

Administrative Details

for the 29th Annual General Meeting

Date	: 17 June 2021 (Thursday)
Time	: 10.00 a.m.
Broadcast Venue	: Dewan Sri Pos, Level 3, Dayabumi Complex, 50670 Kuala Lumpur, Malaysia
Meeting Platform	: https://web.lumiagm.com
Mode of Communication	: Mode of Communication: <ol style="list-style-type: none"> 1. Shareholders may pose questions during live streaming at https://web.lumiagm.com 2. Shareholders may submit questions in advance commencing from 30 April 2021 and in any event no later than 11.00 a.m., 16 June 2021 via Boardroom Share Registrars Sdn Bhd (Boardroom)'s website at https://boardroomlimited.my using the same user ID and password provided in Step 2 under Annexure on the Voting Procedure, and select "SUBMIT QUESTION" to pose questions.

Dear shareholders,

As a precautionary measure amid the COVID-19, the 29th Annual General Meeting (AGM) of Pos Malaysia Berhad (Pos Malaysia or the Company) will be conducted online, without a physical meeting venue. With the Remote Participation and Electronic Voting (RPEV) facilities, you may exercise your right as a member of the Company to participate remotely (including pose questions to the Board of Directors and/or Management of the Company) and vote via electronic voting at the 29th AGM.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when the 29th AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. The quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants.

BROADCAST VENUE

The venue of the 29th AGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016, which requires the Chairman of the Meeting to be present at the main venue of the live streaming location.

No Shareholders/proxy(ies) from the public will be physically present at the Broadcast Venue. Hence, Shareholders are strongly advised to participate and vote remotely at the 29th AGM using RPEV facilities provided by Boardroom.

ANNUAL REPORT 2020 AND CIRCULAR TO SHAREHOLDERS



Please scan the above QR code for the following documents of Pos Malaysia which are also available at www.pos.com.my and Bursa Malaysia's website at www.bursamalaysia.com:-

- Notice of the 29th AGM
- Proxy Form
- Requisition Form
- Annual Report 2020
- Circular to Shareholders on the Proposed Renewal of Shareholders' Mandate and Proposed New Shareholders' Mandate

Should you require a printed copy of the Annual Report 2020, please forward your request by completing and sending the Requisition Form to Boardroom.

NO BREAKFAST, DOOR GIFTS OR FOOD VOUCHER

There will be no distribution of breakfast, door gifts and food voucher during the 29th AGM.

ENTITLEMENT TO PARTICIPATE AND VOTE

In respect of deposited securities, only members whose names appear on the Record of Depositors as at 4 June 2021 (General Meeting Record of Depositors) shall be eligible to participate and vote at the 29th AGM.

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PROXY FORM

- Shareholders are encouraged to go online, participate, and vote at the AGM using RPEV facilities. If you are unable to attend the 29th AGM, you are encouraged to appoint a proxy or the Chairman of the Meeting as your proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions.
- If you wish to attend the 29th AGM yourself, please do not submit any Proxy Form. You will not be allowed to attend the 29th AGM together with a proxy appointed by you.

REVOCAION OF PROXY

If you have submitted your Proxy Form prior to the AGM and subsequently decide to appoint another person or wish to participate in the live streaming of the 29th AGM by yourself, please write in to BSR.Helpdesk@boardroomlimited.com to revoke the earlier appointed proxy not less than 24 hours before the time for holding the 29th AGM or no later than Wednesday, 16 June 2021 at 10.00 a.m. On revocation, your proxy(ies) will not be allowed to participate in the 29th AGM. In such an event, you should advise your proxy(ies) accordingly.

LODGEMENT OF PROXY FORM

- The Proxy Form and/or documents relating to the appointment of proxy for the 29th AGM shall be deposited or submitted in the following manner not less than 24 hours before the time for holding the 29th AGM or no later than Wednesday, 16 June 2021 at 10.00 a.m. in accordance with the Company's Constitution:-

(i) In hard copy form

The Proxy Form, Corporate Representative, Power of Attorney or other authority, if any, under which it is signed or a notarially certified copy of that power of authority shall be deposited at the office of the Share Registrar of the Company, Boardroom Share Registrars Sdn Bhd, 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan or by fax to +603-7890 4670.

