

CODE OF CONDUCT

ANNUAL GENERAL MEETING OF SHAREHOLDERS

PT. POLYCHEM INDONESIA Tbk

DOMICILED IN CENTRAL JAKARTA

("Company")

JUNE 5, 2023

1. Shareholders are deemed to have read the Rules and Materials of the Meeting previously uploaded on the Company's Website.
2. The meeting will be held in Indonesian.
3. The Company urges all shareholders to grant power of attorney to an independent party appointed by the Company, namely PT Datindo Entrycom, through E-Proxy to represent shareholders to attend and vote at the Meeting.
4. Shareholders or their proxies who will attend the Meeting are asked to bring and submit to Company officers a photocopy of their KTP or other identification before entering the Meeting Room. Shareholders of the Company in the form of a Legal Entity, such as a Limited Liability Company, Cooperative, Foundation or Pension Fund, must submit to the Company's officers a copy of the complete articles of association of the Legal Entity. For the Company's shares which are in Collective Custody at KSEI, the shareholders or their proxies must bring a Letter of Written Confirmation for Meetings ("KTUR") which can be obtained through an Exchange Member or Custodian Bank.
5. Shareholders or their proxies who will still be physically present at the Meeting:
 - a. must wear a mask while in the building area where the Meeting is held and during the Meeting.
 - b. must immediately leave the building where the Meeting is held after the Meeting is over.
6. Shareholders or their proxies who are not healthy (especially those who have/feel symptoms of being infected with COVID-19 such as cough, fever, flu, and so on) are not allowed to attend the Meeting.
7. The Company has the right to prohibit shareholders or their proxies from attending the Meeting or being in the Meeting Room and or the building where the Meeting is being held if the shareholders or their proxies do not comply with the safety and health protocols.
8. a. Shareholders who are unable to attend the Meeting can provide power of attorney:
 - (i) through a power of attorney form available on the Company's website which can be submitted by the attorney at the time of registration before attending the Meeting; or
 - (ii) electronically through the KSEI Electronic General Meeting System (eASY.KSEI) provided by PT. Indonesian Central Securities Depository ("KSEI") no later than 12.00 WIB on 1 (one) working day prior to the date

of the Meeting. Guidelines for registration, use and further explanation regarding eASY.KSEI can be seen on the <https://access.ksei.co.id/> website.

- b. In determining the number of meeting quorums, members of the Board of Directors, members of the Board of Commissioners and employees of the Company may act as shareholders' proxies, but in voting, they as shareholders' proxies are not entitled to cast votes.
9. For Shareholders or Shareholders' proxies who attend the Meeting electronically through the eASY.KSEI application, they must pay attention to the matters as announced in the Invitation to the Meeting.
10. The Chairperson of the Meeting has the right to request that those present prove their authority to attend the Meeting.
11. When discussing each meeting agenda, the Chairperson of the Meeting will provide an opportunity for the shareholders or their representatives to ask questions and or express opinions before deciding making a decision on the matter concerned.
12. In accordance with the provisions of article 21 paragraph 13 of the Company's articles of association, all decisions Meetings are taken based on deliberation for consensus. In the event that a decision based on deliberation for consensus is not reached, then decisions are taken by voting based on the affirmative vote of at least more than 1/2 (one half) of the number of votes cast legally in the meeting.
13. Each share entitles its holder to cast 1 (one) vote. If a shareholder has more than one share, he is required to vote only once and the vote represents the total number of shares he owns.
14. In accordance with the provisions of article 21 paragraph 10 of the Company's articles of association, voting regarding individuals is carried out in a closed letter that is not signed and on other matters verbally, unless the Chairperson of the Meeting determines otherwise without any objection from 1 (one) or more shareholders. which together represent at least 10% (ten percent) of the total shares with valid voting rights, requesting a written and secret vote.
15. Only shareholders or their legal representatives are entitled to vote.
16. In accordance with the provisions of article 21 paragraph 16 of the Company's articles of association, any matters proposed by the shareholders during the discussion or voting in the Meeting, must meet all of the following requirements:
 - a. in the opinion of the Chairman of the Meeting, the matter is directly related to one of the agendas of the Meeting concerned;
 - b. such matters are submitted by one or more shareholders who collectively represent at least 10% (ten percent) of the total shares with valid voting rights; and
 - c. in the opinion of the Chairman of the Meeting, the proposal is considered to be directly related to the Company's business.
17. In accordance with the provisions of article 21 paragraph 12 of the Company's articles of association, shareholders with valid voting rights, who attend the

Meeting but abstain (not voting), are deemed to have cast the same vote as the majority of shareholders who cast votes.

