



**NOTICE OF THE
ANNUAL GENERAL MEETING OF SHAREHOLDERS
PT Bekasi Fajar Industrial Estate Tbk.
(the "Company")**

Board of Directors deliver this notice to Shareholders of the company to attend the Annual General Meeting of Shareholders ("Meeting"), which will be convened on:

Day/Date : Friday, 14th August 2020
Time : 09.30 WIB – finished
Venue : Zendo Room
Enso Hotel
Kawasan Industri MM2100,
Jl. Kalimantan Blok CA No. 2-3
Cikarang Barat, Bekasi, 17842

The Agendas of the Meeting are as follows:

1. Approval of the Company's Annual Report for year 2019 including the Accountability Report of the Board of Directors and the Supervisory Report of the Board of Commissioners.

Description: Pursuant to Article 10 paragraph (4) point a (i), b jo. Article 19 paragraph (8) of the Company's Articles of Association as well as Article 69 and Article 78 of Law Number 40 Year 2007 concerning the Limited Liability Company ("**Company Law**"), approval on the Annual Report including the Supervisory Report of the Board of Commissioners shall be made by the General Meeting of Shareholders ("**GMS**")

2. Ratification of the Company's Financial Report for the period ended on 31 December 2019.

Description: Pursuant to Article 10 paragraph (4) point a (ii) jo. Article 19 paragraph (8) of the Company's Articles of Association as well as Article 69 of the Company Law, ratification of the Financial Report is made by GMS.

3. Approval of use of the Company's net profit for year ended on 31 December 2019.

Description: Pursuant to Article 10 paragraph (4) point c and Article 20, Article 21 of the Company's Articles of Association as well as Article 70 and Article 71 paragraph (1) of the Company Law, the use of the Company's net profit shall be determined in the Annual GMS.

4. Approval on the appointment of Public Account to audit the Company's Financial Report for the period ended on 31 December 2020.

Description: Pursuant to Article 10 paragraph (4) point d of the Company's Articles of Association, the appointment of Public Accountant shall be made in the Annual GMS.

5. Determination of remuneration for members of the Company's Board of Commissioners and Board of Directors for 2020.

Description: This agenda includes approval of the determination of remuneration for members of the Company's Board of Commissioners and Directors in accordance with Article 96 paragraph 1 and Article 113 of Company Law that requires approval from the GMS.

NOTES

In an effort to prevent the spread of COVID-19 outbreak, the Company urges Shareholders to follow the directions of the Government to be able to comply with health protocols to prevent the spread of COVID-19, both before and during the Meeting. The Company will implement the health protocol and COVID-19 virus prevention which is carried out in accordance with the health protocol established by the Company. The Company will facilitate the Meeting as follows:

1. In relation to the Meetings, the Company will not send a separate individual invitation to each Shareholders of the Company, so this invitation shall serve as an official invitation to the Shareholders of the Company.
2. The Shareholders who eligible to attend the Meeting are the shareholders whose names are recorded in the List of Account Holders in the Company on **22 July 2020 at 16.00 Western Indonesia Time** ("Entitled Shareholders") or their legal proxy.
3. For health reason as stated above, the Company urges the Entitled Shareholders who have **script shares** to authorize one of the representative of the Company's Securities Administration Bureau, namely PT Raya Saham Registra ("BAE") as an independent party to represent shareholders for attend and vote at the Meeting or by the authorization way as explained in point 6 below. The original power of attorney which is completed accompanied by a copy of ID Card or any other valid identification document can be sent to BAE whose office located at Gedung Plaza Sentral, Lantai 2, Jalan Jend. Sudirman Kav. 47-48, Jakarta 12930 ("BAE Office"), **no later than 3 (three) working days before the Meeting is held, on 11 August 2020 at the latest at 16.00 WIB.**
4. The Company urges the Entitled Shareholders with scriptless shares, namely those shares have been included in KSEI's collective custody, to authorize BAE through the KSEI Electronic General Meeting System (eASY.KSEI) facility in the <https://akses.ksei.co.id/> link provided by KSEI as an electronic proxy mechanism (e-Proxy) in the process of convening a Meeting. E-Proxy can be done from the date of this notice until **13 August 2020 at 12.00 WIB.**
5. If the Entitled Shareholders will attend the Meeting outside the eASY.KSEI mechanism, the Shareholders can download the Power of Attorney which is attached in Company's website <https://www.befa.id/>. And can authorize one of the representative of BAE to attend and vote at the Meeting. Please send the original Power of Attorney accompanied with copy of ID Card or any other

valid identification document to BAE Office in accordance with the timeframe and place as mentioned in point 3 above. Only a validated Power of Attorney as a Entitled Shareholders will be counted for both the attendance quorum and the decision quorum taken.

