



**NOTICE OF
THE ANNUAL GENERAL MEETING OF SHAREHOLDERS
PT UNILEVER INDONESIA Tbk
(the "Company")**

To comply with article 17 of The Financial Services Authority Regulation No. 15/POJK.04/2020 concerning the Plan and Implementation of the General Meeting of Shareholders of Public Companies ("POJK 15/2020") and Article 13.11 of the Articles of Association of the Company, the Board of Directors of the Company hereby convey this notice to the Shareholders of the Company to attend the Annual General Meeting of Shareholders ("**Meeting**"), which will be held on:

Day / Date : Thursday, 27th May 2021

Venue : Head Office of the Company
Grha Unilever Green Office Park Kav 3
Jalan BSD Boulevard West, BSD City
Tangerang

Time : 09:30 a.m. Western Indonesia Time – finished

The Agenda of the Meetings:

The Board of Directors of the Company propose the following matters to be discussed and obtain approval from the Company's Shareholders:

1. Approval of the Financial Statement of the Company and Approval of the Annual Report of the Company including the report on the supervisory duties of the Board of Commissioners of the Company for the accounting year ended on 31st December 2020.
2. Determination of the appropriation of the profit of the Company for the accounting year ended on 31st December 2020.
3. Approval of the proposal on the designation of a Public Accountant and/or Public Accountant Firm to audit the books of Company for the accounting year ended on 31st December 2021 and determination of the honorarium of the Public Accountants as well as any other requirements of its appointment.
4. a. Affirmation of the expiration of the term of office of the members of the Board of Commissioners of the Company, appointment, and re-appointment of the members of the Board of Commissioners of the Company.
b. Determination of remuneration of the Board of Directors and the Board of Commissioners of the Company for the accounting year ended on 31st December 2021.

Additional Explanation:

The first, second, third and fourth point (b) of the agenda are the regular agendas to be discussed and decided in every Annual General Meeting of Shareholders of the Company. In relation with the fourth point (a) agenda, the Company will discuss the appointment of new members of the Board of Commissioners of the Company, as well as the re-appointment of members of the Board of Commissioners of the Company.

Further and detailed explanation of each agenda of the Meeting can be accessed through the Company's website: <https://www.unilever.co.id/> and/or information listed on the eASY.KSEI (electronic general meeting system) website.

Notes:

1. The Company will implement the Public Health Protocol in Public Places and Facilities in the Context of Prevention and Control of Corona Virus Disease 2019 (Covid-19) ("**Covid-19 Health Protocol**"), **including requires the Shareholders who are physically attend to perform RT- PCR/Swab nasofaring test with negative Covid-19 result as further regulated in point 6 below**. Therefore, the Company urges the Shareholders to follow the directions of the Government about health protocols to be followed and also to encourage shareholders to represent their attendance at the Meeting by granting power of attorney to Securities Administration Bureau of the Company, namely PT Sharestar Indonesia ("**BAE**"), both electronically and conventionally as described in point 5 below.
2. In relation to the Meeting, the Company will not provide separate individual invitation to each Shareholders of the Company, therefore this Notice shall serve as an official invitation to the Shareholders of the Company
3. The Shareholders of the Company who are entitled to attend the Meeting are the Shareholders of the Company whose names are validly recorded in the Register of Shareholders of the Company on 27th April 2020 at 16.00 WIB ("**Authorized Shareholders**") or their authorized proxy.
4. Meeting agenda material, the resume of the Board of Commissioners candidates who will be proposed at the Meeting, and other supporting documents can be downloaded through the Company's website <https://www.unilever.co.id/> from the date of this invitation until the date of the Meeting. The Company will not provide hardcopy material at the time of the Meeting.

5. Granting the Power of Attorney

Granting the Power of Attorney by the Authorized Shareholders shall be done in the following manner:

- (a) whose shares have been included in the collective custody of PT Kustodian Sentral Efek Indonesia ("**KSEI**"), the granting of power of attorney is carried out to attend and vote in the Meeting to BAE through the Electronic GMS Implementation Application or eASY.KSEI in the following manners:
 - i. Shareholders must first be registered in KSEI's Securities Ownership Reference facility ("**KSEI AKSes**") which can be accessed through <https://akses.ksei.co.id/> link provided by KSEI as an electronic power of attorney mechanism (E-Proxy).
 - ii. For Shareholders who have registered as KSEI AKSes users can authorize them through E-Proxy through eASY.KSEI.