18. In holding the Meeting, the Company does not provide food and drinks as well as souvenirs to Shareholders who attended the Meeting.

The procedure to be followed is as follows:

1. The Chairperson of the Meeting provides an opportunity to ask questions and or express opinions where necessary and only in one stage.
2. Only shareholders or their legal representatives are entitled to ask questions and or express opinions.
3. The process of submitting questions and or opinions electronically for Shareholders or Shareholders' proxies who attend electronically through the eASY.KSEI application:
 - a. Shareholders or attorneys have the opportunity to submit questions and or opinions at each discussion session per agenda of the Meeting. Each discussion session per meeting agenda, due to time constraints for shareholders or their proxies, the number of questioners will be limited. Questions and or opinions per agenda item of the Meeting are submitted in writing by the shareholders or their proxies by using the chat feature in the "Electronic Opinions" column available on the E-meeting Hall screen on the eASY.KSEI application. Questions and or opinions can be made during the status of the meeting in the "General Meeting Flow Text" column is "Discussion started for agenda item no. []".
 - b. The Chairperson of the Meeting or a member of the Board of Directors appointed by the Chairperson of the Meeting will answer or respond directly (orally) to questions, opinions, suggestions or suggestions submitted through the "Row Text" feature in the eASY.KSEI application.
 - c. For the power of attorney of Shareholders present electronically and will submit questions and or opinions of its shareholders during the discussion session per the agenda of the Meeting, are required to write down the names of the shareholders and the size of their share ownership, followed by related questions or opinions.
4. The process of submitting questions and or opinions to Shareholders or Shareholders' proxies who are physically present:
 - Shareholders who wish to ask questions and or express opinions are asked to raise their hands and they will be given an inquiry form to fill out.
 - The Company's officers will collect the form that has been filled in by the questioner, which includes the name, number of shares owned or represented and the question.
 - The Company's officers will then submit the question form to the Chairman of the Meeting.
 - Questions that can be asked are only questions that are directly related to the Meeting agenda being discussed. Questions which, in

the opinion of the Chairperson of the Meeting, are not directly related to the Meeting agenda being discussed, will not be answered.

- b. After the question forms have been collected, the Chairperson of the Meeting will invite the Board of Directors to provide answers or respond to these questions successively.
 - c. After the last question is answered, a decision or vote will be made.
5. The voting process for Shareholders or Shareholders' proxies who attend electronically through the eASY.KSEI application:
- a. The electronic voting process takes place in the eASY.KSEI application on the E-Meeting Hall menu, Live Broadcasting sub-menu.
 - b. Shareholders who present themselves electronically or are represented by their proxy but have not voted on the agenda of the Meeting, then the shareholders or their proxy have the opportunity to convey their choice of vote during the voting period through the EMeeting Hall screen on the eASY.KSEI application opened by the Company. During the electronic voting process, the status "Voting for agenda item no [] has started" will appear in the 'General Meeting Flow Text' column. If the shareholders or their proxies do not vote for certain agenda items until the status of the Meeting as shown in the 'General Meeting Flow Text' column changes to "Voting for agenda item no [] has ended", then it will be deemed to have voted Abstain for the relevant agenda of the Meeting.
6. The voting process for Shareholders or Shareholders' proxies who are physically present:
- A. For verbal voting, it is carried out by "raising hands", according to the following procedure:
 - a) Shareholders or representatives of shareholders who disagree and abstain (do not vote) will be asked to raise their hands and submit a voting card to Company officers; and
 - b) for shareholders or representatives of shareholders who do not raise their hands at all, will be counted as voting in favor.
 - B. For written and secret voting, shareholders or their legal representatives are expected to fill out a voting rights form, which contains their name, the number of shares owned or represented, and the decision. Furthermore, the Company's officers will collect these forms and submit them to the Chairman of the Meeting to be counted by the Notary.

Closing

Other matters that have not been regulated in this order will be determined later by the Chairperson of the Meeting.