

PANDUAN PEMBERIAN KUASA KEPADA BIRO ADMINISTRASI EFEK MELALUI SISTEM eASY.KSEI (“PANDUAN E-PROXY”)

Catatan:

1. Untuk dapat melakukan pemberian kuasa secara elektronik melalui eASY.KSEI (“**E-Proxy**”) kepada Biro Administrasi Efek, pemegang saham harus telah memiliki akun eASY.KSEI dengan cara melakukan registrasi/aktivasi akun eASY.KSEI melalui <https://akses.ksei.co.id>. Panduan detail terkait proses registrasi/aktivasi terdapat di Panduan Registrasi yang dapat diakses di *website* perusahaan.
2. Pemegang saham dapat memberikan E-Proxy sejak tanggal pemanggilan Rapat Umum Pemegang Saham Tahunan dan Rapat Umum Pemegang Saham Luar Biasa pada Senin, 3 Juni 2024 sampai selambat-lambatnya Selasa, 25 Juni 2024 pukul 12.00 WIB.
3. Panduan ini disusun untuk kemudahan pemegang saham semata dan tidak dimaksudkan untuk menggantikan panduan yang dikeluarkan oleh PT Kustodian Sentral Efek Indonesia (“**KSEI**”) yang telah tersedia di *website* KSEI (“**Panduan KSEI**”). Pemegang saham tetap diminta untuk membaca Panduan KSEI secara menyeluruh dan teliti.
4. Apabila terdapat pertanyaan atau kendala dalam mengakses fasilitas eASY.KSEI, pemegang saham dapat juga menghubungi KSEI melalui *helpdesk* KSEI di helpdesk@ksei.co.id.
5. Keterlambatan, kegagalan, ketidakpatuhan atau kelalaian dalam mengikuti Panduan KSEI, dengan alasan apapun, akan mengakibatkan pemegang saham tidak dapat memberikan E-Proxy sehingga tidak akan diperhitungkan dalam kuorum kehadiran dan suara yang diberikan tidak diperhitungkan dalam Rapat.

Tata Cara Pemberian Kuasa Kepada Biro Administrasi Efek Melalui sistem eASY.KSEI

1. Setelah melakukan proses registrasi, untuk dapat memberikan kuasa anda harus log in ke dalam sistem eASY.KSEI. Untuk log in ke dalam sistem eASY.KSEI, masuklah ke situs <https://akses.ksei.co.id/>, kemudian klik

The screenshot shows the website interface for akses.ksei.co.id. At the top right, there is a red button labeled 'MASUK'. Below it, in the main navigation area, there is another red button labeled 'MASUK' and a grey button labeled 'DAFTAR'. A red arrow points from the top 'MASUK' button to the main 'MASUK' button. The website content includes a header with the AKSes+KSEI logo, a navigation menu on the left, a main banner with the text 'KEAMANAN YANG TERJAMIN DENGAN AKSes KSEI', and a section for 'AKTIVITAS PASAR' with a line chart and a table of market data.

Indeks	Nilai	Perubahan	Persentase
COMPOSITE	4.683,85	+ 157,38	+ 0,41%
ASPE	985	+ 22,81	+ 0,02%
BASE-IND	845	+ 0,85	+ 0,001%
ESGEO-27	833	+ 0,80	+ 0,01%
CONSUMER	1.894	+ 7,87	+ 0,04%
DEK	845	+ 11,438	+ 0,01%
FINANCE	936	+ 10,113	+ 0,01%
HORADE	134	+ 0,574	+ 0,002%

