



PT PABRIK KERTAS TJIWI KIMIA Tbk
(“The Company”)
NOTICE OF
ANNUAL GENERAL AGMS OF SHAREHOLDERS (“AGMS”)

Board of Directors of the Company hereby invite our shareholders to attend the AGMS of the Company that will be held on:

Day/Date : **Tuesday, May 16th, 2023.**
Time : **09.00 WIB – 10.00 Western Indonesia Standard Time (WIB)**
Venue : **Hotel Grand Hyatt, Grand Ballroom**
Jl. MH.Thamrin No.Kav 28-30
Central Jakarta

With the following agenda:

1. Submission of the annual report of the Company by the Board of Directors and Approval on the Company's Consolidated Financial Statements for the financial year ending on December 31st, 2021 and submit the Supervisory Report by the Board of Commissioners for the financial year ended on December 31st, 2022 and grant full acquittal and discharged (*acquitt et de charge*) to the Board of Directors and Commissioners of the Company over any management and supervision action conducted by them during the financial year ended on December 31st, 2022.
2. Approval on the Company's profits appropriation for the financial year ended on December 31st, 2022.
3. Appointment of the Public Accountant and/or Independent Public Accountant as registered at Financial Services Authority (“OJK”) in order to audit the Company's financial report for the year 2023.
4. Determination of the salary, honorarium, and/or allowances for the Board of Commissioners and Board of Directors of the Company for financial year 2023.
5. Approval on the changes of the composition of the Board of Commissioners and Board of Directors members.

Notes to the agenda as follows:

1. The 1st to 4th agenda are the routine agenda held by the Company's AGMS, one and the other in accordance with the provision (s) in the Company's Articles of Association, Regulation of OJK (“POJK”), and Company Law Number 40 Year 2007. The Company's 2022 Annual Report including Consolidated Financial Statements of the Company and Its Subsidiaries for the Year Ended on 31st December 2022 is available on the Company's website: <https://asiapulppaper.com/en/investors>.
2. The 5th agenda is the agenda in relation with the changes of the Board of Commissioners and the Board of Directors of the Company.

Notes:

1. The Company will not send any individual invitations letter to the shareholders of the Company, thus this notice of the AGMS advertisement shall be deemed as an official invitation to the Company's Shareholders. This notice of the AGMS is also announced on the Indonesian Stock Exchange's website, the Company's website and PT Kustodian Sentral Efek Indonesia (“KSEI”)’s website.

2. Shareholders who are eligible to attend or be represented at the AGMS are the shareholders whose name are recorded in the Company's Register of Shareholders on Tuesday, April 18th, 2023 until 16.00 WIB. For the KSEI securities account holders in the Collective Depository (Member of the Bourse/Custodian Bank) shall submit their own maintained data to KSEI for obtaining the Written Confirmation for AGMS ("KTUR").
3. The eligible shareholders or their proxies are obliged to bring and submit copies of Collective Share Certificate and Identity Card ("KTP") or any other identification to the Company's registration officer prior entering the AGMS room. The shareholders in the KSEI collective depository must submit KTUR to the Company's registration officer prior entering the AGMS room.
4. For the Company's shareholders such as Limited Liability Company, Cooperative, Foundation or Pension Fund is kindly required to bring a copy of the latest article of association and the deed of the latest members of Board of Management.
5.
 - a. The shareholders who are not able to attend the AGMS in person may be represented by proxy by having a power of attorney as determined by the Company's Board of Directors. Any Directors, Commissioners and employees of the Company may act as a proxy, however, their votes will not be taken into account in the voting process.
 - b. The form for Proxy can be obtained during working days and working hours at the Company share registrar bureau ("BAE"), PT. Sinartama Gunita, at Menara Tekno 7th floor, JL. Fachrudin No.19, RT 1, RW 7, Kampung Bali, Tanah Abang, Central Jakarta 10250.
 - c. Power of attorney shall have been received by BAE or by the registration officer prior to the AGMS.
6. For Health reasons and compliance with the COVID-19 spreading prevention protocol, the Company limits the number of Shareholders and/or their proxies who will physically attending and may enter to the AGMS room by maximum of 50 (fifty) persons based on the Shareholders' attendance list (first come first served). The company does not provide food and drinks/gratitude gifts/parcels/souvenirs and the Company's printed Annual Report. The Annual Report to be discussed at the AGMS can be downloaded on the Company's website <https://asiapulppaper.com/investors> starting from this invitation date.
7. The materials related to the AGMS' agendas are available for shareholders since the date of this notice until the date of the AGMS. Those materials can be downloaded from the Company's website <https://asiapulppaper.com/about-us>. The Company will not provide printed materials at the AGMS.
8. To ensure that the AGMS will be conducted in orderly and timely manner, the shareholders or their proxies are kindly requested to present in the AGMS' venue no later than 30 (thirty) minutes before the AGMS commences.

