



**MAXIS BERHAD**

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

**Administrative Details  
for the Fourteenth Annual General Meeting (“AGM”) of Maxis Berhad**

Online Meeting Platform : <https://meeting.boardroomlimited.my> (Domain Registration No. with MYNIC - D6A357657)  
Day and Date : Thursday, 18 May 2023  
Time : 2.30 p.m.  
Broadcast Venue : Auditorium, 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 Fourteenth AGM, that is from 1.30 p.m. on Thursday, 18 May 2023.  
2) E-mail questions to [ir@maxis.com.my](mailto:ir@maxis.com.my) prior to the Fourteenth AGM.

**Dear Shareholders,**

Maxis Berhad’s Fourteenth AGM 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 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 of the Meeting (the Broadcast Venue) and to facilitate the conduct of the virtual AGM. 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 Fourteenth AGM.

**Digital Copies of the Fourteenth AGM Documents**

The following documents are available on our website at <https://maxis.listedcompany.com/ar2022.html>

1. Maxis Integrated Annual Report 2022
2. Corporate Governance Report 2022
3. Notice of the Fourteenth AGM, Proxy Form and RPEV Administrative Details
4. Circular to Shareholders in relation to the:
  - a) Proposed Renewal of Existing Shareholders’ Mandate and Proposed New Shareholders’ Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature; and
  - b) Proposed Establishment of a Long Term Incentive Plan for the Eligible Employees of Maxis Berhad and Its Subsidiaries (“Circular to Shareholders”).
5. Privacy Notice for Maxis Berhad’s Fourteenth AGM Attendees

You are encouraged to utilize the Digital Copies of the Documents in 1-5 above. Should you require a printed copy of the Maxis Integrated Annual Report 2022 and/or Circular to Shareholders, please contact the following persons from Boardroom Share Registrars Sdn. Bhd.:

**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](mailto:Muhammad.Taufiq@boardroomlimited.com)  
[Yusliana.Yusof@boardroomlimited.com](mailto:Yusliana.Yusof@boardroomlimited.com)  
[Mohamed.Sophiee@boardroomlimited.com](mailto:Mohamed.Sophiee@boardroomlimited.com)  
Helpdesk Email : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

*Note : Any request for the printed Maxis Integrated Annual Report 2022 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 10 May 2023 (General Meeting Record of Depositors) shall be eligible to participate in the Fourteenth AGM 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 Fourteenth AGM will be a virtual meeting, all eligible members are advised to participate in the Fourteenth AGM 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 wish to participate in the Fourteenth AGM yourself, please do not submit any Proxy Form. If you have lodged a Proxy Form and you subsequently wish to participate in the Fourteenth AGM 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 Wednesday, 17 May 2023 at 2.30 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](mailto:bsr.helpdesk@boardroomlimited.com), no later than Wednesday, 17 May 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 Wednesday, 17 May 2023 at 2.30 p.m.
- d. Please refer to the notes in the Notice and Proxy Form of the Fourteenth AGM 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 Fourteenth AGM of the Company via RPEV facilities. Please follow the procedures provided in the explanatory notes in the Notice of the Fourteenth AGM and Proxy Form of the Fourteenth 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 Fourteenth 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](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the earlier appointed proxy 24 hours before the Fourteenth AGM.

### **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 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 provide 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.

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 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 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. 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 authorization 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 19 April 2023.]*

##### **Individual Members**

- Login to <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above.
- Select “**MAXIS BERHAD 14th VIRTUAL ANNUAL 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**”.

- 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 request, Corporate Shareholders need to deposit the original hardcopy to BSR and write in to [bsr.helpdesk@boardroomlimited.com](mailto: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.

**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 14th VIRTUAL ANNUAL 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 10 May 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.
  - d. Please note that the closing time to submit your request is at 2.30 p.m. on Wednesday, 17 May 2023 (24 hours before the Fourteenth AGM).

**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 Fourteenth AGM at 1.30 p.m. on Thursday, 18 May 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 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 Fourteenth AGM.
- 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 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 Fourteenth AGM and performance of the Company.

Members may proceed to cast votes on each of the proposed resolutions, to be tabled at the Fourteenth 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 Fourteenth AGM**

Members who participate in the virtual Fourteenth 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 Fourteenth AGM**

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

**No Recording or Photography**

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

**Communication Guidance for Members**

1. Maxis Integrated Annual Report 2022, Corporate Governance Report 2022, Circular to Shareholders, Proxy Form and Privacy Notice for Maxis' Fourteenth AGM Attendees may be downloaded at this link <https://maxis.listedcompany.com/ar2022.html>.
2. Members are advised to refer to the Company's announcements on Bursa Malaysia Securities Berhad's website and the Company's website at [www.maxis.com.my](http://www.maxis.com.my) from time to time for any updates on the Fourteenth AGM subsequent to the issuance of this Administrative Details.
3. A Letter to Shareholders of Maxis Berhad dated 19 April 2023 on the details of the Fourteenth AGM is sent to the members whose names appear on the General Meeting Record of Depositors.
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 Fourteenth AGM or if you wish to request for technical assistance to participate in the AGM, please contact Boardroom Share Registrars Sdn. Bhd. 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](mailto: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 219 of Maxis Integrated Annual Report 2022.

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](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 case of a deceased individual shareholder).

Maxis' Privacy Notice for Shareholders is available on our website at <https://maxis.listedcompany.com/ar2022.html>.