

PT BANK CHINA CONSTRUCTION BANK INDONESIA TBK
("The Company")

CODE OF CONDUCT
ANNUAL GENERAL MEETING OF SHAREHOLDERS (The "Meeting")

The Shareholders or their proxies who wish to **attend the Meeting in accordance with the implementation Method of the Meeting** mentioned below, are kindly requested to pay attention to the following matters:

1. The meeting will be held in Indonesian Language.

2. Meeting method

The Company will hold the Meeting in a 'hybrid' method, namely '**offline**' meeting with physical attendance limitation based on the *first-in-first served* method and '**online**' meeting through the eASY.KSEI application. The eASY.KSEI facility includes an electronic authorization mechanism ("e-Proxy") and electronic voting ("e-voting"), including zoom viewing of the Meeting.

3. Chairman of the Meeting:

Based on article 18 paragraph 1 of the Articles of Association of the Company, the Meeting is chaired by a member of the Board of Commissioners who appointed by the Board of Commissioners.

4. Those entitled to attend or be represented in the Meeting are:

- a. The Shareholders of the Company whose names are registered in the Register of Shareholders of the Company or their legal proxies, who have the right to issue opinions and vote in the Meeting.
- b. The Shareholders or their proxies who attend via online after the registration period closes may attend the Meeting but their votes are not counted and/or unable to ask questions or opinions in the Q&A session.
- c. Invitee is the Party who is not a Shareholder attend at the invitation of the Board of Directors but has no right to ask questions, express opinions or vote in the Meeting.

5. Decision-making mechanisms:

1. Decisions of the Meeting are taken based on deliberation to reach a consensus.
2. In the event that the decision based on deliberation to reach a consensus as referred to in paragraph (1) is not reached, the decision is taken by voting.
3. Decision-making through voting as referred to in paragraph (2) should be carried out with due observance of the attendance quorum and decisions quorum of the Meeting in accordance with article 21 of the Articles of Association of the Meeting.
4. Decisions of the Meeting are carried out by direct voting either manually or electronically (e-Voting) with the eASY.KSEI system application. The system will set a voting time that will run backwards for a maximum of 5 (five) minutes for each agenda of the Meeting.

6. Quorum of the Meeting

The Meeting can be held and can take legal and binding decisions if all shares with voting rights are attend or represented at the Meeting meet the quorum of the Meeting based on the provisions of the Articles of Association of the Company in accordance with the agenda of the Meeting, unless the laws and/or other provisions determine the larger number of quorums.

7. Procedures taken in the Meeting:

- The Chairman of the Meeting will describe the Meeting materials one by one according to the agenda of the Meeting.
- The Chairman of the Meeting may request the assistance of the President Director or the party appointed by the President Director to provide explanations for each Agenda of the Meeting.
- Only the shareholders or their legal proxies have the right to ask questions and or express opinions.

- The Shareholders who are attend offline and wish to ask questions and or express opinions are asked to raise their hand and the Officer will distribute an Inquiry Form to fill in the Name, Number of Shares owned or represented and Questions. The officer will collect the completed Inquiry Form and then submit it to the Chairman of the Meeting. Meanwhile, for the shareholders who attend online, submit questions and or express opinions of the Shareholders or their proxies may submit questions and or opinions related to the "Opinion Statement" function on the 'E-meeting Hall' screen for all agenda items of the Meeting. The Questions and or opinions will be recorded in the 'flow text box'. Furthermore, the questions and or opinions that come in will be responded to by the Company through the 'E-meeting Hall'.
- The Chairman of the Meeting may requests the assistance from members of the Board of Commissioners or Board of Directors, or other parties who may be appointed by the Chairman of the Meeting to answer questions and or Opinions. After all questions have been answered, the Inquiry Form is submitted to be calculated by PT. Sinartama Gunita, as the Company's Securities Administration Bureau and later verified by Notary Eliwati Tjitra, S.H., as an independent general official.
- Due to the opportunity to ask questions or express opinions has been carried out, the Chairman of the Meeting immediately asked for confirmation from the shareholders or their legal proxies regarding whether the proposed agenda of the Meeting could be decided for approval by the shareholders.
- Taking into account the Instruction of the Minister of Home Affairs No. 53 of 2022 concerning The Prevention and Control of Corona Virus Disease 2019 (COVID-19) During the Transition to Endemic Period ("Ministry of Home Affairs Instruction No. 53/2022"), therefore, the Shareholders are expected to provide the power of attorney or be attend via online through eASY.KSEI with the following mechanism:
 - a. The Shareholders have to first be registered in the Securities Ownership Reference Facility of Indonesian Central Securities Depository ("AKSes KSEI"). In the event that it has not been registered, the Shareholders are requested to register through the website <https://akses.ksei.co.id>.
 - b. For the Shareholders who have been registered, the power of attorney is granted in eASY.KSEI through the website <https://easy.ksei.co.id>.
 - c. The Shareholders may declare their power of attorney and vote, change the appointment of the Proxy and/or vote choice for the agenda of the Meeting, or revoke the power of attorney, from the date of the notification to the Meeting until no later than 1 (one) working day prior to the date of the Meeting at 12.00 pm.
 - d. The registration process for Shareholders who attend via online at the Meeting to provide e-voting through eASY.KSEI should pay attention to the following matters:
 - 1) The following Shareholders have to register their attendance via online in eASY.KSEI on the date of the Meeting two hours before the Meeting (**on June 6, 2023 at 12.00 pm to 2.00 pm**):
 - i) Local individual Shareholders who have not provided the declaration of attendance or power of attorney in eASY.KSEI by the specified time limit and would like to attend the Meeting via online.
 - ii) Local individual Shareholders who have provided the declaration of attendance, but have not yet determined the voting options in eASY.KSEI by the specified time limit and would like to attend the Meeting via online.
 - iii) The Proxy of Shareholders who have provided the power of attorney to *Independent Representatives or Individual Representatives*, but have not yet determined their voting options in eASY.KSEI by the specified time limit.
 - iv) The Proxy of the Shareholders who have given power of attorney to the participant/*intermediary* (Custodian Bank or Securities Company) and have determined the voting options in eASY.KSEI by the specified time limit.
 - 2) The Shareholders who have provided the declaration of attendance or power of attorney to the Independent Representative or Individual Representative and have determined the voting options for the agenda of the Meeting in eASY.KSEI by the specified time limit, then the person concerned/the Proxy does not need to register the attendance via online in the eASY.KSEI.
 - 3) Any delay or failure in the registration process via online for any reason will result in the Shareholders or their Proxy not being able to attend the Meeting via online, and their share ownership is not be counted as a quorum of attendance.

- The guidelines for registration, use and further explanations regarding the application of eASY.KSEI and AKSes KSEI can be seen on the website <https://easy.ksei.co.id> and/or the website <https://akses.ksei.co.id>.
- 8. The Shareholders or their proxies who attend via online and leave the Meeting room ('E-meeting hall') before the Meeting is over are deemed to have attended and approved the proposals submitted at the Meeting. The same applies to the shareholders or their proxies who attend offline and leave the meeting room.
- 9. The Matters that have not been regulated in this Code of Conduct can be determined later by the Chairman of the Meeting.

Board of Directors

PT Bank China Construction Bank Indonesia Tbk