



RULES OF CONDUCT
THE EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS ("The Meeting")
PT ASURANSI DAYIN MITRA Tbk
Jakarta, November 21, 2023

MEETING PREPARATION AND REGISTRATION PROCESS

1. Shareholders are deemed to have read and agreed to the content of these Rules of Conduct and have read the materials and explanations of the Meeting Agenda Items which have been uploaded on the Company's Website.
2. The Company provides alternatives to the Electronic Authorization, namely:
 - a. The Company urges the Shareholders who are entitled to attend the Meeting whose shares are kept in the collective custody of KSEI, to attend the Meeting electronically or to give power of attorney for attendance and vote to an officer appointed by the Securities Administration Bureau of the Company, namely PT Datindo Entrycom: harish@datindo.com via KSEI Electronic General Meeting System (eASY.KSEI) facility on the following link <https://akses.ksei.co.id/> provided by KSEI as an electronic authorization mechanism in the process of holding the Meeting, no later than 12.00 Western Indonesia Time (WIB), 1 (one) business day before the holding of the Meeting.
 - b. In the event that the Shareholders will give power of attorney to attend the Meeting without using the eASY.KSEI mechanism, they can download the power of attorney from the Company's website, www.asuransidayinmitra.com.
3. In order to facilitate the arrangement and orderliness of the Meeting, Shareholders or their legal proxies are cordially requested to be at the Meeting venue at least 30 (thirty) minutes before the Meeting begins.
4. Shareholders or their Proxies who will attend the Meeting are required to bring the following documents:
 - a. Shareholders whose shares are kept in the collective custody of PT Kustodian Sentral Efek Indonesia are required to produce a Written Confirmation for Meetings ("KTUR") that can be obtained at the securities company or custodian bank in which the Shareholders opened their securities accounts;
 - b. Individual Shareholders or Proxy of Individual Shareholders:
 - National ID card or other proof of identity;
 - Original Power of Attorney and National ID Card or other proof of identity of the Giver and of the proxy of Shareholders.
 - c. Legal Entity Shareholders or Proxy of Legal Entity Shareholders:
 - Photocopy of the company's latest Articles of Association;
 - Photocopy of the latest deed of Appointment of the Company's Management Composition;
 - Original specific Power of Attorney (if required by the Articles of Association of the Legal Entity concerned) and National ID Card or other proof of identity of the Giver and of the proxy of Shareholders.

PT ASURANSI DAYIN MITRA Tbk

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General Insurance

Anggota AAUI No. 073.01041999.2.01



5. All personal communication devices including cell phones must be turned off or set to vibrate during the Meeting.
6. Shareholders who will attend or grant power of attorney electronically for the Meeting through the eASY.KSEI application must pay attention to the following:
 - a. Local individual Shareholders who have not provided a declaration of attendance or power of attorney in the eASY.KSEI application until the deadline i.e. at 12.00 Western Indonesian Time (WIB), 1 (one) business day before the date of the Meeting, and wish to attend the Meeting electronically are required to register their attendance in the eASY.KSEI application on the date of the Meeting until the electronic registration is closed by the Company.
 - b. Local individual Shareholders who have provided a declaration of attendance but have not cast a vote for at least 1 (one) Meeting agenda item in the eASY.KSEI application until the deadline i.e. at 12.00 Western Indonesian Time (WIB), 1 (one) business day before the date of the Meeting, and wish to attend the Meeting electronically are required to register their attendance in the eASY.KSEI application on the date of the Meeting until the electronic registration is closed by the Company.
 - c. For Shareholders who have granted power of attorney to the proxies provided by the Company (Independent Representatives) or to the Individual Representatives but have not cast a vote for at least 1 (one) Meeting agenda item in the eASY.KSEI application until the deadline i.e. at 12.00 Western Indonesian Time (WIB), 1 (one) business day before the date of the Meeting, the proxies representing the Shareholders are required to register their attendance in the eASY.KSEI application on the date of the Meeting until the electronic registration is closed by the Company.
 - d. For Shareholders who have granted power of attorney to the participant proxy/Intermediary (Custodian Bank or Securities Company) and have cast a vote in the eASY.KSEI application until the deadline i.e. at 12.00 Western Indonesian Time (WIB), 1 (one) business day before the date of the Meeting, the representative proxies who have been registered in the eASY.KSEI application are required to register their attendance in the eASY.KSEI application on the date of the Meeting until the electronic registration is closed by the Company.
 - e. For Shareholders who have provided a declaration of attendance or power of attorney to the proxies provided by the Company (Independent Representatives) or to the Individual Representatives and have cast a vote for at least 1 (one) or all Meeting agenda items in the eASY.KSEI application no later than the deadline i.e. at 12.00 Western Indonesian Time (WIB), 1 (one) business day before the date of the Meeting, the Shareholders or their proxies do not need to register their attendance electronically in the eASY.KSEI application on the date of the Meeting. Shareholding will be automatically counted as a quorum of attendance and the votes cast will be automatically taken into account during the vote at the Meeting.
 - f. Any delay or failure in the electronic registration process as referred to in letters a – d for any reason will result in the Shareholders or their proxies being unable to attend the Meeting electronically, and their shareholding will not be counted as a quorum of attendance at the Meeting.