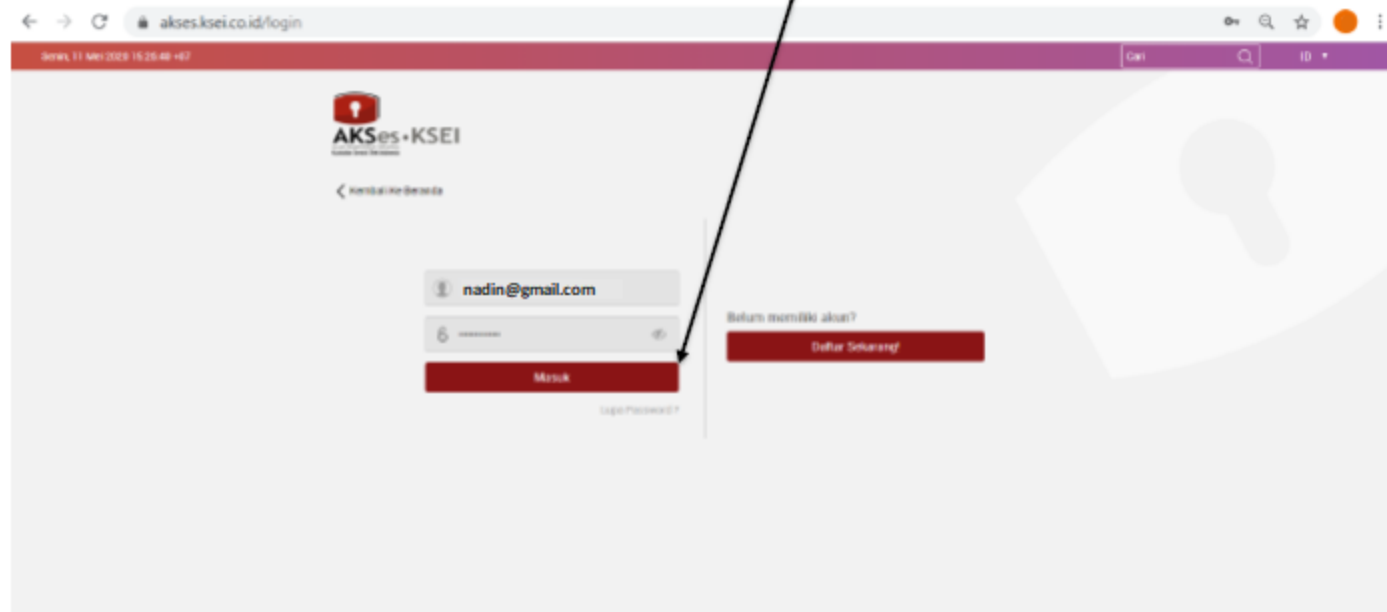
Saham	Nilai	Volume	Persentase
JPPY	354.285.071.508	181.177.180	17,945
PLAS	267.981.008.508	282.296.180	18,825
BPTT	118.872.118.008	80.897.280	13,195
MNCN	57.620.871.1008	88.421.780	13,062
PTPI	4.982.888.208	12.838.380	12,289
BHR	402.135.154.008	158.486.780	12,035
ASRI	318.254.056.008	75.158.880	11,281
GAB	78.445.488.008	150.453.080	18,295

Aksi Korporasi
Mei 2020

- 06 Bunga - SMFP04BCN5 - (OBLIGASI BKLJT IV SMF TAHAP V TAHUN 2018 SERI B) Effective Date : 14 May 2020
- 11 Bunga - ASAD1A1MF - (MTN PT AGRO SEJAHTERA ABADY TAHUN 2020 TAHAP 1 SERI A) Effective Date : 15 May 2020
- 11 Bunga - BE003CCN5 - (OBL BKLJT INDONESIA EXIMBANK II THP V TH17 SR C)

2. Masukkan email dan password anda, kemudian klik

Masuk



3. Setelah proses log in dilakukan, maka tampilan layar akan seperti di bawah ini dan pilihlah menu

eASY.KSEI

The screenshot displays the AKSes-KSEI website interface. At the top, there are four market indices: ADES, ADHI, ADMF, and ADMG, each with its current value and percentage change. Below this is a banner for checking investment portfolios. The main content area is divided into 'AKTIVITAS PASAR' (Market Activity) with a line chart and 'Saham Paling Aktif' (Most Active Shares) table. A sidebar on the left contains navigation options, with 'eASY.KSEI' highlighted in a red box and an arrow pointing to it from the text above.

AKTIVITAS PASAR
Senin, 11 Mei 2020 15:14:54 +07

Indeks	Nilai	Perubahan	Persentase
COMPOSITE	4.625.185	+ 152,28	+ 0,41%
AGD	983	+ 22,811	+ 0,24%
ASIS-IND	645	+ 0,585	+ 0,91%
BSINS-2T	481	+ 4,855	+ 0,12%
CONSUMER	1.084	+ 7,927	+ 0,84%
IDX	983	+ 11,428	+ 0,12%
FINANCE	936	+ 10,113	+ 0,11%
INDOAC	124	+ 0,374	+ 0,30%

