



**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, 20th June 2024
Venue : Head Office of the Company
Grha Unilever
Green Office Park Kav 3
Jalan BSD Boulevard Barat, BSD City
Tangerang
Time : 13:30 p.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 2023.
2. Determination of the appropriation of the profit of the Company for the accounting year ended on 31st December 2023.
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 2024 and determination of the honorarium of the Public Accountants as well as any other requirements of its appointment.
4.
 - A. Confirmation of the expiration of the term of office of members of the Board of Commissioners of the Company, including re-appointment of members of the Board of Commissioner of the Company.
 - B. Proposed change in the composition of the Board of Directors of the Company

- C. Determination of remuneration of the members of the Board of Directors and the Board of Commissioners of the Company for the accounting year ended on 31 December 2024.

Additional Explanation:

The first, second, third and fourth of the agenda are the regular agendas to be discussed and decided in every Annual General Meeting of Shareholders of the Company. In relation to the fourth (paragraph a) agenda item, it will discuss the confirmation of the expiration of the term of office of members of the Board of Commissioners of the Company, including re-appointment of members of the Board of Commissioner of the Company. In relation to the fourth (paragraph b) agenda item, it will discuss the proposed change in the composition of the Board of Directors 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/unilever-indonesia/investor-relations/shareholder-information/agm-and-egm-related-news/>.

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), 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 21st May 2024 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, 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/unilever-indonesia/investor-relations/shareholder-information/agm-and-egm-related-news/> 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 (<https://akses.ksei.co.id/>) or give power conventionally; or
 - c. physical attendance at the Meeting

5. 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 19 June 2024, 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 11:30 am until 13:00 pm.

- 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 (with the maximum capacity of 310 persons) 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 SOPO DEL Office Tower & Lifestyle Tower B Lantai 18, Jl. Mega Kuningan Barat III, Lot 10.1-6, Kawasan Mega Kuningan, Jakarta Selatan 12950, Telp. 021-50815211 ("**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 17 June 2024 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 19 June 2024, 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:

- 1). 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.
- 2). 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 09:30 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 10:00 p.m. Western Indonesia Time 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 10:00 p.m. Western Indonesia Time will be considered absent, and therefore cannot submit proposals and/or questions and cannot vote in the Meeting.
- 3) 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.

- 4). 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/>)
- 5). 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.
- 6). Shareholders or their proxies who will attend the Meeting physically are requested to register early no later than Wednesday, June 19, 2024 at 12:00 Western Indonesia Time via the following link: <https://forms.office.com/e/XcdZi4m5bj>
- 7). 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, 22 May 2024
Board of Directors of the Company