HOLDING OF THE MEETING

1. The meeting will be held in Indonesian
2. Chairperson of the Meeting has the right to ask those present at the Meeting to prove their authority to attend the Meeting
3. When discussing each agenda item of the Meeting, Chairperson of the Meeting will provide an opportunity for the Shareholders or their representatives to ask questions and/or to express opinions before a resolution is adopted in one single stage.
4. The process of electronic submission of questions and/or opinions for Shareholders or their proxies who are present electronically through the eASY.KSEI application must adhere to the following:
 - a. Shareholders or their proxies will have 3 (three) opportunities to submit questions and/or opinions at each discussion session per meeting agenda item. A maximum of 3 questioners from the Shareholders or proxies will be allowed for each discussion session per meeting agenda item. Questions and/or opinions per Meeting agenda item can be submitted in writing by the Shareholders or their proxies by using the chat feature in the "Electronic Opinions" column available on the E-Meeting Hall screen in the eASY.KSEI application. Questions and/or opinions can be submitted as long as the Meeting status in the "General Meeting Flow Text" column reads "Discussion started for agenda item No. []". Afterwards, Notary Public will read out the questions and/or opinions.
 - b. Chairperson of the Meeting or a member of the Board of Directors appointed by the Chairperson of the Meeting will answer or respond directly (verbally) to questions, opinions, proposals or suggestions submitted through the "Flow Text Box" feature in the eASY.KSEI application.
 - c. Proxies of Shareholders who are present electronically and wish to submit questions and/or opinions of their shareholders during the discussion session per Meeting agenda item are required to write down the names of the shareholders and the amount of their shareholding followed by related questions or opinions.
5. The process of submitting questions and/or opinions for Shareholders or their proxies who attend the Meeting in person must adhere to the following:
 - a. Shareholders who attend the Meeting in person and wish to ask questions and/or express opinions will be requested to raise their hands and a question form to fill out will be given to them. The Company's officer will collect the form that has been filled out by the questioner that includes the name, number of shares owned or represented and the question. The Company's officer will then submit the question form to the Chairperson of the Meeting.

Questions that can be raised are only those that are directly related to the agenda item of the Meeting being discussed. Questions which in the opinion of the Chairperson of the Meeting are not directly related to the agenda item of the Meeting being discussed will not be answered.
 - b. Once the question form is collected, the questioners will be asked to take turn to raise their questions or express their opinions by using the available microphone.



- c. After raising his/her questions or expressing his/her opinions, the person concerned will be asked to return to his/her seat.
 - d. Once a questioner submits a question or opinion, the Board of Directors will answer or respond to the question in sequence.
 - e. When the last question has been answered, a resolution will be adopted or a vote will take place.
6. Each share entitles its holder to cast 1 (one) vote. If a Shareholder owns more than one share, he or she is asked to vote only once and the vote represents the total number of shares owned.
 7. Pursuant to provisions of article 14 paragraph (2) number 11 of the Company's Articles of Association, voting regarding individuals is carried out by means of closed, unsigned ballot papers and regarding other matters verbally, unless the Chairperson of the Meeting determines otherwise without any objection from 1 (one) or more Shareholders who are present at the Meeting collectively representing at least 10% (ten percent) of the total shares with legal voting rights.
 8. Only Shareholders or their legal representatives are entitled to vote, ask questions and/or express opinions.
 9. Questions that can be asked are only those that are directly related to the agenda item of the Meeting being discussed. Questions which in the opinion of the Chairperson of the Meeting are not directly related to the agenda of the Meeting being discussed will not be answered.
 10. Pursuant to provisions of article 14 paragraph (2) number 12 of the Company's Articles of Association, any matter submitted by the Shareholders during the discussion or vote in the Meeting should meet all the following requirements:
 - a. In the opinion of the Chairperson of the Meeting, the matter is directly related to one of the agenda items of the Meeting concerned; and
 - b. The matter is submitted by one or more Shareholders collectively representing at least 10% (ten percent) of the total shares with legal voting rights; and
 - c. In the opinion of the Chairperson of the Meeting, the proposal is considered to be directly related to the Company's business.
 11. Pursuant to provisions of article 14 paragraph (2) points 7 and 8 of the Company's Articles of Association in conjunction with article 47 of the Financial Services Authority Regulation Number 15/POJK.04/2020 concerning Planning and Organizing of a General Meeting of Shareholders of a Public Company ("POJK No. 15"), Shareholders with legal voting rights who are present at the Meeting but abstain (did not cast a vote) will be deemed to have cast the same vote as the vote cast by the majority of Shareholders.
 12. Pursuant to provisions of Article 40 POJK No. 15
 - (1) GMS resolutions are adopted based on deliberation for consensus.
 - (2) In the event that resolutions based on deliberation for consensus as referred to in paragraph (1) cannot be reached, the resolutions will be adopted through a vote.
 - (3) Resolutions adopted through a vote as referred to in paragraph (2) must take place with due observance of the provisions on the quorum of attendance and quorum of resolutions of the GMS.



