

Representatives' Participation During Issuers' General Meeting of Shareholders (GMS)

eASY.KSEI Application User Guide

Reference Document

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1 Introduction

This Representatives' Participation during Issuers' General Meeting of Shareholders (GMS) User Guide will instruct you, as Representatives appointed electronically by shareholders through the eASY.KSEI application on how to attend and submit votes during an Issuer's GMS held in the application. Based on Article 30 Paragraph 1 of the Financial Services Authority Regulation (POJK) Number 15/POJK.04/2020, the parties that can be electronically appointed as representatives are:

- a. *Participants that administrate shareholders' securities sub-account;*
- b. *Parties made available by a Limited Liability Company; or*
- c. *Parties appointed by a shareholder.*

In reference to the three points above, three types of electronically appointed representatives are available in the eASY.KSEI application:

- a. Securities Companies/Custodian Banks (**Intermediaries**) as market participants which administrate their client's securities or stocks;
- b. **Independent Representatives**, which are agents provided by the Issuer; and
- c. **Individual Representatives**, which are representatives appointed directly by the shareholder.

Therefore, if you are one of the types of agents above and have received a confirmation email from the eASY.KSEI application to electronically represent a shareholder during an Issuer's GMS, please follow the instructions available in this guide.

This guide is only intended for representatives who will electronically attend an Issuer's GMS. If you have been appointed as a shareholder's representative through the eASY.KSEI application and will physically participate in an Issuer's GMS; please observe the following procedures as you physically attend the Meeting:

- a. Please show your proof of identification for the attendance registration's data verification process; and
- b. Please bring all required documents as previously specified by the Issuer concerning your physical attendance to the GMS. Other additional requirements can be viewed at the **Meeting Info** feature on the eASY.KSEI application and/or at the meeting's announcement on the Issuer's official website.

2 Required Devices

You can use electronic devices with practical functions similar to laptops, notebooks, personal computers, and tablets to access the eASY.KSEI application and GMS Livestream module in the AKSes Facility. The Indonesia Central Securities Depository (KSEI) recommends the Mozilla Firefox browser for the best performance and user experience.

KSEI has not implemented any specific requirements to ensure that all users will have the best experience while using the eASY.KSEI application or the GMS Livestream module in the AKSes Facility. Access speeds for both will depend on users' own internet connections, whether it is broadband cable or wireless (3G, 4G/LTE, or Wi-Fi).

3 Activities before the General Meeting of Shareholders

3.1 AKSes Facility Account Creation

3.1.1 Requirements for Potential Independent/Individual Representatives

Potential **Individual Representatives** or **Independent Representatives** must first own an AKSes Facility account before appointed. Representatives are electronically appointed in the eASY.KSEI application based on their National Identity Number (NIK) and email address registered in the AKSes Facility.

Representatives who have an AKSes Facility account and have been authorized to electronically represent a shareholder in an Issuer's GMS through the eASY.KSEI application will receive an email notification on the details of the GMS Livestream that they can view via Zoom Webinar. AKSes Facility will send this email on day minus one (D-1) of the GMS's date after the electronic attendance declaration period has been closed at the eASY.KSEI application. The system will no longer send any email notification to the shareholder, who had already authorized you as their representative.

Please note that your Zoom Webinar attendance will not be counted in the Issuer's GMS quorum. Therefore, before you view the GMS through the AKSes Facility's GMS Livestream module, please ensure that your attendance has been registered electronically in the eASY.KSEI application so it can be considered as valid representation of the shareholder and counted in the Meeting's quorum. Representatives who have electronically registered their attendance during the Day of the Issuer's GMS are entitled to participate in the GMS through the eASY.KSEI application's **E-Meeting Hall** screen and view it via Zoom Webinar through the AKSes Facility's GMS Livestream module.

3.1.2 Applicable Provisions for Intermediary Staff

If you are a staff of a Securities Company/Custodian Bank (**Intermediary**), you must have an AKSes Facility account to view the GMS through the Zoom Webinar feature in the AKSes Facility's GMS Livestream module. Please also note the following points:

- a. As a staff of a Securities Company/Custodian Bank (**Intermediary**), you are required to an eASY.KSEI application account with an Intermediary Admin Role and/or Intermediary Role. KSEI recommends using your personal official email address from your office and not an office group email. If you already have registered an office group email in your eASY.KSEI application account, we recommend contacting your company's user who has an Intermediary Admin Role and requesting that the email address be changed with a personal one.
- b. **Intermediary** Staff must also have an AKSes Facility account before they can view a GMS Livestream. Please open an account at the AKSes Facility if you do not have one yet and register the same email address that you have registered at the eASY.KSEI application.
- c. If you already have an AKSes Facility account as a registered user or an investor user but are using a different email address from the one you use in the eASY.KSEI application, please change the email address in your AKSes Facility by yourself by going to the **Setting** menu and selecting the **Security and Privacy** sub-menu. You must have the same email address registered in both your eASY.KSEI and AKSes Facility accounts.
- d. You only need to create one account in the AKSes Facility to view an Issuer's GMS. You can create or change your AKSes Facility account settings before the end of the electronic attendance

confirmation declaration period in the eASY.KSEI application, or at 12:00 on day minus one (D-1) before the Issuer's GMS you wish to view for the first time.

- e. During day minus one (D-1) before the end of the electronic attendance confirmation declaration period, the AKSes Facility will send you an email notification on how to view the GMS via Zoom Webinar. The email notification will not be sent to the shareholder, who had already authorized you as an agent.
- f. Please note that your Zoom Webinar attendance will not be counted in the GMS quorum. Therefore, before you view the GMS through the AKSes Facility's GMS Livestream module, please ensure that your attendance has been registered electronically in the eASY.KSEI application so that your attendance can be considered a valid representation of the shareholder and is counted in the quorum. Representatives who have electronically registered their attendance during the Day of the Issuer's GMS can participate in the GMS through the eASY.KSEI application's **E-Meeting Hall** screen and view it via Zoom Webinar through the AKSes Facility's GMS Livestream module.

3.2 Viewing the List of Shareholders Who Have Appointed Representatives

3.2.1 Operations for Representatives – Intermediary

You can view a list of all shareholders that have appointed your company as their representative to attend the GMS electronically during the day of the Meeting. The list is a composite of individual local shareholders who have directly appointed you through the eASY.KSEI application and other shareholders who have appointed your company as an **Intermediary**. The list of confirmed shareholders must be inputted by you or another user from your company through the **Attendance Procedure** or **Upload CSV** menus in the eASY.KSEI application.

1. As an **Intermediary** Staff, who is a user in the eASY.KSEI application, you can also access the **Operations for Representatives** menu on the left side of the screen.

The screenshot displays the eASY.KSEI application interface. On the left is a sidebar menu with the following items: Attendance Procedures, Attendance Report, Upload CSV, **Operations for Representatives** (highlighted), Reset Password, Shareholder List Report, Member Selection, E-Meeting Hall, Vote Result Report, and Logo Definition. The main content area is titled 'Determination of Attendance Method'. Below the title, it states: 'Attendance statement can be saved in the system on behalf of shareholder by following proper steps.' There is a search bar labeled 'SID / Account Number' with a 'Search' button. Below this is a table titled 'General Meeting List' with columns: Company, General Meeting Type, Date, Hour, Reference, and Meeting Info. The table contains five rows of data for various companies, all with 'Annual General Meeting' as the type and '24.06.2021' as the date. At the bottom of the table is a pagination control showing '1-5 of 10'. Below the table is a button labeled 'Select Attendance Type'. At the bottom of the screen, there is a section titled 'Identified Statements' with a table that has columns: Company, General Meeting Type, Date, Hour, Attendance Preference, Attendant, Representative Type, Vote Information, and Reference. The table is currently empty, showing 'No Result Found.' The footer of the application shows the URL 'https://egkenuat.ksei.co.id/egken/Dashboard.html#/operations-representatives' and the version 'Version 0.0.3'.

2. The **Operations of Representatives** menu will show the following screen when you click on it:

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Attendance Method

Please select from the general meetings that you were appointed as representative.

Identified General Meetings

Issuer Company	Meeting Type	Meeting Date	Start Hour	Record Date	Convocation Date	Status	Reference	Info
COBA EMITEN Tbk, PT	Annual General Meeting	23.06.2021	10:00	01.06.2021	02.06.2021	Convocation is made	1032726	i

SID	Shareholder Name/ Title	Authority Type	Vote Entry	Type of Attendance	Representative Type	Declaration Info
ID0040611807234	ICHSAN SUTOMO	With vote preference	Recorded	Electronic	Intermediary	i
ID0160126871241	JONGKY DHARMA	With vote preference	Recorded	Electronic	Intermediary	i
ID00910U8130500	LANNY DHARMA	With vote preference	Not Recorded	Electronic	Intermediary	i
ID0270311546155	RITA HERAWATI TATANG	With vote preference	Recorded	Electronic	Intermediary	i
ID0270182579124	User of ID0270182579124	With vote preference	Not Recorded	Electronic	Intermediary	i

[Vote Save/Update](#) [Resign](#)

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3.2.1.1 Passing on Authority from Shareholders

Each **Intermediary** that has received direct authority from a shareholder through the eASY.KSEI application will receive an email notification. This notification will be sent to all of the **Intermediary's** accounts in the eASY.KSEI application. For example:



In certain conditions, such as when the **Intermediary** cannot electronically attend an Issuers' GMS or when the **Intermediary** has a service to receive direct authorities from its clients, the Intermediary can pass on the authority it had electronically received from a shareholder to an Independent Representative as a substitute representative, at the latest, by 12:00 Noon of the working day before the GMS.

Since the eASY.KSEI application has accommodated this need; an **Intermediary** no longer needs to reject or cancel the authority it has directly received through the eASY.KSEI application from its local individual shareholder client. The **Intermediary** can now pass on the authority to the **Independent Representative**, which is the substitute representative provided by the Issuer through the eASY.KSEI application.

1. To do this, choose the respective shareholder's name from the list that appears in the **Operations for Representatives** menu. After selecting a name, you will receive a disclaimer message on the screen.


The screenshot displays the eASY.KSEI application interface. A modal window titled "Attention" is centered on the screen, containing the following text: "All proxies which are inputted by the Shareholders directly in eASY.KSEI contains substitution authorization from the Shareholders, thus if the Intermediary is not able to attend the Meeting to represent the Shareholders, they are authorized to substitute the proxy to Independent Representative". An "OK" button is located at the bottom right of the modal.

