

RULES and PROCEDURES

Annual General Meeting of Shareholders

hereinafter referred to as "Meeting"

PT TOTAL BANGUN PERSADA Tbk

1. General

This meeting is the Annual General Meeting of Shareholders (AGMS). For the sake of the efficiency of the Meeting, during the meeting the participants are expected not to leave the meeting room, deactivate cell phones voice functions, limit physical contact with other participants, and not hold conversations that may interfere with the running of the meeting.

2. Time and Place of Meeting

Meeting will be held:

Day / Date : Thursday/ May 15, 2025

Time : 10.00 WIB - finish

Place : PT Total Bangun Persada Tbk, Gedung Total, 8th floor

Jl. Letjen. S. Parman No.106A

Jakarta – 11440

3. Meeting Agenda

1. Approval of The Annual Report, including The Report of The Board of Commissioners and Ratification of The Company's Consolidated Financial Statements Ended December 31, 2024.
2. Approval for plans in utilization of The Company's net profit for the fiscal year 2024.
3. The Appointment of a Public Accounting Firm to Audit the Company's Fiscal Year, Which Will End on December 31, 2025.
4. Determination of salaries and other allowances for the members of the Board of Directors and honoraria for the members of the Board of Commissioners.

4. Meeting Participants

- a. The Meeting Participants are the Shareholders, whose names are registered in the Company's Shareholders Register on April 22, 2025 at 16:00 WIB, or their legal proxies from the Shareholders as evidenced by a valid power of attorney and other proof of identity that has been verified by the Meeting Officer before entering the Meeting room or who has provided power of attorney via e-Proxy through the eASY.KSEI platform and has registered with the Meeting Officer, before entering the Meeting room.
- b. Meeting participants have the right to express opinions, ask questions, provide responses and vote in the Meeting.
- c. The Chairperson of the Meeting has the right to request that those present prove their authority to attend the Meeting, in accordance with the requirements announced in the Summons of the Meeting.

5. Invitee

Invitees are parties who are not shareholders however are present at the invitation of the Board of Directors and do not have the right to express opinions, provide responses and / or vote at the Meeting, unless requested by the Chairman of the Meeting.

6. Language

Meeting will be conducted in Bahasa Indonesia.

7. Chairman of the Meeting

1. In accordance with the provisions of Article 37 POJK No.15/POJK.04/2020 concerning Plans and Organization of a Public Company Shareholders General Meeting ("POJK 15/2020") and Article 14 13 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. Based on the Decree of the Company's Board of Commissioners dated March 19, 2025, Mr. Ir. Reyno Stephanus Adhiputranto as President Commissioner and Independent Commissioner of the Company is to chair this Meeting.

2. The Chairperson of the Meeting is responsible for the smooth running of the Meeting and has the right to decide on meeting procedures that have not been regulated or have not been sufficiently regulated in this Rules and Procedures.

8. Meeting Quorum

Quorum for all Agendas of the Meeting refers to the provisions of Article 14 paragraph 2 number 1 letter (a) of the Company's Articles of Association, Article 86 paragraph (1) Company Law and Article 41 paragraph (1) POJK 15/2020; AGMS is able to be held if the Meeting is attended shareholders representing at least $\frac{1}{2}$ (one half) of the total amount of shares with legitimate voting rights and Meeting decisions are valid if approved by more than $\frac{1}{2}$ (one half) of the total amount of shares with voting rights present at the Meeting.

9. Questions and Answers

1. After finishing discussing the agenda of the Meeting, the Chairman of the Meeting will provide opportunities for Shareholders or their legitimate Proxies to ask questions and/ or state responses or proposals, where necessary.
2. Only Shareholders listed in the Register of Shareholders dated April 22, 2025 or their legitimate Proxies that have the right to ask questions and state responses or proposals.
3. The Chairman of the Meeting or the party appointed by the Chairman of the Meeting may discuss / respond to written questions, opinions, proposals or suggestions in connection with the Agenda of the Meeting that is discussed, which is proposed by the Shareholders or their legitimate Proxies with the following mechanism.:
 - a. Those who attend the Meeting physically can convey it by raising their hands and write on the sheet of paper provided by the Meeting officer;
 - b. Those who present electronically can convey it through the chat feature in the "Electronic Opinions" column on the "E-Meeting Hall" screen that the Shareholders or their legitimate Proxies have in the eASY.KSEI Application, by also including the name of the Shareholder and the total amount of their shares;

- c. Questions, opinions, proposals or suggestions that can be delivered must be directly related to the Meeting Agenda that is being discussed.

10. Meeting Decisions

1. All decisions will be made based on deliberation to reach consensus. In the event that a decision based on deliberation to reach consensus is not reached, the decision will be taken by means of voting.
2. If voting is held, the Chairman of the Meeting invites the Shareholders or their Proxies who are present electronically to conduct the voting first, to then be welcomed to those who are present physically. Voting is done with the following conditions:
 - a) Electronic voting is carried out after the status of “Voting for agenda item no [] has started” is seen in the flow text box and will end after the status changes to “Voting for agenda item [] has ended” in the flow text box. For Shareholders or their legitimate Proxies who have not given their votes in the Meeting Agenda, will be given 3 minutes to cast their votes through their respective “E-Meeting Hall” screen. If the Shareholders or their legitimate Proxies does not give their votes until the time is over, then it will be considered that they have voted abstention for the Meeting Agenda that is concerned.
 - b) The voting for those who attend the Meeting physically will be done orally, by raising their hands with the following procedures
 - i. Those who DISAGREE and voted ABSTAIN will be asked to raise their hands.
 - ii. Those who do not raise their hands are considered to approve the proposal.
3. In accordance with the Provisions of Article 47 POJK 15/2020, ABSTAIN vote is considered as giving the same vote with the majority of the Shareholders who cast their votes in the Meeting.
4. For the Proxies who attend the Meeting physically that are given the authority by the Shareholders to vote NO or ABSTAIN, but at the time of decision making by the Chairman of the Meeting does not raise their hands to cast a NO or ABSTAIN vote, then they are considered to approve the proposal.
5. Votes that are given by the Shareholders together with their Proxies through eASY.KSEI will also be taken into account during voting.

6. One share entitles its holder to cast one vote; if a Shareholder owns more than one share, then they are required to cast their vote once and their vote represents the entire number of shares that they own.
7. The Chairman of the Meeting will ask the Notary with the help of BAE to count the votes and announce the result of the voting.

11. Closing

- a. Everything that is discussed and decided in this Meeting, the minutes will be made in the form of a Deed of Meeting News made by the Notary.
- b. For Shareholders or their Proxies who come after the registration is closed by the Securities Administration Bureau (BAE), even though the Meeting has not been opened, then the Shareholders or their Proxies are not entitled to ask questions and cannot cast their votes.
- c. These rules and procedures are made with regards to the provisions of the Company's Articles of Association and other applicable regulations. Matters that occur during the Meeting that have not been regulated in these rules and procedures, will be determined by the Chairman of the Meeting with regards to the Articles of Association of the Company and applicable relevant regulations.

Jakarta, April 23, 2025
Directors of the Company