Saham Paling Aktif

Saham	Nilai	Volume	Persentase
LPPE	154.701.195.800	161.443.800	17,687
PGAS	207.743.457.800	222.606.600	15,957
BPPT	120.828.520.800	95.352.400	13,217
MVON	57.707.527.800	69.526.900	13,073
BBP	404.707.984.800	194.495.200	12,594
PTV	4.868.361.800	12.056.400	12,295
JSR	371.666.250.800	79.571.800	11,363
GRAB	36.447.732.800	185.498.400	10,518

AKSes-KSEI

Menu: Beranda, Portofoliku, Pusat Informasi, Pusat Edukasi, eASY.KSEI, Panduan

Aksi Korporasi

- Bunga - SMFP46CN5 - (OBLIGASI BKLT IV SMP TAHAP V TAHUN 2018 SERI B) Effective Date: 14 May 2020
- Bunga - ASAUDIATIME - (MTN PT AGRO SEJAHTERA ABADI TAHUN 2020 TAHAP 1 SERI A) Effective Date: 15 May 2020
- Bunga - BEX03CCNS - (OBL BKLTJ INDONESIA EXIMBANK III THP V TH17 SR C)

4. Pilih menu

Operations for Shareholders

dan pilih PT Adi Sarana Armada Tbk dalam tabel General Meetings.

Setelah itu klik

Select Attendance Type

The screenshot shows the KSEI website interface. The browser address bar displays `easy.ksei.co.id/eg/en/Dashboard.html/#/operations-for-shareholders`. The page title is "General Meetings". A sidebar on the left contains the following menu items: "Operations for Shareholders", "Operations for Representatives", "E-Meeting Hall", and "Vote Result Report". The main content area features a table titled "General Meetings" with the following data:

Meeting	Date	Time	Meeting Info
PT Adi Sarana Armada Tbk	15.08.2020	09:00	i

Below the table, there is a section titled "Your Saved Options" with a table that currently displays "No Result Found".

At the bottom of the page, a red footer bar contains the text "2020 Merkezi Kayit Kuruluşu" on the left and "Version 0.0.1" on the right.

5. Kemudian klik

My authorized representative will attend

The screenshot shows a web browser window with the URL `easy.ksei.co.id/egkern/Dashboard.html/#attendance-dec-inv`. The page title is "Select Attendance Type". The header includes the KSEI logo and a "Logout" button. A sidebar on the left lists navigation options: "Operations for Shareholders", "Operations for Representatives", "E-Meeting Hall", and "Vote Result Report". The main content area displays the meeting details: "PT ADI SARANA ARMADA TBK" and "13.05.2020, Annual General Meeting". Under the heading "Attendance Type :", there are two radio buttons: "I will attend in person" and "My authorized representative will attend". The second option is selected. Below this, there is a "Representative Type :" section with three radio buttons: "Individual Representative", "Intermediary", and "Independent Representative". At the bottom of the form, there are "Back" and "Next" buttons. A footer at the very bottom contains the text "2020 Monevni Kayit Kurulhusu" and "Versi 0.0.1".

6. Pada bagian 'Representative Type' pilih Independent Representative

The screenshot shows a web browser window with the URL `easy.ksei.co.id/egkeryDashboard.htm?/#attendance-dec-inv`. The page title is "Select Attendance Type". The header includes the KSEI logo and a "Logout" button. The left sidebar contains navigation links: "Operations for Shareholders", "Operations for Representatives", "E-Meeting Hall", and "Vote Result Report". The main content area displays the following information:

- Company: PT ADI SARANA ARMADA TBK
- Meeting: 18.05.2020, Annual General Meeting
- Attendance Type: I will attend in person My authorized representative will attend
- Representative Type: Individual Representative Intermediary Independent Representative
- Independent Representative section: "Please select the independent representative that you want to choose as representative and click on continue." Below this is a dropdown menu labeled "Select Independent Rep:" with the text "Please Select" and a downward arrow.

At the bottom of the page, there are "Back" and "Next" buttons, and a footer with the text "2020 Markas Kemitraan" and "Versi 1.0.1".

