

# ADMINISTRATIVE GUIDE

## 32<sup>nd</sup> Annual General Meeting (“AGM”)

Date	: Friday, 24 May 2024
Time	: 10.00 a.m.
Broadcast Venue	: Pos Malaysia, Dewan Sri Pos, Level 3, Dayabumi Complex, 50670 Kuala Lumpur.
Virtual Meeting Platform	: <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> with Remote Participation and Electronic Voting (“RPEV”) facilities.
Mode of Communication	: 1. Shareholders may pose questions during live streaming via the Virtual Meeting Platform. 2. Shareholders may submit questions in advance commencing from 25 April 2024 and in any event no later than 10.00 a.m., 22 May 2024 via <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using the same user ID and password provided in Step 2 under Annexure on the Voting Procedure and select “ <b>SUBMIT QUESTION</b> ” to pose questions.

### Dear Shareholders,

Pos Malaysia will continue to leverage on technology to conduct the 32<sup>nd</sup> AGM through live streaming and online remote participation using RPEV facilities from the Broadcast Venue.

With the RPEV facilities, you may exercise your right as a member of the Company to attend, participate and vote remotely from your preferred location as the RPEV facilities are capable of supporting meaningful engagement between the Board of Directors/Management and shareholders of the Company, i.e., posing questions to the Board and/or Management of the Company and vote electronically at the 32<sup>nd</sup> AGM.

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

### A. BROADCAST VENUE

A virtual 32<sup>nd</sup> AGM will be conducted online from the Broadcast Venue and shareholders will participate via the RPEV facilities with audio and/or video capabilities. The Broadcast Venue is the main venue in Malaysia where the Chairman of the meeting will be physically present in accordance with Section 327(2) of the Companies Act 2016 together with essential individuals in accordance with Note 1.3 of the Securities Commission’s Guidance. Shareholder(s), proxy(ies), authorised representative(s) or attorney(s) WILL NOT BE ALLOWED to be physically present at the Broadcast Venue.

### B. ANNUAL REPORT 2023 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](http://www.pos.com.my):

- Notice of the 32<sup>nd</sup> AGM
- Administrative Guide
- Proxy Form
- Annual Report 2023
- Corporate Governance Report 2023
- Circular to Shareholders on the Proposed Renewal of Shareholders’ Mandate for Existing Recurrent Related Party Transactions of a Revenue or Trading Nature and Proposed New Shareholders’ Mandate for Additional Recurrent Related Party Transactions of a Revenue or Trading Nature

In our ongoing dedication to environmental responsibility, we have significantly minimised the number of printed copies of the Annual Report 2023. We strongly encourage our esteemed shareholders to embrace the convenience of accessing the report online. By opting for a digital copy, you not only contribute to sustainability but also enjoy instant access. Should the necessity for a printed copy persist, please consider the environmental impact and only request one if absolutely necessary. To do so, please email to: [info\\_cosec@pos.com.my](mailto:info_cosec@pos.com.my) or contact Corporate Secretarial of Pos Malaysia at: +603 2267 2281. Let’s collectively prioritise sustainability while staying connected and informed.

### C. NO BREAKFAST, DOOR GIFT OR FOOD VOUCHER

There will be no distribution of breakfast, door gift and/or food voucher during the 32<sup>nd</sup> AGM.

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### D. ENTITLEMENT TO PARTICIPATE AND VOTE

In respect of deposited securities, only members whose names appear on the Record of Depositors as at **16 May 2024** (General Meeting Record of Depositors) shall be eligible to participate and vote at the 32<sup>nd</sup> AGM.

### E. PROXY FORM

- Shareholders are encouraged to attend, participate and vote at the AGM using the RPEV facilities. If you are unable to attend the 32<sup>nd</sup> AGM, you are encouraged to appoint a proxy or the Chairman of the Meeting as your proxy and please indicate the voting instructions in the Proxy Form in accordance with the notes and instructions.
- If you wish to attend the 32<sup>nd</sup> AGM yourself, please do not submit any Proxy Form. You will not be allowed to attend the 32<sup>nd</sup> AGM together with a proxy appointed by you.

