

ADMINISTRATIVE GUIDE

Physical 34th Annual General Meeting (“34th AGM”)

A. MODE OF MEETING

The 34th AGM of Pos Malaysia is scheduled as follows:

Date	: Friday, 22 May 2026
Time	: 10.00 a.m.
Venue	: Pos Malaysia, Dewan Sri Pos, Level 3, 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 34th AGM, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd to issue a General Meeting Record of Depositors as at 15 May 2026. Only a depositor whose name appears therein shall be entitled to attend the 34th AGM or appoint a proxy(ies) to attend, participate and vote on his/her behalf.

If you are unable to participate at the 34th AGM, 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 34th AGM, 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 (D) below for further information in relation to the appointment of proxy.*

C. MEETING PARTICIPATION AND REGISTRATION

All shareholder(s), proxy(ies), corporate representative(s) or attorney(s) who wish to attend and participate in the 34th AGM are required to register for the meeting at the Venue.

Registration

- a. Registration will start at **8:00 a.m. on Friday, 22 May 2026** at the Meeting Venue and will end at a time as announced by the Chairman of the Meeting. You are encouraged to be punctual.
- b. Please present your original MYKAD or passport (foreigner) for registration.
- c. No person will be allowed to register using MYKAD or Passport belonging to another person.
- d. Corporate Representatives are required to present an authorisation letter along with personal identification per item (b) above.
- e. If you are attending the 34th AGM as shareholder as well as proxy, you will be registered once and will be given only one (1) identification wristband.
- f. You will not be allowed to register on behalf of another person.
- g. No person will be allowed to enter the meeting room without wearing the wristband.

ADMINISTRATIVE GUIDE

Physical 34th Annual General Meeting (“34th AGM”)

D. APPOINTMENT OF PROXY

1. Cut-off date and time for lodgement of Form of Proxy

All Forms of Proxy and documents relating to the appointment of proxy/proxies or attorney or authorised corporate representative for the 34th AGM, whether in hardcopy or by electronic means, must be deposited with or submitted to the Boardroom Share Registrars Sdn. Bhd. (“Boardroom”) no later than 10.00 a.m. on Wednesday, 20 May 2026. Please refer to the steps below for the Lodgement of Form of Proxy.

2. Lodgement of Form of Proxy

The appointment of proxy/proxies may be submitted in hardcopy or electronically.

a. In hardcopy:

The hard copy of Form of Proxy 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. The Form of Proxy is available on the Company’s website at www.pos.com.my

b. By electronic means (follow the steps below)

Register online with Boardroom Smart Investor Portal (“BSIP”)

(only for first time BSIP users)

Please refer to the steps below on how to register for a BSIP account. Kindly follow the steps below for Individual or Corporate account.

- 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>.

Individual Account (For Shareholder & Proxy)	Corporate Account (For Representative of Corporate Holder or Authorised Nominees)
<ul style="list-style-type: none">• Click “Register” to sign up for a user account and select the correct account type “Sign up as Individual”.• Complete the registration with all required information. Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format.• Click “Sign Up”. <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">• Click “Register” to sign up for a user account and select the correct account type “Sign up as Corporate Holder”.• Complete the registration with all required information. Upload and attach your MyKad (front and back) or Passport in JPEG, PNG or PDF format, along with the completed authorisation letter.• Click “Sign Up”. <p><i>[Note: If you are appointed as the authorised representative for more than one (1) company, click the home button and select “Edit Profile” in order to add your representation after your BSIP account has been approved.]</i></p>

- You will receive an e-mail from BSIP for e-mail address verification. Click “**Verify E-mail Address**” from the e-mail received to proceed with the registration.
- Once your email address is verified, you will be re-directed to BSIP for verification of your 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.

ADMINISTRATIVE GUIDE

Physical 34th Annual General Meeting (“34th AGM”)

- Once your mobile number is successfully verified, registration of your new BSIP account will be pending for final verification.
- An e-mail will be sent to you within one (1) business day informing on the approval of your BSIP account registration. Once the registration is completed, you can login at BSIP website at <https://investor.boardroomlimited.com> with the email address and password that you provided during registration to proceed with the next step.

