

**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 Selasa, 26 Mei 2026 sampai selambat-lambatnya Senin, 15 Juni 2026 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, there are three stock tickers: ABBA, ABDA, and ABMM. Below them is a navigation menu with 'Beranda', 'Pusat Informasi', 'Pusat Edukasi', and 'Panduan'. The main content area features a banner for 'KEAMANAN YANG TERJAMIN DENGAN AKSES KSEI' and a section for 'AKTIVITAS PASAR' with a line chart. A table of market activity is visible, and a 'MASUK' button is highlighted with a red box and an arrow pointing to it from the text above. Below the main content, there is a 'Saham Paling Aktif' table and a 'Aksi Korporasi' section.

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%
ESG&G-27	833	+ 0,80	+ 0,012%
CONSUMER	1.894	+ 7,827	+ 0,04%
DEK	845	+ 11,438	+ 0,012%
FINANCE	936	+ 10,113	+ 0,011%
HORADE	134	+ 0,574	+ 0,002%

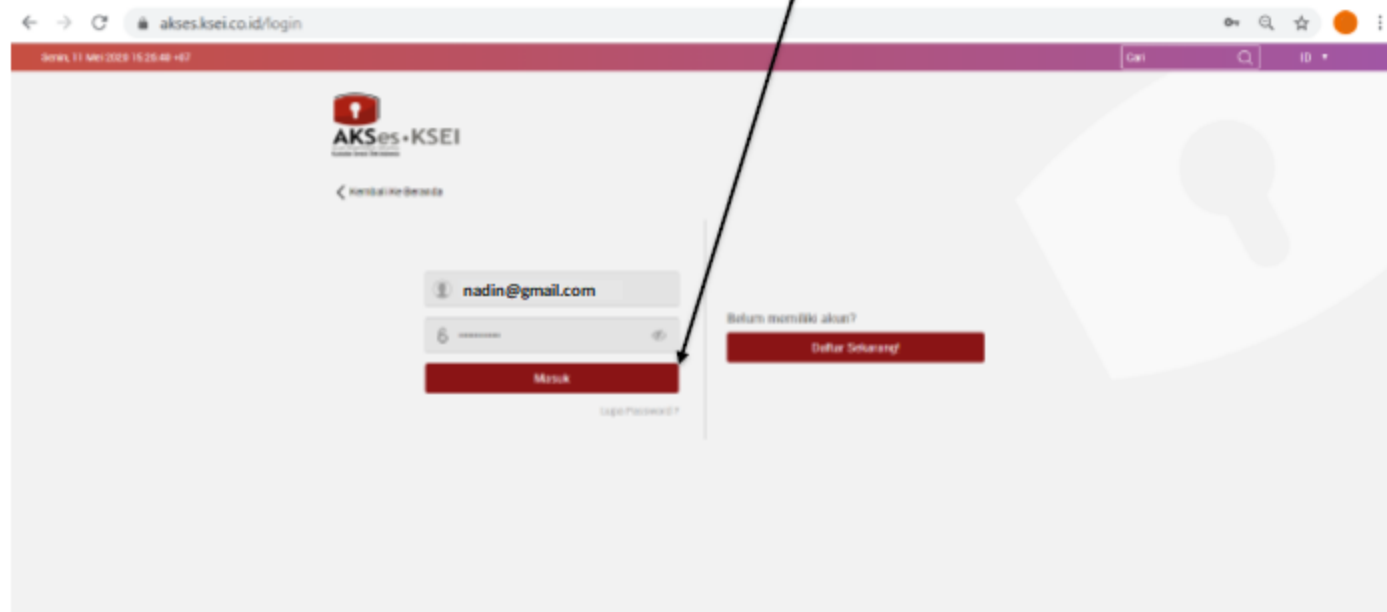
Saham	Nilai	Volume	Persentase
JPPY	354.285.071,508	181.177.180	17,945
PLAS	267.981.008,508	282.296.180	18,825
BPTT	118.872.118,008	80.897.280	13,195
MNCN	57.620.871,1008	88.421.780	13,062
PTPI	4.982.888,208	12.838.380	12,289
BHR	402.135.154,008	158.486.780	12,035
ASRI	318.254.056,008	75.158.880	11,281
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 stock price cards for ADES, ADHI, ADMF, and ADMG. Below this is a banner with the text 'kini cek portofolio investasi pasar modal LEBIH MUDAH'. The main section is titled 'AKTIVITAS PASAR' and includes a table of market indices and a line chart. A sidebar on the left contains navigation options, with 'eASY.KSEI' selected. A 'Saham Paling Aktif' table is also visible.

