

**CODE OF CONDUCT OF  
THE EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS  
("Meeting")  
PT BANK MUAMALAT INDONESIA Tbk  
(the "Company")  
Jakarta, November 13, 2023**

PT Bank Muamalat Indonesia Tbk has enacted this Rules and Procedures related to the Extraordinary Meeting of Shareholders ("Meeting"), which applies to the Company's Shareholders registered in the Shareholders Registry of the Company issued by the Securities Administration Bureau, PT Datindo Entrycom ("BAE") as of **October 19, 2023 at 16.00 Western Indonesia Time** ("Recording Date").

**REFERENCES AND LEGAL BASIS**

1. Law No. 40 of 2007 concerning Limited Liability Companies (the "Company Law").
2. Regulation of the Financial Services Authority No. 15/POJK.04/2020 concerning the Plan and Implementation of the General Meeting of Shareholders of Public Companies ("POJK 15/2020").
3. Regulation of the Financial Services Authority No. 15/POJK.04/2022 concerning the Stock Splits and Reverse Stock Split by Public Companies ("POJK 15/2022").
4. The Articles of Association of the Company.
5. The Company's Announcement and Notice which have been published respectively through the daily newspaper with national circulation and the Company's website, respectively on October 5, 2023 and October 20, 2023.

**TRANSPARENCY**

With respect to the transparency aspect and in relation to the implementation of Good Corporate Governance:

1. The Company provides the explanation as well as the material for every agenda of the Meeting.
2. The Question related to the agenda of the Meeting, submitted by Shareholders authorizing an Independent Party and validated, will be read out and discussed at the Meeting, and which will be stated in a Notarial Deed and submitted to the OJK, and will be stated in a Minutes of Meeting Summary which will be announced on the Company's website.
3. The shareholder who has granted the authority to the Independent Party and has been validated by BAE as valid Shareholders, pursuant to the Notice of the Meeting, Shareholders are able to submit questions through an Independent Party appointed by the Company and the sheets of paper containing the questions shall be attached in the Power of Attorney.

**COSTS**

Shareholders will not be charged fees associated with the authority granted to an Independent Party appointed by the Company. However, the cost of sending the power of attorney and stamp duty is the responsibility of each Shareholder

**MEETING PREPARATION**

1. Shareholders are deemed to have read to the contents of this Code of Conduct of the Meeting in advance that can be downloaded on the Company's Website. The Shareholder or the Proxy of the Shareholder who will be physically present in the Meeting will be obliged to adhere to the prevailing security and health protocol (the "Covid-19 Protocol") at the building on which the Meeting is convened.
2. Shareholders who authorize the Independent Party, is required to:
  - Obtain the Power of Attorney Form and Inquiry Form on the Company's website in accordance with the Meeting Notice.
  - Complete Identification documents:  
For Individual Shareholders: Identity Card ("KTP") or other proof of identity. For Legal Entity Shareholders or Legal Entity Shareholder Proxies: Photocopy of the latest Company's Articles of Association; Photocopy of the deed of appointment of the latest management of the company or similar document stated the latest company's management; and Specific power of attorney (if required by the Articles of Association of the Legal Entity).

- Submit the original Power of Attorney and Inquiry Form in person or by registered letter to the Company with the following address: PT Bank Muamalat Indonesia Tbk, Jalan Prof. DR. Satrio Kavling 18, RT.007/RW.004, Kuningan, Karet Kuningan, Setiabudi, Jakarta Selatan, Daerah Khusus Ibukota Jakarta 12940, attn. Corporate Affairs - Investor Relations.  
And submit a copy of the Power of Attorney and Inquiry Form, along with the copy of individual/company identification to [investor.relations@bankmuamalat.co.id](mailto:investor.relations@bankmuamalat.co.id) and [dm@datindo.com](mailto:dm@datindo.com) By mentioning the subject of the email: Bank Muamalat GMS 2023.
- Only the Shareholders Proxy granted by the Shareholders that have been validated by the Share Registrar, have the right to attend the Meeting and will be counted in the quorum and for the vote casted.
- Questions raised will be read at the meeting. Discussion on the agenda of the meeting, including questions raised, will be noted by the Notary and submitted to the FSA.

