

# INVITATION THIRD GENERAL MEETING OF SHAREHOLDERS PT ELNUSA Tbk

Monday, October 17, 2022



## Event Organizing

The Board of Directors of PT Elnusa Tbk (hereinafter referred to as the “Company”) domiciled in Jakarta hereby conveys that in connection with the failure to achieve the required quorum for the seventh agenda item (as stipulated in Article 12 paragraph 1 of the Company's Articles of Association) at the Annual GMS held on 20 July 2022 (“First Meeting”) and Second Annual GMS (“Second Meeting”) which will be held on August 9, 2022, the Board of Directors of the Company hereby invites the Shareholders of the Company to attend the Third Annual General Meeting of Shareholders (“Third Meeting”) which will be held on:

Day/Date	: Monday, October 17, 2022
Time	: 10.00 WIB – finished
Place	: Udaya Room - Graha Elnusa 1st floor Jl. TB Simatupang kav 1B South Jakarta

**With the agenda: Approval of the Amendment to the Company's Articles of Association.**

# Agenda Meeting

## The explanation of the agenda of the Third Meeting is:

Adjustment to Central Bureau of Statistics Regulation Number 2 of 2020 concerning Standard Classification of Indonesian Business Fields without changing the Company's business activities.



## Quorum and Vote Count

1. The agenda of the Third Meeting is valid and can be held and make binding decisions if attended by the Shareholders or their valid proxies representing at least 52% (fifty two percent) of the total shares issued by the Company with valid voting rights.
2. The decisions of the Third Meeting are taken based on deliberation for consensus. In the event that a decision based on deliberation for consensus is not reached, the decision on all agenda items is valid if it is approved by more than 50% (fifty percent) of the total shares issued by the Company with valid voting rights who are present and/or represented at the Third Meeting.

## Notes:

1. The Company does not send special invitations to shareholders, because this summons is valid as an official invitation. This summons can also be viewed on the Company's website ([www.elnusa.co.id](http://www.elnusa.co.id)) and the **eASY.KSEI** application (<https://access.ksei.co.id/>)
2. Materials related to the agenda of the Meeting are available on the Company's website from the date of the Invitation to the First Meeting until the Third Meeting, 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 Register of Shareholders of the Company at the close of the Stock Exchange trading hours on October 6, 2022 and or the holder of the balance of the Company's shares in the securities sub-account at PT Kustodian Sentral Efek Indonesia at the close of share trading on the Indonesia Stock Exchange on October 6, 2022.
4. The participation of shareholders in the Meeting can be done by the following mechanism:
  - a. physically present at the Meeting; or
  - b. attend the Meeting electronically through the **eASY.KSEI** application.
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. Shareholders or their proxies who will remain physically present at the Meeting must follow and pass the safety and health protocols that will be enforced by the Company, including the following:
  - a. Have a statement on the Covid-19 test in the form of Rapid Antigen or PCR Swab with negative results obtained from a hospital, health center or clinic with a sampling date of 1 day before the GMS and must submit it to the Company.
  - b. Use a mask while in the meeting area.
  - c. Based on the detection and monitoring of body temperature does not have a body temperature above 37°C.
  - d. Shareholders or their proxies who do not comply with the building management health protocol are not allowed to enter the Meeting room.
  - e. To facilitate the arrangement and order of the Meeting and to consider health reasons, the medical examination procedure for the Shareholders or their legal proxies begins 2 (two) hours before the Meeting.



