

ADMINISTRATIVE GUIDE

Extraordinary General Meeting

A. MODE OF MEETING

PHYSICAL EXTRAORDINARY GENERAL MEETING

The Extraordinary General Meeting (“EGM”) of Pos Malaysia Berhad (“Pos Malaysia” or “the Company”) is scheduled as follows:

Date	: Friday, 11 July 2025
Time	: 10.00 a.m.
EGM Venue	: Pos Malaysia, Dewan Sri Pos, Level 3, Dayabumi Complex, 50670 Kuala Lumpur, Malaysia
EGM Registration Venue	: Pos Malaysia, Level 2, Dayabumi Complex, 50670 Kuala Lumpur, Malaysia

B. ENTITLEMENT TO PARTICIPATE AND VOTE

For the purpose of determining a shareholder who shall be entitled to attend the EGM, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd to issue a General Meeting Record of Depositors as at 3 July 2025. Only a depositor whose name appears therein shall be entitled to attend the EGM or appoint a proxy(ies) to attend, participate and vote on his/her behalf.

If you are unable to participate at the EGM, you may:

- i. Appoint proxy/proxies to participate and vote on your behalf; or
- ii. Appoint the Chairman as your proxy to vote on your behalf

and indicate your voting instructions in the Proxy Form.

If you wish to participate at the EGM, you must not submit any Proxy Form. You will not be allowed to participate in the meeting together with proxy/proxies appointed by your good self.

** Please refer to **Section (E)** below for further information in relation to the appointment of proxy.*

C. MEETING PARTICIPATION

All shareholder(s), proxy(ies), corporate representative(s) or attorney(s) who wish to attend and participate at the EGM are required to register for the meeting at the EGM Venue.

** Please refer to **Section (J)** below for other information in relation to Physical Attendance at the EGM.*

D. POLL VOTING

The voting at the EGM will be conducted by poll in accordance with Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom as the Poll Administrator to conduct the poll by way of electronic voting and SKY Corporate Services Sdn. Bhd. as the Scrutineers to verify the poll results.

The poll voting session will commence from the start of the meeting at 10.00 a.m. on Friday, 11 July 2025 until the end of the voting session which will be announced by the Chairman. Upon completion of the voting session, the Scrutineers will verify and announce the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

Steps to vote:

1. Please vote using your smartphone/tablet with the QR code which will be provided upon registration on the day of the meeting.
2. Alternatively, you may submit your vote at the polling kiosks provided by the Poll Administrator.

All attendees are advised to bring their own personal devices in order to vote.

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E. LODGEMENT OF PROXY FORM

The appointment of proxy/proxies may be submitted in hard copy form or electronically via BSIP at <https://investor.boardroomlimited.com>. The Proxy Form is available on the Company's website at www.pos.com.my. The hard copy of Proxy Form must be deposited at the office of Boardroom at 11th Floor, Menara Symphony, No. 5 Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia or by fax to +603-7890 4670.

If you wish to submit your Proxy Form electronically, please refer to the procedures for electronic lodgment of Proxy Form as set out below:

- Open an internet browser. The latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- Go to the BSIP website at <https://investor.boardroomlimited.com>.
- Login your BSIP account with your registered email address and password.

[Note: If you do not have an account with BSIP, please sign-up/register with BSIP for free - please refer to https://investor.boardroomlimited.com/document/tutorial/BSIP_Registration_edit%20profile.pdf (for Individual Shareholder) or https://investor.boardroomlimited.com/document/tutorial/BSIP_Corporate%20Account%20Registration.pdf (for Corporate Holder)]

- Click "Meeting Event(s)".
- Go to **"POS MALAYSIA BERHAD - EXTRAORDINARY GENERAL MEETING"** and click **"Enter"**.