- iii. E-Proxy can be done from the date of this Notice until 26th May 2021 at 12:00 PM.
 - iv. Registration guide, usage, and explanation of eASY.KSEI can be accessed at <https://akses.ksei.co.id/>
 - v. The granting of power of attorney can also be done without the use of E-Proxy and therefore can follow the same provisions as the point (b) below.
- (b) Those who have shares with scrip, the granting of power of attorney shall be made to attend and vote in the Meeting to:
- (i) one of the representatives of BAE as independent party (please contact BAE or access the Power of Attorney form attached in Company's website <https://www.unilever.co.id/>); or
 - (ii) other parties, provided that if the other party is a member of the Board of Directors, members of the Board of Commissioners or employees of the Company, they may act as a proxy to attend the Meeting, but their votes are not counted in the vote. The beneficiary is required to provide a valid Power of Attorney by attaching a photocopy of the identity of the authorizer and the beneficiary. In accordance with Article 48 POJK 15/2020, in a vote, the issued vote applies to all shares owned by the shareholder and therefore the granting of power cannot be made to more than one beneficiary for a portion of the number of shares by different votes.
- The power of attorney format can be downloaded on the Company's website: <https://www.unilever.co.id/>. If the shareholder's power of attorney is signed outside Indonesia, the power of attorney must be legalized by the Indonesian Embassy or consular office closest to the place where the power of attorney is signed.
 - The original power of attorney, which is completed accompanied by a copy of ID Card or any other valid identification document can be sent to BAE at their office located at Berita Satu Plaza, 7th Floor, Jl. Jend. Gatot Subroto Kav. 35-36, Jakarta 12950, Indonesia, Tel. +6221 5277966, Fax. +6221 527 7967 ("BAE Office"), no later than 3 (three) working days before the Meeting is held, on 24 May 2021 at the latest at 16.00 pm West Indonesia Time.
 - The proxy will only be allowed to attend the Meeting after being declared valid as a proxy for the shareholders who are registered as Authorized Shareholders.
6. The Covid-19 Health Protocol that will be applied to shareholders or their proxies who will be physically present at the Meeting are as follows:
- (a). In order to implement the Covid-19 Health Protocol, the Meeting Officer will direct the Shareholders and/or their proxy into the specified Meeting room and limit the number of people in the Meeting room taking into account the capacity of the Meeting venue and physical distancing policy.
 - (b) Must provide confirmation of physical attendance at the latest 1 (one) day before the event by notifying BAE, and determination of the shareholders or proxies of shareholders who will be permitted to physically attend the Meeting shall be conducted with the principle of "giving confirmation first will be prioritized" (first confirm first served).
 - (c) At the time of attendance or registration of attendance, the Shareholders or their proxy are required:

- (i) For the safety and health of all Parties, on their own expense, to conduct and provide the results of the RT-PCR/swab nasopharyngeal test with negative Covid-19 result in the maximum period of 3 (three) days before the Meeting where the sampling for RT-PCR / swab nasopharynx test at the earliest conducted on 24th May 2021. Rapid Test and or Swab Antigen results are not accepted;
 - (ii) do not have above normal body temperatures (more than 37.3 ° C);
 - (iii) not being unwell (fever, cough, flu or colds), must submit a health declaration form (can be downloaded on the Company's website <https://www.unilever.co.id/> which contains health information.
 - (iv) Individual Shareholders submit a copy of ID Card ("KTP") or any other valid identification document and for representatives of shareholders who are legal entities, please note to the provisions of point 7 below;
 - (v) Proxy of power of attorney outside the e-proxy mechanism, submits original Power of Attorney along with copy of ID Card of the power of attorney and the recipient of the power of attorney or any other valid identification document
 - (vi) Shareholders whose shares are in KSEI's collective custody are required to show Written Confirmation for Meetings ("KTUR") which can be obtained at a securities company or custodian bank where the Shareholders open their securities accounts.
- (d) Use mask anytime while being in the area around the meeting room and in the meeting room during the Meeting.
- (e) At the time of registration, it is mandatory to submit a health declaration form containing health information that can be downloaded on the Company's website.
- (f) Following the directions of the Meeting Committee in implementing the health protocols such as physical distancing policy at the Meeting place and the area around the Meeting room both before the Meeting starts, at the time of the Meeting, and after the Meeting is finished.
- (g) If at the Meeting place, there are shareholders or their proxy who have or are seen as symptomatic (fever, cough, flu or colds), they will be asked to leave the Meeting room.
- (h) Must follow and obey the directions and decisions of the organizing Committee of the Meeting. The Company has the right to prohibit shareholders or their proxies from entering the building / attending Meeting physically if the shareholders or their proxies do not comply with the health and safety protocol established by the Company, or if there is any other consideration that may be deemed proper to take in relation to the health and safety protocol.
- (i) For shareholders who are included in the high-risk group for Covid-19, among others: aged 60 years and over; have comorbid diseases (comorbidities) such as diabetes mellitus, hypertension, cancer, asthma and Chronic Obstructive Pulmonary Disease (COPD) and others and pregnant women are strongly discouraged from attending Meeting physically and to authorize parties that have been provided by the Company using the e-Proxy mechanism.

