

**TIME DOTCOM BERHAD**

(Registration No. 199601040939 (413292-P))
(Incorporated in Malaysia)

**REVISED ADMINISTRATIVE DETAILS
FOR THE POSTPONED 24TH ANNUAL GENERAL MEETING (“24TH AGM”) AND
POSTPONED EXTRAORDINARY GENERAL MEETING (“EGM”)**

Meeting	Date	Time	Broadcast Venue
24 th AGM	Thursday, 22 July 2021	10.00 a.m.	TIME dotCom Berhad TIME Lobby, Ground Floor No. 14, Jalan Majistret U1/26 HICOM Glenmarie Industrial Park 40150 Shah Alam, Selangor Darul Ehsan Malaysia
EGM	Thursday, 22 July 2021	12.30 p.m. or 15 minutes following the conclusion or adjournment of the 24 th AGM, whichever is later	
Meeting Platform	https://web.lumiagm.com		
Registration	Virtual Meeting via Remote Participation and Electronic Voting (“RPEV”) facilities		
Mode of Communication	Shareholders may:- (a) Submit questions prior to the 24 th AGM and EGM by emailing to investor.relations@time.com.my no later than Friday, 16 July 2021 at 10.00 a.m.; or (b) Typed text in the Meeting Platform. The messaging window facility will be opened concurrently with the Virtual Meeting Portal, i.e., one (1) hour before the 24 th AGM, starting from 9.00 a.m. and one (1) hour before the EGM, starting from 11.30 a.m. on Thursday, 22 July 2021.		

1. Virtual Meeting

- 1.1 In view of the Coronavirus (COVID-19) pandemic and with the safety of the Company’s shareholders, employees and Directors being of primary concern, the Board and Management decided that the 24th AGM and EGM of the Company shall be conducted on a fully virtual basis via RPEV facilities which are available on the Company’s Poll Administrator website at <https://web.lumiagm.com>. Please follow the procedures provided in this Revised Administrative Details for the 24th AGM and EGM in order to register, participate and vote remotely.
- 1.2 The main and only venue of the 24th AGM and EGM 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 requires the Chairman of the meeting to be present at the main venue of the meeting. **Shareholders/proxies/corporate representatives should not be physically present** nor will they be admitted at the broadcast venue on the day of the 24th AGM and EGM.

Shareholders can participate in our full virtual 24th AGM and EGM by registering online via the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com>.

- 1.3 With the RPEV facilities, you may exercise your right as a shareholder of the Company to participate (and pose questions to the Board and Management of the Company) and to vote at the 24th AGM and EGM, safely from your home.

- 1.4 You must ensure that you are connected to the internet at all times in order to participate and vote when the 24th AGM and EGM have commenced. Kindly ensure the stability of your internet connectivity throughout the 24th AGM and EGM is maintained as quality of the live webcast and online remote voting are dependent on the bandwidth and stability of the internet connection.
- 1.5 Even though the 24th AGM and EGM use the same administrative procedures, they are deemed as separate meetings. Shareholders who have logged in for the 24th AGM must logout from the Virtual Meeting Platform upon conclusion of the said meeting and login again with a separate meeting ID and login credentials to participate in the EGM.

2. Entitlement to Participate and Vote

Only a depositor whose name appears on the Record of Depositors as at 15 July 2021 shall be entitled to participate in the 24th AGM and EGM or appoint a proxy(ies) to participate and vote on his/her behalf by submitting the proxy forms.

3. Lodgement of Proxy Form

- 3.1 If you are unable to attend the 24th AGM and EGM via RPEV facilities and wish to appoint the Chairman of the meeting as your proxy to vote on your behalf, please deposit your proxy forms at the office of the Company's Poll Administrator, **Boardroom Share Registrars Sdn Bhd ("Boardroom") 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 forty-eight (48) hours before the time of holding the 24th AGM and EGM, i.e. latest by Tuesday, 20 July 2021 at 10.00 a.m. (for the 24th AGM) and 12.30 p.m. (for the EGM) respectively. Any alteration to the Proxy Forms must be initialled.
- 3.2 Alternatively, the proxy appointment may also be lodged electronically at <https://investor.boardroomlimited.com> which is free and available to all individual shareholders, not less than forty-eight (48) hours before the time of holding the 24th AGM and EGM, i.e. latest by Tuesday, 20 July 2021 at 10.00 a.m. (for the 24th AGM) and 12.30 p.m. (for the EGM) respectively. For further information, kindly refer to the "eProxy Lodgement of Form of Proxy" below.

