GUDANG GARAM
PT. GUDANG GARAM Tbk.

CONVENING NOTICE
ANNUAL GENERAL MEETING OF SHAREHOLDERS

PT. Perusahaan Rokok Tjap Gudang Garam Tbk ("**the Company**") invites Shareholders to attend the Annual General Meeting of Shareholders ("**Meeting**") which shall be held at:

Day/date	:	**Thursday, 8 July 2021**
Time	:	**09.00 Western Indonesian Time**
Place	:	**Grand Surya Hotel** **Jl. Dhoho No. 95, Kediri, Indonesia**

with the following agenda:

1. Approval of the Company's Annual Report on the running of the Company's business during the fiscal year ending on the thirty-first of December two thousand and twenty (31-12-2020);
2. Ratification of the Balance Sheet and Profit and Loss Statement of the Company for the fiscal year ended on the thirty first day of December of the year two thousand and twenty (31-12-2020);
3. Approval of the determination of the use of the Company's profits for the fiscal year 2020;
4. Change in the management composition of the Company;
5. Appointment of the Public Accountant; and
6. Amendments to the Articles of Association of the Company in order to comply with the Financial Services Authority (Otoritas Jasa Keuangan) Regulation number 15 / POJK.04 / 2020 of 2020 concerning Plans and Implementation of General Meeting of Shareholders of Public Companies.

NOTES:

1. In relation to the above Meeting, the Company will not send separate invitations to the Shareholders of the Company since this Convening Notice is constitute as an official invitation. This summon call can also be viewed on the Company's website and the eASY.KSEI application.
2. Participation of Shareholders in a Meeting, can be done with the following mechanism:
   a. attend the Meeting in person or
   b. present with an electronic proxy (e-proxy) mechanism as regulated in the eASY.KSEI application provided by PT.Kustodian Sentral Efek Indonesia ("**KSEI**") at the link https://akses.ksei.co.id/.
3. For Shareholders or their proxies who will be present in person at the Meeting, or Shareholders who will exercise their voting rights in the eASY.KSEI application, can inform their attendance or appoint their proxies and vote through the eASY.KSEI application on the https: //akses.ksei.co.id/.
4. For Shareholders who are unable to attend the Meeting in person but have used their voting rights in the eASY.KSEI application, the voting rights at the Meeting will be represented by PT. Raya Saham Registra as the recipient of independent power of attorney appointed by the Company.
5. The Shareholders or their proxy(ies) who will attend the Meeting are required with due respect to submit copies of their Identity Card (*Kartu Tanda Penduduk*) or other forms of identification (which is acceptable to the Board of Directors) to the registration personnel before entering the Meeting room. Shareholders who are legal entities are required to submit a copy of the Articles of Association and its amendments, including the composition of the incumbent members of the Board of Directors within 7 days before the date of the Meeting to :

   Corporate Secretary of the Company
   Jalan Jend. A. Yani nomor 75-79, Jakarta Pusat (10510)
   Telp. (021) 29557000, Fax : 4243136
   Attn. : Heru Budiman
6. Materials relating to the Meeting are available at the head office of the Company from the date of this convening notice and can be obtained upon request in writing to the Corporate Secretary of the Company or by accessing and downloading on the Company's official website and / or eASY.KSEI system.
7. The Shareholders whose shares are deposited at the collective depository of KSEI who plan to attend the Meeting shall register themselves with the member of the Stock Exchange/Custodian Bank who holds the securities account at KSEI to obtain a Written Confirmation to the Meeting (*Konfirmasi Tertulis Untuk Rapat* or **KTUR**).
8. The Shareholders of the Company who are entitled to be present or be represented at the Meeting are those whose names are recorded in the Register of Shareholders of the Company (in accordance with our prior announcement) on **11 June 2021** up until 16.00 Western Indonesian Time.
9. a. The Shareholders who are unable to attend the Meeting may be represented by their proxy(ies) by providing a valid Power of Attorney which is acceptable to the Board of Directors and/or power of attorney electronically;
   b. The proxy(ies) must not necessarily a Shareholder of the Company, however, if any member of the Board of Commissioners, any member of the Board of Directors or employee of the Company acts as a proxy of a Shareholder in the Meeting, then their vote in the Meeting will not be counted in the voting;
   c. Shareholders whose addresses are registered outside Indonesia, must provide a Power of Attorney which shall be legalized by a Notary and the Indonesian Embassy in the domicile of the said Shareholder.
10. The form of the Power of Attorney, other than electronic Power of Attorney (e-Proxy) provided through eASY.KSEI mechanism, can be obtained from and/or sent to the Corporate Secretary during working hours of the Company.
11. The Power of Attorney(s) shall be received by the Board of Directors at the latest by **7 July 2021**.
12. The Annual Report for the fiscal year that has recently ended, is available for review by the Shareholders at the head office of the Company as of the day of this convening notice.
13. With full attention to the direction of the Government and the provisions of the Financial Services Authority regarding the prevention of the Spread of the COVID-19 Virus, the Company hereby appeals to shareholders not to attend in person but to give power of attorney electronically (e-Proxy) through the eASY.KSEI application.
14. In order to facilitate the arrangement and for the sake of orderliness of the Meeting, Shareholders or their proxies who will be present in person at the Meeting are respectfully requested to be at the Meeting venue 30 minutes before the Meeting begins and must observe and follow the security and health protocols that apply at the place where the Meeting takes place. Meeting participants registration will be closed at 08.30 Western Indonesian Time.

Kediri, **14 June 2021**
Board of the Directors of the Company