

RULES OF PROCEDURE FOR THE ANNUAL GENERAL MEETING OF SHAREHOLDERS AND EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS OF PT SUPERIOR PRIMA SUKSES TBK

Meeting Chair and Meeting Organizing:

1. Pursuant to Article 37 paragraph 1 of POJK No. 15/POJK.04/2020 and Article 21 paragraph 1 of the Company's Articles of Association, the Meeting shall be chaired by a member of the Board of Commissioners appointed by the Board of Commissioners.
2. The Chairperson of the Meeting shall have the right to request that those present prove their authority to attend the Meeting.
3. The Meeting will be conducted in Indonesian.
4. A Notary, assisted by the Securities Administration Bureau, will verify and count the votes cast for each Meeting decision on the agenda item, both physically and electronically.

Meeting Procedure:

1. The Company encourages shareholders to register their attendance electronically through the KSEI System (eASY.KSEI) at the link <https://akses.ksei.co.id/> provided by KSEI.
2. Shareholders entitled to attend electronically or physically or be represented by proxy at the Meeting are:
 - a. Shareholders of the Company whose names are registered in the Company's Shareholders Register (DPS) on Wednesday, May 13, 2026, until 4:00 PM Western Indonesian Time and/or;
 - b. Shareholders of the Company in securities sub-accounts at PT Kustodian Sentral Efek Indonesia ("KSEI") at the close of trading of the Company's shares on the Indonesia Stock Exchange on Wednesday, May 13, 2026.
3. Shareholders may participate in the Meeting through the following mechanisms:
 - a. physically present at the Meeting or;
 - b. electronically through the easy.KSEI application.
 - c. granting power of attorney electronically through the eASY.KSEI application or in writing to the Independent Attorney as referred to in point 5.
4. Shareholders or their proxies who will physically attend the Meeting must pay attention to the following:
 - a. The Company limits the capacity of the Meeting room, so that shareholders or their proxies who plan to attend the Meeting in person are required to register in advance through the Company's Corporate Secretary by sending an email to **corsec@superior.co.id** no later than 3 (three) working days before the date of the Meeting, namely Thursday, June 4th, 2026, at 16.00 Western Indonesian

Time. Shareholders or their proxies will receive a reply email regarding the availability of quota for physical attendance.

- b. To ensure the Meeting runs in an orderly, efficient, and timely manner, shareholders or their proxies are kindly requested to be present no later than 9:30 a.m. Western Indonesian Time.
 - c. Shareholders or their proxies who will be physically attending the Meeting are required to complete the attendance list and present their valid National Identity Card ("KTP") or other valid identification and submit a photocopy to the registration officer before entering the Meeting room.
 - d. For shareholders of the Company in the form of a legal entity, they are required to submit a photocopy of their latest articles of association and the notarial deed regarding the appointment of members of the Board of Commissioners and Directors or management who are still in office at the time of the Meeting to the registration officer before entering the Meeting room.
 - e. Shareholders whose shares are registered in collective custody at PT Kustodian Sentral Efek Indonesia ("KSEI"), or their proxies, are required to provide Written Confirmation for the Meeting (KTUR) to the registration officer.
 - f. The Company will not provide a copy of the Annual Report to shareholders or their proxies attending the Meeting. Shareholders can access or download the Annual Report on the Company's website <https://superiorprimasukses.com/> from the date of the Invitation, May 18th, 2026
 - g. Process for submitting questions and/or opinions for shareholders or their proxies who are physically present:
 - i. Requests to ask questions are made by raising their hands, and the committee will provide a microphone to the shareholder or their proxies.
 - ii. Shareholders or their proxies are invited to state their names and the number of shares they own or represent and to read out their questions. Questions must be directly related to the current agenda item of the Meeting. Each questioner is only permitted to ask one question and/or provide an opinion, unless the Chairperson of the Meeting determines otherwise.
 - h. Shareholders or their proxies who are physically present may cast an abstain or dissenting vote by submitting their voting card to the officer. Shareholders or their proxies who do not submit their voting card are deemed to have approved the proposal submitted in connection with the current Meeting agenda item. The voting card will be given to the shareholder or their proxies upon registration.
 - i. Shareholders or their proxies are required to immediately leave the building where the Meeting is being held immediately after the Meeting concludes.
 - j. The Company reserves the right to prohibit shareholders or their proxies from attending or remaining in the Meeting room if they do not comply with the rules of procedure as described above.
5. Power of Attorney Mechanism
- a. Electronic Power of Attorney
 - i. The Company urges shareholders whose shares are registered in the Collective Custody of PT Kustodian Sentral Efek Indonesia ("KSEI") to grant electronic power of attorney ("e-Proxy") to Independent Proxies,

