



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

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

Hari/Tanggal : Tuesday, 27 February 2024
Time : 09.30 WIB – finish
Place : Enso Hotel
MM2100 Industrial Area
Jl. Kalimantan Blok CA No. 2-3
West Cikarang, Bekasi, 17842

With the agenda of the Meeting as follows:

1. Approval of the change in the type of Company from the previous Foreign Investment Company (PMA) to a Domestic Investment Company (PMDN).

Explanation: The First Agenda is carried out in connection with the type of controlling shareholders has switched to Domestic Investment (PMDN) and all foreign shareholders including public shareholders.

2. Approval of the amendment to Article 2 of the Company's Articles of Association, removing mention related to investment without changing the time period.

Explanation: The Second Agenda is carried out based on the provisions for changing the type of Company from the previous Foreign Investment Limited Liability Company (PMA) to Domestic Investment Limited Liability Company (PMDN), changing the provisions of Article 2.

NOTE

1. The Company does not send special invitations to shareholders, because this Summons is valid as an official invitation. This call can also be seen on the Company's website <https://www.befa.co.id/> and application **ASY.KSEI**.
2. Materials related to the agenda of the Meeting ("Meeting Materials") can be downloaded through the Company's website at <https://www.befa.co.id/> commenced from the date of the Call on **February 2, 2024** until the Meeting is held on **February 27, 2024**. The Company does not provide Meeting Materials in hardcopy or softcopy in the form of flash disks, we only provide QR Code to access the Company's website and website address information where Meeting Materials are available
3. Each shareholder entitled to attend the Meeting is a shareholder whose name is recorded in the Company's Register of Shareholders at the close of Stock Exchange trading hours on **February 1, 2024 at 16.00 WIB**

4. Participation of shareholders in the Meeting can be done with the following mechanisms:
 - a. physically present at the Meeting; or
 - b. attend the Meeting electronically through **eASY.KSEI application**.
5. Shareholders who can attend in person electronically as mentioned in point 4 letter b are local individual shareholders whose shares are held in KSEI's collective custody.
6. To use the eASY.KSEI application, **shareholders can access** the eASY.KSEI menu **located at the AKSes** (<https://akses.ksei.co.id/>)
7. Before determining participation in the Meeting, shareholders must read the provisions submitted through this summons and other provisions related to the implementation of the Meeting based on the authority determined by each Company. Other provisions can be seen through the document attachment on the Meeting Info feature on **the eASY.KSEI application** and/or the Meeting call found on the relevant Company's website page. The Company reserves the right to determine other requirements in connection with the participation of its shareholders or proxies who will be physically present at the Meeting.
8. For shareholders who will attend the Meeting physically or shareholders who will exercise their voting rights through **the eASY.KSEI application, can inform their presence or appoint their proxies, and/or submit their voting choices into the eASY.KSEI application**.
9. The deadline for declaring attendance or power of attorney and vote in the **eASY.KSEI** application is 12.00 WIB on 1 (one) working day before the Meeting date.
10. Before entering the Meeting room, shareholders or their proxies who are physically present at the Meeting are required to fill in the attendance list by showing original proof of identity.
11. For shareholders who will attend or give power of attorney electronically to the Meeting through the **eASY.KSEI application** must pay attention to the following:
 - a. Registration Process
 - i. Local individual shareholders who **have not** provided a declaration of attendance or power of attorney **in the eASY.KSEI application by the deadline in 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**.
 - ii. Local individual shareholders who **have provided a declaration** of attendance but have not **given a minimum voting option for 1 (one) agenda of** the Meeting in the eASY.KSEI application until the deadline in 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 the Meeting is electronically closed by the Company.
 - iii. Shareholders who **have given power of attorney to the proxy 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 in point 9, the proxy representing the shareholders must 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 **given power of attorney to the participant/Intermediary proxy** (*Custodian Bank or Securities Company*) and *have voted* in the eASY.KSEI application until the deadline in point 9, then the proxy representative who has been registered **in** the eASY.KSEI application must register attendance in **the eASY.KSEI** application on the date of the Meeting until the registration period the Meeting is electronically closed by the Company.
 - v. Shareholders who have given a declaration of attendance or given power of attorney to the proxy provided by the Company (Independent Representative) or *Individual*

Representative and have given a choice of votes for at least 1 (one) or to all agenda of the Meeting in *the eASY.KSEI application*. At the latest until the deadline in point 9, shareholders or proxies do not need to register attendance electronically in the **eASY.KSEI** application on the date of the Meeting. Share ownership will automatically count towards quorum attendance and voting options that have been cast will be automatically counted in Meeting voting.

