

RULES OF CONDUCT
ANNUAL GENERAL MEETING OF SHAREHOLDERS
PT CITA MINERAL INVESTINDO Tbk.

Thursday, 30 June 2022

1. GENERAL

- a. This Meeting is the Annual General Meeting of Shareholders (hereinafter referred to as "the Meeting") of PT CITA MINERAL INVESTINDO Tbk (hereinafter referred to as the "Company"). The Meeting will be held according to Financial Service Authority No. 15/POJK.04/2020 on Planning and Conduct General Meeting of Shareholders of Public Company ("POJK 15") and Regulation of Financial Service Authority No. 16/POJK.04/2020 on Electronic General Meeting of Shareholder for Public Company ("POJK 16").
- b. As the preventive action against the COVID-19 transmission and in view of the Guidelines for COVID-19 Prevention and Control set forth by the Ministry of Health of the Republic of Indonesia and the Special Conditions stipulated by the Financial Services Authority (FSA) by FSA Letter number S-124/D.04/2020 on Special Conditions in the Implementation of the General Meeting of Shareholders of Publicly Listed Companies by Electronic Platform, the Meeting will be held by limiting the in-person attendance of shareholders or shareholders' proxies, in accordance with article 9 of POJK 16.
- c. The Company's Meeting will be implemented using KSEI's Electronic General Meeting System facility (eASY.KSEI), which will be provided by PT Kustodian Sentral Efek Indonesia ("KSEI").

2. MEETING AGENDA

1. Approval and ratification of the Company's Annual Report for the financial year 2021, including the Board of Directors Company's Activities Report for the year ended 31 December 2021 Supervisory Report of the Board of Commissioners and the Statement of Financial Position and Profit/Loss Calculation for the year ended December 31, 2021.
2. Approval on appropriation of the Company's Net Profit for the financial year ended December 31, 2021.
3. Delegation of authority and authorization to the Board of Commissioners to appoint a Public Accountant who will audit the Company's books for the financial year 2022 and grant the authority to determine the honorarium of the Public Accountant as well as the other terms of the appointment.
4. Determination of honorarium and/or other benefits for the Board of Commissioners and the Board of Directors of the Company.
5. Changes in the composition of the member of the Board of Directors and Board of Commissioners of the Company.

3. **PARTICIPANT**

- The Meeting Participants are Shareholders or their proxy whose names are registered in the Shareholders Register of the Company or the owner of the collective balance of shares on KSEI on Tuesday, 7 June 2022 until 16.00 Western Indonesia Time and/or its proxy through eASY.KSEI facility.
- a. The Chairman of the Meeting has the right to request that the power of attorney to represent shareholders be shown to him at the Meeting.
 - b. The participant has a right to express their opinions and / or ask questions and vote on each agenda of the Meeting, unless otherwise stipulated.
 - c. The party who is not the Company's Shareholders who presents as of the guest of the Board at Directors has not the right to express opinions, raises questions and votes in the Meeting.

4. **CHAIRMAN**

- a. The meeting is chaired by a Commissioner of the Company.
- b. The Chairman of the Meeting is responsible against the conduction of Meeting and has a right to decide the procedure of Meeting that has not been stipulated under this Rules of Conduct.

5. **QUORUM**

According to article 41 of POJK 15, the Meeting can be convened if it is attended by the shareholders or their legitimate proxies representing more than ½ (one half) of total shares with lawful voting rights.

6. **QUESTION AND ANSWER**

- a. The shareholders who attend the Meeting in person and intend to submit a question can fill out the Question Form distributed by the organizer. An officer will collect the Question Forms which have been completed by the shareholders who must state: Meeting Agenda, name of shareholder, number of shares owned or represented, and the question. The officer will subsequently deliver the Question Forms to the Notary to determine their relevance with the Meeting Agenda.

