



ASTRO MALAYSIA HOLDINGS BERHAD

(Company No. 201101004392 (932533-V))
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE 12TH ANNUAL GENERAL MEETING

1. 12TH ANNUAL GENERAL MEETING

Date	: Wednesday, 26 June 2024
Time	: 2.00 p.m.
Broadcast Venue	: All Asia Broadcast Centre, Technology Park Malaysia, Lebuhraya Puchong-Sungai Besi, Bukit Jalil, 57000 Kuala Lumpur
Meeting Platform	: https://investor.boardroomlimited.com

The 12th Annual General Meeting (“AGM”) of Astro Malaysia Holdings Berhad (“the Company”) will be conducted virtually via live-streaming from the abovementioned broadcast venue and online meeting platform.

Shareholders are invited to participate in the AGM via the Remote Participation and Electronic Voting (“RPEV”) facilities available under the Boardroom Smart Investor Portal (“BSIP”) at <https://investor.boardroomlimited.com>. Only the Chairman of the AGM and other essential individuals will be physically present at the broadcast venue to conduct the virtual AGM proceedings. Shareholders and proxies will not be granted admission.

The quality of the connectivity to the RPEV facilities for live webcast as well as for electronic voting is highly dependent on the bandwidth and stability of the internet connection available at the remote participant’s location.

2. SHAREHOLDERS ENTITLED TO ATTEND THE VIRTUAL AGM

Shareholders whose names appear on the Record of Depositors on 19 June 2024 (“General Meeting Record of Depositors”) shall be eligible to participate in the virtual AGM or appoint proxy(ies) to participate on his/her behalf.

The registration for RPEV facilities will open on Monday, 20 May 2024 until such time before the voting session ends at the 12th AGM (“Registration Deadline”).

The instrument appointing a proxy must be received latest by Tuesday, 25 June 2024 at 2.00 p.m. (“Proxy Lodgement Deadline”). If you are unable to participate, you are encouraged to appoint the Chairman of the AGM as proxy and indicate your voting instructions in the proxy form (“Proxy Form”). Please refer to Note 5 below.

3. RPEV FACILITIES

Shareholders and proxies are advised to log in to the BSIP at <https://investor.boardroomlimited.com> for the following services:

- Register to participate at the virtual AGM
- Submit the Proxy Form electronically
- Submit request for the Integrated Annual Report 2024 (“IAR2024”) and Circular to Shareholders
- Submit questions prior to the virtual AGM

The Notice of 12th AGM, Proxy Form and Administrative Guide as well as the IAR2024, Circular to Shareholders and Corporate Governance Report 2024 may be downloaded from corporate.astro.com.my/ar2024 or by scanning this QR Code. You are strongly encouraged to refer to digital copies as the number of printed copies has been reduced as part of our sustainability efforts. Nevertheless, if you require a printed copy, kindly submit your request via the BSIP.



4. REGISTRATION FOR RPEV

Kindly follow the steps below to register your participation as a shareholder or appoint a proxy for the virtual AGM:

PROCEDURES	STEPS
Before the day of the AGM	
1. Register online with the BSIP for Individual and Corporate Shareholder <i>Note: If you have previously registered with the BSIP, you may proceed to Step 2</i>	(Only for first-time BSIP users) a. Access the website https://investor.boardroomlimited.com b. Click ‘Register’ to sign up as a user c. At ‘Account Type’, select ‘Sign Up As Individual Shareholder’ or ‘Sign Up As Corporate Holder’ d. Complete registration and upload compulsory documents such as softcopy of MyKad (front and back) or passport and authorisation letter (template available on the BSIP) for Corporate Holder e. Enter a valid mobile number and email address f. You will receive an email from BSIP for email address verification. Click ‘Verify E-mail Address’ from the email received to continue with the registration g. Once your email address is verified, you will be re-directed to the BSIP for verification of mobile number. Click on ‘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 h. Once your mobile number is verified, registration of your new BSIP account will be pending for final verification. Your registration will be verified and approved within one business day and an email notification will be provided