The background interface shows the "Attendee" section. It includes a sidebar with navigation options: Attendance Procedures, Attendance Report, Upload CSV, Operations for Representatives, Reset Password, Shareholder List Report, Member Selection, E-Meeting Hall, Vote Result Report, and Logo Definition. The main content area displays a table of "Identified General" shareholders.

Issuer Company	Meeting Type	Meeting Date	Start Hour	Record Date	Convocation Date	Status	Reference	Info
COBA EMITEN Tbk. PT	Annual General Meeting	23.06.2021	10:00	01.06.2021	02.06.2021	Convocation is made	1032726	i

SID	Shareholder Name/ Title	Authority Type	Vote Entry	Type of Attendance	Representative Type	Declaration Info
IDD040611607234	ICHSAN SUTOMO	With vote preference	Recorded	Electronic	Intermediary	i
IDD160126871241	JONGKY DHARMA	With vote preference	Recorded	Electronic	Intermediary	i
IDD0910U8130550	LANNY DHARMA	With vote preference	Not Recorded	Electronic	Intermediary	i
IDD270311546155	RITA HERAWATI TATANG	With vote preference	Recorded	Electronic	Intermediary	i

At the bottom of the interface, there are buttons for "Vote Save/Update", "Resign", "Please Select", and "Save". The footer shows "2021 Merkezi Kayıt Kuruluşu" and "Version 0.0.3".

2. If you agree with the terms in the disclaimer, click on  then choose the name of an **Independent Representative** from the screen's drop-down menu.

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Attendance Method

Please select from the general meetings that you were appointed as representative.

Identified General Meetings

Issuer Company	Meeting Type	Meeting Date	Start Hour	Record Date	Convocation Date	Status	Reference	Info
COBA EMITEN Tbk. PT	Annual General Meeting	23.06.2021	10:00	01.06.2021	02.06.2021	Convocation is made	1032726	i

Shareholder Attendance Table:

SID	Shareholder Name/ Title	Authority Type	Vote Entry	Type of Attendance	Representative Type	Declaration Info
ID0040611607234	ICHSAN SUTOMO	With vote preference	Recorded	Electronic	Intermediary	i
ID0160126871241	JONGKY DHARMA	With vote preference	Recorded	Electronic	Intermediary	i
ID0091008130500	LANNY DHARMA	With vote preference	Not Recorded	Electronic	Intermediary	i
ID0270311546155	RITA HERAWATI TATANG	With vote preference	Recorded	Electronic	Intermediary	i

☒ Vote Save/Update

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- Click on **Save** to save your selection, and the shareholder's name will automatically disappear from the Operations for Representatives Menu, as the shareholder's authority has been passed on to the **Independent Representative**.

3.2.1.2 Cancelling Authority from Shareholders

If the **Intermediary** has received a direct authority from a client through the eASY.KSEI application but cannot attend or represent the client electronically during the Day of the GMS, and also cannot pass on the authority to an **Independent Representative**, as specified in Sub-Chapter 3.2.2.1. above, then the **Intermediary** can cancel the authorization. Afterward, the **Intermediary** is obligated to inform its clients as soon as possible, outside of using the eASY.KSEI application, that the **Intermediary** has rejected to receive the authority. Please follow the steps below to cancel an authorization:

- In the Operations for Representatives menu, choose the GMS data you wish to select, then select the shareholder's name whose authorization you want to cancel.

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Attendance Method

Please select from the general meetings that you were appointed as representative.

Identified General Meetings

Issuer Company	Meeting Type	Meeting Date	Start Hour	Record Date	Convocation Date	Status	Reference	Info
COBA EMITEN Tbk. PT	Annual General Meeting	23.06.2021	10:00	01.06.2021	02.06.2021	Convocation is made	1032726	i

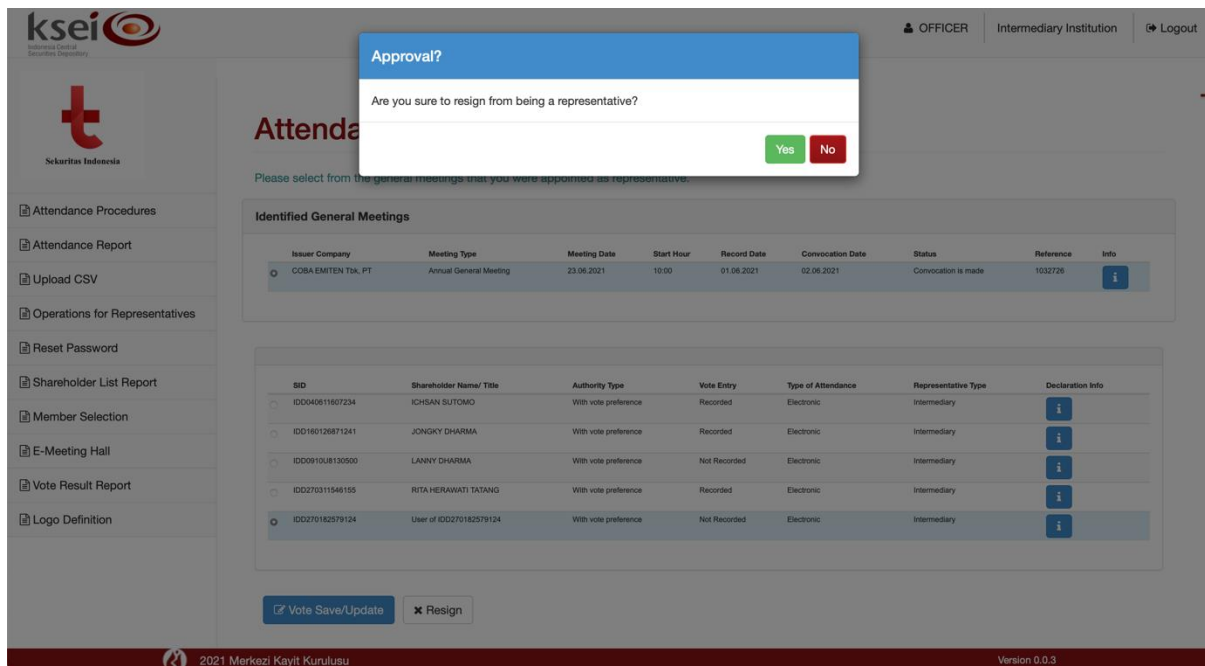
Shareholder Attendance Table:

SID	Shareholder Name/ Title	Authority Type	Vote Entry	Type of Attendance	Representative Type	Declaration Info
ID0040611607234	ICHSAN SUTOMO	With vote preference	Recorded	Electronic	Intermediary	i
ID0160126871241	JONGKY DHARMA	With vote preference	Recorded	Electronic	Intermediary	i
ID0091008130500	LANNY DHARMA	With vote preference	Not Recorded	Electronic	Intermediary	i
ID0270311546155	RITA HERAWATI TATANG	With vote preference	Recorded	Electronic	Intermediary	i
ID0270182579124	User of ID0270182579124	With vote preference	Not Recorded	Electronic	Intermediary	i

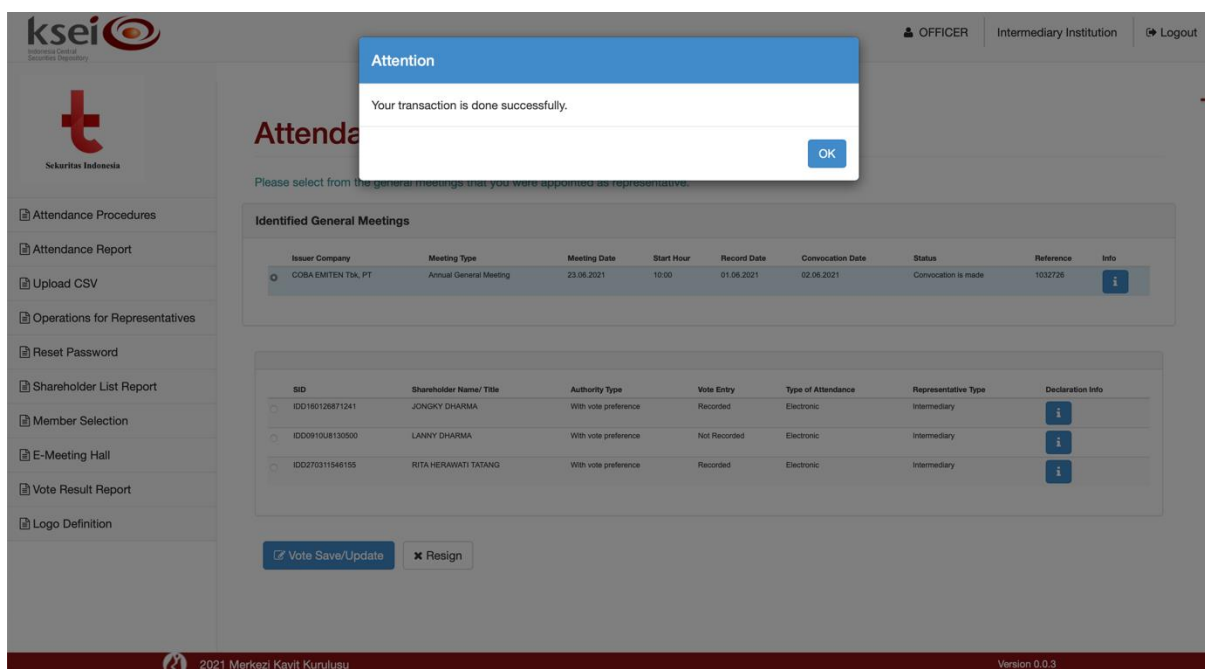
☒ Vote Save/Update

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2. Click on the **Resign** at the bottom of the picture. A confirmation box will be displayed on your screen. Click on **Yes** to continue the process.



3. You will see an automatic confirmation and the shareholder's name will be removed from the screen.



3.2.2 Operations for Representatives – Individual/Independent Representative

If you are an **Individual Representative** or **Independent Representative** who has received authority from a shareholder to attend a GMS electronically through the eASY.KSEI application and has received an email confirmation on the appointment; you can now use the eASY.KSEI application's **Operations**

for **Representatives** menu to view all shareholder names who have given their authority and votes to you.

1. To do this, please click on the **Operations for Representatives** menu on the left side of the eASY.KSEI application screen.

General Meetings

Issuer	Meeting	Date	Time	Meeting Info
No Result Found.				

Select Attendance Type

Your Saved Options

Company	General Meeting Type	Date	Time	Attendance preference	Attendee	Representative Type	Vote Information
No Result Found.							

