

**NOTICE OF  
THE ANNUAL GENERAL MEETING OF SHAREHOLDERS 2023  
TO SHAREHOLDERS  
PT ASTRA GRAPHIA Tbk  
(the "Company")**

The Board of Directors of PT Astra Graphia Tbk (the "**Company**"), hereby gives notice to shareholders of the Company to attend the 2023 Annual General Meeting of Shareholders (the "**Meeting**"), which will be held physically and electronically on:

**Day/Date** : Monday, 3<sup>rd</sup> April 2023  
**Time** : 01:30 p.m – 03:00 p.m Western Indonesian Time  
**Venue** : Catur Dharma Hall, Menara Astra 5<sup>th</sup> floor  
Jalan Jenderal Sudirman Kav.5-6  
Central Jakarta 10220  
**Electronic Attendance** : Using the Electronic General Meeting System KSEI  
("eASY.KSEI") Facility

**Meeting Agenda:**

1. Approval of the 2022 Annual Report, including Ratification of the Oversight Duties Report of the Board of Commissioners of the Company and Ratification of the Consolidated Financial Statements of the Company for Financial Year 2022.
2. Determination on the Appropriation of the Company's Net Profit for Financial Year 2022.
3. Appointment of the Public Accountant Firm to Conduct an Audit of the Company's Financial Statements for Financial Year 2023.
4. a. Changes in the members of the board of directors and the appointment of members of the board of commissioners of the company  
b. Determination on the Salary and Benefits of the Board of Directors and Determination on the Honorarium and/or Benefit of the Board of Commissioners of the Company.

**Explanation of Meeting Agenda:**

All the agenda of the Meeting are the agenda that are regularly held in the Annual General Meeting of Shareholders of the Company as required by and conducted in accordance with the provisions of Law Number 40 Year 2007 regarding Limited Liability Company as amended by Government Regulation in Lieu of Law No. 2 Year 2022 regarding Job Creation and Articles of Association of the Company.

**Quorum of Presence and Decision**

The quorum of attendance for all of the agenda of the Meeting is valid if attended by shareholders or their proxies for more than ½ (one half) of the total number of shares with voting rights that have been issued by the Company.

Resolutions of the Meeting are taken by deliberation to reach consensus. In the event that the deliberation to reach a consensus cannot be reached, then voting will be made with a valid decision if agreed by more than ½ (one half) of the total number of shares with valid voting rights who are present and or represented at the Meeting.

**Notes:**

**I. General requirements**

1. This Notice shall serve as the official invitation to the shareholders of the Company.
2. Materials of the meeting are available at the Company's head office as of the date of this Notice until the day of the Meeting, which can be obtained from the Company during office hours and upon written request from the Company's shareholders via email [Corporate.Secretary@astragraphia.co.id](mailto:Corporate.Secretary@astragraphia.co.id). The 2022 Annual Report and Consolidated Financial Statements of the Company for the Financial Year 2022 are available on the Company's website (<https://www.astragraphia.co.id>).

3. With reference to the Announcement of the Meeting, which was published on 23<sup>rd</sup> February 2023, the shareholders who are entitled to attend or be represented at the Meeting are only shareholders whose names are registered in the **Register of Shareholders of the Company** on **Thursday, 9<sup>th</sup> March 2023 at 04:00 p.m Western Indonesian Time**.
4. One share will give the owner 1 (one) voting rights. If a shareholder holds more than 1 (one) share, the votes cast are effective for all shares which he/she owns.
5. Shareholders may participate in the through the following mechanism:
  - a. Attend electronically through the eASY.KSEI facility (for Indonesian citizen individual shareholders); or
  - b. Attend physically.
6. Shareholders who are unable to attend the Meeting may:
  - a. Grant power of attorney electronically ("**E-Proxy**") through the eASY.KSEI facility to an independent party appointed by the Company (PT Raya Saham Registra ("**Registra**"), as the Company's Securities Administration Bureau), for individual Indonesian citizens' shareholders; or
  - b. Grant a written power of attorney to their attorneys.

