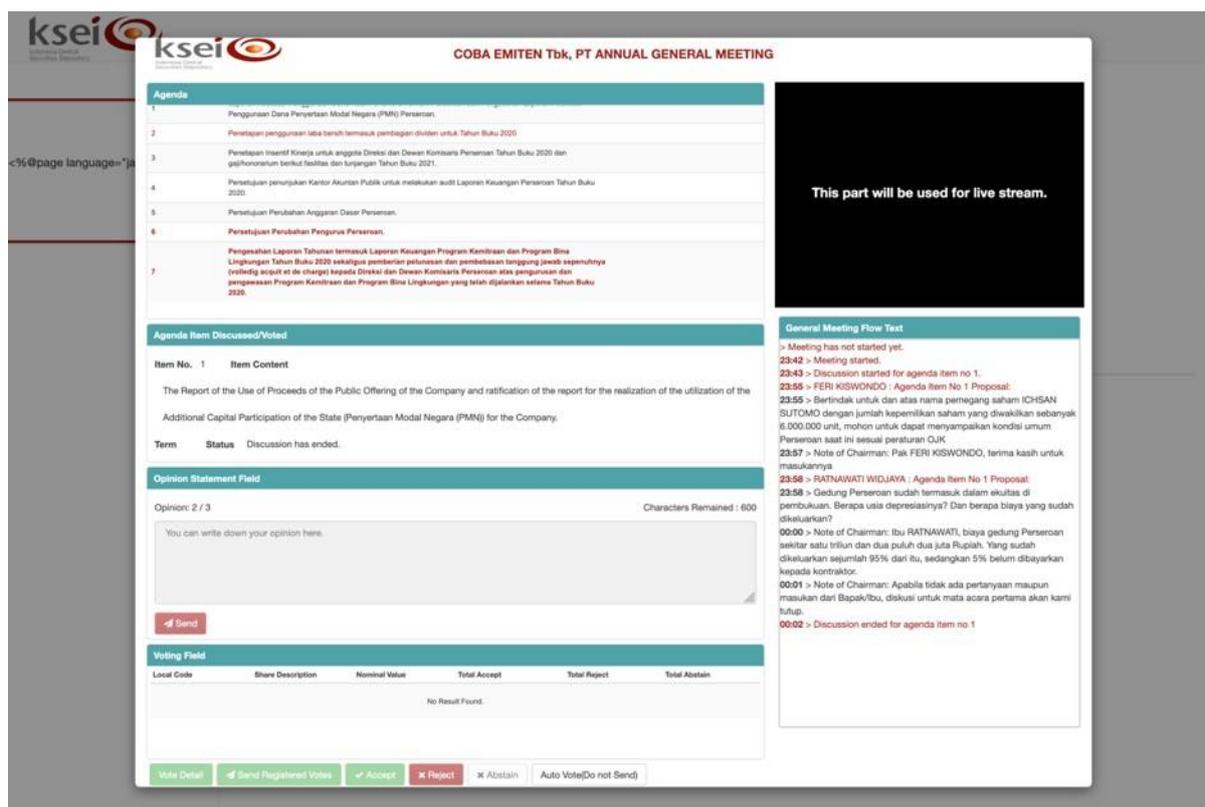
3. The Issuer Operator will determine which questions or opinions the Meeting's Chair would respond to. Only the Issuer Operator can view all submitted questions and opinions during the current Agenda's discussion.
4. If your question or opinion has been selected for a response, then the question or opinion will be entered in the **General Meeting Flow Text** column. All questions or opinions entered in the **General Meeting Flow Text** column can be viewed by all of the GMS's attendees through the **E-Meeting Hall** screen.



- The Meeting's Chair will respond to all questions or opinions for each Agenda's discussions that have been entered in the **General Meeting Flow Text** column. The response method is based on the GMS Rules of Conduct that each Issuer sets by themselves in the eASY.KSEI application. If the Issuer Operator also enters the Meeting's Chair's response in the **General Meeting Flow Text** column, you and all of the other GMS attendees could see it in the **General Meeting Flow Text** column on the **E-Meeting Hall** screen.



- After a Meeting Agenda ends, the System will display the “Discussion for Agenda item no. [ ] has ended” status in the **General Meeting Flow Text** column. This will end your opportunity to submit questions or opinions for the relevant Agenda, and the **Agenda Item Discussed/Voted** column will be automatically deactivated.



