

PEMANGGILAN
RAPAT UMUM PEMEGANG SAHAM LUAR BIASA
PT HOFFMEN CLEANINDO Tbk

Direksi PT Hoffmen Cleanindo Tbk ("**Perseroan**") dengan ini mengundang Para Pemegang Saham Perseroan untuk menghadiri Rapat Umum Pemegang Saham Luar Biasa ("**Rapat**"), yang akan diselenggarakan pada:

*The Board of Directors of PT Hoffmen Cleanindo Tbk ("**Company**") hereby cordially invite the Shareholders of the Company to attend the Extraordinary General Meeting of Shareholders ("**Meeting**"), which will be held on :*

Hari/Tanggal/Date : Selasa, 20 Agustus 2024/Tuesday, August 20th, 2024
Waktu/Time : 11.00 WIB – selesai/11.00 WIB - Finish
Tempat/Venue : Hotel Mercure Batavia
Jl Kali Besar Barat No 44-46, Roa Malaka, Tambora
Jakarta Barat 11230

Mata acara Rapat :

Agenda of the Meeting

1. Persetujuan atas perubahan penggunaan dana hasil penawaran umum Perseroan.
Approval of changes in the use of funds obtained from the proceeds of the Company's public offering.

Dengan penjelasan Mata Acara Rapat sebagai berikut:
With the explanation of the Meeting agenda as follows:

Penjelasan Mata Acara Rapat:

Explanation of the Meeting Agenda:

1. Sehubungan dengan Peraturan Otoritas Jasa Keuangan No 30/POJK.04/2015 tentang Laporan Realisasi Penggunaan Dana Hasil Penawaran Umum, Perseroan mengusulkan untuk memperoleh persetujuan RUPS mengenai perubahan penggunaan dana hasil penawaran umum Perseroan.
In relation to the Financial Services Authority Regulation No. 30/POJK.04/2015 regarding the Report on the Realization of the Use of Funds from Public Offerings, the Company proposes to obtain approval from the General Meeting of Shareholders regarding the change in the use of funds from the Company's public offering.

Ketentuan Umum:

General Requirements:

1. Pemanggilan Rapat ini merupakan undangan resmi sesuai dengan Ketentuan Pasal 82 ayat (2) Undang-undang No. 40 Tahun 2007 tentang Perseroan Terbatas dan Pasal 52 ayat (1) Peraturan Otoritas Jasa Keuangan No. 15/POJK.04/2020 (“**POJK 15/2020**”) tentang Rencana dan Penyelenggaraan Rapat Umum Pemegang Saham Perusahaan Terbuka *juncto* Pasal 21 ayat 5 Anggaran Dasar Perseroan, sehingga tidak diperlukan lagi pengiriman undangan tersendiri kepada Pemegang Saham Perseroan.
*This invitation to the Meeting constitutes an official invitation by the provisions of Article 82 paragraph (2) of Law No. 40 of 2007 concerning Limited Liability Companies and Article 52 paragraph (1) of Regulation of the Financial Services Authority No. 15/POJK.04/2020 (“**POJK 15/2020**”) concerning the Planning and Conduct of General Meetings of Shareholders of Public Limited Companies in conjunction with Article 21 paragraph 5 of the Company’s Articles of Association, and therefore the Company doesn’t need to extend a separate invitation to the Company’s Shareholders.*
2. Pemegang Saham Perseroan yang berhak hadir atau diwakili dalam Rapat adalah Pemegang Saham Perseroan yang namanya tercatat dalam Daftar Pemegang Saham dan/atau Pemegang Saham Perseroan pada sub rekening efek di PT Kustodian Sentral Efek Indonesia pada penutupan perdagangan saham di Bursa Efek Indonesia pada tanggal 26 Juli 2024 pukul 16.00 WIB;
The Company’s Shareholders that are eligible to participate or be represented in the Company’s Meeting are those whose names are recorded in the Company’s Register of Shareholders and/or the Shareholders whose Security Accounts are registered in the Collective Custody of the Indonesia Central Securities Depository (PT Kustodian Sentral Efek Indonesia or “KSEI”) on July 26th, 2024, 16:00 Western Indonesian Time.
3. Pemegang Saham yang berhak hadir dapat mengikuti Rapat dengan mekanisme berikut:
Shareholders who are entitled to attend can attend the Meeting with the following mechanism:
 - Sesuai dengan Pasal 27 POJK 15/2020, Pemegang Saham dapat menggunakan pemberian kuasa atau diwakili pihak lain secara elektronik melalui eASY.KSEI yang dapat diakses melalui <https://akses.ksei.co.id/> untuk memberikan kuasa secara elektronik untuk hadir dan memberikan suara dalam Rapat.
According to Article 27 POJK 15/2020, Shareholders may use the power of attorney or be represented by other parties electronically through eASY.KSEI which can be accessed via <https://access.ksei.co.id/> to give power of attorney electronically to attend and vote in the Meeting.
4. Rapat Perseroan akan diselenggarakan secara elektronik melalui aplikasi *Electronic General Meeting System* KSEI (“**eASY.KSEI**”) yang diselenggarakan oleh PT Kustodian Sentral Efek Indonesia (“**KSEI**”), dengan memperhatikan ketentuan Peraturan Otoritas Jasa Keuangan Nomor 16/POJK.04/2020 tentang Pelaksanaan Rapat Umum Pemegang Saham Perusahaan Terbuka Secara Elektronik.