7. Pada kolom selanjutnya, pilih salah satu nama yang tersedia pada bagian 'Select Independent Rep', kemudian klik

Next

The screenshot shows a web browser window with the URL `easy.ksei.co.id/egken/Dashboard.html?/#attendance-dec-inv`. The page title is "Select Attendance Type". The header includes the KSEI logo and a navigation menu with items: "Operations for Shareholders", "Operations for Representatives", "E-Meeting Hall", and "Vote Result Report". The main content area displays the following information:

- Company: PT ADI SARANA ARMADA TBK
- Date: 19.08.2020
- Event: Annual General Meeting
- Attendance Type: I will attend in person My authorized representative will attend
- Representative Type: Individual Representative Intermediary Independent Representative
- Section: Independent Representative
- Instruction: Please select the independent representative that you want to choose as representative and click on continue.
- Selected Independent Rep: 32755680624370009 - Zaenab


At the bottom of the form, there are two buttons: "Back" and "Next". A red "Next" button is also visible in the top right corner of the page.

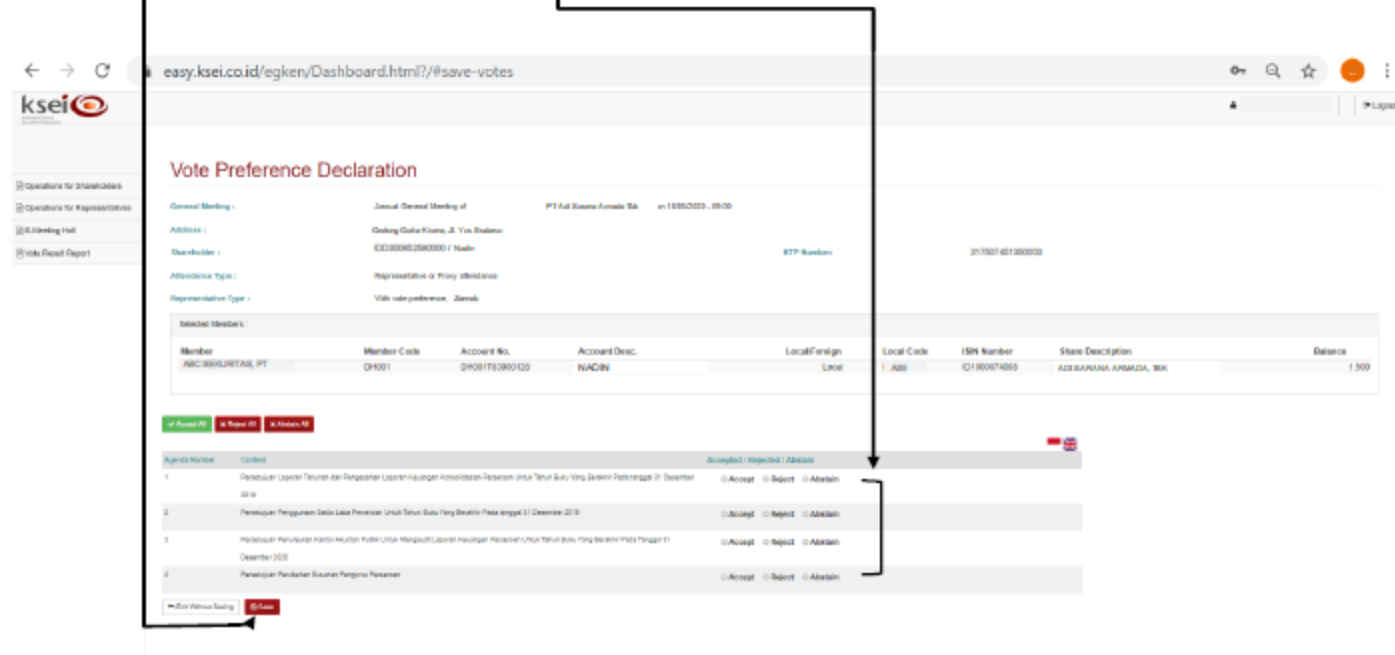
8. Setelah itu tampilan layar akan menunjukkan pernyataan 'Your attendance statement is saved', kemudian klik

OK

The screenshot shows a web browser window with the URL `easy.ksei.co.id/egken/Dashboard.html?/#attendance-dec-inv`. The page title is "PT ADI SARANA ARMADA". A modal dialog box titled "Attention" is displayed in the center, containing the message "Your attendance statement is saved." and an "OK" button. A black arrow points from the "OK" button in the dialog to the "OK" button in the top right corner of the browser window. The background page is dimmed and shows a sidebar with navigation options: "Operators for Shareholders", "Operators for Representatives", "E-Meeting Hall", and "Vote Result Report". The main content area includes "Attendance Type:" with radio buttons for "I will attend in person" and "My authorized representative will attend", and "Representative Type:" with radio buttons for "Individual Representative", "Intermediary", and "Independent Representative". Below this is a section for "Independent Representative" with a dropdown menu showing "32756880624370006 - Zaeenab" and a "Rep:" label. At the bottom of the page, there are "Back" and "Next" buttons.

