



MAXIS BERHAD

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

**Remote Participation and Electronic Voting (“RPEV”) Administrative Details
for the Fifteenth Annual General Meeting (“AGM”) of Maxis Berhad**

Online Meeting Platform : <https://meeting.boardroomlimited.my> (Domain Registration No. with MYNIC - D6A357657)
Day and Date : Thursday, 16 May 2024
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 for Online Participation with the Virtual Meeting Portal one (1) hour before the Fifteenth AGM, that is from 1.30 p.m. on Thursday, 16 May 2024.
2) E-mail questions to ir@maxis.com.my prior to the Fifteenth AGM.

Dear Shareholders,

Maxis Berhad (“Maxis” or “the Company”)’s Fifteenth AGM will be conducted virtually via live streaming and remote voting using RPEV facilities at <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 (“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 shareholder of the Company to participate (including to pose questions to the Company) and vote at the Fifteenth AGM.

Notification of Fifteenth AGM Documents published on Maxis’ website

The following documents have been published and are available on Maxis’ website at https://maxis.listedcompany.com/general_meetings.html:

1. Notice of the Fifteenth AGM
2. Maxis Integrated Annual Report 2023
3. Corporate Governance Report 2023
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”)
5. Proxy Form
6. RPEV Administrative Details
7. Privacy Notice for Maxis’ Fifteenth AGM Attendees

You are encouraged to utilise the digital copies of the documents in 1-6 above. Please contact the following persons from Boardroom Share Registrars Sdn. Bhd. (“Boardroom”), should you require a printed copy of the Maxis Integrated Annual Report 2023 and/or Circular to Shareholders or for any further information pertaining to the Fifteenth AGM:-

Muhammad Farhan Mohd Khaider or Mohamed Sophiee Ahmad Nawawi

Tel No. : 603-7890 4711 or 603-7890 4716
Helpdesk No. : 603-7890 4700
Fax No. : 603-7890 4670
E-mail : muhammad.farhan@boardroomlimited.com
mohamed.sophiee@boardroomlimited.com
Helpdesk E-mail : bsr.helpdesk@boardroomlimited.com

Note: The printed Maxis Integrated Annual Report 2023 and/or Circular to Shareholders will be provided soonest practicable from the date of receipt of the verbal or written request.

Entitlement to Participate and Vote

In respect of deposited securities, only shareholders whose names appear on the Record of Depositors as at 10 May 2024 (General Meeting Record of Depositors) shall be eligible to participate in the Fifteenth AGM or appoint proxy(ies) or in the case of a corporation to appoint representative(s) to participate and/or vote on his/her/its behalf.

Proxy

- a. Since the Fifteenth AGM will be a virtual meeting, all eligible shareholders are advised to participate in the Fifteenth AGM by registering yourself through <https://investor.boardroomlimited.com> (Please refer to Step 1 for registration).
- b. If you are a shareholder and wish to participate in the Fifteenth AGM yourself, please do not submit the Proxy Form. If you have lodged a Proxy Form and subsequently decide to participate in the Fifteenth 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, 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, 15 May 2024 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 Wednesday, 15 May 2024 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, 15 May 2024 at 2.30 p.m.
- d. Please refer to the notes in the Notice and Proxy Form of the Fifteenth 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(ies) to participate and vote remotely at the Fifteenth AGM of the Company via RPEV facilities. Please follow the procedures provided in the explanatory notes in the Notice and Proxy Form of the Fifteenth 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 Fifteenth AGM via RPEV facilities, is requested to refer to the procedures below.

