



RULES

ANNUAL GENERAL MEETING OF SHAREHOLDERS

PT ASTRA GRAPHIA Tbk

I. GENERAL GUIDELINES:

1. To ensure that the Meeting will be held in an orderly, efficient and timely manner, shareholders or their proxies are kindly requested to attend at least 12:30 WIB. The registration process will be closed at 13:45 WIB.
2. The Meeting will be conducted in Indonesian language.
3. Meetings are conducted by a member of the Board of Commissioners who is appointed by the Board of Commissioners. In the event that all members of the Board of Commissioners are absent or unable to attend the Meeting, the GMS is conducted by a member of the Board of Directors appointed by the Board of Directors. In the event that all members of the Board of Commissioners or members of the Board of Directors are absent or unable to attend the Meeting, the GMS shall be conducted by shareholders attending the GMS who are appointed from and by the GMS participants.
4. In accordance with Regulation of the Indonesian Financial Services Authority, the Company has provided an alternative to shareholders to grant power of attorney electronically through eASY.KSEI system which is managed by PT Kustodian Sentral Efek Indonesia (KSEI) ("E- Proxy").
5. In accordance with the Articles of Association of the Company, the Meeting can be convened if it is attended by Shareholders representing more than 1/2 (half) of the total shares with valid voting rights issued by the Company. Specifically for 5th Agenda regarding "Approval of Amendment of Company Articles of Association" can be convened if it is attended by Shareholders representing more than 2/3 (two third) of the total shares with valid voting rights issued by the Company.
6. An explanation and/or information regarding the Agenda for the Meeting, shall be submitted based on the sequence of the agenda stated in the Agenda of the Meeting.
7. After the Chairman of the Meeting or a member of the Board of Directors appointed by the Chairman of the Meeting has finished delivering an explanation for each Meeting Agenda, the Shareholders or their legal proxies who are present at the Meeting are given the opportunity to ask questions or opinions related to the Meeting Agenda concerned.
8. For each of the agenda of the Meeting, the Chairman will give an opportunity to 1 (one) Shareholder to raise 1 (one) question and/or opinion before the voting commences. Other Shareholders who do not get an opportunity to raise questions/opinions can convey their questions/opinions to the Company through email info@astragraphia.co.id.
9. Pursuant to the provision of Articles of Association of the Company and the Financial Services Authority regulations, the Board of Directors of the Company has, among others, carried out the following actions:
 - a. Notified the Financial Services Authority by a letter dated 1 March 2021 of the plan to convene the Meeting.

- b. Published the Announcement and Notice of the Meeting to the Shareholders of the Company in the daily newspapers Investor Daily Indonesia, the Indonesia Stock Exchange's website, the Company's website and KSEI's website, as follows:
- i. Announcement of the Meeting was published on 8 March 2021;
 - ii. Notice of the Meeting was published on 23 March 2021; dan
 - iii. Revision of Notice of the Meeting was published on 1 April 2021.

II. PROCEDURES FOR SUBMISSION OF MATTERS RELATED TO THE MEETING AGENDA:

1. Only Shareholders or their legal proxies who are present at the Meeting are entitled to ask questions or opinions regarding the Meeting Agenda being discussed.
2. Shareholders or their legal proxies who wish to submit questions and / or opinions, are asked to raise their hands and submit them in writing in a form provided by the Officer by writing the name, number of shares owned / represented and questions or opinions, and the Officer will collect the first and second sheets of the completed forms to be submitted to the Chairperson of the Meeting and the Notary, while the third sheet is still held by the questioner.
3. The Chairman of the Meeting or a member of the Board of Directors of the Company or other party appointed by the Chairman of the Meeting, will answer questions or respond to opinions regarding questions or opinions submitted by the Shareholders, based on the order compiled by the Chairman of the Meeting. The only questions or opinions that can be submitted and those that will be served are those that are directly related to the Meeting Agenda being discussed.
4. After the answer or response has been given to the question or opinion submitted by the Shareholders, the Chairman of the Meeting shall propose to the Meeting to make a decision.

III. VOTING PROCEDURES

1. The resolutions of the Meeting shall be adopted based on the deliberation to reach a consensus.
2. In the event that the deliberation to reach a consensus is not reached, then for the first agenda up to the fourth agenda of the Meeting, the decision is made by voting based on a vote in favor of more than 1/2 (one half) of the number of votes legally cast in the Meeting. . Specifically for the fifth agenda item of the Meeting regarding "Approval of Amendment to Provisions in the Articles of Association of the Company" decisions were made by voting based on a vote of more than 2/3 (two thirds) of all shares with voting rights present at the Meeting.
3. 1 (one) share will give the owner 1 (one) voting rights. If a Shareholder owns more than 1 (one) share, he/she will cast his/her vote only once and the vote cast will be effective for all of the shares he/she owns.
4. Blank votes will be deemed to cast the same vote as the majority votes of the Shareholders.
5. Voting shall be conducted by raising of the hands and give their Voting Cards provided and filled with the number of shares owned/represented, in the order in which the votes were submitted.
6. The officials of the Meeting will collect the Voting Cards and submit it to the Notary for examination and verification with the Attendance List of Shareholders and the number of votes legally issued at the Meeting. The notary notifies the counting vote result to the Chairman of the Meeting.

IV. HEALTH AND SAFETY PROTOCOL

In order to ensure the safety and comfort of all parties involved in organizing the Meeting, Shareholders who attend the Meeting are required to comply with the health protocol established by the Company, as follows:

1. The Company strongly encourages all shareholders to grant powers of attorney to an independent party who has been appointed by the Company which is PT Raya Saham Registra through E-Proxy to attend and to vote at the Meeting.
2. In the event that the Shareholders or their Proxies continue to attend the Meeting physically, they must follow and pass strict health and safety protocols that will be enforced by the Company as follows:
 - a. 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 completed health declaration form stating his/her health and travel information. The health declaration form may be downloaded from www.astragraphia.co.id; and
 - 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:
 - b. At all times within the premises of the Meeting and during the Meeting:
 - must wear proper 3 ply mask; and
 - must implement physical distancing measure in accordance with direction from the Company and building management of the premise of the Meeting.
 - c. must immediately leave the premises of the Meeting after the Meeting is over.
3. The shareholders or their attorneys who are unfit (in particular who has 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 rooms and/or premises of the Meeting if the relevant shareholders of their attorneys do not comply with the foregoing safety and health protocols.
5. If there are matters related to this Meeting, which is not and/or is not sufficient regulated in the Articles of Association of the Company and/or in this Rules, the Chairman of the Meeting is entitled to resolve such matters.
6. The Company will make further announcement if there is any changes and/or additional information following the latest condition and development in the preventive measures against the spread of COVID-19 virus.

