

ADMINISTRATIVE GUIDE

EXTRAORDINARY GENERAL MEETING (“EGM”) OF DIGI.COM BERHAD (“DIGI” OR THE “COMPANY”)



Registration No. 199701009694 (425190-X)

- Meeting Platform : <https://meeting.boardroomlimited.my> (Virtual Meeting Platform), provided and operated by Boardroom Share Registrars Sdn. Bhd., Malaysia
- Day and Date : Friday, 18 November 2022
- Time : 2.00 p.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 EGM. The Messaging window facility will be opened concurrently with the Meeting Platform, i.e. one (1) hour before the EGM, which is from 1.00 p.m. on Friday, 18 November 2022.
- 2) E-mail questions to invesrel@digicom.my or via logging into Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> prior to the EGM 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 pose questions.

MODE OF MEETING

The EGM will be conducted through live streaming and online remote participation using RPEV Facilities from the Broadcast Venue. 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 7 April 2022 including any amendment thereto, made from time to time.

The Broadcast Venue is strictly for the purpose of compliance with Section 327(2) of the Companies Act 2016 which requires the Chair of the EGM of the Company to be present at the main venue in Malaysia 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 shareholders of the Company to participate and to exercise the shareholders’ right to speak and vote at the general meeting and the chair shall be present at the main venue of the meeting.

Shareholders/Proxies/Corporate Representatives **WILL NOT BE ALLOWED** to attend the EGM 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 EGM 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 EGM must ensure that the duly executed Form of Proxy are deposited in a hardcopy form or by electronic means to BSR not later than **2.00 p.m. on Wednesday, 16 November 2022**.
3. Corporate representatives of corporate shareholders who wish to participate at the EGM via RPEV facilities must deposit their original certificate of appointment of corporate representative to BSR not later than **2.00 p.m. on Wednesday, 16 November 2022**.

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4. Nominee Company whose beneficiary of the shares in its Central Depository System (CDS) account who wishes to participate at the EGM 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 **2.00 p.m. on Wednesday, 16 November 2022** to participate at the EGM.
5. Attorneys appointed by power of attorney who wish to participate at the EGM 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 **2.00 p.m. on Wednesday, 16 November 2022** to participate at the EGM.
6. As the EGM is a fully virtual EGM, shareholders who are unable to participate in the EGM may appoint the Chair of the meeting as his/her proxy and indicate the voting instructions in the Form of Proxy. A shareholder 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. If you have submitted your Form of Proxy and subsequently decide to appoint another person or wish to participate in our virtual EGM by yourself, please write in to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy before the EGM. On revocation, your proxy(ies) will not be allowed to participate in the EGM. In such event, you should advise your proxy accordingly.
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 EGM 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 9 November 2022 (General Meeting Record of Depositors) shall be eligible to participate at the EGM via RPEV facilities.

PROCEDURES FOR RPEV FACILITIES

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

	Procedure	Action
BEFORE THE EGM DAY		
Step 1	Register/Sign-up as Online User with Boardroom Smart Investor Portal (<i>for first time registration only</i>)	<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> <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 with all required information. Upload and attach softcopy of your MyKAD/Identification Card (front and back) or Passport. Click "Register".d. Please enter a valid email address and wait for email verification from Boardroom. You will receive an email from Boardroom for email address verification. Click "Verify Email Address" from the email received to continue with the registration.

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		<p>e. Once your email address is verified, you will be re-directed to Boardroom Smart Investor Portal 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 process.</p> <p>f. Your registration will be verified and approved within one (1) business day and an email notification will be provided to you.</p>
Step 2	Submit request for remote participation (User ID and Password)	<p><i>(Note: Registration for remote access will be opened on 28 October 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 EGM, i.e. latest by Wednesday, 16 November 2022 at 2.00 p.m.)</i></p> <p>Individual Shareholders</p> <p>a. Login to https://investor.boardroomlimited.com using your user ID and password from Step 1 above.</p> <p>b. Select “DIGI.COM BERHAD EXTRAORDINARY GENERAL MEETING” from the list of Corporate Meetings and click “Enter”.</p> <p>c. Click on “Register for RPEV”</p> <p>d. Read and agree to the Terms & Conditions and click “Next”.</p> <p>e. Enter your CDS Account and thereafter submit your request.</p> <p>Corporate Shareholders</p> <p>a. 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 shareholder and CDS Account Number.</p> <p>b. Please provide a copy of Corporate Representative’s MyKad/Identification Card (front and back) or Passport as well as his/her email address.</p> <p>Authorised Nominee and Exempt Authorised Nominee</p> <p>a. 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 shareholders and CDS Account Number.</p> <p>b. 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.</p>
	Email notification	<p>a. You will receive notification from Boardroom that your request(s) has been received and is being verified.</p> <p>b. Upon system verification against the General Meeting Record of Depositors of the EGM as at 9 November 2022, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.</p> <p>c. 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.</p> <p>d. Please note that the closing date and time to submit your request is by Wednesday, 16 November 2022 at 2.00 p.m.</p>

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ON THE EGM DAY		
Step 3	Login to Virtual Meeting Platform	<p>a. The Virtual Meeting portal will be opened for login one (1) hour before the commencement of the EGM at 1.00 p.m. on Friday, 18 November 2022, which can be accessed via one of the following methods:</p> <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 <p>b. 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).</p>
	Participate	<p>(Note: Questions submitted online will be moderated before being sent to the Chair of 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 EGM, 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 EGM is opened 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 EGM, 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 EGM be approved, the system will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to <https://meeting.boardroomlimited.my> on the day of the EGM 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 logging-in, connection to the live streamed meeting or online voting, kindly call BSR Help Line for assistance.

