

Administrative Details for the Eleventh Annual General Meeting of Maxis Berhad

Meeting Platform : <https://web.lumiagm.com/>
Day and Date : Monday, 15 June 2020
Time : 3.00 p.m.
Broadcast Venue : Symphony Square Auditorium, 3A Floor, No. 5 Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia
Mode of Communication : 1) Typed text in the Meeting Platform
2) E-mail questions to ir@maxis.com.my prior to the Eleventh Annual General Meeting.

Dear Shareholders,

Maxis Berhad's Eleventh Annual General Meeting ("**Eleventh AGM**") will be conducted entirely on a fully virtual basis through live streaming and online remote voting using Remote Participation and Electronic Voting ("**RPEV**") facilities which are available on Boardroom Smart Investor Portal at <https://web.lumiagm.com/> (hereinafter the "**fully virtual AGM**").

*** The Broadcast Venue stated above is strictly for the purposes of complying with Section 327(2) of the Companies Act 2016, which requires the Chairman of the Meeting to be at the main venue (the Broadcast Venue) and to facilitate the conduct of the fully virtual AGM. No shareholders or proxies will be allowed to be physically present at the Broadcast Venue.*

With the RPEV facilities, you may exercise your right as a member of the Company to participate (including posing questions to the Company) and vote at the Eleventh AGM. Alternatively, if you are unable to participate, you are strongly encouraged to appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the Eleventh AGM.

Digital Copies of Annual General Meeting Documents

The following documents are available on our website at <https://maxis.listedcompany.com/ar2019.html>

1. Maxis Integrated Annual Report 2019
2. Corporate Governance Report 2019
3. Notice of the Eleventh AGM, Proxy Form together with the Annexure and Administrative Details
4. Circular to Shareholders in relation to the (I) Proposed renewal of existing Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature; and (II) Proposed new Shareholders' Mandate for additional Recurrent Related Party Transactions of a Revenue or Trading Nature ("**Circular to Shareholders**")

Should you require a printed copy of the Maxis Integrated Annual Report 2019 and/or Circular to Shareholders please contact the following persons from Boardroom Share Registrars Sdn Bhd:-

Yusliana Yusof or Mohamed Sophiee
Tel : 603-7890 4718 or 603-7890 4717
Helpdesk No. : 603-7890 4700
Fax : 603-7890 4680
Email : Yusliana.yusof@boardroomlimited.com
Email : bsr.helpdesk@boardroomlimited.com

Note : Any request for the printed Maxis Integrated Annual Report 2019 and/or Circular to Shareholders will be sent to the requestor soonest practicable from the date of the receipt of the verbal or written request subject to any applicable Conditional Movement Control Order conditions.

Broadcast Venue

No shareholders or proxies are allowed to be physically present at the Broadcast Venue. There will be no distribution of the Maxis Integrated Annual Report 2019 or Circular to Shareholders during the Eleventh AGM.

Entitlement to Participate and Vote

In respect of deposited securities, only members whose names appear on the Record of Depositors as at **9 June 2020** (General Meeting Record of Depositors) shall be eligible to participate in the Eleventh AGM or appoint proxy(ies) to participate and/or vote on his/her behalf.

Administrative Details for the Eleventh Annual General Meeting of Maxis Berhad

Proxy

- a. Since the Eleventh AGM will be a fully virtual meeting, all Shareholders are advised to participate in the Eleventh AGM vide remotely by registering yourself at <https://boardroomlimited.my> so that you would be able to participate in the fully virtual AGM at <https://web.lumiagm.com/>.
- b. If you are a Shareholder and you are not able to participate the Eleventh AGM via RPEV facilities, and you wish to appoint a Proxy to vote on your behalf, in line with the Guidance Note and Frequently Asked Questions (“FAQs”) on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020 and revised on 14 May 2020 (“SC Guidance Note”), we strongly encourage you to appoint the Chairman of the meeting as your Proxy and indicate the voting instructions in the instrument appointing a Proxy (Proxy Form). To ensure that the voting is conducted properly, a scrutineer will verify the poll results. Please submit your Proxy Form in accordance with the notes and instructions printed therein.
- c. If you are a Shareholder and wish to participate in the Eleventh AGM yourself, please do not submit any Proxy Form. If you have lodged a Proxy Form and you subsequently wish to participate in the Eleventh AGM yourself, kindly follow the steps under the heading “Revocation of Proxy” as set out herein.
- d. The appointment of Proxy may be made in a hardcopy form or by electronic means as follows:

In Hardcopy Form

The Proxy Form shall be deposited at the office of the Share Registrar of the Company at Boardroom Share Registrars Sdn Bhd, 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia no later than Sunday, 14 June 2020 at 3.00 p.m.,

By Electronic Means

The Proxy Form must be submitted:

- 1) to the Share Registrar of the Company, Boardroom Share Registrars Sdn Bhd via e-mail to bsr.helpdesk@boardroomlimited.com, no later than Sunday, 14 June 2020 at 3.00 p.m. or
 - 2) via electronic means (“e-Proxy”) through the smart investor portal at <https://boardroomlimited.my> by logging in and selecting “E-PROXY LODGEMENT” no later than Sunday, 14 June 2020 at 3.00 p.m. (please refer to the Administrative Details and the Annexure to Proxy Form available at <https://maxis.listedcompany.com/ar2019.html> for further information on electronic submission).
- e. Please refer to the notes in the Notice and Proxy Form of the Eleventh AGM for detailed explanations.

Corporate Shareholders, Authorised Nominees and Exempt Authorised Nominees




- a. Corporate Shareholders, Authorised Nominees and Exempt Authorised Nominees may wish to appoint proxy or proxies to participate and vote remotely at the Eleventh AGM of the Company via RPEV facilities. In line with the SC Guidance Note, we strongly encourage all Corporate Shareholders, Authorised Nominees and Exempt Authorised Nominees to appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form. Please follow the procedures provided in the explanatory notes in the Notice of the Eleventh AGM and Proxy Form of the Eleventh AGM for the appointment of Proxy and also refer to the procedures below.
- b. Any Corporate Shareholder who wishes to appoint a representative instead of a Proxy to participate and vote remotely at the Eleventh AGM via RPEV facilities, please refer to the procedures below.

Revocation of Proxy

If you have submitted your Form(s) of Proxy and subsequently decide to appoint another person or wish to participate in the fully virtual AGM, please write in to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy twenty-four (24) hours before the Eleventh AGM.

Administrative Details for the Eleventh Annual General Meeting of Maxis Berhad

Voting Procedure

1. The voting will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom Share Registrars Sdn Bhd as Poll Administrator to conduct the poll by way of electronic voting (e-Voting) and Boardroom Corporate Services Sdn. Bhd. as the Scrutineer to verify the poll results.
2. During the fully virtual AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules. The voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll.
3. For the purposes of this AGM, e-voting will be carried out via the following voting devices:-
 - a. Personal  smart mobile phones,  tablets or  laptops
4. There are 3 methods for members and proxies who wish to use their personal voting device to vote remotely. The methods are:-
 - a. Download the free **Lumi AGM** from Apple App Store or Google Play Store prior to the meeting or
 - b. Using QR Scanner Code given in the email to you or
 - c. Using website URL <https://web.lumiagm.com/>
5. The Scrutineer will verify the poll result reports upon closing of the poll session by the Chairman. Thereafter, the Scrutineer will announce the results and the Chairman will declare whether the resolutions put to vote were successfully carried or not.

Steps for Registration for RPEV facilities

1. Please note that this option is available to **(i) individual members; (ii) corporate shareholders; (iii) Authorised Nominees; and (iv) Exempt Authorised Nominees.**
2. If you choose to participate in the meeting online, you will be able to view a live webcast of the Meeting, ask the board questions and submit your votes in real time whilst the meeting is in progress.
3. Kindly follow the steps below on how to request for login ID and password in order for shareholders to participate in the fully virtual AGM.

Step 1 – Register Online with Boardroom Smart Investor Portal (for first time registration only)

[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2. Submit request for Remote Participation user ID and password.]

- a. Access website <https://boardroomlimited.my>
- b. Click <<Login>> and click <<Register>> to sign up as a user.
- c. Complete registration and upload softcopy of MyKAD (front and back) or Passport.
- d. Please enter a valid email address and wait for Boardroom's email verification.
- e. Your registration will be verified and approved within one business day and an email notification will be provided.

Step 2 – Submit Request for Remote Participation User ID and Password

[Note: The registration for remote access will be opened on 21 May 2020.]

Individual Members

- Login to <https://boardroomlimited.my> using your user id and password above.
- Select "Hybrid /Virtual Meeting" from main menu and select the correct Corporate Event "Maxis 11th Virtual AGM".
- Enter your CDS Account.
- Read and agree to the terms & condition and thereafter submit your request.

Corporate Shareholders

- Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request.
- Corporate shareholder must also provide a copy of Corporate Representative's MyKad (Front and Back)/Passport as well as his/her email address.

