



**RULES FOR THE EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS  
25 JANUARY 2022 PT BANK PERMATA TBK ADJUSTED WITH PREVENTION OF  
THE SPREAD OF THE COVID-19 VIRUS**

In connection with the implementation of the Extraordinary General Meeting of Shareholders (the "Meeting") on 25 January 2022, PT Bank Permata Tbk (the "Company") hereby stipulates the rules of the Meeting as follows.

**I. Request and Procedure for Granting Power of Attorney to Attend Meetings**

1. To support the efforts of the Government of the Republic of Indonesia to prevent the spread of *Corona Virus Disease* 2019 ("COVID-19") and to comply with Article 27 of the Financial Services Authority Regulation Number 15/POJK.04/2020 concerning the Planning and Convening of the General Meeting of Shareholders of Public Companies ("POJK 15/2020") the Company provides conventional and electronic power of attorney facilities for shareholders to attend and vote at the Meeting with the following mechanism:

- a. Conventional power of attorney:

- i. The power of attorney form can be downloaded via the link <https://www.permatabank.com/id/aboutkami/relations-investor#!/Meeting-Umum-Pemegang-Shaham>. The signed power of attorney must be received by the Company through the Securities Administration Bureau ("BAE") at its address at Gedung Plaza Sentral 2<sup>nd</sup> Floor Jl. Jend Sudirman Kav. 47-48 Jakarta 12930, Ph. 021-2525666, Fax. 021-2525028, and its scanned version of the power of attorney must be received by electronic mail: [rsrbae@registra.co.id](mailto:rsrbae@registra.co.id), no later than 1 (one) working day before the Meeting is held, on **24 January 24 2022 at 12.00 Western Indonesia Time**, with an attachment of the copy of the National Identity Card ("KTP") or for shareholders in the form of legal entities attached with evidence of authority to represent legal entities in the form of Articles of Association and Deed showing the authority to represent.
- ii. For shareholders who are domiciled outside the territory of the Republic of Indonesia, the power of attorney must be made by a local Notary and legalized by the Embassy of the Republic of Indonesia in the local area where the shareholders are domiciled.

- b. Electronic power of attorney:

- i. Local individual shareholders can provide power of attorney electronically ("e-Proxy") through the eASY.KSEI application at the link

<https://access.ksei.co.id>, no later than **Monday, 24 January 2022 at 12.00 WIB.**

- ii. The Company has provided the independent proxy (*Independent Representative*) which is a representative of the BAE.
2. Members of the Board of Directors, members of the Board of Commissioners, and employees of the Company may act as proxies of the shareholders at the Meeting, **but the votes they cast as proxies at the Meeting will not be counted in the voting.**

## **II. Meeting Attendance Rules Adjusted with Prevention of the COVID-19 Virus Spread**

1. The Company will hold the Meeting electronically using the eASY.KSEI facility in accordance with the provisions in OJK Regulation Number 16/POJK.04/2020 concerning the Electronic Implementation of the General Meeting of Shareholders of Public Companies ("POJK 16/2020") and Article 11 paragraph (3) the Company's Articles of Association. Thus, shareholders can participate in the Meeting by choosing one of the following mechanisms:
  - a. Attend the Meeting electronically through the eASY.KSEI application; or
  - b. Attend the meeting physically.
2. Shareholders who choose to **attend the Meeting electronically through the eASY.KSEI application** must follow below rules:
  - a. Shareholders can confirm their participation electronically and submit their voting through the eASY.KSEI application from the date of the invitation to the Meeting until 24 January 2022 at 12.00 WIB ("Deadline of Attendance Declaration").
  - b. The registration process for participation in the Meeting electronically are as follows:
    - i. For local individual type shareholders who have not provided a declaration of the presence or provided an e-Proxy until the Deadline of Attendance Declaration;
    - ii. For local individual type shareholders who have provided a declaration of attendance but have not yet submitted their vote for the Meeting agenda in the eASY.KSEI application until the Deadline of Attendance Declaration;
    - iii. For shareholders who have given power of attorney to the recipient of the proxy provided by the Company (*Independent Representative*) or *Individual Representative*, but have not submitted their vote for the Meeting agenda until the Deadline of Attendance Declaration;
    - iv. For Participants/Intermediaries (Custodian Banks or Securities Companies) who have received power of attorney and voting options for the Meeting agenda from shareholders;

**then it is mandatory to register its attendance in the eASY.KSEI application on the date of the Meeting, namely 25 January 2022 until the closing of the electronic registration of the Meeting by the Company.**