Change Vote Save / Update Delete Show entry detail

Version 0.0.3

2. The **Operations of Representatives** menu will then show the following screen:

Attendance Method

Please select from the general meetings that you were appointed as representative.

Identified General Meetings

Issuer/Company	Meeting Type	Meeting Date	Start Hour	Record Date	Convocation Date	Status	Reference	Info
COBA EMITEN Tbk. PT	Annual General Meeting	23.06.2021	10:00	01.06.2021	02.06.2021	Convocation is made	1032726	i

SID	Shareholder Name/ Title	Authority Type	Vote Entry	Type of Attendance	Representative Type	Declaration Info
002904U2302292	YOSUA SETO DWI NUGROHO	With vote preference	Not Recorded	Electronic	Individual Representative	i
002915E980783	JONATHAN AGUNG KARSA	General authority	Not Recorded	Electronic	Individual Representative	i

Vote Save/Update Resign



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3.2.2.1 Viewing Granting of Substitutive Authority (Only for Independent Representatives)

In certain conditions, an **Intermediary** that has electronically received direct authority from a local individual shareholder through the eASY.KSEI application can pass on the authority to you as an

Independent Representative. In the eASY.KSEI application, an **Independent Representative** acts as representatives provided by the Issuer and can be the recipient of a substitutive authority from an **Intermediary**. You can view the names and details of shareholders that are linked to the substitutive authority through the eASY.KSEI application's **Operations for Representatives** menu before the GMS starts. In the **Operations for Representatives** menu, choose the GMS data you wish to select, then select the shareholder's name whose authorization was passed on to you by the **Intermediary**.

3.2.2.2 Canceling Authority from Shareholders

1. In the **Operations for Representatives** menu, choose the GMS data you wish to select, then choose the shareholder's name whose authorization you wish to cancel.
2. Click on the  at the bottom of the menu's screen. A confirmation box will be displayed on your screen. Click on  to continue the process.
3. You will see an automatic confirmation and the shareholder's name will be removed from the screen.

4 Activities During the Day of the GMS

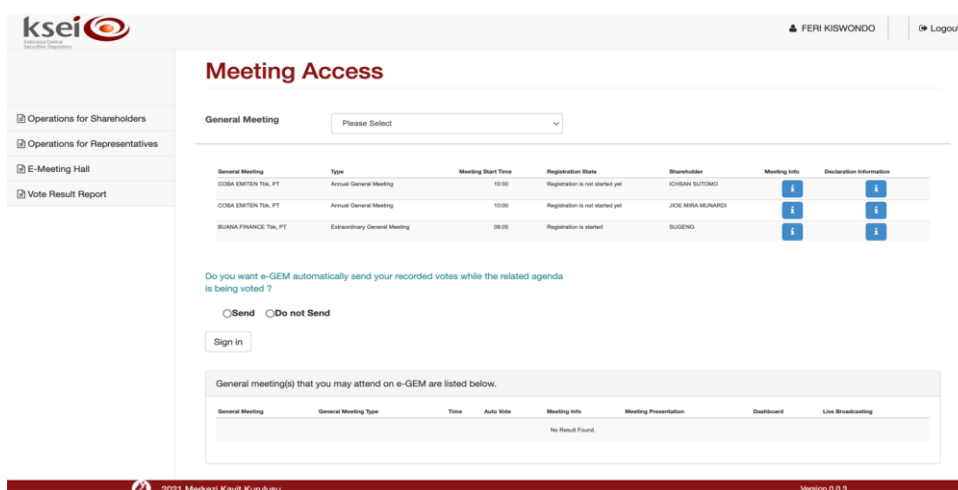
4.1 Pre-GMS Electronic Attendance Registration

During the Day of the GMS, the Registrar will open the electronic attendance registration period in the eASY.KSEI application, at the latest, two hours before the Issuer's GMS is opened.

4.1.1 Electronic Attendance Automatic Registration

If you are an **Individual Representative** or **Independent Representative** whom the shareholder has electronically granted authority to attend the Issuer's GMS through the eASY.KSEI application and has submitted shareholder votes for **at least** one of the GMS's agendas during the electronic attendance confirmation declaration period; you will be automatically registered in the eASY.KSEI application after the Registrar opens the electronic attendance confirmation declaration period.

1. If you opened the **Meeting Access** screen in the **E-Meeting Hall** menu on the Day of the GMS before the Registrar opens the electronic attendance registration period, you will see that the GMS data status will read "Registration is not started yet."



2. After the Registrar opens the electronic attendance registration period, the eASY.KSEI application will automatically register your attendance in the GMS. The GMS data will then be moved to the bottom of the Meeting Access screen, and all of the shareholders that have granted their authority to you will be counted in the GMS's quorum.

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Meeting Access

General Meeting Please Select

General Meeting	Type	Meeting Start Time	Registration State	Shareholder	Meeting Info	Declaration Information
BUANA FINANCE Tbk. PT	Extraordinary General Meeting	09:05	Registration is started	SUGENG	i	i

Do you want e-GEM automatically send your recorded votes while the related agenda is being voted ?

☐ Send ☐ Do not Send

[Sign in](#)

General meeting(s) that you may attend on e-GEM are listed below.

General Meeting	General Meeting Type	Time	Auto Vote	Meeting Info	Meeting Presentation	Dashboard	Live Broadcasting
COBA EMITEN Tbk. PT	Annual General Meeting	10:00	Send	i	Download	Dashboard	Live Broadcasting

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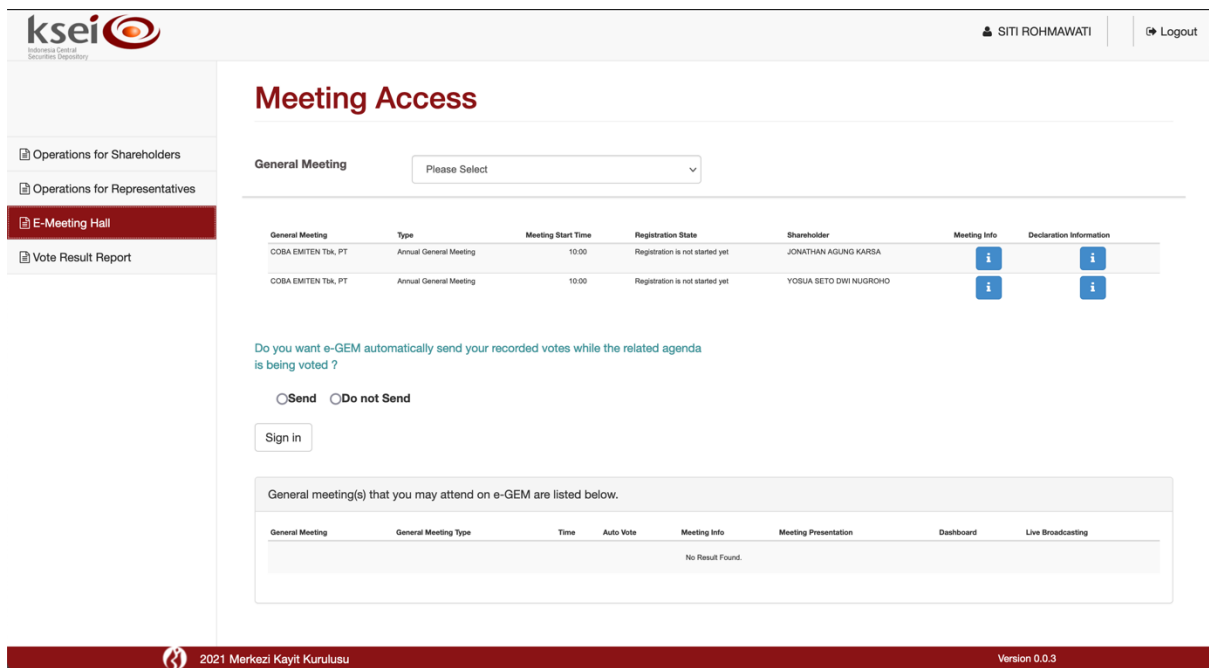
4.1.2 Electronic Attendance Confirmation during the Registration Period

If you are an **Individual Representative** or **Independent Representative** whom the shareholder has electronically granted authority to attend the Issuer's GMS through the eaSY.KSEI application; however:

- a. The shareholder did not include at least a vote for one of the Meeting's Agendas (for **Individual Representatives**); or
- b. The shareholder grants you full authority to decide on which vote to give during the Meeting (for **Individual Representatives**); then

You have to submit an electronic attendance confirmation by yourself (self-registration) during the GMS's Day through the eASY.KSEI application. You can perform the shelf-registration up to the Registrar closes the registration period before the Issuer starts the GMS>

1. On the Day of the GMS, you can view the names of shareholders who have appointed you as their representative at the **Meeting Access** screen in the **E-Meeting Hall** menu before the Registrar opens the electronic attendance registration period. However, since the Registrar has not opened the registration yet, you will see that the GMS data status will read "Registration is not started yet" and the names will be displayed in the upper portion of the **Meeting Access** screen.



Meeting Access

General Meeting: Please Select

General Meeting	Type	Meeting Start Time	Registration State	Shareholder	Meeting Info	Declaration Information
COBA EMITEN Tbk, PT	Annual General Meeting	10:00	Registration is not started yet	JONATHAN AGUNG KARSA	i	i
COBA EMITEN Tbk, PT	Annual General Meeting	10:00	Registration is not started yet	YOSUA SETO DWI NUGROHO	i	i

Do you want e-GEM automatically send your recorded votes while the related agenda is being voted ?

