

**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](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 Selasa, 6 Juni 2023 sampai selambat-lambatnya Selasa, 27 Juni 2023 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](mailto: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 Adminsitratasi 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 homepage of the eASY.KSEI website. At the top right, there is a red 'MASUK' button with a black arrow pointing down to it from the text 'ke dalam sistem eASY.KSEI, masuklah ke situs https://akses.ksei.co.id/, kemudian klik'. Below the 'MASUK' button is a white 'DAFTAR' button. The main content area features a banner with the text 'KEAMANAN YANG TERJAMIN DENGAN AKSeS KSEI' and a circular graphic of interconnected nodes and a padlock. To the left, a sidebar has a red 'Beranda' button and links for 'Pusat Informasi', 'Pusat Edukasi', and 'Panduan'.

**AKTIVITAS PASAR**  
Senin, 11 Mei 2020 16:16:07 +07

**SAHAM** Bursa ReksaDana

Kategori	Nomor	Harga	Panah	Persentase
COMPOSITE	4.689,185	+	107,06	+ 0,61%
AAPM	985	+	22,61	+ 0,62%
EASIS-IND	685	+	0,95	+ 0,01%
AKSES-27	431	+	0,80	+ 0,12%
CONSUMER	1.884	+	7,02	+ 0,39%
DEX	985	+	11,48	+ 0,12%
FINANCE	535	+	10,13	+ 0,11%
MIFRADE	124	+	0,574	+ 0,05%