By Shareholder and Corporate Holder	By Nominees Company
<ul style="list-style-type: none">• Select the Company that you are representing - for Corporate Account user only.• Go to "PROXY" and click "Submit eProxy Form".• Click "Submit eProxy Form".• Enter your nine (9) digits CDS account number and number of securities held.• Select your proxy/proxies appointment - either the Chairman of the meeting or individual named proxy/proxies.• Read and accept the Terms and Conditions and click "Next".• Enter the required particulars of your proxy/proxies.• Indicate your voting instructions for each Resolution - FOR, AGAINST, ABSTAIN or DISCRETIONARY. If DISCRETIONARY is selected, your proxy/proxies will decide on your votes during poll at the meeting.• Review and confirm your proxy/proxies appointment. Click "Submit".• Download or print the eProxy Form as acknowledgement.	<ul style="list-style-type: none">• Select the Nominees Company that you are representing.• Go to "PROXY" and click "Submit eProxy Form".• Click "Download Excel Template" to download.• Insert the appointment of proxy/proxies for each CDS account with the necessary data and voting instructions in the downloaded excel file template. Ensure inserted data is correct and tidy.• Proceed to upload the duly completed excel file.• Review and confirm your proxy/proxies appointment and click "Submit".• Download or print the eProxy Form as acknowledgement.

The proxy forms and/or documents relating to the appointment of proxy for the EGM shall be deposited or submitted in the following manner not less than 48 hours before the time for holding the EGM or no later than Wednesday, 9 July 2025 at 10.00 a.m. in accordance with the Company's Constitution.

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F. REVOCATION OF PROXY

If you have submitted your proxy form prior to the EGM and subsequently decide to appoint another person or if you wish to participate at the EGM yourself, please revoke the appointment of proxy/proxies at least forty-eight (48) hours before the EGM. Please find below the steps for revocation of the eProxy Form or hard copy Proxy Form:

eProxy Form	Hard copy Proxy Form
<ul style="list-style-type: none">Click "Meeting Event" and Enter "POS MALAYSIA BERHAD - EXTRAORDINARY GENERAL MEETING"Go to "Submitted eProxy Form list" and click "View" for the eProxy Form.Click "Cancel/Revoke" at the bottom of the eProxy Form.Click "Proceed" to confirm.	Please write in to bsr.helpdesk@boardroomlimited.com to revoke the appointment of proxy/proxies.

Upon revocation, proxy/proxies appointed earlier will not be allowed to participate at the EGM. In such event, you should advise your proxy/proxies accordingly.

G. SUBMISSION OF QUESTIONS

(i) PRIOR TO THE EGM

Shareholders and proxies may submit questions before the EGM to the Chairman or the Board of Directors via BSIP at <https://investor.boardroomlimited.com> using the same user ID and password provided by Boardroom no later than Wednesday, 9 July 2025 at 10.00 a.m. Click **"Submit Question"** after selecting **"POS MALAYSIA BERHAD - EXTRAORDINARY GENERAL MEETING"** from **"Meeting Event"** to submit your questions.

(ii) DURING THE EGM

Verified shareholder(s), proxy(ies) and corporate representative(s) will be able to ask questions in person at the EGM Venue.

The Chairman or the Board of Directors will endeavour to respond and address all questions received in relation to the EGM during the meeting or by email or by posting our response on our corporate website after the meeting.

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H. CIRCULAR TO SHAREHOLDERS



Please scan the above QR code for the following documents of Pos Malaysia which are also available at <https://www.pos.com.my/investor-relations/extraordinary-general-meeting>:

- Circular to Shareholders on the Proposed New Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature ("Circular")
- Administrative Guide

As part of our sustainability roadmap, we would like to encourage our esteemed shareholders to embrace the convenience of accessing the Circular online. By opting for a digital copy, you not only contribute to sustainability but also enjoy instant access. Should you want a hard copy, please consider the environmental impact and only request one if absolutely necessary, and to do so please email to: info_cosec@pos.com.my or contact Corporate Secretarial of Pos Malaysia at: +603 2267 2281.

