

## **RULES FOR THE ANNUAL GENERAL MEETING OF SHAREHOLDERS PT SUPERIOR PRIMA SUKSES Tbk**

### **Meeting Chairperson and Meeting Implementation:**

1. Based on 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 is chaired by a member of the Board of Commissioners appointed by the Board of Commissioners.
2. The Meeting Chairperson has the right to request that those present prove their authority to attend the Meeting.
3. The Meeting will be held in Indonesian.
4. The Notary assisted by the Securities Administration Bureau will check and count the votes in each decision-making of the Meeting on the agenda, both votes received physically and electronically.

### **Meeting Procedure:**

1. The Company urges 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 who are 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 Thursday, April 10, 2025 until 16:00 Western Indonesian Time and/or;
  - b. Shareholders of the Company in the securities sub-account at PT Kustodian Sentral Efek Indonesia ("KSEI") at the close of trading of the Company's shares on the Indonesia Stock Exchange on Thursday, April 10, 2025.
3. Participation of shareholders in the Meeting can be done through the following mechanisms:
  - a. physically attend the Meeting or;
  - b. electronically attend the Meeting through the easy.KSEI application.
  - c. provide power of attorney electronically through the eASY.KSEI application or in writing to the Independent Attorney as referred to in number 5.
4. Shareholders or their proxies who will attend the Meeting physically must pay attention to the following:
  - a. The Company limits the capacity of the Meeting room, so shareholders or their proxies who plan to attend the Meeting physically are required to register in advance through the Company's Corporate Secretary by sending an email to [corsec@superior.co.id](mailto:corsec@superior.co.id) no later than 3 (three) working days before the date of the Meeting, which is Tuesday, April 29, 2025, at 15.00 Western Indonesian Time. Shareholders or their proxies will receive a reply email regarding the availability of quota for physical attendance.

- b. To ensure that the Meeting runs in an orderly, efficient and timely manner, shareholders or their proxies are kindly requested to attend no later than 09.30 Western Indonesian Time.
- c. Shareholders or their proxies who will attend the Meeting physically are required to fill in the attendance list and show their Resident Identity Card ("KTP") or other valid identification that is still valid and submit a photocopy of it to the registration officer before entering the Meeting room.
- d. For shareholders of the Company in the form of a legal entity, it is mandatory to submit a photocopy of its latest articles of association and a 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 or KTUR to the registration officer.
- f. The Company does not provide a copy of the Annual Report to shareholders or their proxies who attend the Meeting. Shareholders can access or download the Annual Report on the Company's website <https://superiorprimasukses.com/> since the date of the Invitation, April 11, 2025.
- g. The process of 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 owned or represented and read out questions. Questions submitted must be directly related to the agenda of the Meeting currently being held.
- h. Shareholders who are physically present or their proxies may vote abstain or disagree by submitting their voting cards to the officer. Shareholders or their proxies who do not submit their voting cards are deemed to have agreed to the proposal submitted in connection with the agenda of the ongoing Meeting. Voting cards will be given to shareholders or their proxies at the time of registration.
- i. Shareholders or their proxies must immediately leave the building where the Meeting is being held immediately after the Meeting is over.
- j. The Company has the right to prohibit shareholders or their proxies from attending or being in the Meeting room if the shareholders or their proxies do not fulfill the provisions of the rules of procedure as explained above.