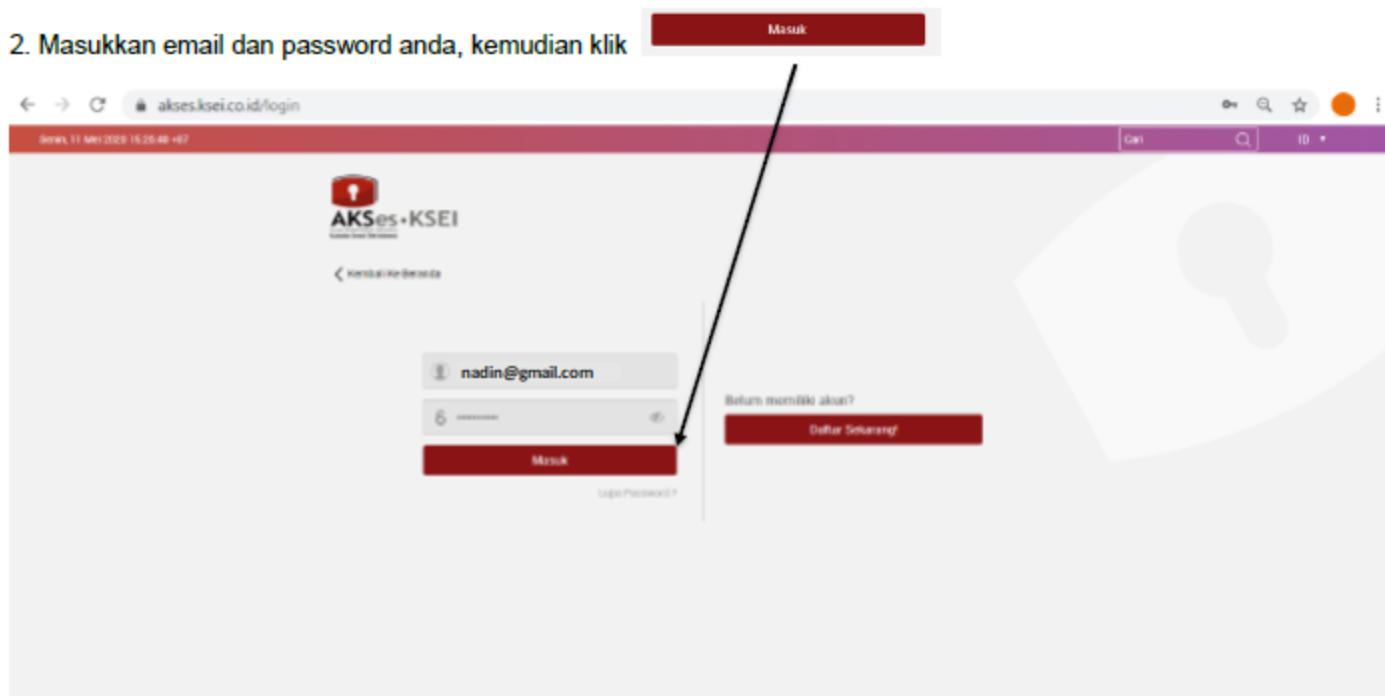
**Saham Paling Aktif**

Saham	Harga	Volume	Persentase
LPPT	104.285.077,500	181.377.180	17,64%
PSDK	267.581.006,500	382.496.180	15,02%
BRPT	113.072.116,000	30.897.990	13,11%
MBDN	57.420.011,000	69.421.760	12,06%
PTT	4.982.888,200	12.836.990	12,38%
BRI	402.135.154,000	151.406.760	12,03%
ASII	318.294.000,000	79.136.990	11,28%
GIAA	28.461.450,000	190.413.000	11,20%

**Aksi Korporasi**  
Mei 2020

Bunga - SMFP04BCNS - (OBIGASI BKLJT IV SMFT TAHAP V TAHUN 2018 SERI B) Effective Date : 14 May 2020
Bunga - ASA01A1MF - (MTN PT AGRO SEJAHTERA ABADI TAHUN 2020 TAHAP 1 SERI A) Effective Date : 15 May 2020
Bunga - BE00103CCNS - (OBL BKLJT INDONESIA EXIMBANK II THP V.TH17 SR.G)

2. Masukkan email dan password anda, kemudian klik



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

The screenshot shows the AKSes-KSEI website interface. At the top, there's a header with the date "Senin, 11 Mei 2020 15:27:49 +07", a search bar, and a menu bar with items like "Cari", "ID", and "Netter". A black diagonal line highlights the "eASY.KSEI" button in the bottom-left corner.

**User Profile:** On the left, a sidebar shows a profile for "Nadin" with the ID "100900452500000". It says "Selamat Bang Nadin" and provides a contact number "080305621504665". Below this is a red "Beranda" button.

**Market Activity:** The main content area features a banner with the text "kini cek portofolio investasi pasar modal LEBIH MUDAH" and the AKSes-KSEI logo. To its left is a "AKTIVITAS PASAR" section showing the "Indeks" (Composite) at 4,695,185 with a 1M% increase of 0.41%. Below this is a table of active stocks:

Aktivitas	Nomor	Harga	Persentase
AGRI	983	+ 22.811	+ 0.83%
BASC-IND	685	+ 0.585	+ 0.80%
BIMBIS-ZT	481	+ 4.895	+ 0.81%
CONSUMER	1.884	+ 7.827	+ 0.80%
DKX	985	- 11.428	- 0.81%
FINANCE	938	+ 10.113	+ 0.81%
IFORAGE	124	+ 0.574	+ 0.80%

Below the table is a chart showing the Composite index from 1M ago to 1Y ago, with a green dashed line indicating the current level.

**Corporate Actions:** On the right, there's a section titled "Aksi Korporasi" with a table of corporate actions:

Seri	Tgl	Nomor	Volume	Persentase	
08	14 May 2020	LPRF	154.701.785.000	101.443.000	17.687
08	14 May 2020	PGAS	287.263.457.808	302.606.689	15.667
08	14 May 2020	BPPT	120.828.525.908	95.382.489	13.217
08	14 May 2020	MHCN	57.707.367.808	69.526.669	13.079
08	14 May 2020	BBP	404.707.394.908	104.495.289	12.594
08	14 May 2020	PTV	4.868.361.808	12.056.489	12.285
08	14 May 2020	BBK	351.888.155.808	79.511.869	11.263
08	14 May 2020	BBK	39.447.132.808	159.498.489	10.318

Below the table are three callout boxes with details about specific corporate actions:

- Bunga - SMFPBNCN5 - (OBBL BILJET IV SMF TAHAP V TAHUN 2018 SERI B)**  
Effective Date: 14 May 2020
- Bunga - ASA01A1MF - (MTN PT AGRO SEJAHTERA ABADI TAHUN 2020 TAHAP 1 SERI A)**  
Effective Date: 15 May 2020
- Bunga - BEX1030CN5 - (OBBL BILJET INDONESIA EXIMBANK II THP V THI7 SR C)**

4. Pilih menu

Operations for Shareholders

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

Select Attendance Type

Setelah itu klik

The screenshot shows the KSEI eGKBN Dashboard with the following interface elements:

- Header:** Operations for Shareholders, Select Attendance Type, Logout.
- Left Sidebar:** Operations for Shareholders, Operations for Representatives, E-Meeting Hall, Vote Result Report.
- Main Content:**
  - General Meetings Section:** Displays a table with one row for "PT Adi Sarana Armada Tbk".

