



MAXIS BERHAD

(Registration No. 200901024473 (867573-A))
(Incorporated in Malaysia)

**Administrative Details
for the Extraordinary General Meeting (“EGM”) of Maxis Berhad**

Online Meeting Platform	:	https://meeting.boardroomlimited.my (Domain Registration No. with MYNIC - D6A357657)
Day and Date	:	Monday, 14 August 2023
Time	:	2.30 p.m.
Broadcast Venue	:	Auditorium, Maxis Business Innovation Centre, Ground Floor, Menara Maxis, Kuala Lumpur City Centre, Off Jalan Ampang, 50088 Kuala Lumpur, Malaysia
Mode of Communication	:	1) Typed text in the Online Meeting Platform. The messaging window facility will be opened concurrently with the Virtual Meeting Portal, one (1) hour before the EGM, that is from 1.30 p.m. on Monday, 14 August 2023. 2) E-mail questions to ir@maxis.com.my or submit through Boardroom Smart Investor Portal at https://investor.boardroomlimited.com prior to the EGM.

Dear Shareholders,

Maxis Berhad (“**Maxis**” or the “**Company**”)’s EGM will be conducted entirely on a virtual basis through live streaming and online remote voting via Remote Participation and Electronic Voting (“**RPEV**”) facilities which are available on <https://meeting.boardroomlimited.my> (Domain Registration No. with MYNIC - D6A357657) (hereinafter the “**virtual EGM**”).

**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 of the Meeting (the Broadcast Venue) and to facilitate the conduct of the virtual EGM. As such, no shareholder(s), proxy(ies), authorised representative(s) or attorney(s) will 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 to pose questions to the Company) and vote at the EGM.

Digital Copies of the EGM Documents

The following documents are available on Maxis’ website at https://maxis.listedcompany.com/general_meetings.html :-

1. Notice of the EGM, Proxy Form and the RPEV Administrative Details.
2. Circular to Shareholders in respect of the proposed execution of the finalised access agreement between Digital Nasional Berhad (“**DNB**”) as an access provider and Maxis Broadband Sdn. Bhd. (“**Maxis Broadband**”), a wholly-owned subsidiary of the Company, as an access seeker for Maxis Broadband to subscribe for 5G products and services provided on a wholesale basis by DNB, including the national 5G wholesale network product (“**Proposed Transaction**”).
3. Privacy Notice for Maxis’ EGM attendees.

You are encouraged to utilise the Digital Copies of the documents in 1-3 above. Please contact the following persons from Boardroom Share Registrars Sdn. Bhd. (“**Boardroom**”) should you require a printed copy of the Circular or any further information pertaining to the EGM:-

Muhammad Taufiq Lokman, Yusliana Md Yusof or Mohamed Sophiee

Tel	:	603-7890 4705, 603-7890 4718, 603-7890 4716
Helpdesk No.	:	603-7890 4700
Fax	:	603-7890 4670
Email	:	Muhammad.Taufiq@boardroomlimited.com Yusliana.Yusof@boardroomlimited.com Mohamed.Sophiee@boardroomlimited.com
Helpdesk Email	:	bsr.helpdesk@boardroomlimited.com

Note : The printed Circular will be provided as soon as practicable from the date of receipt of verbal or written request for the same.

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Entitlement to Participate and Vote

In respect of deposited securities, only members whose names appear on the Record of Depositors as at 7 August 2023 (General Meeting Record of Depositors) shall be eligible to participate in the EGM or appoint proxy(ies) or in a case of a corporation to appoint representative(s) to participate and/or vote on his/her/its behalf.

Proxy

- a. Since the EGM will be a virtual meeting, all eligible members are advised to participate in the EGM by registering yourself through <https://investor.boardroomlimited.com> so that you would be able to participate in the virtual EGM (Please refer to Step 1 for registration).
- b. If you are a member and wish to participate in the EGM yourself, please do not submit any Proxy Form. If you have lodged a Proxy Form and you subsequently wish to participate in the EGM yourself, kindly follow the steps under the heading “**Revocation of Proxy**” as set out herein.
- c. 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., at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia no later than 24 hours before the time set for the meeting on Sunday, 13 August 2023 at 2.30 p.m.

