



**NOTICE OF  
THE EXTRAORDINARY 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 Extraordinary General Meeting of Shareholders ("**Meeting**"), which will be held on:

Day / Date : Monday, 1<sup>st</sup> November 2021

Venue : Head Office of the Company  
Grha Unilever Green Office Park Kav 3  
Jalan BSD Boulevard West, BSD City  
Tangerang 15345

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

Mechanism : Electronic Meeting through the eASY.KSEI platform <https://akses.ksei.co.id/> in accordance with the regulation of the Financial Services Authority No. 16/POJK.04/2020 regarding Implementation of the General Meeting of Shareholders of a Publicly Listed Company ("**POJK 16/2020**")

**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 on the proposed change in the composition of the Board of Directors of the Company.
2. Approval on the proposed change in the Articles of Association of the Company.

**Additional Explanation:**

1. The first agenda will discuss the plan to change the composition of the Board of Directors in connection with the resignation of Mrs. Tran Tue Tri from her position as Director of the Company, as well as the proposed appointment of a new Director of the Company.
2. The second agenda item of the Meeting is regarding the Changes to the provisions of the Company's Articles of Association which include, among others: (i) Duties and Authorities of the Board of Directors in relation to Intellectual Property Rights, (ii) editorial changes in the description of the Company's purpose and objectives, as well as business activities listed in the Company's Article of Association to be adjusted to the KBLI and/or provisions of laws and regulations from relevant agencies, among others the purpose of registration in the Legal Entity Administration System at the Ministry of Law and Human Rights of the Republic of Indonesia and Electronically Integrated Business

Licensing Service System (*Online Single Submission* (“OSS”)). The Company does not intend to make changes to its business activities.

Further and detailed explanation of each agenda of the Meeting can be accessed through the Company's website: <https://www.unilever.co.id/investor-relations/shareholder-information/berita-terkait-rups-dan-rupslb.html>.

**General Provisions:**

1. The Company will not provide separate individual invitation to each Shareholders of the Company, this notice is served as an official invitation. This notice can also be seen on the Company's website ([www.unilever.co.id](http://www.unilever.co.id)), PT Bursa Efek Indonesia Indonesia (IDX) website (<https://idx.co.id/>) and PT Kustodian Sentral Efek Indonesia website (<https://www.ksei.co.id/>).
2. 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 30<sup>th</sup> September 2021 at 16.00 WIB ("**Authorized Shareholders**") or their authorized proxy.
3. Material Agenda of the Meeting namely profile resumes of prospective members of the Board of Directors whose appointment will be proposed at the Meeting, proposed changes to the Articles of Association, the Rules of Meeting and other documents related to the implementation of the Meeting are available and can be accessed and downloaded through the Company's website (<https://www.unilever.co.id/investor-relations/shareholder-information/berita-terkait-rups-dan-rupslb.html>) from the date of this notice until the date of the Meeting. The Company does not provide Meeting material in the form of hardcopy at the Meeting.
4. In connection to the implementation of the Meeting through eASY.KSEI as referred to above, the Shareholders can participate in the Meeting through the following mechanism:
  - a. electronic attendance at the Meeting through the eASY.KSEI application (<https://akses.ksei.co.id/>);
  - b. represented by another party by giving power of attorney electronically through the eASY.KSEI application; or
  - c. physical attendance at the Meeting
5. **to prevent and/or control the spread of Corona Virus Disease (COVID.19), the Company strongly recommend the Shareholders to participate in the Meeting either by electronic attendance as described in item 4 letter a, or by granting electronic proxy (e-Proxy) through the eASY.KSEI application as referred to in item 9 letter a, with due observance of the following:**
  - i. the Company's Shareholders that can use the eASY.KSEI application are local individual Shareholders whose shares are kept in the collective custody of KSEI;
  - ii. the Company's Shareholders must first register for the KSEI Securities Ownership Reference facility (“AKSes KSEI”). For the Shareholders that have not been registered, please register through the website (<https://akses.ksei.co.id/>);
  - iii. to use the eASY.KSEI application, the Shareholders can go to the eASY.KSEI menu, then click the eASY.KSEI Login submenu found on the AKSes facility (<https://akses.ksei.co.id/>)

the manual for registration, use, as well as further explanation of eASY.KSEI (e-Proxy and e-Voting) can be obtained from the website (<https://akses.ksei.co.id/>).