☐ Send ☒ Do not Send

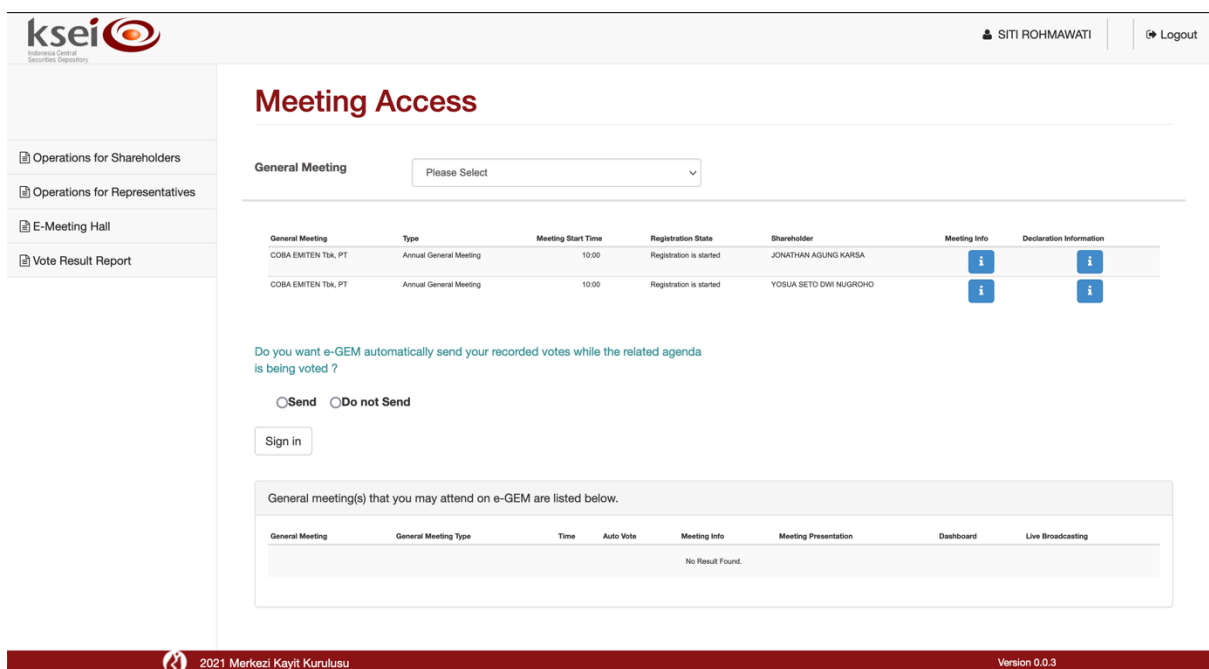
[Sign in](#)

General meeting(s) that you may attend on e-GEM are listed below.

General Meeting	General Meeting Type	Time	Auto Vote	Meeting Info	Meeting Presentation	Dashboard	Live Broadcasting
No Result Found.							

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- After the Registrar opens the electronic attendance registration period, signaled by the “Registration is started” status, you are then able to conduct your self-registration in the eASY.KSEI application.



Meeting Access

General Meeting: Please Select

General Meeting	Type	Meeting Start Time	Registration State	Shareholder	Meeting Info	Declaration Information
COBA EMITEN Tbk, PT	Annual General Meeting	10:00	Registration is started	JONATHAN AGUNG KARSA	i	i
COBA EMITEN Tbk, PT	Annual General Meeting	10:00	Registration is started	YOSUA SETO DWI NUGROHO	i	i

Do you want e-GEM automatically send your recorded votes while the related agenda is being voted ?

☐ Send ☒ Do not Send

[Sign in](#)

General meeting(s) that you may attend on e-GEM are listed below.

General Meeting	General Meeting Type	Time	Auto Vote	Meeting Info	Meeting Presentation	Dashboard	Live Broadcasting
No Result Found.							

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- The eASY.KSEI application provides a **General Meeting** column that contains a list of available GMSs and their meeting times. Select the GMS that you wish to attend.

Meeting Access

General Meeting: ✓ Please Select
10:00 - COBA EMITEN Tbk, PT

General Meeting	Type	Meeting Start Time	Registration State	Shareholder	Meeting Info	Declaration Information
COBA EMITEN Tbk, PT	Annual General Meeting	10:00	Registration is started	JONATHAN AGUNG KARSA	i	i
COBA EMITEN Tbk, PT	Annual General Meeting	10:00	Registration is started	YOSHUA SETO DWI NUGROHO	i	i

Do you want e-GEM automatically send your recorded votes while the related agenda is being voted ?

☐ Send ☐ Do not Send

[Sign in](#)

General meeting(s) that you may attend on e-GEM are listed below.

General Meeting	General Meeting Type	Time	Auto Vote	Meeting Info	Meeting Presentation	Dashboard	Live Broadcasting
No Result Found.							

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4. The screen will display the following statement: *Do you want e-GEM automatically send your recorded votes while the related agenda is being voted?*

To continue participating in the electronic live voting after the Issuer opens the opportunity at the E-Meeting Hall screen, select the ☐ **Do not Send** option to join the electronic live voting.

Even if the authority you receive is a Non-Recorded Votes one, you should still choose the **Send** option during the registration above if you cannot attend all of the Meeting agendas' electronic live voting. By choosing **Send**, you will automatically send **Abstain** as a final vote for all of the meeting agendas.

Meeting Access

General Meeting: 10:00 - COBA EMITEN Tbk, PT

General Meeting	Type	Meeting Start Time	Registration State	Shareholder	Meeting Info	Declaration Information
COBA EMITEN Tbk, PT	Annual General Meeting	10:00	Registration is started	JONATHAN AGUNG KARSA	i	i
COBA EMITEN Tbk, PT	Annual General Meeting	10:00	Registration is started	YOSHUA SETO DWI NUGROHO	i	i

Do you want e-GEM automatically send your recorded votes while the related agenda is being voted ?

☐ Send ☐ Do not Send

[Sign in](#) Your recorded vote will be sent automatically when the meeting starts without the need to click any button. If you have not save your votes, select "Do not send" option.

General meeting(s) that you may attend on e-GEM are listed below.

General Meeting	General Meeting Type	Time	Auto Vote	Meeting Info	Meeting Presentation	Dashboard	Live Broadcasting
No Result Found.							

2021 Merkezi Kayıt Kuruluşu Version 0.0.3

5. Click the [Sign in](#) button to send your selections, and the system will mark you as a participant in the electronic live voting. Afterward, the system will move the GMS data to the lower part of

the **Meeting Access** screen to indicate that you, and all of the shareholders you represent, have been counted for the Issuer's GMS's quorum.

The screenshot shows the KSEI Meeting Access interface. A blue notification box at the top states: "Attention: You have successfully signed in. Please click on 'Live Broadcasting' icon below to attend the general meeting." Below this, there is a table with columns: General Meeting, Type, Meeting Start Time, Registration State, Shareholder, Meeting Info, and Declaration Information. The table is currently empty with the text "No Result Found." Below the table, there is a section asking if the user wants e-GEM to automatically send their recorded votes while the related agenda is being voted. There are two radio buttons: "Send" and "Do not Send". Below this is a "Sign in" button. At the bottom, there is a section titled "General meeting(s) that you may attend on e-GEM are listed below." which contains a table with columns: General Meeting, General Meeting Type, Time, Auto Vote, Meeting Info, Meeting Presentation, Dashboard, and Live Broadcasting. The table lists one meeting: COBA EMITEN Tbk. PT, Annual General Meeting, 10:00, Do not Send, with icons for Meeting Info, Meeting Presentation, Dashboard, and Live Broadcasting.

4.1.3 Attendance Registration as Intermediary

Specifically for **Intermediary** representatives, it is **mandatory** for at least one of the representatives from an appointed **Intermediary** to electronically register their attendance through the eASY.KSEI application during the Day of the GMS, on behalf of their company, regardless of whether the representative is authorized to use recorded or non-recorded votes.

1. During the day of the GMS, if you, as the representative, open the **Meeting Access** screen in the **E-Meeting Hall** menu before the Registrar opens the Electronic Attendance Registration Period, you will find a list of shareholders that have appointed your company as an **Intermediary** to represent them during the GMS. However, since the Registrar has not opened the registration yet, you will see that the GMS data status will read "Registration is not started yet" and the names will be displayed in the upper portion of the **Meeting Access** screen.

The screenshot shows the KSEI Meeting Access interface for an Intermediary Institution. The top navigation bar includes the KSEI logo, "OFFICER", "Intermediary Institution", and "Logout". The main heading is "Meeting Access". Below this, there is a "General Meeting" dropdown menu with "Please Select" as the selected option. Below the dropdown is a table with columns: General Meeting, Type, Meeting Start Time, Registration State, Shareholder, Meeting Info, and Declaration Information. The table lists three meetings: COBA EMITEN Tbk. PT, Annual General Meeting, 10:00, Registration is not started yet, LANNY DHARMA; COBA EMITEN Tbk. PT, Annual General Meeting, 10:00, Registration is not started yet, RITA HERAWATI TAKANG; and COBA EMITEN Tbk. PT, Annual General Meeting, 10:00, Registration is not started yet, JONGKY DHARMA. Below the table, there is a section asking if the user wants e-GEM to automatically send their recorded votes while the related agenda is being voted. There are two radio buttons: "Send" and "Do not Send". Below this is a "Sign in" button. At the bottom, there is a section titled "General meeting(s) that you may attend on e-GEM are listed below." which contains a table with columns: General Meeting, General Meeting Type, Time, Auto Vote, Meeting Info, Meeting Presentation, Dashboard, and Live Broadcasting. The table is currently empty with the text "No Result Found.".

- After the Registrar opens the electronic attendance registration period, signaled by the "Registration is started" status, you can conduct your self-registration in the eASY.KSEI application. You can perform the self-registration until the Registrar closes the registration period and before the Issuer starts the GMS.

Meeting Access

General Meeting: Please Select

General Meeting	Type	Meeting Start Time	Registration State	Shareholder	Meeting Info	Declaration Information
COBA EMITEN Tbk, PT	Annual General Meeting	10.00	Registration is started	LANNY DHARMA	i	i
COBA EMITEN Tbk, PT	Annual General Meeting	10.00	Registration is started	RITA HERAWATI TATANG	i	i
COBA EMITEN Tbk, PT	Annual General Meeting	10.00	Registration is started	JONGKY DHARMA	i	i

Do you want e-GEM automatically send your recorded votes while the related agenda is being voted ?

☐ Send ☐ Do not Send

[Sign in](#)

General meeting(s) that you may attend on e-GEM are listed below.

General Meeting	General Meeting Type	Time	Auto Vote	Meeting Info	Meeting Presentation	Dashboard	Live Broadcasting
No Result Found.							

- If the **Intermediary** must attend more than one GMS in a day, the eASY.KSEI application will provide a **General Meeting** column that contains a list of available GMSs and their meeting times in the eASY.KSEI application. An **Intermediary** representative can confirm their attendance for more than one GMSs on the same day by repeating the process above after choosing each of the intended GMSs in the **General Meeting** column.

Meeting Access

General Meeting: 10:00 - COBA EMITEN Tbk, PT

General Meeting	Type	Meeting Start Time	Registration State	Shareholder	Meeting Info	Declaration Information
COBA EMITEN Tbk, PT	Annual General Meeting	10.00	Registration is started	LANNY DHARMA	i	i
COBA EMITEN Tbk, PT	Annual General Meeting	10.00	Registration is started	RITA HERAWATI TATANG	i	i
COBA EMITEN Tbk, PT	Annual General Meeting	10.00	Registration is started	JONGKY DHARMA	i	i

Do you want e-GEM automatically send your recorded votes while the related agenda is being voted ?

