

I KNOW – Non-Executive Directors Remuneration, Expenses, Reimbursement and Mobile Device Policy



<h2>I KNOW</h2>	<p>Non-Executive Directors (“NED”) remuneration that include fees and other benefits from Maxis Berhad (“the Company”) and the Company’s subsidiaries (“Directors’ Remuneration”), Expenses, Reimbursement and Mobile Device Policy</p>
<h3>Directors Remuneration</h3>	<ul style="list-style-type: none"> • Directors’ Remuneration requires annual approval from Shareholders of the Company; • Directors may be reimbursed for all travelling, hotel and other expenses properly incurred by them in attending and returning from meetings of the Board or any committee of Directors or general meetings of the Company or otherwise howsoever in connection with the business of the Company in the course of performing their duties as Directors (Rule 119.2 of the Company’s Constitution); and • The NEDs’ Remuneration Policy is a policy established to ensure that the NEDs remuneration remains at appropriate levels.
<h3>Remuneration Structure</h3>	<p>Fees and benefits-in-kind(“BIK”) are recommended by the Remuneration Committee (“RC”)and the Board are approved by the Shareholders at the Annual General Meetings of the Company.</p>
<h3>Mode of payment for Directors’ Remuneration</h3>	<ul style="list-style-type: none"> ▪ The fees are gross in RM. Other currency, on a formal request, will be at a converted rate from the RM; ▪ Payment is on accruals and made on monthly basis at the beginning of subsequent month (eg payment for January fees will be paid in early February (within seven working days); ▪ NEDs are responsible for their own tax obligations in Malaysia. NEDs’ fees are subject to tax deduction (PCB) imposed by Inland Revenue Board and will be reported in the EA Form. PCB is deducted prior to payment of fees; ▪ All payment for Directors’ Remuneration will be processed by Company Secretarial Department and/or People & Organisation; and ▪ Payment will be paid to the bank accounts as instructed by the Directors in accordance with the Company’s treasury policies.
<h3>Benefits-in-kind (BIK)</h3>	<p>BIK granted to the Directors comprises car, petrol allowance, mobile device, lines/data or any other benefit as approved by the RC, as required by the Directors to perform their duties and discharge their obligations as Directors of the Company.</p>
<h3>Car and petrol allowance</h3>	<p>Car and petrol allowance is only provided to Chairman</p>

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Directors & Officers Liability & Insurance Policy (“D&O Insurance”)	<ul style="list-style-type: none"> All NEDs are covered under the D&O Insurance subject to minimum payment of one percentage premium from total paid by the Company and to be divided amongst the individual NEDs during the relevant period. Payment of the premium will be deducted from individual NEDs’ fees annually.
Flights	<ul style="list-style-type: none"> The Directors are entitled for Business Class or such other travel arrangements in accordance with Maxis Travel Policy. Invoices/ receipts for self-purchased tickets.
Transport - Ground	The Company shall arrange ground transportation to foreign or outstation NEDs who come to the Company’s premises or meeting locations for Maxis business purposes only.
Accommodation	<ul style="list-style-type: none"> The Company will arrange for the accommodation to foreign or outstation NEDs. Room entitlement – Club floor. The Letter of Undertaking covers the accommodation and tourist tax charges only.
Travel Documents	<ul style="list-style-type: none"> Visa – as may be required by business trips to be organised by the Company <p>Passport applications and renewals are not claimable.</p>
Public Transportation - Taxi, train, etc.	Actual with receipts.
Parking and Toll	Actual with receipts.
Mobile line and data	<ul style="list-style-type: none"> Mobile lines/data together with rate plans (itemised bills) are made available to the NEDs for Maxis related business usage to ensure that duties as Maxis Directors can be properly discharged. NEDs may request mobile line and data as and when required. Upon resignation of any NED, Maxis will cease to reimburse the payments for the mobile line.
Mobile Device	<ul style="list-style-type: none"> Mobile Device is made available to the NEDs to ensure that duties as Maxis Directors can be properly discharged (Mobile Device). The Mobile Device will be provided to all NEDs once every two years and the first cycle will start two years from the date of last Mobile Device provided to NEDs ie 28 November 2019. For Avoidance of doubt, new NEDs who are appointed in between the cycles above are entitled for a new Mobile Device upon appointment. The value of the Mobile Device will be determined by the Chief Executive Officer every time the purchase is made. This benefit shall not be subjected to taxation and disclosures as determined by the regulatory authorities based on applicable law

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Expenses & Reimbursement

- All NEDs.
- Travel Reimbursement for Maxis meetings and Maxis business related matters will be made based on actual receipts.
- The travel reimbursements would be from the home location as stated in the residential address notification and return to home location.
- All reimbursements and/or waiver of mobile lines/data will be processed by Company Secretarial Department and/or People & Organisation or relevant Maxis divisions.
- Payment will be paid to the bank accounts as instructed by the Directors in accordance with the Company's treasury policies.

Owner: Dipa Kaur, Company Secretarial Department

Date: Finalised on 8 Jan 2019