



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

PT Bekasi Fajar Industrial Estate Tbk. (hereinafter referred to as the "Company") invites Shareholders of the Company to attend the Annual General Meeting of Shareholders ("Meeting"), which will be convened on:

Day/Date : Tuesday, 24th May 2022
Time : 09.30 WIB – finished
Venue : 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 the fiscal year 2021 includes The Accountability Report of the Board of Directors and the Supervisory Task Report of the Board of Commissioners of the Company.**
Description: The First Agenda is carried out based on the provisions of Article 10 paragraph (4) point a (i), Article 19 paragraph (8) of the Company's Articles of Association and Article 69 of Law No. 40 of 2007 concerning Limited Liability Companies as amended by Law No. 11 of 2020 concerning Job Creation ("UUPT").
- 2. Ratification of the Company's Financial Statements for the financial year ended on December 31, 2021.**
Description: The Second Agenda is carried out based on the provisions of Article 10 paragraph (4) point a (ii), Article 19 paragraph (8) of the Company's Articles of Association and Article 69 of the UUPT
- 3. Approval of use of the Company's net profit for year ended on 31 December 2021.**
Description: The Third Agenda is carried out based on the provisions of Article 10 paragraph (4) point c and Article 20, Article 21 of the Company's Article of Association as well as Article 70 and Article 71 paragraph (1) of the UUPT.
- 4. Approval on the appointment of Public Account to audit the Company's Financial Report for the period ended on 31 December 2022.**
Description: The Fourth Agenda was carried out based on the provisions of Article 10 paragraph (4) d of the Company's Articles of Association, Article 59 of the Financial Services Authority Regulation ("POJK") No.15/POJK.04/2020 concerning the Plan and Implementation of the General Meeting of Shareholders of Open Companies, the Appointment of a Public Accounting Firm that will examine the Company's Financial Statements for the Fiscal Year 2022 is decided at the GMS taking into account the proposal of the Board of Commissioners.

5. Determination of remuneration for members of the Company's Board of Commissioners and Board of Directors for 2022.

Description: The Fifth Agenda is carried out based on the provisions of Article 13 paragraph 6 and Article 16 paragraph 9 of the Company's Articles of Association, as well as Article 96 and Article 133 of the UUPT.

6. Changes in the Composition of the Company's Board of Directors.

Description: The Sixth Event was held due to the resignation of Mr. Daishi Asano from his position as Director of the Company, as well as the proposed appointment of a new Director of the Company, based on the provisions of Article 8 paragraph (3), Article 3 POJK No.33 / POJK.04 / 2014 concerning the Board of Directors and Board of Commissioners of Issuers or Public Companies ("POJK 33/2014").

NOTES

1. The Company does not send special invitations to shareholders, as this Summons is valid as an official invitation. This call can also be seen on the Company's website page <https://www.befa.co.id/> and the eASY.KSEI application.
2. Materials related to the agenda of the Meeting ("Meeting Materials") can be downloaded through the Company's website at the <https://www.befa.co.id/> starting from the date of the Summons on **April 28, 2022** until the Meeting is held on **May 24, 2022**. The Company does not provide Meeting Materials in the form of hardcopy or softcopy in the form of flash disks, which we provide only QR Codes to access the Company's website and website address information where Meeting Materials are available
3. Every shareholder who is entitled to attend the Meeting are shareholders whose names are listed on the Company's Shareholder Register at the close of the Stock Exchange trading hours on **April 27, 2022 at 16.00 WIB**
4. Shareholder participation in the Meeting can be done by the following mechanisms:
 - a. Attend the Meeting physically; or
 - b. Electronically through **eASY.KSEI** application.
5. Shareholders who can be present directly electronically as mentioned in point 4 letter b are local individual shareholders whose shares are held in KSEI's collective custody.
6. To use **eASY.KSEI** application, shareholders can access **eASY.KSEI** menu located at AKSes facility (<https://akses.ksei.co.id/>)
7. Before determining participation in the Meeting, shareholders must read the provisions submitted through this summons as well as other provisions related to the implementation of the Meeting based on the authority established by each Company. Other provisions can be seen through the attachment of documents in the Meeting Info feature on **the eASY.KSEI** application and/or the Meeting call located on the relevant Company's website. The Company reserves the right to determine other requirements in connection with the participation of its shareholders or assignees who will be physically present at the Meeting.
8. For shareholders who will be present at the Meeting physically or shareholders who will exercise their voting rights through **the eASY.KSEI** application, may inform their presence or appoint their proxy, and/or submit their voting choices into the **eASY.KSEI** application.
9. The deadline to provide declaration of attendance or power and voice in **eASY.KSEI** application is at 12.00 WIB on 1 (one) business day before the meeting date.
10. Before entering the Meeting room, shareholders or their proxies present at the Meeting are physically required to fill out the attendance list by presenting proof of their original identity.
11. For shareholders who will attend or electronically authorize the Meeting through **eASY.KSEI** application, it is mandatory to pay attention to the following:
 - a. Registration Process

