



ASTRO MALAYSIA HOLDINGS BERHAD

(Company No. 201101004392 (932533-V))
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE TENTH ANNUAL GENERAL MEETING

1. VIRTUAL TENTH ANNUAL GENERAL MEETING (“AGM”)

| | | |
|-------------------------|---|---|
| Date | : | Wednesday, 22 June 2022 |
| Time | : | 2.00 p.m. |
| Broadcast Venue | : | Nexus 3, Level 3A, Connexion Conference & Event Centre at Nexus, Bangsar South City, No. 7, Jalan Kerinchi, 59200 Kuala Lumpur |
| Meeting Platform | : | https://meeting.boardroomlimited.my |

The Tenth AGM of Astro Malaysia Holdings Berhad (“the Company”) will be conducted virtually via live-streaming from the abovementioned Broadcast Venue in line with Practice 13.3 of the Malaysian Code on Corporate Governance 2021 which recommends that listed companies leverage technology to facilitate remote shareholders’ participation at general meetings.

Only the Chairman of the Tenth AGM and other essential individuals will be physically present at the Broadcast Venue to conduct the virtual AGM proceedings. Shareholders, proxies and authorised representatives/attorneys are invited to participate through the Remote Participation and Electronic Voting facilities (“RPEV facilities”) via the above-stated online meeting platform and will not be admitted to the Broadcast Venue.

The quality of the participant’s connection to the RPEV facilities for live webcast as well as for electronic voting is highly dependent on the bandwidth and stability of the internet connection available at the location of the remote participant.

2. SHAREHOLDERS ENTITLED TO ATTEND THE VIRTUAL AGM

Shareholders whose names appear on the Record of Depositors on 15 June 2022 (“General Meeting Record of Depositors”) shall be eligible to participate in the virtual AGM or appoint proxy(ies) to participate on his/her behalf.

The registration for RPEV facilities will open on **Tuesday, 24 May 2022 until Wednesday, 22 June 2022** upon the commencement of the poll voting session to be announced by the Chairman of the Meeting at the Tenth AGM (“Registration Deadline”).

If you are unable to participate, you are encouraged to appoint the Chairman of the Meeting as your proxy and indicate your voting instructions in the proxy form. The instrument appointing a proxy must be received latest by **Tuesday, 21 June 2022 at 2.00 p.m.** (“Proxy Lodgement Deadline”). Please refer to Note 5(d) below in this Administrative Guide.

3. RPEV FACILITIES

Shareholders and proxies are advised to log in to the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> for the following services:

- Register to participate in the virtual AGM
- Submit proxy forms electronically
- Submit request for the Integrated Annual Report 2022 and Circular to Shareholders (“Documents”)
- Submit questions prior to the virtual AGM




You may submit a request for a printed copy of the Documents via the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> by selecting ‘Request for Annual Report/Circular’ under ‘Investor Services’. However, as part of our efforts to protect the environment, the Board urges you to refer to the digital copies of the following documents which are available on our corporate website at corporate.astro.com.my/ar2022:

- Integrated Annual Report 2022
- Circular to Shareholders
- Corporate Governance Report 2022
- Notice of Tenth AGM, Proxy Form and Administrative Guide

4. REGISTRATION FOR RPEV AT THE VIRTUAL TENTH AGM

Kindly follow the steps below to register your participation as a shareholder or appoint a proxy for the virtual Tenth AGM:

| Procedures | Steps |
|---|--|
| Before the day of the AGM | |
| 1. Register online with Boardroom Smart Investor Portal (“BSIP”) <i>Note: If you have previously registered with BSIP, you may proceed to Step 2</i> | <i>(Only for first-time BSIP users)</i> <ol style="list-style-type: none">Access the website https://investor.boardroomlimited.comClick ‘Register’ to sign up as a userComplete registration and upload softcopy of MyKad (front and back) or passportEnter a valid mobile number and email addressYou will receive an email from BSIP for email address verification. Click ‘Verify E-mail Address’ in the e-mail received to continue with the registrationOnce your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click ‘Request OTP Code’ and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click ‘Enter’ to complete the processOnce your mobile number is verified, registration of your new BSIP account will be pending final verification. Your registration will be verified and approved within one business day and an email notification will be provided |