<p>Step 1 Register Online with Boardroom Smart Investor Portal (for first time registration only)</p> <p><i>[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 on eProxy Lodgement.]</i></p> <ol style="list-style-type: none"> a. Access website https://investor.boardroomlimited.com. b. Click <<Register>> to sign up as a user. c. Complete the registration and upload a softcopy of your MyKad/Identification Card (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.
<p>Step 2 eProxy Lodgement</p> <ol style="list-style-type: none"> a. Access website https://investor.boardroomlimited.com. b. Login with your User ID and Password given above. c. Go to "Corporate Meeting" and browse the Meeting List for "TIME DOTCOM BERHAD 24TH POSTPONED ANNUAL GENERAL MEETNG" and "TIME DOTCOM BERHAD POSTPONED EXTRAORDINARY GENERAL MEETING", click <<Enter>> and select <<Submit eProxy Form>>. d. Read the terms & conditions and confirm the Declaration. e. Enter your CDS Account Number and indicate the number of securities. f. Appoint your proxy(ies) or the Chairman of the meeting and enter the required particulars for your proxy(ies). g. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your votes. h. Review and confirm your proxy(ies) appointment. i. Click <<Apply>>. j. Download or print the eProxy Form acknowledgement.

- 3.3 If you wish to participate in the meetings yourself, please do not submit any proxy form for the meetings. You will not be allowed to participate in the 24th AGM and EGM together with a proxy(ies) appointed by you.

4. Revocation of Proxy

If you have submitted your Proxy Forms prior to the 24th AGM and EGM and subsequently decide to appoint another person or wish to participate in the meetings yourself, please write in to BSR.Helpdesk@boardroomlimited.com to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the 24th AGM and EGM respectively. On revocation, your proxy(ies) will not be allowed to participate in the meetings. In such event, you should advise your proxy(ies) accordingly.

5. Voting Procedures

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



Members and proxies are required to use one (1) of the following methods to vote remotely:-

- (i) Launch Lumi Apps by scanning the QR code given to you in the email along with your remote participation User ID and Password; or
 - (ii) Access to Lumi webportal via website URL <https://web.lumiagm.com>.
- 5.2 During the 24th AGM and EGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules.
- 5.3 For the purpose of the 24th AGM and EGM, 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 Scrutineer will verify the poll result reports upon closing of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether the resolution(s) put to vote were successfully carried or not.

6. Remote Participation and Electronic Voting (RPEV)

- 6.1 Please note that all members including (i) individual members; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees shall use the RPEV facilities to participate and vote remotely at the 24th AGM and EGM.
- 6.2 If you wish to participate in the meetings, you will be able to view a live webcast of the meetings, ask questions and submit your votes in real time whilst the meetings are in progress.
- 6.3 Kindly follow the steps below to request for your login ID and password and usage of the RPEV facilities:-

Before the day of the 24 th AGM and EGM	
Procedure	Action
i. Register Online with Boardroom Smart Investor Portal (for first time registration only)	<p><i>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step (ii) – Submit request for remote participation.]</i></p> <ul style="list-style-type: none"> a. Access website https://investor.boardroomlimited.com. b. Click <<Register>> to sign up as a user. c. Complete the registration and upload a softcopy of your MyKad/Identification Card (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.