6. Shareholders who are unable to attend, beside to providing power of attorney to one of the representative of the BAE, can also provide power of attorney to other parties they want and the authorized is asked to bring the Power of Attorney accompanied with copy of the authorizer's ID Card and the person receiving the power of attorney's, with the provision, the member of the Board of Directors, Board of Commissioner and the employees of the Company may act as a proxy of the Company's Shareholders, however the vote cast by them will not be counted on the voting process and by observing the provisions in Article 48 POJK 15/2020. The Shareholders of the Company are not entitled to give power of attorney to more than one power for a portion of the number of shares owned by him with different votes. The power of attorney form can be downloaded on the Company's website and will be available from the moment this Notice is announced.
7. For Shareholders or their proxy who will remain physically present at the Meeting, Shareholders must follow the security and health protocol determined by the Company, including the limitation of meeting participants. If they meet the requirement, then before entering the Meeting room, Shareholders must follow/obtain the following procedure:
 - a. Wash your hands at the space that has been provided in front of the Hotel Lobby
 - b. Using mask
 - c. Body temperature detection and monitoring to ensure Shareholders or their proxy do not have above normal body temperatures (more than 37.3 ° C);
 - d. Shareholders or their proxy who are sick even though their body temperature is still in normal temperature are not allowed to enter the Meeting place;
 - e. At the time of registration, it is mandatory to submit a health declaration form containing health information that can be downloaded on the Company's website;
 - f. Following the directions of the Meeting committee in implementing the physical distancing policy at the Meeting place both before the meeting starts, at the time of the meeting, and after the Meeting is finished;
 - g. If at the meeting place, there are Shareholders or their proxy who have or are seen as symptomatic (such as coughing, fever, flu), they will be asked to leave the Meeting room;
 - h. The Company will re-announce if there are changes and/or additional information related to the procedure for holding the Meeting with reference to the latest conditions and developments regarding integrated handling and control to prevent the spread of the COVID-19 Virus;
8. If the Shareholders and/or their proxy meet the requirements as referred to in point 7 above, then before entering the Meeting room, the Shareholders must follow the following procedures:
 - a. Individual Shareholders submit a copy of ID Card ("KTP") or any other valid identification document.
 - b. The Shareholders who are unable to attend the Meeting may be represented by their proxies by handing over a valid written power of attorney. The Board of Directors, the Board of Commissioners and the employees of the Company may act as a proxy of the Shareholders in the Meeting, however their votes casted as a proxy during the Meeting shall not be counted in determining the amount of votes casted in the Meeting. The Shareholders or their proxies who

will attend the Meeting are requested to present the copy of identity card before entering the Meeting venue. For the Shareholders in form of legal entity shall present the their copy of the Articles of Association along with the deed reflecting the latest management composition;

9. **For health reasons and in the context of controlling and preventing the spread of the COVID-19 Virus, the Company does not provide food and beverages, product goody bags/souvenirs, and does not provide Annual Reports in physical form to Shareholders and their proxy present at the Meeting.**
10. The Company will provide meeting agenda materials for each Meeting Agenda through the Company's website www.befa.id. Shareholders who are present and/or authorize BAE have the right to submit questions relevant to the agenda of the meeting submitted through BAE via e-mail to rsrbae@registra.co.id, with Subjects "Pertanyaan RUPST BEFA 2020" and completed with the identity and number of votes, received **no later than 3 (three) working days before the Meeting**, which is on **11 August 2020**. As long as the relevant questions will be submitted and discussed at the Meeting and recorded in the Minutes of the Meeting compiled by the Notary and announced in the Company's website and the Indonesia Stock Exchange.
11. Considering the safety and health protocols as well as to facilitate the registration of attendance of shareholders, the shareholders or their lawful proxy respectfully requested to be present in the venue at 09.00 am. To ensure that the meeting is simple, concise and fast, the meeting will start on time and the registration table will close at 08.30 WIB. Shareholders or their proxy who attend after 09.00 West Indonesia Time are not permitted to attend the Meeting.
12. Shareholders or their proxy are required to study the material of the meeting with the explanation of Meeting's agenda, the Rules of Meeting prepared by the Company. Power of attorney and other supporting documents can be downloaded through the Company's website www.befa.id and available during business hours and days at the BAE office. The Company does not provide Meeting material in the form of hardcopy or softcopy in the form of flash disks. Question or other information requests related to meeting can be submitted/requested to Company's Email: corsec@befa.id and / or BAE's Email: rsrbae@registra.co.id

Bekasi, 23 July 2020

Board of Directors of the Company