- c. If the shareholders and/or their legal proxies do not carry out or are late in conducting the electronic registration as referred to in number 2, they are considered not to be present at the Meeting and will not be counted as a quorum for the attendance of the Meeting.
3. Shareholders who choose **to physically attend the Meeting are required** to always comply with the health protocols to prevent the spread of the COVID-19 virus while at the Meeting venue as follows:
- a. In accordance with the provisions of the Government of the Republic of Indonesia and the rules from the management of the WTC II building where the Meeting is held, shareholders or their proxies who will enter the building are **required to have a COVID-19 Vaccine Certificate and show the certificate by scanning the QR code on the Peduli Lindungi application** before entering the Meeting venue. Failure to present a COVID-19 Vaccine Certificate may result in the shareholders or their proxies being unable to enter the WTC building where the Meeting is convened.
  - b. Shareholders or their proxies are encouraged to bring a Certificate of Rapid Antigen Test or COVID-19 PCR Swab Test with negative results obtained from hospital doctors, health centers, or clinics with a sampling date of 1 (one) day before the Meeting.
  - c. Shareholders or their proxies are requested to fill out a Health Declaration form which can be downloaded from the Company's website to be submitted to the Meeting officers before entering the Meeting room and must comply with the health procedures stipulated by the Meeting organizer.
  - d. Shareholders or their proxies who are identified as arriving and/or transiting from within and/or abroad within the last 14 days before the Meeting date are encouraged to provide power of attorney to attend the Meeting, ballot papers, and question sheets to the Registrar which are available at the registration desk.
  - e. Body temperature checks for all shareholders present will be carried out by officers upon entering the WTC II building where the Meeting will be held. Shareholders or their proxies who have body temperatures above 37.5°C are not permitted by the building management to enter the premises and will be requested to give power of attorney to attend the Meeting, ballots, and question sheets to the BAE which are available at the registration desk and immediately check themselves at the nearest health facility.
  - f. Shareholders who have a temperature above 37.5°C and are not allowed to enter the Meeting room by the management of the WTC II building, will be directed to an isolation room. Furthermore, the Meeting officer will assist the shareholders to give power of attorney to attend, question sheets, and ballots to the BAE.

- g. Shareholders who passed the body temperature check will still be required to submit a Health Declaration form before the registration process by BAE. If there are things that are not fulfilled in the Health Declaration form, the shareholders or their proxies are not allowed to attend the Meeting and are encouraged to provide power of attorney to attend the Meeting, ballot papers, and questions sheets to the BAE.
- h. If a shareholder or shareholder's proxy is declared safe to be physically present at the Meeting, the shareholder is still encouraged to give power of attorney to attend the Meeting and a ballot to the BAE in accordance with the Government of the Republic of Indonesia rules in preventing the spread of the COVID-19 virus.
- i. To comply with the physical distancing protocol, the Company will provide a room for shareholders equipped with video conference facilities that able them to watch, hear, ask questions, and cast a vote during the Meeting taking into account the provisions of physical distance and refer to this Meeting Rules.
- j. In accordance with the rules of the Government of the Republic of Indonesia to prevent the spread of the COVID-19 virus and refer to Article 8 paragraph (4) of POJK16/2020, the Company will limit the number of shareholders or their proxies who will be present in the Meeting room based on the “**first come first served**” method. If the Meeting room capacity has been fulfilled, shareholders who are unable to enter the Meeting room can provide power of attorney to attend the meeting, ballot papers, and question sheets to the BAE which are available at the registration desk.
- k. All shareholders or their proxies are required to wear double masks and/or medical masks according to the standards of the Ministry of Health of the Republic of Indonesia during the Meeting and while at the Meeting location.
- l. The company will provide *hand sanitizers* which will be placed at several points around the Meeting room.
- m. Shareholders or their proxies are prohibited to shake hands or make any physical contacts with fellow shareholders, members of the Board of Directors and members of the Board of Commissioners of the Company who are present at the Meeting, the officers of the Meeting, as well as anyone who is physically present at the Meeting.
- n. Shareholders or their proxies are expected to always maintain a safe distance between other individuals of at least 1 meter.
- o. Shareholders or their proxies are prohibited from eating and drinking while in the Meeting room.
- p. Shareholders or their proxies who will physically attend the Meeting are encouraged to arrive at the Meeting venue no later than one hour before the Meeting.

