

**PANDUAN PEMBERIAN KUASA  
KEPADA BIRO ADMINISTRASI EFEK MELALUI SISTEM eASY.KSEI (“e-PROXY”)**

**Catatan:**

1. Untuk dapat melakukan pemberian kuasa kepada Biro Administrasi Efek melalui e-Proxy, Pemegang Saham harus telah memiliki akun eASY.KSEI dengan cara melakukan registrasi/aktivasi akun eASY.KSEI melalui <https://akses.ksei.co.id>.  
Panduan Registrasi dapat diakses melalui link berikut <https://www.hero.co.id/investor/publication#gms>.
2. Pemegang saham dapat memberikan kuasa melalui e-Proxy selambat-lambatnya Senin, 30 Mei 2022 pukul 12:00 WIB.

## Tata Cara Pemberian Kuasa Kepada Biro Adminstrasi Efek Melalui sistem eASY.KSEI

1. Setelah melakukan proses registrasi, untuk dapat memberikan kuasa anda harus log in ke dalam sistem eASY.KSEI. Untuk log in ke dalam sistem eASY.KSEI, masuklah ke situs <https://akses.ksei.co.id/>, kemudian klik

The screenshot shows the website interface for akses.ksei.co.id. At the top, there is a navigation bar with a search bar and a 'MASUK' button. Below the navigation bar, there are three stock market data cards for ABBA, ABDA, and ABMM. The main content area is divided into several sections: a left sidebar with navigation links (Beranda, Pusat Informasi, Pusat Edukasi, Panduan), a central banner for 'KEAMANAN YANG TERJAMIN DENGAN AKSes KSEI', a 'Pusat Edukasi' section with a video player, and a 'Aktivitas Pasar' section with a line chart and a table of market indices. Below the chart is a 'Saham Paling Aktif' table. On the right side, there is an 'Aksi Korporasi' section with a list of corporate actions.

**Market Data:**

Stock	Change	Value	% Change
ABBA	+0,00	50,00 IDR	+0,0000%
ABDA	+0,00	0,00 IDR	+0,0000%
ABMM	+0,00	0,00 IDR	+0,0000%

**Market Indices:**

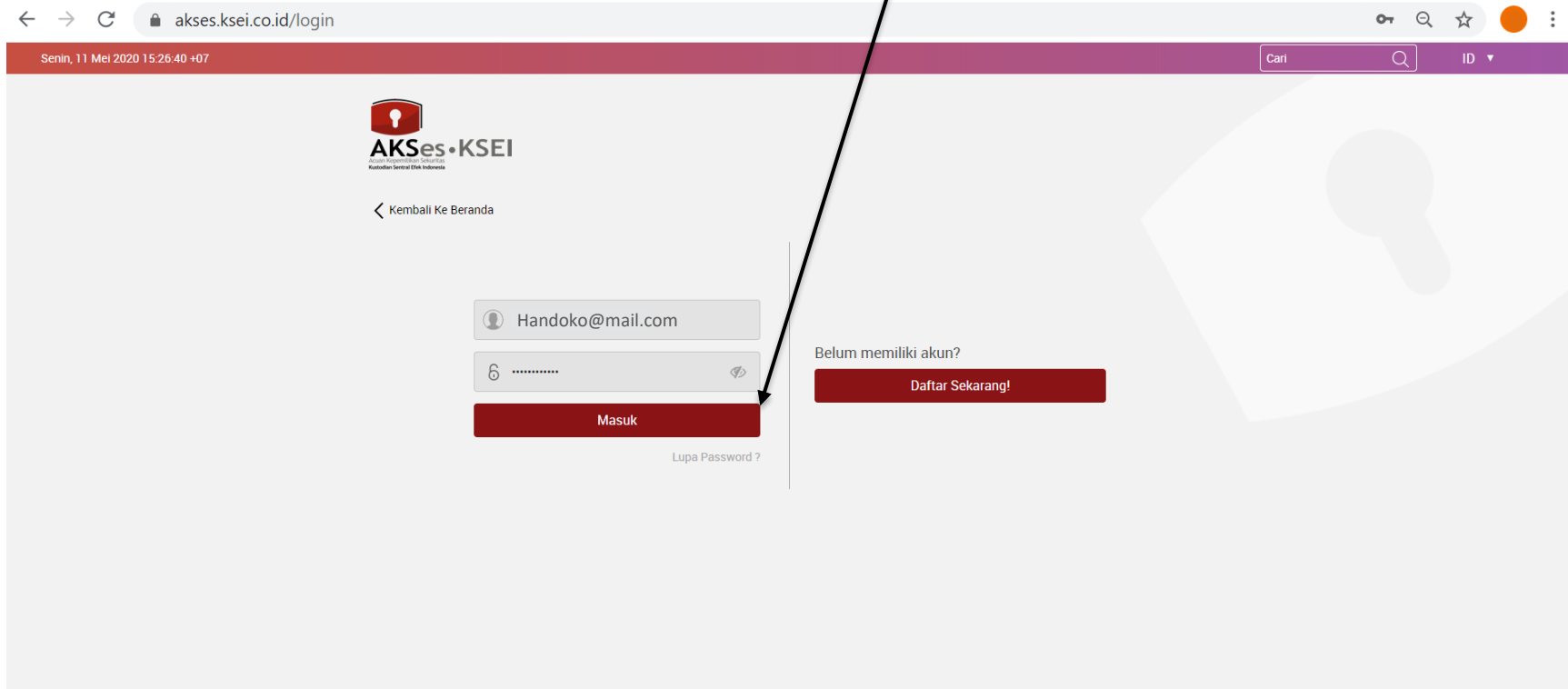
Indeks	Nilai	Poin	Persentase
COMPOSITE	4.639,105	▲ 19,128	▲ 0,41%
AGRI	983	▲ 22,611	▲ 0,024%
BASIC-IND	695	▲ 0,585	▲ 0,001%
BISNIS-27	401	▲ 4,893	▲ 0,012%
CONSUMER	1.804	▲ 7,027	▲ 0,004%
DBX	905	▼ 11,428	▼ 0,012%
FINANCE	936	▲ 10,113	▲ 0,011%
I-GRADE	124	▲ 0,574	▲ 0,005%