PROCEDURES	STEPS
Before the day of the AGM	
2. Submit request for remote participation <i>Note: You must be a registered BSIP user. If not, return to Step 1</i>	<p>The registration for RPEV facilities will open on Monday, 20 May 2024 until such time before the voting session ends at the 12th AGM on Wednesday, 26 June 2024 ("Registration Deadline")</p> <p>The instrument appointing a proxy must be received latest by Tuesday, 25 June 2024 at 2.00 p.m. ("Proxy Lodgement Deadline")</p> <p>For Individual and/Corporate Shareholders</p> <ol style="list-style-type: none"> Log in to https://investor.boardroomlimited.com Click 'Meeting Event(s)' and select from the list of companies – 'ASTRO MALAYSIA HOLDINGS BERHAD 12TH ANNUAL GENERAL MEETING' and click 'Enter' To attend the virtual AGM remotely <ul style="list-style-type: none"> Click 'Register for RPEV' Read and accept the General Terms and Conditions and enter your CDS account no. to submit your request To appoint proxy <ul style="list-style-type: none"> Click 'Submit eProxy Form' For Corporate Shareholder, select the company you would like to represent (if more the one) Enter your CDS Information, read and accept the General Terms and Conditions. Then, insert your proxy details and voting instructions. If you wish your proxy(ies) to act upon his/her discretion, please indicate 'Discretionary' <p>For Authorised Nominees and Exempt Authorised Nominees</p> <ol style="list-style-type: none"> Repeat steps 2a and 2b above Click 'Submit eProxy Form' Select the company you would like to represent (if more than one) Proceed to download the file format for 'Submission of Proxy Form' Prepare the file for the appointment of proxy(ies) by inserting the required data Proceed to upload the duly completed proxy appointment file Review and confirm your proxy(ies) appointment and click 'Submit' Download or print the eProxy form as acknowledgement <p>For Corporate Shareholders, Authorised Nominees/Exempt Authorised Nominees and Attorneys, you may also write to bsr.helpdesk@boardroomlimited.com and provide the name of the shareholder, CDS account no. and the Certificate of Appointment of Corporate Representative or Proxy Form (as the case may be). A copy of MyKad or passport and a valid email address are required</p>
3. Verification and email notification	<p>For Individual Shareholders, Corporate Shareholders, Authorised Nominees/Exempt Authorised Nominees and Attorneys</p> <ol style="list-style-type: none"> An email notification will be sent by BSIP to notify that your request for remote participation has been received for system verification Upon verification against the General Meeting Record of Depositors, you will receive an email from Boardroom on the day prior to the 12th AGM, i.e. Tuesday, 25 June 2024 either approving or rejecting your request for remote participation
On the day of the AGM	
4. Log in	<ol style="list-style-type: none"> The meeting platform will be opened for log in on Wednesday, 26 June 2024 at 1.00 p.m., i.e. one hour before the commencement of the 12th AGM Log in to https://investor.boardroomlimited.com Click 'Meeting Event(s)' and select from the list of companies - 'ASTRO MALAYSIA HOLDINGS BERHAD 12TH ANNUAL GENERAL MEETING' and click 'Join Live Meeting' to join the proceedings of the AGM remotely
5. Participate	<ol style="list-style-type: none"> Please follow the user guides in the BSIP to view the live webcast, submit questions and vote To view the live webcast, select the broadcast icon  To ask a question during the 12th AGM, select the messaging icon . Type your question in the chat box and click the send button to submit
6. Vote	<ol style="list-style-type: none"> Once voting has commenced, the polling icon  will appear with the resolutions and voting choices until such time that the Chairman declares an end to the voting session To vote, select your voting preference from the options provided. A confirmation message will appear to indicate that your vote has been received To change your vote, re-select your voting preference If you wish to cancel your vote, please press 'Cancel'
7. End	Upon declaration by the Chairman on the closure of the 12 th AGM, the live webcast will end

5. APPOINTMENT OF PROXY

- (a) If a shareholder is unable to participate at the 12th AGM, he/she is entitled to appoint one or more proxies to exercise all or any of his/her rights to attend, participate, speak and vote for him/her subject to the following provisions:
- (i) save as provided in item 5(b) below, the Companies Act 2016 (“the Act”) and any applicable law, each shareholder/Member shall not be permitted to appoint more than two proxies to attend the same meeting; and
 - (ii) where a shareholder/Member appoints more than one proxy, the appointment shall be invalid unless he/she specifies the proportion of his/her holdings to be represented by each proxy.
- (b) For the avoidance of doubt and subject always to item 5(a)(ii) above, the Act and any applicable law:
- (i) where a shareholder/Member is an exempt authorised nominee, which holds ordinary shares in the Company for multiple beneficial owners in one securities account (“omnibus account”), there is no limit to the number of proxies which the authorised nominee may appoint in respect of each omnibus account it holds; and
 - (ii) where a shareholder/Member is an authorised nominee, it may appoint at least one proxy in respect of each securities account it holds to which ordinary shares in the Company are credited. Each appointment of proxy by an authorised nominee may be made separately or in one instrument of proxy and should specify the securities account number and the name of the beneficial owner for whom the authorised nominee is acting.
- (c) There shall be no restriction as to the qualification of the proxy. Hence, a proxy may but need not be a Member. A proxy appointed to attend and vote at the meeting shall have the same rights as a shareholder/Member to attend, participate, speak and vote at the meeting.
- (d) The Proxy Form must be received by Boardroom Share Registrars Sdn Bhd (“Boardroom”) latest by the Proxy Lodgement Deadline. The Proxy Form may be deposited with Boardroom in the following manner:
- (i) By electronic means
 - Through the BSIP at <https://investor.boardroomlimited.com> by logging in and selecting ‘Submit eProxy Form’.
 - By sending the Proxy Form by email to bsr.helpdesk@boardroomlimited.com.
 - (ii) In hardcopy form
By sending the ORIGINAL Proxy Form by hand or post to 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor.
- (e) If you choose to deposit the Proxy Form by hand or post, the Proxy Form shall:
- (i) in the case of an individual, be in writing under the hand of the appointer or of his/her attorney; and
 - (ii) in the case of a corporation, be either under the corporation’s seal or under the hand of an officer or attorney duly authorised.
- (f) If you have submitted your Proxy Form and subsequently decide to appoint another person or you wish to participate in the AGM, please revoke the appointment of your proxy no later than **Tuesday, 25 June 2024 at 2.00 p.m.**, being 24 hours before the meeting. Please follow the steps below for revocation of Proxy Form:
- (i) Revocation of submitted eProxy Form via the BSIP
 - a. Click ‘Meeting Event(s)’ and select from the list of companies - ‘**ASTRO MALAYSIA HOLDINGS BERHAD 12TH ANNUAL GENERAL MEETING**’ and click ‘Enter’
 - b. Click on ‘Submit Another eProxy Form’
 - c. Click ‘View’ under ‘Submitted eProxy Form List’
 - d. Click ‘Cancel/Revoke’ at the bottom of the eProxy form
 - e. Click ‘Proceed’ to confirm
 - (ii) Revocation of submitted Proxy Form by email or by hand or post
Please write to bsr.helpdesk@boardroomlimited.com to revoke the appointment of proxy(ies)
- (g) The Company reserves the right to reject incomplete or erroneous forms. If the Proxy Form is submitted without an indication as to how the proxy shall vote on any particular resolution, the proxy may exercise his discretion as to whether, and how, to vote on such matter.