### III. Terms and Rules when the Meeting is Convened

1. The meeting will be held at WTC II, on the 30<sup>th</sup> Floor and Mezzanine. The Chairperson of the Meeting, Management, Notary Public, and BAE will be on the 30<sup>th</sup> Floor of WTC to manage the Meeting.
2. Refer to the provisions of Article 8 paragraph (6) of POJK 16/2020, the Meeting will be held as efficiently as possible with the following discussion:
  - a. Opening.
  - b. Determination of attendance quorum.
  - c. Discussion of questions or opinions raised by shareholders or their proxies submitted electronically at each agenda item.
  - d. The decision-making of each agenda item is based on the decision-making quorum.
  - e. Closing.
3. The meeting will be held in Indonesian.
4. The Chairperson of the Meeting will lead the Meeting. For the sake of the smooth running of the Meeting, the Chairperson of the Meeting has the right to decide on procedures related to the Meeting which have not been regulated or have not been sufficiently regulated in these Rules.
5. The meeting will be chaired by a member of the Board of Commissioners appointed by the Board of Commissioners.
6. The Chairperson of the Meeting has the right to ask those present at the Meeting to prove their right to attend and cast a vote at the Meeting.
7. Only matters that are included in the agenda of the Meeting as stated in the Meeting invitation can be discussed at the Meeting with due observance of the applicable regulation.
8. **The Quorum of Attendance:**

The quorum for attendance of the Meeting is more than ½ (one-half) of the total shares with valid voting rights issued by the Company or their legal proxies.
9. Each share (without regard to the difference in par value of shares) entitles its owner to cast 1 (one) vote. If a shareholder owns more than one share with valid voting rights, the votes cast are considered to represent the total number of shares owned, unless explicitly stated otherwise in accordance with applicable regulations.
10. **Meeting Broadcast:**
  - a. Shareholders or their proxies who are physically present at the Meeting will be placed in the Mezzanine room, where shareholders can follow the process of the Meeting via *video conference*.

- b. For shareholders or their proxies who attend electronically, the following provisions shall apply:
  - i. Shareholders or their proxies who have registered in the eASY.KSEI application can participate in the Meeting via the Zoom webinar which can be accessed in the AKSes.KSEI application (<https://access.ksei.co.id/>) under the sub menu “Tayangan RUPS”. The Company recommends Mozilla Firefox as a browser that can be used to access the eASY.KSEI application and “Tayangan RUPS” at the AKSes.KSEI application with the best performance and appearance.
  - ii. Meeting broadcast in webinar format through AKSes.KSEI only has a maximum capacity of 500 participants, thus the **“first come first served”** method will apply.
  - iii. Shareholders or their proxies who have been registered electronically attend the eASY.KSEI application but do not get the opportunity to watch the “Tayangan RUPS” in webinar format; their attendance is still considered valid and will be counted as a quorum for the attendance of the Meeting.
  - iv. For shareholders or their proxies who attend the Meeting by only watching “Tayangan RUPS” in webinar format, but are not registered in the attendance list on the eASY.KSEI application, then their attendance at the Meeting is considered invalid and will not be counted as a quorum for the attendance of the Meeting.
  - v. To support the effectiveness of the Meeting, the Company will disable the ‘raise hand’ and ‘allow to talk’ features in the “Tayangan RUPS” during the Meeting. The procedures for submitting questions and/or responses are further stipulated below.
- c. Shareholders or their proxies who watch the Meeting, both physically and electronically via the AKSes application are not allowed to record and/or disseminate the recording of the Meeting without prior permission from the Company.

**11. Procedure for Questions and Answers and/or Submission of Opinions:**

- a. The Chairperson of the Meeting will provide the opportunity for the shareholders or their proxies to ask questions and/or express their opinions. **The questions conveyed must relate to the agenda discussed in the Meeting.**
- b. Only shareholders and their legal proxies are entitled to ask questions and/or express opinions.
- c. In every discussion on the agenda of the Meeting, shareholders or their proxies will be given the opportunity to ask questions and/or opinions in only 1 (one) stage.
- d. For shareholders or their proxies who participate in the Meeting electronically, the following provisions shall apply:

- i. If the question and answer session and/or submission of opinions to the Meeting agenda have been opened by the Chairperson of the Meeting, which is marked with the statement “*Discussion started for agenda item no. [ J ]*” in the “ *General Meeting Flow Text*” column, shareholders or their proxies can submit questions and/or opinions through the “Opinion Statement” function on the “E-meeting Hall” screen belonging to the shareholders or shareholder's proxies. Shareholders are required to state the name and number of shares when submitting questions and/or opinions.
  - ii. All incoming questions and/or opinions will be compiled by the Chairperson of the Meeting.
  - iii. **Only questions and/or responses related to the agenda of the Meeting will be answered and/or responded to by the Chairperson of the Meeting or by a person appointed by the Chairperson of the Meeting.**
- e. For shareholders or their proxies who physically participate in the Meeting, the following provisions shall apply:
  - i. Shareholders or their proxies who wish to convey questions and/or opinions may raise their hands and will be asked to fill out the available question form by including the name, the number of shares owned or represented, and the question, and submit it to the Meeting officers.
  - ii. The Meeting officer will then submit the form to the Chairperson of the Meeting.
  - iii. Only questions forms that have been filled out and related to the Meeting agenda will be accepted and responded to by the Chairperson of the Meeting or by a person appointed by the Chairperson of the Meeting.
- f. After the questions in the “Opinion Statement” feature and the question form from the physically present have been collected, the questions and/or opinions submitted will be answered or responded to by the Chairperson of the Meeting or a person appointed by the Chairperson of the Meeting.
- g. If there are shareholders who ask the same question, it will be answered by the Chairperson of the Meeting or the party appointed by the Chairperson of the Meeting simultaneously/once.
- h. All questions and/or opinions will be responded to by the Chairperson of the Meeting or the person appointed by the Chairperson of the Meeting orally.
- i. After all questions and/or responses to the Meeting agenda have been responded to, the Chairperson of the Meeting will continue the Meeting with a decision-making session.

## **12. Decision-making procedure:**

- a. All decisions of the Meeting are taken based on deliberation for consensus.
- b. If a decision based on deliberation for consensus in the agenda of the Meeting is not reached, the decision is taken by voting.

- c. The Notary, assisted by the BAE, will validate and count votes in the decision-making of the Meeting on each Meeting agenda.
- d. **If the decision of the Meeting is adopted by voting, the resolution of the Meeting is valid if it is approved by more than 1/2 (one half) of the number of votes legally cast at the Meeting in accordance with the provisions of Article 16 paragraph (8) of the Company's Articles of Association.**
- e. Voting regarding individuals is carried out with a closed letter that is not signed unless the Chairperson of the Meeting determines otherwise without any objection from 1 (one) or more shareholders who together represent at least 1/10 (one-tenth) of the total number of shares. with valid voting rights that have been issued by the Company, in accordance with the provisions of article 16 paragraph (6) of the Company's Articles of Association.
- f. Shareholders with voting rights who attend the Meeting, both physically and electronically, but do not cast a vote or abstain, are considered to have cast the same vote as the majority of shareholders who cast votes.
- g. Voting for the agenda of the Meeting will take place both physically and electronically.
- h. The procedure for voting electronically (*e-Voting*) is as follows:
  - i. Shareholders or their proxies can participate in electronic live voting when the voting session is opened, which is indicated by the sound of a bell and the system displays the status "*Voting for agenda item no [ ] has started*" in the "*General Meeting Flow Texts*" column.
  - ii. For *electronic live voting*, the *voting time* for shareholders to submit their vote electronically will be counted down 5 minutes.
  - iii. If after the end of the voting session, the shareholder or the proxies of the shareholders do not enter their vote, it will be considered as abstaining.
- i. The voting procedure for physically present shareholders is as follows:
  - i. Those who vote blank/abstain will be asked to raise their hands.
  - ii. Those who disagree will be asked to raise their hand.
  - iii. Those who do not raise their hands in the first and second stages can be considered as agreeing to the proposal under discussion.
  - iv. To facilitate the calculation of the voting results, the shareholders or their legal proxies may fill out the voting cards that have been distributed to be filled with the names of the shareholders, the number of shares owned, and their voting choices.
- j. BAE together with the Notary will recapitulate the incoming votes either through electronic live voting or physical votes and then the Notary will announce the results of the voting.

13. Meeting participants are expected to attend the Meeting until it is finished.



14. The Company does not provide and distribute the Meeting materials in printed form to shareholders or their proxies who are physically present at the Meeting. All meeting materials such as explanations of the agenda and the Meeting Rules can be downloaded from the Company's website ([www.permatabank.com](http://www.permatabank.com)).
15. If you have any inquiries, please contact us via e-mail at [rups@permatabank.co.id](mailto:rups@permatabank.co.id).

#### **IV. Closing**

1. These Meeting Rules may change from time to time following the provisions issued by the Government of the Republic of Indonesia and the Provincial Government of DKI Jakarta.
2. The government or the competent authority may at any time issue a policy of prohibiting the Meeting or prohibiting the Company's shareholders from attending physically at the Meeting before or on the appointed day of the Meeting, such policy is completely outside the responsibility and authority of the Company.