**Saham Paling Aktif:**

Saham	Nilai	Volume	Frekuensi
LPPF	154.295.077.500	101.177.100	17.645
PGAS	297.584.009.500	332.496.100	15.825
BRPT	119.672.118.000	98.091.900	13.155
MNCN	57.620.011.000	69.421.700	13.062
IPTV	4.862.665.200	12.036.300	12.200
BBRI	402.135.154.000	153.486.700	12.035
ASII	310.294.656.000	79.156.800	11.281
GIAA	36.446.490.000	158.463.000	10.316

2. Masukkan email dan password anda, kemudian klik

Masuk



3. Setelah proses log in dilakukan, maka tampilan layar akan seperti di bawah ini dan pilihlah menu

eASY.KSEI

The screenshot shows the AKSes.KSEI website dashboard. At the top, there is a navigation bar with a search bar and user information. Below the navigation bar, there are four stock market tickers: AKASHA WIRA INTERNATIONAL Tbk, PT (ADES), ADHI KARYA (PERSERO) Tbk, PT (ADHI), ADIRA DINAMIKA MULTI FINANCE Tbk, PT (ADMF), and POLYCHEM INDONESIA Tbk, PT (ADMG). The main content area features a banner for checking investment portfolios, a section for market activity (AKTIVITAS PASAR) with a line chart and a table of market indices, and a section for corporate actions (Aksi Korporasi) with a list of upcoming events. A sidebar on the left contains navigation links for Beranda, Portfolioku, Pusat Informasi, Pusat Edukasi, eASY.KSEI, and Panduan. A video player for 'Video Profile KSEI (Official KSEI)' is also visible.