#### **REGISTRATION PROCESS**

1. Shareholders or Shareholders' Proxies who will attend the Meeting, must follow the health and safety standard protocol as explained earlier;
2. The registration process of Meeting will take place from 08.30 WIB and closed before the start of the Meeting.
3. Shareholders or Shareholders' Proxy who will be present must provide documents as follows:
  - Shareholders or Individual Shareholder's Proxy: KTP or other proof of identity; Power of Attorney and KTP or other proof of identity from the Principal and Attorney of Power of Attorney.
  - Legal Entity Shareholders or the Attorney of Legal Entity Shareholder: Photocopy of the latest Company's Articles of Association; Photocopy of deed of appointment of the latest company management or similar document stated the latest company's management; Specific power of attorney (if required by the Articles of Association of the Legal Entity).
4. Meeting Participants are only permitted to bring personal belongings that are reasonable to bring along to the Meeting room.

#### **PROCEEDING OF THE MEETING**

1. The Meeting will be held in the Indonesian language, however, in question and answer session, if there is a party who does not understand the Indonesian language, the said party may raise the question in English which will be translated into the Indonesian language by the Chairman of the Meeting, or by the Meeting Officer appointed by the Chairman.
2. Pursuant to the Article 10 Paragraph (5) of the Company's Articles of Association, the Meeting will be chaired by one of the members of the Board of Commissioners who has been appointed by the Board of Commissioner ("Chairman").
3. Meeting Quorum
  - a. For **agenda 1 and 3** pursuant to the Article 11 paragraph (1) letter (a) of the Company's Articles of Association and Article 41 paragraph 1 letter (a) Of POJK-15 on the Planning and Convening of General Meetings of Shareholders of Public Company, the Meeting can be conducted if it is attended by shareholders or their legal proxies, representing more than 1/2 (half) of the Company's total issued shares.
  - b. For **agenda 2** pursuant to the Article 11 paragraph (2) letter (a) of the Company's Articles of Association and Article 42 letter (a) Of POJK-15 on the Planning and Convening of General Meetings of Shareholders of Public Company, the Meeting can be conducted if it is attended by shareholders or their legal proxies, representing more than 2/3 (two third) of the Company's total issued shares.
4. Those entitled to attend the Meeting are the shareholders or Shareholder's Attorney whose names are registered in the Company's Register of Shareholders on October 19, 2023 or it's legal proxies.
5. The shareholder who attend late at the Meeting after the voting session, will not calculated in the number of shareholders present at the Meeting, and can't exercise its right to cast vote and raise question, and/or state opinion/suggestion at the Meeting.
6. After the Chairman explain the agenda of the Meeting, the Chairman will provide the opportunity to the shareholders or their proxies to raise question, opinion, suggestion and/or advice related to the discussed agenda, before taking the vote.

