

**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/investors/shareholder-information/>
2. Pemegang saham dapat memberikan kuasa melalui e-Proxy selambat-lambatnya Rabu, 24 Juni 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

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 three sections: a sidebar menu on the left, a central market activity section, and a video player on the right. The sidebar menu includes 'Beranda', 'Pusat Informasi', 'Pusat Edukasi', and 'Panduan'. The central market activity section displays 'AKTIVITAS PASAR' with a table of market indices and a line chart. The video player shows a 'Video Profile KSEI (Official KSEI)'. The bottom right section displays 'Aksi Korporasi' with a list of corporate actions.

**Market Data:**

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

**Market Activity (Aktivitas Pasar):**

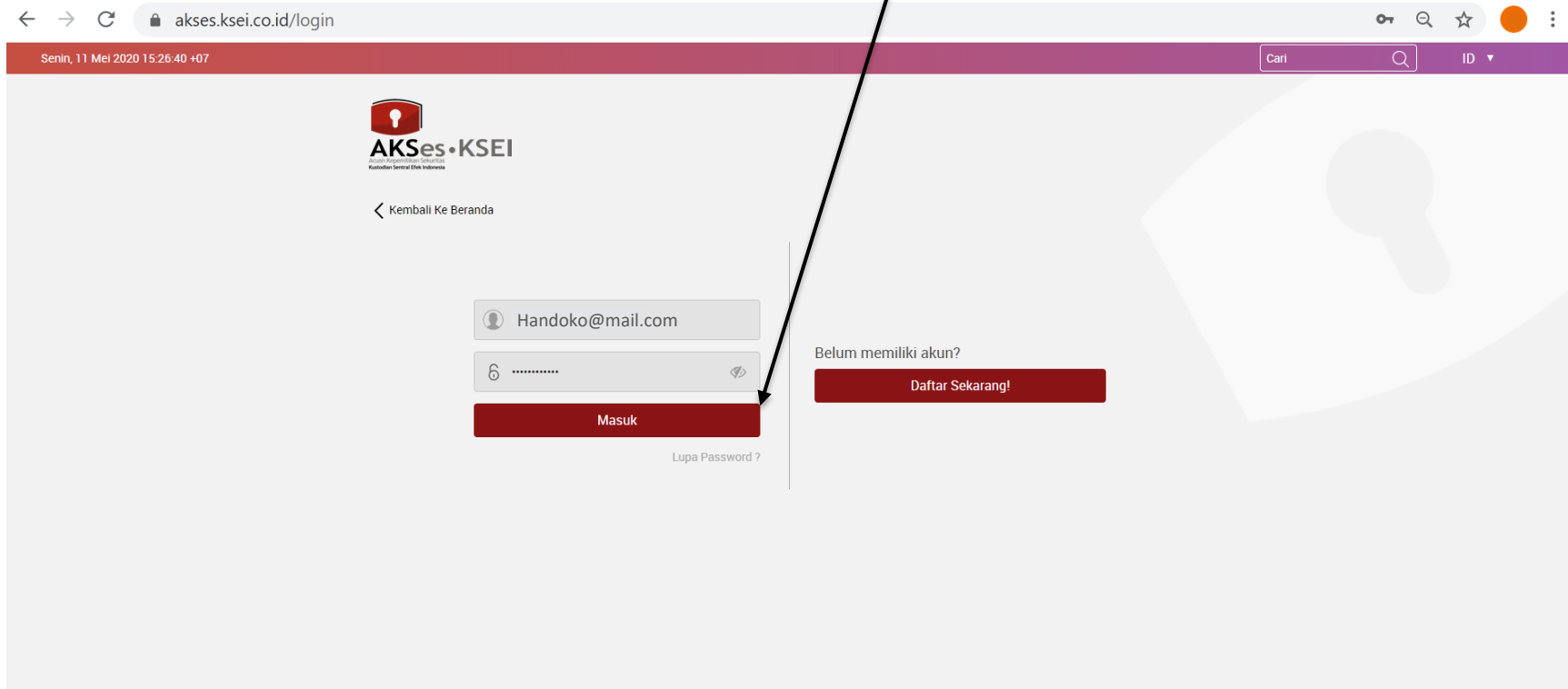
Indeks	Nilai	Poin	Persentase
COMPOSITE	4.639,105	▲ 19,128	▲ 0,41%
AGRI	983	▲ 22,611	▲ 0,024%
BASIC-IND	695	▲ 0,585	▲ 0,001%
BISNIS-27	401	▲ 4,893	▲ 0,012%
CONSUMER	1.804	▲ 7,027	▲ 0,004%
DBX	905	▼ 11,428	▼ 0,012%
FINANCE	936	▲ 10,113	▲ 0,011%
I-GRADE	124	▲ 0,574	▲ 0,005%