The company's Meetings will be held electronically by the Electronic General application KSEI Meeting System ("eASY.KSEI") provided by PT Kustodian Sentral Efek Indonesian ("KSEI"), with due observance of the Regulation of the Financial Service Authority Number 16/POJK.04/2020 concerning the Implementation of Electronic General Meetings of Shareholders of Public Limited Companies.

5. Sehubungan dengan adanya penyelenggaraan Rapat melalui eASY.KSEI sebagaimana dimaksud di atas maka keikutsertaan Pemegang Saham dalam Rapat, dapat dilakukan dengan mekanisme sebagai berikut:

In connection with the conduct of the Meeting through eASY.KSEI as referred to above, the Shareholders can participate in the Meeting through the following mechanism:

- a. hadir dalam rapat secara elektronik (**e-proxy**) melalui eASY.KSEI <https://easy.ksei.co.id/>.

attending the meeting electronically (e-proxy) through eASY.KSEI <https://easy.ksei.co.id/>.

- b. memberikan kuasa dengan menggunakan formulir Surat Kuasa konvensional.
granting power using a conventional Power of Attorney form.

6. Apabila pemegang saham tidak dapat mengakses eASY.KSEI, Pemegang Saham dapat mengunduh Surat Kuasa di situs web Perseroan <https://hoffmen.co.id/>. Perseroan menyiapkan kuasa untuk mewakili kehadiran dari Pemegang Saham dengan pilihan suara yang telah ditetapkan oleh Pemegang Saham. Copy Surat Kuasa dapat di email ke corsec@hoffmen.co.id dan aslinya dapat dikirimkan melalui surat tercatat paling lambat 3 (tiga) hari kerja sebelum tanggal penyelenggaraan Rapat, yakni pada tanggal 15 Juli 2024 ke alamat Biro Administrasi Efek (PT Adimitra Jasa Korpora, di alamat: Kirana Boutique Office Blok F3 No. 5, Jl. Kirana Avenue III, Kelapa Gading Jakarta Utara 14240).

If shareholders cannot access eASY.KSEI, Shareholders can Download the Power of Attorney on the Company's website <https://hoffmen.co.id/>. A company prepares a power of attorney to represent the presence of the Shareholders by choice votes that have been determined by the Shareholders. Copy of Power of Attorney can be emailed to corsec@hoffmen.co.id and the original can be sent by registered mail at least no later than 3 (three) working days before the date of the Meeting, i.e. on July 15th, 2024, to the address of the Securities Administration Bureau (PT Adimitra Jasa Korpora, at the address: Kirana Boutique Office Blok F3 No. 5, Jl. Kirana Avenue III, Kelapa Gading, North Jakarta 14240).

7. Pemegang saham dapat menghadiri Rapat secara fisik, dan apabila Pemegang saham tidak dapat hadir, dapat diwakili oleh kuasanya yang akan hadir secara fisik dalam rapat, dengan memberikan kuasa dan mengunduh surat kuasa yang terdapat dalam situs web Perseroan <https://hoffmen.co.id/>. Para Pemegang Saham atau kuasanya yang akan menghadiri Rapat, wajib menyerahkan fotokopi Kartu Tanda Penduduk (KTP) atau bukti identitas diri lainnya yang sah kepada Petugas Pendaftaran sebelum memasuki Ruang Rapat. Bagi Pemegang Saham yang berbentuk Badan Hukum agar membawa fotokopi bukti kewenangan mewakili Badan Hukum, yaitu akta-akta yang memuat Anggaran Dasar dan perubahan-perubahannya, surat-surat pengesahan/persetujuan/penerimaan pemberitahuan dari instansi yang berwenang, serta akta yang memuat susunan pengurus terakhir yang sedang menjabat saat Rapat.