7. Only eligible shareholders or their proxies may raise the question, opinion, suggestion and/or advice at the Meeting.
8. Question and Answer
  - a. Before passing a resolution for each agenda item of the Meeting, the Chairman of the Meeting shall give the opportunity for the shareholders and the shareholder proxy who attend the Meeting to ask a question and/or state a opinion/suggestion for each agenda item of the Meeting. The shareholder or the shareholder proxy intending to ask a question and/or state a opinion/suggestion shall be asked to raise their hand.
  - b. The shareholders who wish to raise question and/or state opinion/suggestion are welcome to raise their hands and fill out a form which distributed by the Meeting Officer.
  - c. The Meeting Officers will collect the completed form that includes the name, the number of shares owned or represented and question/opinion/ suggestion raised and submit it to the Chairman.
  - d. The Chairman will read and respond to the question and/or opinion/suggestion raised one after the other. If necessary, the Chairman will ask the members of the Board of Directors or Board of Commissioners and/or Supporting Professional to respond to the questions and/or opinion/suggestion. If after the questions and/or opinion/suggestion have been responded to and there are still questions and/or opinions/suggestions from the shareholders, the chairman may provide the opportunity for the shareholders to submit the questions and/or opinions/suggestion directly without filling out the form first.
  - e. The Voting will be conducted after all question and/or opinion/suggestion have been addressed.
  - f. The question must be directly related to the agenda item of the Meeting being discussed. Any question, that according to the Chairman of the Meeting is not directly related to the agenda item of the Meeting being discussed, will not be addressed. The question shall be clear and concise. The questions of the Attorney written in the sheet of paper attached in the Power of Attorney shall be read out by the Officer.
  - g. The Chairman of the Meeting or the person appointed by the Chairman of the Meeting shall answer the question that is directly related to agenda item of the meeting. Other question with similar meaning will be addressed at once.
9. Every session of question will be given to 3 (three) participants.
10. Vote
  - a. Only shareholders whose names are recorded in the Company's Register of Shareholders on October 19, 2023 at 16:00 Western Indonesia Time or it's legal proxies, who are entitled to cast voting right.
  - b. Each share entitles its holder to cast 1 (one) vote.
11. Resolution of the Meeting
  - a. All resolutions will be decided based on amicable deliberations to reach mutual consensus. In the event that mutual consensus cannot be reached, then voting will be conducted.
  - b. For shareholders or their proxies who voted against or abstain are asked to raise their hands and will be given the opportunity to fill the ballot that will be submitted to the Meeting Officer to be submitted to the Notary to be calculated. If no one raises a hand, it is concluded that the Agenda of the Meeting was approved unanimously.
  - c. For **agenda 1 and 3** of the Meeting pursuant to Article 11 paragraph (1) letter (b) of Company's Articles of Association and Article 41 paragraph (1) letter (c) of POJK-15, resolutions will be passed if approved by Shareholders with valid voting rights representing more than 1/2 (half) of the total shares with the valid voting right that are present or represented at the Meeting.
  - d. For **agenda 2** of the Meeting pursuant to Article 11 paragraph (2) letter (b) of Company's Articles of Association and Article 42 letter b of POJK-15, resolutions will be passed if approved by Shareholders with valid voting rights representing more than 2/3 (two third) of the total shares with the valid voting right that are present or represented at the Meeting.
12. Pursuant to Article 47 of POJK-15, shareholders with valid voting rights present at the Meeting but who vote for abstain will be deemed to have cast the same vote as the majority vote at the Meeting.
13. At the end of every voting session, the Notary will announce the results of the voting.
14. This Code of Conduct of the Meeting shall be obeyed by all Meeting participants.
15. The Chairman entitled to ask the Meeting participant who is considered disturbing the Meeting by not complying this Code of Conduct of the Meeting to leave the Meeting room.

#### **MISCELLANEOUS**

1. The Shareholders and the Proxies of the Shareholders will be requested to stay seated in the room or at the place which has been stipulated by the Meeting organizing Committee.
2. The Participants of the Meeting are requested not to interrupt the conversation of other individuals in the Meeting including the conversation of the Chairman of the Meeting.
3. While in the Meeting room, the participants who are present in the Meeting will be requested to disable or set in vibrate or silent mode their cellular phone or other communication devices.
4. This Rules and Procedures is drawn up with due observance of the Articles of Association of the Company and the provisions of the prevailing regulations. Matters occur during the proceedings of the Meeting, which are not yet stipulated in this Rules and Procedures, will be determined the stipulation of which by the Chairman of the Meeting, with due observance of the Articles of Association of the Company and the prevailing provisions.
5. This Rules and Procedures is made in Indonesian and English, should there be any different interpretation between the Indonesian version and the English version, the Indonesian version shall prevail.

Jakarta, November 13, 2023  
**PT Bank Muamalat Indonesia Tbk**