

# ADMINISTRATIVE DETAILS

for the Extraordinary General Meeting (“EGM”)

- Day and Date : Thursday, 15 June 2023
- Meeting Platform : <https://meeting.boardroomlimited.my>  
(Domain Registration No. with MYNIC - D6A357657)
- Time : 3.30 p.m. (Malaysia time) or 15 minutes after the conclusion of the 26<sup>th</sup> Annual General Meeting, which is scheduled to be held at 2.00 p.m. (Malaysia time) on the same day, whichever is later or at any adjournment thereof
- Mode of Communication : Shareholders may:
- (i) submit questions prior to the EGM via email to [investor.relations@time.com.my](mailto:investor.relations@time.com.my) no later than Friday, 9 June 2023 at 3.30 p.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 the EGM, starting from 2.30 p.m. (Malaysia time) on Thursday, 15 June 2023.

## 1. Fully Virtual Meeting

- 1.1 The EGM will be held on a fully virtual basis, through live streaming from the broadcast venue at TDC Lobby, Ground Floor, No. 14, Jalan Majistret U1/26, HICOM Glenmarie Industrial Park, 40150 Shah Alam, Selangor Darul Ehsan, Malaysia and entirely using the remote participation and electronic voting (“RPEV”) facilities, via the meeting platform 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 EGM 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 in and vote remotely at the EGM.

- 1.2 The main and only venue of the 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 require the Chairman of the EGM (the “**Chairman**”) to be present at the main venue (the broadcast venue) of the EGM. **Shareholders/proxies/corporate representatives/attorneys shall not be physically present nor be admitted at the broadcast venue** on the day of the EGM. Shareholders who wish to participate in the EGM 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 EGM, from your home or from any location.
- 1.4 Kindly ensure the stability of your internet connectivity throughout the EGM 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 EGM

Only shareholders whose name appear in the ROD as at 8 June 2023 shall be entitled to participate in and vote remotely during the EGM 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 EGM via RPEV facilities and wish to appoint the Chairman of the EGM (the “**Chairman**”) as your proxy to vote on your behalf, please deposit the completed Proxy Form at the office of the Poll Administrator at **11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia** not less than 24 hours before the time for holding the EGM. Any alterations to the Proxy Form must be initialled by the shareholders.
- 3.2 If you wish to participate in the EGM yourself, please do not submit any Proxy Form. You will not be allowed to participate in the EGM together with the proxy appointed by you.

### 4. Revocation of Proxy

If you have submitted your Proxy Form prior to the EGM 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 EGM. On revocation, your proxy(ies) will not be allowed to participate in the EGM. In such an event, you should advise your proxy(ies) accordingly.

### 5. Poll Voting Procedure



- 5.1 The voting of the EGM 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 an independent scrutineer (“**Independent Scrutineer**”) will be appointed in due course to verify the poll result.
- 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 EGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules.
- 5.3 For the purpose of the 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 Independent Scrutineer will verify the poll result report upon closing of the poll session announced by the Chairman. Thereafter, the Chairman will announce the poll result of the resolution put to vote.

## 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 EGM.
- 6.2 If you participate in the EGM, 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 EGM	
Procedure	Action
(i) Register Online at the BSIP <b>(for first time registration only)</b>	<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 <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a>.</p> <p>(b) Click “<b>Register</b>” to sign up as a user.</p> <p>(c) Please select the correct account type i.e. sign up as “<b>Shareholder</b>” or “<b>Corporate Holder</b>”.</p> <p>(d) 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 “<b>Register</b>”.</p> <p>(e) You will receive an email from the BSIP for email address verification. Click “<b>Verify Email Address</b>” to proceed with the registration.</p> <p>(f) Once your email address is verified, you will be re-directed to the BSIP Online for verification of your mobile number. Click “<b>Request OTP Code</b>” and an OTP code will be sent to the registered mobile number. Click “<b>Enter</b>” to enter the OTP code to complete the process.</p> <p>(g) An email will be sent to you within 1 business day informing you of the approval of your BSIP account. You can login to the BSIP at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> with the email address and password that you have provided during the registration to proceed with the next step.</p>