- i. Local individual type shareholders who **have not** provided a declaration of attendance or power of attorney in the **eASY.KSEI** application up to the deadline at point 9 and wish to attend the Meeting electronically are required to register attendance in the **eASY.KSEI** application on the date of the Meeting until the meeting registration period is electronically closed by the Company.
 - ii. Local individual type shareholders who **have** given a declaration of attendance but have **not** yet given a minimum voting option for 1 (one) agenda of the Meeting in the **eASY.KSEI** application up to the deadline at point 9 and wish to attend the Meeting electronically are required to register attendance in the **eASY.KSEI** application on the date of the Meeting until the registration period of the Meeting is electronically closed by the Company.
 - iii. Shareholders who **have** authorized the beneficiaries provided by the Company (*Independent Representative*) or *Individual Representative* but the shareholders have **not** given a minimum voting option for 1 (one) agenda of the Meeting in the **eASY.KSEI** application until the deadline at point 9, then the beneficiary representing the shareholders shall register attendance in **the eASY.KSEI** application on the date of the Meeting until the registration period of the Meeting is electronically closed by the Company.
 - iv. Shareholders who **have** authorized the beneficiary (Custodian Bank or Securities Company) and have given voting options in the **eASY.KSEI** application until the deadline at point 9, then the representative of the beneficiary who has registered in the **eASY.KSEI** application must register for attendance in the **eASY.KSEI** application on the date of the Meeting until the registration period of the Meeting is electronically closed by the Company.
 - v. Shareholders who have given a declaration of attendance or authorized the beneficiary provided by the Company (*Independent Representative*) or *Individual Representative* and have given a minimum voting choice for 1 (one) or all agenda of the Meeting in the **eASY.KSEI** application no later than the deadline at point 9, then the shareholders or authorized recipients do not need to register electronically in the **eASY.KSEI** application on the date of the Meeting. Shareholding will automatically count as a quorum of attendance and the voting that has been given will be automatically taken into account in the Meeting vote.
 - vi. Delay or failure in the electronic registration process as referred to in numbers i – iv for any reason will result in the shareholders or their assigns not being able to attend the Meeting electronically, and their shareholdings not being counted as a quorum of attendance in the Meeting.
- b. Electronic Process of Submitting Questions and/or Opinions
- i. Shareholders or beneficiaries have 3 (three) opportunities to submit questions and/or opinions at each discussion session per meeting agenda. Questions and/or opinions per agenda of the Meeting may be submitted in writing by the shareholders or assigns by using the *chat* feature in the 'Electronic Opinions' column available in the E-meeting Hall screen in the **eASY.KSEI** application. Questions and/or opinions can be made during the status of the meeting implementation in the column 'General Meeting Flow Text' is "*Discussion started for agenda item no. []*".
 - ii. Determination of the mechanism of discussion per meeting agenda in writing through the E-meeting Hall screen in **the eASY.KSEI** application is the authority for each Company and it will be stated by the Company in the Order of Meeting Implementation through **eASY.KSEI** application.
 - iii. For the beneficiary who is present electronically and will submit questions and/or opinions of its shareholders during the discussion session per agenda of the

Meeting, it is required to write down the name of the shareholder and the size of his/her shareholding and then followed by questions or opinions related.

c. Voting Process

- i. Electronic voting process takes place in **eASY.KSEI** application on E-meeting Hall menu, Live Broadcasting sub menu.
- ii. Shareholders who present themselves or represented by their beneficiaries but have not yet voted on the agenda of the Meeting as referred to in point 11 letter a number i – iii, then the shareholders or their assignees have the opportunity to submit their voting choices during the voting period through the E-meeting Hall screen in **the eASY.KSEI** application opened by the Company. When the electronic voting period per meeting agenda begins, the system automatically executes the *voting time* by counting down the maximum for 5 (five) minutes. During the electronic voting process, you will see the status "*Voting for agenda item no [] has started*" in the column 'General Meeting Flow Text'. If the shareholders or their assigns do not vote for a particular Meeting agenda until the status of the Meeting implementation seen in the 'General Meeting Flow Text' column changes to "*Voting for agenda item no [] has ended*", it will be considered as abstaining for the relevant Meeting agenda.
- iii. *Voting time* during electronic voting process is the standard time set on **eASY.KSEI** application. Each Company may establish an electronic direct voting time policy per agenda in the Meeting (with a maximum time of 5 (five) minutes per Meeting agenda) and will be set forth in the Order of Meeting Implementation through the **eASY.KSEI** application.