Shareholders can physically attend the Meeting, and if the Shareholder is unable to attend, may be represented by a proxy who will be physically present at the Meeting, by giving power of attorney and downloading the power of attorney contained in the Company's website www.persada.id. Shareholders or their proxies who will attend the Meeting, must submit a photocopy of their Identity Card (KTP) or other personal identification document to the registration officer before entering the Meeting Room. For the Shareholders constituting a legal entity shall be required to submit a copy of evidence of authority to represent the Legal Entity, such as deeds containing the Articles of Association and its amendments, letters of ratification/approval/receipt of notification from the competent authority, as well as a deed containing the latest management composition that is currently serving at the Meeting.

8. Bahan-bahan Rapat dapat diunduh melalui situs web Perseroan <https://hoffmen.co.id/>.

Meeting materials can be downloaded through the Company's website <https://hoffmen.co.id/>.

9. Pemegang saham Perseroan atau kuasanya dapat menyaksikan pelaksanaan Rapat yang sedang berlangsung melalui webinar Zoom dengan mengakses menu eASY.KSEI, submenu Tayangan RUPS yang berada pada fasilitas Akses atau pada menu Tayangan RUPS pada Akses KSEI mobile, dengan ketentuan:

Shareholders of the Company or their proxies can witness the implementation of the Meeting which is currently taking place by Zoom webinar by accessing the eASY.KSEI menu, GMS Impressions submenu located at the Access facility <https://easy.ksei.co.id/> or on the GMS Impressions menu on Mobile KSEI Access, with the following conditions:

- a. Pemegang saham Perseroan atau kuasanya telah terdaftar di aplikasi eASY.KSEI paling lambat tanggal 15 Mei 2024 pukul 12.00 WIB;

Shareholders of the Company or their proxies have been registered in the eASY.KSEI application no later than July 26th, 2024, at 12.00 Western Indonesian Time;

- b. Tayangan RUPS memiliki kapasitas hingga 500 peserta, di mana kehadiran tiap peserta akan ditentukan berdasarkan *first come first serve* basis. Bagi pemegang saham Perseroan atau kuasanya yang tidak mendapatkan kesempatan untuk menyaksikan pelaksanaan Rapat melalui Tayangan RUPS tetap dianggap sah hadir secara elektronik serta kepemilikan saham dan pilihan suaranya diperhitungkan dalam rapat, sepanjang telah teregistrasi dalam aplikasi eASY.KSEI.

The first broadcast has a capacity of up to 500 participants, where the attendance of each participant will be determined on a first come first serve basis. For shareholders of the Company or its proxies who do not get the opportunity to witness the implementation of the Meeting through the GMS Impressions is still considered valid to be present electronically and share ownership and voting choices are taken into account in the meeting, as long as it has been registered in the eASY.KSEI application;

- c. Pemegang Saham Perseroan atau kuasanya yang hanya menyaksikan pelaksanaan Rapat melalui Tayangan RUPS namun tidak teregistrasi hadir secara elektronik pada aplikasi eASY.KSEI, maka kehadiran Pemegang Saham atau kuasanya tersebut dianggap tidak sah serta tidak akan masuk dalam perhitungan kuorum kehadiran Rapat.

Shareholders of the Company or their proxies who only witness the implementation Meetings through GMS Impressions but are not registered attended electronically on

eASY.KSEI application, the presence of the Shareholders or their proxies are considered invalid and will not be included in the attendance quorum calculation Meeting.

10. Untuk mendapatkan pengalaman terbaik dalam menggunakan aplikasi eASY.KSEI dan/atau Tayangan RUPS, pemegang saham atau penerima kuasanya disarankan menggunakan peramban (*browsers* Mozilla Firefox).

To get the best experience in using the eASY.KSEI application and/or GMS Impressions, shareholders, or their proxies are advised to use a browser (Mozilla Firefox browser).

11. Apabila terdapat perubahan dan/atau penambahan informasi terkait tata cara pelaksanaan Rapat yang belum disampaikan melalui Pemanggilan ini, selanjutnya akan diumumkan dalam situs web Perseroan (<http://hoffmen.co.id>).

If there is a change and/or addition of information related to the implementation procedure Meeting in connection with the latest conditions and developments that have not been submitted through this Invitation, it will be announced on the Company's website (<http://hoffmen.co.id>).

Jakarta, 29 Juli 2024

PT HOFFMEN CLEANINDO Tbk

Direksi/*The Board of Directors*