Issuer	Meeting	Date	Time	Meeting Info
PT Adi Sarana Armada Tbk	Amanah General Meeting	18.05.2023	00:00	<a href="#">i</a>
  - Your Saved Options Section:** A table with columns: Company, General Meeting Type, Date, Time, Attendance preference, Attendee, Representative Type, Vote Information. It shows "No Result Found".
- Footer:** 2020 Merkezi Kayit Kuruluşu, Version 0.0.1.

5. Kemudian klik

My authorized representative will attend

easyksei.co.id/egken/Dashboard.html#/attendance-dec-inv

ksei  
Indonesia Stock of  
Shareholders Registry

Logout

### Select Attendance Type

PT ADI SARANA ARMADA TBK 18.06.2020, Annual General Meeting

Attendance Type :

I will attend in person  My authorized representative will attend

Representative Type :

Individual Representative  Intermediary  Independent Representative

< Back Next

2020 Merkosa Karyl Kurniawati Version 0.0.1

6. Pada bagian 'Representative Type' pilih  Independent Representative

easy.ksei.co.id/egken/Dashboard.html#/attendance-dec-inv

ksei

Operations for Shareholders

Operations for Representatives

E-Meeting Hall

Vote Result Report

## Select Attendance Type

PT ADI SARANA ARMADA TBK 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

Please select the independent representative that you want to choose as representative and click on continue.

Selected Independent : Please Select

Rep :