### F. REVOCATION 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 32<sup>nd</sup> AGM by yourself, please write to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) or via <https://investor.boardroomlimited.com> to revoke the appointment of proxy not less than 48 hours before the time for holding the 32<sup>nd</sup> AGM or no later than Wednesday, 22 May 2024 at 10.00 a.m. Upon the revocation, your proxy(ies) will not be allowed to attend the 32<sup>nd</sup> AGM. In such an event, you should advise your proxy(ies) accordingly.

### G. LODGEMENT OF PROXY FORM

The Proxy Form and/or documents relating to the appointment of proxy for the 32<sup>nd</sup> AGM shall be deposited or submitted in the following manner no later than Wednesday, 22 May 2024 at 10.00 a.m. in accordance with the Company's Constitution:

- In hard copy**  
The Proxy Form and/or documents relating to appointment of proxy/Corporate Representative/Power of Attorney/other authority, if any, under which it is signed or a notarially-certified copy of that power of authority shall be sent by hand or post to the office of the Share Registrar of the Company, Boardroom Share Registrars Sdn Bhd ("Boardroom"), 11<sup>th</sup> 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.
- In electronic form**  
Submission of Proxy Form via the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com>, kindly refer to the procedures on Remote Participation And Electronic Voting as set out in the Annexure on the Voting Procedure prepared by Boardroom attached to this Administrative Guide.

### H. VOTING PROCEDURE

Please refer to the Annexure on the Voting Procedure.

### I. PROCEDURE OF THE 32<sup>nd</sup> AGM

- The Login User Guide for participation, posing questions and voting at the 32<sup>nd</sup> AGM, will be emailed to you together with your remote access user ID and password once your registration for 32<sup>nd</sup> AGM has been approved.
- The Chairman and the Board of Directors will endeavour to respond to the relevant questions submitted via the messaging window to the extent where time permits. However, priority will be given to questions which were submitted prior to the AGM ("Pre-AGM").
- The 32<sup>nd</sup> AGM will start promptly at 10.00 a.m.
- The resolutions set out in the Notice of the 32<sup>nd</sup> AGM will be considered at the 32<sup>nd</sup> AGM and you will vote on the resolutions. You are able to view the Company's presentation slides through live streaming.
- Shareholders may proceed to cast their votes on the proposed resolutions before the end of the voting session which will be announced by the Chairman of the meeting and submit their votes any time from the commencement of the AGM at 10.00 a.m.
- No recording or photography of live streaming of the 32<sup>nd</sup> AGM proceedings is allowed without the prior written permission from the Company.

### J. COMMUNICATION GUIDANCE

Shareholders are also reminded to refer to the Company's website at [www.pos.com.my](http://www.pos.com.my) and announcements made by the Company, for any changes to the arrangements of the 32<sup>nd</sup> AGM.

### K. ENQUIRIES FOR 32<sup>nd</sup> AGM

- If you have any enquiry relating to the 32<sup>nd</sup> AGM, please contact our Corporate Secretarial from Mondays to Fridays (except Public Holidays) between 8.30 a.m. to 5.30 p.m.:

#### Corporate Secretarial

General Line : +603 2267 2281

Email : [info\\_cosec@pos.com.my](mailto:info_cosec@pos.com.my)

- If you have any enquiry relating to RPEV, please contact Boardroom 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](mailto:bsr.helpdesk@boardroomlimited.com)

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### L. 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 32<sup>nd</sup> AGM and/or any adjournment thereof, a member of the Company:

1. consents to the processing of the member's personal data by the Company for:
  - (a) processing and administration of proxies and representatives appointed for the live streaming of the 32<sup>nd</sup> AGM;
  - (b) preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (which includes any adjournments thereto); and
  - (c) the Company's compliance with any applicable laws, listing rules, regulations, codes and/or guidelines (collectively, the "Purposes").
2. have the right to access, object to the processing, and request rectification or deletion of the personal data.
3. 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.
4. agrees to fully indemnify the Company for any penalties, liabilities, legal suits, claims, demands, losses and damages as a result of the member'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.*

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## ANNEXURE ON THE VOTING PROCEDURE

### POLL VOTING

- 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 SKY Corporate Services Sdn Bhd as Scrutineers to verify the poll results.
- During the 32<sup>nd</sup> AGM, the Chairman will invite the Poll Administrator to brief you on the e-Voting process through RPEV facilities. The online voting session will commence from the start of the meeting at 10.00 a.m. on Friday, 24 May 2024 until such time when the Chairman announces the end of the voting session.
- For the purposes of the 32<sup>nd</sup> AGM, the RPEV facilities will be carried out via the following voting devices:
  - Personal smart mobile phones;
  - Tablets; or
  - Laptops.
- The Scrutineer will verify the poll result upon the close of the poll session by the Chairman and upon which, the Chairman will announce the poll results.