**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 displays the eASY.KSEI website interface. At the top, there's a navigation bar with a search bar and user ID. Below it, a header section features the AKSes.KSEI logo and four stock tickers: ADES, ADHI, ADMF, and ADMG. A central banner promotes checking market investment portfolios. The main content area is divided into three sections: 'AKTIVITAS PASAR' with a table of market indices, a line chart, and a 'Saham Paling Aktif' table; 'Pusat Edukasi' with a video player; and 'Aksi Korporasi' with a list of corporate actions. A left sidebar contains navigation options like 'Beranda', 'Portfolioku', 'Pusat Informasi', 'Pusat Edukasi', 'eASY.KSEI', and 'Panduan'. A black arrow points from the text above to the 'eASY.KSEI' menu item in the sidebar.

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%

Handoko  
IDD300852580000

Selamat Siang,  
Smitha Anjani  
IDD3008S2580656

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

AKSes.KSEI

**Pusat Edukasi**  
Video Profile KSEI (Official KSEI)

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

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**

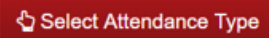
Saham	Nilai	Volume	Frekuensi
LPPF	154.701.795.000	101.443.800	17.687
PGAS	297.763.457.000	332.696.600	15.857
BRPT	120.026.528.000	98.382.400	13.217
MNCN	57.707.327.000	69.526.900	13.073
BBRI	404.787.904.000	154.499.200	12.554
IPTV	4.868.361.600	12.050.400	12.205
ASII	311.686.256.000	79.511.800	11.333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

