



**AXTERIA GROUP BERHAD**

Registration No. 199901021765 (496665-W)  
(Incorporated In Malaysia)

**ADMINISTRATIVE GUIDE FOR THE TWENTY-FOURTH ANNUAL GENERAL MEETING (“24<sup>th</sup> AGM”)**

- Date & Time : Tuesday, 30 May 2023 at 11.00 a.m.
- Meeting Venue : Online Meeting Platform provided by Tricor Investor & Issuing House Services Sdn Bhd in Malaysia
- Meeting Platform : TIIH Online website at <https://tiih.online> or <https://tiih.com.my> (Domain Registration number with MYNIC: D1A282781)

**MODE OF MEETING**

In view of the COVID-19 health concern and to align with the “Transition to Endemic” phase and in accordance with the revised Guidance and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia (“SC Guidance”) on 7 April 2022, Axteria Group Berhad will conduct the 24<sup>th</sup> AGM on a fully virtual basis through live streaming and online remote voting via Remote Participation and Voting (“RPV”) facilities which are provided by Tricor Investor & Issuing House Services Sdn Bhd (or “Tricor”) via TIIH Online website at <https://tiih.online>.

An online meeting platform used to conduct the meeting can be recognised as the meeting venue as required under Section 327(2) of the Companies Act 2016, provided that the online platform located in Malaysia. Pursuant to the SC Guidance, all meeting participants including the Chairman of the meeting, board members, senior management and shareholders are allowed to participate online if it is a fully virtual meeting.

**RPV FACILITIES**

Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 24<sup>th</sup> AGM using RPV facilities provided by Tricor.

A shareholder who has appointed a proxy(ies) or attorney(s) or corporate representative(s) to participate at this 24<sup>th</sup> AGM must request his/her proxy(ies) or attorney(s) or corporate representative(s) to register himself/herself via Tricor’s TIIH Online website at <https://tiih.online>.

Please refer to Procedures for RPV facilities as set out below for the requirements and procedures.

## PROCEDURES FOR RPV FACILITIES

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 24<sup>th</sup> AGM using the RPV facilities:

### Before the day of 24<sup>th</sup> AGM

	Procedure	Action
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services", select the "Sign Up" button and followed by "<b>Create Account by Individual Holder</b>". Refer to the tutorial guide posted on the homepage for assistance.</li> <li>Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li> <li>If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.</li> </ul>
(b)	Submit your request for RPV	<ul style="list-style-type: none"> <li>Registration is open from Friday, 28 April 2023 until the day of 24<sup>th</sup> AGM on Tuesday, 30 May 2023. Shareholder(s)/proxy(ies)/attorney/corporate representative(s) are required to pre-register their attendance for the 24<sup>th</sup> AGM to ascertain their eligibility to participate at the 24<sup>th</sup> AGM using the RPV.</li> <li>Login with your user ID (i.e. email address) and password and select the corporate event: "<b>(REGISTRATION) AXTERIA GROUP BERHAD 24<sup>th</sup> AGM</b>".</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select "Register for Remote Participation and Voting"</li> <li>Review your registration and proceed to register.</li> <li>System will send an <b>e-mail to notify</b> that your registration for remote participation is received and will be verified.</li> <li>After verification of your registration against the General Meeting Record of Depositors as at 23 May 2023, the system will send you an <b>e-mail on 29 May 2023 to approve or reject</b> your registration for remote participation.</li> </ul> <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i></p>
<b>On the day of 24<sup>th</sup> AGM</b>		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the 24<sup>th</sup> AGM at any time from <b>10.00 a.m.</b> i.e. 1 hour before the commencement of the 24<sup>th</sup> AGM on <b>Tuesday, 30 May 2023 at 11.00 a.m.</b></li> </ul>
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: "<b>(LIVE STREAM MEETING) AXTERIA GROUP BERHAD 24<sup>th</sup> AGM</b>" to engage in the proceedings of the 24<sup>th</sup> AGM remotely.</li> <li>If you have any question for the Chairman/ Board, you may use the query box to transmit your question. The Chairman/Board will endeavor to respond to questions submitted by remote participants during the 24<sup>th</sup> AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</li> </ul>

(e)	Online Remote Voting	<ul style="list-style-type: none"> <li>• Voting session commences from 11.00 a.m. on Tuesday, 30 May 2023 until a time when the Chairman announces the end of the session.</li> <li>• Select the corporate event: “<b>(REMOTE VOTING) AXTERIA GROUP BERHAD 24<sup>th</sup> AGM</b>” or if you are on the live stream meeting page, you can select “<b>GO TO REMOTE VOTING PAGE</b>” button below the Query Box.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Select the CDS account that represents your shareholdings.</li> <li>• Indicate your votes for the resolutions that are tabled for voting.</li> <li>• Confirm and submit your votes.</li> </ul>
(f)	End of remote participation	<ul style="list-style-type: none"> <li>• Upon the announcement by the Chairman on the closure of the 24<sup>th</sup> AGM, the Live Streaming will end.</li> </ul>

