

ADMINISTRATIVE DETAILS

for the 25th Annual General Meeting ("25th AGM")

- Day and Date : Wednesday, 15 June 2022
- Meeting Platform : <https://meeting.boardroomlimited.my>
(Domain Registration No. with MYNIC - D6A357657)
- Time : 10.00 a.m. (Malaysia time)
- Broadcast Venue : TIME Lobby, Ground Floor, No. 14, Jalan Majistret U1/26, HICOM Glenmarie Industrial Park, 40150 Shah Alam, Selangor Darul Ehsan, Malaysia.
- Mode of Communication : Shareholders may:
- (i) submit questions prior to the 25th AGM via email to investor.relations@time.com.my no later than Friday, 10 June 2022 at 10.00 a.m. (Malaysia time); or
 - (ii) type the questions in the chat box through the Meeting Platform. The messaging window facility will be opened concurrently with the Meeting Platform, i.e. 1 hour before the commencement of 25th AGM, starting from 9.00 a.m. (Malaysia time) on Wednesday, 15 June 2022.

1. Virtual Meeting

- 1.1 As a precautionary measure while Malaysia transitions to the endemic phase of Coronavirus (COVID-19) and with the safety and well-being of the Company's shareholders, employees and Directors being of primary concern, the Board of Directors (the "**Board**") and Management decided that the 25th AGM of the Company shall be held on a fully virtual basis, through live streaming and entirely via remote participation and electronic voting ("**RPEV**") facilities, which are available at <https://meeting.boardroomlimited.my>, provided by the Company's poll administrator, Boardroom Share Registrars Sdn Bhd ("**Poll Administrator**" or "**Boardroom**"). Shareholders can participate in the 25th AGM by registering online via the BoardRoom Smart Investor Portal ("**BSIP**") at <https://investor.boardroomlimited.com>. Please follow the registration procedure set out in this Administrative Details in order to register, participate and vote remotely at the 25th AGM.
- 1.2 The main and only venue of the 25th AGM is the broadcast venue which is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 and Rule 59(4) of the Company's Constitution that require the Chairman of the Meeting (the "**Chairman**") to be present at the main venue (the broadcast venue) of the 25th AGM. **Shareholders/proxies/corporate representatives/attorneys shall not be physically present nor be admitted at the broadcast venue** on the day of the 25th AGM. Shareholders who wish to participate in the 25th AGM will therefore have to do so remotely via the RPEV facilities provided.
- 1.3 With the RPEV facilities, you may exercise your right as a shareholder of the Company to participate in (and pose questions to the Board and Management) and vote online during the 25th AGM, safely from your home or from any locations.
- 1.4 Kindly ensure the stability of your internet connectivity throughout the 25th AGM is maintained as the quality of the live webcast and online remote voting are dependent on the bandwidth and stability of your internet connection.

2. Record of Depositors ("**ROD**") for the 25th AGM

Only shareholders whose name appear in the ROD as at 9 June 2022 shall be entitled to participate in and vote remotely during the 25th AGM or appoint proxy(ies)/corporate representative(s) to participate in and vote remotely on his/her/their behalf.

3. Submission of Proxy Form

- 3.1 If you are unable to attend the 25th AGM via RPEV facilities and wish to appoint the Chairman as your proxy to vote on your behalf, please deposit the completed Proxy Form at the office of the Poll Administrator at **Ground Floor or 11th Floor, Menara Symphony, No. 5 Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan** not less than 24 hours before the time for holding the 25th AGM. Any alterations to the Proxy Form must be initialled by the shareholders.
- 3.2 If you wish to participate in the 25th AGM yourself, please do not submit any Proxy Form. You will not be allowed to participate in the 25th AGM together with the proxy appointed by you.

4. Revocation of Proxy

If you have submitted your Proxy Form prior to the 25th AGM and subsequently decide to appoint another person or wish to participate in the meeting yourself, please write in to **BSR.Helpdesk@boardroomlimited.com** to revoke the earlier appointed proxy(ies) at least 24 hours before the time for holding the 25th AGM. On revocation, your proxy(ies) will not be allowed to participate in the 25th AGM. In such event, you should advise your proxy(ies) accordingly.

5. Poll Voting Procedure

- 5.1 The voting of the 25th AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom as the Poll Administrator to conduct the polling process by way of electronic voting ("**e-Voting**") and Scrutineer Solutions Sdn Bhd as independent scrutineer ("**Independent Scrutineer**") to verify the poll results.

Shareholders, proxies and corporate representatives are required to use 1 of the following methods to vote remotely:

- (i) Use the QR Scanner Code provided in the email notification; or
- (ii) Log in to website URL <https://meeting.boardroomlimited.my>.

- 5.2 During the 25th AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules.
- 5.3 For the purpose of the 25th AGM, e-Voting can be carried out by using either personal smart mobile phones, tablets, personal computers or laptops.
- 5.4 The polling will only commence after announcement of poll being opened by the Chairman and until such time when the Chairman announces the closure of poll.
- 5.5 The Independent Scrutineer will verify the poll results report upon closing of the poll session by the Chairman. Thereafter, the Chairman will announce the poll results of the resolutions put to vote.

