

**CODE OF CONDUCT**  
**EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS**  
**TUNAS TOYOTA PASAR MINGGU**  
**OCTOBER 25<sup>Th</sup> 2022**

First, we will present the main points of the rules and regulations that will be applied in this Meeting.

In relation to the implementation of the Meeting, it is carried out by the eGMS as referred to in the Regulations No. 15/POJK.04/2020 and No. 16/POJK.04/2020 the Chairman of the Meeting, Members of the Board of Directors and Members of the Board of Commissioners, Notary, and Profession and Supporting Institution will be coordinated for the purpose of conducting the Meeting electronically at the Tunas Toyota Pasar Minggu Company Office. Jl. Raya Pasar Minggu No. 7 Jakarta Selatan.

**ATTENDANCE QUORUM**

For the Meeting Agenda, the Meeting is valid and has the right to make legal and binding decisions, if the Meeting is attended/represented by Shareholders who represent more than half of the total shares with valid voting rights that have been issued by the Company.

Shareholders who will attend or provide power of attorney electronically to the Meeting through the eASY.KSEI application must pay attention to the following:

**a. Registration Process**

- i. The deadline for submitting a declaration of presence electronically or being able to provide power of attorney electronically (e-proxy) and voting electronically in the eASY.KSEI application is no later than 12.00 WIB on 1 (one) working day before the date of the Meeting, which is February 24, 2022.
- ii. Local individual type shareholders who have not provided a declaration of presence or power of attorney in the eASY.KSEI application by the time limit on number i and wish to attend the Meeting electronically are required to register attendance in the eASY.KSEI application on the date of the Meeting until the electronic registration period for the Meeting closed by the Company.
- iii. Local individual type shareholders who have provided a declaration of attendance but have not cast their vote in the eASY.KSEI application until the deadline in number i and wish to attend the Meeting electronically are required to register attendance in the eASY.KSEI application on the date of the Meeting until the registration period The meeting is electronically closed by the Company.
- iv. Shareholders who have given power of attorney to the proxies provided by the Company (Independent Representatives) or Individual Representatives but the shareholders have not cast their vote for the Meeting agenda in the eASY.KSEI application until the time limit on number i, the proxies representing the shareholders must register attendance in the

eASY.KSEI application on the date of the Meeting until the electronic registration period for the Meeting is closed by the Company.

- v. Shareholders who have given power of attorney to the participant/Intermediary proxy (Custodian Bank or Securities Company) and have cast their vote in the eASY.KSEI application until the time limit on number i, then the representative of the proxy who has been registered in the eASY.KSEI application is required to perform attendance registration in the eASY.KSEI application on the date of the Meeting until the registration period of the Meeting is electronically closed by the Company.
- vi. Shareholders who have given a declaration of attendance or given power of attorney to the recipient of the proxy provided by the Company (Independent Representative) or Individual Representative and have voted for the Meeting agenda in the eASY.KSEI application no later than the time limit on number i, then the shareholders or the proxies do not need to register attendance electronically in the eASY.KSEI application on the date of the Meeting. Share ownership will be automatically calculated as the quorum for attendance and the votes that have been cast will be automatically taken into account in the voting of the Meeting.
- vii. Any delay or failure in the electronic registration process as referred to in numbers ii – v for any reason will result in the shareholders or their proxies being unable to attend the Meeting electronically, and their share ownership will not be counted as a quorum for attendance at the Meeting.

**b. Process for Submitting Questions and/or Opinions Electronically**

- i. Shareholders or proxies have 1 (one) opportunity to submit questions and/or opinions in the discussion session on the Meeting agenda. Questions and/or opinions on the agenda of the Meeting can be submitted in writing by the shareholders or proxies by using the chat feature in the 'Electronic Opinions' column available on the E-Meeting Hall screen in the eASY.KSEI application. Giving questions and/or opinions can be done as long as the status of the meeting is in the 'General Meeting Flow Text' column, it says "Discussion started for agenda item no. [ ]".
- ii. The determination of the mechanism for the discussion of the Meeting agenda in writing through the E-Meeting Hall screen on the eASY.KSEI application is the authority of each Company and this will be stated by the Company in the Rules of Conduct for the Meeting through the eASY.KSEI application.
- iii. For the proxies who are present electronically and will submit questions and/or opinions of their shareholders during the discussion session on the agenda of the Meeting, they are required to write down the names of the shareholders and the size of their shareholdings followed by related questions or opinions.

**c. Voting Process**

- i. The electronic voting process takes place in the eASY.KSEI application on the E-Meeting Hall menu, Live Broadcasting sub menu.
- ii. Shareholders who attend alone or are represented by their proxies but have not yet cast their vote on the agenda of the Meeting as referred to in letter a number ii – iv, then the shareholders or their proxies have the opportunity to submit their vote during the voting period through the E-Meeting Hall screen. in the eASY.KSEI application opened by the Company. When the electronic voting period per meeting agenda begins, the system automatically runs the voting time by counting down a maximum of 5 (five) minutes. During the electronic voting process, the status of "Voting for agenda item no [ ] has started" will be seen in the 'General Meeting Flow Text' column. If the shareholders or their proxies do not vote for a particular meeting agenda until the status of the meeting as shown in the 'General Meeting Flow Text' column changes to "Voting for agenda item no [ ] has ended", it will be considered as voting Abstain for the agenda of the meeting concerned.
- iii. Voting time during the electronic voting process is the standard time set in the eASY.KSEI application. Each Company may set a policy for direct electronic voting on the agenda of the Meeting (with a maximum time of 5 (five) minutes per agenda of the Meeting) and will be stated in the Rules of Conduct for the Meeting through the eASY.KSEI application.

**d. Live Streaming of Meetings**

- i. Shareholders or their proxies who have been registered in the eASY.KSEI application up to the time limit in letter a number (i) can watch the ongoing Meeting through the Zoom webinar by accessing the eASY.KSEI menu, the GMS Impressions submenu located at the AKSes facility. (<https://access.ksei.co.id/>).
- ii. The GMS broadcast has a capacity of up to 500 participants, where the attendance of each participant will be determined on a first come, first serve basis. Shareholders or their proxies who do not get the opportunity to witness the implementation of the Meeting through the GMS Impressions are still considered valid to be present electronically and share ownership and voting choices are taken into account at the Meeting, as long as they have been registered in the eASY.KSEI application as stipulated in letter a number ii – vi.
- iii. Shareholders or their proxies who only witness the implementation of the Meeting through the GMS Impressions but are not registered are present electronically on the eASY.KSEI application in accordance with the provisions in letters a numbers ii – vi, then the presence of the shareholders or their proxies is considered invalid and will not be included in the list. quorum calculation of meeting attendance.
- iv. Shareholders or their proxies who witness the implementation of the Meeting through the GMS have a raise hand feature that can be used to ask questions and/or opinions during the discussion session per agenda of the Meeting. If the Company allows by activating the allow to talk feature, then shareholders or their proxies can submit questions and/or

opinions by speaking directly. The determination of the mechanism for conducting discussions per meeting agenda using the allow to talk feature contained in the GMS is the authority of each Company and this will be stated by the Company in the Rules of Conduct for the Meeting through the eASY.KSEI application.

- v. To get the best experience in using the eASY.KSEI application and/or GMS Impressions, shareholders or their proxies are advised to use the Mozilla Firefox browser.

Other matters that have not been regulated in these Rules will be determined later by the Chairman of the Meeting.

Thus the main points of the Code of Conduct we have displayed

**Jakarta, February 25<sup>th</sup> 2022**  
**Company Directors**