

## **RULES OF CONDUCT THE ANNUAL GENERAL MEETING OF SHAREHOLDERS (the “Meeting”)**

### **PT BUANA FINANCE TBK (the “Company”)**

**May 18, 2026**

#### **A. General Provisions**

1. The eligible Shareholders may participate in the Meeting with the following mechanism:
  - a. attend the Meeting electronically or authorize the electronic proxy (e-Proxy) through eASY.KSEI application
  - b. attend the Meeting physically; or
  - c. granting power using a written form of Power of Attorney
2. Shareholders who entitled to attend or be represented in the Meeting are Shareholders of the Company, registered in the Register of Shareholders on April 23, 2026, 16.00 Western Indonesia Time.
3. Shareholders or Proxies who will be attending the Meeting physically as referred to in point 1.b., are required to register to the Company’s Register Officer start from 13.00 Western Indonesia Time and registration will be close at 13:45 Western Indonesia Time. Shareholders or their proxies who attend 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.
4. Shareholders or his/her proxy that has arrived in the Meeting venue, before the registration is closed, but cannot enter the Meeting room due to the limited room capacity, may still exercise his/her rights by granting power to an independent party appointed by the Company (the “Independent Party”) by completing and signing the power of attorney provided by the Company, so then they may still use their rights to attend and cast vote in the Meeting by represented by the Independent Party.
5. The Meeting will be conducted in Bahasa Indonesia.

#### **B. RULES OF CONDUCT OF THE MEETING**

##### **I. Meeting Attendance Quorum**

1. For the agendas 1st up to 4th, and agendas 6th and 8th the Meeting is valid and entitled to take the lawful and binding resolutions, if attended by the Shareholders or their authorized proxies representing more than 1/2 (half) of the total shares issued by the Company.
2. For the agenda 7th, the Meeting is valid and entitled to take the lawful and binding resolutions if attended by the Shareholders or their authorized proxies who represents 2/3 (two-third) of total shares issued by the Company.
3. For the agenda 5th, the Meeting is valid and entitled to take the lawful and binding resolutions if attended by the Shareholders or their authorized proxies who represents 3/4 (three-four) of total shares issued by the Company.

##### **II. Submission of Questions and/or 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 legitimate proxies are entitled to ask questions and/or express opinions in writing on the Meeting agenda item under discussion.
3. The questions and/or opinions submitted must be directly related to the agenda of the meeting being discussed.

4. Shareholders or their proxies who are physically present can submit 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 submitted by raising their hand and submitted and submitting the form to the meeting officer.
5. 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
  - 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 the 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.
6. The questions that have not been answered directly (orally) will be answered in writing within 3 (three) business days after the date of the Meeting. The Company will send the response to the email address provided by the shareholder or their proxy in the form provided for submitting questions or through the chat feature in the “Electronic Opinions” column on the E-Meeting Hall screen of the eASY.KSEI application. If the shareholder or their proxy does not provide an email address, the Company's response will be sent by mail to the shareholder's address as recorded in the Company's Register of Shareholders.

### **III. Meeting Resolutions**

1. The Meeting’s resolutions are made based on deliberation for consensus.
2. When deliberation for consensus could not be reached, the resolutions shall be adopted by means of voting.
3. The decisions for the 1<sup>st</sup> to 4<sup>th</sup> Agenda, 6<sup>th</sup> and 8<sup>th</sup> 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 7<sup>th</sup> Agenda of the Meeting is valid if it is approved by the Shareholders who represent more than 2/3 (two-third) of the total number of shares with voting rights present at the Meeting.
5. The decision for the 5<sup>th</sup> 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.
6. Each share shall entitle its holder to cast 1 (one) vote.

### **IV. Voting and Counting of Votes**

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 disagree or abstain are welcome to raise their hands and submit voting forms to the officer, while those who do not raise their hands are deemed to agree.

- 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.
2. The voting procedure for shareholders or their proxies who attend electronically through the eASY.KSEI application are as follows:
  - a) The voting process takes place through the eASY.KSEI application on the E-Meeting Hall menu, Live Broadcasting submenu;
  - b) eASY.KSEI e-Voting can be conducted in real time during the voting period opened 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;
  - d) If the Meeting's Participant will do the eASY.KSEI e-Voting but 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, then the Meeting's Participant will be deemed as NOT CAST A VOTE, and his/her voted will be counted as ABSTAIN;
  - e) Procedure of eASY.KSEI e-Voting can be accessed and downloaded through the AKSes KSEI Website (<https://akses.ksei.co.id/>).
3. Subsequently, the votes cast by the shareholders or their proxies both physically and electronically will be counted by the Company's Securities Administration Bureau and then verified by a Notary as an independent public official.
4. The Chairperson of the Meeting will ask the Notary to inform the results of the vote count for each agenda item of the Meeting

**Jakarta, April 24, 2026**  
**PT Buana Finance Tbk**