



**INVITATION OF  
THE EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS 2021  
PT ACSET INDONESIA Tbk  
(the "Company")**

Board of Directors of the Company hereby cordially invites the Shareholders of the Company ("Shareholder") to attend the **EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS** (the "Meeting") which will be held on:

**Day / Date** : Wednesday / 18 August 2021  
**Time** : 14.00 Western Indonesia Time ("WIT") – finished  
**Venue** : United Tractors Ballroom  
Jl. Raya Bekasi, Km 22, East Jakarta 13910

**Agenda of the Meeting:**

1. Approval of the Non-Preemptive Rights Capital Increase ("**Rights**").
2. Approval of Amendment of the Company's Articles of Association Article 4 paragraph (1) concerning the Company's Authorized Capital and Article 4 paragraph (2) concerning the Company's Issued and Paid Capital.

**Brief Explanation for each Agenda of the Meeting:**

The Agenda No.1: Approval of Non-Pre-emptive Rights Capital Increase.

According to Article 8A paragraph (1) of Financial Services Authority Regulation No. 14/POJK.04/2019 concerning the Amendment of Financial Services Authority Regulation No. 32/POJK.04/2015 concerning Capital Increase of Public Companies with Pre-emptive Rights ("**POJK No. 14/2019**"), Non-Preemptive Rights Capital Increase requires General Meeting of Shareholder ("**GMS**") approval.

According to Article 41 paragraph (1) of the Law Number 40 of 2007 concerning Limited Liability Company ("**Company Law**") *jo.* Article 4 paragraph (4), paragraph (5) letter g and paragraph (7) of Article of Association of the Company, increase of capital shall obtain approval and determined by the GMS.

The Agenda No.2: Approval of Amendment of the Company's Articles of Association Article 4 paragraph (1) concerning the Company's Authorized Capital and Article 4 paragraph (2) concerning the Company's Issued and Paid Capital.

According to Article 19 paragraph (1) of Company Law *jo.* Article 26 of Articles of Association of the Company, amendment of the Company's Articles of Association shall be determined by the GMS. Amendment of Articles of Association concerning the increase of the Company's Authorized Capital, Paid Capital and Issued Capital is related to the Non-Preemptive Rights Capital Increase.

**Notes:**

1. This Invitation serves as the Meeting invitation for the Shareholder to attend the Meeting. This Invitation can be accessed through the Company's webpage [www.acset.co.id/investor/rups/2021](http://www.acset.co.id/investor/rups/2021), eASY.KSEI system, and website of Indonesia Stock Exchange.
2. In order to (i) ease and expedite the synchronization of the Shareholder registration system and (ii) ensure that the Meeting will begin on time, Shareholder registration at the Meeting Venue will be started at 13.00 WIT and will be closed at 13.45 WIT or 15 (fifteen) minutes prior the Meeting starts. Shareholder or their proxy(ies) who are present after 13.45 WIT are not allowed to register and attend the Meeting.
3. In accordance with the provision of point 2 above, we urge the Shareholder or their proxy(ies) to be present at the Meeting Venue in not later than 45 (forty-five) minutes before the Meeting starts.
4. The material of the Meeting Agenda is available at the Company's webpage [www.acset.co.id/investor/rups/2021](http://www.acset.co.id/investor/rups/2021). The Shareholder can obtain such documents and COVID-19 related documents as of the date of this invitation date until 18 August 2021 at 09.00 WIT, upon written request from Shareholder through email: [corporate.secretary@acset.co](mailto:corporate.secretary@acset.co).
5. Shareholder who are entitled to attend or be represented at the Meeting are Shareholder whose names are registered in the Shareholder Registry of the Company on **26 July 2021**, at the closing hour of share trading or for the Shareholder whose shares are placed in the collective custody of PT Kustodian Sentral Efek Indonesia ("KSEI") at the closing of shares trading on **26 July 2021**.
6. In accordance with the Regulation to the Financial Services Authority of Republic of Indonesia and the issuance of KSEI letter No. KSEI-4012/DIR/0521 dated 31 May 2021 concerning the Implementation of e-Proxy Module and e-Voting Module in eASY.KSEI Application as well as General Meeting of Shareholders Broadcast, the Company plans to convene the Meeting physically at United Tractors' Ballroom (by taking into account of the provisions of the applicable laws and regulations as well as the provisions related to the Prevention of the Spread of COVID-19 Virus as stipulated below) and the virtual Meeting by using electronic facility provided by KSEI, namely eASY.KSEI ("**e-Proxy**"). The Company has provided an alternative for Shareholder to give an electronic authorization to an independent party through e-Proxy and to cast vote through **e-Voting**. The independent party appointed by the Company is the Company's Share Administration Bureau, namely **PT Sinartama Gunita ("Sinartama")**.
7.
  - a. Shareholder or their proxy(ies) who will attend the physical Meeting are required to show their National Identity Card (KTP) or other valid identification and submit the copy of such identification to the registration officer before entering the Meeting room.
  - b. For the Shareholder in form of legal entity shall submit copy of their latest Articles of Association (including the ratification from or reporting to the Ministry of Law and Human Rights) as well as the notarial deed of the appointment of Board of Directors and Board of Commissioners or the last management (including the copy of acceptance of reporting to the Ministry of Law and Human Rights) to the registration officer.
8.
  - a. Shareholder who are unable to attend may be represented by their proxy(ies) based on a power of attorney which form and content are approved by Board of Directors of the Company. Due to the current COVID-19 pandemic situation, authorizing Sinartama is highly urged and can also be carried out through the conventional authorization using the power of attorney form, aside from the e-Proxy as stipulated above. Member of the Board of Directors, the Board of Commissioners and the employee of the Company could act as proxy(ies) for Shareholder in the Meeting, but are not entitled to cast votes in voting. Shareholder whose