For the shareholders who do not attend the Meeting in person but intend to submit a question, at the end of the discussion of each Meeting Agenda, the Meeting Chairperson or the party appointed by the Meeting Chairperson will read the question submitted by such shareholders through the chat feature at eASY.KSEI on the matters relevant to the Meeting Agenda being discussed.

- b. Questions and answers are only carried out in one stage for each agenda and are limited to a maximum of 3 (three) minutes. If within 1 (one) minute, no questioner, then the Chairman has the right to proceed the Meeting

- c. The Board of Directors or the Board of Commissioners will provide answers or responses to each of the questions submitted verbally, and for this they may ask other competent parties to provide answers or responses.
- d. The Meeting Chairperson or the party appointed by the Meeting Chairperson or the Notary holds the right to refuse to answer or to not respond to the questions which are viewed by The Meeting Chairperson or the party appointed by the Meeting Chairperson or the Notary as irrelevant to the Agendum being discussed.

7. **MEETING RESOLUTIONS**

- a. Following article 40 of POJK 15, the Meeting resolutions will be made based on deliberation for consensus. In the event that consensus is not reached, the resolutions shall be made through voting.
- b. According to article 41 of POJK 15, the resolutions of the Meeting will be valid if they are approved by more than $\frac{1}{2}$ (one half) of total shares with voting rights who attend or represented in the Meeting.

8. **VOTING**

- a. The process of voting that conducted electronically at the eASY.KSEI on the menu E-Meeting Hall, sub menu Live Broadcasting.
- b. The shareholders who attend by his/her self or is represented by proxy but have not yet cast his/her vote on the agenda of the Meeting, then the shareholder or the proxy has the opportunity to submit their vote during the voting period via a screen. The E-Meeting Hall in the eASY.KSEI application was opened by the Company.
- c. The voting electronically is maximum 1 (one) minute per agenda of the Meeting.
- d. The Shareholder who is unable to access eASY.KSEI at the link <https://akses.ksei.co.id/> can cast their votes through the grant of power of attorney, by download the template power of attorney contained on the Company's website www.citamineral.com to give power of attorney and vote in the Meeting.
- e. The Shareholders who abstain (do not cast a vote) will be counted as the majority votes in the Meeting.
- f. The Shareholders who attend the Meeting in person, voting for the resolutions of the Meeting is made verbally by raising their hands with the following procedure:
 - (i) First, those who disagree will be asked to raise their hands;
 - (ii) Second, those who cast a blank vote will be asked to raise their hand;
 - (iii) Third, those who not raising their hands in the first and second stages are consider agreed to the proposal, therefore they will not be asked to raise their hands

The Chairman of the Meeting will ask the Notary to count the votes and announce the results of the voting.

- g. For the proxies who are authorized by the shareholders to cast a disapproving vote or a blank vote, but at the time of making a decision by the Chairman, they do not raise their hand to vote against or a blank vote, then they are considered approved the proposal.
- 9. Everything that is discussed and decided in the Meeting is made in the Minutes of Meeting by Notary.
- 10. The shareholders and/or their legitimate proxies are expected to have arrived by 60 minutes before the Meeting commences. The shareholders and/or shareholders' proxies who arrive after the Meeting commences will not be allowed to enter the Meeting room.
- 12. Others :
During the Meeting, please :
 - a. Switch off the mobile phone and/or other communication devices;
 - b. Not having conversations with meeting participants so as not to interfere the Meeting;
 - c. Keep distance from other participants; and
 - d. Immediately leave the building where the Meeting is being held after the Meeting is over.
- 13. This Rules of Conduct was drawn up with due observance of the provisions of the Company's Articles of Association and applicable regulations. Any Matters that occur during the Meeting that have not been regulated in this Rules of Conduct, will be determined by the Chairman by taking into account the Company's Articles of Association and the relevant provisions of applicable regulations.

**PT CITA MINERAL INVESTINDO TBK.
BOARD OF DIRECTORS**