**Handoko**  
IDD300852580000

Selamat Siang,  
Smitha Anjani  
IDD3008S2580656

Senin, 11 Mei 2020 15:27:49 +07

**AKSes.KSEI**  
Kustodian Sentral Efek Indonesia

AKASHA WIRA INTERNATIONAL Tbk, PT  
**ADES**  
▼ 815,00 IDR -35,00  
-4,1176%

ADHI KARYA (PERSERO) Tbk, PT  
**ADHI**  
▲ 540,00 IDR +10,00  
+1,8868%

ADIRA DINAMIKA MULTI FINANCE Tbk, PT  
**ADMF**  
▲ 6625,00 IDR +75,00  
+1,1450%

POLYCHEM INDONESIA Tbk, PT  
**ADMG**  
▲ 98,00 IDR +0,00  
+0,0000%

**kini cek portofolio investasi pasar modal LEBIH MUDAH**

**Pusat Edukasi**  
Video Profile KSEI (Official KSEI)  
Watch later Share

**AKTIVITAS PASAR**  
Senin, 11 Mei 2020 15:14:54 +07

Indeks Ekuitas Reksa Dana

Indeks	Nilai	Poin	Persentase
COMPOSITE	4.639,105	▲ 19,128	▲ 0,41%
AGRI	983	▲ 22,611	▲ 0,024%
BASIC-IND	695	▲ 0,585	▲ 0,001%
BISNIS-27	401	▲ 4,893	▲ 0,012%
CONSUMER	1.804	▲ 7,027	▲ 0,004%
DBX	905	▼ 11,428	▼ 0,012%
FINANCE	936	▲ 10,113	▲ 0,011%
I-GRADE	124	▲ 0,574	▲ 0,005%

**Saham Paling Aktif**

Saham	Nilai	Volume	Frekuensi
LPPF	154.701.795.000	101.443.800	17.687
PGAS	297.763.457.000	332.696.600	15.857
BRPT	120.026.528.000	98.382.400	13.217
MNCN	57.707.327.000	69.526.900	13.073
BBRI	404.787.904.000	154.499.200	12.554
IPTV	4.868.361.600	12.050.400	12.205
ASII	311.686.256.000	79.511.800	11.333
GIAA	36.447.732.000	158.468.400	10.318


**Aksi Korporasi**  
Mei 2020

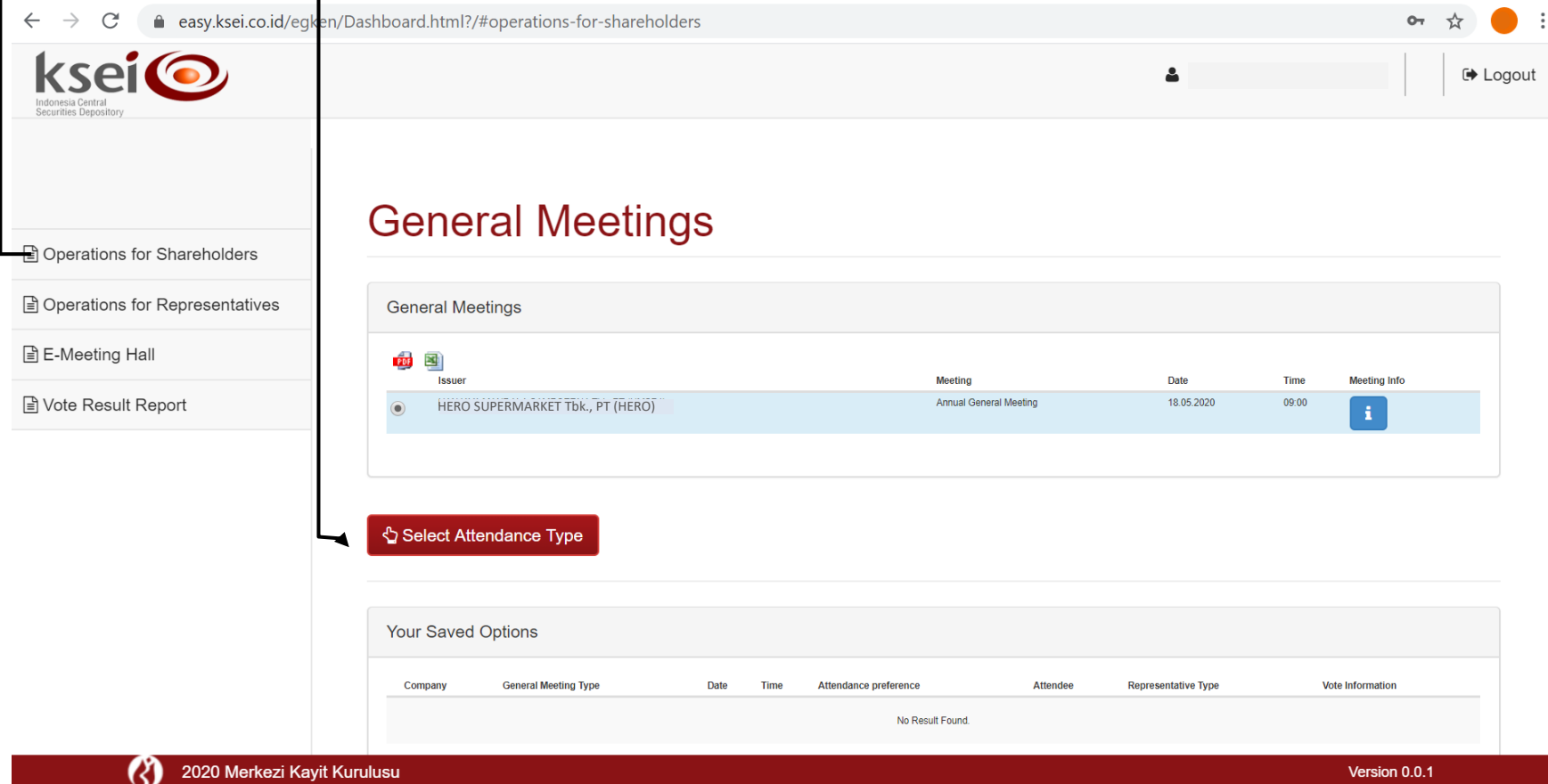
- 08 Bunga - SMFP04BCN5 - (OBLIGASI BKLJT IV SMF TAHAP V TAHUN 2018 SERI B)  
Effective Date : 14 May 2020
- 11 Bunga - ASAI01A1MF - (MTN PT. AGRO SEJAHTERA ABADI TAHUN 2020 TAHAP 1 SERI A)  
Effective Date : 15 May 2020
- 11 Bunga - BEXI03CCN5 - (OBL BKLJT INDONESIA EXIMBANK III THP V TH17 SR C)