☐ Send ☐ Do not Send

[Sign in](#)

General meeting(s) that you may attend on e-GEM are listed below.

General Meeting	General Meeting Type	Time	Auto Vote	Meeting Info	Meeting Presentation	Dashboard	Live Broadcasting
No Result Found.							

- The screen will display the following statement: *Do you want e-GEM automatically send your recorded votes while the related agenda is being voted?*

This statement applies to all shareholders that have provided their authority to your company, it cannot be limited to just a portion of the shareholders. Select **Send** to automatically send all of the shareholders' *recorded votes* as final votes after the GMS starts. You do not need to do anything else during the electronic live voting.

Select **Do not Send** if you wish to participate in the electronic votes and provide the final votes for shareholders who have authorized *non-recorded votes*. If you selected **Send**, your shareholders' *non-recorded votes* would be counted in the electronic live voting as **Abstain** final votes for all of the Meeting's agendas.

Meeting Access

General Meeting: 10:00 - COBA EMITEN Tbk, PT

General Meeting	Type	Meeting Start Time	Registration State	Shareholder	Meeting Info	Declaration Information
COBA EMITEN Tbk, PT	Annual General Meeting	10:00	Registration is started	LANNY DHARMA	i	i
COBA EMITEN Tbk, PT	Annual General Meeting	10:00	Registration is started	RITA HERAWATI TATANG	i	i
COBA EMITEN Tbk, PT	Annual General Meeting	10:00	Registration is started	JONGKY DHARMA	i	i

Do you want e-GEM automatically send your recorded votes while the related agenda is being voted ?

☒ Send ☐ Do not Send

Sign in Your recorded vote will be sent automatically when the meeting starts without the need to click any button. If you have not save your votes, select "Do not send" option.

General meeting(s) that you may attend on e-GEM are listed below.

General Meeting	General Meeting Type	Time	Auto Vote	Meeting Info	Meeting Presentation	Dashboard	Live Broadcasting
No Result Found.							

- Click the **Sign in** button to submit your selection. Afterwards, the GMS data will move to the lower part of the **Meeting Access** screen to indicate that you and all of the shareholders you represent have been counted for the Issuer's GMS's quorum.

Attention

You have successfully signed in. Please click on "Live Broadcasting" icon below to attend the general meeting.

Meeting Access

General Meeting: 10:00 - COBA EMITEN Tbk, PT

General Meeting	Type	Meeting Start Time	Registration State	Shareholder	Meeting Info	Declaration Information
No Result Found.						

Do you want e-GEM automatically send your recorded votes while the related agenda is being voted ?

☒ Send ☐ Do not Send


Sign in

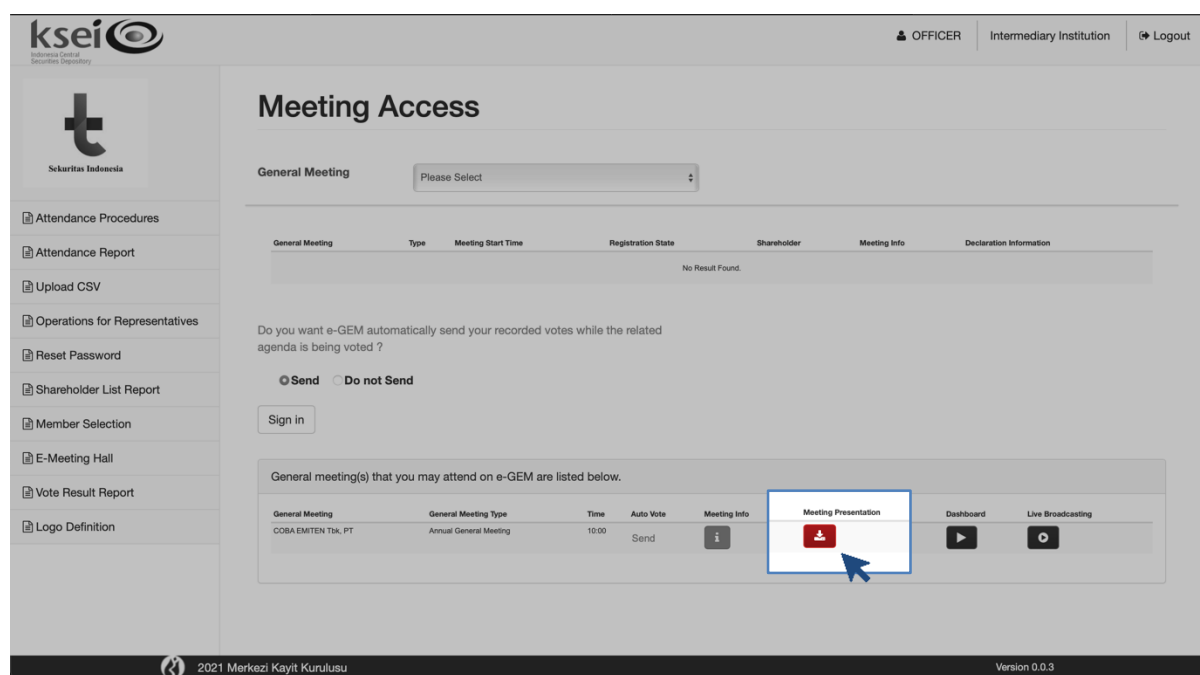
General meeting(s) that you may attend on e-GEM are listed below.

General Meeting	General Meeting Type	Time	Auto Vote	Meeting Info	Meeting Presentation	Dashboard	Live Broadcasting
COBA EMITEN Tbk, PT	Annual General Meeting	10:00	Send	i	Live Broadcasting	Dashboard	Live Broadcasting

4.2 Downloading GMS Materials

Before the GMS, the Issuer can provide a copy of the GMS's material through the eASY.KSEI application. You can download the GMS material from the **Meeting Presentation** feature in the E-Meeting Hall menu if you are already registered (either by auto-registration or self-registration).


1. You can check the list of GMSs that you wish to attend in the lower part of the E-Meeting Hall menu screen. Click on the  icon to download a GMS's material.

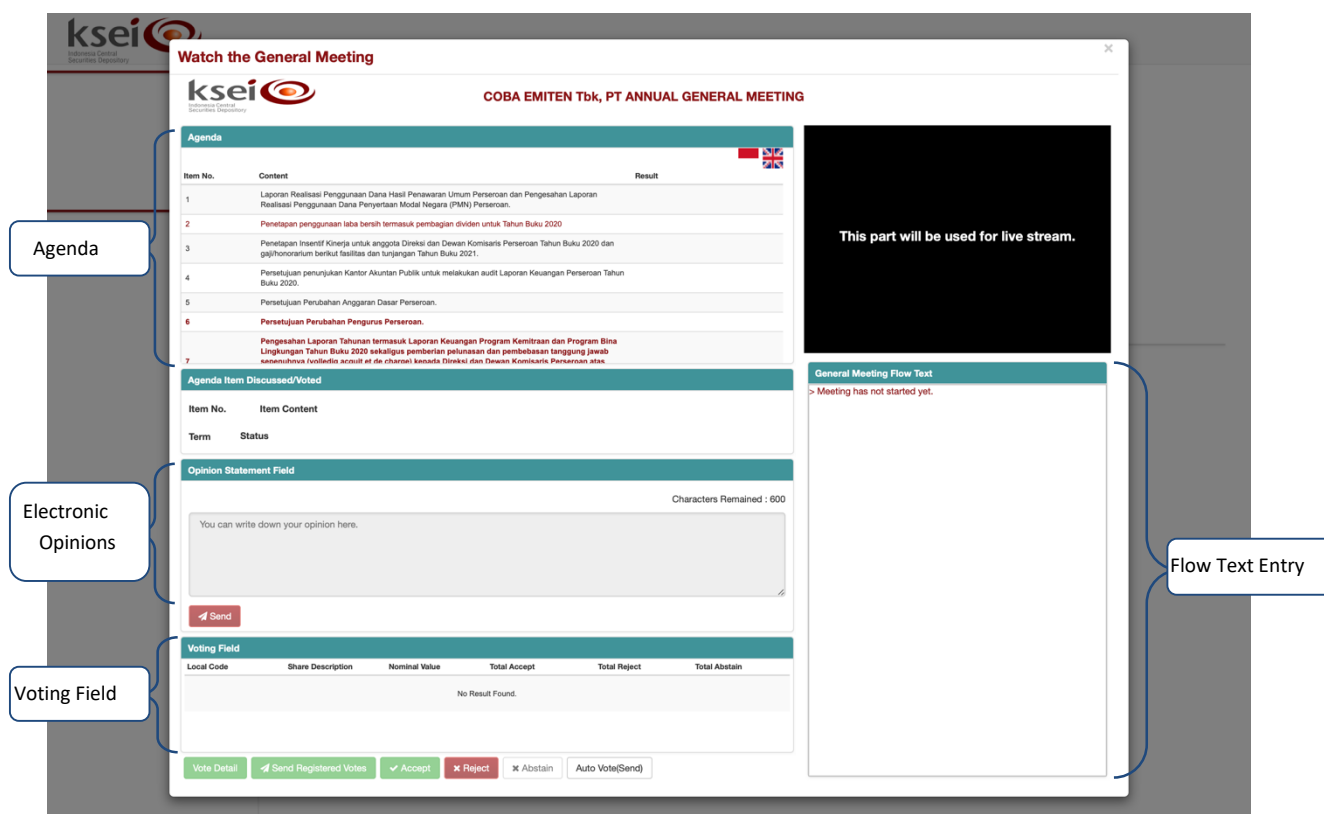


2. The GMS material file will be automatically saved on your device. If there are no files saved, it means that the Issuer has not provided any GMS material copies in the eASY.KSEI application. You can contact the Issuer directly for more information on the availability of the GMS material.

4.3 Participating in the GMS through the E-Meeting Hall

Re-enter the eASY.KSEI application during the appointed time of the Issuer's GMS to participate in the GMS through the **E-Meeting Hall** screen. You can attend more than one Issuer's GMSs at the same time through the eASY.KSEI application.

1. At the **E-Meeting Hall** menu, click the  icon on the GMS you wish to participate.
2. The **E-Meeting Hall** will open the following screen:



Information in this E-Meeting Hall screen is separated into two: **Agenda** and **Agenda Discussed/Voted**. You can view all of the Meeting's agendas during the GMS in the **Agenda** column. In the **Agenda Item Discussed/Voted** column, you will find more details on the Meeting Agenda currently being discussed or voted on.

