



Manual Policy
Communication with Shareholders or
Investors
(MAN-IR-001)

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1. BASIC PRINCIPLE

This manual policy about communication with shareholders or investors of the Company aims to regulate communication procedures, including providing information related to the Company to shareholders and/or investors, which may help make investment decisions or oversee the Company's governance.

2. ETHICAL PRINCIPLE

The ethical principle is a form of the Company's commitment to implementing the principles of Good Corporate Governance, particularly the transparency principle through communication with shareholders and/or investors. The Company focuses on transparent and fair disclosure of information and equal treatment of shareholders or investors by upholding the integrity, timeliness, and relevance of the information provided.

3. POLICY ON DISSEMINATION OF MATERIAL INFORMATION

Information or facts regarding activities, incidents, or important and relevant events and potential to influence the Company's share price on the Stock Exchange and/or the decisions of its shareholders and/or investors, potential investors, or other parties with interest in such information or facts ("Material Information") will not be notified to the public before the Material Information is submitted to the Financial Services Authority ("OJK") and PT Indonesia Stock Exchange ("IDX"), as referred by capital market regulations.

To avoid selective disclosure of information and possible violations of regulations regarding information disclosure, the Company is prohibited from providing information exclusively to the media, shareholders, or investors that contain Material Information that has not been submitted to the public.

In case of a leakage of Material Information, the Company must submit a Material Information report to the OJK and the IDX and announce the Material Information to the public following the period required by applicable laws and regulations. If there is information in the media that is not true or can be misleading, the Company will issue publications and/or provide a statement to rectify, confirm, or deny the circulating rumors/information.

4. COMPANY SPOKESPERSON

To ensure consistency in delivering information to the public, the Company has a restriction where only its spokesperson(s) can provide statements to the media, analysts, and shareholders or investors. The Company appoints 1 (one) person or more as authorized spokesperson(s) to speak on behalf of the Company or to respond to the particular needs of the investment community or the media, as appropriate. Authorized spokespersons may include the President Director (Chief Executive Officer), Finance Director (Chief Financial Officer), and other members of the Board of Directors (for each specific sub-sector), the Corporate Secretary, the Head of Corporate Communications, and the Investor Relations Manager of the Company. If employees are contacted by shareholders, investors, or analysts, they must forward the request to the Investor Relations Manager and/or the Corporate Secretary. If the media contacts the person in question, the employee must forward it to the Head of Corporate Communications and/or the Corporate Secretary.

5. COMMUNICATION WITH SHAREHOLDERS OR INVESTORS

Communication with shareholders or investors is carried out through, among others:

- Annual General Meeting of Shareholders (AGMS)
The AGMS is a communication channel that provides an opportunity for shareholders to interact directly with the Board of Directors and the Board of Commissioners of the Company and is an important decision-making forum related to shareholders' investments that will affect the Company's operational policies in which the Board of Directors and Board of Commissioners will report financial conditions and other circumstances of the Company to the shareholders. The AGMS must be held by the Company annually, no later than six months after the last financial year.
- Extraordinary General Meeting of Shareholders (EGMS)
The EGMS is a meeting of shareholders that aims to discuss and make decisions or sudden problems and require immediate approval from the shareholders because if it is not carried out immediately, it will hamper the Company's operations.
- Public Expose
Public expose is a communication channel between the management of the Company and the public (including investors, investment managers, and the media), which must be conducted at least 1 (one) time in a year.
- Annual Report
The Annual Report is a document in the form of a report required by the capital market regulations. The Annual Report contains information related to the Supervisory Report of the Board of Commissioners, Board of Directors Accountability Report, Company Profile, Financial Summary, Management Discussion and Analysis, Corporate Governance, and audited Annual Financial Statements.
- Sustainability Report

The Sustainability Report is a document in the form of a report submitted to the public containing information related to economic, financial, social, and environmental performance in running a sustainable business.

- Financial Report (Quarterly/Audited)

A financial report is a document containing information regarding the Company's financial condition and business performance, which is submitted periodically and can be accessed by shareholders and investors.

- Analyst/Investor Meeting

An Analyst meeting is a meeting between the Company and investors and analysts, either individually or in groups, conducted directly or through conference calls. The analyst meeting is held as a means of exchanging information regarding the development of the Company. All information submitted is subject to the applicable laws and regulations and internal regulations governing the Company's information.

- Company Website

The Company's website is a communication channel that contains information about the Company that is open to the public and provides access to relevant Company information for shareholders or investors.

Shareholders or investors can also submit questions about the Company to the Corporate Secretary or the Investor Relations department through the Company's website in the "Contact Us" section or by e-mail.