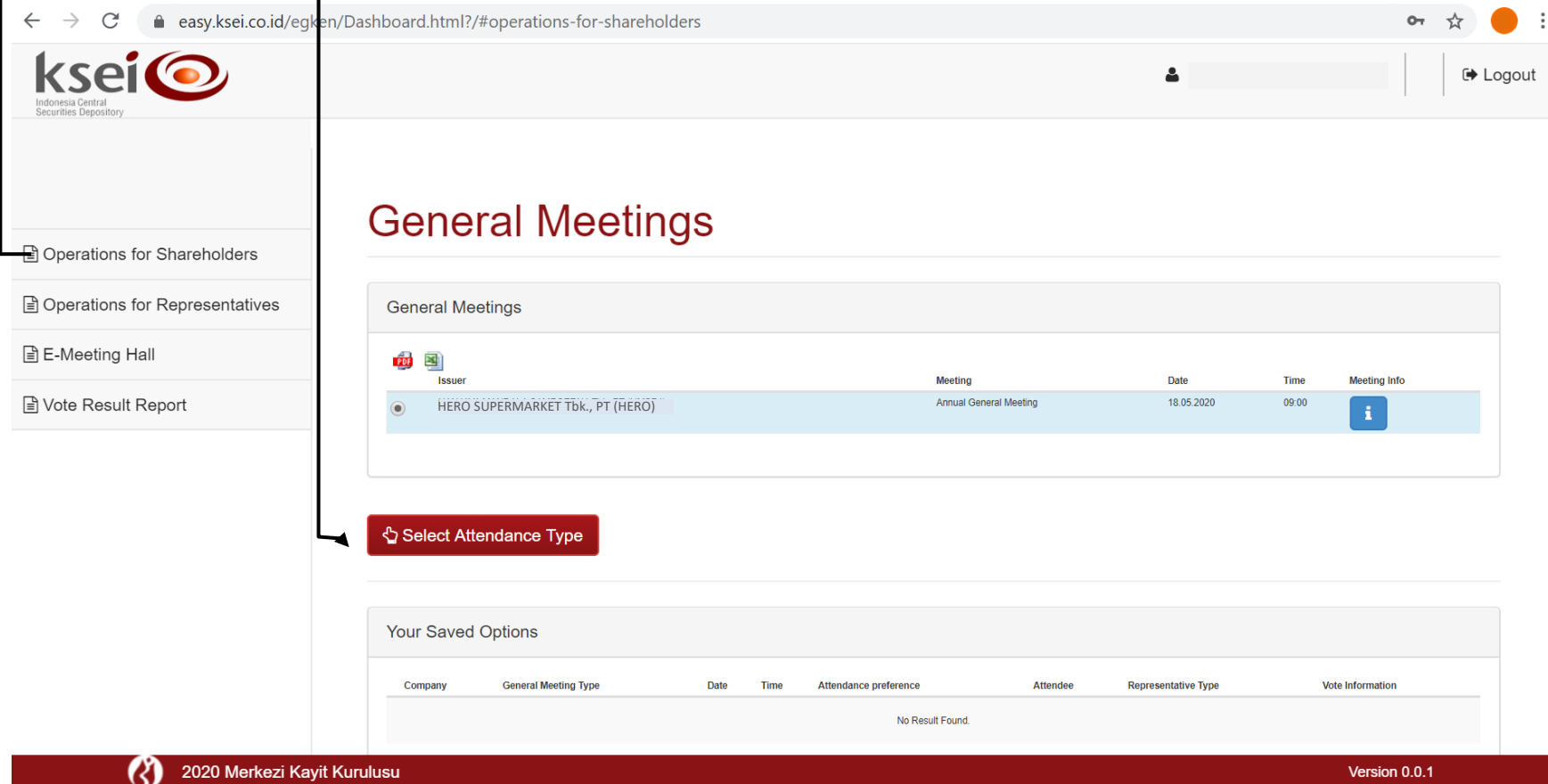
**Aksi Korporasi**  
Mei 2020

- 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)

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


Setelah itu klik





The screenshot displays the KSEI website interface. The browser address bar shows 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 titled "General Meetings" 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 is a section titled "Your Saved Options" with a table that currently shows "No Result Found.".

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

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

5. Kemudian klik

My authorized representative will attend

The screenshot shows a web browser window with the URL `easy.ksei.co.id/egken/Dashboard.html?/#attendance-dec-inv`. The page title is "Select Attendance Type". The meeting details are "HERO SUPERMARKET Tbk., PT (HERO) , 18.08.2020, Annual General Meeting". Under "Attendance Type :", the radio button "My authorized representative will attend" is selected. Below it, "Representative Type :" includes options for "Individual Representative", "Intermediary", and "Independent Representative". Navigation buttons "Back" and "Next" are at the bottom. The footer contains the KSEI logo, "2020 Merkezi Kayit Kurulusu", and "Version 0.0.1".

6. Pada bagian 'Representative Type' pilih  Independent Representative

The screenshot shows a web browser window with the URL `easy.ksei.co.id/egken/Dashboard.html?/#attendance-dec-inv`. The page title is "Select Attendance Type". The main heading is "HERO SUPERMARKET Tbk., PT (HERO) , 12.18.2020, Annual General Meeting". Under "Attendance Type :", there are two radio buttons: "I will attend in person" and "My authorized representative will attend", with the second one selected. Below this, "Representative Type :" has three radio buttons: "Individual Representative", "Intermediary", and "Independent Representative", with the last one selected. An arrow points from the text above to this selected option. A section titled "Independent Representative" contains the instruction: "Please select the independent representative that you want to choose as representative and click on continue." Below this is a label "Select Independent" followed by a dropdown menu with "Please Select" and a downward arrow. Below the dropdown is a label "Rep :". At the bottom of the form are "Back" and "Next" buttons. The footer contains "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 interface includes a sidebar with navigation options: 'Operations for Shareholders', 'Operations for Representatives', 'E-Meeting Hall', and 'Vote Result Report'. The main content area has a header 'Attendance Type :'. Below this, there are two radio buttons: 'I will attend in person' and 'My authorized representative will attend'. Under 'My authorized representative will attend', there are three radio buttons for 'Representative Type': 'Individual Representative', 'Intermediary', and 'Independent Representative'. The 'Independent Representative' option is selected. Below this, there is a dropdown menu for 'Independent Representative' with the text 'Please select the independent representative that you want to choose as representative and click on continue.' The dropdown menu is open, showing the selected option '3174031205670003 - AHMAD FIRDAUS'. At the bottom of the main content area, there are two buttons: 'Back' and 'Next'. A red 'Next' button is also visible in the top right corner of the page. A black arrow points from the 'Next' button in the top right to the 'Next' button at the bottom of the main content area.