Indeks	Nilai	Perubahan	Perubahan %
COMPOSITE	4.625.185	+ 152,28	+ 0,41%
AGRI	983	+ 22,811	+ 0,24%
ASUS-IND	645	+ 0,585	+ 0,91%
BSINS-2T	481	+ 4,855	+ 0,12%
CONSUMER	1.084	+ 7,927	+ 0,84%
IDX	985	+ 11,428	+ 0,12%
FINANCE	936	+ 10,113	+ 0,11%
INDOAC	124	+ 0,374	+ 0,30%

Saham	Nilai	Volume	Persentase
LPPE	154.701.195.800	161.443.800	17,687
PGAS	267.743.457.800	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	79.511.800	11,363
GRAB	36.447.132.800	185.498.400	10,518

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 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, there is a red footer bar containing 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 menu 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
- Meeting: 11.05.2020, Annual General Meeting
- Attendance Type :
 - I will attend in person
 - My authorized representative will attend
- Representative Type :
 - Individual Representative
 - Intermediary
 - Independent Representative

At the bottom of the form, there are two buttons: "Back" and "Next".

Footer: 2020 Monevni Kayit Kurulhusu | Versi 0.0.1

6. Pada bagian 'Representative Type' pilih Independent Representative

easy.ksei.co.id/egkeryDashboard.htm?/#attendance-dec-inv

ksei
KORPORASI
SARANA EKSPANSI

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.

Select Independent

Rep :

< Back Next >

2020 Markas: Kertj Rumbou 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 browser window.

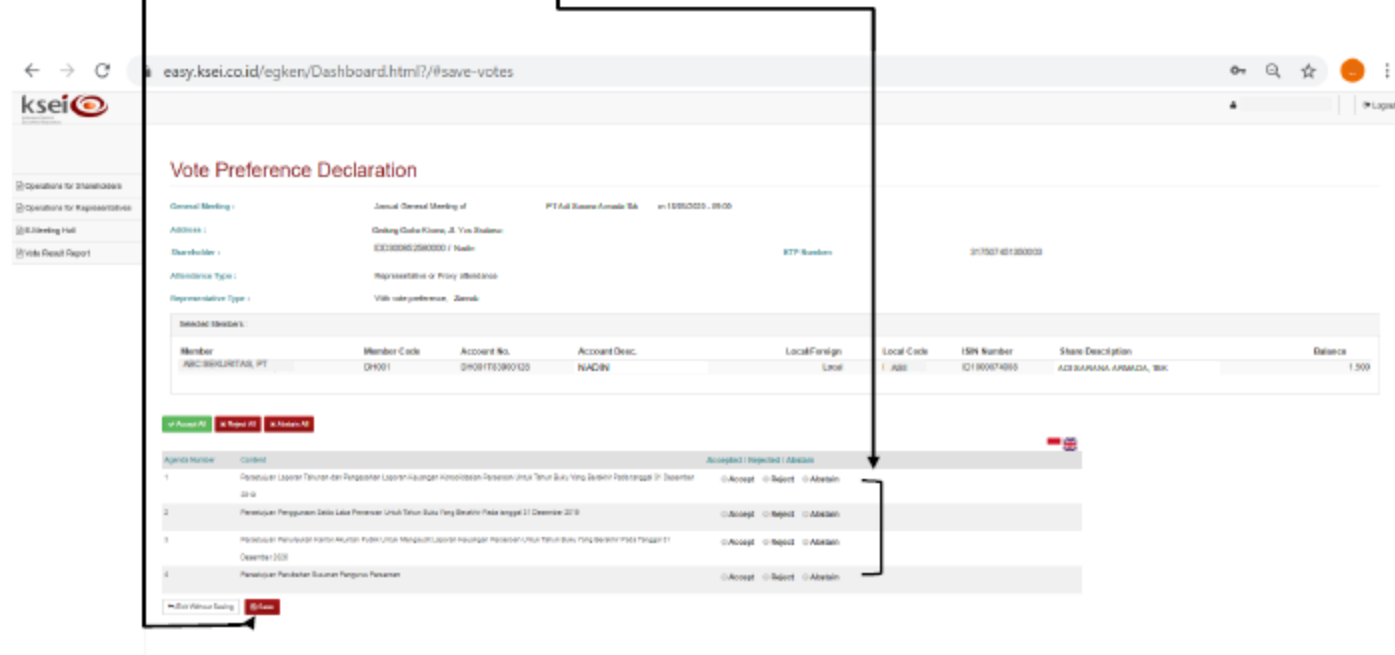
8. Setelah itu tampilan layar akan menunjukkan pernyataan 'Your attendance statement is saved', kemudian klik

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. The background page is dimmed and shows a form for selecting an independent representative. The form includes radio buttons for "I will attend in person" and "My authorized representative will attend", with the latter selected. Below this, there are radio buttons for "Individual Representative", "Intermediary", and "Independent Representative", with "Independent Representative" selected. A section titled "Independent Representative" contains the instruction: "Please select the independent representative that you want to choose as representative and click on continue." Below this instruction is a dropdown menu labeled "Select Independent" with the value "32756880624370006 - Zaeenab" and a "Rep:" label. At the bottom of the form, there are "Back" and "Next" buttons. The footer of the page contains the text "© 2020 Medhoni Invest. Indonesia" and "Website 0 0 1".

