



**MAXIS BERHAD**

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

**Administrative Details for the Sixteenth Annual General Meeting (“16<sup>th</sup> AGM”)  
of Maxis Berhad (“Maxis” or “the Company”)**

**Dear Shareholders,**

Maxis’ 16<sup>th</sup> AGM will be held as follows:

Day and Date : Thursday, 15 May 2025  
Time : 2.30 p.m.  
Venue : Nexus, Connexion Conference & Event Centre  
Grand Nexus Ballroom (Level 3A)  
Bangsar South City, No. 7, Jalan Kerinchi  
59200 Kuala Lumpur, Malaysia

Shareholders, proxies or attorneys who wish to attend the 16<sup>th</sup> AGM are **encouraged to pre-register their attendance** via the Boardroom Smart Investor Portal (“BSIP”) at <https://investor.boardroomlimited.com> from Wednesday, 16 April 2025 until Wednesday, 14 May 2025. Eligible shareholders, proxies, corporate representatives and attorneys may also register at the Venue.

Please refer to **Section A** for the detailed steps to pre-register.

**1. Notification of 16<sup>th</sup> 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](https://maxis.listedcompany.com/general_meetings.html):

- (i) Notice of the 16<sup>th</sup> AGM
- (ii) Maxis Integrated Annual Report 2024
- (iii) Corporate Governance Report 2024
- (iv) Circular to Shareholders in relation to the Proposed Renewal of Existing Shareholders’ Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature (“Circular to Shareholders”)
- (v) Proxy Form
- (vi) Administrative Details
- (vii) Privacy Notice for Maxis’ 16<sup>th</sup> AGM Attendees

You are encouraged to utilise the digital copies of the documents in (i)-(vii) 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 2024 and/or Circular to Shareholders and/or for any further information pertaining to the 16<sup>th</sup> AGM:

**Muhammad Farhan Mohd Khaider or Mohamed Sophiee Ahmad Nawawi**

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

*Note: The printed Maxis Integrated Annual Report 2024 and/or Circular to Shareholders will be provided soonest practicable from the date of receipt of the verbal or written request.*

**2. General Meeting Record of Depositors (“GM ROD”)**

In respect of deposited securities, only a depositor whose name appears on the GM ROD as at 7 May 2025 shall be entitled to attend the 16<sup>th</sup> AGM or appoint proxy(ies) to attend and/or vote on such depositor’s behalf.

## Section A: Pre-registration and attending the 16<sup>th</sup> AGM

Please note that this option is available to:

- (i) individual shareholders;
- (ii) corporate shareholders;
- (iii) Authorised Nominees; and
- (iv) Exempt Authorised Nominees.

### Step 1 – Register Online with BSIP (for first time registration only)

(Note: Please note for first time registration, we advise you to complete Step 1 by 14 May 2025. If you have already signed up with BSIP, you are not required to register again. You may proceed to Step 2 – Pre-register your attendance for the 16<sup>th</sup> AGM.)

- a. Access website: <https://investor.boardroomlimited.com>

Individual Account (For individual shareholders)	Corporate Account (For representatives of corporate shareholders)
<ul style="list-style-type: none"> <li>- Click “<b>Register</b>” to sign up as a user and select “<b>Sign up as Individual</b>”.</li> <li>- Complete the registration and enter a valid e-mail address.</li> <li>- Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format.</li> <li>- Click “<b>Sign Up</b>”.</li> </ul> <p><i>Note: Please ensure you sign up for an Individual Account if you are an appointed proxy of individual shareholder(s).</i></p>	<ul style="list-style-type: none"> <li>- Click “<b>Register</b>” to sign up as a user and select “<b>Sign up as Corporate Holder</b>”.</li> <li>- Complete the registration and enter a valid e-mail address.</li> <li>- Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format, along with the completed authorisation letter.</li> <li>- Click “<b>Sign Up</b>”.</li> </ul> <p><i>Note: If you are appointed as the authorised representative for more than one (1) corporate shareholder/authorised nominee, please click the Home button and select “<b>Edit Profile</b>” to add your representation after your BSIP account has been approved.</i></p>

- b. You will receive an e-mail from BSIP for e-mail address verification. Click “**Verify Email Address**” from the e-mail received to proceed with the registration.
- c. Once your e-mail address is verified, you will be directed to BSIP for verification of mobile number. Click “**Request OTP Code**” and an OTP Code will be sent to your registered mobile number. You will need to enter the OTP Code and click “**Enter**” to complete the process.
- d. Your registration will be verified and approved within one (1) business day and you will receive an e-mail notification upon approval of your BSIP account. Once account registration is complete, you may login to BSIP at <https://investor.boardroomlimited.com> using the e-mail address and password you provided during registration.