## Notes:

7. The Company urges Shareholders who are entitled to attend the Meeting whose shares are included in the collective custody of KSEI, to grant power of attorney to the Company's Securities Administration Bureau, namely PT Datindo Entrycom through the KSEI Electronic General Meeting System (**eASEY.KSEI**) facility at <https://access.ksei.co.id/> provided by KSEI as an electronic authorization mechanism in the process of holding the Meeting. In the event that the Shareholders will attend the Meeting outside the **eASY.KSEI** mechanism, the shareholders can download the power of attorney contained on the Company's website [www.elnusa.co.id](http://www.elnusa.co.id). If the Shareholders or their proxies will attend the Meeting, they must submit a photocopy of their Identity Card (KTP). or other identification to the Meeting Officer before entering the Meeting Room. Shareholders in the form of legal entities are requested to bring a photocopy of the latest company's Articles of Association and the latest composition of management.
8. 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/>).
9. 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 connection with the participation of shareholders or their proxies who will be physically present at the Meeting.
10. Shareholders who will physically attend the Meeting or shareholders who will exercise their voting rights through the **eASY.KSEI** application, can inform their attendance or appoint their proxies, and/or submit their voting choices into the **eASY.KSEI** application.
11. The deadline for submitting a declaration of attendance 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.
12. 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.

# Registration Process

- i. Local individual type shareholders who have not provided a declaration of presence or power of attorney in the **eASY.KSEI** application until the deadline in point 11 and wish to attend the Meeting electronically are required to register attendance in the **eASY.KSEI** application on the date of the Meeting until the electronic registration period for the Meeting closed by the Company.
- ii. Local individual type shareholders who have provided a declaration of attendance but have not cast a minimum vote for 1 (one) Meeting agenda in the **eASY.KSEI** application until the deadline in point 11 and wish to attend the Meeting electronically are required to register attendance in the **eASY.KSEI** application on the date of the Meeting until the registration period of the Meeting is electronically closed by the Company.
- iii. Shareholders who have given power of attorney to the recipient of the proxy provided by the Company (Independent Representative) or Individual Representative but the shareholder has not cast a minimum vote for 1 (one) Meeting agenda in the **eASY.KSEI** application until the deadline in point 11, the recipient the proxy representing the shareholders must register attendance in the **eASY.KSEI** application on the date of the Meeting until the electronic registration period for the Meeting is closed by the Company.
- iv. Shareholders who have given power of attorney to the participant/Intermediary proxy (Custodian Bank or Securities Company) and have cast their vote in the **eASY.KSEI** application until the time limit in point 11, then the representative of the proxy who has been registered in the **eASY.KSEI** application is required to perform attendance registration in the **eASY.KSEI** application on the date of the Meeting until the registration period of the Meeting is electronically closed by the Company.
- v. Shareholders who have given a declaration of attendance or given power of attorney to the proxy provided by the Company (Independent Representative) or Individual Representative and have cast a minimum vote for 1 (one) or all Meeting agenda in the **eASY.KSEI** application no later than the maximum limit time in point 11, the shareholders or the proxies do not need to register attendance electronically in the **eASY.KSEI** application on the date of the Meeting. Share ownership will be automatically calculated as the quorum of attendance and the votes that have been cast will be automatically taken into account in the voting of the Meeting.
- vi. Any delay or failure in the electronic registration process as referred to in numbers i – iv for any reason will result in the shareholders or their proxies being unable to attend the Meeting electronically, and their share ownership will not be counted as a quorum for attendance at the Meeting.



# Process for Submitting Questions and/or Opinions Electronically

- i. Shareholders or proxies have 3 (three) opportunities to submit questions and/or opinions at each discussion session per meeting agenda. Questions and/or opinions per Meeting agenda can be submitted in writing by the shareholders or proxies by using the chat feature in the 'Electronic Opinions' column available on the E-Meeting Hall screen in the **eASY.KSEI** application. Giving questions and/or opinions can be done as long as the status of the Meeting in the 'General Meeting Flow Text' column is "Discussion started for agenda item no. [ ]".
- ii. Determination of the mechanism for conducting discussions per meeting agenda in writing through the E-Meeting Hall screen in the **eASY.KSEI** application is the authority of each Company and this will be stated by the Company in the Rules of Conduct for Meetings through the **eASY.KSEI** application.
- iii. For the proxies who are present electronically and will submit questions and/or opinions of their shareholders during the discussion session per agenda of the Meeting, they are required to write down the names of the shareholders and the size of their share ownership followed by related questions or opinions.