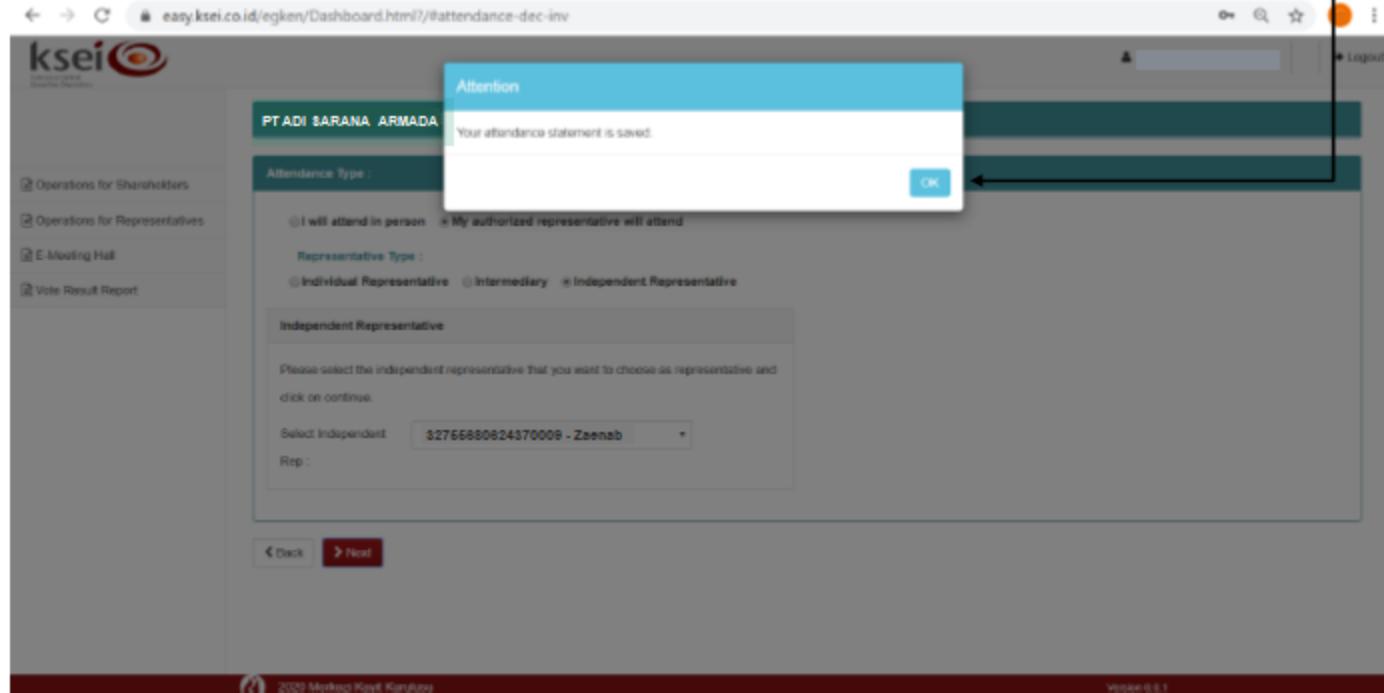
◀ Back ▶ Next

2020 Merkco Karyi Kurniawati Version 0.0.1

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

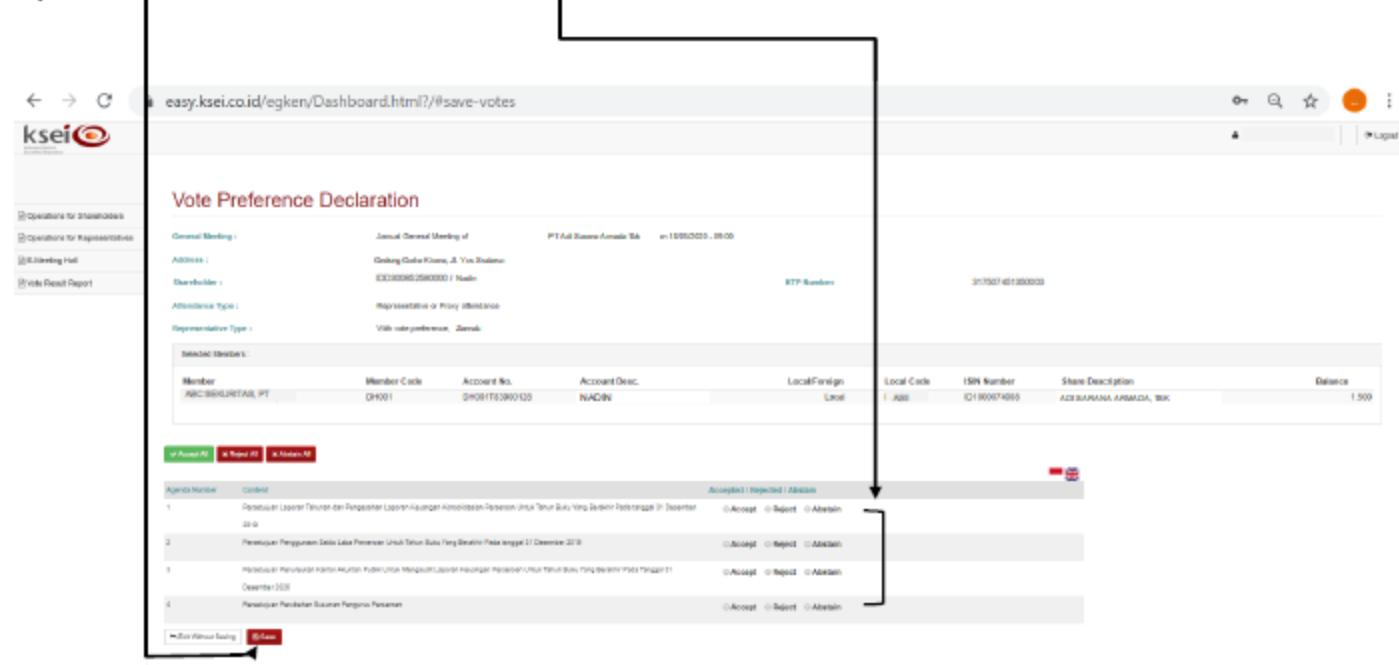
The screenshot shows a web application interface for selecting attendance type. At the top, there's a header bar with the KSEI logo and navigation links like 'Operations for Shareholders', 'Operations for Representatives', 'E-Meeting Hall', and 'Vote Result Report'. Below the header, the main title is 'Select Attendance Type'. The sub-information includes 'PT ADI SARANA ARMADA TBK', '19.08.2020', and 'Annual General Meeting'. A teal bar labeled 'Attendance Type:' contains two radio button options: 'I will attend in person' (selected) and 'My authorized representative will attend'. Under 'Representative Type:', there are three radio buttons: 'Individual Representative' (selected), 'Intermediary', and 'Independent Representative'. A section titled 'Independent Representative' contains a note: 'Please select the independent representative that you want to choose as representative and click on continue.' Below this is a 'Select Independent Rep' input field containing the text '32755880624370009 - Zaenab', which is highlighted with a blue border. At the bottom, there are 'Back' and 'Next' buttons.

