



**PT POLYCHEM INDONESIA Tbk**  
**DOMICILED IN CENTRAL JAKARTA**  
**("The Company")**

**INVITATION TO**  
**ANNUAL GENERAL MEETING OF SHAREHOLDERS**

Shareholders of the Company are hereby invited to attend the Company's Annual General Meeting of Shareholders ("the Meeting") which will be held on:

Date : Monday, June 5, 2023  
Time : 10.00 am Western Indonesian Time  
Venue : Sakura Room - Grand Tropic Suites Hotel  
Jl. Letjen S. Parman Kav. 3  
West Jakarta

**The agenda of the Meeting will be as follows :**

1. a. Approval of the Annual Report including the ratification of the Company's Annual Financial Statements and the Report of the Board of Commissioners Supervisory Duties for the book year ended on December 31, 2022.  
b. Determination of the Company's net income for the book year 2022.
2. Appointment of an Independent Public Accountant to audit the Company's Annual Financial Statements for the book year 2023.
3. To change the composition of the members of the Company's Board of Directors and Board of Commissioners.

**Clarification on the Meeting's agenda:**

- Agenda item 1 and agenda item 2 constitutes a routine event which is held in order to fulfill the provisions as set out in the Company's Articles of Association.
- Agenda item 3 is submitted due to the change in the composition of the members of the Company's Board of Directors and Board of Commissioners which is required because of one reason and another.

## Notes :

1. Those who are entitled to attend or be represented in the Meeting are the Shareholders whose names are registered in the Company's Register of Shareholders or the holders of sub-accounts which have an account balance at the Collective Custody (*Penitipan Kolektif*) at KSEI at the end of trading on Thursday, May 11, 2023.
2. Shareholders or their proxies who will attend the Meeting are requested to bring and submit to the Company's staff a photocopy of residence card (*Kartu Tanda Penduduk - KTP*) or other identification document before entering the Meeting venue.  
Shareholders in the form of legal entities such as Limited Liability Companies, Cooperatives, Foundations or Pension Funds are required to submit to the Company's staff a photocopy of the Articles of Association of the respective legal entity.  
With respect to the shares of the Company which are held in the collective depository at PT. Kustodian Sentral Efek Indonesia ("KSEI"), shareholders or their proxies are required to bring a confirmation letter for the Meeting ("KTUR") which can be obtained through Members of the Stock Exchange or a Custodian Bank.
3. The Meeting will be held electronically through the KSEI Electronic General Meeting System ("eASY.KSEI") facility provided by KSEI and in person.
4. Shareholders can participate in the Meeting by either:
  - a. physically attending the Meeting; or
  - b. electronically attending the Meeting through the **eASY.KSEI**.
5. Shareholders who can attend electronically as mentioned in point 4.b. are local individual shareholders whose shares are kept in the collective custody of KSEI.
6.
  - a. Shareholders who are unable to attend the Meeting may grant power of attorney:
    - (i) through a power of attorney form provided on the Company's website which can be submitted by the proxy at the time of registration before attending the Meeting; or
    - (ii) electronically through the KSEI Electronic General Meeting System (eASY.KSEI) provided by KSEI. Guidelines for registration, use, and further explanation regarding eASY.KSEI can be found on the website (<https://akses.ksei.co.id/>).
  - b. In determining a quorum of the Meeting, members of the Board of Directors, members of the Board of Commissioners and Company employees may act as a proxy of the shareholders, however in the voting, they as proxies of shareholders are not eligible to cast votes.
  - c. The deadline for declaring electronic attendance, appointing representatives through electronic proxy (e-proxy), or submitting electronic votes through the **eASY.KSEI** is set at 12:00 pm Western Indonesian Time (WIB) 1 (one) business day before the Meeting's date.

d. Shareholders who wish to attend or authorize a representative to attend the Meeting electronically through the **eASY.KSEI** must consider the following points:

1) Registration Process

- i. Local individual shareholders who **have not** provided their attendance declaration before the deadline mentioned on item 6.c., but wish to attend the Meeting electronically, must first register their attendance through the **eASY.KSEI** during the date of the Meeting and before the time that the Company ends the Meeting's electronic registration.
- ii. Local individual shareholders who have provided their attendance declaration but have not submitted their vote on a minimum of 1 (one) of the Meeting agendas through the **eASY.KSEI** before the deadline mentioned on item 6.c. and wish to attend the Meeting electronically, must first register their attendance through the **eASY.KSEI** during the date of the Meeting and before the time that the Company ends the Meeting's electronic registration.
- iii. Shareholders who have authorized the Company's Independent Representative or an Individual Representative but have not submitted their vote on a minimum of 1 (one) of the Meeting agendas through the **eASY.KSEI** before the deadline mentioned on item 6.c. and wish to attend the Meeting electronically must first register their attendance through the **eASY.KSEI** during the date of the Meeting and before the time that the Company ends the Meeting's electronic registration.
- iv. Shareholders who have authorized an Intermediary Participant Representative (Custodian Bank or Securities Company) and have submitted their vote through the **eASY.KSEI** before the deadline mentioned on item 6.c. are required to request their registered representatives in the **eASY.KSEI** to register their attendance through the **eASY.KSEI** during the date of the Meeting before the time that the Company ends the Meeting's electronic registration.
- v. Shareholders who have submitted their attendance declaration or authorized a Company-appointed Independent Representative or Individual Representative and have provided their votes for a minimum of 1 (one) of the Meeting agendas through the **eASY.KSEI** before the deadline mentioned on item 6.c. do not need to electronically register their attendance through the **eASY.KSEI** on the Meeting's date. Shares' ownership will be automatically calculated as an attendance quorum and submitted votes will be automatically counted during the Meeting's voting process.
- vi. Lateness or electronic registration failures, as mentioned in points number i – iv, for whatever reason that cause shareholders or their representatives to not be able to electronically attend the Meeting, will prevent their shares from being counted as a quorum for the Meeting.

