

**TOTO**  
**CONVOCAATION**  
**ANNUAL GENERAL MEETING OF SHAREHOLDERS**  
**PT SURYA TOTO INDONESIA Tbk**  
**Domiciled in West Jakarta**  
**(“Company”)**

The Board of Directors of the Company hereby invites the shareholders of the Company to attend the Company’s Annual General Meeting of Shareholders (“**Meeting**”) which will be held on:

Day/Date : Monday, June 3<sup>rd</sup> 2024  
Venue : Multifunction Hall, TOTO Building 7<sup>th</sup> Floor  
Jl. Let. Jend S. Parman Kav. 81, Slipi Palmerah  
West Jakarta, Indonesia  
Time : 14.00 Western Indonesian Time - end

**The Meeting Agendas is as follows:**

1. Approval and Legalization of the Company's Annual Report for the financial year ended December 31<sup>st</sup>, 2023, included among others the Company's Activity Reports, Board of Commissioners Supervisory Reports, the Company's Financial Statement for the year ended December 31<sup>st</sup>, 2023 and granting exemption of full responsibility (acquit et de charge) to the Board of Directors and Board of Commissioners for the management and supervision carried out in the financial year ended December 31<sup>st</sup>, 2023;
2. Approval for the appropriation of the Company's net profit for the financial year ended December 31<sup>st</sup>, 2023;
3. Approval of appointment of an Independent Public Accountant and/or Public Accounting Firm to audit the Company's Financial Statements for the financial year ended December 31<sup>st</sup>, 2024, and gives authority to determine the honorarium of the Independent Public Accountant and/or Public Accounting Firm and other terms of the appointment;
4. Approval of reappointment/change in composition of the Board of Directors and/or Board of Commissioners;
5. Approval for determination of salaries, honorarium, and other benefits for members of the Company's Board of Directors and Board of Commissioners.

**Explanation of the Meeting Agendas:**

- Meeting Agenda number 1, 2, 3, and 5 are agendas to fulfill the provisions of the Company's Articles of Association, Company Law Number 40 of 2007 concerning Limited Liability Companies ("Company Law") and Peraturan Otoritas Jasa Keuangan (“POJK”) Number 15/POJK.04/2020 concerning the Plan and Holding the Public Company General Meeting of Shareholders (“POJK15/2020”).
- Meeting Agenda number 4 are held in connection with the Company's need to change the composition of the Company's management in accordance with Article 17 of the Company's Articles of Association, also Article 94 and Article 111 of the Company Law.

**Notes:**

1. The Company will not send a separate invitation to the Company's Shareholders. This notice of this Convocation is in accordance with Article 13 paragraph 4 of the Company's Articles of Association and constitutes an official invitation for the Company's Shareholders. This summons can also be seen on the Company's website <https://www.investor.toto.co.id/rups2024>, Indonesia Stock Exchange's website and on the Electronic General Meeting System which is provided by PT Kustodian Sentral Efek Indonesia ("eASY.KSEI application").
2. Those entitled to attend or be represented at the Meeting are:
  - a. For the Company's shares that have not been included in the Collective Custody, only the shareholders or authorized shareholders of the Company, whose names are registered in the Register of Shareholders at the Company's Securities Administration Bureau ("BAE"), PT BSR Indonesia on **May 7<sup>th</sup>, 2024** until 16.00 Western Indonesia Time.
  - b. For the Company's shares which are in the Collective Custody, only shareholders or authorized shareholders whose names are registered in the account holder or custodian bank at PT Kustodian Sentral Efek Indonesia ("KSEI") on **May 7<sup>th</sup>, 2024** until 16.00 Western Indonesia Time.
3. Shareholders can attend electronically through the eASY.KSEI application or authorize their attendance electronically through the eASY.KSEI application, including granting voting rights for each agenda of the Meeting with the following conditions:
  - a. Shareholders inform their presence or appoint their proxies and/or submit voting options on the eASY.KSEI application, no later than 12.00 Western Indonesia Time on 1 (one) working day before the Meeting date.

