

# ADMINISTRATIVE DETAILS

for the 29<sup>th</sup> Annual General Meeting (“29<sup>th</sup> AGM”)



TIME DOTCOM BERHAD

Registration No. 199601040939 (413292-P)

Day and Date : Tuesday, 23 June 2026 or at any adjournment thereof

Time : 10.00 a.m. (Malaysia time)

Main Venue : Saujana Ballroom, The Saujana Hotel Kuala Lumpur, Saujana Resort, Jalan Lapangan Terbang SAAS, 40150 Shah Alam, Selangor Darul Ehsan, Malaysia

Meeting Platform : <https://meeting.boardroomlimited.my>

Mode of Communication : Shareholders shall have the options:

- (i) attend the hybrid 29<sup>th</sup> AGM either physically at the Main Venue or participate virtually, and vote online through the remote participation and electronic voting (“RPEV”) facilities via the Meeting Platform; and
- (ii) submit questions relating to the agenda items of the 29<sup>th</sup> AGM:
  - in advance via email to [investor.relations@time.com.my](mailto:investor.relations@time.com.my) no later than Thursday, 18 June 2026 at 10.00 a.m. (Malaysia time);
  - in person at the Main Venue; or
  - in real time via the chat box on the Meeting Platform.

The messaging window facility will be available concurrently with the Meeting Platform, beginning 1 hour before the commencement of the 29<sup>th</sup> AGM, starting from 9.00 a.m. (Malaysia time) on Tuesday, 23 June 2026.

Where substantially similar questions are received, the Company will consolidate them. Accordingly, not all questions may be addressed individually.

## 1. Mode of Meeting

- 1.1 The 29<sup>th</sup> AGM will be conducted in a hybrid mode. Members, proxies and corporate representatives may attend the meeting either physically at the Main Venue or participate virtually, and may vote online using the RPEV facilities available at <https://meeting.boardroomlimited.my>, provided by the Company’s poll administrator, Boardroom Share Registrars Sdn Bhd (“Poll Administrator”).
- 1.2 Members, proxies and corporate representatives who wish to participate in the 29<sup>th</sup> AGM virtually can register online via the Boardroom Smart Investor Portal (“BSIP”) at <https://investor.boardroomlimited.com>.
- 1.3 Using the RPEV facilities, members may exercise their right to participate in the 29<sup>th</sup> AGM, pose questions to the Board and Management and vote online from any location. Members are advised to ensure a stable internet connectivity throughout the 29<sup>th</sup> AGM, as the quality of the live webcast and the effectiveness of remote voting depend on both the bandwidth and stability of the internet connection.
- 1.4 Please follow the registration procedure set out in this Administrative Details to register, attend or participate in, and vote at the 29<sup>th</sup> AGM.

## 2. Record of Depositors (“ROD”) for the 29<sup>th</sup> AGM

Only members whose names appear in the ROD as at 15 June 2026 shall be entitled to attend, participate in and vote at the 29<sup>th</sup> AGM, or appoint proxy(ies) (not more than 2 proxies)/corporate representative(s) to attend, participate in, and vote on his/her/their behalf at the 29<sup>th</sup> AGM.

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## 3. Submission of Proxy Form

- 3.1 If you are unable to attend/participate in the 29<sup>th</sup> AGM and wish to appoint a proxy(ies) (not more than 2 proxies) or the Chairman as your proxy to vote on your behalf, please deposit the completed Proxy Form at the office of the Poll Administrator at **11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan** not less than 24 hours before the time fixed for holding the 29<sup>th</sup> AGM. Any alterations made to the Proxy Form must be initialled by you.
- 3.2 If you wish to attend/participate in the 29<sup>th</sup> AGM in person, please do not submit the Proxy Form. You will not be allowed to attend or participate in the 29<sup>th</sup> AGM together with any proxy(ies) appointed by you.

## 4. Revocation of Proxy

If you have deposited your Proxy Form prior to the 29<sup>th</sup> AGM and subsequently wish to appoint another person or attend/participate in the meeting yourself, please email your request to **bsr.proxy@boardroomlimited.com** to revoke the earlier proxy appointment at least 24 hours before the scheduled time for the 29<sup>th</sup> AGM. Upon revocation, the previously appointed proxy will not be permitted to attend, participate in, or vote at the 29<sup>th</sup> AGM. In such circumstances, you are advised to inform your proxy accordingly.