| Before the day of the AGM | | |
|---------------------------|--|--|
| 2. | Submit request for remote participation <i>Note: You must be a registered BSIP user. If not, return to Step 1</i> | <p>The registration for RPEV facilities will open on Tuesday, 24 May 2022 until Wednesday, 22 June 2022 upon the commencement of the poll voting session to be announced by the Chairman of the Meeting at the Tenth AGM (“Registration Deadline”)</p> <p>The instrument appointing a proxy must be received latest by Tuesday, 21 June 2022 at 2.00 p.m. (“Proxy Lodgement Deadline”)</p> <p>For Individual Shareholders</p> <ol style="list-style-type: none"> Log in to https://investor.boardroomlimited.com Click ‘Corporate Meeting’ and select from the list of companies – ‘ASTRO MALAYSIA HOLDINGS BERHAD TENTH ANNUAL GENERAL MEETING’ and click ‘Enter’ To attend the virtual AGM remotely <ul style="list-style-type: none"> Click ‘Register for RPEV’ Read and accept the General Terms and Conditions and enter your CDS account no. to submit your request To appoint proxy <ul style="list-style-type: none"> Click ‘Submit eProxy Form’ Read and accept the General Terms and Conditions and enter your CDS account no. Then, insert your proxy details and voting instructions. If you wish your proxy(ies) to act upon his/her discretion, please indicate ‘Discretionary’ <p>For Corporate Shareholders, Authorised Nominees/Exempt Authorised Nominees and Attorneys</p> <ol style="list-style-type: none"> Write to bsr.helpdesk@boardroomlimited.com and provide the name of shareholder, CDS account no. and the Certificate of Appointment of Corporate Representative or Proxy Form (as the case may be) Provide a copy of MyKad or passport and a valid email address |
| 3. | Verification and email notification | <p>For Individual Shareholders, Corporate Shareholders, Authorised Nominees/Exempt Authorised Nominees and Attorneys</p> <ol style="list-style-type: none"> An email notification will be sent by Boardroom to notify that your request for remote participation has been received for system verification Upon verification against the General Meeting Record of Depositors, you will receive an email from Boardroom on the day prior to the Tenth AGM, i.e. Tuesday, 21 June 2022 either approving or rejecting your request for remote participation If your registration is approved, the said email will provide the Meeting ID, User Name and Password for the virtual AGM |
| On the day of the AGM | | |
| 4. | Log in | <ol style="list-style-type: none"> The RPEV facilities will be open for log in on Wednesday, 22 June 2022 at 1.00 p.m., i.e. one hour before the commencement of the Tenth AGM Click the link provided in the email in Step 3c to join the virtual AGM. Insert the Meeting ID and sign in with the User Name and Password provided to you via the same email |
| 5. | Participate | <ol style="list-style-type: none"> Please follow the user guides in the email to view the live webcast, submit questions and vote To view the live webcast, select the broadcast icon  To ask a question during the Tenth AGM, select the messaging icon . Type your question in the chat box and click the send button to submit |
| 6. | Vote | <ol style="list-style-type: none"> Once voting has commenced, the polling icon  will appear with the resolutions and voting choices until such time that the Chairman declares an end to the voting session To vote, select your voting preference from the options provided. A confirmation message will appear to indicate that your vote has been received To change your vote, re-select your voting preference If you wish to cancel your vote, please press ‘Cancel’ |
| 7. | End | Upon declaration by the Chairman on the closure of the Tenth AGM, the live webcast will end |

5. APPOINTMENT OF PROXY

- (a) If a shareholder is unable to participate at the Tenth AGM, he/she is entitled to appoint one or more proxies to exercise all or any of his/her rights to attend, participate, speak and vote for him/her subject to the following provisions:
- save as provided in item 5(b) below, the Companies Act 2016 (“the Act”) and any applicable law, each shareholder/Member shall not be permitted to appoint more than two proxies to attend the same meeting; and
 - where a shareholder/Member appoints more than one proxy, the appointment shall be invalid unless he/she specifies the proportion of his/her holdings to be represented by each proxy.
- (b) For the avoidance of doubt and subject always to item 5(a)(ii) above, the Act and any applicable law:
- where a shareholder/Member is an exempt authorised nominee, which holds ordinary shares in the Company for multiple beneficial owners in one securities account (“omnibus account”), there is no limit to the number of proxies which the authorised nominee may appoint in respect of each omnibus account it holds; and
 - where a shareholder/Member is an authorised nominee, it may appoint at least one proxy in respect of each securities account it holds to which ordinary shares in the Company are credited. Each appointment of proxy by an authorised nominee may be made separately or in one instrument of proxy and should specify the securities account number and the name of the beneficial owner for whom the authorised nominee is acting.
- (c) There shall be no restriction as to the qualification of the proxy. Hence, a proxy may but need not be a Member. A proxy appointed to attend and vote at the meeting shall have the same rights as a shareholder/Member to attend, participate, speak and vote at the meeting.