addresses are registered outside the Republic of Indonesia, their power of attorney must be legalized by notary/local authorized official and by the local Embassy/Representative of Republic of Indonesia.

- b. Form of power of attorney can be obtain during working hours at the Company's Share Administration Bureau, namely Sinartama, through email [helpdesk1@sinartama.co.id](mailto:helpdesk1@sinartama.co.id), with telephone number: (+62 21) 3922332, facsimile number: (+62 21) 39230003 or the **Company's Corporate Secretary** through email [corporate.secretary@acset.co](mailto:corporate.secretary@acset.co). Form of power of attorney can also be downloaded on the Company's webpage [www.acset.co/id/investor/rups/2021](http://www.acset.co/id/investor/rups/2021).
  - c. All originals of the power of attorney which has been in accordance with the requirement must be received by Sinartama or the Company's Corporate Secretary no later than 1 (one) working day prior to the holding of the Meeting, which is on 16 August 2021 at 12.00 WIT.
9. One share gives the holder the right to cast 1 (one) vote. If a Shareholder holds more than 1 (one) share, the cast vote is valid for all shares owned.
  10. All Meeting materials such as explanations of each of Meeting agenda and Power of Attorney can be accessed/obtained through eASY.KSEI system and the Company's website ([www.acset.co/id/investor/rups/2021](http://www.acset.co/id/investor/rups/2021)). Due to the COVID-19 pandemic situation, the Company does not provide the Meeting material in printed form.
  11. The Shareholder of the Company are urged to first read the Meeting Rules, including the guidelines for implementation of virtual Meeting for those who will attend virtually that is available in eASY.KSEI system.

### **PREVENTION OF THE SPREAD OF COVID-19 VIRUS**

In accordance with:

- (a) **Government Regulation in Lieu of Law of Republic of Indonesia No. 1 of 2020 on State Financial Policy and Stability of Financial Systems for the Handling of Corona Virus Disease 2019 (COVID-19) and/or Encountering the Threat to National Economy and/or Stability of Financial Systems,**
- (b) **Regulation of Minister of Health of Republic of Indonesia No. 9 of 2020 on Guidelines to Large-Scale Social Restrictions in Accelerating the Handling of Corona Virus Disease 2019 (COVID-19), and**
- (c) **The Instruction of Minister of Home Affairs No. 24 Year 2021 concerning the Enforcement of Public Activity Restriction Level 4 and Level 3 of Corona Virus Disease 2019 in Java and Bali Region, and**
- (d) **Other regulation(s) and government policy(ies) related to COVID-19,**

and as a measure to prevent the spread of the contagion risk of the COVID-19 virus, the Company hereby urges the Shareholder to authorize their presence through the granting of authorization including voting and submitting questions with the following conditions:

#### **1. Suggestion for the Shareholder to Grant a Power of Attorney to Sinartama**

Recalling that (1) the Company has provided e-Proxy facilities and (2) strives to prevent the risk of COVID-19 virus spread, the Company hereby urges the Shareholder to authorize an independent party appointed by the Company, namely Sinartama, to represent the Shareholder to attend and vote in the Meeting.

Guidelines for granting authorization to Sinartama through e-Proxy are as follows:

A. For individual Shareholder of Indonesian citizenship:

Shareholder that wish to grant authorization must have a Single Investor Identification Number (SID Number). The SID Number verification can be done by contacting the securities company or custodian bank of each Shareholder. The authorization guide above and its explanation can be accessed through the following link [www.acset.co.id/investor/rups/2021](http://www.acset.co.id/investor/rups/2021).