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



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  Save



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

### Vote Preference Declaration

General Meeting : Annual General Meeting of PT Adhi Karya Armada Tbk on 15/09/2020 - 10:00

Address : Gedung Gudang Kuning, Jl. Yos Sudarso

Shareholder : 000300052800000 / Nadi

Attendance Type : Representative or Proxy Attendance

Representative Type : Vote preference - Zeraki

Selected Member	Member	Member Code	Account No.	Account Desc.	Local/Foreign	Local Code	ISIN Number	Share Description	Balance
	ADHIKARYA ARMADA, PT	DH001	000817890120	NADIN	Local	ASB	10190074000	ADHIKARYA ARMADA, BKW	1,500

Accept All  Reject All  Abstain All

Agenda Number	Content	Accepted   Rejected   Abstain
1	Persetujuan Penyerahan dan Pengesahan Laporan Keuangan Komisi Penyiaran Indonesia "Surat Suara Yang Benar" Periode I II Semester 2019	<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Abstain
2	Persetujuan Penggunaan Dana Lalu Penerima Untuk Tahun Buku Yang Berakhir 31 Desember 2019	<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Abstain
3	Persetujuan Penyaluran Bantuan Akhir Periode I Dalam Rangka Mengelola Operasi Perusahaan Untuk Tahun Buku Yang Berakhir 31 Desember 2019	<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Abstain
4	Persetujuan Pendekatan Biaya Penyelesaian	<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Abstain

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

The screenshot shows a web browser window for the KSEI system. The URL is [easy.ksei.co.id/egken/Dashboard.html?/isave-votes](http://easy.ksei.co.id/egken/Dashboard.html?/isave-votes). A modal dialog box titled "Alert" is displayed in the center, containing the message "Your transaction is done successfully". In the top right corner of the dialog, there is a blue "OK" button. The background of the page shows a "Vote Preference Declaration" form. The form includes fields for "General Meeting" (Annual General Meeting of PT Adi Sarana Armada Tbk), "Address" (Gedung Gedek Kuning, Jl. Yos Sudarmo Km. 89), "Shareholder" (PT Adi Sarana Armada Tbk), "Shareholder Type" (Representative or Proxy shareholder), "Representative Type" (With vote preference, Zende), and "Selected Member" (Member: ADI SARANA ARMADA Tbk, Member Code: DR801, Account No.: DR801103000128, Account Desc.: NADIN, Local Foreign: Local, Local Code: ANB, ISIN Number: D1XW01400, Name Description: ADI SARANA ARMADA Tbk, Balance: 1.500). Below this, there is a section for "Agenda Number" and "Content" with four items, each with "Accepted / Rejected / Abstain" buttons. The items are: 1. Persetujuan Laporan Keuangan dan Pengakuan Komitmen Penanaman Uang Tunai Buku Yang Berakhir Pada tanggal 31 Desember 2018; 2. Persetujuan Penggunaan dana Lalu Perbaikan untuk Tahan Buntung Pendirian Pada tanggal 27 Oktober 2019; 3. Persetujuan Penyaluran Kredit Darurat Untuk Mengakui Laporan Keuangan Penanaman Uang Tunai Buku Yang Berakhir Pada Tanggal 31 Desember 2019; 4. Persetujuan Pendirian Subsidi Pengadaan. At the bottom left, there are buttons for "Print PDF" and "Submit".

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 eASY.KSEI dashboard with the URL [easy.ksei.co.id/egken/Dashboard.html#/operations-for-shareholders](http://easy.ksei.co.id/egken/Dashboard.html#/operations-for-shareholders) in the address bar. The top right corner shows a user profile for 'Ryan Adiputra Dwihardja' and a 'Logout' button. A red arrow points from the text above to the 'Logout' button.

**General Meetings**

Meeting	Date	Time	Meeting Info
Annual General Meeting	19.08.2020	08:00	<a href="#">View</a>

**Select Attendance Type**

Company	General Meeting Type	Date	Time	Attendance preference	Attendee	Representative Type	Note Information
ADISARANA ARMADA TBK, PT	Annual General Meeting	19.08.2020	08:00	Representative	Zainab	Independent Representative	Representative Votes are Determined

[Change](#) [Underlaw Update](#) [Delete](#) [View event detail](#)