6. The Company's Shareholders or their proxies that will electronically attend the Meeting through the eASY.KSEI application as referred to in item 4 letter a, should consider the following provisions:
  - a. the Company's Shareholders can declare their attendance electronically until 29 October 2021, 12:00 WIB ("**Time frame for Attendance Declaration**") and to cast their votes through eASY.KSEI from the date of this Meeting notice until the Time frame for Attendance Declaration.
  - b. For:
    - (i) the Company's Shareholders that have not declared their electronic attendance until the Time frame for Attendance Declaration;
    - (ii) the Company's Shareholders that have declared their electronic attendance but have not cast their votes until the Time frame for Attendance Declaration;
    - (iii) the Individual Representatives and the independent Party appointed by the Company (i.e., PT Sharestar Indonesia as the Company's Securities Administration Bureau ("**BAE**")) that have received powers of attorney from the Company's Shareholders but the Shareholders have not cast their votes until the Time frame for Attendance Declaration;
    - (iv) the KSEI Participants/Intermediaries (Custodian Banks or Securities Companies) that have received powers of attorney from the Company's Shareholders that have cast their votes through the eASY.KSEI application;

It is mandatory to register through the eASY.KSEI application on the date of the Meeting from 07.30 am until 09.00 am.
  - c. Any delay or failure to complete the electronic attendance registration process for any reason will result in the Shareholders or their proxies not being permitted to electronically attend the Meeting and their share ownership not being taken into account in the attendance quorum.
7. the Company's Shareholders holding the Company's share in script form can grant power of attorney available on the Company's website: <https://www.unilever.co.id/>
8. The Company's Shareholders or their proxies that will physically attend the Meeting as referred to in item 4 letter c above are kindly requested to provide the registration officer with the original copy of the Written Confirmation to Attend the Meeting ("**KTUR**") and the original copy of their Resident ID Card ("**KTP**") or any other identity card before entering the Meeting room. The representative of the Company's corporate Shareholders, in addition to providing the original copy of the KTUR and the original copy of their KTP or any other identity card, must also provide a copy of the latest Articles of Association and the deed containing the latest composition of the management of the Company they represent. Please also be aware to the Additional Notes on this notice.

9. Any Shareholder of the Company may be represented by a proxy:
  - a. by granting the power electronically (e-Proxy) through the eASY.KSEI application, provided further that such Shareholder is required to submit the power of attorney and vote, change the proxy and/or decide on the vote to cast on the Meeting agenda items, or revoke the power of attorney, all electronically through eASY.KSEI from the date of this Meeting notice until the Time frame for Attendance Declaration;
  - b. by using a conventional power of attorney in the form as provided on the Company's website (<https://www.unilever.co.id/>), subject to the following provisions:
    - (i) Any member of the Board of Directors, the Board of Commissioners, and any employee of the Company may act as a proxy for the Shareholders in the Meeting, but any vote they cast as a proxy will not be counted in the voting;
    - (ii) No Shareholder of the Company may grant power to more than one proxy for any part of his/her shares with different votes;
    - (iii) if the power of attorney as described in this item 9 letter b is signed outside the territory of the Republic of Indonesia, such power attorney must be signed before the local Notary Public and authenticated by the local embassy of the Republic of Indonesia;
    - (iv) the Shareholders may grant power of attorney conventionally to independent party designated by the Company namely Company's Securities Administration Bureau ("**BAE**") representative, PT Sharestar Indonesia.
    - (v) The form of power of attorney can be downloaded from the Company's website and the completed power of attorney must be delivered to the SAB, having its office 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**"), on any business day from the date of the Meeting Notice until at the latest 3 (three) working days before the Meeting is held on 27 October 2021 until 16:00 WIB.
10. the Company's Shareholders or their proxies can view the ongoing Meeting through a Zoom webinar by selecting the eASY.KSEI menu and the *Tayangan RUPS* (GMS Streaming) submenu on the AKSes.KSEI website (<https://akses.ksei.co.id/>), subject to the following:
  - a. the Company's Shareholders or their proxies have been registered on the eASY.KSEI application by no later than 29 October 2021, 12:00 WIB.
  - b. The GMS Video Streaming has a capacity of up to 500 participants, and the participant's attendance will be determined on a first come first serve basis. The Company's Shareholders or their proxies that cannot view the Meeting through the GMS Video Streaming will still be considered as validly attending the electronic Meeting and their share ownership and votes will be taken into account in the Meeting as long as they have been registered on the eASY.KSEI application.
  - c. The Company's Shareholders or their proxies that view the ongoing Meeting through the GMS Video Streaming but whose electronic attendance is not duly registered on the eASY.KSEI application will not be considered as validly attending the electronic Meeting and therefore their attendance will not be counted in the attendance quorum for the Meeting.