- (j) Shareholders who have attended the Meeting venue but are prohibited from attending or are unable to enter the Meeting room because the reasons stated in point 6 of this Notice can still exercise their rights by granting their power of attorney (to attend and give their voting rights at each agenda of the Meeting) to the independent party appointed by the Company (BAE Representative), by filling out and signing the Power of Attorney form provided by the Company at the Meeting site.
7. The Authorized Shareholders who have legal entity status (“Legal Entity Shareholders”) can be represented in the Meeting by one or several people who have the authority to represent and act for and on behalf of the Legal Entity Shareholders in accordance with the Articles of Association of the Legal Entity of the Shareholders. Requested to provide:
- (a) A copy of the Articles of Associations of the legal entity, which is valid on the day of the Meeting,
 - (b) A copy of the Minutes of the General Meeting of Shareholders or other documents relating to the appointment of members of the Board of Directors or the management of Legal Entity Shareholders who served at the time of the Meeting, along with evidence of notification and registration of their appointment to the competent authority,
- is sent to the BAE office at the address listed in number 5.(b).(ii) above, no later than 3 (three) working days before the Meeting, which is on 24th May 2021. [Representatives of Legal Entity Shareholders who will physically attend the Meeting to bring a copy of the aforementioned documents as well as their National Identity Card (KTP) or other identity cards]
8. The Authorized Shareholders who are present and or will authorize to the BAE are entitled to submit questions relevant to the agenda of the Meeting to the BAE via email to sharestar.indonesia@gmail.com or in writing by mail sent to the BAE with the Subject “**Pertanyaan RUPST Unilever 2021**” and complete with identity and number of votes, no later than 3 (three) working days before the Meeting held, at the latest on 24 May 2021. As long as these questions are relevant, they will be submitted and discussed in the Meeting and recorded in the Minutes of Meeting prepared by a Notary and announced on the website of the Company and the Indonesia Stock Exchange.
9. Considering the safety and health protocols as well as to facilitate the registration of attendance of shareholders, authorized shareholders or their authorized representatives are asked respectfully to be present in the meeting place at 08.00 WIB. To ensure a simple, concise, and fast running of the Meeting, the Meeting will start on time and the registration desk will be closed at 09.00 WIB or any other time if there is certain condition determined otherwise by the Meeting Committee. Authorized Shareholders or their authorized proxies who are present after 09.00 WIB will be considered absent, and therefore cannot submit proposals and/or questions and cannot vote in the Meeting.
10. Shareholders or their proxy are required to study the material of the Meeting with the explanation of Meeting’s agenda, the Rules of Meeting prepared by the Company. Power of attorney and other supporting documents can be downloaded through the Company’s website <https://www.unilever.co.id/> and available during business hours and days at the BAE office. The

Company does not provide Meeting material in the form of hardcopy or softcopy in the form of flash disks.

11. **For health reasons and in the context of controlling and preventing the spread of the COVID-19 Virus, the Company does not provide food and beverages, product goody bags/souvenirs, and any hard copy material form to Shareholders and their proxy present at the Meeting.**

Taking into account the conditions and situation of the spread of Covid-19, the Company may make changes and/or additions to the latest information related to the procedures for the implementation of the Meeting which will be announced further through the Company's website <https://www.unilever.co.id/>.

Questions or requests for other information related to the Meeting may be submitted/requested to the Company Email: unvr.indonesia@unilever.com and or Email BAE : sharestar.indonesia@gmail.com.

Tangerang, 28th April 2021

Board of Directors of the Company