

**EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS**  
**(“Meeting”)**  
**PT KDB TIFA FINANCE Tbk**  
**(“Company”)**

- Day / Date : Tuesday / January 10, 2023  
Waktu : 02.00 p.m (Western Indonesian Time) - finish  
Place : **1. Physically held at :**  
Function Room B - Level B1  
Pacific Century Place SCBD Lot 10  
Jl. Jend. Sudirman Kav. 52-53,  
South Jakarta 12190
- 2. Electronically organized by the Company using the eASY.KSEI application (<https://akses.ksei.co.id>) provided by PT Kustodian Sentral Efek Indonesia (KSEI).**

**CODE OF CONDUCT OF THE MEETING**

1. According to the information given in the invitation of the Meeting on December 19, 2022 regarding the outbreak of the Covid-19 pandemic and the Policy for Imposing Restrictions on Community Activities Level 1 (PPKM Level 1) in the DKI Jakarta area issued by the Local Government in order to inhibit the spread of the outbreak, and taking into account the Instruction of the Minister of Home Affairs of the Republic of Indonesia Number 49 of 2022 concerning the Imposition of Restrictions on Community Activities during the 2019 Corona Virus Disease Condition in the Java and Bali Regions dated November 21, 2022, Letter of the Financial Services Authority (“S-OJK”) Number S-124/D.04/2020 dated April 24, 2020 concerning Certain Conditions in the Implementation of the Electronic General Meeting of Shareholders of Public Companies and the Letter of Indonesian Central Securities Depository (“KSEI”) Number KSEI-4012/DIR/0521 dated May 31, 2021 concerning Implementation of the e-Proxy Module and e-Voting Module in the eASY.KSEI application along with Impressions of the electronic General Meeting of Shareholders (e-GMS), the Meeting will be held with the following rules :
  - a. The Meeting will be held in Indonesian;
  - b. The Meeting are held physically and electronically;
  - c. The Meeting physically will be held with limited attendance of only the Chairman of the Meeting, Commissioners, Directors, Professions and Capital Market Supporting Institutions who assist in holding the Meeting, namely: Notary and Securities Administration Bureau (“BAE”);
  - d. The Meeting are held electronically through the eASY.KSEI application by following the guidelines issued by KSEI. The guide can be accessed via the link: <https://www.ksei.co.id/data/download-data-and-user-guide>.
2. **Meeting Participants and Chairman of the Meeting**
  - a) Meeting participants : are shareholders or their authorized proxies as evidenced by a valid power of attorney who are entitled to attend and have the right to express opinions, ask questions, provide responses, and vote at the Meeting whose names are registered in the Company’s Register of Shareholders on December 16, 2022 until 04.00 p.m (Western Indonesian Time) or the Company’s shareholders on the securities sub-accounts registered at KSEI at the close of share trading on the Indonesia Stock Exchange (“BEI”) on December 16, 2022 at 04.00 p.m (Western Indonesian Time).
  - b) Chairman of the Meeting : based on Article 13 paragraph (1) of the Company’s Article of Association and Article 37 paragraph (1) of the Financial Services Authority Regulation (“POJK”) Number 15/POJK.04/2020

concerning Plans and Implementation of General Meeting of Shareholders of Public Companies (“POJK 15/2020”), the Meeting is chaired by a member of the Board of Commissioners appointed by the Board of Commissioners. To ensure the smooth running of the Meeting, the Chairman of the Meeting has the right to : (i) decide on meeting procedures that have not been regulated or not sufficiently regulated in these Code of Conduct and (ii) take other actions outside the Code of Conduct which are considered important.

### 3. Quorum provisions for attendance and decision-making

#### Quorum for attendance

The meeting is valid and can make valid and binding decisions if it is attended by the shareholders or their proxies representing more than ½ (one half) of the total number of shares with voting rights issued by the Company.

#### Quorum for decision-making

Meeting decisions are taken based on deliberation to reach a consensus. In the event that a decision based on deliberation to reach a consensus is not reached, the meeting decision is taken by voting based on the affirmative vote of more than ½ (one half) of the total number of shares with voting rights issued at the meeting.