## 5. Registration Procedure for 29<sup>th</sup> AGM

### 5.1 Physical Attendance

If you wish to attend the 29<sup>th</sup> AGM in person at the Main Venue, please follow the registration steps below on the day of the meeting:

- (i) registration of attendance will commence at 8.30 a.m. (Malaysia time) on Tuesday, 23 June 2026, at the entrance to the Main Venue and will remain open until the Chairman announces the closure of the poll;
- (ii) please present your original MyKad (for Malaysian) or passport (for foreigner) at the registration counter for verification purpose and make sure you collect your MyKad/passport immediately thereafter. Your attendance at the 29<sup>th</sup> AGM is only confirmed after the verification is completed;
- (iii) no person is allowed to register on behalf of another person, even with the original MyKad/passport of that person;
- (iv) corporate representatives must present an original certificate of appointment or authorisation letter, together with their own original identification document;
- (v) once verified, you will be issued a coloured wristband and a QR code with credential to access the e-polling system via your smartphone or tablet. Entry into the Main Venue will not be permitted without the wristband. Lost or misplaced wristbands will not be replaced;
- (vi) if you are attending the 29<sup>th</sup> AGM as a member as well as a proxy, you will be registered once and issued a single-coloured wristband and QR code with credential to access the e-polling system;
- (vii) the registration counter is strictly for identity verification and registration. For any enquiries, please proceed to the Help Desk, located next to the registration counter in the same area; and
- (viii) you will be allowed to enter the Main Venue from 9.15 a.m. (Malaysia time) onwards. Please ensure that your mobile phone is switched to silent mode before entering the Main Venue.

## 5.2 Virtual Participation

If you wish to participate in and vote remotely at the 29<sup>th</sup> AGM, kindly follow the steps below to register on the BSIP to request for your login ID and password, and to access the RPEV facilities:

Before the day of the 29 <sup>th</sup> AGM	
Procedure	Action
(i) Register Online at the BSIP (for first time registration only)	<p><i>[Note: If you have already signed up via the BSIP, you are not required to register again. You may proceed to Step (ii) – Submit request for remote participation.]</i></p> <ul style="list-style-type: none"> <li>(a) Access to the BSIP webpage at <b><a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></b>.</li> <li>(b) Click “<b>Register</b>” to sign up as a user.</li> <li>(c) Complete the registration with all required information. Upload a softcopy of your MyKad/Identification Card (front and back) or Passport in JPEG, PNG or PDF format. Click “<b>Register</b>”.</li> <li>(d) You will receive an email from the BSIP for email address verification. Click “<b>Verify Email Address</b>” to proceed with the registration.</li> <li>(e) Once your email address is verified, you will be re-directed to the BSIP Online for verification of your mobile number. Click “<b>Request OTP Code</b>” and an OTP code will be sent to the registered mobile number. Click “<b>Enter</b>” to enter the OTP code to complete the process.</li> <li>(f) An email will be sent to you within 1 business day to inform you of the approval of your BSIP account. You may then log in to the BSIP at <b><a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></b> with the email address and password that you have provided during registration to proceed with the next step.</li> </ul>
(ii) Submit Request for Remote Participation (User ID and Password)	<p><i>[Note: Registration for remote participation will be opened on 30 April 2026. Please submit your request not less than 24 hours before the time fixed for holding the 29<sup>th</sup> AGM i.e. latest by Monday, 22 June 2026 at 10.00 a.m.]</i></p> <p><b>Individual Shareholders</b></p> <ul style="list-style-type: none"> <li>(a) Log in to the BSIP at <b><a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></b> using your user ID and password provided in Step (i) above.</li> <li>(b) Enter the OTP sent to your registered email address to verify your identity.</li> <li>(c) Select “<b>TIME DOTCOM BERHAD 29<sup>TH</sup> ANNUAL GENERAL MEETING</b>” from the List of Corporate Meetings and click “<b>Enter</b>”.</li> <li>(d) Click on “<b>Register for RPEV</b>”.</li> <li>(e) Read and agree to the Terms &amp; Conditions.</li> <li>(f) Enter your CDS Account and thereafter submit your request.</li> </ul> <p><b>Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee</b></p> <ul style="list-style-type: none"> <li>(a) Write in to <b><a href="mailto:bsr.proxy@boardroomlimited.com">bsr.proxy@boardroomlimited.com</a></b> by providing the name of Shareholder, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or completed Proxy Form (as the case may be) to submit the request.</li> <li>(b) Please provide a copy of Corporate Representative’s or Proxy Holder’s MyKad/Identification Card (front and back) or Passport in JPEG, PNG or PDF format as well as his/her email address.</li> <li>(c) The original Certificate of Appointment of Corporate Representative and/or Proxy Form shall also be deposited at the office of the Poll Administrator at <b>11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan</b>, either by hand or post not less than 24 hours before the time for holding the 29<sup>th</sup> AGM.</li> </ul>



