



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

Refer to the provision of Article 17 Regulation Of The Financial Services Authority Of The Republic Of Indonesia Number 15/POJK.04/2020 On The Planning and Organization Of General Meetings Of Shareholders By Publiclytraded Companies (“**POJK 15/2020**”) and Article 13 of the Article of Association of the Company. Board of Directors deliver this notice to Shareholders of the company to attend the Annual General Meeting of Shareholders (“**Meeting**”), which will be convened on:

Day / Date : Friday, 24 July 2020

Venue : Head Office of the Company

Grha Unilever

Green Office Park Kav 3

Jalan BSD Boulevard West, BSD City

Tangerang

Time : 09:00 a.m. Western Indonesia Time – finished

The Agenda of the Meeting are as follows:

Board of Directors 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 31 December 2019.
2. Determination of the appropriation of the profit of the Company for the accounting year ended on 31 December 2019.
3. Approval of the proposal on the designation of a Public Accountant to audit the books of Company for the accounting year ended on 31 December 2020 and determination of the honorarium of the Public Accountants and other terms of their designation.

4. a. Approval of the proposal reappointment and appointment of the members of the Board of Directors and change in the composition of the Board of Commissioners of the Company.
- b. The determination of remuneration of the Board of Directors and the Board of Commissioners of the Company for the accounting year ended on 31 December 2020.

Additional Explanation:

The first, second, third and fourth letter (b) of the agenda are the regular agenda to be discussed and decided in each Meeting. In relation with the fourth letter (a) agenda, the Company will discuss the appointment of new members of the Board of Directors and the Board of Commissioners, as well as reappointment of the Board of Directors.

Notes:

In an effort to prevent the spread of COVID-19 outbreak, the Company urges Shareholders to follow the directions of the Government to be able to comply with health protocols to prevent the spread of COVID-19, both before and during the Meeting. The Company will implement the health protocol and COVID-19 virus prevention which is carried out in accordance with the health protocol established by the Company. The Company will facilitate the Meeting as follows:

1. In relation to the Meetings, the Company will not send a separate individual invitation to each Shareholders of the Company, so this invitation shall serve as an official invitation to the Shareholders of the Company.
2. The Shareholders who eligible to attend the Meeting are the shareholders whose names are recorded in the List of Account Holders in the Company on 24 June 2020 at 16.00 Western Indonesia Time (“**Entitled Shareholders**”) or their legal proxy.
3. For health reason as stated above, the Company urges the Entitled Shareholders who have script shares to authorize one of the representative of the Company's Securities Administration Bureau, namely PT Sharestar Indonesia (“**BAE**”) as an independent party to represent shareholders for attend and vote at the Meeting or by the authorization way as explained in point 6 below. 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 whose 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 21 July 2020 at the latest at 16.00 WIB.

4. The Company urges the Entitled Shareholders with scriptless shares, namely those shares have been included in KSEI's collective custody, to authorize BAE through the KSEI Electronic General Meeting System (**eASY.KSEI**) facility in the <https://akses.ksei.co.id/> link provided by KSEI as an electronic proxy mechanism (e-Proxy) in the process of convening a Meeting. E-Proxy can be done from the date of this notice until 23 July 2020 at 12.00 WIB.
5. If the Entitled Shareholders will attend the Meeting outside the eASY.KSEI mechanism, the Shareholders can download the Power of Attorney which is attached in Company's website <https://www.unilever.co.id/>. And can authorize one of the representative of BAE to attend and vote at the Meeting. Please send the original Power of Attorney accompanied with copy of ID Card or any other valid identification document to BAE Office in accordance with the timeframe and place as mentioned in point 3 above. Only a validated Power of Attorney as a Entitled Shareholders will be counted for both the attendance quorum and the decision quorum taken.
6. Shareholders who are unable to attend, beside to providing power of attorney to one of the representative of the BAE, can also provide power of attorney to other parties they want and the authorized is asked to bring the Power of Attorney accompanied with copy of the authorizer's ID Card and the person receiving the power of attorney's, with the provision, the member of the Board of Directors, Board of Commissioner and the employees of the Company may act as a proxy of the Company's Shareholders, however the vote cast by them will not be counted on the voting process and by observing the provisions in Article 48 POJK 15/2020. The Shareholders of the Company are not entitled to give power of attorney to more than one power for a portion of the number of shares owned by him with different votes. The power of attorney form can be downloaded on the Company's website and will be available from the moment this Notice is announced.
7. For Shareholders or their proxy who will remain physically present at the Meeting, Shareholders must follow the security and health protocol determined by the Company, including the limitation of meeting participants. If they meet the requirement, then before entering the Meeting room, Shareholders must follow/obtain the following procedure:
 - a. **For safety and health all the Participant of the Meeting, the Company requires every Shareholder or their proxy who physically present, at their own expense, to have a Health Certificate obtained from hospital doctors, health centers, or clinics in the form of a throat swab test (PCR/Swab test) with negative of COVID-19 results in the maximum period of 7 (seven) days before the Meeting;**
 - b. Quota of physical attendance in the Meeting room in accordance with the *principle of first come first served* as many as 50 people, including representatives of the Company and the Meeting Supporters, in accordance with applicable regulations;
 - c. Using mask;
 - d. Body temperature detection and monitoring to ensure Shareholders or their proxy do not have above normal body temperatures (more than 37.3 ° C);

