



**PT. INDAH KIAT PULP & PAPER Tbk**  
**(“The Company”)**  
**NOTICE OF**  
**ANNUAL GENERAL MEETING OF SHAREHOLDERS (“AGM”)**  
**AND**  
**EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS (“EGM”)**

Board of Directors of the Company hereby invite our shareholders to attend the AGM dan EGM (the “Meeting”) of the Company that will be held on:

Day/Date : **Tuesday, August 25<sup>th</sup>, 2020.**  
Time : **09.00 WIB – 10.30 Western Indonesia Standard Time (WIB)**  
Venue : Hotel Grand Hyatt, Grand Ballroom  
Jl. MH.Thamrin No.Kav 28-30  
Jakarta

**With the following agenda:**

**A. AGM:**

1. To submit the annual report of the Company by the Board of Directors and ratification of the Company's Consolidated Financial Statements for the financial year ending on December 31<sup>st</sup>, 2019 and submit the Supervisory Report by the Board of Commissioners for the financial year ending on December 31<sup>st</sup>, 2019 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 ending December 31<sup>st</sup>, 2019.
2. To approve the Company's profits appropriation for the financial year ended of December 31<sup>st</sup>, 2019.
3. To appoint the Independent Public Accountant as registered at OJK in order to audit the Company's financial report for the year 2020 and authorize the Boards of Directors to determine the fees of the appointed Independent Public Accountant.
4. To determine the salary, honorarium, and/or allowances for the Board of Commissioners and the Directors of the Company for financial year 2020.
5. To approve the changes in the composition of the members of the Board of Commissioners and the Directors.
6. Accountability report of realization of use of proceeds from 1st Public offering of Indah Kiat Pulp & Paper Tbk Bond Phase 1 Year 2020.

**Notes to the Agenda for AGM as follows:**

1. Agenda 1 to 5 which among others are the routine agendas of the Company's AGM one and the other in accordance with the provisions in the Company's Articles of Association, OJK's regulations and Company Law Number 40 Year 2007.
2. Agenda 6 is the responsibility to submit the report in accordance with OJK's Regulation Number 30/POJK.04/2015 concerning Reporting of the Utilization of Proceeds Derives from Public Offering.

**B. EGM :**

- To approve the amendment to the Company's Article (s) of Association which among others are to comply with the Indonesian Financial Services Authority ("OJK") Regulation Number 15/POJK.04/2020 regarding Planning and Holding the General Meeting of Shareholders of Public Companies and OJK Regulation Number 16/POJK.04/2020 regarding the Implementation of the Electronic General Meeting of Shareholders of Public listed Companies and other related regulations.

**Notes to the Agenda for EGM as follows:**

Amendments to the Company's Article (s) of Association which among others are to comply with OJK Regulation Number 15/POJK.04/2020 regarding Planning and Holding the General Meeting of Shareholders of Public Companies and OJK Regulation Number 16/POJK.04/2020 regarding the Implementation of the Electronic General Meeting of Shareholders of Public listed Companies and other related regulations.

**Notes:**

1. The Company will not send a separate invitations letter to the shareholders of the Company, therefore this notice of the Meeting advertisement serve as an official invitation to the shareholders of the Company. This notice of the Meeting is also announced on the Indonesian Stock Exchange's website, the Company's website and PT Kustodian Sentral Efek Indonesia ("KSEI")'s website.
2. Those shareholders entitled to attend or represented in the Meeting are those shareholders whose name are registered in the Company's Register of Shareholders on Thursday, July 30<sup>th</sup>, 2020 at 16.00 WIB. For the securities account holders of KSEI in the Collective Depository (Member of the Bourse/Custodian Bank) shall submit the data of the investors maintained by them to KSEI for obtaining the Written Confirmation for Meeting ("KTUR").
3. The participating shareholders or their proxies are required to bring and submit copies of Collective Share Certificate and Identity Card ("KTP") or any other identification to the Company's official registrar prior entering the meeting room. The shareholders in the collective depository must submit KTUR to the Company's official registrar prior entering the meeting room.
4. For the shareholders of the Company 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 latest deed of changes of the management.
5.
  - a. The shareholders who are not able to attend the meeting in person may be represented by proxy in a form acceptable to the Directors of the Company. Any Director, Commissioners and employees of the Company may act as a proxy, however, the votes cast by such proxy shall not be counted.
  - 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 Sinar Mas Land Plaza (formerly Plaza BII), Tower I, 9<sup>th</sup> floor, Jl. M.H. Thamrin No. 51 Jakarta.
  - c. Such Proxy shall have been received by BAE or by the registration officer prior to the Meeting.
6. As a prudent and precautionary approach towards the development of COVID-19 pandemic,, without intending to reduce the Company's Shareholders` and their proxies` rights to attend the Meeting, please pay attention to the important notes below:
  - a. The Company limits the number of Shareholders or their proxies who will be physically present and can enter the Meeting room by a maximum of 30 (thirty) people based on the ordinal of the Shareholders or their legitimate Proxy attendance list (first come first served).
  - b. The Company appeals on the Company`s Shareholders who eligible to attend the Meeting as referred in point 2 above to authorize an independent party appointed by the Company

- to represent the Shareholders presence and vote at the Meeting, either through eASY.KSEI system provided by KSEI as mechanism for electronic authorization in the process of organizing Meeting, or through a Power of Attorney in point 5 Above.
- c. For Shareholders or their proxies who will remain physically present at the meeting:
    - (i) Must follow the safety and health protocols as follows:
      - Use a mask;
      - Following health inspection procedures, such as body temperature checks (both conducted by the Company and the management of building where the Meeting is held);
      - Implement distance or physical distancing in accordance with the direction of the Company and the management of the building where the Meeting is held.
    - (ii) The Company has the right and authority to forbid the Shareholders or their proxies to attend or be in the Meeting room if the Shareholders or their proxies do not meet the above safety and health protocols, including if the Shareholders or their Proxies show symptoms of being unwell, such as cough, flu, fever/body temperature more than 37,5°C, etc.
  - d. When registering, the shareholders must submit a health declaration form containing health and travel information. The form can be downloaded at <https://asiapulppaper.com/about-us>.
7. For Health reasons and compliance with the COVID-19 spreading prevention protocol, 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 Meeting can be downloaded on the Company's website <https://asiapulppaper.com/investors> starting from this invitation date.
  8. The materials related to the Meeting's agendas are available for shareholders since the date of this notice until the date of the Meeting. Those materials can be downloaded from the Company's website <https://asiapulppaper.com/about-us> or can be obtained at the Company's office at Sinar Mas Land Plaza (formerly Plaza BII), Tower II, 5<sup>th</sup> floor, Jl. M.H. Thamrin No. 51 Central Jakarta , during business hours. The Company will not provide printed materials at the Meeting.
  9. To ensure that the Meeting will be conducted in orderly and timely manner, the shareholders or their proxies are kindly requested to present in the Meeting venue by 30 (thirty) minutes before commencement of the Meeting.

Jakarta, August 3<sup>rd</sup>, 2020  
**The Company's Board of Directors**