

RULES OF CONDUCT

THE ANNUAL GENERAL MEETING OF SHAREHOLDERS (“The Meeting”)

PT BUANA FINANCE TBK (“The Company”)

8 JUNI 2022

1. General Provisions

1. The Meeting will be conducted in Bahasa Indonesia.
2. The shareholders or their proxies who arrive at the Meeting after the registration is closed are not allowed to participate in the Meeting, and their votes are not counted at the Meeting.

2. Meeting Quorum

- For the First, Second, Third, Fourth and Fifth Agenda, the Meeting can be held if it is attended by shareholders or their proxies representing more than 1/2 (one half) of the total number of shares with valid voting rights (Article 14 paragraph 1a of the Company’s Articles of Association);
- For the Sixth Agenda, the Meeting can be held if it is attended by shareholders or their attorneys representing more than 3/4 (three four) of the total number of shares with valid voting rights

3. Asking Questions and/or Giving Opinions

1. After all Meeting Agendas have been discussed, the Chairperson of the Meeting shall give an opportunity for shareholders or their proxies to ask questions and/or raise opinions before decision making.
2. Only shareholders or their legal proxies are entitled to ask questions, give opinions and/or suggestions regarding the Meeting Agendas.
3. Shareholders or their proxies who present physically can ask questions and/or give opinions in writing by filling out a form with the name of the shareholder, the number of shares owned/represented, and by raising their hand and submit the form to the officer.
4. Shareholders or their proxies who present electronically can ask questions and/or give opinions electronically with the following procedures:
 - a) The questions and/or opinions are submitted in writing through the chat feature in the “Electronic Opinions” column on the E-Meeting Hall screen of the eASY.KSEI application as long as the “General Meeting Flow Text” column is still displaying “Discussion started for agenda item no. []”.
 - b) When asking a question, the shareholder or their proxy must provide information on the shareholder’s name, the number of shares owned/represented, and the shareholder’s email address.
 - c) The Chairperson of the Meeting will answer the questions or respond to the opinion and may request assistance from members of the Board of Commissioners or Board of Directors of the Company to provide answers or response.
 - d) To give equal opportunity to all shareholders, each shareholder or his/her proxy attends the Meeting may only ask and/or express a maximum of 3 (three) questions/opinions.

4. Meeting Resolutions

1. The Meeting’s resolutions shall be adopted amicably.

2. When an amicable resolution could not be reached, the resolutions shall be adopted by means of voting.
3. The decisions for the First, Second, Third, Fourth and Fifth Agenda of the Meeting are valid if they are approved by the Shareholders who represent more than 1/2 (one half) of the total number of shares with voting rights present at the Meeting.
4. The decision for the Sixth Agenda of the Meeting is valid if it is approved by the Shareholders who represent more than 3/4 (three four) of the total number of shares with voting rights present at the Meeting.
5. Each share shall entitle its holder to cast 1 (one) vote.

5. Voting and Vote Counting

1. The voting procedure for the Shareholders or their proxies who physically attend the Meeting is as follows:
 - a) Voting is conducted openly. Shareholders or their proxies who express disagreement or abstain are welcome to raise their hands and submit voting forms to the officer, while the rest who do not raise their hands are considered as agreed. yt
 - b) For proxies of shareholders who have received power of attorney by voting through the eASY.KSEI application, the votes that will be counted are the votes cast by the shareholders through the eASY.KSEI application. Thus, the proxies of shareholders do not need to raise their hands and submit voting forms to the meeting officer.
 - c) Shareholders or their proxies who do not raise their hands to submit the voting form against or abstain from the proposed proposal, are deemed to have approved the proposed proposal.
 - d) Shareholders or their proxies with voting rights who attend the Meeting but abstain (not voting) are deemed to have cast the same vote as the majority of shareholders who cast votes.
 - e) Votes will be counted by scanning the barcode on the disagree and abstain voting forms submitted to the officers.
2. The voting procedure for the Shareholders or their proxies who electronically attend the Meeting is as follows:
 - a) The voting process takes place through the eASY.KSEI application on the EMeeting Hall menu, Live Broadcasting submenu;
 - b) The shareholders that are present or have granted e-proxy in the Meeting through eASY.KSEI application but have not cast their votes will have the opportunity to cast their votes during the voting period determined by the Company through the E-Meeting Hall screen in the eASY.KSEI application; c) During the electronic voting process, the status "Voting for agenda item no [] has started" will appear in the 'General Meeting Flow Text' column;
 - c) The direct e-voting the eASY.KSEI application is allocated for 2 (two) minutes. If all the votes from the Shareholders have been entered, the Company can conduct "end voting" before the time allocated to end the voting process;
 - d) If the shareholder or the shareholder's proxy fails to cast any vote until the Meeting status shown in the 'General Meeting Flow Text' column changes to "Voting for agenda item no [] has ended", the shareholder or the shareholder's proxy will be deemed to be abstain on the relevant Meeting agenda item.
 - e) Shareholders who have voted before the Meeting starts and shareholders or their proxies who have registered through the eASY.KSEI application on the date of the Meeting will be deemed as valid to attend the Meeting even though they do not attend the Meeting until the end for any reason.

3. Subsequently, the votes cast by the shareholders or their proxies either physically or electronically will be counted by the Company's Securities Administration Bureau and then verified by a Notary as an official independent party.

4. The results of the vote count will be displayed on the screens in the Meeting room and GMS Video Streaming

VI. Miscellaneous

1. During the Meeting, the meeting participants are expected to orderly follow the proceedings of the Meeting and not activate the cellular phone during the Meeting.
2. The parties who are not shareholders of the Company may attend at the invitation of the Board of Directors but do not have the rights to ask questions and/or give opinions or vote at the Meeting.
3. The meeting participants are expected to notice the Health Protocol as a preventive measure against the spread of COVID-19.

Jakarta, 17 Mei 2022

PT Buana Finance Tbk

Directors