13. The voting process for Shareholders or their proxies who are present electronically through the eASY.KSEI application must adhere to the following:
 - a. Electronic voting process will take place in the eASY.KSEI application on the E-Meeting Hall menu, Live Broadcasting sub-menu.
 - b. For Shareholders attending the meeting in person or represented by their proxies but have not yet cast a vote on the agenda item of the Meeting as referred to in the Meeting Preparation and Registration Process point 6 letters a - c, the Shareholders or their proxies have the opportunity to submit their vote as long as the voting period through the E-Meeting Hall screen in the eASY.KSEI application is opened by the Company. Chairperson of the Meeting will start and end the vote counting process. When the electronic voting period per meeting agenda item begins, the Notary Public, assisted by the Company's Securities Administration Bureau, will check and count the votes of the shareholders present electronically and Shareholders attending the Meeting in person. During the electronic voting process, the "Voting for agenda item No. [] has started" status will be displayed in the 'General Meeting Flow Text' column. If the Shareholders or their proxies did not vote for certain agenda item of the Meeting until the Meeting status displayed in the 'General Meeting Flow Text' column changes to "Voting for agenda item No. [] has ended", they will be considered to have cast Abstention votes for the agenda item concerned.
14. The voting process for Shareholders or their proxies attending the Meeting in person must adhere to the following:

If a resolution based on deliberation for consensus cannot be reached, a vote will be held by "raising hands" according to the following procedures:

 - (i) Those against and cast abstention votes will be asked to raise their hands;
 - (ii) Those who cast an abstention vote are deemed to have cast the same vote as the majority vote cast by the Shareholders; and
 - (iii) Shareholders or their representatives who did not raise their hands at all will be counted as voting in favor.
15. Provisions of Article 26 paragraph (1) of the Company's Articles of Association and Article 42 letter a POJK No. 15 requiring the presence of Shareholders representing at least 2/3 (two-thirds) of the total number of shares with legal voting rights will be applicable to the 1st (first) agenda item of the Meeting.
16. Provisions of Article 26 paragraph (1) of the Company's Articles of Association in conjunction with Article 42 letter b of POJK No.15 requiring all resolutions of the General Meeting of Shareholders to be adopted based on deliberation for consensus will be applicable to the 1st (first) agenda item of the Meeting. In the event that a decision based on deliberation for consensus cannot be reached, the resolution of the Meeting will be valid when approved by more than 2/3 (two-thirds) of the total shares with voting rights present at the Meeting.
17. Provisions of Article 14 paragraph (2) of the Company's Articles of Association in conjunction with Article 41 paragraph (1) letter a POJK No.15 requiring the presence of Shareholders representing more than 1/2 (one-half) of the total shares with voting rights



to be present or represented will be applicable to the 2nd (second) agenda items of the Meeting.

18. Provisions of Article 14 paragraph (1) and (2) of the Company's Articles of Association in conjunction with Article 41 paragraph (1) letter c of POJK No. 15 requiring all resolutions of the General Meeting of Shareholders to be adopted based on deliberation for consensus will be applicable to the 2nd (second) agenda items of the Meeting. In the event that a resolution based on deliberation for consensus cannot be reached, the resolution of the Meeting will be valid when approved by more than 1/2 (one-half) of the total shares with voting rights present at the Meeting.
19. Shareholders or their proxies who are physically present are required to comply with the Meeting Rules and Regulations determined by the Company and Building Management, as well as The Company is entitled to determine the number of Shareholders or representatives of Shareholders present in person, taking into account the meeting room's capacity.

GMS LIVE STREAMING

1. Shareholders or their proxies who have been registered in the eASY.KSEI application no later than the deadline i.e. at 12.00 Western Indonesian Time (WIB), 1 (one) business day before the date of the Meeting, can watch the ongoing Meeting via Zoom webinar by accessing the eASY.KSEI menu (GMS Live Streaming sub-menu) in the AKSes facility (<https://akses.ksei.co.id/>).
2. The GMS Live Streaming has a capacity of up to 500 participants, where the attendance of each participant will be determined on a first come first serve basis. Shareholders or their proxies having no opportunity to watch the GMS Live Streaming will still be considered as being present electronically and their shareholding and votes will be taken into account at the Meeting, as long as they have been registered in the eASY.KSEI application as stipulated in the Meeting Preparation and Registration Process point 6 letters a – e.
3. For Shareholders or their proxies who only watch the GMS Live Streaming but are not registered electronically on the eASY.KSEI application pursuant to provisions of the Meeting Preparation and Registration Process point 6 letters a – e, the attendance of the Shareholders or their proxies will be considered invalid and will not be included in the counting of the Meeting attendance quorum.
4. Shareholders or their proxies watching the Meeting through the GMS Live Streaming who wish to ask questions may do so in the manner according to the provisions of the Holding of the Meeting point 4.

CLOSING

Other matters that have not been regulated in these Rules of Conduct will be determined later by the Chairperson of the Meeting.