For Individual Shareholders, Corporate Shareholders

- Open an internet browser. Latest versions of Chrome, Firefox, Safari, Edge or Opera are recommended.
- Log in to BSIP website at <https://investor.boardroomlimited.com>
- Login your BSIP account with your registered email address and password.
- Click “**Meeting Event**” and select “**POS MALAYSIA BERHAD - 34TH ANNUAL GENERAL MEETING**” from the list of companies 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.

- Alternatively, the Proxy Form can be submitted via email at bsr.proxy@boardroomlimited.com.

The proxy forms and/or documents relating to the appointment of proxy for the 34th AGM shall be deposited or submitted in the following manner not less than 48 hours before the time for holding the 34th AGM or no later than Wednesday, 20 May 2026 at 10.00 a.m. in accordance with the Company’s Constitution.

ADMINISTRATIVE GUIDE

Physical 34th Annual General Meeting (“34th AGM”)

E. REVOCATION OF PROXY

If you have submitted your proxy form prior to the 34th AGM and subsequently decide to appoint another person or if you wish to participate at the 34th AGM yourself, please revoke the appointment of proxy/proxies at least forty-eight (48) hours before the 34th AGM. 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 – 34th ANNUAL 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.proxy@boardroomlimited.com to revoke the appointment of proxy/proxies.

Upon revocation, proxy/proxies appointed earlier will not be allowed to participate at the 34th AGM. In such event, you should advise your proxy/proxies accordingly.

F. POLL VOTING

The voting at the 34th AGM will be conducted by poll in accordance with Paragraph 8.29A(1) of the MMLR of Bursa Malaysia. 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, 22 May 2026 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.

G. SUBMISSION OF QUESTIONS

(i) PRIOR TO THE 34TH AGM

Shareholders and proxies may submit questions before the 34th AGM 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, 20 May 2026 at 10.00 a.m. Click **“Submit Question”** after selecting **“POS MALAYSIA BERHAD – 34TH ANNUAL GENERAL MEETING”** from **“Meeting Event”** to submit your questions.

(ii) DURING THE 34TH AGM

Verified shareholder(s), proxy(ies) and corporate representative(s) will be able to ask questions in person at the 34th AGM Venue.

The Chairman or the Board of Directors will endeavour to respond and address all questions received in relation to the 34th AGM during the meeting or by email or by posting our response on our corporate website after the meeting.

ADMINISTRATIVE GUIDE

Physical 34th Annual General Meeting (“34th AGM”)

H. ANNUAL REPORT 2025 AND 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/annual-general-meeting>:

- Notice of the 34th AGM
- Administrative Guide
- Proxy Form
- Annual Report 2025
- Corporate Governance Report 2025
- 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 2025. 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 or contact Corporate Secretarial of Pos Malaysia Berhad at: +603 2267 2281. Let’s collectively prioritise sustainability while staying connected and informed.

I. REFRESHMENT, DOOR GIFT OR FOOD VOUCHER

- a. There will be no distribution of breakfast, door gift and/or food voucher during the 34th AGM.
- b. Available mode of transportation to Main 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.
- c. Parking
 - Please note that complimentary parking and parking spaces will not be provided for shareholders attending the 34th AGM via their own transport.
 - Shareholders are encouraged to use the public transportation options such as RapidKL Bus, LRT, KTM Komuter and Grab or Taxi, as stated above.

ADMINISTRATIVE GUIDE

Physical 34th Annual General Meeting (“34th AGM”)

J. ENQUIRIES FOR 34TH AGM

If you have any enquiry relating to the 34th AGM, 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
General Line : +603 2267 2281
Email : info_cosec@pos.com.my

If you have any enquiry relating to BSIP or proxy appointment prior to the 34th AGM, 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

K. 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 34th AGM.

L. PERSONAL DATA PRIVACY

By submitting an instrument appointing a proxy(ies) and/or representative(s) to participate and vote at the 34th AGM 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 34th 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”).
- 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