- (d) The instrument appointing a proxy (“Proxy Form”) must be received by Boardroom Share Registrar Sdn Bhd (“Boardroom”) latest by **Tuesday, 21 June 2022 at 2.00 p.m.** (“Proxy Lodgement Deadline”). The Proxy Form may be deposited with Boardroom in the following manner:
- (i) By electronic means
Through the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> by logging in and selecting ‘Submit eProxy Form’.
 - (ii) In hardcopy form
By sending the ORIGINAL Proxy Form by hand or post to 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor.
- (e) If you choose to deposit the Proxy Form by hand or post, the Proxy Form shall:
- (i) in the case of an individual, be in writing under the hand of the appointer or of his/her attorney; and
 - (ii) in the case of a corporation, be either under the corporation’s seal or under the hand of an officer or attorney duly authorised.
- (f) If you have submitted your Proxy Form and subsequently decide to appoint another person or you wish to participate in the Tenth AGM, please write to bsr.helpdesk@boardroomlimited.com to revoke the appointment of proxy no later than **Tuesday, 21 June 2022 at 2.00 p.m.**, being 24 hours before the meeting.
- (g) The Company reserves the right to reject incomplete or erroneous forms. If the Proxy Form is submitted without an indication as to how the proxy shall vote on any particular resolution, the proxy may exercise his discretion as to whether to vote on such matter and if so, how.

6. APPOINTMENT OF CORPORATE REPRESENTATIVE OR ATTORNEY

For a corporate shareholder who has appointed a representative(s) or attorney(s) to participate in the Tenth AGM, please deposit the ORIGINAL Certificate of Appointment or Power of Attorney, as the case may be, by hand or post to 11th Floor, Menara Symphony, No. 5 Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor not later than **Tuesday, 21 June 2022 at 2.00 p.m.**

Upon verification against the General Meeting Record of Depositors, an email will be sent to the corporate representative by Boardroom to furnish the User Name and Password. Please note that only one User Name will be provided to each corporate representative.

7. SUBMISSION OF QUESTIONS

- (a) Prior to the virtual AGM
Shareholders may submit questions in relation to the agenda items by logging in to the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> latest by **Sunday, 19 June 2022 at 2.00 p.m.** Click ‘Submit Questions’ after selecting ‘ASTRO MALAYSIA HOLDINGS BERHAD TENTH ANNUAL GENERAL MEETING’ from ‘Corporate Meeting’.
- (b) During the virtual AGM
Shareholders may type their questions in the chat box at any time during the virtual AGM on the online meeting platform until such time that the Chairman decides.

In order to ensure a smooth and efficient conduct of the AGM, questions that are repetitive in nature and/or have been previously answered will not be specifically addressed. The Board and Management of Astro will endeavour to provide the responses at the virtual AGM. However, being mindful of time constraints, some responses may be emailed after the conclusion of the virtual AGM.

8. VOTING PROCEDURES

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the Tenth AGM will be conducted by poll. The Company has appointed Boardroom Share Registrars Sdn Bhd as the poll administrator to conduct the poll by way of electronic voting and Asia Securities Sdn Bhd as the independent scrutineer to verify the poll results.

The electronic voting session will commence from the start of the Tenth AGM at 2.00 p.m. on Wednesday, 22 June 2022 or such other time as announced by the Chairman, and will continue until such time that the Chairman declares an end to the voting session.

9. NO RECORDING OR PHOTOGRAPHY

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

10. ENQUIRIES RELATING TO THE VIRTUAL AGM

If you have any enquiries prior to the Tenth AGM or require technical assistance to participate in the virtual Tenth AGM, please contact Boardroom during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m.), details of which are as follows:

Tel : +603 7890 4700 (Help Desk)
+603 7890 4716 (Encik Mohamed Sophiee bin Ahmad Nawawi)
+603 7890 4718 (Puan Yusliana binti Md Yusof)

Fax : +603 7890 4670

Email : bsr.helpdesk@boardroomlimited.com
mohamed.sophiee@boardroomlimited.com
yusliana.yusof@boardroomlimited.com

You are encouraged to submit your enquiries via email to avoid any delays in response.

In view of uncertainties that may arise, the Company will observe any new guidelines or procedures that may be issued from time to time, which may affect the administration of the virtual Tenth AGM as set out in this Administrative Guide. If there is any material change to the proceedings, the Company will issue an announcement on the same accordingly. Hence, please contact the above officers or refer to the Company’s website for announcements on the latest update (if any) in relation to the virtual Tenth AGM.

11. PERSONAL DATA PRIVACY NOTICE

By registering for the RPEV facilities and/or submitting the instrument appointing a proxy(ies) and/or representative(s), you consent to Astro Malaysia Holdings Berhad (201101004392 (932533-V)) processing your personal data in the manner stipulated in the Privacy Notice for Shareholders set out in www.astro.com.my/privacy-notice-shareholders and warrant that consent of the proxy(ies) and/or representative(s) whose personal data you have provided has also been obtained accordingly and that they have been informed of the privacy notice.