### REMOTE PARTICIPATION AND ELECTRONIC VOTING

- Please note that the RPEV facilities are available to individual members, Corporate Shareholders, Authorised Nominees and Exempt Authorised Nominees.
- You will be able to view live webcast of the 32<sup>nd</sup> AGM proceedings, pose questions to the Board of Directors and submit your votes, in real-time whilst the meeting is in progress.
- Kindly follow the steps below on how to request for login ID and password.

#### BEFORE THE 32<sup>ND</sup> AGM

##### Step 1: Register Online with Boardroom Smart Investor Portal ("BSIP")

*Note: This is a one-time registration. If you have already signed up with BSIP, you are not required to register. You may proceed to Step 2.*

*(Only for first time BSIP users)*

*(a) Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.*

*(b) Go to BSIP website at <https://investor.boardroomlimited.com>.*

<b>Individual Account (For Shareholder &amp; Proxy)</b>	<b>Corporate Account (For Representative of Corporate Holder or Authorised Nominees)</b>
<ul style="list-style-type: none"> <li>Click Register to sign up for a user account and select the correct account type "Sign up as Individual".</li> <li>Complete the registration with all required information. Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format.</li> <li>Click Sign Up.</li> </ul> <p><i>[Note: Please ensure that you sign-up for Individual Account if you are an appointed proxy to attend the meeting.]</i></p>	<ul style="list-style-type: none"> <li>Click Register to sign up for a user account and select the correct account type "Sign up as Corporate Holder".</li> <li>Complete the registration by providing all the required information. Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format, along with the <b>completed authorization letter</b>.</li> <li>Click Sign Up.</li> </ul> <p><i>[Note: If you are appointed as the authorised representatives for more than one company, kindly click the home button and select "Edit Profile" in order to add your representation after your BSIP account has been approved.]</i></p>

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- (c) You will receive an email from Boardroom for email address verification. Click **"Verify Email Address"** from the email received to continue with the registration process.
- (d) Once 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 for verification and click **"Enter"** to complete the registration process.
- (e) Once your mobile number is verified, registration of your new BSIP account will be pending for final verification.
- (f) An e-mail will be sent to you within one business day informing on the approval of your BSIP account. Once account registration completed, you can login at BSIP at <https://investor.boardroomlimited.com> with the email address and password that you have provided during registration to proceed with the next step.

### Step 2: Submit Request for RPEV (applicable for individual account only)

The registration for RPEV will open from **Thursday, 25 April 2024 until the day of the 32<sup>nd</sup> AGM on Friday, 24 May 2024.**

#### For Individual account only

- (a) Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
  - (b) Go to BSIP website at <https://investor.boardroomlimited.com>.
  - (c) 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 - refer to "Step 1: Register Online with BSIP".]
- (d) Click **"Meeting Event"** and select **"POS MALAYSIA BERHAD 32<sup>nd</sup> ANNUAL GENERAL MEETING"** from the list of companies and click **"Enter"**.
  - (e) Go to **"VIRTUAL"** and click on **"Register for RPEV"**.
  - (f) Check the box to register for RPEV and enter your nine digits CDS account number.
  - (g) Read and check the box to accept the Terms & Conditions, then click **"Register"**.
  - (h) You will receive a notification that your RPEV registration has been received and pending verification.
  - (i) Upon system verification against the General Meeting Record of Depositors ("General Meeting ROD") as at **16 May 2024** you will receive an email from Boardroom notifying you whether your registration has been approved or rejected.

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### APPOINTMENT OF PROXY

If Shareholders who wish to submit their Proxy Form electronically via BSIP, please refer to the procedures for electronic lodgement of Proxy Form as follows:-

#### **For Individual Shareholders, Corporate Shareholders**

(a) Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.

(b) Go to BSIP website at <https://investor.boardroomlimited.com>.

(c) 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 - refer to "Step 1: Register Online with BSIP".]