(ii) By Boardroom Smart Investor Portal

Online via the Boardroom Smart Investor Portal at www.boardroomlimited.my, which is free and available to all individual Depositors. Kindly refer to the guidelines below to navigate through the portal:

Step 1 – Register Online with Boardroom Smart Investor Online Portal (for first-time registration only)

- Access website <https://boardroomlimited.my>
- Click **Login** and click **Register** to sign up as a user.
- Complete the registration and upload a softcopy of your MyKAD (for Malaysia) front and back or Passport (for non-Malaysia) in JPEG or PNG format.
- Please enter a valid email address and wait for Boardroom's email verification.
- Your registration will be verified and approved within one business day and an email notification will be provided.

Step 2 – e-Proxy Lodgement

- Login to <https://boardroomlimited.my> using your User ID and Password above.
- Go to "e-Proxy Lodgement" and browse the Meeting List. Click **APPLY** for "POS MALAYSIA BERHAD 29TH VIRTUAL ANNUAL GENERAL MEETING".
- Read the Terms & Conditions and confirm the Declaration.
- Enter your CDS Account Number and total number of securities held.
- Appoint your proxy(ies) or the Chairman of the AGM and enter the required particulars for your proxy(ies).
- Indicate your voting instructions – For, Against or Abstain, otherwise your proxy(ies) will decide your votes.
- Review and confirm your proxy(ies) appointment.
- Click **Submit**.
- Download or print the e-Proxy form acknowledgment.

Note:

If you have already signed up with Boardroom Smart Investor Online Portal, you are not required to register again. You may proceed to Step 2 on e-Proxy Lodgement.

VOTING PROCEDURE

Please refer to the Annexure on the Voting Procedure prepared by Boardroom together with this Administrative Details.

PROCEDURE OF THE 29TH AGM

- (i) The Login User Guide for participation, posing questions and voting at the 29th AGM, will be emailed to you together with your remote access user ID and password once your registration has been approved.
- (ii) The Chairman and the Board of Directors will endeavour their best to respond to the questions submitted by the Shareholders which are related to the resolutions to be tabled at the live streaming of the 29th AGM, as well as financial performance/prospect of the Company.
- (iii) The 29th AGM will start promptly at 10.00 a.m.
- (iv) The resolutions set out in the Notice of the 29th AGM will be considered at the 29th AGM. You will be asked to vote on these resolutions. You are able to view the Company's presentation slides via the live streaming.
- (v) Shareholders may proceed to cast votes on each of the proposed resolutions, to be tabled at the live streaming of the 29th AGM, after the Chairman has opened the poll on the resolutions. Shareholders are reminded to cast their votes before the poll is closed.
- (vi) No recording or photography of the live streaming of the 29th AGM proceedings is allowed without the prior written permission of the Company.
- (vii) You must ensure that you are connected to the internet at all times in order to participate and vote when live streaming of the 29th AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants.

COMMUNICATION GUIDANCE

Shareholders are also reminded to monitor the Company's website and announcements at www.pos.com.my for any changes to the arrangements of the live streaming of the 29th AGM.

ENQUIRIES FOR 29TH AGM

- (i) If you have any enquiry relating to the 29th AGM, please contact our Investor Relations during office hours from 9.00 a.m. to 5.00 p.m. (Mondays to Fridays):
- (ii) If you have any enquiry relating to RPEV, please contact Boardroom Helpdesk during office hours from 9.00 a.m. to 5.00 p.m. (Mondays to Fridays):

Azahar bin Ariff
General Line: +603-2267 2267
Email: investor.relations@pos.com.my

General Line: +603-7890 4700
E-mail: BSR.Helpdesk@boardroomlimited.com

PERSONAL DATA PRIVACY

By submitting an instrument appointing a proxy(ies) and/or representative(s) to participate and vote at the live streaming of the 29th AGM and/or any adjournment thereof, a member of the Company:-

- (i) consents to the processing of the member's personal data by the Company for:-
 - processing and administration of proxies and representatives appointed for the live streaming of the 29th AGM;
 - preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (which includes any adjournments thereto); and
 - the Company's compliance with any applicable laws, listing rules, regulations, codes and/or guidelines (collectively, the Purposes).
- (ii) undertakes and warrants that he or she has obtained such proxy(ies)' and/or representative(s)' prior consent for the Company's processing of such proxy(ies)' and/or representative(s)' personal data for the Purposes.


Note:

The term "processing" and "personal data" shall have the meaning as defined in the Personal Data Protection Act 2010.