Shareholders of the local individual type who have not provided a declaration of attendance or power of attorney in the eASY.KSEI application by the said deadline, 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 electronic Meeting registration period is closed by Company
  - b. Shareholders are required to register their attendance electronically through the eASY.KSEI application on the date of the Meeting until the electronic registration period for the Meeting is closed by the Company, if they have not given their vote choices for at least 1 (one) item on the Meeting agenda on the eASY.KSEI application, until the deadline according to letter a above.
  - c. Shareholders who will attend electronically or give their proxies electronically to the Meeting through the eASY.KSEI application, must pay attention to the following :
    - i. Registration Process;
    - ii. Electronic Submission of Questions and/or Opinions;
    - iii. Voting Process;
    - iv. GMS Impressions.
4. The Company will facilitate the Shareholders who entitled to attend the Meeting but are not able to attend the Meeting by giving power with the mechanism as follows:
  - a. The Company prepares 2 (two) types of power of attorney to Shareholders, namely Conventional Power of Attorney which can be downloaded through the Company's website or using Electronic Power of Attorney or e-proxy which can be accessed electronically via the website eASY.KSEI (<https://easy.ksei.co.id>)
    - i. Conventional Power of Attorney - power of attorney covering voting as well as questions on each agenda item. The power of attorney that has been completed and signed along with the supporting documents can be sent a scanned copy via email: [toto.indonesia@toto.co.id](mailto:toto.indonesia@toto.co.id) and [adm.efek@bsrindonesia.com](mailto:adm.efek@bsrindonesia.com). The original power of attorney must be sent by

registered letter to the Company's Securities Administration Bureau, namely PT BSR Indonesia and received no later than **Wednesday, May 29<sup>th</sup> 2024 at 16.00 Western Indonesia Time**, with the following address: PT BSR Indonesia, Gedung Sindo Lt. 3, Jl. Wahid Hasyim No. 38, Menteng, Jakarta Pusat 10340 Tel: 021 – 31181811 Fax: 021-3927721 attention to Mr. Gerardus Peu Apelabi.

- ii. Electronic Power of Attorney or e-Proxy that can be accessed through eASY.KSEI - a power of attorney system provided by KSEI to facilitate and integrate power of attorney from the Shareholders without scrip which shares are in KSEI collective custody to their proxies electronically through eASY website KSEI (<https://easy.ksei.co.id>) no later than 1 (one) working day prior to the date of the Meeting which is on **Friday, May 31<sup>st</sup> 2024 at 12.00 Western Indonesia Time**. Shareholders who will use eASY.KSEI can download the usage guidelines at the following link (<https://www.ksei.co.id/data/download-data-and-user-guide>). Electronic Power of Attorney or e-Proxy must comply with the procedures, terms and conditions determined by KSEI.
  - b. Shareholders who are unable to attend can be represented by their attorneys by bringing a valid Power of Attorney as determined by the Company's Directors, under the condition that members of the Board of Directors, members of the Board of Commissioners and employees of the Company can act as the authorized shareholders of the Company in this Meeting, but their votes are no counted in the voting.
5. Shareholders who are willing to attend directly at the Meeting, are kindly requested to the following provisions:
    - a. To facilitate the organization of the Meeting, the Shareholders or Shareholders' Proxy are kindly requested to be present at the Meeting Room at least 30 minutes before the Meeting starts;
    - b. In the question-and-answer session, the facilities provided are only via e-mail that can be delivered to email [toto.indonesia@toto.co.id](mailto:toto.indonesia@toto.co.id);
    - c. The Company will further announce if there are changes and/or additions to the provisions related to the procedure for conducting the Meeting.
  6. Shareholders or Shareholder's Proxy who will attend the Meeting are kindly requested to bring and submit a photocopy of the National Identity Card (KTP) or other valid personal identification and a signed Power of Attorney (if the shareholder is represented by a proxy) to the Company's registrar, before entering the Meeting Room. For the shareholders of the Company in the form of a legal entity are kindly requested to bring a photocopy of the articles of association and their amendments and the deed of appointment of the Board of Directors and the Board of Commissioners of the latest management when the Meeting is held, which must be completed with proof of approval/notification/ratification (as prevailed) from the official or authorized institution.
  7. Specifically for Shareholders in Collective Custody must bring Written Confirmation for Meeting ("KTUR") which can be obtained through a Securities Company or Custodian Bank where Shareholders open the securities account.
  8. The materials for the Meeting can be downloaded through the Company's website <https://www.investor.toto.co.id/rups2024> from the date of the Convocation to the holding of the Meeting.
  9. Other matters that have not been regulated in this Convocation of the Meeting will be determined and regulated later in the Meeting Rules of Procedure which will be available on the eASY.KSEI website and the Company's website.