

Notice of The Extraordinary General Meeting

SIANTAR TOP Tbk, PT (STTP1)

We hereby inform you that SIANTAR TOP Tbk, PT (to be referred further as "the Company") has invited the Company's shareholders to attend its Extraordinary General Meeting ("Meeting"), which will be held on:

Day/Date : 03.02.2022

Time : 10:00

Venue : VERWOOD HOTEL & SERVICED RESIDANCE JALAN RAYA
KUPANG INDAH SURABAYA 60189 ,JAWA TIMUR,KOTA
SURABAYA,INDONESIA

The Meeting agendas are as follows:

1. Change in the composition of the Company's management

Note:

1. The Company will not send a specific invitation to shareholders given that this invitation constitutes an official invitation to the Company. This invitation can also be found at the Company's website at http://siantartop.co.id/wp-content/uploads/2021/12/IKLAN_RUPSLB.pdf and the **eASY.KSEI**.
2. Materials related to the Meeting are available at the Company's office as of the Invitation date on 12.01.2022 and up to the Meeting's date on 03.02.2022, as the Company informed above.
3. The shareholders who are entitled to attend or be represented at the Meeting are those whose names are listed in the Shareholders Register of the Company as of the Stock Exchange's closing hour on 11.01.2022.
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. As mentioned in item 4 letter b, shareholders who wish to attend electronically must be local individual shareholders who have shares deposited in KSEI's collective custody.
6. Shareholders can utilize the **eASY.KSEI** by accessing the application in the AKSes facility (<https://aks.ksei.co.id/>).
7. Prior to participating in the Meeting, shareholders must first read the terms presented in this Invitation and other stipulations related to Meeting as authorized by each Company. Other terms can be found in the attached document on the 'Meeting Info' feature in the **eASY.KSEI** and/or Meeting invitations posted at the websites of the respective Company. The Company retains the right more terms in relation to shareholders or shareholder representatives' physical participation in the Meeting.
8. Shareholders who wish to exercise their voting rights through the **eASY.KSEI**, must first inform their attendance or the attendance of their appointed representatives and/or submit their votes through the **eASY.KSEI**.
9. 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.
10. Prior to entering the Meeting room, all shareholders or representatives who wish to participate in the meeting physically must first fill in the attendance list and show original proofs of identity.

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

a. Registration Process

- i. Local individual shareholders who **have not** provided their attendance declaration before the deadline mentioned on item 9, 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 9 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 9 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 9, 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 9, do not need to register their attendance through the **eASY.KSEI** electronically 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. As mentioned in points number i – iv, lateness or electronic registration failures, for whatever reason that cause shareholders or their representatives to not attend the Meeting electronically, will prevent their shares from being counted as a quorum for the Meeting.

b. Electronic Statements or Opinions Submission Process

- i. Shareholders or their representatives are provided 3 (three) opportunities 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.

c. 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 11 letter a number 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**. After the electronic voting period for one of the Meeting agendas is started, the system will automatically count down the voting time by a maximum of 5 (five) minutes. A *"Voting for Agenda item no [] has started"* status would be displayed at the 'General Meeting Flow Text' column during the electronic voting time. 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.
- iii. 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 five minutes per Meeting agenda) and include them in the Meeting's Guideline through the **eASY.KSEI**.

d. Watch The Meeting through Tayangan RUPS

- i. Shareholders or their representatives who have been registered in the **eASY.KSEI** no later than the deadline mentioned on item 9, can watch the Meeting live via Zoom webinar through the **eASY.KSEI** menu, submenu Tayangan RUPS, which is located in the AKSes facility (<https://akses.ksei.co.id/>).
- ii. **Tayangan RUPS** has a capacity of 500 participants provided on 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 11 letter a number 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 11 letter a number i - v, will not be considered as a legal participant and are not counted as part of the Meeting's quorum.
- iv. Shareholders or their representatives who watch the Meeting through Tayangan RUPS can use the raise hand feature to submit questions and/or opinions during the discussion sessions for each of the Meeting agendas. Shareholders or their representatives can directly ask questions or voice their opinions if the Company has allowed and activated the allow to talk feature. Mechanisms for discussion on each meeting agenda, including using the Allow to Talk feature in Tayangan RUPS are determined by the Company and included in the Meeting's Guideline through the **eASY.KSEI**.
- v. Shareholders or their representatives are encouraged to use **Mozilla Firefox** as the browser for the best experience in using the **eASY.KSEI** and/or **Tayangan RUPS**.

Jakarta, 12.01.2022
SIANTAR TOP Tbk, PT