- e. Shareholders or their proxy who are sick even though their body temperature is still in normal temperature are not allowed to enter the Meeting place;
 - f. 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;
 - g. Following the directions of the Meeting committee in implementing the physical distancing policy at the Meeting place both before the meeting starts, at the time of the meeting, and after the Meeting is finished;
 - h. If at the meeting place, there are Shareholders or their proxy who have or are seen as symptomatic (such as coughing, fever, flu), they will be asked to leave the Meeting room;
 - i. The Company will evaluate whether the Shareholders or their proxy can enter the Meeting place;
 - j. The Company will re-announce if there are changes and / or additional information related to the procedure for holding the Meeting with reference to the latest conditions and developments regarding integrated handling and control to prevent the spread of the COVID-19 Virus;
8. If the Shareholders and/or their proxy meet the requirements as referred to in point 7 above, then before entering the Meeting room, the Shareholders must follow the following procedures:
- a. Individual Shareholders submit a copy of ID Card ("KTP") or any other valid identification document.
 - b. Proxy of Individual Shareholders submits: (i) Power of Attorney determined by the Company, (ii) a copy of ID Card or any other valid identification document.
 - c. Legal Entity Shareholders and their proxy are requested to provide:
 - (i) Power of Attorney determined by the Company,
 - (ii) A copy of the Articles of Associations of the legal entity which is valid on the day of the Meeting,
 - (iii) A copy of the latest deed of appointment for the management of the company,
 - (iv) A special power of attorney (if required by the Legal Entity's Articles of Association) is sent to the Company's Securities Administration Bureau at the address listed in number 3 above, no later than 3 (three) working days before the Meeting, which is on 21 July 2020.
 - d. 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.
9. **The Company ensures Shareholders who are unable to attend or choose not to attend the Meeting may exercise their rights by granting power of attorney (to attend and cast their votes on each agenda of the Meeting) to an independent Party provided by the Company (BAE) by completing the Power of Attorney form that has been uploaded on the Company's website and can be downloaded at the following link <https://www.unilever.co.id/>. The power of attorney that has been accompanied by a copy of ID Card or other identification from the grantor, please send it to the BAE Office according to the place and time as mentioned in point 3 above.**

10. 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 does not provide Annual Reports in physical form to Shareholders and their proxy present at the Meeting.

11. The Company will provide meeting agenda materials for each Meeting Agenda through the Company's website <https://www.unilever.co.id/>. Shareholders who are present and / or authorize BAE have the right to submit questions relevant to the agenda of the meeting submitted through BAE via e-mail to Sharestar.indonesia@gmail.com or writing via letter to the BAE Office, with Subjects "Pertanyaan RUPST Unilever 2020" and completed with the identity and number of votes, received no later than 3 (three) working days before the Meeting, which is on 21 July 2020. As long as the relevant questions will be submitted and discussed at the Meeting and recorded in the Minutes of the Meeting compiled by the Notary and announced in the Company's website and the Indonesia Stock Exchange.

12. Considering the safety and health protocols as well as to facilitate the registration of attendance of shareholders, the shareholders or their lawful proxy respectfully requested to be present in the venue at 07.30 pm. To ensure that the meeting is simple, concise and fast, the meeting will start on time and the registration table will close at 08.30 WIB. Shareholders or their proxy who attend after 08.30 West Indonesia Time are not permitted to attend the Meeting.

13. 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 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.

Question or other information requests related to meeting can be submitted/requested to Company's Email: unvr.indonesia@unilever.com and / or BAE's Email : Sharestar.indonesia@gmail.com.

Tangerang, 25 June 2020

Board of Directors of the Company