### Step 2 – Pre-register your attendance for the 16<sup>th</sup> AGM

- a. Members, proxies or attorneys attending the 16<sup>th</sup> AGM are encouraged to pre-register your attendance via the BSIP at <https://investor.boardroomlimited.com>.
- b. The pre-registration is open from Wednesday, 16 April 2025.
- c. The closing time and date for pre-registration is 2.30 p.m. on Wednesday, 14 May 2025.
- d. Please follow the steps below to pre-register your attendance for the 16<sup>th</sup> AGM:
  - Login your BSIP account with your registered e-mail address and password.
  - Click “**Meeting Event(s)**”, then select “**MAXIS BERHAD 16<sup>th</sup> ANNUAL GENERAL MEETING**” from the list and click “**Enter**”.
  - Go to “**Physical**”, click “**Pre-Register**” and enter the 9-digit Central Depository System (“CDS”) account number.
  - Read and check the box to accept the Terms and Conditions, then click “**Register**”.
  - You will receive a notification confirming that your pre-registration has been received.

### Step 3 – Attending the 16<sup>th</sup> AGM

- a. Registration will start at 12:30 p.m. at the Venue until such time registration is closed (“period of registration”).
- b. Please present your original MyKad or Passport at the registration counters for verification. Registration on behalf of another person is strictly not allowed.
- c. Upon verification and successful registration, please ensure you sign the attendance list. You will be provided with the following:
  - i. A wristband. No person will be allowed to enter the meeting hall without wearing the identification wristband. There will be no replacement in the event you lose or misplace the identification wristband.
  - ii. QR code to access the e-polling system using your own smartphone/tablet.

## **Section B: Proxy**

1. If you are a shareholder and wish to participate in the 16<sup>th</sup> AGM yourself, please do not submit the Proxy Form. If you have lodged a Proxy Form and subsequently decide to participate in the 16<sup>th</sup> AGM yourself, kindly follow the steps under the heading “**Revocation of Proxy**” as set out herein.
2. 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, 14 May 2025 at 2.30 p.m.

### **By Electronic Means**

The Proxy Form shall be submitted no later than Wednesday, 14 May 2025 at 2.30 p.m.:

- i. via e-mail to the Share Registrar of the Company, Boardroom at [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com); or
- ii. via electronic means (“e-Proxy”) through the BSIP at <https://investor.boardroomlimited.com> by logging in and selecting “**Submit eProxy Form**”. Please refer to the steps below:
  - a. Go to BSIP at <https://investor.boardroomlimited.com>.
  - b. Login to your BSIP account with your registered e-mail address and password [Note: If you do not have a BSIP account, please sign up/register in accordance with Section A (Step 1)].
  - c. Click “**Meeting Event(s)**” and select “**MAXIS BERHAD 16<sup>th</sup> ANNUAL GENERAL MEETING**” and click “**Enter**”.

#### **By Individual Shareholder and Corporate Shareholder**

- For Corporate Account User only, select the company that you are representing.
- Go to “**PROXY**” and click “**Submit eProxy Form**”.
- Enter your 9-digit CDS account number and the number of securities held.
- Select your proxy(ies) – either the Chairman of the Meeting or individual 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.

#### **By Authorised Nominee and Exempt Authorised Nominee**

- Select the Nominee(s) Company that you are representing.
- Go to “**PROXY**” and click “**Submit eProxy Form**”.
- Click “**Download Excel Template**” to download the Excel Template.
- Insert the appointment of proxy(ies) for each CDS account with the necessary data and voting instructions into the Excel Template. Ensure data is inserted correctly in accordance with the template.
- Upload the completed Excel Template.

- d. Review and confirm your proxy(ies) appointment and click “**Submit**”.
  - e. Download or print the e-Proxy Form as an acknowledgment.
  - f. You will receive a notification from Boardroom that your request(s) has been received.
3. Please refer to the notes in the Notice and Proxy Form of the 16<sup>th</sup> AGM for detailed explanations and submit your Proxy Form in accordance with the notes and instructions printed therein.

#### 4. Revocation of Proxy

If you have submitted your Proxy Form(s) and subsequently decide to appoint another person or wish to participate in the 16<sup>th</sup> AGM yourself, please revoke the appointment of the earlier appointed proxy(ies) twenty-four (24) hours before the 16<sup>th</sup> AGM through the following options:

- i. Hardcopy Form
  - Write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the earlier appointed proxy(ies).
- ii. eProxy Form
  - Go to “**Submitted eProxy Form list**” and click “**View**”.
  - Click “**Cancel/Revoke**” at the bottom of the e-Proxy form.
  - Click “**Proceed**” to confirm.

#### Section C: Appointment of Corporate Representative

1. For Corporate Shareholders who wish to appoint a representative (pursuant to the provisions of Section 333 of the Companies Act 2016) instead of a proxy to attend the 16<sup>th</sup> AGM, you are required to:
  - i. Deposit the **original** Certificate of Appointment of Corporate Representative under seal of the corporation or in accordance with the constitution or governing laws of the corporation (whichever is applicable) to the Share Registrar’s Office and e-mail them at [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) by providing the name of Shareholder, CDS account number and copy of the Certificate of Appointment of Corporate Representative (as attachment) at any time before the time appointed for holding the 16<sup>th</sup> AGM; or
  - ii. Submit the **original** Certificate of Appointment of Corporate Representative at the registration counter on the meeting day within the period of registration.
2. The appointed representative is required to present his/her original MyKad or Passport at the registration counter on the meeting day for verification purpose.