9. Anda akan diarahkan ke laman 'Vote Preference Declaration' dan diminta untuk memberikan suara pada masing-masing agenda rapat, dengan cara memilih Accept atau Reject atau Abstain pada masing-masing agenda rapat.

Jika telah memilih untuk SEMUA agenda rapat, klik 



easy.ksei.co.id/egken/Dashboard.html?/#save-votes

Vote Preference Declaration

General Meeting : Jencut General Meeting of PT Ad Sawa Amada SA on 10/05/2023, 09:00

Address : Gedung Cakra Utama, Jl. Yos Sudarso, Cakung, Jakarta Timur, 13133

Shareholder : 0000000000000 / Nadin KTF Member 317507401200000

Attendance Type : Representative or Proxy Attendance

Representative Type : With vote preference, Jarak

Member	Member Code	Account No.	Account Desc.	Local/Foreign	Local Code	ISIN Number	Share Description	Balance
ABC BERKURTAH, PT	04501	0409170390000	NADIV	Local	1_ABB	ID180074000	ADJ BARANA, APALMA, BAK	1.500

Agenda Nomor	Content	Accepted	Rejected	Abstain
1	Disetujui Laporan Tahunan dan Pengantar Laporan Keuangan Konsolidasi Perseoran Usaha Tahun Buku yang Berakhir Pada tanggal 31 Desember 2022	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Penetapan Penggunaan Dana Laba Perseoran Usaha Tahun Buku yang Berakhir Pada tanggal 31 Desember 2022	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Menetapkan Mandat untuk Mendaftar Publik Untuk Menjual Laporan Keuangan Perseoran Usaha Tahun Buku yang Berakhir Pada tanggal 31 Desember 2022	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Penetapan Pendaftar Suksesi Pengurus Perseoran	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

10. Setelah itu layar akan menampilkan pernyataan 'Your transaction is done successfully'. Selanjutnya klik

OK

The screenshot shows a web browser at the URL easy.ksei.co.id/egken/Dashboard.html?/#save-votes. The page title is "Vote Preference Declaration". A modal dialog box titled "Attention" is displayed in the center, containing the text "Your transaction is done successfully" and an "OK" button. An arrow points from the "OK" button in the dialog to the "OK" button in the top right corner of the page. The background page shows details for a general meeting of PT Adi Sarana Ar Mada Tbk, including the address, shareholder information, and a table of selected members.

Member	Member Code	Account No.	Account Desc.	Local/Foreign	Local Code	IRN Number	Share Description	Balance
ADIC SARANA AR MADA TBK PT	DH01	DH011000123	NADIN	Local	000	D10001400	ADIC SARANA AR MADA TBK PT	1,500

11. Setelah proses pemberian suara selesai anda akan diarahkan pada ke laman utama seperti gambar di bawah ini. Anda dapat klik 'Logout' untuk keluar dari sistem eASY.KSEI.

The screenshot shows the 'General Meetings' section of the eASY.KSEI dashboard. The browser address bar indicates the URL: `easy.ksei.co.id/egken/Dashboard.html?#/operations-for-shareholders`. The user is logged in as 'Ryan Adipura Duthardi'. The main content area displays a table of general meetings for the company 'ADI SARANA ARMANA TBK PT'. Below this, there is a section for 'Your Share Option' with a table showing attendance preferences for the same meeting. At the bottom of the page, there are buttons for 'Change', 'Vote Now / Logout', 'Done', and 'Show entry detail'. A 'Logout' button is also visible in the top right corner of the dashboard.

Issue	Meeting	Date	Time	Meeting Info
ADI SARANA ARMANA TBK PT	Annual General Meeting	19.06.2020	08:00	1

Company	General Meeting Type	Date	Time	Attendance preference	Attendee	Representative Type	Note/Information
ADI SARANA ARMANA TBK PT	Annual General Meeting	19.06.2020	08:00	Representative	Zaenab	Independent Representative	Representative Votes are Determined