- namely representatives appointed by the Company's Securities Administration Bureau, PT Adimitra Jasa Korpora, through the eASY.KSEI facility.
- ii. The deadline for submitting a declaration of attendance or proxy and voting in the eASY.KSEI application is 12:00 WIB on 1 (one) business day prior to the Meeting date, namely Monday, June 8, 2026.
- b. Non-Electronic Power of Attorney
- i. Shareholders may grant power of attorney outside the eASY.KSEI mechanism by downloading the Power of Attorney form on the Company's website <https://superiorprimasukses.com/>.
 - ii. The completed Power of Attorney, signed on a Rp 10,000 stamp, must be scanned and sent, along with a copy of your identity card (KTP/Passport), via email to: opr@adimitra-jk.co.id, no later than 3 (three) business days prior to the Meeting date, which is Tuesday, April 29, 2025, at 3:00 PM Western Indonesian Time.
 - iii. The original Power of Attorney, signed and meeting the requirements, must be submitted in person or by post to PT. Adimitra Jasa Korpora, the Securities Administration Bureau (BAE), at the following address: Kirana Boutique Office, Jalan Kirana Avenue III Block F3 Number 5, Kelapa Gading, North Jakarta, 14250, no later than 3 (three) business days prior to the Meeting date, which is Thursday, June 4, 2026, at 3:00 PM Western Indonesian Time.
 - iv. Shareholders in the form of a Legal Entity are required to submit a copy of the Articles of Association and any amendments thereto, letters of ratification/approval from the authorized agency, along with a deed containing the latest composition of the management/Board of Directors and Board of Commissioners serving at the time of the Meeting, and a copy of the identity card of the Principal and/or Attorney.
 - v. For shareholders whose addresses are registered outside of Indonesia and who use a written Power of Attorney form, the original written Power of Attorney must first be legalized by the local Embassy/Representative Office of the Republic of Indonesia.
6. Shareholders who will attend or provide electronic proxy voting at the Meeting through the eASY.KSEI application must observe the following:
- a. Registration Process
 - i. Local individual shareholders who have not submitted a declaration of attendance or proxy voting in the eASY.KSEI application by the deadline referred to in point 5.a.ii and wish to attend the Meeting electronically are required to register their attendance in the eASY.KSEI application on the Meeting date until the Company closes the electronic Meeting registration period.
 - ii. Local individual shareholders who have submitted a declaration of attendance but have not yet cast their vote for at least one Meeting agenda item in the eASY.KSEI application by the deadline referred to in point 5.a.ii and wish to attend the Meeting electronically are required to register their attendance in the eASY.KSEI application on the

Meeting date until the Company closes the electronic Meeting registration period.

- iii. Shareholders who have granted power of attorney to an Independent Representative or Individual Representative provided by the Company, but have not yet cast a vote for at least one Meeting agenda item in the eASY.KSEI application by the deadline referred to in point 5.a.ii, the proxy representing the shareholder is required to register their attendance in the eASY.KSEI application on the Meeting date until the Company closes the electronic Meeting registration period.
 - iv. Shareholders who have granted power of attorney to a participant/intermediary proxy (Custodian Bank or Securities Company) and have cast a vote in the eASY.KSEI application by the deadline referred to in point 5.a.ii, the proxy registered in the eASY.KSEI application is required to register their attendance in the eASY.KSEI application on the Meeting date until the Company closes the electronic Meeting registration period.
 - v. Shareholders who have submitted a declaration of attendance or granted power of attorney to a proxy provided by the Company (Independent Representative) or Individual Representative and have cast their votes for at least 1 (one) or all Meeting agenda items in the eASY.KSEI application no later than the deadline referred to in point 5.a.ii, are not required to register their attendance electronically in the eASY.KSEI application on the Meeting date. Share ownership will automatically be counted as a quorum for attendance, and the votes cast will automatically be counted in the Meeting voting.
 - vi. Delays or failures in the electronic registration process as referred to in points i-iv for any reason will result in the shareholder or proxy being unable to attend the Meeting electronically, and their share ownership will not be counted as a quorum for attendance at the Meeting.
- b. Electronic Question and/or Opinion Submission Process
- i. Shareholders or proxy have three (3) opportunities to submit questions and/or opinions during each discussion session per Meeting agenda item. Each questioner is only permitted to ask one question and/or provide an opinion, unless the Meeting Chair determines otherwise. Questions and/or opinions per Meeting agenda item may be submitted in writing by shareholders or their proxies using the chat feature in the "Electronic Opinions" column available on the E-meeting Hall screen in the eASY.KSEI application. Questions and/or opinions may be submitted as long as the Meeting status in the "General Meeting Flow Text" column is "Discussion started for agenda item no. []".
 - ii. Determining the mechanism for conducting written discussions per Meeting agenda item via the E-meeting Hall screen in the eASY.KSEI application is the responsibility of each Company and will be outlined in the Meeting Rules of Procedure through the eASY.KSEI application.
 - iii. Proxies attending electronically and submitting questions and/or opinions during the discussion session per Meeting agenda item are