(d) Click "**Meeting Event**" and select "**POS MALAYSIA BERHAD 32<sup>ND</sup> ANNUAL GENERAL MEETING**" from the list of companies and click "**Enter**".

<b>By Shareholder and Corporate Holder</b>	<b>By Nominees Company</b>
<ul style="list-style-type: none"> <li>• Select the Company that you are representing - for <b>Corporate Account user only</b>.</li> <li>• Go to "<b>PROXY</b>" and click on "<b>Submit eProxy Form</b>".</li> <li>• Click on "<b>Submit eProxy Form</b>".</li> <li>• Enter your nine digits CDS account number and number of securities held.</li> <li>• Select your proxy/proxies appointment – either the Chairman of the meeting or individual named proxy/proxies.</li> <li>• Read and accept the Terms and Conditions and click "<b>Next</b>".</li> <li>• Enter the required particulars of your proxy/proxies.</li> <li>• 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.</li> <li>• Review and confirm your proxy/proxies appointment and click "<b>Submit</b>".</li> <li>• Download or print the eProxy Form as acknowledgement.</li> </ul>	<ul style="list-style-type: none"> <li>• Select the Nominees Company that you are representing.</li> <li>• Go to "<b>PROXY</b>" and click on "<b>Submit eProxy Form</b>".</li> <li>• Click on "Download Excel Template" to download.</li> <li>• 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 orderly.</li> <li>• Proceed to upload the duly completed excel file.</li> <li>• Review and confirm your proxy/proxies appointment and click "<b>Submit</b>".</li> <li>• Download or print the eProxy form as acknowledgement.</li> </ul>

Please note that the closing date and time to submit your proxy/proxies form is by **Wednesday, 22 May 2024 at 10.00 a.m.**

## ON THE DAY OF THE AGM

### Step 3: Login to Boardroom Meeting Portal

(a) Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.

(b) Go to BSIP website at <https://investor.boardroomlimited.com>.

(c) 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 - refer to process "Step 1: Register Online with BSIP".]

(d) Meeting platform will be made available at any time from 9:00 a.m. i.e. one hour before the commencement of the AGM at 10:00 a.m. on 24 May 2024.

(e) Click into "Meeting Event" and go to "POS MALAYSIA BERHAD 32<sup>ND</sup> ANNUAL GENERAL MEETING" and then click "Join Live Meeting" to join the proceedings of the AGM remotely.

[Note: If shareholders have any question for the Chairman/Board/Management, they may use the Messaging window facility to submit their questions during the meeting. The Messaging window facility will open one hour before the AGM which is from 9:00 a.m. on 24 May 2024.]

(f) Once the voting has opened, click on the voting icon. The resolution and voting choices will be displayed.

(g) To vote, please select your voting direction from the options shown on screen. A confirmation message will appear to show your vote has been received.

(h) To change your vote, re-select another direction. If you wish to cancel your vote, please select Cancel.

#### Important Notes:

(a) The quality of the connectivity to the Virtual Meeting Portal for live webcast as well as for remote online voting is dependent on the bandwidth and the stability of the internet connection available at the location of the remote users.

(b) Recommended requirement for live webcast:

(i) Browser: Latest versions of Chrome, Firefox, Edge, Safari or Opera.

(ii) Bandwidth: Minimum 9 Mbps stable speed for High Definition (HD) High Quality video quality or 12 Mbps for Extra HD (EHD) video quality.

(iii) Device with working and good quality speakers.

(c) You may not be able to gain access to the AGM via the RPEV facilities if your connecting device is on network with firewall and other security filtration. Seek onsite IT/technical support if required.

#### Note:

Questions submitted online will be moderated before being sent to the Chairman to avoid repetition. All questions and messages will be presented during the live streaming with the full name and identity of the participant raising the question. Shareholders may submit questions in advance commencing 25 April 2024 and in any event no later than 10.00 a.m., Wednesday, 22 May 2024 via Boardroom's website at <http://investor.boardroomlimited.com> using the same user ID and password provided in Step 2 above, click "Submit Question" to pose your questions (Pre-AGM Meeting Questions).

(a) If you would like to view the live webcast, select the broadcast icon.

(b) If you would like to ask a question during the 32<sup>nd</sup> AGM, select the messaging icon.

(c) Type your message within the chatbox, once completed click the send button.