



**PT ASURANSI BINTANG Tbk.**  
**("Company")**

**CONVOCATION**  
**EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS**

The Board of Directors of Company herewith invites all of the Company's Shareholders to attend the the Extraordinary General Meeting of Shareholders ("The Meeting") to be held on:

Date : **Wednesday 28 December, 2022**  
Place : **Head Office PT Asuransi Bintang Tbk**  
**JI RS Fatmawati No.32, Cilandak, South Jakarta**  
Time : **09:00 Western Indonesia Time**

The Meeting will discuss and decide on the following Agenda's:

• **Changes in the composition of the Board of Directors**

Referring to the provisions of the Company's Articles of Association Article 11 paragraph 4, members of the Board of Directors are appointed by the General Meeting of Shareholders, each for a period until the closing of the 5th (fifth) Annual General Meeting of Shareholders, and paragraph 9 that the General Meeting of Shareholders may appoint another person to replace a member of the Board of Directors who is dismissed before that term ends or as an additional member of the existing Board of Directors without prejudice to the provisions in the Articles of Association, therefore the Company submits this agenda at the Meeting.

**Notes :**

1. This Invitation shall be deemed as an official invitation of Meeting to the Company's shareholders.
2. Those who are eligible to attend or be represented in the Meeting shall be the shareholders whose names are recorded in the Company's Shareholders Register by December 05, 2022 at 16.00 Western Indonesian Time or the Company's shareholder of the security sub account in the Collective Depository of PT Kustodian Sentral Efek Indonesia (KSEI) at the closing of trading on December 05, 2022.
3. The Company's shareholders or the proxies who will attend the Meeting are required to submit a copies of their Collective Share Certificates or whose shares are deposited in the collective depository of KSEI are required to submit Written Confirmation for the Meetings Written Confirmation for the Meetings and Identity Card or other personal identification document to the registration officer of the Company's Meeting Prior to entering the Meeting room.
4. Shareholders who are unable to attend the Meeting may be represented by their proxy by bringing a valid power of attorney enclosed with a copy of respective identification documents of the authorizer and the attorney, provided that members of the Board of Director. Board of Directors, Board of Commissioners, and employees of the Company can act as the proxies in the Meeting, but the votes they cast as a proxy at this Meeting shall not be calculated in the voting and or shareholders whose registered address is overseas, the power of attorney must be legalized by the local Notary and / or Indonesian Embassy.
5. Shareholders with scripted shares is advised to grant their Proxy to the designated Independent Party, for their attendance quorum and voting rights by filling out the Proxy Form available at Company's website <https://www.asuransibintang.com/hubungan-investor/rups-luar-biasa> since the date of the Invitation, and submit it to the Company through the Company's Securities Administration Bureau, i.e. PT Bima Registra, at Satrio Tower, 9th Floor A2, Jalan Prof. Dr. Satrio Blok C4, Kuningan Setiabudi, Jakarta Selatan - 12950, Indonesia, Phone.: (+6221) 25984818, Fax.: (+6221) 25984819, E-mail: [rups@bimaregistra.co.id](mailto:rups@bimaregistra.co.id), Website: [www.bimaregistra.co.id](http://www.bimaregistra.co.id) at the latest by 4:00 p.m. Western Indonesia Time on Tuesday, December 27, 2022 being one (1) working day before the commencement of the Meeting. Any Proxy Form which is received by the Company after that time will be deemed unqualified to be used by the Proxy Holder to attend the Meeting.
6. In addition, the Company strongly suggest the Shareholders to provide their proxies through the KSEI Electronic General Meeting System Facility ("eASY.KSEI"), provided that the proxy is not a member of the Board of Directors, the Board of Commissioners and Employees of the Company, with the following procedure:
  - a. Shareholders must first be registered with KSEI Securities Ownership Reference facility ("KSEI AKSes"). If the Shareholders are not yet registered, please register by visiting the website <http://akses.ksei.co.id>;