- d. To get the best experience in using the eASY.KSEI application and/or the GMS Video Streaming, the Shareholders or their proxies are advised to use the Mozilla Firefox browser.

**Additional Information:**

To prevent and/or control the spread of COVID.19, in compliance with the Government's order and with due observance of the prevailing laws and regulations, the Company will implement the Health Protocol for the Community in Public Places and Facilities in the Context of Corona Virus Disease 2019 (Covid 19) Prevention and Control ("**COVID -19 Health Protocol**"), including to limit the number of Shareholders or their proxies that can physically attend the Meeting. Any Shareholder or his/her proxy that will physically attend the Meeting. For Shareholders or their proxies who will remain physically present at the Meeting, must follow the Covid-19 Health Protocol in the Meeting venue as established by the Company, among others, as follows:

- 1). For the safety and health of all Parties, **on their own expense, to conduct and provide the results of the Rapid Test Antigen or RT-PCR swab test with negative Covid-19 result obtained from doctors, hospitals, health centers or clinics, in which the test should be taken maximum period of 1x24 hours before the Meeting date;**
- 2). Showing a complete COVID-19 vaccination certificate through "**Peduli Lindungi**" electronic application in accordance with applicable regulations;
- 3) Mandatory to use the standard mask required by the Government anytime while being in the area around the meeting room and in the meeting room during the Meeting;
- 4). based on the body temperature checking and monitoring, the Shareholder or his/her proxy does not have above normal body temperatures (more than 37.3° C);
- 5). must use the hand sanitizer provided before entering the Meeting room;
- 6). not being unwell (fever, cough, flu or colds) at the time of registration or entering the Meeting room and must submit a health declaration form (can be downloaded on the Company's website <https://www.unilever.co.id/> which contains health information signed by the Shareholder or his/her proxy.
- 7). 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;
- 8). If the Shareholder or his/her proxy is unable to fulfill the provisions of item 1) until item 7) above, and/or based on the Company's discretion as deemed necessary, the Company has the right to:
  - (i) prohibit the Shareholder or their proxies from attending the Meeting;
  - (ii) request the Shareholder or their proxies to immediately leave the Meeting room;
  - (iii) take any other necessary actions in accordance with the health protocol.

- 9). 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.
- 10). 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 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.
- 11). 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 on time at 08.00 WIB. To ensure a simple, concise, and effectiveness 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.
- 12) Shareholders or their proxies are required to study the material of the Meeting and 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/> The Company does not provide Meeting material in the form of hardcopy or softcopy in the form of flash disks.
- 13). **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.**
- 14). 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/>
- 15). In the event of an emergency situation in which required the Company to hold a non- physical Meeting, the Company will hold the Meeting electronically without the physical presence of the Shareholders upon prior notice to the Company's Shareholders.
- 16). Questions or requests for other information related to the Meeting may be submitted/requested to the Company Email: [unvr.indonesia@unilever.com](mailto:unvr.indonesia@unilever.com) and or Email BAE : [sharestar.indonesia@gmail.com](mailto:sharestar.indonesia@gmail.com).

Tangerang, 1<sup>st</sup> October 2021

Board of Directors of the Company