**Note to users of the RPV facilities:**

- 1 Should your registration for RPV facilities be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of 24<sup>th</sup> AGM will indicate your presence at the virtual meeting.
- 2 The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
- 3 In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting, please call Tricor Help Line at +6011-4080 5616 / +6011-4080 3168 / +6011-4080 3169 / +6011-4080 3170 or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

**ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY**

- Only members whose names appear on the Record of Depositors as at 23 May 2023 shall be eligible to participate at the 24<sup>th</sup> AGM or appoint a proxy(ies) and/or the Chairman of the meeting to attend and vote on his/her behalf.
  - If a shareholder is unable to participate at the 24<sup>th</sup> AGM, he/she may appoint the Chairman of the meeting as his/her proxy and indicate the voting instruction in the Proxy Form.
  - If you wish to participate at the 24<sup>th</sup> AGM yourself, please do not submit any Proxy Form for the AGM. You will not be allowed to participate at the AGM together with a proxy appointed by you.
  - Accordingly, Proxy Forms and/or documents relating to the appointment of proxy/corporate representative/attorney for the 24<sup>th</sup> AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner no later than **Monday, 29 May 2023 at 11.00 a.m.:**
- (i) In Hard copy:  
By hand or post to the office of the Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.
  - (ii) By Electronic form:  
All shareholders can have the option to submit Proxy Form electronically via TIIH Online and the steps to submit are summarised below:

Procedure	Action
<b>i. Steps for Individual Shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>• If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>• After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>• Select the corporate event: <b>“AXTERIA GROUP BERHAD 24<sup>th</sup> AGM – Submission of Proxy Form”</b>.</li> <li>• Read and agree to the Terms and Conditions and confirm the Declaration. Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>• Appoint your proxy/proxies and insert the required details of your proxy/proxies or appoint the Chairman as your proxy.</li> <li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.</li> <li>• Review and confirm your proxy(s) appointment.</li> <li>• Print the form of proxy for your record.</li> </ul>
<b>ii. Steps for corporate or institutional shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>• Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects <b>“Create Account by Representative of Corporate Holder”</b>.</li> <li>• Complete the registration form and upload the required documents.</li> <li>• Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>• Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p>Note: The representative of a corporate 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 need clarifications on the user registration.</p>

<p>Proceed with submission of Proxy Form</p>	<ul style="list-style-type: none"> <li>• Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>• Select the corporate event: <b>“AXTERIA GROUP BERHAD 24<sup>th</sup> AGM: Submission of Proxy Form”</b></li> <li>• Agree to the Terms &amp; Conditions and Declaration.</li> <li>• Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li> <li>• Prepare the file for the appointment of proxies by inserting the required data.</li> <li>• Login to TIIH Online, select corporate event: <b>“AXTERIA GROUP BERHAD 24<sup>th</sup> AGM – Submission of Proxy Form”</b>.</li> <li>• Proceed to upload the duly completed proxy appointment file.</li> <li>• Select “Submit” to complete your submission.</li> <li>▪ Print the confirmation report of your submission for your record.</li> </ul>
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#### **POLL VOTING**

The voting at the 24<sup>th</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A of 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 voting (e-voting).

Shareholders/proxies/corporate representatives/attorneys can proceed to vote on the resolutions at any time from the commencement of the 24<sup>th</sup> AGM at 11.00 a.m. on 30 May 2023 but before the end of the voting session which will be announced by the Chairman of the meeting. Please refer to item (e) of the above Procedures for RPV facilities for guidance on how to vote remotely from TIIH Online website at <https://tiih.online>.

Upon completion of the voting session for the 24<sup>th</sup> AGM, the Scrutineers will verify the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

#### **PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS**

Shareholders may submit questions for the Board in advance of the 24<sup>th</sup> AGM via Tricor’s TIIH Online website at <https://tiih.online> by selecting “e-Services” to login, pose questions and submit electronically no later than **Monday, 29 May 2023 at 11.00 a.m.** The Board will endeavor to answer the questions received at the 24<sup>th</sup> AGM.

#### **NO DOOR GIFT/VOUCHER**

There will be **no distribution** of door gifts or vouchers for the 24<sup>th</sup> AGM.

#### **RECORDING OR PHOTOGRAPHY**

Strictly no unauthorized recording or photography of the proceedings of the 24<sup>th</sup> AGM are allowed.

## **ENQUIRY**

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

### **Tricor Investor & Issuing House Services Sdn. Bhd.**

General Line : +603-2783 9299

Fax Number : +603-2783 9222

Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)

Contact persons : Puan Nor Faeayzah  
+603-2783 9274 ([nor.faeayzah@my.tricorglobal.com](mailto:nor.faeayzah@my.tricorglobal.com))  
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