# Voting Process

- i. Notaries assisted by PT Datindo Entrycom will check and count the votes on the agenda of the Meeting in making decisions on the agenda, based on the votes that have been received and have been submitted by the Shareholders or their legal proxies to the Company or PT Datindo Entrycom.
- ii. The results of the recapitulation of the vote count will be submitted by a Notary assisted by PT Datindo Entrycom and displayed on the screen at the end of the Meeting agenda.
- iii. The electronic voting process takes place in the **eASY.KSEI** application on the E-Meeting Hall menu, Live Broadcasting sub menu.
- iv. Shareholders who are present alone or are represented by their proxies but have not cast their votes in the agenda of the Meeting as referred to in point 11 letter a number i – iii, then the shareholders or their proxies have the opportunity to submit their vote during the voting period via the E-screen. The Meeting Hall in the **eASY.KSEI** application was opened by the Company. When the electronic voting period per meeting agenda begins, the system automatically runs the voting time by counting down a maximum of 3 (three) minutes. During the electronic voting process, the status of "Voting for agenda item no [ ] has started" will be seen in the 'General Meeting Flow Text' column. If the shareholders or their proxies do not vote for a particular meeting agenda until the status of the meeting as shown in the 'General Meeting Flow Text' column changes to "Voting for agenda item no [ ] has ended", it will be considered as voting Abstain for the agenda of the meeting concerned.
- v. Voting time during the electronic voting process is the standard time set in the **eASY.KSEI** application. Each Company may determine the policy of direct voting time electronically per agenda in the Meeting (with a maximum time of 3 (three) minutes per agenda of the Meeting) and this will be stated in the Rules of Conduct for the Meeting through the **eASY.KSEI** application.

# Live Streaming of Meetings

- i. Shareholders or their proxies who have been registered in the **eASY.KSEI** application no later than the deadline in point 10 can witness the ongoing Meeting through the Zoom webinar by accessing the **eASY.KSEI** menu, the GMS Impressions submenu located at the AKSes facility (<https://access.ksei.co.id/>).
- ii. The GMS broadcast has a capacity of up to 500 participants, where the attendance of each participant will be determined on a first come first serve basis. Shareholders or their proxies who do not have the opportunity to witness the implementation of the Meeting through the GMS Impressions are still considered valid to be present electronically and share ownership and voting choices are taken into account at the Meeting, as long as they have been registered in the **eASY.KSEI** application as stipulated in point 12 letter a number i – v.
- iii. Shareholders or their proxies who only witnessed the implementation of the Meeting through the GMS Impressions but are not registered are present electronically on the **eASY.KSEI** application according to the provisions in point 12 letter a number i – v, then the presence of the shareholder or proxies is considered invalid and will not included in the calculation of the meeting attendance quorum.
- iv. Shareholders or their proxies who witness the implementation of the Meeting through the GMS have a raise hand feature that can be used to ask questions and/or opinions during the discussion session per agenda of the Meeting. If the Company allows by activating the allow to talk feature, then shareholders or their proxies can submit questions and/or opinions by speaking directly. The determination of the mechanism for conducting discussions per meeting agenda using the allow to talk feature contained in the GMS is the authority of each Company and this will be stated by the Company in the Rules of Conduct for the Meeting through the **eASY.KSEI** application.
- v. To get the best experience in using the **eASY.KSEI** application and/or GMS Impressions, shareholders or their proxies are advised to use the Mozilla Firefox browser.

The Company does not provide material in physical form to Shareholders who attend the Meeting.

Jakarta, October 7, 2022

**PT Elnusa Tbk**

**Directors**



# Thank You



A Member of  
Subholding Upstream Pertamina