

Administrative Notes for the Extraordinary General Meeting

Day & Date : Tuesday, 19 September 2023
Time : 2.30 p.m.
Broadcast Venue : Auditorium, Level 32, Axiata Tower, 9 Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50470 Kuala Lumpur, Malaysia

MODE OF MEETING

The Extraordinary General Meeting of the Company (“**EGM**”) will be held as a VIRTUAL meeting. The mode and conduct of the virtual meeting will be undertaken through live streaming and remote voting using the Remote Participation and Voting Facilities (“**RPV**”). This is in line with the Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020 (revised on 7 April 2022).

ENTITLEMENTS TO ATTEND, SPEAK AND VOTE

Only Members registered in the Register of Members/Record of Depositors and whose name appears in the Register of Members/Record of Depositors as at 12 September 2023 shall be entitled to attend, speak and vote at the EGM or appoint proxies to attend, speak and vote on his/her behalf in respect of the number of shares registered in his/her name at that time.

PROXY

- 1) If you are a member of the Company, you are entitled to appoint not more than two (2) proxies to exercise all or any of your rights to attend and vote at the EGM. If you are unable to attend the EGM and wish to appoint a proxy to attend and vote on your behalf, please submit your Proxy Form in accordance with the notes and instructions printed therein.
- 2) If you wish to attend the EGM yourself, please do not submit any Proxy Form. You will not be allowed to attend the EGM together with a proxy appointed by you.
- 3) If you have submitted your Proxy Form prior to the EGM and subsequently decided to attend the EGM yourself, please contact our Share Registrar to revoke the appointment of your proxy before Monday, 18 September 2023 at 2.30 p.m. You may submit your proxy form to our Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd (“**Tricor**”) at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or at its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia no later than Monday, 18 September 2023 at 2.30 p.m. Otherwise the Proxy Form shall not be treated as valid. The proxy appointment may also be lodged electronically via Tricor’s TIIH Online Website at <https://tiih.online> no later than Monday, 18 September 2023 at 2.30 p.m. Please do read and follow the procedures below to submit proxy forms electronically.
- 4) As the EGM is a virtual meeting, we strongly advise members who are unable to attend, participate, speak and vote at the EGM via the RPV, to appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form.
- 5) Where a member of the Company is an authorised nominee as defined in the Securities Industry (Central Depositories) Act 1991 (“**SICDA**”), the beneficial owner of the shares held by the authorised nominee may request the authorised nominee to appoint him/her as a proxy to attend, participate, speak and vote remotely via the RPV at the EGM.
- 6) Where a member of the Company is an Exempt Authorised Nominee which holds ordinary shares in the Company for multiple beneficial owners in one securities account (omnibus account), each beneficial owner of the shares or where the shares are held on behalf of joint beneficial owners, such joint beneficial owners, shall be entitled to instruct the Exempt Authorised Nominee to appoint the Chairman of the meeting to attend, participate and vote remotely at the EGM via the RPV on his/her/their behalf.

CORPORATE MEMBER

Any corporate member who wishes to appoint a representative instead of a proxy to attend the EGM should submit the original certificate of appointment under the seal of the corporation to the office of the Share Registrar no later than Monday, 18 September 2023 at 2.30 p.m.

REMOTE PARTICIPATION AND VOTING FACILITIES (“**RPV**”)

Shareholders are entitled to attend, participate and exercise their rights to speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, “participate”) remotely at the EGM using the RPV provided by Tricor via its TIIH Online website at <https://tiih.online>.

A shareholder who has appointed a proxy or authorised representative to attend, participate, speak and vote at the EGM via the RPV must request his/her proxy/authorized representative to register himself/herself for the RPV at TIIH Online website at <https://tiih.online>.

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PROCEDURES FOR RPV

Shareholders/proxies/corporate representatives who wish to participate in the EGM remotely using the RPV are to follow the requirements and procedures as summarised below:

	Procedure	Action
BEFORE THE EGM DAY		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> Using your computer and access the website at https://tiih.online. Register as a user under the "e-Services" and select "Create Account by Individual Holder". Refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within one (1) working day and you will be notified via email. If you are already a user with TIIH Online, you are not required to register again. You will receive an email to notify you that the remote participation is available for registration at TIIH Online.
(b)	Submit your request to attend EGM remotely	<ul style="list-style-type: none"> Registration is open from Monday, 4 September 2023 until the day of the EGM on Tuesday, 19 September 2023. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre- register their attendance for the EGM to ascertain their eligibility to participate at the EGM using the RPV. Login with your user ID (i.e. email address) and password and select the corporate event: "(REGISTRATION) AXIATA EGM 2023". Read and agree to the Terms & Conditions and confirm the Declaration. Select "Register for Remote Participation and Voting". Review your registration and proceed to register. System will send an email to notify that your registration for remote participation is received and will be verified. After verification of your registration against the Record of Depositors as at 12 September 2023, the system will send you an email on Monday, 18 September 2023 to approve or reject your registration for remote participation. <p><i>Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV.</i></p>
ON THE DAY OF THE EGM		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the EGM at any time from 1.30 p.m. i.e. 1 hour before the commencement of the EGM on Tuesday, 19 September 2023 at 2.30 p.m.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: "(LIVE STREAM MEETING) AXIATA EGM 2023" to engage in the proceedings of the EGM remotely. If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will endeavour to respond to questions submitted by remote participants during the EGM. If there is time constraint, the responses will be emailed to you at the earliest possible, after the meeting.
(e)	Online Remote Voting	<ul style="list-style-type: none"> Voting session commences from 2.30 p.m. on Tuesday, 19 September 2023 until a time when the Chairman announces the completion of the voting session of the EGM. Select the corporate event: "(REMOTE VOTING) AXIATA EGM 2023" or if you are on the live stream meeting page, you can select "GO TO REMOTE VOTING PAGE" button below the Query Box. Read and agree to the Terms & Conditions and confirm the Declaration. Select the CDS account that represents your shareholdings. Indicate your votes for the resolutions that are tabled for voting. Confirm and submit your votes.
(f)	End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the conclusion of the EGM, the live streaming will end.