Poll Voting

The voting at the EGM will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("Bursa Securities"). The Company has appointed BSR as Poll Administrator to conduct the poll by way of electronic voting and PKF PLT as the Independent Scrutineers to verify the poll results.

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Shareholders can proceed to vote on the resolutions and submit the votes on the resolutions at any time from the commencement of the EGM at 2.00 p.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 EGM must ensure that the duly executed Form of Proxy is deposited in a hard copy form or by electronic means to BSR not later than **Wednesday, 16 November 2022 at 2.00 p.m.**

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

1. In hardcopy 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 Professor 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 Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan not later than **Wednesday, 16 November 2022 at 2.00 p.m.** to participate via RPEV facilities in the EGM. 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 shareholder 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 Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan not later than **Wednesday, 16 November 2022 at 2.00 p.m.** to participate via RPEV facilities in the EGM. The Certificate of Appointment should be executed in the following manner:

1. If the corporate shareholder has a common seal, the Certificate of Appointment should be executed under the common seal in accordance with the constitution of the corporate shareholder.
2. If the corporate shareholder 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 shareholder is incorporated.

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PROCEDURE 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/Sign-up as Online User with Boardroom Smart Investor Portal (for first time registration only)	<p>(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)</p> <ol style="list-style-type: none">Access website https://investor.boardroomlimited.com.Click “Register” to sign up as a user.Complete the registration with all required information. Upload and attach softcopy of your MyKAD/Identification Card (front and back) or Passport. Click “Register”.You will receive an email from Boardroom for email address verification. Click “Verify Email Address” from the email received to continue with the registration.Once your email address is verified, you will be re-directed to Boardroom Smart Investor Portal 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 process.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">Access website https://investor.boardroomlimited.com using your user ID and password from Step 1 above.Select “DIGI.COM BERHAD EXTRAORDINARY GENERAL MEETING” from the list of Corporate Meetings and click “Enter”.Click on “Submit eProxy Form”.Read and accept General Terms & Conditions by clicking “Next”.Enter your CDS Account Number and indicate the number of securities held.Appoint your proxy(ies) or the Chair of the EGM and enter the required particulars for your proxy(ies).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.Review and confirm your proxy(ies) appointment.Click “Apply”Download or print the eProxy Form acknowledgement.

SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

- Shareholders may submit questions in advance on the EGM resolutions and Circular to Shareholders not later than 2.00 p.m., 16 November 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-EGM Meeting Questions**”).

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2. Thereafter, on the day of the EGM, shareholders may also submit questions via the messaging box on Lumi web portal at <https://meeting.boardroomlimited.my> starting at 1.00 p.m. This web portal will remain open throughout the virtual EGM session.
3. The Board will endeavor to respond to Pre-EGM Meeting Questions and questions submitted from 1.00 p.m. on the day of the EGM and throughout the meeting. However, not all questions will be answered during the meeting. In such event, the Investors Relation Team will endeavour to answer every question raised by shareholders via email individually as soon as practicable.

CIRCULAR TO SHAREHOLDERS AND OTHER DOCUMENTS

1. As part of our dedicated commitment to sustainable practices, the following documents can be downloaded from Bursa Securities' website at [https://www.bursamalaysia.com/market information/announcements/company announcement](https://www.bursamalaysia.com/market_information/announcements/company_announcement) and the Company's website https://digi.listedcompany.com/egm_2022.html :
 - (a) Circular to Shareholders
 - (b) Notice of EGM
 - (c) Form of Proxy
 - (d) Administrative Guide
 - (e) Requisition Form
2. Should you need a copy of the printed Circular to Shareholders and the Notice of EGM and Form of Proxy enclosed therein, kindly forward to us your request by completing the Requisition Form and sending it to the Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. ("Tricor") at the address as stated in the Requisition Form. Alternatively you may submit your request through online website of Tricor at <https://tjih.online> by selecting "Request for Annual Report/Circular" under the "Investor Services". Any request for the printed documents will be sent to the requestor within 4 market days after the receipt of the request.

NO GIFTS DISTRIBUTION

There will be no gifts distribution for Shareholders/Proxies who participate in the EGM.

RECORDING OR PHOTOGRAPHY

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

ENQUIRY

If you have any enquiry in relation to the conduct of the EGM via RPEV Facilities, depositing of hardcopy 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 on Mondays to Fridays from 8.30 a.m. to 5.30 p.m., except on public holidays:

Address	Boardroom Share Registrars Sdn. Bhd 11th Floor, Menara Symphony, No. 5, Jalan Professor 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

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If you have any enquiry in relation to the request of hardcopy of Circular to Shareholders, please contact Digi's Share Registrar, Tricor during office hours on 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
	Mr. Lee Jun Hao	603-2783 9279
	Fax Number	603-2783 9222