Before the day of the EGM	
Procedure	Action
(ii) Submit Request for Remote Participation (User ID and Password)	<p><i>[Note: The registration for remote access using the RPEV facilities will be opened from the date of the Notice of EGM on Wednesday, 24 May 2023 until such time before the voting session ends at the EGM on Thursday, 15 June 2023.]</i></p> <p><b>Individual Shareholders</b></p> <ul style="list-style-type: none"> <li>(a) Login to the BSIP at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password given in Step (i) above.</li> <li>(b) Select “<b>TIME DOTCOM BERHAD EXTRAORDINARY GENERAL MEETING</b>” from the List of Meeting Event and click “<b>Enter</b>”.</li> <li>(c) Click on “<b>Register for RPEV</b>”.</li> <li>(d) Enter your CDS account number.</li> <li>(e) Read and agree to the Terms &amp; Conditions.</li> <li>(f) Click “<b>Register</b>” to submit your request.</li> </ul> <p><b>Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee</b></p> <ul style="list-style-type: none"> <li>(a) Write in to <a href="mailto:BSR.Helpdesk@boardroomlimited.com">BSR.Helpdesk@boardroomlimited.com</a> 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.</li> <li>(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.</li> <li>(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 <b>11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia</b>, either by hand or post not less than 24 hours before the time for holding the EGM.</li> </ul>
(iii) Email Notification	<ul style="list-style-type: none"> <li>(a) You will receive notification from Boardroom that your request has been received and is being verified.</li> <li>(b) Upon system verification against the General Meeting ROD as at 8 June 2023, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.</li> <li>(c) If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom.</li> </ul>

On the day of the EGM	
Procedure	Action
(iv) Login to the Fully Virtual Meeting Platform	(a) The Fully Virtual Meeting portal will be opened for login 1 hour before the commencement of the EGM at 2.30 p.m. (Malaysia time) on Thursday, 15 June 2023. (b) The Meeting Platform can be accessed via one of the following methods: <ul style="list-style-type: none"> <li>• Use the QR Scanner Code provided in the email notification; or</li> <li>• Log in to the website URL <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a>.</li> </ul> (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.
(v) Participate	<p><i>[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition.]</i></p> (a) If you would like to view the live webcast, select the broadcast icon  . (b) If you would like to ask a question during the EGM, select the messaging icon  . (c) Type your message within the chat box, and once completed, click the send button.
(vi) Voting	(a) Once the meeting is opened for voting, the polling icon will appear with the resolution and your voting choice. (b) To vote, 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, re-select another voting direction. (d) If you wish to cancel your vote, please press “ <b>Cancel</b> ”.
(vii) End of Participation	(a) Upon the announcement by the Chairman on the closure of the EGM, the live webcast will end and the messaging window will be disabled. (b) You can now logout from the Meeting Platform.

## 7. Gift Policy

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

## 8. Recording or Photography

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

## 9. Notice of EGM, Proxy Form and Circular (as defined below) – GO DIGITAL & PAPERLESS

The Notice of EGM, Proxy Form and Circular to Shareholders in relation to the Proposed Establishment of a Share Grant Plan of up to Ten Percent (10.0%) of the Issued Ordinary Shares in the Company (excluding Treasury Shares, if any) (“**Circular**”) can be viewed and downloaded at <https://www.time.com.my/about-us/investor-relations/general-meetings>.

## 10. Communication Guidance

Shareholders are also reminded to monitor the Company’s website and announcement(s) for any changes to the EGM arrangements that may be necessitated due to unforeseen circumstances.

## 11. Enquiry

If you have any enquiries on the above or wish to request for technical assistance to participate in the EGM, please contact Boardroom between 9.00 a.m. and 5.00 p.m. from Monday to Friday (except public holidays), contact details are as follows:

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