

ADMINISTRATIVE GUIDES

25TH ANNUAL GENERAL MEETING OF DIGI.COM BERHAD (Digi)

Registration No. 199701009694 (425190-X)



- Meeting Platform : <https://meeting.boardroomlimited.my>
Day and Date : Friday, 13 May 2022 or any adjournment thereof
Time : 10.00 a.m.
Broadcast Venue : Studio, Digi Telecommunications Sdn. Bhd.
Lot 10, Jalan Delima 1/1
Subang Hi-Tech Industrial Park
40000 Shah Alam
Selangor Darul Ehsan, Malaysia
- Mode of Communication : 1) Typed text in the Meeting Platform during the 25th AGM. The Messaging window facility will open concurrently with the Meeting Platform, i.e. one (1) hour before the AGM, which is from 9.00 a.m. on Friday, 13 May 2022.
2) E-mail questions to [invesrel@digicom.my](mailto:invesrel@digi.com.my) or log in to Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> prior to the 25th AGM using the same user ID and password provided in Step 2 of the procedures of Remote Participation and Electronic Voting ("RPEV") Facilities and select "SUBMIT QUESTION" to submit questions.

MODE OF MEETING

As the Company continues to take safety precautions to prevent the spread of Covid-19, the 25th AGM will be conducted **VIRTUALLY** through livestreaming and online remote participation using RPEV Facilities from the Broadcast Venue. This is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 16 July 2021 including any amendment that made from time to time.

The Broadcast Venue is strictly for the purpose of compliance with Section 327(2) of the Companies Act 2016 and Article 56A of the Company's Articles of Association which stipulated that a general meeting may be held at more than one venue, using any technology or method that enables the members of the Company to participate and to exercise the members' right to speak and vote at the general meeting and the Chair shall be present at the Broadcast Venue of the 25th AGM.

Shareholders/Proxies/Corporate Representatives **WILL NOT BE ALLOWED** to attend the 25th AGM in person at the Broadcast Venue on the day of the meeting. Any Shareholders/Proxies/Corporate Representatives who turn up at the Broadcast Venue would be requested to leave the venue politely.

REMOTE PARTICIPATION AND ELECTRONIC VOTING (RPEV) FACILITIES

1. Shareholders are to attend, speak (in the form of real-time submission of typed texts) and vote (collectively, participate) remotely at the 25th AGM using RPEV facilities provided by Boardroom Share Registrars Sdn. Bhd. (BSR or Boardroom) at <https://meeting.boardroomlimited.my>.
2. Shareholders who appoint proxies to participate via RPEV facilities in the 25th AGM must ensure that the duly executed proxy forms are deposited in a hardcopy form or by electronic means to BSR not later than **10.00 a.m. on Wednesday, 11 May 2022**.
3. Corporate representatives of corporate members who wish to participate at the 25th AGM via RPEV facilities must deposit their original certificate of appointment of corporate representative to BSR not later than **10.00 a.m. on Wednesday, 11 May 2022**.
4. Nominee Company [whose beneficiary of the shares in its Central Depository System (CDS) account] who wishes to participate at the 25th AGM via RPEV facilities must deposit its original hardcopy Form of Proxy and email the softcopy to BSR at bsr.helpdesk@boardroomlimited.com not later than **10.00 a.m. on Wednesday, 11 May 2022** to participate at the 25th AGM.

5. Attorneys appointed by power of attorney who wish to participate at the 25th AGM via RPEV facilities must deposit their original or duly certified power of attorney and email the softcopy to BSR at bsr.helpdesk@boardroomlimited.com not later than **10.00 a.m. on Wednesday, 11 May 2022** to participate at the 25th AGM.
6. As the 25th AGM is a virtual AGM, shareholders who are unable to participate in the 25th AGM may appoint the Chair of the meeting as his/her proxy and indicate the voting instructions in the proxy form. A Member is not precluded from attending the meeting in person after lodging the instrument of proxy, however, such attendance shall automatically revoke the authority granted to the proxy.
7. Any Notice of Termination of Authority to act as Proxy must be received by the Company at least forty-eight (48) hours before the time appointed for the holding of the meeting or adjourned meeting, failing which, the termination of the authority of a person to act as proxy will not affect the following in accordance with Section 338 of the Companies Act 2016:-
 - a. the constitution of the quorum at such meeting;
 - b. the validity of anything he did as Chair of such meeting;
 - c. the validity of a poll demanded by him at such meeting; or
 - d. the validity of the vote exercised by him at such meeting.
8. Please note that the Company shall deem that shareholders have no objection to use the provision in the Form of Proxy which has designated the Chair of the meeting as the authorised person to vote on behalf of shareholders until further instructions are received. The appointed Poll Administrator of this 25th AGM shall be notified of such arrangement accordingly.