Administrative Details for the Eleventh Annual General Meeting of Maxis Berhad

Authorised Nominee and Exempt Authorised Nominee

- Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Form of Proxy to submit the request.
 - **Authorised nominee and exempt authorised nominee** must also provide a copy of the Proxy Holder's MyKad (Front and Back)/Passport as well as his/her email address.
- a. You will receive a notification from Boardroom that your request has been received and is being verified.
 - b. Upon system verification against the AGM's Record of Depositors as at 9 June 2020, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
 - c. You will also receive your remote access user ID and password along with the email from Boardroom if your registration is approved.
 - d. Please note that the closing time to submit your request is at 3:00pm on Sunday, 14 June 2020 (24 hours before the Eleventh AGM).

Step 3 – Login to Virtual Meeting Portal

[Please note that the quality of the connectivity to Virtual Meeting Portal for live web cast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]

- a. The Virtual Meeting portal will be open for login starting an hour (1 hour) before the commencement of the Eleventh AGM at 2.00 pm on Monday, 15 June 2020.
- b. Follow the steps given to you in the email along with your remote access user ID and password to login to the Virtual Meeting portal. (Refer to Step 2 above)
- c. The steps will also guide you how to view live web cast, ask questions and vote.
- d. The live web cast will end and the Messaging window will be disabled the moment The Chairman announces the closure of the Eleventh AGM.
- e. You can now logout from Virtual Meeting Portal.

Shareholders who are unable to participate in our fully virtual Eleventh AGM are strongly encouraged to appoint the Chairman of the Meeting as proxy to vote on their behalf. You may use Boardroom Smart Investor Portal proxy appointment service to submit your proxy appointment.

No Door Gifts or Food Voucher

There will be no distribution of door gifts or food vouchers during the Eleventh AGM as the meeting is conducted on a fully virtual basis.

Participation through Live Webcast, Question and Voting at the fully virtual AGM

The Chairman and the Board of Directors will endeavour to respond to questions submitted by shareholders which are related to the resolutions to be tabled at the Eleventh AGM and performance of the Company.

Shareholders may proceed to cast votes on each of the proposed resolutions, to be tabled at the Eleventh AGM, after the Chairman has opened the poll on the resolutions. Shareholders are reminded to cast their votes before the poll is closed.

Presentation at the fully virtual Eleventh AGM

Shareholders who participate at the fully virtual Eleventh AGM are able to view the Company's presentation or slides via the live webstreaming.

Procedures for the fully virtual Eleventh AGM

The Login User Guide for participation, posing questions and voting at the Eleventh AGM, will be emailed to you together with your remote access user ID and password once your registration has been approved.

You must ensure that you are connected to the internet at all times in order to participate and vote when the Eleventh AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants.

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No Recording or Photography

No recording or photography of the Eleventh AGM proceedings is allowed without the prior written permission of the Company.

Communication Guidance

Shareholders are also reminded to monitor the Company's website and announcements for any changes to the Eleventh AGM arrangements.

Enquiry

If you have any enquiries prior to the Eleventh AGM, please contact the following during office hours from Monday to Friday (8.30 a.m. to 5.30. p.m.):-

Boardroom Share Registrars Sdn. Bhd.

Address : 11th Floor, Menara Symphony
No. 5 Jalan Prof. Khoo Kay Kim
Seksyen 13
46200 Petaling Jaya
Selangor Darul Ehsan
Malaysia
General Line : 603-7890 4700
Fax Number : 603-7890 4670
Email : bsr.helpdesk@boardroomlimited.com

Personal Data Protection Measures

Please refer to the Company's Compliance with the Personal Data Protection Act 2010 statement as found on Page 217 of Maxis Integrated Annual Report 2019.

By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), a member of the Company: (i) consents to the processing of the member's personal data by the Company (or its agents) for the AGM and matters related thereto, including but not limited to: (a) for processing and administration of proxies and representatives appointed for the AGM; (b) for preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (which includes any adjournments thereto); and (c) for the Company's (or its agents') compliance with any applicable laws, listing rules, regulations, codes and/or guidelines (collectively, the "Purposes"), (ii) undertakes and warrants that he or she has obtained such proxy(ies)' and/or representative(s)' prior consent for the Company's (or its agents') processing of such proxy(ies)' and/or representative(s)' personal data for the Purposes, and (iii) agrees that the member will fully indemnify the Company for any penalties, liabilities, legal suits, claims, demands, losses and damages as a result of the member's failure to provide accurate and correct information of the personal data or breach of the member's undertaking and/or warranty as set out herein.

NOTE: the term "processing" and "personal data" shall have the same meaning as defined in the Personal Data Protection Act 2010.