- b. For Shareholders who have been registered as KSEI AKSes users, may provide their power of attorney electronically through eASY.KSEI by logging in to KSEI AKSes (<http://akses.ksei.co.id>);
  - c. The period on which the Shareholders may declare their proxy and vote, make changes to the appointment of the proxy and / or to the votes for each agenda of the Meeting, or revoke the power of attorney, is from the date of the Meeting invitation to no later than 1 (one) business day prior to the date of the Meeting by 12:00 p.m. Western Indonesia Time on Tuesday, December 27, 2022.
  - d. Guidance for registration, utilization and further explanation regarding eASY.KSEI is also uploaded in our website at <https://www.asuransibintang.com/hubungan-investor/rups-luar-biasa>
7. The shareholders who are unable to attend the Meeting electronically through the eASY.KSEI Apps provided by KSEI with the following procedure:
- a) Shareholders must first be registered with KSEI AKSes <http://akses.ksei.co.id>;
  - b) The period on which the Shareholders may declare their attendance and proxy through the eASY.KSEI Apps no later than 1 (one) business day prior to the date of the Meeting by 12:00 p.m. Western Indonesia Time on Tuesday, December 27, 2022;
  - c) Shareholders are required to attention the following matters:
    - 1. Registration Progress :**
      - i. Shareholders who have not provided a declaration of attendance or power of attorney in eASY.KSEI until the deadline in point 6 letter c and wish to attend the Meeting shall register attendance in eASY.KSEI on the date of the Meeting until the electronic registration of the Meeting is closed by the Company;
      - ii. Shareholders who have given a declaration of attendance but have not given a voting in the eASY.KSEI application up to deadline in point 6 letter c 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 of the Meeting is closed by the Company;
      - iii. Shareholders who have authorized the beneficiaries provided by the Company (Independent Representative) or Individual Representative but the shareholders have not given a voting in the eASY.KSEI application until the deadline in point 6 letter c, then the beneficiary representing the shareholders shall register attendance in the eASY.KSEI application on the date of the Meeting until the electronic registration of the Meeting closed by the Company;
      - iv. Shareholders who have authorized the beneficiaries of participants/Intermediary (Custodian Bank or Securities Company) and have provided voting options in the eASY.KSEI application up to the deadline in point 6 letter c, then the representative of the beneficiary who has registered in the eASY.KSEI application shall register for attendance in the eASY.KSEI Application on the date of the Meeting until the registration of the Meeting is electronically closed by the Company;
      - v. Shareholders who have declared attendance or authorized the beneficiaries provided by the Company (Independent Representative) or Individual Representative and have given voting choice to agenda in the eASY.KSEI application no later than the deadline in point 6 letter c, then the shareholders or beneficiaries do not need to register electronically in the eASY.KSEI application on the I'm conducting the Meeting.Shareholdings will automatically count as attendance quorums and the voting options that have been granted will be automatically taken into account in the Meeting vote;
      - vi. Delay or failure in the electronic registration process as referred to in numbers i - iv for any reason will result in shareholders or their assigns not being able to attend the Meeting electronically and the ingestion of its shares is not counted as a quorum of attendance in the Meeting.
    - 2. Electronic Process of Submitting Questions and/or Opinions**
      - i. Shareholders or authorized have the opportunity to submit questions and/or opinions at each discussion session agenda. Questions and/or opinions agenda can be submitted in writing by shareholders or authorized by using the chat feature in the 'Electronic Opinions' column available in the E-Meeting Hall screen in the eASY.KSEI application. Questioning and/or opinions can be done during the status of the meeting implementation in the column 'General Meeting Flow Text' is "Discussion started for agenda item no.[ ]". Questions and/or opinions can only be asked a maximum of 4 (four) questions at each discussion session, namely:
        - a. maximum 2 (two) questions and/or opinions electronically in writing through E-Meeting Hall screen in eASY.KSEI application;and
        - b. maximum of 2 (two) questions and/or opinions for holders who are physically present.
      - ii. Determination of the mechanism of implementation of discussions agenda in writing through the E-Meeting Hall screen in the eASY.KSEI application is the authority for each Company and it will be stated by the Company in the Order of Meeting Implementation through eASY.KSEI application;

- iii. For the beneficiary who is present electronically and will submit questions and/or opinions of its shareholders during the discussion session agenda, it is required to write down the name of the shareholder and the size of the shareholding and then followed by questions or opinions related.