ENTITLEMENTS TO ATTEND, SPEAK AND VOTE (COLLECTIVELY, "PARTICIPATE")




In respect of deposited securities, only Shareholders whose names appear on the Record of Depositors on 5 May 2022 (General Meeting Record of Depositors) shall be eligible to participate at the meeting via RPEV facilities.

PROCEDURES FOR RPEV FACILITIES

Shareholders/proxies/corporate representatives/attorneys who wish to participate the 25th AGM remotely using the RPEV are to follow the requirements and procedures as summarised below:

	Procedure	Action
BEFORE THE AGM DAY		
Step 1	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 2 - Submit Request for Remote Participation User ID and Password.]</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 email verification from Boardroom. e. Your registration will be verified and approved within one (1) business day and an email notification will be provided to you.

Step 2	Submit request for remote participation (User ID and Password)	<p><i>(Note: Registration for remote access will open on 13 April 2022. Please note that the closing time to submit your request is not less than forty-eight (48) hours before the time of holding the 25th AGM, i.e. latest by Wednesday, 11 May 2022 at 10.00 a.m.)</i></p> <p>Individual Members</p> <ol style="list-style-type: none"> Login to https://investor.boardroomlimited.com using your user ID and password from Step 1 above. Select "DIGI.COM BERHAD TWENTY-FIFTH (25th) ANNUAL GENERAL MEETING" from the list of Corporate Meetings and click "Enter". Click on "Register for RPEV". Read and agree to the Terms & Conditions and click "Next". Enter your CDS Account and thereafter submit your request. <p>Corporate Shareholders</p> <ol style="list-style-type: none"> To submit the request, Corporate Shareholders need to deposit the original hardcopy to BSR and write in to BSR at bsr.helpdesk@boardroomlimited.com by providing softcopy of the Certificate of Appointment of Corporate Representative or Form of Proxy, the name of Member and CDS Account Number. Please provide a copy of Corporate Representative's MyKad/ Identification Card (front and back) or Passport in JPEG, PNG or PDF format as well as his/her email address. <p>Authorised Nominee and Exempt Authorised Nominee</p> <ol style="list-style-type: none"> To submit the request, Authorised Nominee and Exempt Authorised Nominee need to deposit the original hardcopy Form of Proxy to BSR and write in to BSR at bsr.helpdesk@boardroomlimited.com by providing softcopy of the Form of Proxy, the name of Member and CDS Account Number. Please provide a copy of the proxy holder's MyKad/ Identification Card (front and back) or Passport in JPEG, PNG or PDF format as well as his/her email address.
	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 Record of Depositors of the 25th AGM as at 5 May 2022, 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 after the closing date. Please note that the closing date and time to submit your request is by Wednesday, 11 May 2022 at 10.00 a.m.
ON THE AGM DAY		
Step 3	Login to Virtual Meeting Platform	<ol style="list-style-type: none"> The Virtual Meeting portal will open for login one (1) hour before the commencement of the 25th AGM at 9.00 a.m. on Friday, 13 May 2022, which can be accessed via one of the following methods: <ul style="list-style-type: none"> ➤ Launch Lumi Online Platform by scanning the QR Code provided in the email notification; ➤ Access to Lumi Platform via website at https://meeting.boardroomlimited.my Insert the Meeting ID No. and sign in with the user ID and password provided to you via the email notification in Step 2(c).