You can use the **Electronic Opinions** column to submit your question or opinion on the current meeting agenda. Each shareholder or representative participating through the E-Meeting Hall has a maximum of three opportunities per Meeting Agenda to submit questions or opinions. Each question or opinion cannot be more than 600 characters. Each Issuer is entitled to implement its own GMS Rules and Regulations, including on the number and priority of questions and opinions submitted into the Issuer's operator column for responses during the Meeting Agenda's discussion.

You can use the **Voting Field** to participate in the electronic live voting for each Meeting Agenda. You cannot use this field if you have not entered your voting decisions or if the system has marked you with "Do not Send."

The **Flow Text Entry** column will show the details of the GMSs in the Meeting Hall. The system will display the time and activities from start to end of the e-GMS, including the questions or opinions that the Meeting's chair has responded to and the voting results for each Meeting Agenda. The eASY.KSEI application provides a maximum 5 minute voting time for each of the Meeting Agendas. This period will start after the Issuer's operator clicks the **Start Voting** button. The operator can also end the voting early if needed.


The black box in the **E-Meeting Hall** screen will not display the GMS's live stream. The GMS can be viewed through the Zoom Webinar feature in the AKSes Facility's GMS Livestream module.

4.4 Viewing the GMS Livestream Via Zoom Webinar

Article 10 Paragraph 1 (b) of Financial Services Regulation (POJK) Number 16/POJK.04/2020 specifies that *the e-GMS or system provided by a Limited Liability Company must have a feature that allows all GMS attendees to participate and interact in the GMS*. Therefore, the Indonesia Central Securities Depository (KSEI), as the provider of the e-GMS system, has developed a GMS Livestream module in its Securities Ownership Referencing (AKSes) Facility. The module facilitates shareholders and representatives to attend, view, and listen to the GMS's live stream remotely and electronically.

The GMS Livestream module in the AKSes Facility is available in direct Zoom Webinar format, which is a premium virtual video conference application that provides various telecommunication options such as Zoom Phone, Zoom Chat, Zoom Meetings, and Zoom Webinar. Local individual shareholders and electronically appointed representatives in the eASY.KSEI application must own an AKSes Facility account to view the GMS's live streaming through the GMS Livestream module's Zoom Webinar feature.

All local Individual shareholders who have appointed you as their representative through the eASY.KSEI application can no longer access the Zoom Webinar to watch the Issuer's GMS Livestream. This is because they have passed on their viewing rights to you as their representatives in the GMS.

1. In the AKSes Facility, click on the **eASY.KSEI** menu and then click on the **GMS Livestream** sub-menu.
2. After the **GMS Livestream** sub-menu is opened, the screen will display a list of GMSs that you can view.
3. During the scheduled time of the GMS, click on  to enter the GMS's Zoom Webinar room. You will receive the following message and cannot enter if the Host has not started the GMS's webinar yet.



JOIN A MEETING HOST A MEETING ▾ SIGN IN **SIGN UP, IT'S FREE**

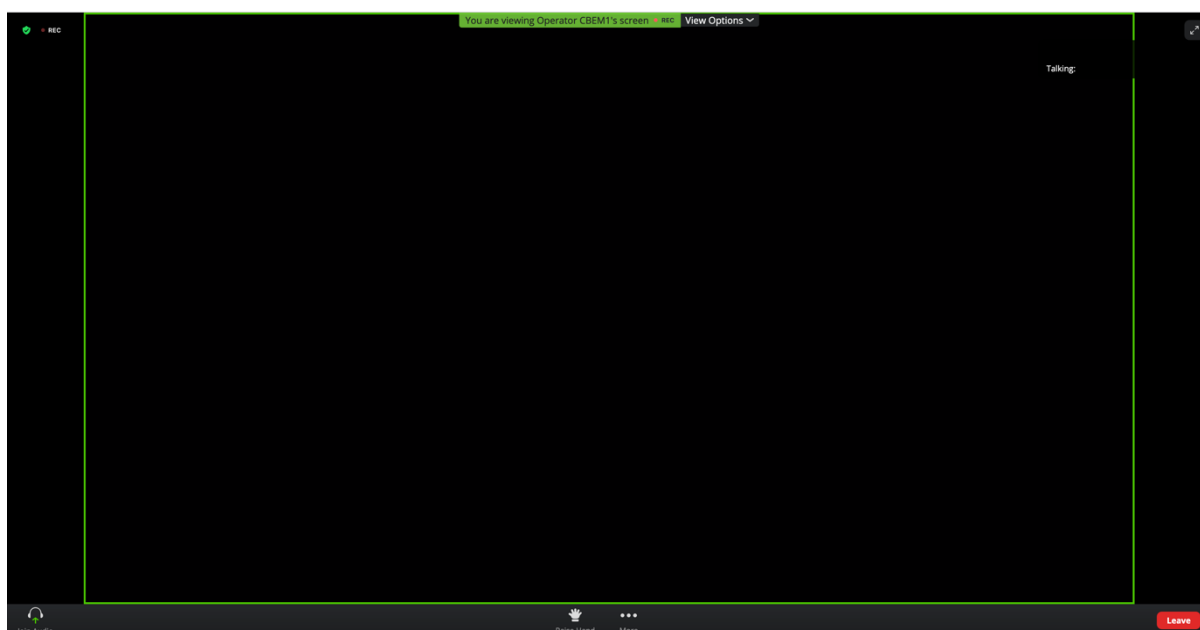
Please wait for the host to start this webinar

Start 2:00 PM

Rapat Umum Pemegang Saham Tahunan (RUPS) dari COBA EMITEN Tbk, PT

If you are the host, [sign in](#) to start this webinar

4. After the Host opens access to the Zoom Webinar room, you will automatically enter in the room as follows:



- During the GMS's live stream through the Zoom Webinar, shareholders or representatives are not allowed to record and/or distribute any recordings of the GMS Livestream without permission from the Issuer which hosted the GMS.

4.5 Submitting Verbal Questions/Opinions

In the Zoom Webinar Room, the GMS's attendees can directly speak to the Meeting's Chair, who is part of the panelists. All participants in the virtual event can hear the conversation. There is a **Raise Hand** feature if you wish to speak. You cannot directly speak by activating the microphone in your device until the Host or Co-Host invites you to speak.

Issuers will implement their own rules and regulations on how they would invite participants to present questions or opinions during the GMS's Zoom Webinar.

4.6 Submitting Written Questions/Opinions

Besides verbally, KSEI has also provided a feature to allow GMS attendees to present their questions or opinions in writing. This feature is not available in the **Zoom Webinar**, can only be viewed in the eASY.KSEI application's **E-Meeting Hall** screen, and is only active when the Issuer is discussing a specific Meeting Agenda.

- At the **E-Meeting Hall** screen, the **Opinion Statement Field** will become active after the Issuer opens your intended Meeting Agenda's discussion. The **Agenda Item Discussed/Voted** column will indicate if the Issuer opens a particular Meeting Agenda for discussion. The system will also display the *"Discussion started for agenda item no. []"* status at the **General Meeting Flow Text** column.

Watch the General Meeting

ksei COBA EMITEN Tbk, PT ANNUAL GENERAL MEETING

Agenda

Item No.	Content	Result
1	Laporan Realisasi Penggunaan Dana Hasil Penawaran Umum Perseroan dan Pengesahan Laporan Realisasi Penggunaan Dana Penyerahan Modal Negara (PMN) Perseroan.	
2	Pengesahan penggunaan laba bersih termasuk pembagian dividen untuk Tahun Buku 2020	
3	Pengesahan Insentif Kinerja untuk anggota Direksi dan Dewan Komisaris Perseroan Tahun Buku 2020 dan gaji/honorarium berikut fasilitas dan tunjangan Tahun Buku 2021.	
4	Persetujuan penunjukan Kantor Akuntan Publik untuk melakukan audit Laporan Keuangan Perseroan Tahun Buku 2020.	
5	Persetujuan Perubahan Anggaran Dasar Perseroan.	
6	Persetujuan Perubahan Pengurus Perseroan.	

Agenda Item Discussed/Voted

Item No.	Item Content
1	The Report of the Use of Proceeds of the Public Offering of the Company and ratification of the report for the realization of the utilization of the Additional Capital Participation of the State (Penyerahan Modal Negara (PMN)) for the Company.

Opinion Statement Field

Opinion: 1 / 3 Characters Remained : 600

You can write down your opinion here.

Send

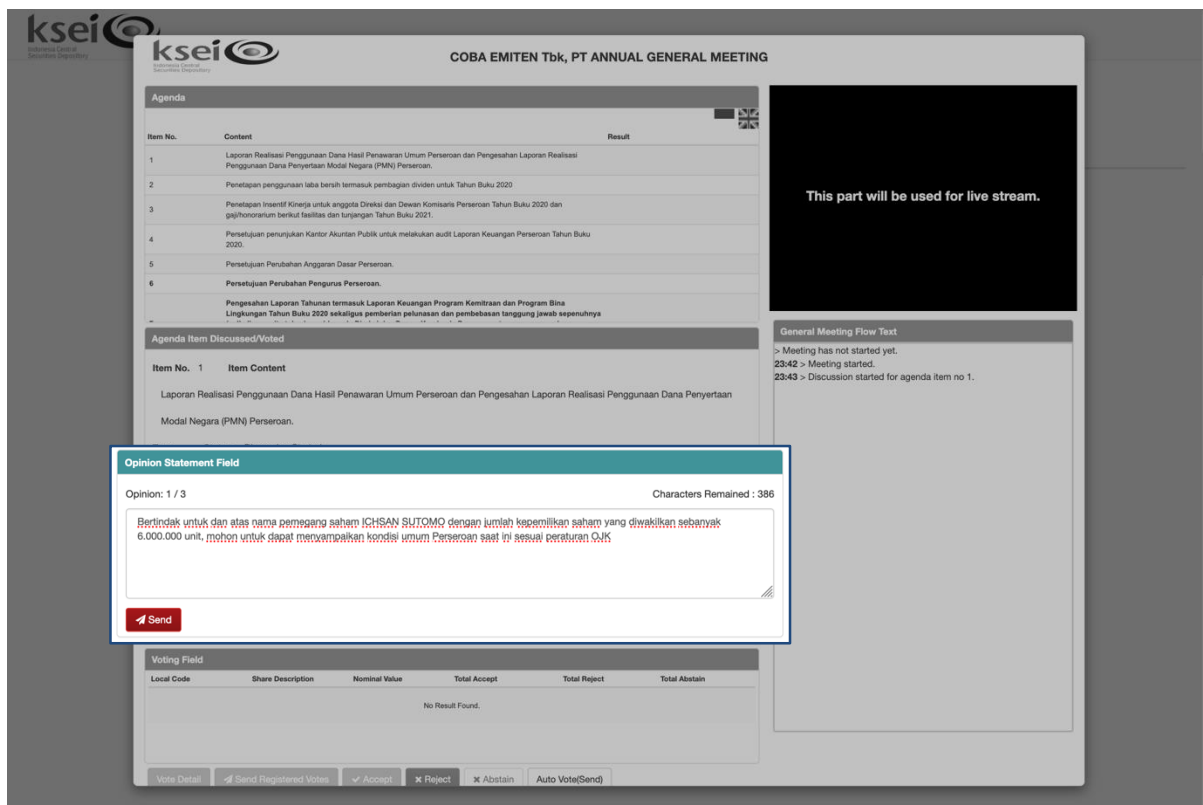
Voting Field

Local Code	Share Description	Nominal Value	Total Accept	Total Reject	Total Abstain
No Result Found.					