2) Electronic Statements or Opinions Submission Process

- i. Shareholders or their representatives are provided to present their questions and/or opinions in discussion in each Meeting agendas. Questions and/or opinions on each of the Meeting agendas can be submitted in writing by the Shareholders or their representatives through the chat feature in the 'Electronic Opinions' made available in the e-Meeting Hall screen of the **eASY.KSEI**. Questions and/or opinions can be given as long as the Meeting's status in the 'General Meeting Flow Text' status is written as "*Discussion started for agenda item no. [ ]*".
- ii. The mechanism of handling questions and / or opinions through "Electronic Opinion" screen in the **eASY.KSEI** is determined by the respective Company and will be included in the Company's Meeting Guidelines through the **eASY.KSEI**.
- iii. Shareholders' representatives who electronically attend the Meeting and submit a question and/or opinion during a discussion session of one of the Meeting agendas are required to type in the name of the shareholder and amount of shares they represent first before they write their respective questions and/or opinions.

3) The Voting Process

- i. The voting process will be conducted electronically through the E-meeting Hall menu, Live Broadcasting submenu of the **eASY.KSEI**.
- ii. Shareholders or their representatives who have not submitted their votes on the particular Meeting agenda, as mentioned in item 6.d. number 1) roman numerals i – iii, are given an opportunity to submit their votes directly as the Company opens the voting period in the E-Meeting Hall screen of the **eASY.KSEI**. During the electronic voting time, a "*Voting for Agenda item no [ ] has started*" status would be displayed at the 'General Meeting Flow Text' column. Shareholders or their representatives who have not submitted their votes during a specific Meeting agenda after the 'General Meeting Flow Text' column's status has changed to "*Voting for Agenda item no [ ] has ended*" will be considered to give an Abstain vote for the related Meeting agenda.

4) Watch The Meeting through *Tayangan RUPS* (GMS Video Streaming)

- i. Shareholders or their representatives who have been registered in the **eASY.KSEI** no later than the deadline mentioned on item 6.c. can watch the Meeting live via Zoom webinar through the **eASY.KSEI** menu, submenu *Tayangan RUPS*, which located in the AKSes facility (<https://akses.ksei.co.id/>).
- ii. **Tayangan RUPS** has a capacity of 500 participants provided in a first come, first serve basis. Shareholders or their representatives who could not be accommodated in the Meeting's broadcast are still considered to have electronically attended the Meeting and their share ownerships and votes are still counted, as long as they have registered through the **eASY.KSEI**, as specified above in item 6.d. number 1) roman numerals i – v.

- iii. Shareholders or their representatives who only watch the Meeting through *Tayangan RUPS*, but were not electronically registered as participants in the **eASY.KSEI**, as specified above in item 6.d. number 1) roman numerals i - v, will not be considered as a legal participant and are not counted as part of the Meeting's quorum.
7. The materials which will be discussed in the Meeting are available during office hours at the office of the Company, Wisma 46 - Kota BNI 20<sup>th</sup> Floor, Jl. Jenderal Sudirman Kav. 1, Jakarta 10220 from the date of this invitation until the date of the Meeting and copies of such material can be obtained by shareholders through a written request to the Company or can be accessed through the Company's website, <http://www.polychemindo.com>.
8. To facilitate an orderly Meeting, shareholders or their proxies are respectfully requested to be present in the Meeting venue, 30 (thirty) minutes prior to the Meeting commences.

#### **PREVENTIVE MEASURES AGAINST THE SPREAD OF COVID-19**

In accordance to the prevailing government regulations and as preventive measures against the spread of Covid-19:

1. The Company encourages all shareholders to grant powers of attorney to an independent party, who has been appointed by the Company to represent the shareholders to attend and to cast votes in the Meeting, which is the Company's Share Administration Bureau, PT. Datindo Entrycom.
2. Shareholders or their proxies who will attend the Meeting in person:
  - a. must wear mask at all times within the building area where the Meeting is held and during the Meeting.
  - b. must immediately leave the building area where the Meeting is held once the meeting is over.
3. Shareholders or their proxies who are unfit (in particular who have Covid-19 symptoms, such as cough, fever, flu, etc) are not permitted to attend the Meeting.
4. The Company has the right to prohibit shareholders or their proxies to attend or be present at the Meeting premises and/or the building where the Meeting is held if the relevant shareholders or their proxies do not comply with the foregoing safety and health protocols.
5. In holding the meeting, the Company does not provide food and beverages as well as souvenirs to the Shareholders who attend the Meeting.

**Jakarta, May 12, 2023**  
**The Company's Board of Directors**