Revocation of Proxy

If you have submitted your Proxy Form(s) 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 Fifteenth 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 as Poll Administrator to conduct the poll by way of electronic voting (“e-Voting”) and SKY Corporate Services Sdn. Bhd. as the Scrutineers to verify the poll results.
2. During the virtual AGM, 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.
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 shareholders and proxies who wish to use their personal voting device to vote remotely. The methods are:
 - a) Using QR Scanner Code given in the e-mail to you along with your remote participation User ID and Password; or
 - b) Access website URL <https://meeting.boardroomlimited.my>.
5. The Scrutineers will verify the poll result reports upon closing of the poll session by the Chairman. Thereafter, the Scrutineers 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 shareholders;
 - (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 the login ID and password in order for shareholders to participate in the virtual AGM.

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

[Note: Please note for first time registration, we advise you to complete Step 1 by 13 May 2024. If you have already signed up with BSIP, 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/Identification Card (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 e-mail address and wait for Boardroom’s e-mail verification. Click “**Verify E-mail Address**” from the e-mail received to continue with the registration.
- f. Once your e-mail address is verified, you will be re-directed to BSIP 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 e-mail 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 17 April 2024]

Individual Shareholders

- Login to <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above.
- Select “**MAXIS BERHAD 15th 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 “**MAXIS BERHAD 15th VIRTUAL ANNUAL GENERAL MEETING**” from the list of Meeting Event(s) and click “**Enter**”.
- 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 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 Shareholder, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Proxy Form (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 e-mail address.

Authorised Nominee and Exempt Authorised Nominee (via BSIP)

- Login to <https://investor.boardroomlimited.com> using your user ID and password from Step 1 above.
 - Select "**MAXIS BERHAD 15th 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 2024, you will receive an e-mail 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 e-mail from Boardroom if your registration is approved.
 - d. Please note that the closing time to submit your e-Proxy Form is at 2.30 p.m. on Wednesday, 15 May 2024 (24 hours before the Fifteenth 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 opened for login starting one (1) hour before the commencement of the Fifteenth AGM at 1.30 p.m. on Thursday, 16 May 2024.
- b. Follow the steps given to you in the e-mail 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 Fifteenth AGM.
- e. You can now logout from the Virtual Meeting Portal.

Participation through Live Webcast, Questions and Voting at the 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 Fifteenth AGM and performance of the Company.

Shareholders may proceed to cast their votes on each of the proposed resolutions, to be tabled at the Fifteenth 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 virtual Fifteenth AGM (if any)

Shareholders who participate in the virtual Fifteenth AGM are able to view the Company's presentation or slides via the live web streaming. The outcome of the AGM, Company's presentation or slides 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 Fifteenth AGM

The Login User Guide for participation, posing questions and voting at the Fifteenth AGM, will be e-mailed 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 Fifteenth 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 participant.

No Recording or Photography

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

Communication Guidance for Shareholders

1. Notice of the Fifteenth AGM, Maxis Integrated Annual Report 2023, Corporate Governance Report 2023, Circular to Shareholders, Proxy Form and Privacy Notice for Maxis' Fifteenth AGM Attendees may be downloaded at https://maxis.listedcompany.com/general_meetings.html.
2. Shareholders are advised to refer to the Company's announcements on Bursa Malaysia Securities Berhad's website and Maxis' website at www.maxis.com.my from time to time for any updates on the Fifteenth AGM subsequent to the issuance of this RPEV Administrative Details.
3. A Letter to Shareholders of Maxis dated 17 April 2024 on the details of the Fifteenth AGM is sent to the shareholders whose names appear on the Record of Depositors as at 8 April 2024.
4. Persons whose shares are registered under nominee companies are advised to refer to the nominee companies for a copy of the Letter to Shareholders in 3 above.

Enquiry

Should you have any enquiries prior to the Fifteenth AGM or wish to request for technical assistance to participate in the Fifteenth AGM, 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

Tel No. : 603-7890 4711 or 603-7890 4716

Helpdesk No. : 603-7890 4700

Fax No. : 603-7890 4670

E-mail : muhammad.farhan@boardroomlimited.com
mohamed.sophiee@boardroomlimited.com

Helpdesk E-mail : 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 227 of Maxis Integrated Annual Report 2023.

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/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).