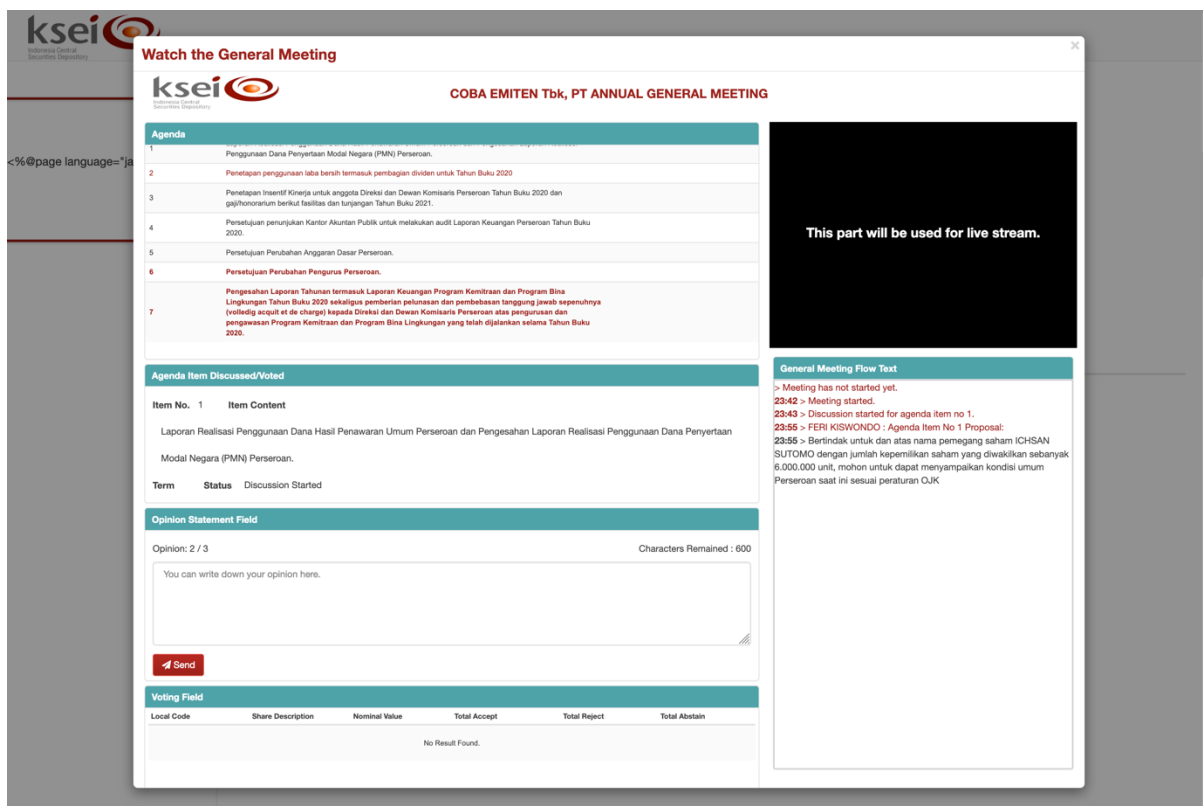
General Meeting Flow Text

> Meeting has not started yet.
 23:42 > Meeting started.
 23:43 > Discussion started for agenda item no 1.

- If you wish to submit a question from a shareholder you represent, please enter the question or opinion in the **Opinion Statement Field** column. To help the operator or notary's identification process, KSEI recommends that you add the name and share ownership size of the shareholder who gave you the question or opinion before you click on the **Send** button to send the question or opinion to the Issuer's operator screen. Please note that the statement cannot be longer than the eASY.KSEI application's maximum limit of 600 characters, and each GMS attendee will only receive three opportunities to submit questions or opinions per Meeting Agenda discussion. Each Issuer is entitled to implement their own GMS Rules and Regulations, including on the number and priority of questions and opinions submitted into the Issuer's operator column for responses during the Meeting Agenda's discussion.

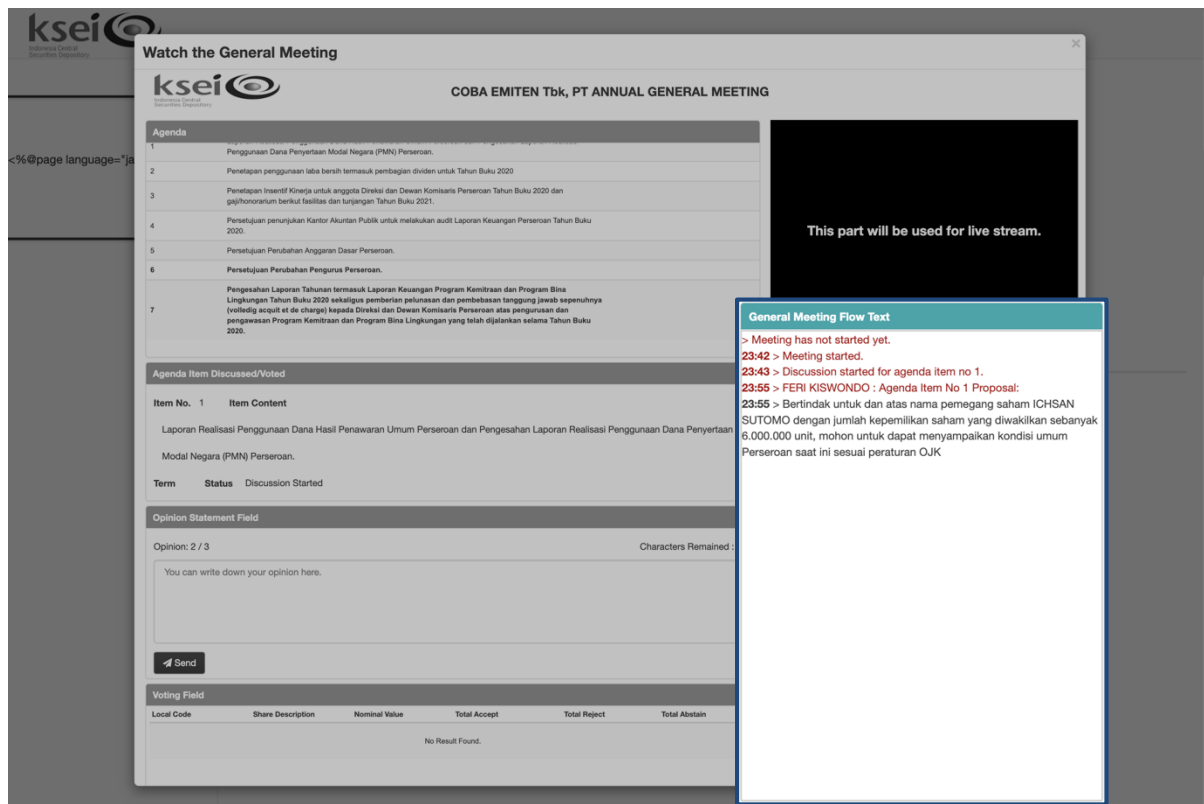


- All responded questions or opinions would be entered in the **General Meeting Flow Text** and displayed to all GMS attendees through the **E-Meeting Hall Screen**.

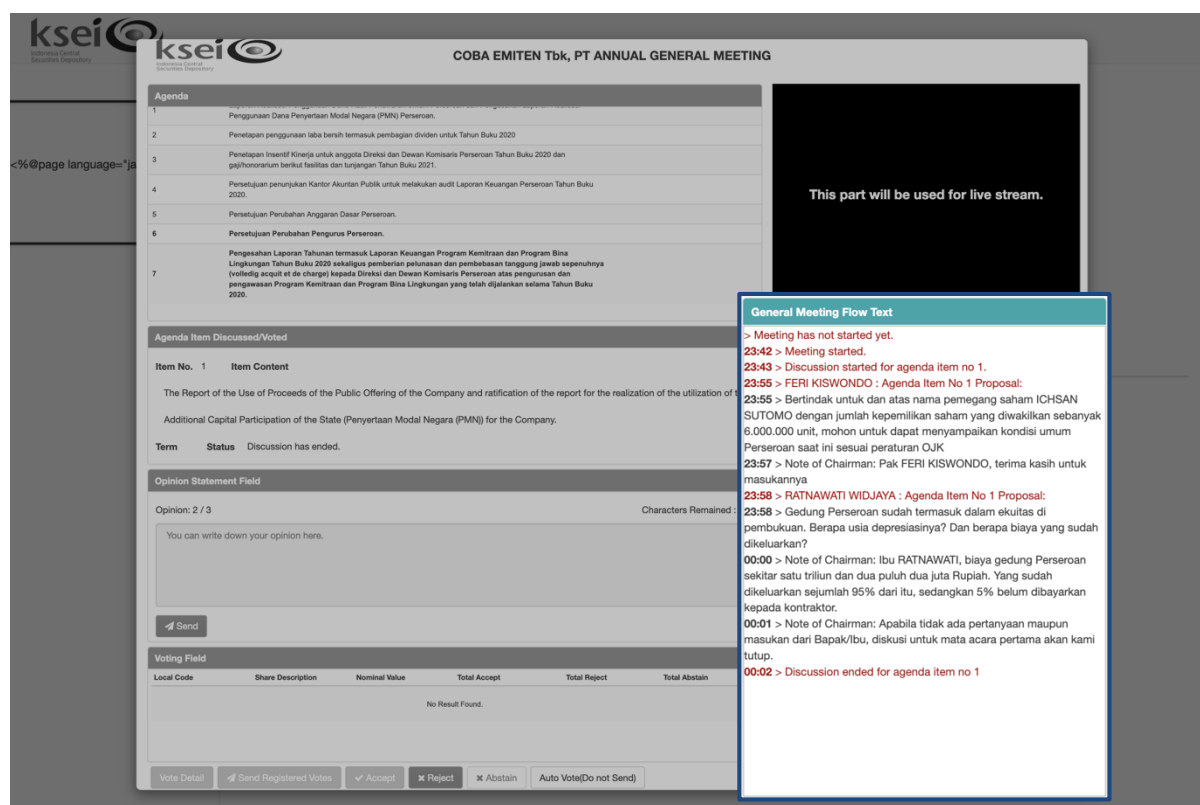


- The Meeting's Chair can respond to the questions or opinions entered in the **General Meeting Flow Text** for each Meeting Agenda. Each Issuer can determine their response methods based on the GMS rules and regulations they use through the eASY.KSEI application. You and other

GMS attendees can view the Meeting's Chair's response in the **E-Meeting Hall** screen after the Issuer's operator enters the response in the **General Meeting Flow Text** column.