Note to users of the RPV facilities:

- Should your registration for the RPV be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
- The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet connection at your location and the device you use. You must ensure you are connected to the internet at all times in order to attend, participate, speak and vote when the EGM has commenced. Therefore, it is your responsibility to ensure that the connectivity for the duration of the meeting is maintained.
- In the event you encounter any issue with logging-in, connection to the live streamed meeting or online voting, kindly call Tricor Help Line at +6011-40805616 / +6011-40803168 / +6011-40803169 / +6011-40803170 for assistance or email to tiih.online@my.tricorglobal.com for assistance.

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ELECTRONIC LODGEMENT OF PROXY FORM

All shareholders can have the option to submit proxy forms electronically via **TIIH Online** website and the steps to submit are summarised below:

	Procedure	Action
STEPS FOR INDIVIDUAL SHAREHOLDER		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> Using your computer, please access the website at https://tiih.online. Register as a user under "e-Services". Please refer to the tutorial guide posted on the homepage for assistance. If you are already a user with TIIH Online, you are not required to register again.
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password. Select the corporate event: "AXIATA EGM 2023 - SUBMISSION OF PROXY FORM". Read and agree to the Terms & Conditions and confirm the Declaration. Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf. Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman as your proxy. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. Review and confirm your proxy(ies) appointment. Print proxy form for your record.
STEPS FOR CORPORATION OR INSTITUTIONAL SHAREHOLDERS		
(c)	Register as a User with TIIH Online	<ul style="list-style-type: none"> Access TIIH Online at https://tiih.online Under "e-Services", the authorised or nominated representative of the corporation or institutional shareholder selects "Create Account by Representative of Corporate Holder". Complete the registration form and upload the required documents. Registration will be verified, and you will be notified by email within one (1) to two (2) working days. Proceed to activate your account with the temporary password given in the email and re-set your own password. <p><i>Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you require clarification on the user registration.</i></p>
(d)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> Login to TIIH Online at https://tiih.online Select the corporate exercise name: "AXIATA EGM 2023 - SUBMISSION OF PROXY FORM". Agree to the Terms & Conditions and Declaration. Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein. Prepare the file for the appointment of proxies by inserting the required data. Login to TIIH Online, select corporate exercise name: "AXIATA EGM 2023 - SUBMISSION OF PROXY FORM". Proceed to upload the duly completed proxy appointment file. Select "Submit" to complete your submission. Print the confirmation report of your submission for your record.

PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS

Shareholders may submit questions to the Board prior to the EGM via TIIH Online website by selecting "e-Services" to login, pose questions and submit electronically no later than **Monday, 18 September 2023 at 2.30 p.m.** The Chairman or Board of Directors will endeavor to answer the questions received at the EGM which are related to the resolutions tabled at the EGM and the performance/prospect of the Company.

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POLL VOTING

- 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 Tricor as Poll Administrator to conduct the poll by way of electronic polling ("e-voting") and Deloitte Business Advisory Sdn Bhd as Scrutineers to verify the poll results.
- 2) Shareholders/proxies/corporate representatives can proceed to vote on the resolutions at any time after the Chairman of the meeting has directed that polling be opened, after the commencement of the EGM on Tuesday, 19 September 2023 at 2.30 p.m. but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (e) of the above Procedures for the RPV for guidance on how to vote remotely from TIIH Online website at <https://tiih.online>. Shareholders are reminded to cast their votes before the poll is closed.
- 3) Upon completion of the voting session for the EGM, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

PRESENTATION AT THE VIRTUAL EGM

Shareholders who participate at the virtual EGM are able to view the Company's presentation or slides via live streaming.

RECORDING OR PHOTOGRAPHY

Strictly **NO recording or photography** of the proceedings of the EGM is allowed.

DOOR GIFT OR FOOD VOUCHER

In line with the Company's no gift policy, there will be **NO distribution of door gift or food vouchers** for the EGM.

INTEGRATED CIRCULAR TO SHAREHOLDERS AND OTHER DOCUMENTS

- 1) The following documents are available at <https://www.axiata.com/investors/egm/>
 - a) Circular to Shareholders in relation to the Proposed Establishment of a Long-Term Incentive Plan for the Eligible Employees and Executive Directors of Axiata Group Berhad and its Subsidiaries
 - b) Notice of the EGM, Proxy Form and Administrative Notes for the EGM
- 2) You may request for printed copies of document 1(a) above at Tricor's TIIH Online website at <https://tiih.online>. Kindly click on "Investor Services" and select "Request for Annual Report/Circular". Alternatively, you may also request for these documents by calling our Share Registrar or email as per details provided below.
- 3) Please consider the environment before you decide to print or request for the above reports/documents.

COMMUNICATION GUIDANCE

Shareholders are reminded to monitor the Company's website and announcements for any changes to the EGM arrangements.

ENQUIRY

If you have general queries prior to the EGM, please contact our Share Registrar during office hours i.e. from 8.30 a.m. to 5.30 p.m. (Mondays to Fridays) at the details as below:

Tricor Investor & Issuing House Services Sdn Bhd (197101000970 [11324-H]) Unit 32-01, Level 32, Tower A Vertical Business Suite, Avenue 3, Bangsar South No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia	Telephone Number	
	General Line	+603-2783 9299
	Fax	+603-2783 9222
	Email	is.enquiry@my.tricorglobal.com
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