The Company hereby submit the additional information of the AGMS notice as follow:

1. Shareholders can participate in the AGMS by either:
 - a. physically attending the AGMS; or
 - b. electronically attending the AGMS through the **eASY.KSEI**.
2. As mentioned in item 1 letter b, shareholders who attend the AGMS electronically is local individual shareholders whose shares are placed in the company collective custody of KSEI.
3. Shareholders can utilize the **eASY.KSEI** by accessing the application in the AKSes facility (<https://akses.ksei.co.id/>).
4. Prior to participating in the AGMS, shareholders shall read the terms presented in this Invitation and additional information as well as any other terms regarding the AGMS based on the authority which determined by company. Other terms can be found in the attached document on the 'Meeting Info' feature in the **eASY.KSEI** and/or AGMS invitation posted at the websites of the respective Company. The Company is eligible to determine other terms in relation to the attendance of shareholders or their proxies who will attend at the AGMS physically.

5. Shareholders who will exercise their voting rights through the **eASY.KSEI**, shall declare their attendance or appointing their proxies and/or submit their votes through the **eASY.KSEI**.
6. The deadline for declaring electronic attendance, or appointing proxies through electronic proxy (e-proxy), and submitting electronic votes through the **eASY.KSEI** no later than 1 (one) day before AGMS' date at 12.00 P.M Western Indonesian Time (WIB).
7. Prior to entering the AGMS room, all shareholders or proxies who attending the AGMS physically are obliged to fill in the attendance list by showing their original proofs of identity.
8. Shareholders who will attend or grant a proxy to attend the AGMS electronically through the **eASY.KSEI** shall consider the following points:
 - a. Registration Process
 - i. Local individual shareholders who **have not** provided their attendance declaration or their proxies on **eASY.KSEI** Before the deadline as mentioned on item 6, and willing to attend the AGMS electronically, shall register their attendance through the **eASY.KSEI** during the date of the AGMS and until the AGMS registration period was closed by company.
 - ii. Local individual shareholders who have provided their attendance declaration but have not submitted their vote on a minimum of 1 (one) of the AGMS agendas through the **eASY.KSEI** before the deadline mentioned on item 6 and wish to attend the AGMS electronically, shall register their attendance through the **eASY.KSEI** during the date of the AGMS and before the time that the Company ends the AGMS's electronic registration.
 - iii. Shareholders who have granted a Company-appointed Independent Representative or Individual Representative but have not submitted their vote on a minimum of 1 (one) of the AGMS agendas through the **eASY.KSEI** before the deadline mentioned on item 6 thus their proxies shall register their attendance through the **eASY.KSEI** during the date of the AGMS and before the time that the Company ends the AGMS' electronic registration.
 - iv. Shareholders who have granted an Intermediary Participant Representative (Custodian Bank or Securities Company) and have submitted their vote through the **eASY.KSEI** before the deadline mentioned on item 6, thus the proxies who are recorded in **eASY.KSEI** are obliged to register their attendance through the **eASY.KSEI** during the date of the AGMS before the time that the Company ends the AGMS's electronic registration.
 - v. Shareholders who have submitted their attendance declaration or granted a Company-appointed Independent Representative or Individual Representative and have provided their votes for a minimum of 1 (one) or all of the AGMS agendas through the **eASY.KSEI** no later than the deadline as mentioned on item 6 thus their shareholders or their proxies no need to register their attendance electronically through the **eASY.KSEI** on the date of AGMS. Shareholdings will be automatically calculated as an attendance quorum and submitted votes will be automatically counted during the AGMS' voting process.
 - vi. As mentioned in points number i – iv, lateness or electronic registration failures for any reasons that cause shareholders or their representatives do not attend the AGMS electronically, and their shareholdings will not be counted towards the attendance quorum at the AGMS.