## 5. Power of Attorney Mechanism

- a. Electronic Power of Attorney

- i. The Company appeals to shareholders, whose shares are registered in the Collective Custody of PT Kustodian Sentral Efek Indonesia (“KSEI”) to provide electronic power of attorney (“e-Proxy”) to the Independent Proxy Recipient, namely a representative appointed by the Company's Securities Administration Bureau, namely PT Adimitra Jasa Korpora in the eASY.KSEI facility.
    - ii. The deadline for providing a declaration of attendance or power of attorney and vote in the eASY.KSEI application is 12.00 WIB on 1 (one) working day before the date of the Meeting, namely Friday, May 2, 2025.
  - b. Non-electronic granting of power of attorney
    - i. Shareholders can 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. A Power of Attorney that has been filled out completely and signed on a Rp 10,000 stamp, then scanned and sent along with a copy of the identity card (KTP/Passport) via email to: opr@adimitra-jk.co.id. no later than 3 (three) working days before the date of the Meeting, namely Tuesday, April 29, 2025, at 15.00 Western Indonesian Time.
    - iii. The original Power of Attorney that has been signed and meets the requirements must be submitted directly or by post to PT. Adimitra Jasa Korpora as the Securities Administration Bureau (BAE) with the address: Kirana Boutique Office, Jalan Kirana Avenue III Blok F3 Number 5, Kelapa Gading, North Jakarta, 14250, no later than 3 (three) working days before the date of the Meeting, namely Tuesday, April 29, 2025, at 15.00 West Indonesia Time.
    - iv. Shareholders in the form of Legal Entities are required to submit a copy of the Articles of Association and its amendments, 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 Principal.
    - v. For shareholders whose addresses are registered outside Indonesia and use the 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. For shareholders who will attend or provide power of attorney electronically to the Meeting through the eASY.KSEI application must pay attention to the following:
  - a. Registration Process
    - i. Local individual shareholders who have provided a declaration of attendance but have not provided a minimum vote for 1 (one) agenda item of the Meeting in the eASY.KSEI application by the deadline 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 date

- of the Meeting until the electronic Meeting registration period is closed by the Company.
- ii. Shareholders who have given power of attorney to the proxy provided by the Company (Independent Representative) or Individual Representative but the shareholders have not provided a minimum vote for 1 (one) agenda item of the Meeting in the eASY.KSEI application by the deadline in point 5.a.ii, then the proxy representing the shareholder is required to register their attendance in the eASY.KSEI application on the date of the Meeting until the electronic Meeting registration period is closed by the Company.
  - iii. Shareholders who have given power of attorney to the proxy provided by the Company (Independent Representative) or Individual Representative but the shareholders have not given their vote for at least 1 (one) agenda item of the Meeting in the eASY.KSEI application by the deadline in point 5.a.ii, then the proxy representing the shareholders is required to register their attendance in the eASY.KSEI application on the date of the Meeting until the electronic Meeting registration period is closed by the Company.
  - iv. Shareholders who have given power of attorney to the authorized participant/Intermediary (Custodian Bank or Securities Company) and have given their voting choice in the eASY.KSEI application until the deadline in point 5.a.ii, then the authorized representative who has been registered in the eASY.KSEI application is required to register their attendance in the eASY.KSEI application on the date of the Meeting until the electronic Meeting registration period is closed by the Company.
  - v. Shareholders who have provided a declaration of attendance or given power of attorney to the proxy provided by the Company (Independent Representative) or Individual Representative and have given a minimum vote for 1 (one) or all agenda items of the Meeting in the eASY.KSEI application no later than the deadline in point 5.a.ii, then the shareholders or proxy do not need to register their attendance electronically in the eASY.KSEI application on the date of the Meeting. Share ownership will automatically be calculated as the attendance quorum and the votes that have been given will automatically be calculated in the voting of the Meeting.
  - vi. Delays or failures in the electronic registration process as referred to in numbers i – iv for any reason will result in shareholders or their proxies being unable to attend the Meeting electronically, and their share ownership will not be counted as a quorum for attendance at the Meeting.
- b. Process of Submitting Questions and/or Opinions Electronically
- i. Shareholders or proxies have 3 (three) opportunities to submit questions and/or opinions in each discussion session per Meeting agenda item. Questions and/or opinions per Meeting agenda item can be submitted in writing by shareholders or 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 can be submitted as long as the Meeting implementation status in the 'General Meeting Flow Text' column is "Discussion started for agenda item no. [ ]".

