

**PROCEDURE OF
GENERAL MEETING OF SHAREHOLDER
("MEETING")**

PT Toba Pulp Lestari Tbk

Thursday

13 June 2024

1. Chairman of the Meeting: The meeting will be chaired by the President Commissioner of the Company or any other parties as referred in Article 10 of Company's Articles of Association;
2. Meeting are held in Indonesian language;
3. Shareholders whose are registered in Company's Shareholders Registration as stated in "Invitation" are those who have the right to vote and/or submit questions and/or opinions in the Meeting;
4. **Mechanism of Shareholders' Participation in Meeting:** carried out with the following below:
 - a. Shareholders attending the Meeting;
 - i. By electronic:
Shareholder attend the Meeting through webinar that can be accessed in the link <https://akses.ksei.co.id>. During the Meeting, Shareholder are required to comply all the Company's Policy regarding the requirement for participation in Meeting through webinar, therefore Company has the right to evaluate and determine whether the Shareholders can continue to participate the Meeting through webinar;
 - ii. By non-electronic:
Shareholders attend physically;
 - b. Shareholders can be represent by their proxies as follow:
 - i. By electronic (e-Proxy):
Give attorney to independent representative provided by Company or other proxies, after that use their voting rights granted through eASY.KSEI's application based on regulatation governed by KSEI;
 - ii. By non-electronic:
 - By valid Power of Attorney as determined by Board of Director, that can be downloaded in Company's website;
 - The Power of Attorney should have been received by Company at least on 10 June 2024, by enclosing the copy of KTP and/or the latest article of association and composition of management;

5. **Health Protocol:** For Shareholders and/or their proxies that attend the Meeting physically, will be implemented Health Procedure establish in accordance with Government's Health Protocol implemented by Building Management at the place where Meeting held and due to health and safety of all parties, Company may prohibit Shareholders and/or their proxies for being in the Meeting room if Shareholders and/or their proxies do not meet the Health Protocol as required;
6. Each 1 (one) share represent 1 (one) vote;
7. Shareholders who have more than 1 (one) share only vote 1 (one) time that is calculated according to the number of shares that they owned;
8. If deemed necessary, the Chairman of Meeting may open a session of Question and Answer before the voting takes place;
9. **Procedure of Question and Answer Session:**
 - a. Question and Answer session held in 1 (one) session;
 - b. Questions and/or opinions submitted only related to the matter discussed in the Meeting agenda, beside that, questions and/or opinions submitted will not be responded for the orderliness of the Meeting;
 - c. Procedure of Question and Answer :
Shareholders submit the questions or suggestion related to Meeting agenda by using the Question Form and send it by email: Hendry_yap@tobapulp.com at least 3 days prior to Meeting date i.e on 10 June 2024. At the Meeting, Company will respond the question and suggestion relevant to the agenda that were submitted and received before that above date;
 - d. Question Form can be download in Company's Website;
 - e. The Meeting's Chairman can directly answer the questions or be directed to be answered by other Commissioners and/or Board of Director's Member and/or Supporting Institutions, such as: Notary, Auditor and Legal Consultant.
10. **Voting Procedure:**
 - a. Voting is conducted verbally, unless voting about personally is conducted by closed letter, unless the Meeting's Chairman determines other without any objection from the Shareholders;
 - b. Voting Procedure:
 - i. By electronic:
Shareholders can use their voting rights and determine their choice through eASY.KSEI's application that can be accessed in the link <https://akses.ksei.co.id>;
 - ii. By non-electronic:
Shareholders who are reject or abstain requested to raise their hand and fill down the Voting Form that can be downloaded in Company's website by fill down their name, number of shares, and that their option;
 - c. The Notary calculate the votes and announces the vote result ;
 - d. The Meeting's Chairman determine whether the agenda is approved or not in accordance with the vote result;
 - e. Every decision that has been taken is valid and binding;
11. During the Meeting, the Meeting's participant are requested to turn off their HP or put it into silent mode while in the Meeting room;
12. All the material related to the Meeting such as Annual Report, Power of Attorney Form, Question Form, Voting Form and all other Meeting material, do not provided again because it can be obtained and downloaded in Company's website;

13. If there is any matters related to the Meeting that have not and/or are not sufficiently arranged in this Meeting's procedure, the Meeting's Chairman have the right to take the necessary actions for the orderliness of the Meeting;
14. This Meeting's procedure can be obtained and downloaded in Company's website, so do not provided and be read again at the Meeting;
15. Company will announce if there is any changes and/or additional information related to this Meeting's procedure with reference to latest condition and development both regarding support Government for controlling the spread of Covid-19 or other related condition.