#### Section D: 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-Polling”) and SKY Corporate Services Sdn. Bhd. as the Scrutineers to verify the poll results.
2. The e-Polling will be carried out via either one (1) of the following methods:
  - i. via your own smartphone or tablet with the QR code provided upon registration on the meeting day; or
  - ii. via polling kiosk at the Venue.
3. During the 16<sup>th</sup> AGM, the Chairman will invite the Poll Administrator to provide a briefing on the e-Polling 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.
4. Steps to vote:
  - i. Please vote using your smartphone or tablet with the QR code provided upon registration on the meeting day.
  - ii. Shareholders, proxies, corporate representatives and attorneys are advised to bring their own personal devices to vote.
  - iii. Alternatively, you may submit your votes at the polling kiosk at the Venue.
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.

### **Section E: Submission of Questions**

1. 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 16<sup>th</sup> AGM and performance of the Company.
2. Shareholders may submit questions related to the resolutions to be tabled at the 16<sup>th</sup> AGM via the following options:
  - i. Prior to the meeting
    - a. Via <https://investor.boardroomlimited.com>. Login to your BSIP account and click “**Meeting Event(s)**” and go to “**Maxis Berhad 16<sup>th</sup> ANNUAL GENERAL MEETING**” and click “**Enter**”. Thereafter, select “**Submit Question**” to pose your questions.
    - b. E-mail questions to [ir@maxis.com.my](mailto:ir@maxis.com.my).

Please submit your questions no later than 2.30 p.m. on Wednesday, 14 May 2025.

- ii. During the meeting
  - You may submit your questions via the QR Code which will be provided upon registration on the meeting day.
  - You may also speak or raise questions during the meeting.

### **Section F: Other Information**

#### **1. No Recording or Photography**

No recording or photography of the 16<sup>th</sup> AGM proceedings is allowed without the prior written permission of the Company.

#### **2. Presentation at the 16<sup>th</sup> AGM (if any)**

The outcome of the 16<sup>th</sup> 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.

#### **3. Parking**

Parking is free, subject to validation at the parking validation counter at the Venue. This is only valid for parking at Nexus, Connexion Conference & Event Centre and The Vertical, Bangsar South via the following options:

- i. At Nexus only: If entering via license plate recognition system, please provide your car plate number for validation; or
- ii. At Nexus or The Vertical: If entering using Touch ‘n Go or credit/debit card, please bring the Touch ‘n Go or credit/debit card for validation.

#### **4. Help Desk at the 16<sup>th</sup> AGM**

The Help Desk will attend to any enquiries in relation to registration matters.

#### **5. Communication Guidance for Shareholders**

- i. Notice of the 16<sup>th</sup> AGM, Maxis Integrated Annual Report 2024, Corporate Governance Report 2024, Circular to Shareholders, Proxy Form and Privacy Notice for Maxis’ 16<sup>th</sup> AGM Attendees may be downloaded at [https://maxis.listedcompany.com/general\\_meetings.html](https://maxis.listedcompany.com/general_meetings.html).
- ii. 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](http://www.maxis.com.my) from time to time for any updates on the 16<sup>th</sup> AGM after the issuance of this Administrative Details.
- iii. A Letter to Shareholders of Maxis dated 16 April 2025 on the details of the 16<sup>th</sup> AGM is sent to the shareholders whose names appear on the Record of Depositors as at 10 April 2025.
- iv. 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 (iii) above.

## 6. Enquiry

Should you have any enquiries prior to the 16<sup>th</sup> AGM or wish to request technical assistance to participate in the 16<sup>th</sup> 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  
Sekyen 13  
46200 Petaling Jaya  
Selangor Darul Ehsan  
Malaysia  
General Line : 603-7890 4700  
Fax Number : 603-7890 4670  
E-mail : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

## **Personal Data Protection Measures**

By attending the 16<sup>th</sup> AGM and/or registering via the BSIP and/or submitting the instrument appointing a proxy(ies) and/or representative(s) to attend, participate, speak and vote at the 16<sup>th</sup> AGM and/or any adjournment thereof, a member of the Company:

- (i) consents to the processing of the member's personal data by the Company (or its agents) for the 16<sup>th</sup> AGM and matters related thereto, including but not limited to:
  - (a) for processing and administration of proxies and representatives appointed for the 16<sup>th</sup> AGM;
  - (b) for preparation and compilation of the attendance lists, minutes and other documents relating to the 16<sup>th</sup> 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/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.

### Notes:

1. The terms "processing" and "personal data" shall have the same meaning as defined in the Personal Data Protection Act 2010.
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](https://maxis.listedcompany.com/general_meetings.html).
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).
4. The Company's Compliance with the Personal Data Protection Act 2010 statement is found in the Maxis Integrated Annual Report 2024.