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March 26, 2024

**To:**

**Board of Directors/ Management of Securities Companies  
Board of Directors/Management of Custodian Banks**

**Re : Reminder on the Usage of the eASY.KSEI Facility's Shareholder Email Management Menu for General Meeting of Shareholders Notifications**

Dear Sir/Madam,

As part of the Indonesia Central Securities Depository's (KSEI) function as a Financial Services Authority (OJK) appointed Provider for the Holding of Electronic General Meeting of Shareholders (e-GMS) and as part of our efforts to maintain the function and service of the eASY.KSEI application, we hereby re-convey to you the **Shareholder Email Management for General Meetings of Shareholders Notifications Guide**.

This Guide contains instructions for Securities Companies and Custodian Banks that have roles as intermediary institutions on the procedures to administrate Shareholders' email addresses for notifications, invitations, and other announcements regarding General Meetings of Shareholders held by Issuers of the Securities that the Shareholders own through eASY.KSEI.

The Shareholder email management module is available in KSEI's Online Report and Historical Data (ORCHiD) system, which is accessible by going to <https://10.112.1.33> via browser and then clicking the *E-Voting* menu followed by the *Email Management* sub-menu.

The email addresses listed in the menu are email addresses that Customers first registered as Investor Static Data (SDI) in C-BEST. Therefore, Securities Companies or Custodian Banks can use this function to change the email address data in C-BEST or differentiate email address destinations in eASY.KSEI.

The functions available in the Shareholder Email Management for General Meetings of Shareholders Notifications are as follows:

- Conducting Inquiries on Shareholder Emails.
- Managing Shareholders' Emails.
  - Changing Shareholders' email addresses.
  - Determining if notifications will be sent or suppressed.
- Email management uploading.

Please find the attached Shareholder Email Management for General Meetings of Shareholders Notifications Guide for your convenience.

For further questions, please contact:

- KSEI's Helpdesk at telephone number: 2855-5152855, or email address: [helpdesk@ksei.co.id](mailto:helpdesk@ksei.co.id).
- Securities Management Unit - Custodian Services Division at email address: [pe@ksei.co.id](mailto:pe@ksei.co.id)
- Corporate Action Unit - Custodian Services Division at email address: [tk@ksei.co.id](mailto:tk@ksei.co.id)



Thank you for your kind attention and cooperation.

Sincerely yours,

**Egy Essiqy**

Director for Settlement, Custodian Services,  
and Surveillance

**Gusrinaldi Akhyar**

Head of Custodian Services Division

CC:

1. Indonesia Securities Companies Association (APEI)
2. Indonesian Custodian Banks Association (ABKI)
3. Board of Directors of Indonesia Central Securities Depository (KSEI)