d. GMS Impression

- i. Shareholders or their authorized recipients who have registered in eASY.KSEI no later than the deadline in point 9 can witness the implementation of the ongoing Meeting through Zoom webinar by accessing **the eASY.KSEI** menu (**GMS Impression** sub-menu) located at akses facility (<https://akses.ksei.co.id/>).
- ii. GMS impressions have a capacity of up to 500 participants, where the attendance of each participant will be determined based on *the first come first serve basis*. For shareholders or their assignees who do not get the opportunity to witness the implementation of the Meeting through the GMS Impressions are still considered valid to be present electronically and their share ownership and voting options are taken into account in the **Meeting**, as long as it has been registered in the **eASY.KSEI** application as stipulated in point 11 letter a number i – v.
- iii. Shareholders or their assigns who only witness the meeting through gms impressions but are not registered are present electronically on **the eASY.KSEI** application in accordance with the provisions in point 11 letter a number i – v, then the presence of the shareholders or their assigns is considered invalid and will not be included in the quorum calculation of the meeting attendance.
- iv. Shareholders or their assignees who witness the implementation of the Meeting through **the GMS Impressions** have a raise *hand* feature that can be used to ask questions and/or opinions during the discussion session per agenda of the Meeting. If the Company allows by enabling the *allow to talk* feature, then the shareholders or their assigns can submit questions and/or opinions by speaking directly. Determination of the mechanism of discussion per agenda of the Meeting using the allow to *talk* feature contained in the **GMS Impression** is the authority of each Company and it will be stated by the Company in the Code of Conduct of the Meeting through the application of **eASY.KSEI**.

- v. To get the best experience in using **eASY.KSEI application and/or GMS Impressions**, shareholders or their assigns are advised to use Mozilla Firefox *browser*.
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- 12. For Shareholders or Power of Shareholders who will remain physically present in the Meeting, shareholders must follow the safety and health protocols set by the Company including in terms of restrictions on meeting participants. Protocol established by the Company for the Meeting.
 - 13. If the Shareholders and/or Their Proxy meet the requirements as referred to in point 12 above, then before entering the Meeting Room, they must follow the following procedures:
 - a. Individual Shareholders submit a photocopy of identity card ("KTP") or other proof of identity;
 - b. Shareholders who are not present at the Meeting may be represented by their proxy by bringing a valid written authorization. The Board of Directors, Commissioners and employees of the Company may act as the power of shareholders in the Meeting, but the votes they cast as the power of attorney are not counted in determining the total number of votes cast in the Meeting. Shareholders or their proxies who will attend the Meeting are required to submit a photocopy of their identity before entering the Meeting room. For Shareholders in the form of legal entities to attach a photocopy of the articles of association and deed of the composition of the last management;
 - 14. For health reasons and in order to control and prevent the spread of the COVID-19 Virus, the Company does not provide food and beverages, goody bags of products/souvenirs, and does not provide annual reports in physical form to shareholders and shareholders present at the Meeting.**
 - 15. By paying attention to security and health protocols and to facilitate the registration of the presence of Shareholders, shareholders of the Company or their authorized representatives are asked respectfully to be in the meeting place at 09.00 WIB. To ensure a simple, concise and fast meeting, the Meeting will start on time and the registration desk will be closed at 09.30 WIB. Shareholders or Their Proxy who attend after 09.30 WIB are not allowed to attend the Meeting.
 - 16. Shareholders or Their Proxy are required to study the materials relating to the explanation of the agenda of the Meeting, the Code of Conduct 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 BAE offices. The Company does not provide Meeting materials in the form of hardcopy or softcopy in the form of flash disks. Questions or requests for other information related to the Meeting may be submitted/requested to the Company's Email: corsec@befa.id and or Email BAE: rsrbae@registra.co.id.

Bekasi, 28 April 2022

Board of Directors of the Company