### **3. Voting Process**

- i. Electronic voting process takes place in the eASY.KSEI application on the E-Meeting Hall menu, Live Broadcasting sub menu.
- ii. Shareholders who present themselves or represented by their beneficiaries but have not yet cast a vote on the agenda as referred to in point 7 letter c.1 number i – iii, then the shareholders or their assignees have the opportunity to submit their voting choices 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 event begins, the system automatically runs the voting time by counting down a maximum of 5 (five) minutes. During the electronic voting process, you will see the status "Voting for agenda item no [ ] has started" in the column 'General Meeting Flow Text'. If the shareholders or their assigns do not vote for a particular agenda until the status of the Meeting visible in the 'General Meeting Flow Text' column changes to "Voting for agenda item no [ ] has ended", it will be considered as abstaining for the relevant agenda.
- iii. Voting time for 5 (five) minutes during electronic voting process is the standard time set on eASY.KSEI application. Each Company may establish an electronic direct voting time policy per agenda in the Meeting, thus the Voting time to be determined by the Company shall be a maximum of 3 (three) minutes and shall be set forth in the Rule & Regulations of the Meeting through the application of eASY.KSEI.

### **4. Meeting Implementation in webinar**

- i. The shareholders or their authorized recipients who have registered in the eASY.KSEI application no later than the deadline in point 6 letter b can witness the implementation of the ongoing Meeting through zoom webinar by accessing the eASY.KSEI menu, the Meeting View submenu on the webinar located at akses facility (<https://akses.ksei.co.id/>)
- ii. Meeting impressions on webinars have a capacity of up to 500 participants, where each participant's attendance will be determined based on the first come first serve base. For shareholders or their assignees who do not get the opportunity to witness the implementation of the Meeting through the GMS Impressions are still considered valid to attend electronically and their share ownership and voting options are taken into account in the Meeting, as long as it has been registered in the eASY.KSEI application as stipulated in point 7 letter c.1 number i – v;
- iii. To get the best experience in using eASY.KSEI application and/or GMS Impressions, shareholders or their assigns are advised to use Mozilla Firefox browser.

- d) If the Shareholders need more information or get problems in using eASY.KSEI Apps, please contact:

- Email : [helpdesk@ksei.co.id](mailto:helpdesk@ksei.co.id) atau [pe@ksei.co.id](mailto:pe@ksei.co.id)
- Phone Number : 021 - 515 2855
- Toll Free : 0800-186-5734

8. For Shareholders or the proxies who will be physically present at the Meeting, must follow and pass the security and health protocols applicable at the Meeting venue, as follows:
  - a. Wearing mask.
  - b. Detection and monitoring of body temperature to ensure that the Shareholders or the proxies are not experiencing high body temperature.
  - c. Shareholders or the proxies who are sick even though their body temperature is still within normal limits are not permitted to enter the Meeting venue.
  - d. Following the direction of the Meeting committee in implementing the physical distancing policy at the Meeting venue before the Meeting starts, at the time of the Meeting, and after the Meeting is finished.
  - e. The shareholders or the proxies who coughs or sneezes at the meeting place shall be asked to leave the Meeting place.
  - f. For health reasons and in the context of integrated control to prevent the spread of Covid-19 Virus, the Company only provides 10 seats for Shareholders or Proxies who will remain physically present at the Meeting. The seat quota will be given to the Shareholders who have registered early and / or based on the order of attendance of the Shareholders. To confirm the availability of quota can be contacting the Company's Corporate Secretary at telephone number 081399814086

- g. Materials that will be discussed at the Meeting (“Meeting Materials”) can be downloaded on the Company’s website at <https://www.asuransibintang.com/hubungan-investor/rups-luar-biasa> starting from the date of this Invitation. During the meeting, the Company does not provide Meeting Materials in the form of hardcopy or softcopy in a flash disks, we only provide QR Code to access the Company’s website where the Meeting Material are available.
- h. To facilitate the arrangement and orderliness of the Meeting, to anticipate the procedure of medical examination and the granting of power of attorney, the shareholders or their proxies are kindly requested to be present at the meeting place and have completed the above procedures no later than 09:00 WIB. Our medical examination procedure starts at 08:00 WIB.
- i. In view of the Situation of Covid-19 Pandemic where the transmission rate is still increasing, the Company urges shareholders to attend the Meeting by attending the Meeting by using AKSes.KSEI or by giving power to independent/independent representative in this case Company’s Securities Administration Bureau, i.e. PT Bima Registra that appointed by the Company or as we explained earlier. The physical presence in the Meeting will still refer to the provisions and regulations related to the latest conditions and developments regarding the Implementation of Restrictions on Community Activities.
- j. The Company will provide another announcement shall be there any change and / or additional rules and regulations related to the procedure of the Meeting with reference to the latest conditions and developments regarding integrated handling and control to prevent the spread of Covid-19 Virus.

**Jakarta, December 06, 2022**  
**The Company’s Board of Directors**