## 4.7 Electronic Live Voting at the E-Meeting Hall Screen

### 4.7.1 Changing Participation Status during Electronic Live Voting

As mentioned in subchapter 3.2, if you voted for **at least** one Meeting Agenda during the electronic attendance declaration period, the System will mark your votes as recorded votes. After the registration process ends, all Shareholders marked with the recorded votes status will be considered to have sent their final votes (**Send**). This does not apply to Shareholders who have just electronically registered their attendance during the day of the GMS, as explained in subchapter 4.1.2, as the System has not previously entered their votes and considers that the Shareholders have not sent their final votes (**Do not Send**).

General meeting(s) that you may attend on e-GEM are listed below.							
General Meeting	General Meeting Type	Time	Auto Vote	Meeting Info	Meeting Presentation	Dashboard	Live Broadcasting
COBA EMITEN Tbk, PT	Annual General Meeting	09:00	Send				

Information on the **Send** or **Do not Send** status can be viewed in the **Auto Vote** column on the **Meeting Access** screen. This information will determine whether the Shareholder can join the electronic live voting in the **E-Meeting Hall** screen or not. Shareholders whose attendance had been registered and marked with the **Send** status by the System in the **Auto Vote** column cannot join the electronic live voting as they already have voted.

On the other hand, Shareholders whose electronic attendance has been registered and marked with the **Do not Send** status by the System in the **Auto Vote** column can join the electronic live voting.

Shareholders can change these conditions as long as the Issuer Operator has not started the electronic live voting for all of the Meeting's Agendas. Therefore, you can change your attendance status regarding the electronic live voting by temporarily closing your **E-Meeting Hall** screen so you can view your **Meeting Access** screen. Afterward, click **Send** or **Do not Send** in the **Auto Vote** column to change its status.

Please read the illustrations below for more details:

#### **Illustration #1:**

Deo is an XXYY Shareholder who has received a convocation e-mail for XXYY's Issuer's GMS on June 29, 2021, sent by the eASY.KSEI application. Several days before the electronic attendance declaration period ends on June 28, 2021, at 12.00, Deo had accessed the eASY.KSEI application through his AKSes facility account. On the eASY.KSEI application's **Operations of Shareholders** menu, Deo selected **In Person** as he will electronically attend the GMS by himself. Deo was then automatically directed to enter his votes for the XXYY GMS's four Meeting Agendas.

During the day of the GMS, Deo accessed the eASY.KSEI application again to follow the GMS through the **E-Meeting Hall** screen. After listening to the Meeting's Chair's presentation for all of the GMS's Agendas via Zoom Webinar, Deo decided to change the votes he had submitted before the GMS (*recorded votes*). Moments before the electronic live voting started, **Deo** returned to the **Meeting Access** screen and changed his **Send** status in the **Auto Vote** column to **Do Not Send**. When the electronic live voting started, Deo could join and enter his new votes.

#### **Illustration #2:**

Budi is also an XXYY Shareholder who has received a convocation e-mail for XXYY's Issuer's GMS on June 29, 2021, sent by the eASY.KSEI application. Due to various reasons, Budi could only submit his attendance information several minutes before the electronic attendance declaration period ended. Due to time constraints, Budi could only save his votes for two of the XXYY GMS's Meeting Agendas.

As the System has marked Budi as a Shareholder who had fulfilled the criteria for automatic registration on the day of the GMS, which are confirming electronic attendance to the GMS and voting for **at least** one of the GMS Agendas before the electronic attendance declaration period ends (having recorded votes), Budi was automatically registered with a **Send** mark in his **auto vote** column after the Registrar opens its Electronic Attendance Registration period in the eASY.KSEI application.

After listening to the Meeting Chair's presentation for each Agendas via Zoom Webinar, Budi did not wish to change his votes for the two Agendas he had saved before, nor wanted to join the electronic live voting for the two other Agendas. Therefore, Budi did not change anything in his

**auto vote** column. After the electronic live voting ends, Budi's votes for the two Agendas he had voted **remained the same** as he had saved during the electronic attendance declaration period, while his votes for the two other Agendas were recorded as **Abstain**.

#### 4.7.2 Participating in the Electronic Live Voting

The electronic live voting is a period when Shareholders and Representatives can directly vote through the eASY.KSEI application's **E-Meeting Hall** screen. As specified before, only Shareholders and Representatives that have been marked by the System with the **Do not Send** status in the **auto vote** column on the **Meeting Access** screen can join the electronic live voting.

The following are several other points related to joining the electronic live voting:

1. On the **E-Meeting Hall** screen, all Shareholders and Representatives who can join the electronic live voting will have an active **Voting Field** column on their screen after the Issuer opens the electronic live voting for a Meeting Agenda. Indicators that the electronic live voting has been open for a Meeting Agenda are:
  - a. You will hear a chime after the Issuer Operator clicks the **Start Voting** button to start the electronic live voting of a Meeting Agenda.
  - b. The **Agenda Item Discussed/Voted** column will display the Meeting Agenda related to the electronic live voting.
  - c. The System will display a "Voting for Agenda item no [ ] has started" status on the **General Meeting Flow Text** column.