## II. Shareholders Attendance Electronically and E-Proxy

1. The shareholders who can (i) attend the Meeting electronically or (ii) grant E-Proxy are Indonesian citizen individual shareholders who:
  - a. Have Single Identification Number (SID). Information on shareholder's SID may be obtained by contacting the securities company or custodian bank of respective shareholder; and
  - b. Have already registered/activated his/her eASY.KSEI account through <https://akses.ksei.co.id>. The Registration guideline may be accessed on the Company's website (<https://www.astragraphia.co.id>), ("**Registered Shareholders**").
2. The Shareholders Electronic Attendance
  - a. The Registered Shareholders who intend to attend the Meeting electronically and cast vote electronically, must:
    - (i) submit (a) an electronic attendance declaration, and (b) his/her vote electronically related to the agenda of the Meeting from the date of this Notice until **Friday, 31<sup>st</sup> April 2023 at 12.00 p.m Western Indonesian Time** through the eASY.KSEI facility (<https://easy.ksei.co.id/egken/>); or
    - (ii) register their attendance electronically at the date of Meeting on **Monday, 3<sup>rd</sup> April 2023 from 12:00 p.m until 01:00 p.m Western Indonesian Time** and vote directly (live e-voting) through the eASY.KSEI facility while the Meeting is in progress.
  - b. The Company provided E-Voting Guidelines to the Registered Shareholders which can be accessed on the Company's website (<https://www.astragraphia.co.id>).
  - c. Delay, failure or negligence in following the above provisions and the eASY.KSEI guidelines issued by PT Kustodian Sentral Efek Indonesia ("KSEI"), for any reason, will result in the Registered Shareholders not being able to attend the Meeting electronically so they will not be counted in the attendance quorum and/or unable to vote electronically.
  - d. The Registered Shareholders are also able to view the progress of the Meeting through Zoom webinar by accessing AKSes.KSEI facility (<https://akses.ksei.co.id/>) ("AKSes.KSEI") or the '*Tayangan RUPS*' feature on the AKSes Mobile KSEI. Guidelines on Zoom webinar AKSes.KSEI for Registered Shareholders who wish to attend electronically can be accessed on <https://akses.ksei.co.id/panduan>.
3. Granting an E-Proxy to the Independent Party Appointed by the Company
  - a. The Company has appointed the Company's Securities Administration Bureau, PT Raya Saham Registra ("**Registra**"), as an independent party representing the shareholders to attend and vote at the Meeting.
  - b. Registered Shareholders who will grant an E-Proxy to Registra must submit their power of attorney and cast vote from the date of this Notice until no later than **Friday, 31<sup>st</sup> March 2023 at 12.00 p.m Western Indonesian Time**. Registered Shareholders can make changes to the appointment of a proxy and/or vote for each agenda item of the Meeting, or revoke their power of attorney within that period.
  - c. The Company provided the guidance in granting power attorney, which can be accessed on the Company's website (<https://www.astragraphia.co.id>).

### III. Physical Attendance of Shareholders or Their Attorneys

1. To ensure that the Meeting is carried out in an orderly, efficient and timely manner, shareholders or their attorneys who will attend physically are kindly requested to arrive at the venue of Meeting at the latest by **12:00 p.m Western Indonesian Time** for registration process. The registration process will be closed at **01:00 p.m. Western Indonesian Time**. Shareholder or their proxies who attended afterward are not allowed to attend the Meeting.
2. Shareholder or their proxies 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.
3. For the Shareholder in form of legal entity must submit copy of their latest Articles of Association as well as the notarial deed of the appointment of Board of Directors and Board of Commissioners or the last management during the meeting, to registry officials at the registration officer before entering the Meeting room.
4. Shareholders whose shares are deposited at the collective depository of KSEI, or their attorneys, are required to submit their Written Confirmation to Attend Meeting ("**KTUR**") to the registration officer.