Participate	<p>(Note: Questions submitted online will be moderated before being sent to the Chair of the meeting to avoid repetition.)</p> <p>a. If you would like to view the live webcast, select the broadcast  icon.</p> <p>b. If you would like to ask a question during the 25th AGM, select the messaging  icon.</p> <p>c. Type your message within the chat box, once completed click the send button.</p>
Online remote voting	<p>a. Once the 25th AGM is open for voting, the polling  icon will appear with the resolutions and your voting choices.</p> <p>b. To vote, select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</p> <p>c. To change your vote, re-select another voting direction.</p> <p>d. If you wish to cancel your vote, please press "Cancel".</p>
End of remote participation	<p>a. Upon the announcement by the Chair of the meeting on the closure of the 25th AGM, the live webcast will end and the messaging window will be disabled.</p> <p>b. You can now logout from the Meeting Platform.</p>

Notes to RPEV facilities users:

- (a) Should your application to join the 25th AGM be approved, the system will make available to you the rights to join the livestreamed meeting and to vote remotely. Your login to <https://meeting.boardroomlimited.my> on the day of the 25th AGM will indicate your presence at the virtual meeting.
- (b) 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.
- (c) In the event you encounter any issues with login, connection to the livestreamed meeting or online voting, kindly call BSR Help Line for assistance.

Poll Voting

The voting at the 25th AGM will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad (Bursa Malaysia). The Company has appointed BSR as Poll Administrator to conduct the poll by way of electronic voting and SKY Corporate Services Sdn. Bhd. as the Independent Scrutineers to verify the poll results.

Shareholders can proceed to vote on the resolutions and submit the votes on the resolutions at any time from the commencement of the 25th AGM at 10.00 a.m. and before the end of the voting session which will be announced by the Chair of the meeting. Kindly refer to Step 3 of the above Procedures for RPEV for guidance on how to vote remotely at <https://meeting.boardroomlimited.my>.

Upon completion of the voting session, the Independent Scrutineers will verify and announce the poll results followed by the Chair's declaration whether the resolutions are duly passed.

APPOINTMENT OF PROXY OR ATTORNEY OR CORPORATE REPRESENTATIVE

Shareholders who appoint proxy or attorney or authorised representative to participate via RPEV facilities at the 25th AGM must ensure that the duly executed Form of Proxy is deposited in a hard copy form or by electronic means to BSR no later than **Wednesday, 11 May 2022 at 10.00 a.m.**

The appointment of a proxy may be made in a hard copy form or by electronic means in the following manner:

1. In hard copy form

In the case of an appointment made in hard copy form, the proxy form must be deposited at the Poll Administrator office, Boardroom Share Registrars Sdn. Bhd. at Ground Floor or 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan.

2. By electronic form

The proxy form can be electronically lodged to BSR via <https://investor.boardroomlimited.com> (**applicable for individual shareholder only**). Kindly refer to the Procedure for Electronic Submission of Proxy Form below.

Please ensure ALL the particulars as required in the proxy form are completed, signed and dated accordingly.

Any authority pursuant to which such an appointment is made by a power of attorney must be deposited at the Poll Administrator office, Boardroom Share Registrars Sdn. Bhd. at Ground Floor or 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya Selangor Darul Ehsan not later than **Wednesday, 11 May 2022 at 10.00 a.m.** to participate via RPEV facilities in the 25th AGM. A copy of the power of attorney may be accepted provided that it is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.

For a corporate member who has appointed a representative, please deposit the ORIGINAL Certificate of Appointment at the Poll Administrator office, Boardroom Share Registrars Sdn. Bhd. at Ground Floor or 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya Selangor Darul Ehsan not later than **Wednesday, 11 May 2022 at 10.00 a.m.** to participate via RPEV facilities in the 25th AGM. The Certificate of Appointment should be executed in the following manner:

1. If the corporate member has a common seal, the Certificate of Appointment should be executed under the common seal in accordance with the constitution of the corporate member.
2. If the corporate member does not have a common seal, the Certificate of Appointment should be affixed with the rubber stamp of the corporate member (if any) and executed by:
 - a. at least two (2) authorised officers, of whom one shall be a director; or
 - b. any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.