The screenshot displays the KSEI eASY application interface for a General Meeting. The main title is "Watch the General Meeting" and the subtitle is "COBA EMITEN Tbk, PT ANNUAL GENERAL MEETING".

**Agenda Table:**

Item No.	Content	Result
1	Penelitian atas Laporan Tahunan Pemegang dan Pengesahan Laporan Keuangan Pemegang untuk tahun buku yang berakhir pada tanggal 31 Desember 2020	
2	Penetapan penggunaan laba Pemegang untuk tahun buku yang berakhir pada tanggal 31 Desember 2020	
3	Peninjauan Akuntan Publik Pemegang untuk tahun buku 2021 dan penetapan honorarium serta persyaratan lain berkenaan dengan peninjauan tersebut	
4	Perubahan susunan Pengurus Pemegang 1 Pengunduran Direktur 2 Pengangkatan anggota Dewan Komisaris Direksi	

**Agenda Item Discussed/Voted:**

Item No. 2 Item Content: Penetapan penggunaan laba Perseroan untuk tahun buku yang berakhir pada tanggal 31 Desember 2020  
Term 04:38 Status: Voting started.

**Opinion Statement Field:** Characters Remained : 600  
You can write down your opinion here.

**Voting Field Table:**

Local Code	Share Description	Nominal Value	Total Accept	Total Reject	Total Abstain
COEM	COBA EMITEN Tbk, PT	1,000,010	0	0	1,000,010

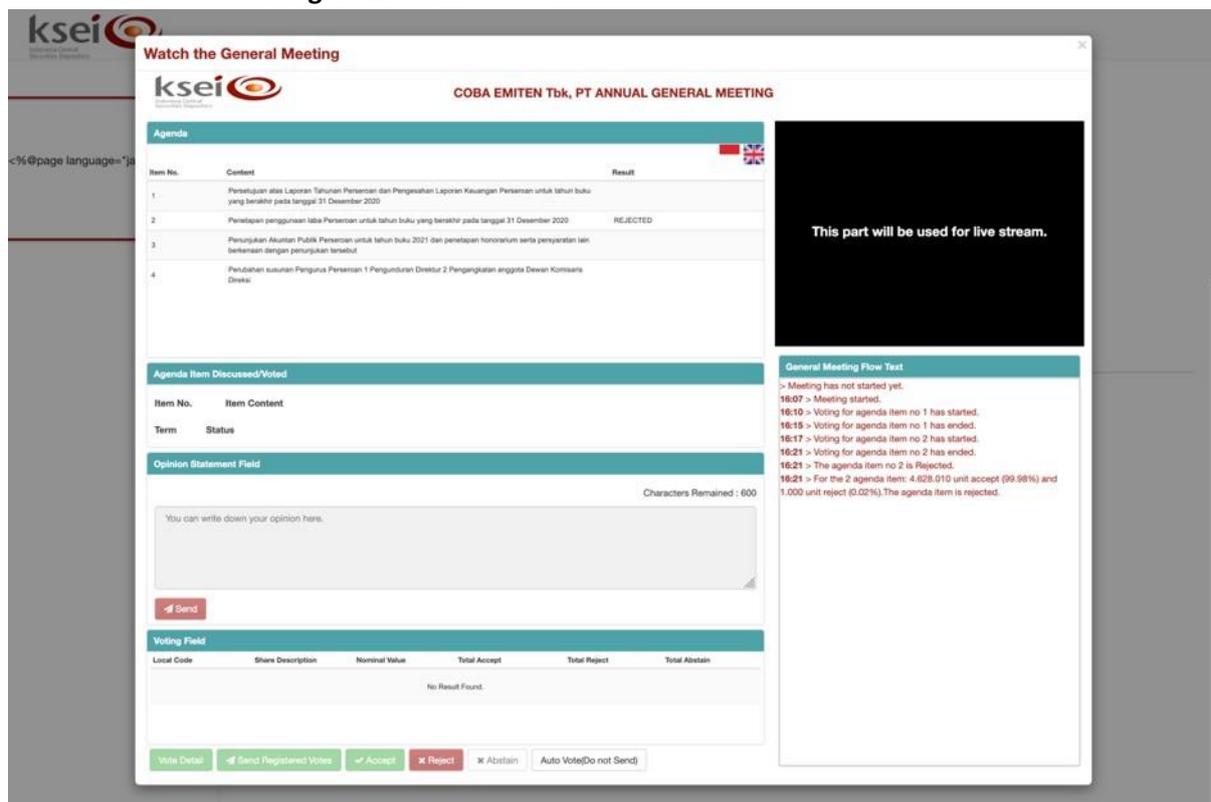
**General Meeting Flow Text:**

- > Meeting has not started yet.
- 16:07 > Meeting started.
- 16:10 > Voting for agenda item no 1 has started.
- 16:15 > Voting for agenda item no 1 has ended.
- 16:17 > Voting for agenda item no 2 has started.