**Navigation Menu:**  
Beranda, Portfolioku, Pusat Informasi, Pusat Edukasi, eASY.KSEI, Panduan


4. Pilih menu  dan pilihlah 'HERO SUPERMARKET TBK., PT (HERO)' dalam tabel General Meetings.

Setelah itu klik





The screenshot shows the KSEI website interface. The browser address bar displays the URL: `easy.ksei.co.id/egken/Dashboard.html?/#operations-for-shareholders`. The page title is "General Meetings". The main content area features a table with the following data:

Issuer	Meeting	Date	Time	Meeting Info
HERO SUPERMARKET Tbk., PT (HERO)	Annual General Meeting	18.05.2020	09:00	

Below the table, there is a section titled "Your Saved Options" with a table that currently displays "No Result Found.".

At the bottom of the page, there is a red footer bar containing the text "2020 Merkezi Kayit Kurulusu" on the left and "Version 0.0.1" on the right.

5. Kemudian klik

My authorized representative will attend

easy.ksei.co.id/egken/Dashboard.html?/#attendance-dec-inv

**ksei**  
Indonesia Central  
Securities Depository

Logout

## Select Attendance Type

HERO SUPERMARKET Tbk., PT (HERO) , 18.08.2020 Annual General Meeting

Attendance Type :

I will attend in person  My authorized representative will attend

Representative Type :

Individual Representative  Intermediary  Independent Representative

< Back   > Next

2020 Merkezi Kayit Kurulusu   Version 0.0.1

6. Pada bagian 'Representative Type' pilih  Independent Representative

The screenshot shows a web browser at the URL `easy.ksei.co.id/egken/Dashboard.html?/#attendance-dec-inv`. The page title is "Select Attendance Type" for "HERO SUPERMARKET Tbk., PT (HERO) , 12.18.2020, Annual General Meeting".

The "Attendance Type" section has two radio buttons: "I will attend in person" and "My authorized representative will attend". The "My authorized representative will attend" option is selected.

Under "Representative Type", there are three radio buttons: "Individual Representative", "Intermediary", and "Independent Representative". The "Independent Representative" option is selected, as indicated by a black arrow from the text above.

The "Independent Representative" section contains the following text: "Please select the independent representative that you want to choose as representative and click on continue." Below this is a label "Select Independent" next to a dropdown menu with the text "Please Select". Below the dropdown is a label "Rep :".

At the bottom of the form are two buttons: "Back" and "Next".

The footer of the page contains the text "2020 Merkezi Kayit Kurulusu" and "Version 0.0.1".

7. Pada kolom selanjutnya, pilih salah satu nama yang tersedia pada bagian 'Select Independent Rep', kemudian klik

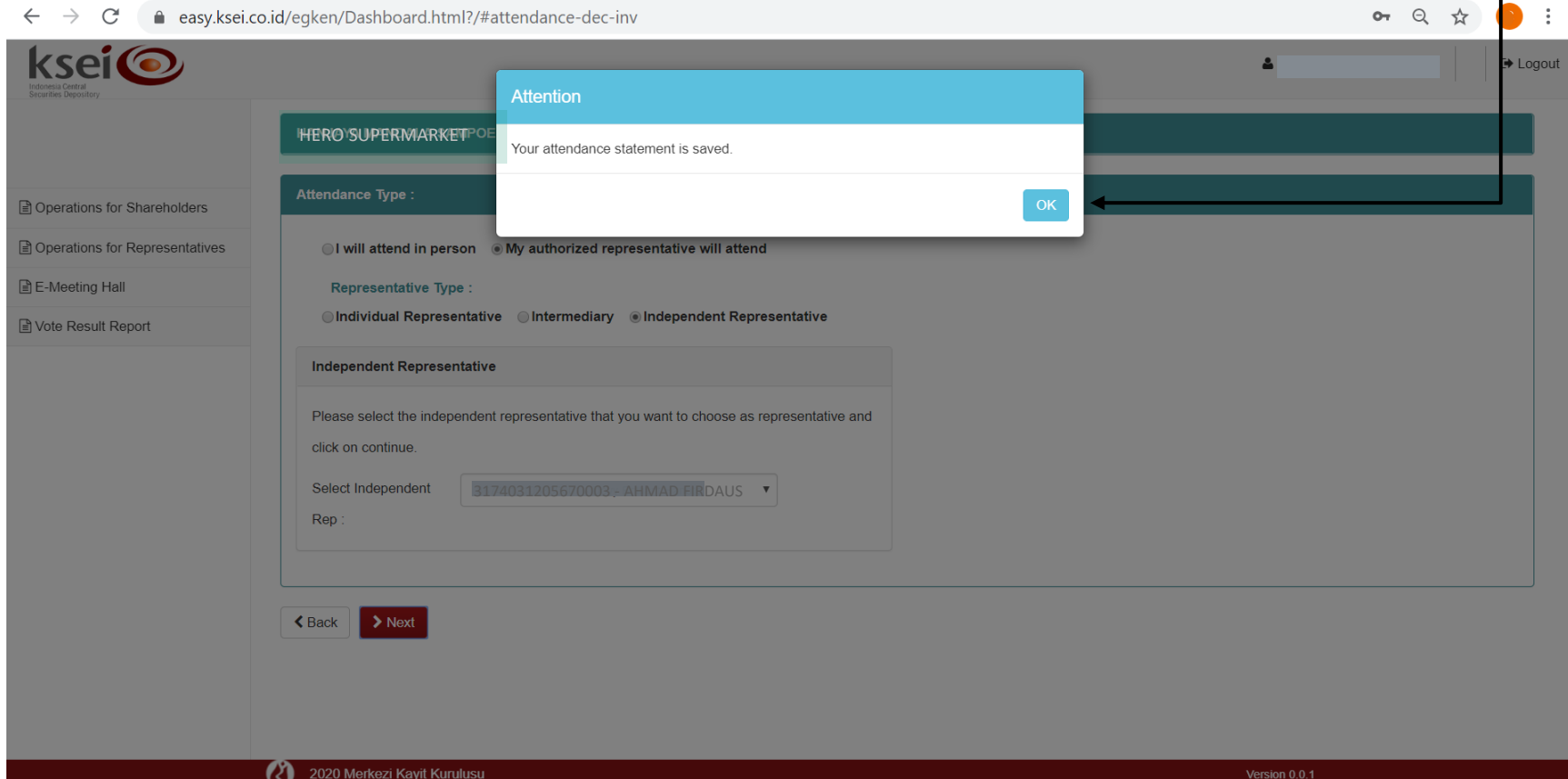
**> Next**

The screenshot displays the 'Select Attendance Type' page on the KSEI website. The page title is 'Select Attendance Type' and the event is 'HERO SUPERMARKET Tbk., PT (HERO), 12.08.2020, Annual General Meeting'. The 'Attendance Type' section has two main options: 'I will attend in person' and 'My authorized representative will attend'. Under 'My authorized representative will attend', there are three sub-options: 'Individual Representative', 'Intermediary', and 'Independent Representative'. The 'Independent Representative' option is selected, and a dropdown menu is open showing the selected representative: '3174031205670003 - AHMAD FIRDAUS'. A red 'Next' button is located in the top right corner of the page, and another 'Next' button is at the bottom of the main content area. The footer of the page includes the KSEI logo, the text '2020 Merkezi Kayit Kurulusu', and 'Version 0.0.1'.




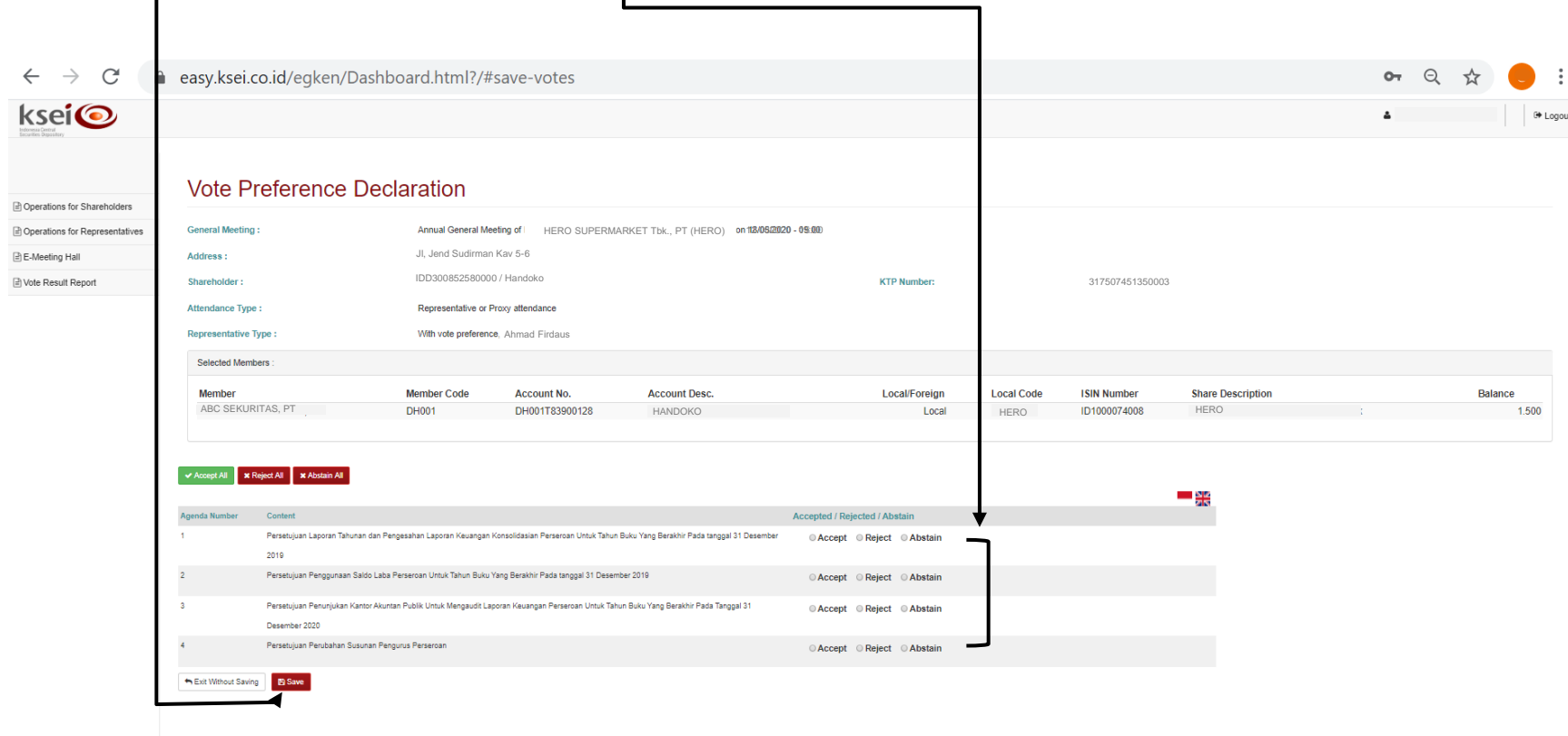
OK

8. Setelah itu tampilan layar akan menunjukkan pernyataan 'Your attendance statement is saved', kemudian klik



9. Anda akan diarahkan ke laman 'Vote Preference Declaration' dan diminta untuk memberikan suara pada masing-masing agenda rapat, dengan cara memilih  Accept atau  Reject atau  Abstain pada masing-masing agenda rapat.

Jika telah memilih untuk SEMUA agenda rapat, klik 



← → ↻ easy.ksei.co.id/egken/Dashboard.html?/#save-votes

**ksei**  
Korporasi  
Indonesia

Operations for Shareholders  
Operations for Representatives  
E-Meeting Hall  
Vote Result Report

### Vote Preference Declaration

**General Meeting :** Annual General Meeting of HERO SUPERMARKET Tbk., PT (HERO) on 12/05/2020 - 09:00  
**Address :** Jl. Jend Sudirman Kav 5-6  
**Shareholder :** ID300852580000 / Handoko **KTP Number :** 317507451350003  
**Attendance Type :** Representative or Proxy attendance  
**Representative Type :** With vote preference, Ahmad Firdaus

**Selected Members :**

Member	Member Code	Account No.	Account Desc.	Local/Foreign	Local Code	ISIN Number	Share Description	Balance
ABC SEKURITAS, PT	DH001	DH001T83900128	HANDOKO	Local	HERO	ID1000074008	HERO	1.500

Agenda Number	Content	Accepted / Rejected / Abstain
1	Persetujuan Laporan Tahunan dan Pengesahan Laporan Keuangan Konsolidasian Perseroan Untuk Tahun Buku Yang Berakhir Pada tanggal 31 Desember 2019	<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Abstain
2	Persetujuan Penggunaan Saldo Laba Perseroan Untuk Tahun Buku Yang Berakhir Pada tanggal 31 Desember 2019	<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Abstain
3	Persetujuan Penunjukan Kantor Akuntan Publik Untuk Mengaudit Laporan Keuangan Perseroan Untuk Tahun Buku Yang Berakhir Pada Tanggal 31 Desember 2020	<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Abstain
4	Persetujuan Perubahan Susunan Pengurus Perseroan	<input type="radio"/> Accept <input type="radio"/> Reject <input type="radio"/> Abstain

10. Setelah itu layar akan menampilkan pernyataan 'Your transaction is done successfully'. Selanjutnya klik

OK

The screenshot shows a web browser window with the URL `easy.ksei.co.id/egken/Dashboard.html?/#save-votes`. The page title is "Vote Preference Declaration" for the "Annual General Meeting of HERO SUPERMARKET Tbk., PT (HERO)". A modal dialog box titled "Attention" is displayed in the center, containing the message "Your transaction is done successfully." and an "OK" button. A black arrow points from the "OK" button in the dialog to the "OK" button in the top right corner of the browser window. The background page shows a sidebar with navigation options like "Operations for Shareholders" and "Vote Result Report". The main content area includes fields for "General Meeting", "Address", "Shareholder", "Attendance Type", and "Representative Type". Below these is a table of "Selected Members" with columns for Member, Member Code, Account No., Account Desc., Local/Foreign, Local Code, ISIN Number, Share Description, and Balance. At the bottom, there are buttons for "Accept All", "Reject All", and "Abstain All", followed by a table of agenda items with "Accepted / Rejected / Abstain" options.

Member	Member Code	Account No.	Account Desc.	Local/Foreign	Local Code	ISIN Number	Share Description	Balance
ABC SEKURITAS, PT	DH001	DH001T83900128	HANDOKO	Local	HERO	ID1000074008	HERO SUPERMARKET Tbk., PT (HERO)	1.500

11. Setelah proses pemberian suara selesai anda akan diarahkan pada ke laman utama seperti gambar di bawah ini. Anda dapat klik 'Logout' untuk keluar dari sistem eASY.KSEI.

The screenshot shows the eASY.KSEI dashboard. The browser address bar displays `easy.ksei.co.id/egken/Dashboard.html?/#operations-for-shareholders`. The user is logged in as Ryan Adiputra Budihardjo. The main content area is titled 'General Meetings' and contains a table of meetings. Below this is a 'Selected Attendance Type' button and a 'Your Saved Options' table. At the bottom, there are buttons for 'Change', 'Vote Save / Update', 'Delete', and 'Show entry detail'. A 'Logout' button is located in the top right corner of the dashboard.

Issuer	Meeting	Date	Time	Meeting Info
HERO/SUPERMARKET Tbk.PT (HERO)	Annual General Meeting	12.08.2020	15.00	<a href="#">i</a>

Company	General Meeting Type	Date	Time	Attendance preference	Attendee	Representative Type	Vote Information
HERO/SUPERMARKET Tbk.PT (HERO)	Annual General Meeting	12.08.2020	15.00	Representative	Dovy Brilliant Hanoto	Independent Representative	Representative Votes are Determined