PROCEDURES FOR ELECTRONIC SUBMISSION OF PROXY FORM

The procedures to submit your proxy form electronically via Boardroom Smart Investor Portal are summarised below:-

	Procedure	Action
Step 1	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 2 - 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 to you
Step 2	Submit your request	<ol style="list-style-type: none">a. Access website https://investor.boardroomlimited.com using your user ID and password from Step 1 above.b. Select "DIGI.COM BERHAD TWENTY-FIFTH (25th) ANNUAL GENERAL MEETING" from the list of Corporate Meetings and click "Enter".c. Click on "Submit eProxy Form".d. Read and accept General Terms & Conditions by clicking "Next".e. Enter your CDS Account Number and indicate the number of securities held.f. Appoint your proxy(ies) or the Chair of the meeting and enter the required particulars for your proxy(ies).g. Indicate your voting instructions – FOR or AGAINST or ABSTAIN. If you wish to have your proxy(ies) to act upon his/her discretion, please indicate DISCRETIONARY.h. Review and confirm your proxy(ies) appointment.i. Click "Apply".j. Download or print the eProxy Form acknowledgement.

SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS

1. Shareholders may submit questions in advance on the AGM resolutions and Integrated Annual Report 2021 no later than 10.00 a.m., 11 May 2022 via invesrel@digicom.my or Boardroom's website at <https://investor.boardroomlimited.com> using the same user ID and password provided in Step 1 above, and select "SUBMIT QUESTION" to pose questions ("Pre-AGM Meeting Questions").
2. Thereafter, on the morning of the 25th AGM, shareholders may also submit questions via the messaging box on Lumi AGM web portal at <https://meeting.boardroomlimited.my> starting at 9.00 a.m. This web portal will remain open throughout the virtual AGM session.
3. The Board will endeavor to respond to Pre-AGM Meeting Questions and questions submitted from 9.00 a.m. on the day of the 25th AGM and throughout the meeting. However, not all questions will be answered during the meeting. In such event, the Investor Relations Team will endeavour to answer every question raised by shareholders via email individually as soon as practicable.

INTEGRATED ANNUAL REPORT 2021 AND OTHER DOCUMENTS

1. As part of the Company's commitment to sustainable practices, the following documents can be downloaded from the Company's website at www.digi.com.my/annualreport/index.html:
 - (a) Integrated Annual Report 2021
 - (b) Corporate Governance Report 2021
 - (c) Circular to Shareholders
 - (d) Notice of the 25th AGM
 - (e) Proxy Form
 - (f) Administrative Guides
 - (g) Requisition form
2. Should you need a copy of the printed Integrated Annual Report 2021, kindly request via the Integrated Annual Report 2021 Requisition Form. Alternatively, you may submit your request online via the website of Tricor Investor & Issuing House Services Sdn. Bhd. (Tricor) at <https://tiih.online> by selecting "Annual Report / Circular" under the "Investor Services". Any request for the printed documents will be sent to the requestor as soon as possible.

NO GIFTS DISTRIBUTION

There will be no gifts distribution for Shareholders/Proxies at the 25th AGM.

RECORDING OR PHOTOGRAPHY

Strictly **NO recording or photography** of the proceedings of the 25th AGM is allowed.

ENQUIRY

If you have any enquiry in relation to the conduct of the 25th AGM via RPEV Facilities, depositing of hard copy proxy form, submission of electronic proxy form, depositing of the original certificate of appointment of corporate representative, depositing of original or duly certified power of attorney, please contact Digi's Poll Administrator, BSR during office hours Mondays to Fridays from 8.30 a.m. to 5.30 p.m., except on public holidays:

Address	Boardroom Share Registrars Sdn. Bhd. 11 th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan
General Line	603-7890 4700 (Helpdesk)
Fax Number	603-7890 4670
Email	bsr.helpdesk@boardroomlimited.com

If you have any enquiry in relation to the request of hard copy of Integrated Annual Report 2021, please contact Digi's Share Registrar, Tricor during office hours Mondays to Fridays from 8.30 a.m. to 5.30 p.m., except on public holidays:

Tricor Investor & Issuing House Services Sdn. Bhd. Registration No. 197101000970 (11324-H) Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur	Telephone Number	
	General Line	603-2783 9299
	En. Amier Arief	603-2783 9250
	Puan Sofea Amalina	603-2783 9280
	Fax Number	603-2783 9222