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Before the day of the 29 <sup>th</sup> AGM	
Procedure	Action
(iii) Email Notification	(a) You will receive a notification from the Poll Administrator confirming that your request(s) has been received and is being verified. (b) Following system verification against the General Meeting ROD as at 15 June 2026, you will receive an email from the Poll Administrator either approving or rejecting your registration for remote participation. (c) If your registration is approved, you will also receive your remote participation user ID and password in the same email from the Poll Administrator.
On the day of the 29 <sup>th</sup> AGM	
Procedure	Action
(iv) Log in to Meeting Platform	(a) The meeting portal will be opened for login 1 hour before the commencement of the 29 <sup>th</sup> AGM at 9.00 a.m. (Malaysia time) on Tuesday, 23 June 2026. (b) The Meeting Platform can be accessed via one of the following methods: <ul style="list-style-type: none"> <li>• Use the QR code provided in the email notification; or</li> <li>• Log in to <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a>.</li> </ul> (c) Insert the Meeting ID No. and sign in with the user ID and password provided to you via the email notification in Step (iii) above.
(v) Participate	<p><i>[Note: Questions submitted online will be moderated before being forwarded to the Chairman to avoid repetition.]</i></p> (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 29 <sup>th</sup> AGM, select the messaging icon.  (c) Type your message within the chat box. Once completed, click the send button.
(vi) Voting	(a) Once the meeting is opened for voting, the polling icon will appear, displaying the resolution(s) and your voting options. (b) To cast your vote, select your preferred voting direction from the options provided. A confirmation message will appear to indicate that your vote has been received. (c) To change your vote, simply re-select another voting direction. (d) If you wish to cancel your vote, press “ <b>Cancel</b> ”.
(vii) End of Participation	(a) Upon the Chairman’s announcement of the closure of the 29 <sup>th</sup> AGM, the live webcast will end and the messaging window will be disabled. (b) You may then log out of the Meeting Platform.

## 6. Poll Voting Procedure

6.1 The voting at the 29<sup>th</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom Share Registrars Sdn Bhd as the Poll Administrator to conduct the polling process by way of electronic voting (“**e-Voting**”). An independent scrutineer (“**Independent Scrutineer**”) will be appointed in due course to verify the poll results.

Members, proxies and corporate representatives may vote online using one of the following methods:

- (i) use the QR code with the credential provided by the Poll Administrator upon registration at the Main Venue on the day of the 29<sup>th</sup> AGM. Please refer to Note 5.1(v) above;
- (ii) submit the vote at the polling kiosks provided by the Poll Administrator at the Main Venue;
- (iii) use the QR code provided in the email notification for remote participation via online registration; or
- (iv) log in to <https://meeting.boardroomlimited.my>.

6.2 During the 29<sup>th</sup> AGM, the Chairman will invite the Poll Administrator to brief members on the e-Voting housekeeping rules. Polling will commence only after the Chairman announces the opening of the poll and will remain open until the Chairman announces its closure.

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6.3 The e-Voting will be conducted simultaneously for all members, proxies, and corporate representatives, whether attending physically at the Main Venue or virtually via the RPEV facilities.

6.4 Upon closure of the poll session, the Independent Scrutineer will verify the poll results report. The Chairman will then announce the poll results for the resolutions put to vote.

## 7. End of Live Streaming for Virtual Participation

The live streaming will end upon the Chairman’s announcement of the closure of the 29<sup>th</sup> AGM, following the declaration of the poll results for the resolutions put to vote.

## 8. Gift Policy

There will be **NO DISTRIBUTION** of door gifts or vouchers to members, proxies, and corporate representatives attending or participating in the 29<sup>th</sup> AGM.

## 9. Recording or Photography

No recording or photography of the 29<sup>th</sup> AGM proceedings, whether attending in person or accessed via live streaming, shall be permitted without the Company’s prior written consent.

## 10. Annual Report 2025, Notice of 29<sup>th</sup> AGM, Proxy Form and Circular to Shareholders – GO DIGITAL & PAPERLESS

The Annual Report 2025, Notice of 29<sup>th</sup> AGM, Proxy Form and Circular to Shareholders dated 30 April 2026 in relation to the Proposed Renewal of Shareholders’ Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature are available for viewing and download at <https://www.time.com.my/about-us/investor-relations/general-meetings>.

## 11. Communication Guidance

Members, proxies, and corporate representatives are reminded to regularly refer to the Company’s website and official announcements for any updates regarding the arrangements for the 29<sup>th</sup> AGM, as may be required due to unforeseen circumstances.

## 12. Enquiry

If you have any enquiries regarding the above or require technical assistance to participate remotely in the 29<sup>th</sup> AGM, please contact the Poll Administrator during office hours (Monday to Friday, 8.30 a.m. to 5.30 p.m. (Malaysia time)) at:

Boardroom Share Registrars Sdn Bhd  
Helpdesk : +603 - 7890 4700  
Facsimile : +603 - 7890 4670  
Email : [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com)

## 13. Location of the Main Venue

The Main Venue for the 29<sup>th</sup> AGM is located along Jalan Lapangan Terbang Sultan Abdul Aziz Shah (“SAAS”) in Shah Alam, Selangor Darul Ehsan, in close proximity to SAAS Airport (“Subang Airport”), and approximately a 30 to 35-minute drive from Kuala Lumpur city centre, depending on traffic conditions.