- b. Electronic Statements or Opinions Submission Process
 - i. Shareholders or their proxies have 3 (three) opportunities to present their questions and/or opinions in discussion in each AGMS agendas. Questions and/or opinions in each of the AGMS agendas can be submitted in writing by the Shareholders or their proxies through the chat feature column in the 'Electronic Opinions' made available in the E-Meeting Hall screen of the **eASY.KSEI**. Questions and/or opinions can be given as long as the AGMS' status in the 'General AGMS Flow Text' status is written as *"Discussion started for agenda item no. []"*.
 - ii. Determination of the mechanism for implementing discussion on each AGMS agenda in writing through E-Meeting hall screen in **eASY KSEI** is an authority for each companies and will be included in the Company's AGMS Guidelines through the **eASY.KSEI**.
 - iii. Proxies who attend the AGMS electronically and submit a question and/or opinion during a discussion session of one of the AGMS agendas are required to typing the name of the shareholder and amount of shares then followed by writing their respective questions and/or opinions.
- c. The Voting Process
 - i. The voting process will be conducted electronically through the E-Meeting Hall menu, Live Broadcasting submenu of the **eASY.KSEI**.
 - ii. Shareholders or their proxies who have not submitted their votes on the particular AGMS agenda, as mentioned in item 8 letter a number i – iii, are given an opportunity to submit their votes directly as the Company opens the voting period in the E-Meeting Hall screen of the **eASY.KSEI**. After the electronic voting period for one of the AGMS agendas is started, the system will count down the voting time automatically by a maximum of 5 (five) minutes. A *"Voting for Agenda item no [] has started"* status would be displayed at the 'General AGMS Flow Text' column during the electronic voting time. If the Shareholders or their proxies do not submit their votes during a specific AGMS agenda until the AGMS implementation status that visible in the column of "General AGMS Flow Text" has changed to *"Voting for Agenda item no [] has ended"* will be considered to give an Abstain vote for the related AGMS agenda.
 - iii. The voting time in th electronic voting process is a standard time set by the **eASY.KSEI**. Each Company can set their own electronic voting policies time for each of its AGMS agendas (with a maximum of five minutes per AGMS agenda) and include them in the AGMS's Guideline through the **eASY.KSEI**.
- d. Live Broadcast of The AGMS through Tayangan RUPS
 - i. Shareholders or their proxies who have been registered in the **eASY.KSEI** no later than the deadline mentioned on item 6, can watch the AGMS live via Zoom webinar through the eASY.KSEI menu, submenu Tayangan RUPS, which is on the AKSes facility (<https://akses.ksei.co.id/>).
 - ii. **Tayangan RUPS** has a capacity of 500 participants provided on a first-come, first-serve basis. Shareholders or their representatives who did not have the opportunity watch the AGMS' broadcast through Tayangan RUPS are still considered to have electronically attended the AGMS and their shareholdings and votes are still counted, as long as they have

registered through the **eASY.KSEI**, as specified above in item 8 letter a number i - v.

- iii. Shareholders or their proxies who only watch the AGMS through Tayangan RUPS but were not electronically registered as participants in the **eASY.KSEI**, as specified above in item 8 letter a number i - v, will not be considered as an eligible participant and will not be counted as part of the AGMS's quorum.
- iv. Shareholders or their proxies who watch the AGMS through Tayangan RUPS can use the raise hand feature to submit questions and/or opinions during the discussion sessions for each of the AGMS agendas. Shareholders or their proxies can directly ask questions or voice their opinions if the Company has allowed and activated the allow to talk feature. Mechanisms for discussion on each AGMS agenda, including using the Allow to Talk feature in Tayangan RUPS are determined by the Company and included in the AGMS' Guideline through the **eASY.KSEI**.
- v. Shareholders or their proxies are encouraged to use **Mozilla Firefox** as the browser for the best experience in using the **eASY.KSEI** and/or **Tayangan RUPS**.

Jakarta, April 20th, 2023

The Company's Board of Directors