

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

**CODE OF CONDUCT
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 '**online**' meeting through the eASY.KSEI application and '**offline**' meeting with physical attendance. 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:

- a. Decisions of the Meeting are taken based on deliberation to reach a consensus.
- b. 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.
- c. 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.
- d. 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 3 (three) 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:

- a. The Chairman of the Meeting will describe the Meeting materials one by one according to the agenda of the Meeting.
- b. 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.
- c. Only shareholders or their legal proxies have the right to ask questions and/or express opinions to a maximum of 2 questions per Shareholder, by stating the name and number of shares owned or represented.
- d. 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'.
- e. 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 Hendra Justin Fu, S.H., as an independent general official.
- f. 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.
- g. Before entering the Meeting room, shareholders or their proxies who are physically present at the Meeting are required to fill out the attendance list by showing original proof of identity.
- h. 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.

- 8.** 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