

**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://dfinusantara.co.id/investor/shareholder-information/>.
2. Pemegang saham dapat memberikan kuasa melalui e-Proxy selambat-lambatnya Rabu, 12 Agustus 2026 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

MASUK

aks.ksei.co.id

Senin, 11 Mei 2020 15:25:14 +07

AKSes KSEI

MAHAKA MEDIA Tbk, PT
ABBA
▲ 50,00 IDR +0,00 +0,0000%

ASURANSI BINA DANA ARTA Tbk, PT
ABDA
▲ 0,00 IDR +0,00 +0,0000%

ABM INVESTAMA Tbk, PT
ABMM
▲ 0,00 IDR +0,00 +0,0000%

Beranda

Pusat Informasi

Pusat Edukasi

Panduan

KEAMANAN YANG TERJAMIN DENGAN AKSes KSEI

AKTIVITAS PASAR
Senin, 11 Mei 2020 15:14:32 +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	154.295.077.500	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

Pusat Edukasi

Video Profile KSEI (Official KSEI)

Watch later Share

Temukan materi menarik di dalam.

Aksi Korporasi

Mei 2020

- 08 Bunga - SMFP04BCN5 - (OBLIGASI BKLJT IV SMF TAHAP V TAHUN 2018 SERI B)
Effective Date : 14 May 2020
- 11 Bunga - ASA101A1MF - (MTN PT. AGRO SEJAHTERA ABADI TAHUN 2020 TAHAP 1 SERI A)
Effective Date : 15 May 2020
- 11 Bunga - BEX103CCN5 - (OBL BKLJT INDONESIA EXIMBANK III THP V TH17 SR C)

2. Masukkan email dan password anda, kemudian klik

Masuk

Senin, 11 Mei 2020 15:26:40 +07

akses.ksei.co.id/login

Cari ID

AKSes • KSEI
Kumpulan Akun Sistem Elektronik
Kendaraan Sertifikat Elektronik Indonesia

[Kembali Ke Beranda](#)

Handoko@mail.com

6

Masuk

[Lupa Password ?](#)

Belum memiliki akun?

Daftar Sekarang!

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

eASY.KSEI

The screenshot displays the AKSes.KSEI website interface. At the top, there's a navigation bar with the AKSes.KSEI logo and a search bar. Below the navigation bar, there's a section for market data with four columns showing stock prices and changes for 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). A large banner in the center promotes checking investment portfolios with the text 'kini cek portofolio investasi pasar modal LEBIH MUDAH'. Below the banner, there's a section for 'AKTIVITAS PASAR' (Market Activity) showing a line chart and a table of market indices. To the left, a sidebar menu contains links to 'Beranda', 'Portofolioku', 'Pusat Informasi', 'Pusat Edukasi', 'eASY.KSEI', and 'Panduan'. To the right, there's a 'Pusat Edukasi' section with a video player and a 'Pusat Edukasi' section with a list of corporate actions.

Handoko
IDD300852580000

Selamat Siang,
Smitha Anjani
IDD3008S2580656

AKSes.KSEI
Kustodian Sentral Efek Indonesia

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

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

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
LPFF	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

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

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)

4. Pilih menu

Operations for Shareholders

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

Setelah itu klik

Select Attendance Type

easy.ksei.co.id/egken/Dashboard.html?/#operations-for-shareholders

ksei
Indonesia Central
Securities Depository

Logout

General Meetings

Issuer	Meeting	Date	Time	Meeting Info
HERO SUPERMARKET Tbk., PT (HERO)	Annual General Meeting	18.05.2020	09.00	i

Select Attendance Type

Your Saved Options

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

2020 Merkezi Kayit Kurulusu

Version 0.0.1

5. Kemudian klik ☒ My authorized representative will attend

← → ↻ easy.ksei.co.id/egken/Dashboard.html?/#attendance-dec-inv 🔑 🔍 ☆ 🧑 : Logout

ksei
Indonesia Central
Securities Depository

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

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 Kayıt Kuruluşu Version 0.0.1

6. Pada bagian 'Representative Type' pilih ☒ Independent Representative

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

ksei
Indonesia Central
Securities Depository

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

Select Attendance Type

HERO SUPERMARKET Tbk., PT (HERO) , 12.10.2020, Annual General Meeting

Attendance Type :

☐ I will attend in person ☒ My authorized representative will attend

Representative Type :

☐ Individual Representative ☐ Intermediary ☒ Independent Representative

Independent Representative

Please select the independent representative that you want to choose as representative and click on continue.

Select Independent

Rep :

[< Back](#) [Next >](#)

2020 Merkezi Kayıt Kuruluşu Version 0.0.1

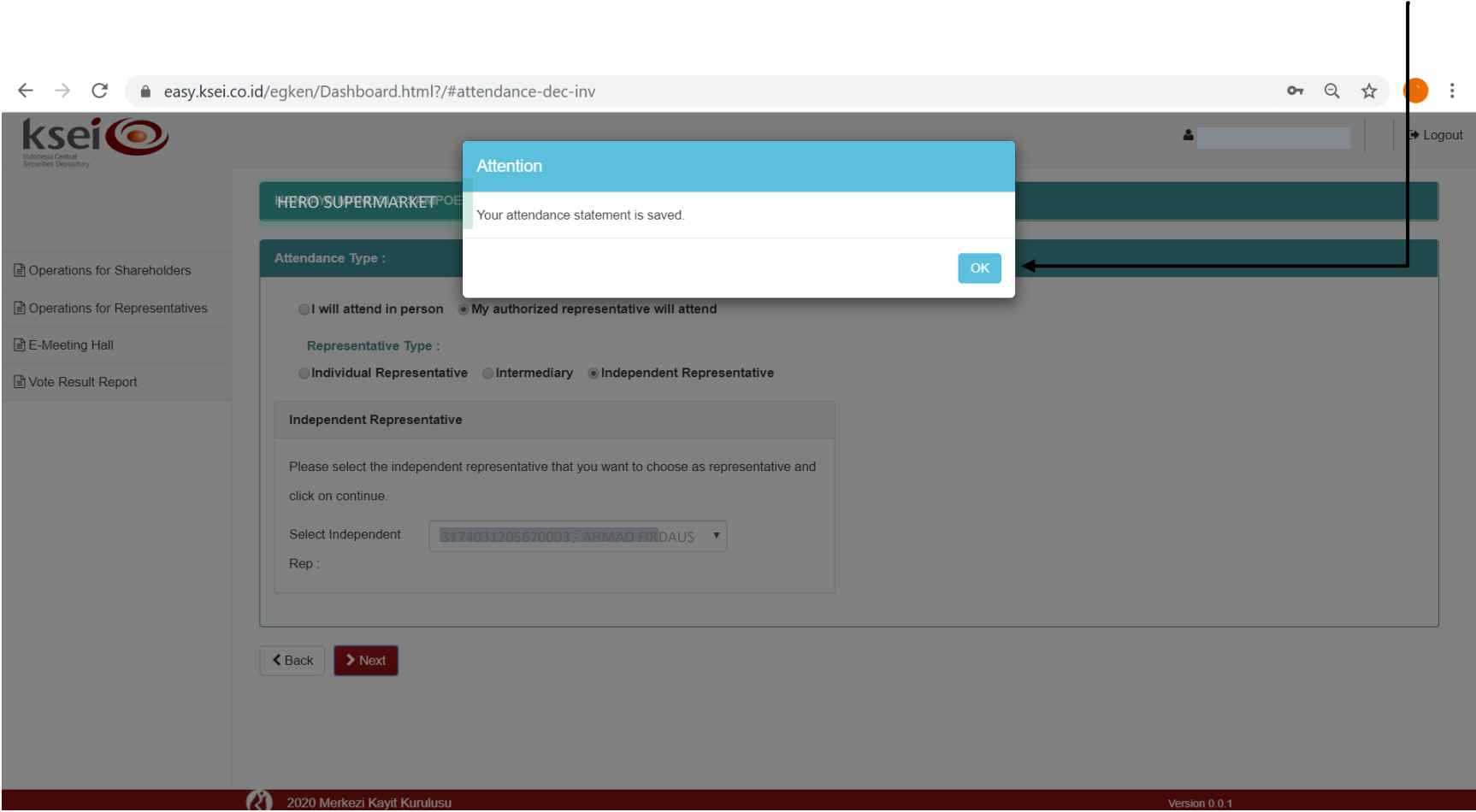
7. Pada kolom selanjutnya, pilih salah satu nama yang tersedia pada bagian 'Select Independent Rep', kemudian klik

> Next

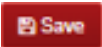
The screenshot displays the 'Select Attendance Type' interface on the KSEI website. The page title is 'Select Attendance Type'. Below the title, the event details are shown: 'HERO SUPERMARKET Tbk., PT (HERO) , 12.08.2020 , Annual General Meeting'. The 'Attendance Type' section has two radio buttons: 'I will attend in person' and 'My authorized representative will attend'. The 'Representative Type' section has three radio buttons: 'Individual Representative', 'Intermediary', and 'Independent Representative'. The 'Independent Representative' section is active, showing a message: 'Please select the independent representative that you want to choose as representative and click on continue.' Below this, there is a 'Select Independent Rep :' label and a dropdown menu. The dropdown menu is open, showing the selected option: '3174031205670003 - AHMAD FIRDAUS'. At the bottom of the page, there are two buttons: 'Back' and 'Next'. The footer of the page contains the text '2020 Merkezi Kayit Kurulusu' and 'Version 0.0.1'.

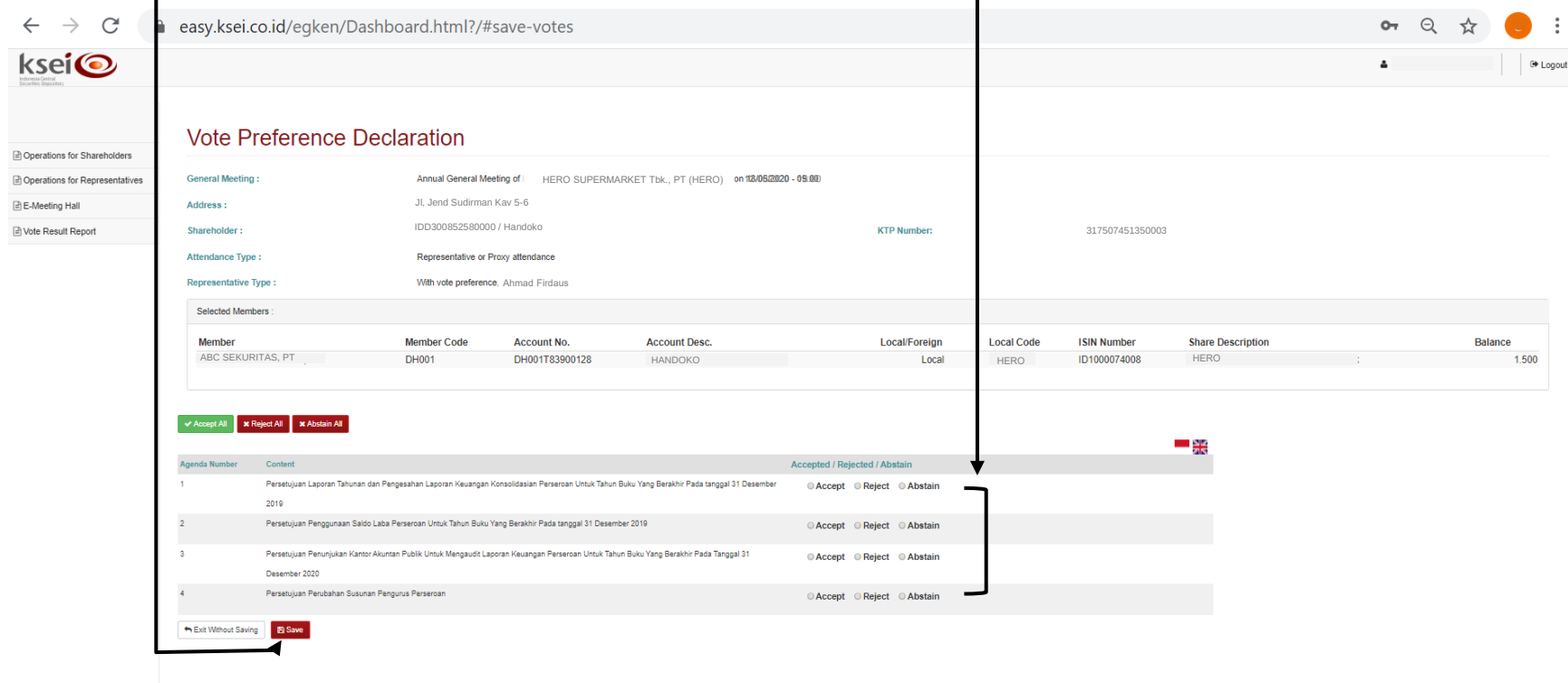
OK

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
Indonesia Securities Exchange

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 12/06/2020 - 09.00

Address : Jl. Jend Sudirman Kav 5-6

Shareholder : IDD300852580000 / Handoko **KTP Number:** 317507451350003

Attendance Type : Representative or Proxy attendance

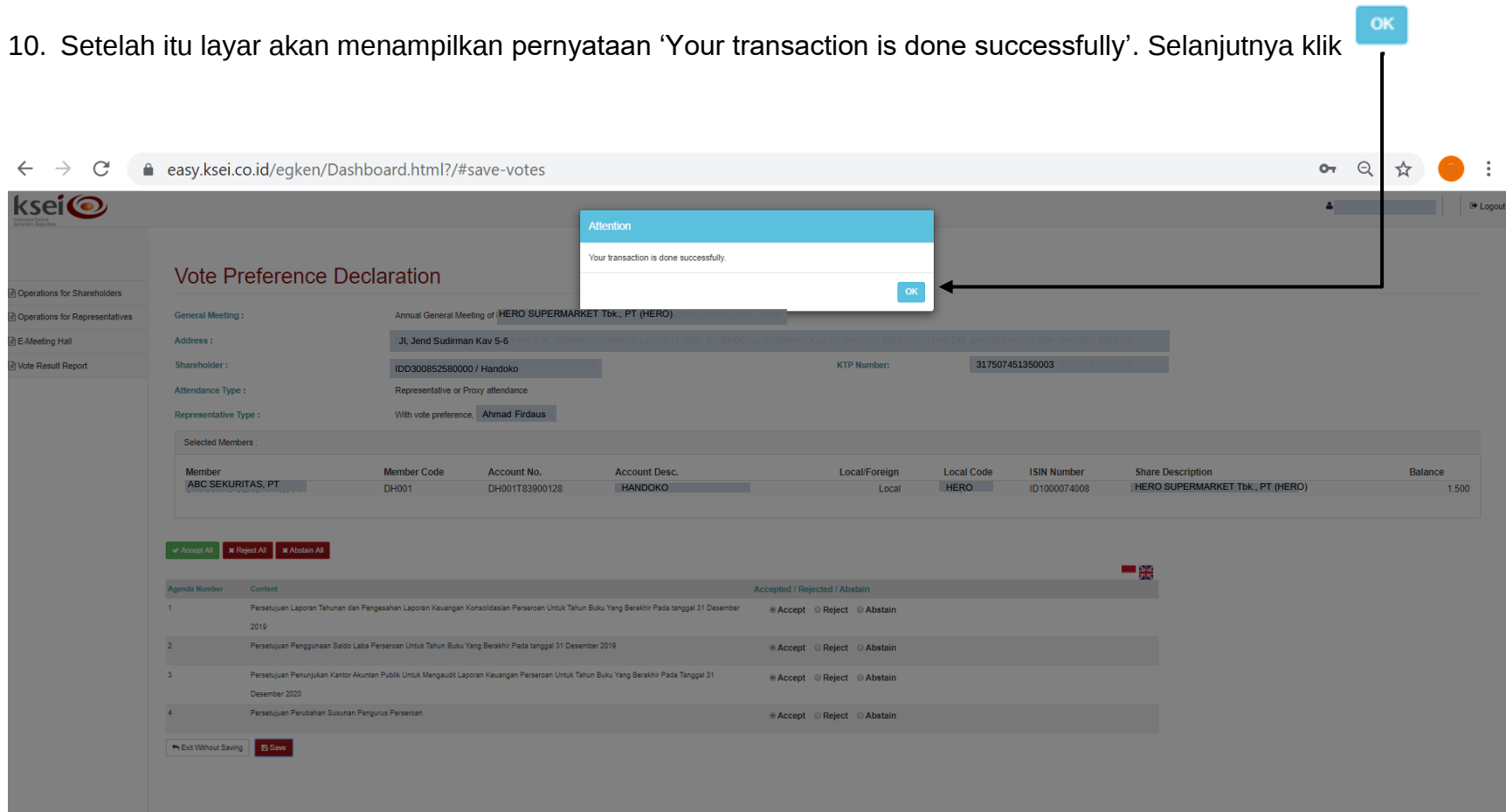
Representative Type : With vote preference, Ahmad Firdaus

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	☐ Accept ☐ Reject ☐ Abstain
2	Persetujuan Penggunaan Saldo Laba Perseroan Untuk Tahun Buku Yang Berakhir Pada tanggal 31 Desember 2019	☐ Accept ☐ Reject ☐ Abstain
3	Persetujuan Penunjukan Kantor Akuntan Publik Untuk Mengaudit Laporan Keuangan Perseroan Untuk Tahun Buku Yang Berakhir Pada Tanggal 31 Desember 2020	☐ Accept ☐ Reject ☐ Abstain
4	Persetujuan Perubahan Susunan Pengurus Perseroan	☐ Accept ☐ Reject ☐ Abstain

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



The screenshot shows the KSEI voting portal interface. A modal dialog titled "Attention" is displayed in the center, containing the message "Your transaction is done successfully." and an "OK" button. An arrow points from the "OK" button in the dialog to the "OK" button in the top right corner of the browser window. The background interface is titled "Vote Preference Declaration" and shows details for the "Annual General Meeting of HERO SUPERMARKET Tbk., PT (HERO)".

General Meeting : Annual General Meeting of HERO SUPERMARKET Tbk., PT (HERO)

Address : Jl. Jend Sudirman Kav 5-6, RT 1/1, KEMAS S.H. MENARA SUDIRMAN LANTAR 10, LANTAR 10, JENDERAL SUDIRMAN KAV 60, JAKARTA SELATAN - 12130 DKI JAKARTA / KOTA ADM. JAKARTA SELATAN

Shareholder : ID0300852580000 / 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 SUPERMARKET Tbk., PT (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	☒ Accept ☐ Reject ☐ Abstain
2	Persetujuan Penggunaan Saldo Laba Perseroan Untuk Tahun Buku Yang Berakhir Pada tanggal 31 Desember 2019	☒ Accept ☐ Reject ☐ Abstain
3	Persetujuan Penunjukan Kantor Akuntan Publik Untuk Mengaudit Laporan Keuangan Perseroan Untuk Tahun Buku Yang Berakhir Pada Tanggal 31 Desember 2020	☒ Accept ☐ Reject ☐ Abstain
4	Persetujuan Perubahan Susunan Pengurus Perseroan	☒ Accept ☐ Reject ☐ Abstain

Exit Without Saving **Save**

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 top header includes the KSEI logo, the URL easy.ksei.co.id/egken/Dashboard.html?/#operations-for-shareholders, and user information: Ryan Adiputra Budihardjo. A red arrow points from the 'Logout' link in the top header to the text above.

General Meetings

Issuer	Meeting	Date	Time	Meeting Info
HERO/SUPERMARKET Tbk PT (HERO)	Annual General Meeting	12/06/2020	15.00	1

Selected Attendance Type

Your Saved Options

Company	General Meeting Type	Date	Time	Attendance preference	Attendee	Representative Type	Vote Information
HERO/SUPERMARKET Tbk PT (HERO)	Annual General Meeting	12/06/2020	15.00	Representative	Dovy Brilliant Hanoto	Independent Representative	Representative Votes are Determined

Buttons: Change, Vote Save / Update, Delete, Show entry detail