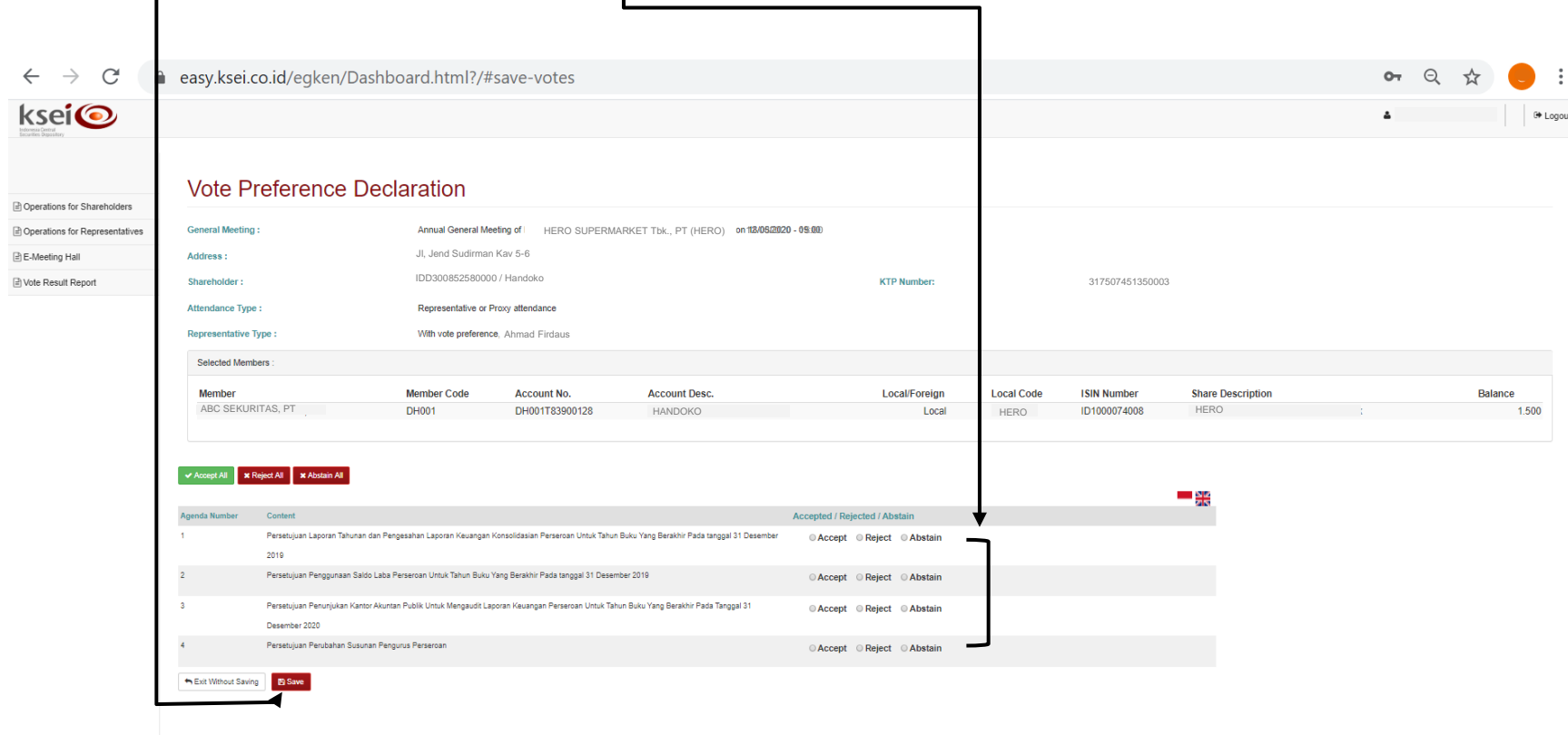
OK

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

The screenshot shows a web browser window with the URL `easy.ksei.co.id/egken/Dashboard.html?/#attendance-dec-inv`. The page displays the KSEI logo and a sidebar with navigation options: "Operations for Shareholders", "Operations for Representatives", "E-Meeting Hall", and "Vote Result Report". The main content area is titled "HERO SUPERMARKET POE" and contains an "Attendance Type" section with radio buttons for "I will attend in person" and "My authorized representative will attend". Under "My authorized representative will attend", there are radio buttons for "Individual Representative", "Intermediary", and "Independent Representative". The "Independent Representative" section is active, showing a dropdown menu with the selected name "3174031205670003 - AHMAD FIRDAUS" and a "Rep :" label. At the bottom of the form are "Back" and "Next" buttons. A blue dialog box with the title "Attention" is overlaid on the page, containing the text "Your attendance statement is saved." and an "OK" button. A black arrow points from the "OK" button in the dialog box to the "OK" button in the main form.

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 Budiharjo. The main content area is titled 'General Meetings' and contains a table with the following data:

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

Below the table is a 'Select Attendance Type' button. Underneath is a 'Your Saved Options' section with a table:

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

At the bottom of the 'Your Saved Options' table are buttons for 'Change', 'Vote Save / Update', 'Delete', and 'Show entry detail'. In the top right corner, there is a 'Logout' button, which is indicated by a black arrow pointing to it from the text above.