4. The agenda of the Meeting will be discussed and talked on an ongoing basis and held as efficiently as possible according to ethics and polite language.

### 5. Questions and Answers/Suggestions/Opinions

After completing the discussion of the agenda of the Meeting, the shareholders or their authorized proxies will be given the opportunity to submit questions/suggestions/opinions that are directly related to the agenda item being discussed, using the following procedure :

- a) The question and answer session will be held for a maximum of 15 (fifteen) minutes, with the following arrangements :
    - 1) The first 5 (five) minutes are given to shareholders or their proxies to submit questions/suggestions/opinions; and
    - 2) The next 10 (ten) minutes are given to the Board of Directors of the Company to read and respond.
  - b) Each shareholder or their proxies may submit questions/suggestions/opinions for a maximum of 3 (three) times.
  - c) Shareholders who give their authority to BAE can include questions/suggestions/opinions in writing and submit them to BAE simultaneously with the submission of the Power of Attorney.
  - d) Shareholders or their proxies who are present electronically can submit questions/suggestions/opinions through the eASY.KSEI application according to the Guidelines. Submission of questions/suggestions/opinions related to the agenda being discussed can only be done during the question and answer session on the discussion of the agenda.
  - e) All questions/suggestions/opinions submitted by the shareholders or their proxies will be read directly by the Chairman of the Meeting.
  - f) The Chairman of the Meeting will provide answers or responses or refuse or not answer questions that are irrelevant and related to the agenda discussed. The Chairman of the Meeting may request assistance from members of the Company's Board of Directors or other parties deemed appropriate to provide answers or responses.
  - g) For an orderly Meeting, the raise hand and allow to talk features in the Zoom application will be deactivated during the course of the Meeting except for operators, hosts, panelists, and Capital Market Supporting Professionals/Institutions.
6. Decisions will be taken based on deliberations to reach a consensus. If deliberations for consensus are not reached, then the decision is taken based on the agreed vote by voting. Voting is done after the question and answer session is over.

7. Electronic voting follows the following procedure :
- a) Each share entitles its holder to cast 1 (one) vote. If a shareholder has more than 1 (one) share, then he/she is only asked to vote 1 (one) time and the vote represents all the shares he/she owns or represents.
  - b) In accordance with the provisions of the Company's Articles of Association, in voting, the votes cast by shareholders apply to all shares they own and shareholders are not entitled to give power of attorney to more than one proxy for a portion of the number of shares they own with different votes. This provision is excluded for :
    - i. Custodian Banks or Securities Companies as custodians representing their customers who own shares of the Company;
    - ii. Investment Manager who represents the interests of the Mutual Funds they manage.
  - c) Shareholders or their proxies who vote via e-Proxy on the eASY.KSEI platform will be read out by a Notary according to the data in the e-Proxy.
  - d) Electronic voting will be carried out with the following procedure :
    - 1) The electronic voting process will take place in the eASY.KSEI application according to the Guidelines, in which the voting feature will be opened by the Company within a maximum of 5 (five) minutes.
    - 2) Shareholders or their proxies who are present electronically can vote from the date of the Invitation according to the Guidelines.
    - 3) Shareholders with valid voting rights who are present electronically but do not exercise their voting rights or abstain, are considered valid to attend the Meeting and cast votes equal to the votes of the majority of shareholders who cast votes.
    - 4) The Notary assisted by BAE will check and calculate and read the attendance quorum and the results of the voting calculation on the agenda of the Meeting.
8. The Code of Conduct for this Meeting have been made available to shareholders on the Company's website [www.kdbtifa.co.id](http://www.kdbtifa.co.id) from the date of the invitation for the Meeting until the date the Meeting is held.

This rule applies to the implementation of the Company's Extraordinary General Meeting of Shareholders which will be held on **Tuesday, January 10, 2023**.

Jakarta, Desember 19, 2022  
**PT KDB Tifa Finance Tbk**  
**Directors**