- After a Meeting Agenda's discussion concludes, the system will display the *"Discussion for agenda item no. [] has ended"* status in the **General Meeting Flow Text** column. Afterward, you cannot submit any questions or opinions on the Agenda, and the **Agenda Item Discussed/Voted** column will automatically be deactivated.



4.7 Participating in the Electronic Live Voting

The electronic live voting is a period when shareholders or representatives can directly vote in the eASY.KSEI application's **E-Meeting Hall** screen. Shareholders and representatives who can participate in the electronic live voting are those that the system has marked with the **Do not Send** status in the **Meeting Access** screen's **Auto Vote** column.

Here are a few points regarding your participation in the electronic live voting:

1. At the **E-Meeting Hall** screen, all shareholders and representatives participating in the electronic live voting will find their **Voting Field** column activated. This indicates that the Issuer has opened the electronic live voting period for one of the Meeting Agendas. The start of a Meeting Agenda's electronic live voting period will be signaled by:
 - a. A chime when the Issuer clicks the **Start Voting** button to start the electronic live voting of a Meeting Agenda.
 - b. The **Agenda Item Discussed/Voted** column displaying the Meeting Agenda for the ongoing electronic live voting.
 - c. The system displaying a "Voting for agenda item no [] has started" at the **General Meeting Flow Text** column.

Screen display for representatives that have chosen **Do not Send**:

The screenshot displays the KSEI COBA EMITEN Tbk, PT ANNUAL GENERAL MEETING interface. The main content area is titled 'Agenda' and lists four items. The 'Agenda Item Discussed/Voted' section shows item 1, 'Persetujuan atas Laporan Tahunan Perseroan dan Pengesahan Laporan Keuangan Perseroan untuk tahun buku yang berakhir pada tanggal 31 Desember 2020', with a status of 'Voting started.' and a term of '03:44'. The 'Opinion Statement Field' is empty, and the 'Voting Field' table shows a total of 1,000,000 shares. The 'General Meeting Flow Text' on the right indicates that the meeting has not started yet.

Local Code	Share Description	Nominal Value	Total Accept	Total Reject	Total Abstain
CBEM	COBA EMITEN Tbk, PT	1,000,000	0	0	1,000,000

Screen display for representatives that have chosen **Send**:

The screenshot displays the KSEI COBA EMITEN Tbk, PT ANNUAL GENERAL MEETING interface. The main content area is titled 'Agenda' and lists four items. The 'Agenda Item Discussed/Voted' section shows item 2, 'Penetapan penggunaan laba Perseroan untuk tahun buku yang berakhir pada tanggal 31 Desember 2020', with a status of 'Voting started.' and a term of '02:24'. The 'Opinion Statement Field' is empty, and the 'Voting Field' table shows a total of 29,000 shares. The 'General Meeting Flow Text' on the right indicates that the meeting has not started yet.

Local Code	Share Description	Nominal Value	Total Accept	Total Reject	Total Abstain
CBEM	COBA EMITEN Tbk, PT	29,000	25,000	1,000	3,000

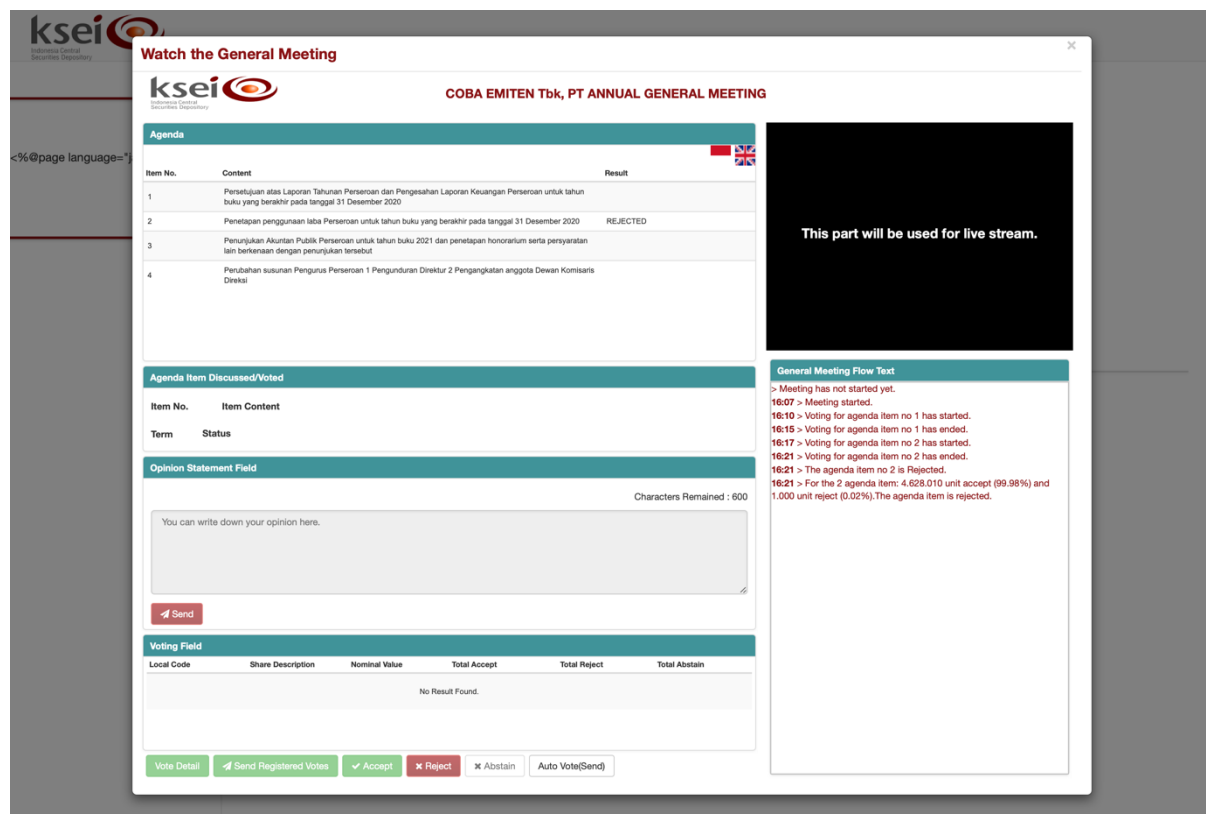
- The eASY.KSEI application will start a maximum countdown of 5 minutes for the electronic live voting of each Meeting Agenda. However, please observe the respective GMS's rules and

regulations through the eASY.KSEI application as each Issuer is entitled to determine the time limit for voting in their GMS.

3. Shareholders and representatives that participate in the electronic live voting in the E-Meeting Hall screen can choose one out of three voting options: **Accept**, **Reject**, and **Abstain**. Besides buttons for the three voting options, the E-Meeting Hall screen will also show another button in the **Voting Field** column.


Vote Detail Button	Click on this button to view the details on the votes provided by the shareholders you are representing.
Send Registered Votes Button	If the shareholders have already entered their recorded votes but your latest Auto Vote status before the electronic live voting is marked as Do Not Send , then you must click on the Send Registered Votes Button to send the recorded votes as the shareholders' final vote for the respective Meeting Agenda. If the shareholders do not have recorded votes but your latest Auto Vote status prior to the electronic live voting is marked as Send , then you must click on the Send Registered Votes Button so the system will send an Accept vote as your shareholders' final vote for the respective Meeting Agenda.
Accept Button	If the shareholders have already entered their recorded votes but your latest Auto Vote status before the electronic live voting is marked as Do Not Send , then click on the Accept button to send an accept vote as your shareholder's final vote for the respective Meeting Agenda.
Reject Button	If the shareholders have already entered their recorded votes but your latest Auto Vote status prior to the electronic live voting is marked as Do Not Send , then click on the Reject Button to send a reject vote as your shareholder's final vote for the respective Meeting Agenda.
Abstain Button	If the shareholders have already entered their recorded votes but your latest Auto Vote status prior to the electronic live voting is marked as Do Not Send , then you must click on the Abstain Button to send an abstain vote as your shareholder's final vote for the respective Meeting Agenda.
Auto Vote (Do not Send) Button	If the shareholders have already entered their recorded votes, click on this button to send the recorded votes as the shareholders' final vote for the respective Meeting Agenda. If the shareholders do not have any prior recorded votes and you clicked this button, the system will send an Abstain vote as the shareholders' final vote for the respective Meeting Agenda.

4. You will know if the electronic live voting has ended, either due to the voting countdown completed or the Issuer operator has ended the process, if:
 - a. You hear another chime indicating the ending of the Meeting Agenda's electronic live voting.
 - b. The **Agenda Item/Discussed/Voted** column no longer displays the Meeting agenda.
 - c. The system displays the *"Voting for agenda item [] has ended"* status in the **General Meeting Flow Text** column.



4.8 Quick Viewing of the GMS

Besides following the GMS through the **E-Meeting Hall** screen or viewing it through the GMS Livestream module, you could also monitor the meeting through the **Dashboard** feature in the **E-Meeting Hall** menu. The **Dashboard** functions to only display details on a currently running GMS activity. The feature will display brief and visual information to enable you to monitor the Issuer's GMS at a glance without the need to keep the **E-Meeting Hall** screen open for the meeting's duration.

1. At the **E-Meeting Hall** menu, click the  icon on the GMS you are following.
2. The **Dashboard** window will open and display the latest information on the currently ongoing GMSs in the **E-Meeting Hall**. Here are a few examples of the **Dashboard** window:

