



CODE OF CONDUCT
ANNUAL GENERAL MEETING OF SHAREHOLDERS
PT MURNI SADAR TBK (“Company”)
Tuesday, July 26th, 2022

1. GENERAL

Shareholders and their proxies who wish to attend the Annual General Meeting of Shareholders (hereinafter referred to as the “Meeting”) are requested to observe the Meeting Rules of Conduct as described belows:

2. CHAIRMAN OF THE MEETING

- a. The meeting is chaired by a member of the Board of Commissioners who is appointed by the Board of Commissioners (Article 10 paragraph 12.a of the Company's Articles of Association and Article 37 paragraph 1 of Financial Services Authority Regulation No. 15/POJK.04/2020 regarding the Planning and Holding of General Meeting of Shareholders of Public Companies)
- b. In the event that all members of the Board of Commissioners are not present or all are unable to attend, which does not need to be proven to a third party, the Meeting shall be chaired by a member of the Board of Directors appointed by the Board of Directors (Article 10 paragraph 12.a of the Company's Articles of Association).
- c. In the event that all members of the Board of Commissioners are not present or all are unable to attend, which does not need to be proven to a third party, the Meeting shall be chaired by a member of the Board of Directors appointed by the Board of Directors (Article 10 paragraph 12.a of the Company's Articles of Association). 3.3. In the event if the all members of the Board of Commissioners or members of the Board of Directors are absent or unable to attend as referred to in Article 10 paragraph 12.a, the Meeting shall be chaired by the shareholders present at the Meeting appointed from and by the participants of the Meeting (Article 10 paragraph 12.b of the Company's Articles of Association).
- d. *To ensure the meeting is conducted in an orderly manner, the Chairman of the meeting is entitled to :*
 - d.1. *Request that those present ti prove their authority to attend the Meeting, on the basis of evidence that is acceptable to the Meeting’s Chairman.*
 - d.2. *Take any actions outside procedures which are deemed necessary*

3. ATTENDANCE QUORUM

Quorum of attendance for each Meeting Agenda in accordance with the provisions of Article 11 paragraph 3.a. of the Company's Articles of Association, the Meeting may be held if attended by

Shareholders representing at least ½ (one half) of the total shares with voting rights present or represented.

4. MEETING PARTICIPANTS

- a. The shareholders or who are entitled to attend in the physically or electronically Meeting are the shareholders whose names are registered on Register of Shareholders of the Company on July 01, 2022, and/or the owner of the Company's shares in the securities subaccount at PT Kustodian Sentral Efek Indonesia (KSEI) as of the close of trading of shares at Indonesia Stock Exchange on July 01, 2022, or their valid proxies as evidenced by proxy through the KSEI Electronic General Meeting System (eASY.KSEI) facility at the link <https://easy.ksei.co.id/> provided by KSEI as a mechanism for granting power of attorney electronically in the process of holding the Meeting.
- b. Shareholders may be represented by other Shareholders or other persons with a power of attorney with due observance of the prevailing laws and regulations (Article 11 paragraph 12.a. of the Company's Articles of Association) and in the event that the Shareholders and the Shareholder Proxy cannot access the KSEI System (eASY.KSEI), can download the power of attorney contained on the Company's website <https://www.rsmurniteguh.com/> to cast their power and vote in the Meeting.
- c. In order to comply with the health protocol and prevent the transmission of the COVID-19 Virus, the Company limits the Shareholders ("Meeting Attendance Quota") who can attend the Meeting room maximal 50 person , provided on a first-come, first-serve basis and the Shareholders must confirm their attendance beforehand via email to corporate-secretary@rsmurniteguh.com. Confirmation of Meeting Attendance can be made from July 25, 2022 at least at 12.00 Western Indonesian Time.
- d. Shareholders who confirm attendance via email will receive a confirmation email from the Company regarding the availability of space. Shareholders who are unable to attend because the Meeting Attendance Quota has been used up, the Company advises Shareholders to provide power of attorney via electronic means through the eASY.KSEI system which is managed by PT Kustodian Sentral Efek Indonesia (KSEI) or to an independent party appointed by the Company, namely the Bureau Securities Administration (BAE) of PT Adimitra Jasa Korpora.
- e. The power of attorney facility via the electronic system has been submitted in the Announcement of the Meeting dated June 17, 2022 regarding the Implementation of the Company's Annual GMS.
- f. Proxy of Shareholders who are physically present at the time of registration must bring the Original Power of Attorney from the Shareholders they represent.
- g. Meeting participants have the right to express opinions and/or ask questions and vote in each Meeting Agenda.
- h. Meeting participants who arrive late after the registration period closes, the Shareholders are not allowed to enter the Meeting Room and/or attend the Meeting.

5. PROCEDURES OF ASKING QUESTION

- a. The shareholders or who are entitled to raise Submit Question and/or Raise Opinion at the Meeting are the shareholders whose names are registered on Register of Shareholders of the Company on July 01, 2022, and/or the owner of the Company's shares in the securities sub-account at PT Kustodian Sentral Efek Indonesia (KSEI) as of the close of trading of shares at Indonesia Stock Exchange on July 01, 2022, or their valid proxies as evidenced by proxy through the KSEI Electronic General Meeting System (eASY.KSEI) facility at the link <https://easy.ksei.co.id/> provided by KSEI as a mechanism for granting power of attorney electronically in the process of holding the Meeting.
- b. In each Agenda of the Meeting, the Chairman of the Meeting shall give an opportunity to the shareholders or their proxies to ask questions and/or opinion.
- c. Questions are limited up to 3 (three) questions and will be answered directly by the Chairman and/or any member of the Board of Directors.
- d. Shareholders or Shareholders' Proxies who attend physically the Meeting who wish to ask questions or opinions are asked to raise their hands. Questions and/or Opinions are made in writing through the Question/Opinion Form, will be given by the officer to be filled out and read by themselves through loudspeakers and then the Question/Opinion Form will be submitted to the Meeting officer.
- e. Shareholders who attend electronically can submit questions and/or opinions through eASY.KSEI through the chat feature in the "Electronic Options" column available in the eMeeting Hall screen at eASY.KSEI. Questions and/or opinions can be submitted as long as the status of the meeting in the "General Meeting Flow Text" column is "Discussion started for agenda item no. [...]".
- f. Before submitting a question and/or opinion, the Shareholders or the Proxy of the Shareholders are asked to state the name, proxy represented and number of shares owned or represented.
- g. The Chairman of the Meeting assesses whether the questions and/or opinions expressed are relevant to the Meeting Agenda being discussed. If it is not relevant, the Chairman of the Meeting will postpone the discussion.
- h. The Chairman of the Meeting has the right to interrupt the questions or opinions of the Shareholders or the Proxy of the Shareholders if the person concerned has not stated the requested identity
- i. After all the questions and/or comments for the agenda have been answered, the Chairman of the Meeting will proceed with voting mechanism.
- j. If there are still questions to be asked by the Shareholders or the Proxy of the Shareholders but the question and answer session given by the Chairman of the Meeting has ended, the questions can be submitted in writing to the Chairman of the Meeting and will be answered by the Company after the completion of the Meeting, as long as the questions raised is still relevant to the Meeting Agenda.

6. PROCEDURES OF VOTING

- a. Voting is carried out every Meeting Agenda and after all questions have been answered and/or the question and answer period is declared over.

- b. Shareholders are entitled to cast 1 (one) vote for every 1 (one) share they own. If a Shareholder owns more than 1 (one) share, then the Shareholder is only required to vote 1 (one) time and the vote represents all shares owned or represented.
- c. Physical vote casting will be carried out with the following procedures:
 - c.1. Shareholders or their representative who abstain and disagree will be asked to raise their hands and submit ballot papers that must be filled out and signed by completing all the required data in the ballots.
 - c.2. Shareholders or their proxies who do not raise their hands are deemed to have cast the same vote as the majority of the shareholders or their proxies who cast votes.
 - c.3. Shareholders or their proxies who leave the Meeting room before the Meeting is over are deemed to have attended and approved the proposals submitted at the Meeting.
- d. Voting for shareholders who attend electronically through eASY.KSEI (eVoting) is conducted under the following conditions:
 - d.1. The voting process will be conducted electronically through the E-Meeting Hall menu, Live Broadcasting submenu of the eASY.KSEI,
 - d.2. Shareholders or their representatives who have not submitted their votes on the particular Meeting agenda, are given an opportunity to submit their votes directly as the Company opens the voting period in the EMeeting Hall screen of the eASY.KSEI.
 - d.3. A "Voting for Agenda item no [...] has started" status would be displayed at the 'General Meeting Flow Text' column during the electronic voting time.
 - d.4. 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.
 - d.5. The voting time in the electronic voting process is a standardized time set by the eASY.KSEI. Each Company can set their own policies on electronic voting time for each of its Meeting agendas (with a maximum of 2 (two) minutes per Meeting agenda) and include them in the Meeting's Guideline through the eASY.KSEI.
- e. *Invalid votes are considered non-existent and are not counted in determining the number of votes cast at the Meeting*
- f. *The Securities Administration Bureau (BAE) counts the votes of Shareholders who are physically present and authorized votes in the eASY.KSEI system.*
- g. *After the vote count is finished, the Notary will report to the Chairperson of the Meeting the results of the calculation of all the votes collected, whether votes in favor, abstention, or votes that disagree or reject the proposed decision on the Meeting Agenda that is being discussed.*

7. DECISION AND VOTING RIGHT

In accordance with the provisions of Article 11 paragraph 2 of the Company's Articles of Association, Decisions in the Meeting will be made based on consensus. In case consensus cannot be reached, then the decision will be made in accordance with the Company's Articles of Association, the

Company Law, and POJK 15/2020, in which the decisions in the Meeting will be made upon approval by more than 1/2 (half) of total votes cast in the Meeting.

8. LANGUAGE

This Meeting will be conducted in Bahasa Indonesia, for certain section using English, if any, it will be translated into Bahasa Indonesia. Questions may be raised in Bahasa Indonesia or English.

9. HEALTH PROTOCOL (PREVENTION OF COVID-19 SPREADS)

- a. 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.
 - b. Shareholders or their proxies who will attend the Meeting in person, must comply with and pass the safety and health protocols which will be strictly applied by the Company, as follows:
 - to have a COVID-19 vaccine certificate as evidenced through the PeduliLindungi application and scan the PeduliLindungi application QR Code when entering the building where the Meeting is held.
 - to wear mask at all times within the building area where the Meeting is held and during the Meeting.
 - Shareholders or Representative are requested to do Thermal Check at the location provided by the the company before entering the Meeting Room and if it does not meet the health protocol, it is not permitted to enter the Meeting Room;
 - Implementation of this Meeting applies Physical Distancing with a range of at least 1 (one) meter apart. The Meeting Participants are encouraged not to shake hands or in any other way come in direct contact;
10. During the Meeting, mobile phones or other communication tools brought by the Shareholders or the Proxies of Shareholders and other participants in the Meeting room must be silent / deactivated.
11. If there are matters relating to the holding of this Meeting which are not and/or insufficiently regulated in the Company's Articles of Association and/or these Rules of Procedure, the Chairman of the Meeting has the right to decide on the matter.
12. These rules are enforced in the context of holding the Annual General Meeting of Shareholders.

Medan, July 4th, 2022
PT MURNI SADAR Tbk
Board of Directors