The time limit of Shareholder could authorize its attendance (e-Proxy) and virtual voting (e-Voting) through eASY.KSEI are no later than **16 August 2021 at 12.00 WIT**.

B. For (i) individual Shareholder with foreign citizenship and (ii) Shareholder in the form of legal entity (Indonesian and foreign):

Shareholder are encouraged to provide authorization through the securities company or custodian bank of each Shareholder, then the securities company or custodian bank shall submit the e-Proxy to Sinartama as intermediary to input its authorization and voting in the eASY.KSEI system.

**2. Attendance Registration through Virtual Meeting**

- (i) Local individual Shareholder can submit the attendance confirmation or authorization through eASY.KSEI system until the time limit on 16 August 2021. Local individual Shareholder who have not submitted the attendance confirmation or authorization until the given time limit and wish to participate in the Virtual Meeting, the Shareholder must register their attendance through eASY.KSEI system on the date that Meeting is being held, from the opening of the registration until virtual Meeting registration time is closed by the Company on **18 August 2021 at 13.45 WIT** (“**Registration Period of Virtual Meeting**”).
- (ii) Those who are required to register their attendance through eASY.KSEI system on the date that Meeting is being held until the Registration Period of Virtual Meeting is closed by the Company are:
  - a. For local individual Shareholder who have submit the attendance confirmation but have yet to vote for minimum 1 (one) of the Meeting agenda through eASY.KSEI system until 16 August 2021 at 12.00 WIT and wish to participate in the Virtual Meeting;
  - b. For the Shareholder who have grant authorization to the Authorized personnel whose provided by the Company (Independent Representative) or (Individual Representative) but the Shareholder have yet to vote for minimum 1 (one) of the Meeting agenda through eASY.KSEI system until 16 August 2021 at 12.00 WIT;
  - c. For the authorization recipient representative that has registered in the eASY.KSEI system on behalf of the Shareholder who have grant authorization to the intermediary (Custodian Bank or Securities Company) and have given the vote through eASY.KSEI system until the time limit which is on 16 August 2021 at 12.00 WIT.
- (iii) For the Shareholder who have submit the attendance confirmation or give the authorization to the authorized personnel which provided by the Company (Independent Representative) or (Individual Representative) and have given vote for minimum 1 (one) or all of the Meeting agenda through eASY.KSEI system by no later than 16 August 2021 at 12.00 WIT, the Shareholder or their proxy(ies) do not have to register their attendance electronically through eASY.KSEI system on the date the Meeting is being held. The shares owned by the Shareholder will be automatically counted as the attendance quorum and the cast vote will be automatically counted in the Meeting voting.
- (iv) The delay or failure of the virtual registration as stipulated in the letter i-ii without exception will result in the Shareholder or their proxy(ies) not being able to participate in the virtual Meeting, and their shares will not be counted as the attendance quorum in the Meeting.

### 3. Submission of Question and/or Suggestion through Virtual Meeting

- (i) The Shareholder or their proxy(ies) who are present virtually have the opportunity to convey 1 (one) question and/or opinion prior to the voting process. The Shareholder or their proxy(ies) may convey the question and/or opinion in written through the chat feature in the “*Electronic Opinions*” column which is available on the E-Meeting Hall screen in the eASY.KSEI system. Submission of question and/or opinion can be carried out during the status of the Meeting in the “*General Meeting Flow Text*” column is “*Discussion started for agenda item no. ()*”. Other Shareholder who have not had the opportunity to convey their question/opinion, may convey the question to the Company through email [corporate.secretary@acset.co](mailto:corporate.secretary@acset.co).
- (ii) The determination of the mechanism for the implementation of the question and answer and/or opinions session for each of Meeting agenda in writing through the E-Meeting Hall screen in the eASY.KSEI system will be set forth by the Company in the Meeting Rules.
- (iii) For the proxy(ies) who are present virtually and will convey a question and/or opinion of their Shareholder during the discussion session for each Meeting agenda, they are required to write down the names of the Shareholder they represent and the amount of shares ownership then followed by the related question and/or opinion.

### 4. Cast Vote through Virtual Meeting

- (i) The virtual voting takes place in the eASY.KSEI system on the menu of E-Meeting Hall and on the sub-menu of Live Broadcasting.
- (ii) The Shareholder or their proxy(ies) who attend but have not casted their votes for the Meeting agenda as stipulated in the point 2 letter i-ii, the Shareholder or their proxy(ies) have the opportunity to cast vote during voting process through E-Meeting Hall in eASY.KSEI system is opened by the Company. When the virtual voting for each Meeting agenda begins, the system will automatically run the voting time by counting down with maximum 5 minutes. During the virtual voting process, the “*Voting for agenda item no () has started*” status will appear in the “*General Meeting Flow Text*” column. If the Shareholder or their proxy(ies) do not cast vote for the related Meeting agenda until the status of the Meeting as shown in the “*Voting for agenda item no () has ended*”, then will be deemed to have casted vote as **Abstain** for the related Meeting agenda.
- (iii) Voting time during the virtual voting process is the standard time as set out in eASY.KSEI system. The Company may determine the time policy for direct virtual voting for each Meeting agenda (with a maximum time of 5 (five) minutes for each Meeting agenda or it can be terminated earlier if all shareholders have voted) and this will be regulated in the Meeting Rules.