Before the day of the 24 th AGM and EGM		
Procedure	Action	
ii.	Submit Request for Remote Participation (User ID and Password)	<p><i>[Note: Registration for remote access will be opened on 23 June 2021. Please note that the closing time to submit your request is not less than forty-eight (48) hours before the time of holding the meetings, i.e. latest by Tuesday, 20 July 2021 at 10.00 a.m. (for the 24th AGM) and 12.30 p.m. (for the EGM).]</i></p> <p>Individual Members</p> <ol style="list-style-type: none"> Login to https://investor.boardroomlimited.com using your user ID and password. Select “Corporate Meeting” from main menu and select the correct Corporate Event “TIME DOTCOM BERHAD 24TH POSTPONED ANNUAL GENERAL MEETING” and “TIME DOTCOM BERHAD POSTPONED EXTRAORDINARY GENERAL MEETING”. Click <<Enter>> and select <<Register for RPEV>>. Read and agree to the Terms & Conditions. Enter your CDS Account and thereafter submit your request. <p>Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee</p> <ol style="list-style-type: none"> 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 to submit the request. 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.
iii.	Email Notification	<ol style="list-style-type: none"> You will receive notification from Boardroom that your request(s) has been received and is being verified. Upon system verification against the General Meeting Record of Depositors as at 15 July 2021, you will receive an email from Boardroom either approving or rejecting your registration for remote participation. If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom. Please note that the closing time to submit your request is at 10.00 a.m. and 12.30 p.m. on Tuesday, 20 July 2021, being forty-eight (48) hours before the 24th AGM and EGM respectively.
On the day of the 24 th AGM and EGM		
Procedure	Action	
iv.	Login to Virtual Meeting Platform	<ol style="list-style-type: none"> The Virtual Meeting portal will be opened on Thursday, 22 July 2021 for login one (1) hour before the commencement of the 24th AGM (i.e. at 9.00 a.m.) and one (1) hour before the commencement of the EGM (i.e. at 11.30 a.m.). The Meeting Platform can be accessed via one of the following methods:- <ul style="list-style-type: none"> ➤ Launch Lumi Apps by scanning the QR Code provided in the email notification; or ➤ Access to Lumi webportal via website at https://web.lumiagm.com. 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.
v.	Participate	<p><i>[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition.]</i></p> <ol style="list-style-type: none"> If you would like to view the live webcast, select the broadcast icon.  If you would like to ask a question during the 24th AGM and EGM, select the messaging icon.  Type your message within the chat box, once completed, click the send button.

On the day of the 24 th AGM and EGM		
Procedure		Action
vi.	Voting	a. Once the 24 th AGM and EGM is opened for voting, the polling icon will appear with the resolution(s) and your voting choices. b. To vote, simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received. c. To change your vote, simply select another voting direction. d. If you wish to cancel your vote, please press "Cancel".
vii.	End of Participation	a. Upon the announcement by the Chairman on the closure of the 24 th AGM and EGM, the live webcast will end and the messaging window will be disabled. b. You can now logout from the Meeting Platform.

6.4 All registrations by shareholders, proxy(ies)/authorised representative(s)/attorney(s) as users for the RPEV via <https://investor.boardroomlimited.com> prior to this Notification shall remain valid for participation at the 24th AGM and EGM to be convened and held virtually on Thursday, 22 July 2021 at 10.00 a.m. and 12.30 p.m. respectively.

7. Gift Policy

There will be **NO DISTRIBUTION** of door gifts or vouchers for shareholders/proxies who participate at this virtual 24th AGM and EGM.

8. Recording or Photography

No recording or photography of the 24th AGM and EGM proceedings is allowed without the prior written permission of the Company.

9. Annual Report 2020, Corporate Governance Report 2020 and Circular to Shareholders

The Annual Report 2020, Corporate Governance Report 2020 and Circular to Shareholders in relation to the Proposed Bonus Issue dated 27 May 2021 may be downloaded at <https://time.com.my/investor-relations> and Bursa Malaysia Securities Berhad's website.

10. Communication Guidance

Shareholders are also reminded to monitor the Company's website and announcements for any changes to the 24th AGM and EGM arrangements that may be necessitated due to the evolving COVID-19 situation in Malaysia.

11. Enquiries

If you have any enquiries prior to the 24th AGM and EGM or if you wish to request for technical assistance to participate in the fully virtual meetings, please contact Boardroom during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m.), details as follows:-

Boardroom Share Registrars Sdn. Bhd.

Address : 11th Floor, Menara Symphony
 No. 5 Jalan Professor Khoo Kay Kim
 Seksyen 13
 46200 Petaling Jaya
 Selangor Darul Ehsan Malaysia

General Line : 603-7890 4700 (Helpdesk)
 Fax Number : 603-7890 4670
 Email : BSR.Helpdesk@boardroomlimited.com

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