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 : Jenrol General Meeting of PT Adh Sukses Farmada SA on 10/05/2023 - 09:00

Address : Gedung Cade Klaten, Jl. Yos Sudarso
Dusunbalar : 03030000200000 / Negeri
Attendance Type : Representative or Proxy Attendance
Representative Type : Vlak vote preference, Zarah

Member	Member Code	Account No.	Account Desc.	Local/Foreign	Local Code	ISIN Number	Share Description	Balance
ARC BERKURITAB, PT	DH01	DH01TE000000	NADIV	Local	I_A00	ID180074000	A03 SARANA FARMADA, SA	1.500

Agenda Nomor	Content	Accepted	Rejected	Abstain
1	Disetujui Laporan Tahunan dan Pengantar Laporan Keuangan Konsolidasian 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 Perseoran Usaha Tahun Buku yang Berakhir Pada tanggal 31 Desember 2023	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Penetapan Pendirian Satuan Pengawasan Intern	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

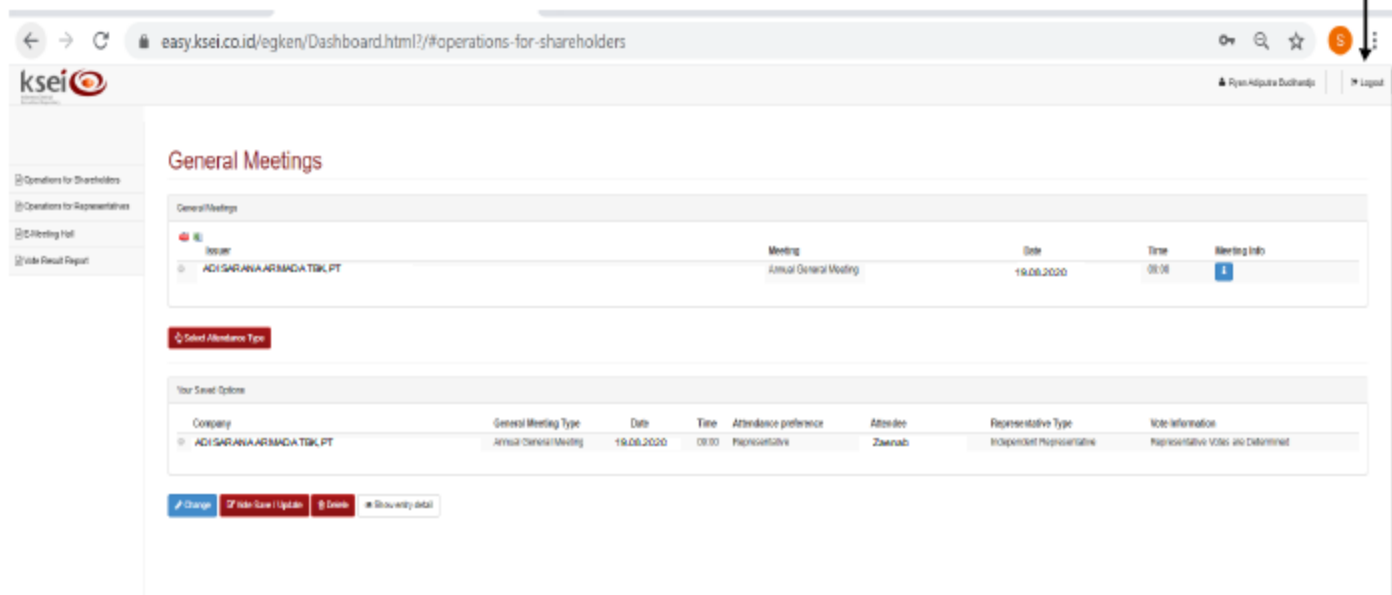
10. Setelah itu layar akan menampilkan pernyataan 'Your transaction is done successfully'. Selanjutnya klik

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, KPN number, 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 eASY.KSEI dashboard for shareholders. The browser address bar displays `easy.ksei.co.id/egken/Dashboard.html?#/operations-for-shareholders`. The user is logged in as `Ryan Adipura Duthardi`. The main content area is titled **General Meetings** and contains the following information:

General Meetings

Issue	Meeting	Date	Time	Meeting Info
ADISARANAARMANATBKPT	Annual General Meeting	19.06.2020	08:00	1

Select Attendance Type

Your Share Option

Company	General Meeting Type	Date	Time	Attendance preference	Attendee	Representative Type	Note/Information
ADISARANAARMANATBKPT	Annual General Meeting	19.06.2020	08:00	Representative	Zaenab	Independent Representative	Representative Votes are Determined

Buttons at the bottom: `Change`, `Vote Share / Logout`, `Share`, `Show entry detail`. A `Logout` button is located in the top right corner of the dashboard.