6. CORPORATE REPRESENTATIVE

For a corporate shareholder who has appointed a representative(s) or attorney(s) to participate in the AGM, please deposit the ORIGINAL Certificate of Appointment or Power of Attorney, as the case may be, by hand or post to 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor no later than **Tuesday, 25 June 2024 at 2.00 p.m.**

Upon verification against the General Meeting Record of Depositors, an email will be sent to the corporate representative by Boardroom to furnish the User Name and Password. Please note that only one User Name will be provided to each corporate representative.

7. SUBMISSION OF QUESTIONS

(a) Prior to the virtual AGM

Shareholders may submit questions in relation to the agenda items by logging in to the BSIP at <https://investor.boardroomlimited.com> latest by **Sunday, 23 June 2024 at 2.00 p.m.** Click 'Submit Questions' after selecting 'ASTRO MALAYSIA HOLDINGS BERHAD 12TH ANNUAL GENERAL MEETING' from 'Meeting Event(s)'.

(b) During the virtual AGM

Shareholders may submit their questions in the chat box at any time during the virtual AGM on the online meeting platform until such time that the Chairman decides.

In order to ensure a smooth and efficient conduct, questions that are repetitive in nature and/or have been responded to will not be specifically addressed. Our Board and Management will endeavour to provide the responses during the meeting, but due to time constraints, some responses may be emailed after the conclusion of the meeting.

8. VOTING PROCEDURES

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the AGM will be conducted by poll. The Company has appointed Boardroom as the poll administrator to conduct the poll by way of electronic voting and KPMG Management & Risk Consulting Sdn Bhd as the independent scrutineer to verify the poll results.

The electronic voting session will commence from the start of the 12th AGM at 2.00 p.m. on Wednesday, 26 June 2024 or such other time as announced by the Chairman, and will continue until the time declared by the Chairman as the end of the voting session.

9. NO RECORDING OR PHOTOGRAPHY

No recording or photography of the virtual AGM proceedings is allowed without the prior written permission of the Company.

10. ENQUIRIES RELATING TO THE VIRTUAL AGM

If you have any enquiries prior to the AGM or need technical assistance to participate in the virtual AGM, please contact Boardroom during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m.), details of which are as follows:

Tel : +603 7890 4700 (Helpdesk)
+603 7890 4716 (Encik Mohamed Sophiee bin Ahmad Nawawi)
+603 7890 4704 (Cik Nur Atiqah binti Mohd Arif)
Fax : +603 7890 4670
Email : bsr.helpdesk@boardroomlimited.com
mohamed.sophiee@boardroomlimited.com
nuratiqah.arif@boardroomlimited.com

You are encouraged to submit your enquiries via email to avoid any delays in response.

The Company will issue an announcement if there is any material change required to the proceedings of the meeting. Hence, please contact the above officers or check the Company's website for announcements on the latest update (if any) in relation to the virtual AGM.

11. PERSONAL DATA PRIVACY NOTICE

By registering for the RPEV and/or submitting the instrument appointing a proxy(ies) and/or representative(s), you consent to Astro Malaysia Holdings Berhad (201101004392 (932533-V)) processing your personal data in the manner stipulated in the Privacy Notice for Shareholders set out in www.astro.com.my/privacy-notice-shareholders and warrant that consent of the proxy(ies) and/or representative(s) whose personal data you have provided has also been obtained accordingly and that they have been informed of the privacy notice.