



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

For the purpose of compliance with 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 Of Public Companies (“**POJK 15/2020**”) and Article 13 of the Articles of Association of the Company, Board of Directors deliver this notice to Shareholders of the company to attend the Extraordinary General Meeting of Shareholders (“**Meeting**”), which will be convened electronically on:

Day/Date	:	Wednesday, 25 November 2020
Venue	:	Head Office of the Company <b>Grha Unilever</b> 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 Meeting are as follows:**

1. Request for approval of the proposed change of the composition of the Board of Commissioners and the Board of Directors of the Company.

**Explanation:**

*The first agenda item of the Meeting will discuss the plan to change the composition of the Board of Directors and the Board of Commissioners of the Company in connection with the resignations of Mr. Sancoyo Antarikso because of his retirement and of Mr. Hemant Bakshi, from their respective position as a Director and the President Director of the Company, and the resignation of Mr. Maurtis Daniel Rudolf Lalisang from his position as the President Commissioner of the Company due to his personal reason. Mr. Hemant Bakshi will be proposed to be appointed as the President Commissioner of the Company to replace Mr. Maurtis Daniel Rudolf Lalisang, Mrs. Ira Novianti will be proposed to be appointed as President Director, to replace Mr. Hemant Bakshi and Mrs. Reski Damayanti will be proposed to be appointed as a Director of the Company to replace Mr. Sancoyo Antarikso.*

2. Request for approval of the proposed amendments to the Company’s Article of Association for the purpose of adjustment with the Regulation of The Financial Services Authority of the Republic

of Indonesia Number 15/POJK.04/2020 on the Planning and Organization of General Meeting of Shareholders of Public Companies.

Explanation:

*The provisions of the Company's Articles of Association that will be amended are those that are not in accordance with the provisions in Regulation of The Financial Services Authority of the Republic of Indonesia Number 15/POJK.04/2020 on the Planning and Organization of General Meeting of Shareholders of Public Companies, particularly with regard to the procedures for holding the General Meeting of Shareholders.*

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

Notes:

1. The Company will implement the Public Health Protocol in Public Places and Facilities in the Context of Prevention and Control *Corona Virus Disease 2019 (Covid-19)* ("**Covid-19 Health Protocol**"), including requiring the Shareholders who are physically present to perform **RT-PCR/Swab nasofaring test negative Covid-19 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 your attendance at the Meeting by granting power of attorney to attorney as described in point 5 below.
2. In relation to the Meeting, 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.
3. 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 26 October 2020 at 16.00 Western Indonesia Time ("**Entitled Shareholders**") or their legal proxy.
4. Meeting agenda material, namely the resume of prospective members of the Board of Directors and the Board of Commissioners who will be proposed their appointments at the meeting and the draft of amendments to some of the provisions in the Company's Articles of Association for the purpose of compliance with the Provisions of the POJK 15/2020, and other supporting documents can be downloaded through the Company's website [www.unilever.co.id](http://www.unilever.co.id) from the date of this invitation until the convening of the Meeting, will not be provided in the form of hardcopy at the Meeting.
5. Granting of Power of Attorney

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

- (a) Those who have scripless shares, namely those shares have been included in KSEI's collective custody, authorization shall be made to attend and vote at the Meeting to the Company's Securities Administration Bureau, namely PT Sharestar Indonesia ("**BAE**") through the KSEI Electronic General Meeting System or **eASY.KSEI** facility which can be accessed through 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 24 November 2020 at 12.00 WIB. Granting of power of attorney can also be done without using

e-Proxy and for that, it can follow the same provisions as Shareholders with the scrip in point (b) below.

(b) Those who have shares with scrip, granting of power of attorney shall be made to attend and vote in the Meeting to:

- (i) one of the representative of BAE as independent party (please contact BAE or access the Power of Attorney form which is attached in Company's website [www.unilever.co.id](http://www.unilever.co.id))
- (ii) other parties as they wish, provided that such other party is not the member of the Board of Directors, Board of Commissioner and the employees of the Company. The authorized is requested to bring the Power of Attorney accompanied with copy of the authorizer's ID Card and the person receiving the power of attorneys. In accordance with the provisions in Article 48 POJK 15/2020, in voting, the votes cast apply to all shares owned and therefore the power of attorney cannot be made to more than one power for a portion of the number of shares owned by him with different votes.

The format of the power of attorney can be downloaded on the Company's website: [www.unilever.co.id](http://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 nearest 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 20 November 2020 at the latest at 16.00 WIB.

The attorney will only be allowed to attend the Meeting after being declared valid as a proxy for the shareholders who are registered as Entitled 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) With reference to the provisions of the paragraph (4) of Article 8 of the Regulation Of The Financial Services Authority of The Republic of Indonesia Number 16/POJK.04/2020 on The Implementation of Electronic General Meeting of Shareholders of Public Companies ("**POJK 16/2020**") and in order to implement the Covid-19 Health Protocol, the Company determines the number of shareholders and proxies of shareholders who have met the requirement to attend the Meeting, maximum of 30 (thirty) people, consisting of 15 (fifteen) scripless shareholders or their proxies and 15 (fifteen) scrip shareholders or their proxies.

(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) until the number of 30 people is reached.

(c) At the time of attendance registration, shareholders or their proxies are required:

- (i) For safety and health all the Participant of the Meeting, **at their own expense, to have and to show the results of the Covid-19 negative nasopharyngeal RT-PCR/Swab test in the maximum period of 7 (seven) days before the Meeting where sampling for RT-PCR/nasopharyngeal swab is conducted at the earliest on 18 November 2020. The rapid test results are not acceptable;**
  - (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 [www.unilever.co.id](http://www.unilever.co.id) which contains health information.
  - (iv) Individual Shareholders submit a copy of ID Card ("KTP") or any other valid identification document;
  - (v) Proxy of Individual 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) While being in the area around the meeting room and in the meeting room during the meeting, must use a mask.
- (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 physical distancing policy at the Meeting place 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.
- (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.
7. The Entitled 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 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 20 November 2020.

- 8. The Entitled Shareholders who are present and or 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](mailto:sharestar.indonesia@gmail.com) or in writing by mail sent to the BAE with the Subject "Pertanyaan RUPSLB Unilever 2020" and complete with identity and number of votes, no later than 3 (three) working days before the Meeting held, at the latest on 20 November 2020. 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, the shareholders or their lawful proxy respectfully requested to be present in the venue at 08.00 am West Indonesia Time. To ensure that the Meeting is simple, concise and fast, the Meeting will start on time and the registration table will close at 09.00 am West Indonesia Time. Shareholders or their proxy who attend after 09.00 am West Indonesia Time are not permitted to attend 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 [www.unilever.co.id](http://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 goodybags / so uvenirs, and does not provide Annual Reports in physical form to Shareholders and their proxy present at the Meeting.**

By considering the conditions and situation of the spread of Covid-19, the Company can make changes and/or additions to information related to the procedures for holding the Meeting which will be announced further.

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

Tangerang, 27 October 2020

Board of Directors of the Company