- ii. Determination of the mechanism for implementing discussions per agenda item of the Meeting in writing via the E-meeting Hall screen in the eASY.KSEI application is the authority of each Company and this will be stated by the Company in the Meeting Implementation Rules and Regulations via the eASY.KSEI application.
  - iii. For power of attorney who are present electronically and will convey questions and/or opinions of their shareholders during the discussion session per agenda item of the Meeting, they are required to write the name of the shareholder and the amount of their share ownership followed by the related question or opinion.
- c. Voting Process
- i. The electronic voting process takes place in the eASY.KSEI application on 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 on the agenda items of the Meeting as referred to in point 6 letter a numbers i – iii, then the shareholders or their proxies 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 per agenda item of the Meeting begins, the system automatically runs 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 visible in the 'General Meeting Flow Text' column. If a shareholder or his/her proxy does not vote for a particular Meeting agenda item until the Meeting implementation status shown in the 'General Meeting Flow Text' column changes to "Voting for agenda item no [ ] has ended", then it will be considered to have voted Abstain for the relevant Meeting agenda item. Shareholders who vote Abstain in the Meeting are deemed to have voted the same as the majority of shareholders who cast votes.
  - iii. Voting time during the electronic voting process is the standard time set in the eASY.KSEI application. Each Company can determine the policy for direct electronic voting time per agenda item in the Meeting and will be stated in the Meeting Implementation Rules through the eASY.KSEI application where the Company sets a maximum time limit of 2 (two) minutes per Meeting agenda item.
- d. GMS Screening
- i. Shareholders or their proxies who have registered in eASY.KSEI no later than the deadline in point 5.a.ii can watch the ongoing Meeting via Zoom webinar by accessing the eASY.KSEI menu (RUPS

Broadcast submenu) located in the AKSes facility (<https://akses.ksei.co.id/>).

- ii. The RUPS Broadcast has a capacity of up to 500 participants, where the attendance of each participant will be determined on a first come first serve basis. Shareholders or their proxies who do not get the opportunity to watch the Meeting via the RUPS Broadcast are still considered to be legally present electronically and their share ownership and voting choices are taken into account in the Meeting, as long as 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 implementation of the Meeting through the GMS Broadcast but are not registered to attend electronically on the eASY.KSEI application in accordance with the provisions in point 6 letter a numbers i - v, then the presence of the shareholder or his/her proxies is considered invalid and will not be included in the calculation of the attendance quorum for the Meeting.
  - iv. The Company will deactivate the "Raise Hand" and "Allow To Talk" features in the GMS Broadcast, so that the Company urges Shareholders or their proxies to submit questions or opinions as stipulated in point 6 letter b.
  - v. To get the best experience in using the eASY.KSEI application and/or GMS Broadcast, shareholders or their proxies are advised to use the Mozilla Firefox browser.
7. Quorum of attendance and decisions of the Meeting:

**Agenda of the AGMS:**

In accordance with the provisions of Article 41 paragraph 1 letter c POJK No.15/POJK.04/2020 and Article 22 paragraph 2 point (1) letters a and b 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 at the Meeting and the decision of the Meeting is valid if approved by more than 1/2 (one half) of the total number of shares with voting rights present at the Meeting.

**Agenda of the EGMS:**

First Agenda and Third Agenda

In accordance with the provisions of Article 41 paragraph 1 letter c POJK No.15/POJK.04/2020 and Article 22 paragraph 2 point (1) letters a and b 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 at the Meeting and the decision of the Meeting is valid if approved by more than 1/2 (one half) of the total number of shares with voting rights present at the Meeting.

Second Agenda

In accordance with the provisions of Article 43 letters a and b POJK No.15/POJK.04/2020 and Article 22 paragraph 4 letters a and b of the

Company's Articles of Association, the Meeting may be held if the Meeting is attended by shareholders representing at least 3/4 (three-quarters) of the total number of shares with valid voting rights, and the decision of the Meeting is valid if approved by more than 3/4 (three-quarters) of the total shares with voting rights present at the Meeting.

Matters that occur during the Meeting that have not been regulated in these Rules of Procedure will be determined by the Chairperson of the Meeting by taking into account the Company's Articles of Association and applicable provisions.