### IV. Granting a Written Power of Attorney

1. Shareholders may be represented by their attorneys based on a power of attorney in the form and substance satisfactory to the Board of Directors of the Company. The members of the Board of Directors, Board of Commissioners and employees of the Company may act as attorney of a shareholder in the Meeting, but are not eligible to cast any vote. The power of attorney(s) of shareholders, whose address are registered outside of the territory of Republic of Indonesia, must be legalized by a local notary/other authorized institution(s) and by the local Indonesian Embassy/Representative.
2. Form of power of attorney can be obtain during working hours at the Company's Share Administration Bureau, Registra, through email [rsrbae@registra.co.id](mailto:rsrbae@registra.co.id), telephone number: (+62 21) 2525666, facsimile number: (+62 21) 2525028; or the Company's Corporate Secretary through email [Corporate.Secretary@astragraphia.co.id](mailto:Corporate.Secretary@astragraphia.co.id).
3. The original of duly signed power of attorney, which has complied with the requirement as mentioned in point 1 above, must be received by Registra or Corporate Legal of the Company at the latest on **Friday, 31<sup>st</sup> March 2023 at 12.00 p.m Western Indonesian Time**.

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#### **PREVENTIVE & CONTROL MEASURES AGAINST THE SPREAD OF COVID-19 VIRUS**

In order to control the spread of Covid-19 and prevent a spike in cases, in accordance with the prevailing regulations\*:

1. The Company will not provide any food and beverages to shareholders or their attorneys who attend the Meeting physically.
2. **Shareholders are encouraged to attend the Meeting electronically or to grant a power of attorney to Registra through eASY.KSEI facility.**

The Company strongly encourages all shareholders to (i) attend the Meeting electronically and cast vote electronically through eASY.KSEI facility; or (ii) grant E-Proxy through eASY.KSEI facility to the independent party appointed by the Company, Registra, to attend and vote at the Meeting.

A. For individual shareholders who are Indonesian citizen

In order to (i) attend the Meeting electronically, or (ii) grant an E-Proxy to Registra, the shareholders must first fulfill the requirement as mentioned in General Provision section and Shareholders Electronic Attendance and E-Proxy Granting section of this Notice.

- B. For (i) individual foreign shareholders and (ii) shareholders in the form of Indonesian and foreign entities: Shareholder are encouraged to grant a power of attorney to their respective securities company or custodian bank, and they in turn to grant a power of attorney to Registra through E-Proxy.
3. Shareholders or their attorneys, who will attend physically to the Meeting, must comply with and pass the safety and health protocols which will be applied by the Company, as follows:
- (i) Upon arrival at the premises of the Meeting:
- Must provide a Certificate of Covid-19 Rapid Antigen Test or PCR Swab Test in his/her name, which shows negative test result, issued by a doctor in hospital, public health center or medical clinic with the test taken 1 (one) day prior to the Meeting date (for Rapid Antigen Test) and 2 (two) days prior to the Meeting date (for PCR Swab Test);
  - Must submit a health declaration from containing health and travel information. The form may be downloaded on the company's website (<https://www.astragraphia.co.id>).
  - Must comply with the health checking procedures (incl. body temperature screening, etc), which will be conducted by the Company and building management of the premises of the Meeting is held.
- (ii) At all the times within the premises and during the Meeting:
- Must wear proper 3 ply mask; and
  - Must implement *physical distancing* measure in accordance with the direction from the Company and building management of the premises of the Meeting.
- (iii) Must immediately leave the premises of the Meeting after the Meeting ended.
3. Shareholders or their attorneys who are unfit, in particular with Covid-19 symptoms (such as cough, fever and/or flu) will not be permitted to attend the Meeting.
4. The Company has the right to prohibit shareholders or their attorneys to attend or be present at the Meeting premises and/or the building area where the Meeting is held if the relevant shareholders or their attorney do not comply with the foregoing safety and health protocols.
5. The summary of 2022 Annual Report, the supporting Information, the Meeting's Rules and safety route will be available at the Company's website (<https://www.astragraphia.co.id>).
6. The Company will issue further announcement if there is any change and/or additional information following the latest condition and development in the preventive measures against the spread of Covid-19 virus.
- \* Instruction of the Minister of Home Affairs Number 53 of 2022 on the Prevention and Control of Corona Virus Disease 2019 in the Transition to the Endemic Phase
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**Jakarta, 10<sup>th</sup> March 2023**  
Board of Directors of the Company