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ANNEXURE ON THE VOTING PROCEDURE



POLL VOTING

1. The voting will be conducted by the poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom as Poll Administrator to conduct the poll by way of electronic voting (e-Voting) and Tricor Business Services Sdn Bhd as Scrutineers to verify the poll results.
2. During the 29th AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules.
3. For the purposes of the 29th AGM, the RPEV facilities will be carried out via the following devices:
 - (i) Personal smart mobile phones;
 - (ii) Tablets; OR
 - (iii) Laptops.
4. There are two methods for members and proxies who wish to use their personal voting device to vote as follows:
 - (i) Launch Lumi AGM by scanning the QR Code provided in the email notification; OR
 - (ii) Using website URL <https://web.lumiagm.com>
5. Members and proxies can login immediately after registering their attendance, but polling will only be opened after the announcement of the poll voting session open by the Chairman and until such time when the Chairman announces the closure of the poll.
6. Once voting has been opened, the polling icon  will appear with the resolutions and your voting choices.
 - To vote simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.
 - To change your vote, simply select another voting direction.
 - If you wish to cancel your vote, please press "Cancel".
7. The Scrutineers will verify the poll result reports upon closing of the poll voting session by the Chairman. The Scrutineers will pass the poll results to the Chairman thereafter and the Chairman will declare whether the resolutions put to vote were successfully carried or not.

REMOTE PARTICIPATION AND ELECTRONIC VOTING

1. Please note that the RPEV facilities are available to:
 - (i) Individual member;
 - (ii) Corporate shareholder;
 - (iii) Authorised Nominee; and
 - (iv) Exempt Authorised Nominee
2. If you choose to participate in the 29th AGM, you will be able to view a live webcast of the 29th AGM proceedings, pose questions to the Board of Directors, and submit your votes in real-time whilst the meeting is in progress.
3. Kindly follow the steps below on how to request for login ID and password.

Step 1 – Register Online with Boardroom Smart Investor Online Portal (for first-time registration only)

- Access website <https://boardroomlimited.my>
- Click  and click  to sign up as a user.
- Complete registration and upload softcopy of MyKAD (front and back) or Passport in JPEG or PNG format.
- Please enter a valid email address and wait for Boardroom's email verification.
- Your registration will be verified and approved within one business day and an email notification will be provided.

Note:

If you have already signed up with Boardroom Smart Investor Online Portal, you are not required to register again. You may proceed to Step 2. Submit a request for Remote Participation user ID and password.

Step 2 – Submit Request for Remote Participation User ID and Password**Individual Members**

- Login to <https://boardroomlimited.my> using your user ID and password above.
- Select “VIRTUAL MEETING” from the main menu and select the correct Corporate Event “**POS MALAYSIA BERHAD 29TH VIRTUAL ANNUAL GENERAL MEETING**”.
- Read and agree to the Terms & Conditions.
- Enter your CDS Account and thereafter submit your request.

Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee

- Write in to BSR.Helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Certificate of the Appointment of Corporate Representative or Proxy Form to submit the request.
 - Please provide a copy of the Corporate Representative's MyKad (Front and Back) or Passport in JPEG or PNG as well as his/her email address.
- (a) You will receive a notification from the Boardroom that your request has been received and is being verified.
- (b) Upon system verification against the General Meeting Record of Depositors as at 4 June 2021 you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
- (c) You will also receive your remote access user ID and password along with the email from Boardroom if your registration is approved.
- (d) Please note that the closing time to submit your request is by WEDNESDAY, 16 JUNE 2021, at 10.00 a.m. (24 hours before the 29th AGM).

Note:

The registration for remote access will be opened on 30 April 2021.



Step 3 – Login to Virtual Meeting Portal

- (a) The Virtual Meeting Portal will be opened for login starting an hour (1 hour) before the commencement of the 29th AGM at 10.00 a.m. on THURSDAY, 17 JUNE 2021.
- (b) Follow the steps given to you in the email along with your remote access user ID and password to login to the Virtual Meeting portal. (*Refer to Step 2 above*).
- (c) The steps will also guide you on how to view the live webcast, ask questions and vote.
- (d) The live webcast will end and the Messaging window will be disabled upon announcement by the Chairman on the closure of the 29th AGM.
- (e) You can now logout from Virtual Meeting Portal.

Please note that the quality of the connectivity to Virtual Meeting Portal for live webcast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.

Note:

Questions submitted online will be moderated before being sent to the Chairman to avoid repetition. All questions and messages will be presented with the full name and identity of the participant raising the question.

- (i) If you would like to view the live webcast, select the broadcast icon. 
- (ii) If you would like to ask a question during the 29th AGM, select the messaging icon. 
- (iii) Type your message within the chatbox, once completed click the send button.

Shareholders may proceed to cast votes on the proposed resolution to be tabled at the 29th AGM, after the Chairman has opened the poll voting session on the resolution. Shareholders are reminded to cast their votes before the poll is closed.