



MAXIS BERHAD

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

Administrative Details for the Thirteenth Annual General Meeting of Maxis Berhad

Online Meeting Platform : <https://meeting.boardroomlimited.my> (Domain Registration No. with MYNIC - D6A357657)
Day and Date : Thursday, 28 April 2022
Time : 3.00 p.m.
Broadcast Venue : Auditorium, Level 3A Floor, Menara Symphony No. 5 Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, 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 Thirteenth AGM, that is from 2.00 p.m. on Thursday, 28 April 2022
2) E-mail questions to ir@maxis.com.my prior to the Thirteenth Annual General Meeting.

Dear Shareholders,

Maxis Berhad's Thirteenth Annual General Meeting ("Thirteenth AGM") will be conducted entirely on a virtual basis through live streaming and online remote voting using Remote Participation and Electronic Voting ("RPEV") facilities which are available on <https://meeting.boardroomlimited.my> (Domain Registration No. with MYNIC - D6A357657) (hereinafter the "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 virtual AGM. No shareholders, proxies or corporate representatives 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 to pose questions to the Company) and vote at the Thirteenth 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 Thirteenth AGM.

Digital Copies of the Thirteenth AGM Documents

The following documents are available on our website at <https://maxis.listedcompany.com/ar2021.html>:

1. Maxis Integrated Annual Report 2021
2. Corporate Governance Report 2021
3. RPEV Administrative Details, Notice of the Thirteenth AGM and Proxy Form together with the Annexure
4. Circular to Shareholders in relation to the Proposed Renewal of existing Shareholders' Mandate and Proposed New Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature ("Circular to Shareholders")

You are encouraged to utilize the Digital Copies of the Documents in 1-4 above. Should you require a printed copy of the Maxis Integrated Annual Report 2021 and/or Circular to Shareholders please contact the following persons from Boardroom Share Registrars Sdn Bhd:

Yusliana Yusof, Isaac Gan Selvam or Mohamed Sophiee

Tel : 603-7890 4718, 603-7890 4714, 603-7890 4716
Helpdesk No. : 603-7890 4700
Fax : 603-7890 4670
Email : Yusliana.yusof@boardroomlimited.com
Isaac.gan-selvam@boardroomlimited.com
mohamed.sophiee@boardroomlimited.com
Email : bsr.helpdesk@boardroomlimited.com

Note : Any request for the printed Maxis Integrated Annual Report 2021 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.

Entitlement to Participate and Vote

In respect of deposited securities, only members whose names appear on the Record of Depositors as at 18 April 2022 (General Meeting Record of Depositors) shall be eligible to participate in the Thirteenth AGM or appoint proxy(ies) or in a case of a corporation to appoint representatives to participate and/or vote on his/her behalf.

Administrative Details for the Thirteenth Annual General Meeting of Maxis Berhad

Proxy

- a. Since the Thirteenth AGM will be a virtual meeting, all eligible members are advised to participate in the Thirteenth AGM vide remotely by registering yourself through <https://investor.boardroomlimited.com> so that you would be able to participate in the virtual AGM.
- b. If you are a member and you are not able to participate the Thirteenth AGM via RPEV facilities, and you wish to appoint a proxy to vote on your behalf, in line with the Guidance and Frequently Asked Questions on the Conduct of General Meetings for Listed Issuers released by the Securities Commission Malaysia on 18 April 2020 and revised on 16 July 2021 (“**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 member and wish to participate in the Thirteenth AGM yourself, please do not submit any Proxy Form. If you have lodged a Proxy Form and you subsequently wish to participate in the Thirteenth 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, at Ground Floor or 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia no later than Wednesday, 27 April 2022 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 Wednesday, 27 April 2022 at 3.00 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 eProxy Form**” no later than Wednesday, 27 April 2022 at 3.00 p.m. (please refer to the RPEV Administrative Details and the Annexure to Proxy Form available at <https://maxis.listedcompany.com/ar2021.html> for further information on electronic submission).
- e. Please refer to the notes in the Notice and Proxy Form of the Thirteenth AGM for detailed explanations.

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 Thirteenth AGM of the Company via RPEV facilities. In line with the SC Guidance Note, we strongly encourage corporate shareholders, Authorised Nominees and Exempt Authorised Nominees to appoint the Chairman of the Meeting as your proxy and indicate the voting instructions in the Proxy Form. Please follow the procedures provided in the explanatory notes in the Notice of the Thirteenth AGM and Proxy Form of the Thirteenth AGM 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 Thirteenth AGM 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 AGM, please write in to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy twenty-four (24) hours before the Thirteenth AGM.

Administrative Details for the Thirteenth 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 SKY Corporate Services Sdn Bhd as the Scrutineer to verify the poll results.
2. During the 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;
 - b) Tablets; or
 - c) Laptops
4. There are 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 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 members to participate in the 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://investor.boardroomlimited.com>
- b. Click <<Register>> to sign up as a user.
- c. Complete registration and upload softcopy of MyKad (front and back) or Passport in JPEG, PNG or PDF format.
- d. Please enter a valid email address and wait for Boardroom’s email verification.
- e. 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 30 March 2022.]

Individual Members

- Login to <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above.
- Select “MAXIS BERHAD THIRTEENTH (13th) ANNUAL GENERAL MEETING” from the list of Corporate Meetings 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.

Administrative Details for the Thirteenth Annual General Meeting of Maxis Berhad

Corporate Shareholders, 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 Certificate of Appointment of Corporate Representative or Form of Proxy (as the case may be) to submit the request.

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.

- 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 18 April 2022, 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 3.00 p.m. on Wednesday, 27 April 2022 (24 hours before the Thirteenth 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 one (1) hour before the commencement of the Thirteenth AGM at 2.00 p.m. on Thursday, 28 April 2022.
- 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 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 Thirteenth AGM.
- e. You can now logout from Virtual Meeting Portal.

Members who are unable to participate in our virtual Thirteenth 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.

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

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

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

Presentation at the virtual Thirteenth AGM

Members who participate at the virtual Thirteenth AGM are able to view the Company's presentation or slides via the live webstreaming. The outcome of the AGM, 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 Thirteenth AGM

The Login User Guide for participation, posing questions and voting at the Thirteenth 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 Thirteenth 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.

Administrative Details for the Thirteenth Annual General Meeting of Maxis Berhad

No Recording or Photography

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

Communication Guidance for Members

1. Members are advised to refer to the Company's announcements on Bursa Malaysia Securities Berhad's website and Company's website at www.maxis.com.my from time to time for any updates on the Thirteenth AGM subsequent to the issuance of this notice.
2. Copies of the Notice of AGM and communication are sent to the members whose names appear on the Record of Depositors.
3. Persons whose shares are registered under nominee companies are advised to refer to the nominee companies for copies of the items in 2.

Enquiry

Should you have any enquiries prior to the Thirteenth AGM or if you wish to request for technical assistance to participate the AGM, please contact Boardroom team 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 259 of Maxis Integrated Annual Report 2021.

By attending the AGM 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 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 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/corporate_governance.html.

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

A print copy of the Maxis' Privacy Notice for Shareholders is also attached with this Administrative Details.