### 5. The Implementation of Virtual Meeting through Live Broadcast

- (i) The Shareholder or their proxy(ies) who has been registered in eASY.KSEI system not later than **16 August 2021 at 12.00 WIT**, can participate in the ongoing Meeting through Zoom webinar by accessing the eASY.KSEI system menu, the **GMS Broadcast/Tayangan RUPS** sub-menu in the AKSes (<https://akses.ksei.co.id/>).
- (ii) The GMS Broadcast/Tayangan RUPS has a capacity up to 500 participant, where the attendance of each participant will be determined on a first come first serve basis. For the Shareholder or their proxy(ies) who do not get the opportunity to participate in the implementation of the Meeting through GMS Broadcast/Tayangan RUPS, are still deemed valid virtually, and their shares ownership and voting rights are taken into account in the Meeting, to the extent that they have been registered in eASY.KSEI system as stipulated in point 2 letter i-iii.
- (iii) The Shareholder or their proxy(ies) who only participates in the Meeting through the GMS Broadcast/Tayangan RUPS but are not registered as virtually present in the eASY.KSEI system as stipulated in point 2 letter i-iii, then the attendance of the Shareholder or their proxy(ies) will be deemed invalid and will not be counted in the Meeting attendance quorum.

- (iv) In order to participate in the Meeting optimally using the eASY.KSEI system and/or the GMS Broadcast/*Tayangan RUPS*, the Shareholder or their proxy(ies) are suggested to use the Mozilla Firefox browser.
6. The guidance on the eASY.KSEI system for the Shareholder regarding virtual attendance registration in the Meeting, the appointment of “*individual representative*”, “*independent representative*” and “*intermediary*” as the proxy(ies), the virtual Voting, the submission of question and/or opinion virtually, and participating in the GMS Broadcast/*Tayangan RUPS* through Zoom webinar, can be downloaded from the following link <https://www.ksei.co.id/data/download-data-and-user-guide> about “User Manual eASY.KSEI – Shareholder”.
7. For Shareholder or their proxy(ies) that will remain physically present at the Meeting shall follow and pass the security and health protocol which will be strictly enforced, as follows:
- (i) must wear double face masks consisting of 3-ply medical face mask on the inside and cloth face mask on the outside and must wear it properly at all times while in the Meeting building and during the Meeting.
  - (ii) the Shareholder or their proxy(ies) who are present are required to bring the original of Certificate of COVID-19 Rapid Antigen Swab Test or PCR Swab Test by having the test taken 1 (one) day prior to the Meeting date (for Rapid Antigen Swab Test) and 2 (two) days prior to the Meeting date (for PCR Swab Test) with negative result issued by a doctor of an hospital, public health center or medical clinic. Certificate of COVID-19 Rapid Antigen Test or PCR Swab Test must be submitted to the registration officer along with a Health Declaration Form containing health and travel information. Health Declaration Form can be downloaded on the Company's website ([www.acset.co.id/investor/rups/2021](http://www.acset.co.id/investor/rups/2021)).
  - (iii) must follow health examination procedures (such as body temperature checks, etc.), both to be carried out by the Company and the management of the building where the Meeting is being held.
  - (iv) must implement the physical distancing policy in accordance with the direction of the Company and the management of the building where the Meeting is being held.
8. Shareholder or their proxy(ies) that are unhealthy, specifically having/feeling symptoms of being infected with COVID-19 (such as cough, body temperature above 37.5 °C, or flu, etc.) are not permitted to attend the Meeting.

The Company has the right and authority to prohibit Shareholder or their proxy(ies) from attending or being in the Meeting room in the event that the Shareholder or their proxy(ies) do not meet and comply with the security and health protocol as described above.

9. The Company will re-announce if there is a change and/or additional information with reference to the latest conditions and situations regarding the handling and control to prevent the spread of COVID-19.

**Jakarta, 27 July 2021**

**Board of Directors of the Company**

*Notes: This Invitation is made in Indonesia and English languages. The Indonesian version shall prevail in the case of any inconsistencies or differences of interpretation with the English language text of this Invitation.*