Administrative Details for the 25th Annual General Meeting (“25th AGM”)

6. Online Registration Procedure

- 6.1 Please note that all shareholders including (i) individual shareholders; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees shall use the RPEV facilities to participate in and vote remotely at the 25th AGM.
- 6.2 If you participate in the 25th AGM, you will be able to view the live webcast of the meeting proceeding, submit questions and vote online in real time during the meeting via the RPEV facilities.
- 6.3 Kindly follow the steps below to register at the BSIP to request for your login ID and password and usage of the RPEV facilities:

Before the day of the 25th AGM



Procedure	Action
(i) Register Online at the BSIP (for first time registration only)	<p><i>[Note: If you have already signed up via the BSIP, you are not required to register again. You may proceed to Step (ii) – Submit request for remote participation]</i></p> <p>(a) Access to the BSIP webpage at https://investor.boardroomlimited.com.</p> <p>(b) Click “Register” to sign up as a user.</p> <p>(c) Complete the registration with all required information. Upload a softcopy of your MyKad/Identification Card (front and back) or Passport in JPEG, PNG or PDF format. Click “Register”.</p> <p>(d) You will receive an e-mail from the BSIP for e-mail address verification. Click “Verify E-mail Address” to proceed with the registration.</p> <p>(e) Once your email address is verified, you will be re-directed to the BSIP Online for verification of your mobile number. Click “Request OTP Code” and an OTP code will be sent to the registered mobile number. Click “Enter” to enter the OTP code to complete the process.</p> <p>(f) An e-mail will be sent to you within 1 business day informing you on the approval of your BSIP account. You can login to the BSIP at https://investor.boardroomlimited.com with the e-mail address and password that you have provided during the registration to proceed with the next step.</p>

Administrative Details

for the 25th Annual General Meeting ("25th AGM")

Before the day of the 25 th AGM	
Procedure	Action
(ii) Submit Request for Remote Participation (User ID and Password)	<p><i>[Note: Registration for remote access will be opened on 13 May 2022. Please note that the closing time to submit your request is not less than 24 hours before the time for holding the 25th AGM i.e. latest by Tuesday, 14 June 2022 at 10.00 a.m.]</i></p> <p>Individual Shareholders</p> <ul style="list-style-type: none">(a) Login to the BSIP at https://investor.boardroomlimited.com using your user ID and password given from Step (i) above.(b) Select "TIME DOTCOM BERHAD 25TH VIRTUAL ANNUAL GENERAL MEETING" from the List of Corporate Meetings and click "Enter".(c) Click on "Register for RPEV".(d) Read and agree to the Terms & Conditions.(e) Enter your CDS Account and thereafter submit your request. <p>Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee</p> <ul style="list-style-type: none">(a) 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 completed Proxy Form (as the case may be) to submit the request.(b) Please provide a copy of Corporate Representative's or Proxy Holder's MyKad/ Identification Card (front and back) or Passport in JPEG, PNG or PDF format as well as his/her email address.(c) The original Certificate of Appointment of Corporate Representative and/or Proxy Form shall also be deposited at the office of the Poll Administrator at Ground Floor or 11th Floor, Menara Symphony, No. 5 Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, either by hand or post not less than 24 hours before the time for holding the 25th AGM.
(iii) Email Notification	<ul style="list-style-type: none">(a) You will receive notification from Boardroom that your request(s) has been received and is being verified.(b) Upon system verification against the General Meeting ROD as at 9 June 2022, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.(c) If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom.(d) Please note that the closing time to submit your request is at 10.00 a.m. (Malaysia time) on Tuesday, 14 June 2022, which is 24 hours before the time for holding the 25th AGM.

Administrative Details for the 25th Annual General Meeting (“25th AGM”)

On the day of the 25 th AGM	
Procedure	Action
(iv) Log in to Virtual Meeting Platform	<p>(a) The Virtual Meeting portal will be opened for login 1 hour before the commencement of the 25th AGM at 9.00 a.m. (Malaysia time) on Wednesday, 15 June 2022.</p> <p>(b) The Meeting Platform can be accessed via one of the following methods:</p> <ul style="list-style-type: none"> • Use the QR Scanner Code provided in the email notification; or • Log in to website URL https://meeting.boardroomlimited.my. <p>(c) Insert the Meeting ID No. and sign in with the user ID and password provided to you via the email notification in Step (iii) above.</p>
(v) Participate	<p><i>[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition.]</i></p> <p>(a) If you would like to view the live webcast, select the broadcast icon .</p> <p>(b) If you would like to ask a question during the 25th AGM, select the messaging icon .</p> <p>(c) Type your message within the chat box, once completed, click the send button.</p>
(vi) Voting	<p>(a) Once the meeting is opened for voting, the polling icon will appear with the resolution(s) and your voting choices.</p> <p>(b) To vote, select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</p> <p>(c) To change your vote, re-select another voting direction.</p> <p>(d) If you wish to cancel your vote, please press “Cancel”.</p>
(vii) End of Participation	<p>(a) Upon the announcement by the Chairman on the closure of the 25th AGM, the live webcast will end and the messaging window will be disabled.</p> <p>(b) You can now logout from the Meeting Platform.</p>

7. Gift Policy

There will be **NO DISTRIBUTION** of door gifts or vouchers for shareholders/proxies who participate in the 25th AGM.

8. Recording or Photography

No recording or photography of the 25th AGM proceedings is allowed without the prior written permission of the Company.

9. Annual Report 2021, Notice of 25th AGM and Proxy Form – **GO DIGITAL & PAPERLESS**

The Annual Report 2021, Notice of 25th AGM and Proxy Form can be viewed and downloaded at <https://time.com.my/investor-relations>.

10. Communication Guidance

Shareholders are also reminded to monitor the Company’s website and announcements for any changes to the 25th AGM arrangements that may be necessitated due to the evolving COVID-19 situation in Malaysia.

11. Enquiry

If you have any enquiries on the above or wish to request for technical assistance to participate in the 25th AGM, please contact Boardroom during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m. (Malaysia time)), contact details are as follows:

Boardroom Share Registrars Sdn Bhd
 Helpdesk : +603 - 7890 4700
 Facsimile : +603 - 7890 4670
 Email : BSR.Helpdesk@boardroomlimited.com