required to write the name of the shareholder and the amount of their shareholding, followed by the relevant question or opinion.

c. Voting Process

- i. The electronic voting process takes place in the eASY.KSEI application under the E-meeting Hall menu, Live Broadcasting submenu.
- ii. Shareholders who are present in person or represented by their proxies but have not yet cast their votes for the Meeting agenda items referred to in point 6 letter a numbers i-iii will have the opportunity to submit their votes during the voting period via the E-meeting Hall screen in the eASY.KSEI application, opened by the Company. When the electronic voting period for each Meeting agenda item begins, the system automatically starts the voting time by counting down for a maximum of 2 (two) minutes. During the electronic voting process, the status "Voting for agenda item no. [] has started" will be displayed in the 'General Meeting Flow Text' column. If a shareholder or their proxy does not cast a vote for a specific Meeting agenda item until the Meeting status displayed in the 'General Meeting Flow Text' column changes to "Voting for agenda item no [] has ended," they will be deemed to have cast an Abstain vote for that Meeting agenda item. Shareholders who cast an Abstain vote at the Meeting are deemed to have cast the same vote as the majority of the shareholders who cast the vote.
- iii. The voting time during the electronic voting process is the standard time set in the eASY.KSEI application. Each Company may determine the time policy for direct electronic voting per Meeting agenda item, which will be outlined in the Meeting Rules of Procedure through the eASY.KSEI application, with the Company setting a maximum time limit of 2 (two) minutes per Meeting agenda item.

d. GMS Broadcast

- i. Shareholders or their proxies registered with eASY.KSEI, no later than the deadline referred to in point 5.a.ii, may watch the ongoing Meeting via Zoom webinar by accessing the eASY.KSEI menu (GMS Broadcast submenu) within the AKSes facility (<https://aks.ksei.co.id/>).
- ii. The GMS Broadcast has a capacity of up to 500 participants, with attendance determined on a first-come, first-served basis. Shareholders or their proxies who do not have the opportunity to watch the Meeting via the GMS Broadcast are still considered valid electronically present, and their share ownership and voting will be counted in the Meeting, provided they have been registered in the eASY.KSEI application as stipulated in point 6 letter a numbers i-v.
- iii. Shareholders or their proxies who only watch the Meeting through the GMS Broadcast but are not registered electronically on the eASY.KSEI application as stipulated in point 6 letter a, numbers i-v, will be deemed invalid and will not be included in the calculation of the Meeting attendance quorum.
- iv. The Company will disable the "Raise Hand" and "Allow To Talk" features in the GMS Broadcast. Therefore, the Company encourages

Shareholders or their proxies to submit questions or opinions as stipulated in point 6 letter b.

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

7. Meeting attendance quorum and resolutions:

AGMS Agenda:

In accordance with the provisions of Article 41 paragraph 1 letter c of POJK No. 15/POJK.04/2020 and Article 22 paragraph 2 points (1) letters a and c of the Company's Articles of Association, the Meeting may be held if more than 1/2 (one half) of the total number of shares with voting rights are present or represented, and the Meeting's resolutions are valid if approved by more than 1/2 (one half) of the total number of shares with voting rights present at the Meeting.

EGMS Agenda:

In accordance with Article 42 letters a and b of POJK No. 15/POJK.04/2020 and Article 22 paragraph 3 letters a and b of the Company's Articles of Association, the Meeting may be held if attended by shareholders representing at least 2/3 (two-thirds) of the total shares with valid voting rights, and the Meeting's resolutions are valid if approved by more than 2/3 (two-thirds) of the total shares with valid voting rights present at the Meeting.

- 8. Matters occurring during the Meeting that are not regulated in these Rules of Procedure will be determined by the Meeting Chairperson, taking into account the Company's Articles of Association and applicable regulations.