The Main Venue is easily accessible by car via major highways such as the Federal Highway and the New Klang Valley Expressway (NKVE), with clear signage leading toward Subang Airport and Shah Alam. For shareholders driving to the Main Venue, complimentary parking is available on-site.

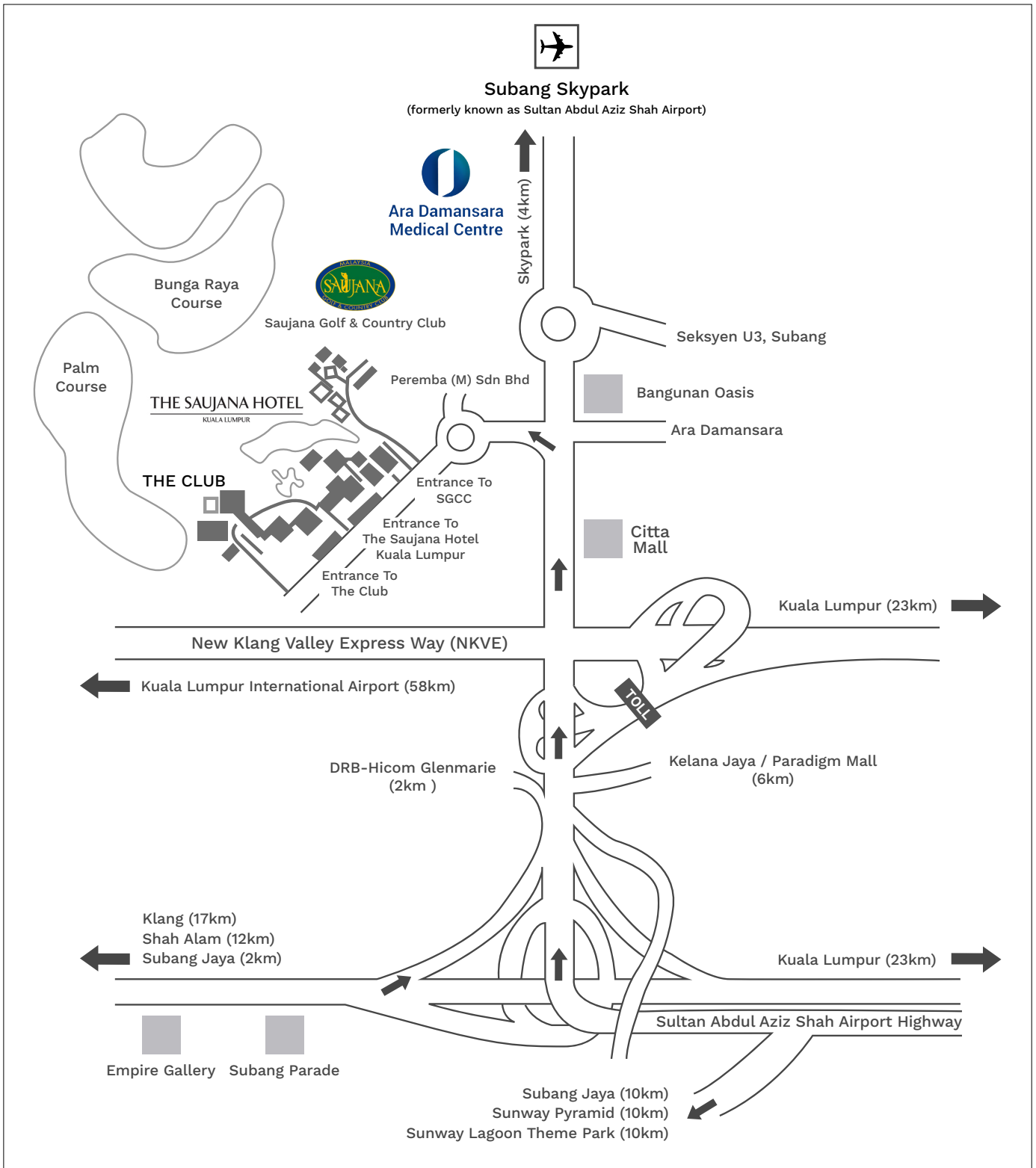
For shareholders using public transport, the nearest LRT Station is Ara Damansara LRT Station, which is approximately a 5-minute drive or a 25 to 30-minute walk to the Main Venue.

The **location map** and **layout** of the Main Venue are provided herein for your reference and convenience.

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## MAIN VENUE LOCATION MAP



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## MAIN VENUE LAYOUT

# The Saujana Hotel Kuala Lumpur Layout