By Electronic Means

The Proxy Form must be submitted:

- 1) to the Share Registrar of the Company, Boardroom via e-mail to bsr.helpdesk@boardroomlimited.com, no later than 24 hours before the time set for the meeting on Sunday, 13 August 2023 at 2.30 p.m., or
 - 2) via electronic means (“**e-Proxy**”) through the “Boardroom Smart Investor Portal” at <https://investor.boardroomlimited.com> by logging in and selecting “**Submit e-Proxy Form**” no later than 24 hours before the time set for the meeting on Sunday, 13 August 2023 at 2.30 p.m.
- d. Please refer to the notes in the Notice and Proxy Form of the EGM for detailed explanations and submit your Proxy Form in accordance with the notes and instructions printed therein.

Corporate Shareholders, Authorised Nominees and Exempt Authorised Nominees

- a. Corporate shareholders, Authorised Nominees and Exempt Authorised Nominees may appoint your own proxy or proxies to participate and vote remotely at the EGM of the Company via RPEV facilities. Please follow the procedures provided in the explanatory notes in the Notice of the EGM and Proxy Form of the EGM for the appointment of proxy and the procedures below.
- b. Any corporate shareholder who wishes to appoint a representative instead of a Proxy to participate and vote remotely at the EGM via RPEV facilities, are requested to 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 virtual EGM, please write in to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy twenty-four (24) hours before the EGM.

Voting Procedure

1. The voting will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. The Company has appointed Boardroom as Poll Administrator to conduct the poll by way of electronic voting (“**e-Voting**”) and SKY Corporate Services Sdn. Bhd. as the Scrutineer to verify the poll results.
2. During the virtual EGM, the Chairman will invite the Poll Administrator to provide a briefing 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.

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3. For the purposes of this EGM, e-Voting will be carried out via the following voting devices:
 - a) Personal smart mobile phones;
 - b) Tablets; or
 - c) Laptops.
4. There are two (2) methods for members and proxies who wish to use their personal voting device to vote remotely. The methods are:
 - a) Using QR Scanner Code given in the email to you along with your remote participation User ID and Password; or
 - b) Access website URL <https://meeting.boardroomlimited.my>
5. The Scrutineer will verify the poll result report upon closing of the poll session by the Chairman. Thereafter, the Scrutineer will announce the results and the Chairman will declare whether the resolution put to vote was 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 questions to the Board and submit your vote 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 members to participate in the virtual EGM.

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

[Note: Please note for first time registration, we advise you to complete Step 1 by 9 August 2023. 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://investor.boardroomlimited.com>.
- b. Click <<**Register**>> to sign up as a user.
- c. Select the correct account type.
- d. Complete registration and upload softcopy of MyKad (front and back) or Passport in JPEG, PNG or PDF format. For Corporate Shareholder, kindly upload the authorisation letter and click "**Sign Up**".
- e. Please enter a valid email address and wait for Boardroom's email verification. Click "**Verify Email Address**" from the email received to continue with the registration.
- f. Once your email address is verified, you will be re-directed to Boardroom Smart Investor Portal for verification of mobile number. Click "**Request OTP Code**" and an OTP Code will be sent to the registered mobile number. You will need to enter the OTP Code and click "**Enter**" to complete the process.
- g. Your registration will be verified and approved within one (1) business day and an email notification will be provided to you.

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

[Note: The registration for remote access will be opened on 28 July 2023]

Individual Members

- Login to <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above.
- Select "**MAXIS BERHAD EXTRAORDINARY GENERAL MEETING**" from the list of Meeting Event(s) and click "**Enter**".
- Click on "**Register for RPEV**".
- Read and agree to the terms & conditions and click "**Next**".
- Enter your CDS Account Number and thereafter submit your request.

To appoint proxy

- Click on "**Submit e-Proxy Form**".
- Select the company you would like to represent (*applicable to Corporate Shareholder that represents more than one (1) company only*).
- Enter your CDS Account Number and number of securities held.
- Select your proxy - either the Chairman of the meeting or individual named proxy(ies).
- Read and accept the General Terms and Conditions by clicking "**Next**".

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- Enter the required particulars of your proxy(ies).
- Indicate your voting instructions - "FOR" or "AGAINST", otherwise your proxy will decide your vote.
- Click "Apply".
- Download or print the e-Proxy form as acknowledgment.

Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee (via email)

- To submit the request, Corporate Shareholders need to deposit the original hardcopy to Boardroom and 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 (as the case may be).
- Please provide a copy of corporate representative's MyKad/Identification Card (front and back) or Passport in JPEG, PNG or PDF format as well as his/her email address.

Authorised Nominee and Exempt Authorised Nominee (via Boardroom Smart Investor Portal)

- Login to <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above.
 - Select "MAXIS BERHAD VIRTUAL EXTRAORDINARY GENERAL MEETING" from the list of Meeting Event(s) and click "Enter".
 - Click on "Submit e-Proxy Form".
 - Proceed to download the file format for "Submission of Proxy Form".
 - Prepare the file for the appointment of proxies by inserting the required data.
 - Proceed to upload the duly completed proxy appointment file.
 - Review and confirm your proxy appointment and click "Submit".
 - Download or print the e-Proxy form as acknowledgement.
- a. You will receive a notification from Boardroom that your request(s) has been received and is being verified.
 - b. Upon system verification against the General Meeting Record of Depositors as at 7 August 2023, 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.

Step 3 – Login to Virtual Meeting Portal

[Please note that the quality of the connectivity to the 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 one (1) hour before the commencement of the EGM at 1.30 p.m. on Monday, 14 August 2023.
- 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 (c) above)
- c. The steps will also guide you on 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 EGM.
- e. You can now logout from the Virtual Meeting Portal.

You may use Boardroom Smart Investor Portal proxy appointment service to submit your proxy appointment.

Participation through Live Webcast, Question and Voting at the virtual EGM

The Chairman and the Board of Directors will endeavour to respond to questions submitted by members which are related to the resolution to be tabled at the EGM.

Members may proceed to cast vote on the proposed resolution, to be tabled at the EGM, after the Chairman has opened the poll on the resolution. Members are reminded to cast their vote before the poll is closed.

Presentation at the EGM (if any)

Members who participate in the virtual EGM are able to view the Company's presentation or slides, if any, via the live web streaming. The outcome of the EGM, Company's presentation or slides and including responses to the Minority Shareholders Watch Group's questions (if any) will be posted on the Company's website soonest practicable.

Procedures for the virtual EGM

The Login User Guide for participation, posing questions and voting at the EGM, will be emailed to you together with your remote

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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 EGM 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 participant.

No Recording or Photography

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

Communication Guidance for Members

1. Circular to Shareholders, Proxy Form and Privacy Notice for Maxis' EGM attendees may be downloaded at this link https://maxis.listedcompany.com/general_meetings.html.
2. Members are advised to refer to the Company's announcements on Bursa Malaysia Securities Berhad's website and Maxis' website at <https://maxis.listedcompany.com/home.html> from time to time for any updates on the EGM subsequent to the issuance of this Administrative Details.
3. A Letter to Shareholders of Maxis dated 28 July 2023 on the details of the EGM is sent to the members whose names appear on the Record of Depositors as at 21 July 2023.
4. Persons whose shares are registered under nominee companies are advised to refer to the nominee companies for copies of the Letter to Shareholders in 3.

Enquiry

Should you have any enquiries prior to the EGM or if you wish to request for technical assistance to participate in the EGM, please contact Boardroom 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
Helpdesk Email : bsr.helpdesk@boardroomlimited.com

Personal Data Protection Measures

By attending the EGM and/or 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 EGM and matters related thereto, including but not limited to: (a) for processing and administration of proxies and representatives appointed for the EGM; (b) for preparation and compilation of the attendance lists, minutes and other documents relating to the EGM (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 1: The term "processing" and "personal data" shall have the same meaning as defined in the Personal Data Protection Act 2010.

NOTE 2: This statement should be read in conjunction with Maxis' Privacy Notice for shareholders which is also accessible at https://maxis.listedcompany.com/general_meetings.html.

NOTE 3: For the avoidance of doubt, a member of the Company refers to a registered shareholder of Maxis and includes a personal representative or trustee of an estate (in the case of a deceased individual shareholder).

Maxis' Privacy Notice for shareholders is available on Maxis' website at https://maxis.listedcompany.com/general_meetings.html.