- vi. Delay or failure in the electronic registration process as referred to in numbers i – iv for any reason will result in shareholders or their proxies not being able to attend the Meeting electronically, and their share ownership is not counted as a quorum of attendance at the Meeting.
- b. Electronic Question and/or Opinion Submission Process
 - i. Shareholders or proxies have 3 (three) opportunities to submit questions and/or opinions at each discussion session per agenda of the Meeting. Questions and/or opinions per agenda of the Meeting can be submitted in writing by shareholders or proxies by using the *chat* feature in the 'Electronic Opinions' column available in the E-meeting Hall screen in the **eASY.KSEI application**. Provision of questions and/or opinions can be done as long as the status of the Meeting in the 'General Meeting Flow Text' column is "*Discussion started for agenda item no. []*".
 - ii. The determination of the mechanism for conducting discussions per agenda of the Meeting in writing through the E-meeting Hall screen **in the eASY.KSEI application is the authority for each Company and this will be stated by the Company in the Meeting Implementation Rules through the eASY.KSEI application** .
 - iii. For proxy recipients who attend electronically and will submit questions and/or opinions of their shareholders during the discussion session per agenda of the Meeting, it is required to write down the name of the shareholders and the size of their share ownership followed by related questions or opinions.
- c. Voting Process
 - i. The electronic voting process takes place in the **eASY.KSEI application** on the E-meeting Hall menu, Live Broadcasting sub menu.
 - ii. Shareholders who are present alone or represented by their proxies but have not given voting options in the agenda of the Meeting as referred to in point 11 letter a numbers i – iii, then shareholders or their proxies 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 agenda of the Meeting begins, the system automatically runs the *voting time with a* maximum countdown of 5 (five) minutes. During the electronic voting process, you will see the status "*Voting for agenda item no [] has started*" in the 'General Meeting Flow Text' column. If the shareholder or his proxy does not provide voting options for the agenda of a particular Meeting until the status of the Meeting as seen in the column 'General Meeting Flow Text' changes to "*Voting for agenda item no [] has ended*", it will be considered as voting **abstention** for the agenda of the Meeting concerned.
 - iii. *Voting time* during the electronic voting process is the standard time set on the **eASY.KSEI** application. Each Company can set a policy of electronic direct voting time per agenda in the Meeting (with a maximum time of 5 (five) minutes per agenda of the Meeting) and will be stated in the Rules of Conduct for Meeting through the **eASY.KSEI application**.
- d. GMS Impressions

- i. Shareholders or their proxies who have been registered in eASY.KSEI no later than the deadline in point 9 can watch the ongoing Meeting through Zoom webinar by accessing the eASY.KSEI menu (GMS Impressions **sub-menu**) located at the AKSes (<https://akses.ksei.co.id/>) facility.
 - ii. GMS broadcasts have a capacity of up to 500 participants, where the attendance of each participant will be determined on a *first come first serve basis*. For shareholders or their proxies who do not have the opportunity to witness the implementation of the Meeting through the GMS Impressions, it is still considered valid to attend electronically and share ownership and voting options are taken into account at the Meeting, as long as they have been registered in the **eASY.KSEI** application as stipulated in point 11 letter a numbers i – v.
 - iii. Shareholders or their proxies who only witness the implementation of the Meeting through GMS Impressions but are not registered to be present electronically on the **eASY.KSEI application** in accordance with the provisions in point 11 letter a numbers i – v, then the presence of shareholders or their proxies is considered invalid and will not be included in the calculation of quorum attendance of the Meeting.
 - iv. Shareholders or their proxies who witness the implementation of the Meeting through the **GMS Broadcast** 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 activating the *allow to talk* feature, shareholders or their proxies can submit questions and/or opinions by talking directly. The determination of the mechanism for conducting discussions per agenda of the Meeting using the *allow to talk* feature contained in the **GMS Broadcast** is the authority of each Company and this will be stated by the Company in the Meeting Implementation Rules through the **eASY.KSEI application**.
 - v. To get the best experience in using the **eASY.KSEI application and/or GMS Impressions**, shareholders or their proxies are advised to use *the Mozilla Firefox* browser.
12. For Shareholders or Shareholders' Attorneys who will remain physically present at the Meeting, Shareholders must follow the safety and health protocols set by the Company including in terms of limiting Meeting participants. Protocol set by the Company for the Meeting.
13. If the Shareholders and/or Shareholders' Proxy meet the requirements as referred to in point 12 above, then before entering the Meeting room 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 proxies by bringing a valid written power of attorney. The Board of Directors, Commissioners and employees of the Company may act as the proxy of the Shareholders at the Meeting, but the votes they issue as proxies are not counted in determining the total number of votes issued at the Meeting. Shareholders or their proxies who will attend the Meeting are requested to submit a copy of their ID before entering the Meeting room. For Shareholders in the form of legal entities to attach a photocopy of the articles of association and the latest deed of management structure;
14. With due regard to safety and health protocols and to facilitate registration of the presence of Shareholders, the Company's shareholders or their legal proxies are kindly requested to be at 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 close at 09.30 WIB. Shareholders or Shareholders' Proxies who attend after 09.30 WIB are not allowed to attend the Meeting.

15. Shareholders or Shareholders' Attorneys are required to study material related to the explanation of the agenda of the Meeting, Rules 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 hardcopy or softcopy in the form of flash disks. Questions or requests for other information related to the Meeting can be submitted/requested to the Company's Email: corsec@befa.id and or BAE Email: rsrbae@registra.co.id.

Bekasi, 2 February 2024

Board of Directors of the Company