2. The eASY.KSEI application has a set a maximum time limit countdown of five minutes for each Meeting Agenda's electronic live voting period. However, please refer to the GMS Rules of Conduct for each Issuer in the eASY.KSEI application as each Issuer can determine their own voting time limit for their own GMSs.
3. Shareholders and Representatives who join the electronic live voting in the **E-Meeting Hall** screen will have three voting options: **Accept**, **Reject**, and **Abstain**. Besides the buttons for those three options, the **E-Meeting Hall** screen will also have the following buttons in the **Voting Field** column:

<b>Vote Detail</b> Button	Click on this button to view the details on the votes based on your Shares ownership.
<b>Send Registered Votes</b> Button	<p>If you already have a recorded vote; however, your latest <b>Auto Vote</b> status before the electronic live voting is marked as <b>Do Not Send</b>, the System will send the recorded vote for the respective Meeting Agenda as your final vote when you click this button.</p> <p>If you have no previous recorded vote; however, your latest <b>Auto Vote</b> status before the electronic live voting is marked as <b>Send</b>, the System will send an <b>Accept</b> vote for the respective Meeting Agenda as your final vote when you click this button,.</p>
<b>Accept</b> Button	If you already have a recorded vote; however, your latest <b>Auto Vote</b> status before the electronic live voting is <b>Do Not Send</b> , the System will record <b>Accept</b> as your final vote for the related Meeting Agenda when you click this button,.
<b>Reject</b> Button	If you already have a recorded vote; however, your latest <b>Auto Vote</b> status before the electronic live voting is <b>Do Not Send</b> , the System will record <b>Reject</b> as your final vote for the related Meeting Agenda when you click this button.
<b>Abstain</b> Button	If you already have a recorded vote; however, your latest <b>Auto Vote</b> status before the electronic live voting is <b>Do Not Send</b> , the System will record <b>Abstain</b> as your final vote for the related Meeting Agenda when you click this button.
<b>Auto Vote (Do not Send)</b> Button	<p>If you already have a recorded vote, then when you click this button, the System will send your recorded vote as your final vote for the related Meeting Agenda.</p> <p>If you do not have a recorded vote, the System will record <b>Abstain</b> as your final vote for the related Meeting Agenda when you click this button.</p>

4. The electronic live voting will end if the countdown has stopped or if the Issuer Operator ends the process by:
  - a. Sounding the chime again to indicate that the electronic live voting for the Meeting Agenda has ended.
  - b. The **Agenda Item Discussed/Voted** column will no longer display the Meeting Agenda.
  - c. The System will display a *"Voting for Agenda item no [ ] has ended"* status in the **General Meeting Flow Text** column.



#### 4.8 Monitoring a GMS at a Glance

Besides following the GMS through **E-Meeting Hall** screen or viewing the GMS Livestream, you can also monitor the GMS through the **Dashboard** feature available in the **E-Meeting Hall** menu. The **Dashboard** shows the GMS's current activities in a visualized and brief format to help you monitor the GMS at a glance without the need to have the **E-Meeting Hall** screen continuously opened during the GMS.

1. On the **E-Meeting Hall** menu, click  icon on the GMS you wish to follow.
2. Afterward, the **Dashboard** window will open and display the latest information from the ongoing GMS in the **E-Meeting Hall**. Below is a picture of the **Dashboard**:

**General Meeting Monitoring**

**ksei** Indonesia Central Securities Depository

**COBA EMITEN Tbk, PT**  
**ANNUAL GENERAL MEETING**

**2** Penetapan penggunaan laba Perseroan untuk tahun buku yang berakhir pada tanggal 31

**VOTING FINISHED**

**Finished Agenda Items**

**2** Penetapan penggunaan laba Perseroan untuk tahun buku yang berakhir pada tanggal 31 Desember 2020

**100%**

**ACCEPT**  
4.628.010

**Other**

**X**

This part will be used for live stream.

Number of Investor

2021 Merkozi Kayit Kurulusu

Version 0.0.3