I. REFRESHMENT, DOOR GIFT OR FOOD VOUCHER

- There will be no distribution of breakfast, door gift and/or food voucher during the EGM.
- Available mode of transportation to EGM Venue:
 - RapidKL Bus: Several bus routes operated by RapidKL connect the area around Pos Malaysia Headquarters, Dayabumi Complex to other parts of the city. You can take bus numbers 821 to Pasar Seni. Details of the route may refer to www.myrapid.com.my.
 - Light Rail Transit ("LRT"): The closest LRT station to Pos Malaysia Headquarters, Dayabumi Complex is the Pasar Seni station. You can take the Kelana Jaya Line and get off at the Pasar Seni station. From there, it is a short walk to Pos Malaysia Headquarters, Dayabumi Complex.
 - KTM Komuter: The Kuala Lumpur Station is the nearest train station to Pos Malaysia Headquarters, Dayabumi Complex. From there, it is a short walk to Pos Malaysia Headquarters, Dayabumi Complex.
 - Grab or Taxi: Taxis and ride-hailing services like Grab are readily available in Kuala Lumpur. You can use them to reach Pos Malaysia Headquarters, Dayabumi Complex from various locations in the city.
- Parking
 - Please note that complimentary parking and parking spaces will not be provided for shareholders attending the EGM via their own transport.
 - Shareholders are encourage to use the public transportation options such as RapidKL Bus, LRT, KTM Komuter and Grab or Taxi, as stated above.

J. PROCEDURE OF THE EGM

- Registration will start at **8:00 a.m.** on **Friday, 11 July 2025** at the EGM Venue and will end at a time as announced by the Chairman of the Meeting. You are encouraged to be punctual.
- Please present your original MYKAD or passport (foreigner) for registration.
- No person will be allowed to register using MYKAD or Passport belonging to another person.
- Corporate Representatives are required to present an authorisation letter along with personal identification per item (b) above.
- If you are attending the EGM as shareholder as well as proxy, you will be registered once and will be given only one (1) identification wristband.
- You will not be allowed to register on behalf of another person.
- No person will be allowed to enter the meeting room without wearing the wristband.
- Strictly NO recording or photography of the proceedings of the EGM is allowed.

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K. HEALTH AND SAFETY MEASURES

- a. All attendees at the EGM Venue must be medically fit to attend the EGM. If you have symptoms of being unwell with sore throat, flu, fever, cough or other common symptoms of Covid-19/influenza, you are advised not to attend the EGM physically. You are encouraged to keep your mask on during the meeting.
- b. The Company will take the necessary measures against any of the attendees who does not meet the foregoing health protocols.

L. ENQUIRIES FOR EGM

If you have any enquiry relating to the EGM, please contact our Corporate Secretarial team from Mondays to Fridays (except Public Holidays) between 8.30 a.m. to 5.30 p.m.:

Corporate Secretarial Team
General Line : +603 2267 2281
Email : info_cosec@pos.com.my

If you have any enquiry relating to proxy appointment prior to the EGM, please contact Boardroom's Helpdesk from Mondays to Fridays (except Public Holidays) between 8.30 a.m. to 5.30 p.m.:

General Line : +603 7890 4700
Email : bsr.helpdesk@boardroomlimited.com

M. COMMUNICATION GUIDANCE

Shareholders are also reminded to refer to the Company's website at www.pos.com.my and announcements made by the Company, for any changes to the arrangements of the EGM.

N. PERSONAL DATA PRIVACY

By submitting an instrument appointing a proxy(ies) and/or representative(s) to participate and vote at the EGM Venue and/or any adjournment thereof, a shareholder of the Company:

- a. consents to the processing of the shareholder's personal data by the Company for:
 - processing and administration of proxies and representatives appointed for the EGM;
 - preparation and compilation of the attendance lists, minutes and other documents relating to the EGM (which includes any adjournments thereto); and
 - the Company's compliance with any applicable laws, listing rules, regulations, codes and/or guidelines (collectively, the "Purposes").
- b. have the right to access, object to the processing, and request rectification or deletion of the personal data.
- c. 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.
- d. agrees to fully indemnify the Company for any penalties, liabilities, legal suits, claims, demands, losses and damages as a result of the shareholder's failure to provide accurate and correct information of the personal data.

Note:

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