

ADMINISTRATIVE DETAILS

for the 28th Annual General Meeting (“28th AGM”)



TIME DOTCOM BERHAD

Registration No. 199601040939 (413292-P)

Day and Date : Thursday, 12 June 2025 or at any adjournment thereof

Time : 10.00 a.m. (Malaysia time)

Main Venue : Grand Ballroom, Level 3D, Sheraton Petaling Jaya Hotel, Lorong Utara C, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia

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

Mode of Communication : Shareholders shall have the options to:

- (i) attend the hybrid 28th AGM either physically in person at the Main Venue or participate in the 28th AGM virtually, and vote online using the remote participation and electronic voting (“RPEV”) facilities via the Meeting Platform; and
- (ii) submit questions related to the agenda items for the 28th AGM prior to the 28th AGM via email to investor.relations@time.com.my no later than Monday, 9 June 2025 at 10.00 a.m. (Malaysia time), or pose questions in person at the Main Venue, or ask questions in real time via the chat box on the Meeting Platform. The messaging window facility will be available concurrently with the Meeting Platform, i.e. 1 hour before the commencement of the 28th AGM, starting from 9.00 a.m. (Malaysia time) on Thursday, 12 June 2025.

Where there are substantially similar questions for the 28th AGM, the Company will consolidate such questions. As a result, the questions received may not be addressed individually.

1. Mode of Meeting

- 1.1 The 28th AGM will be conducted in a hybrid mode whereby members/proxies/corporate representatives will have the options to either attend the meeting physically in person at the Main Venue or participate in the meeting virtually, and vote online using the RPEV facilities, which is available at <https://meeting.boardroomlimited.my> provided by the Company’s poll administrator, Boardroom Share Registrars Sdn Bhd (“Poll Administrator”).
- 1.2 Members/proxies/corporate representatives who wish to participate in the 28th AGM can register online via the Boardroom Smart Investor Portal (“BSIP”) at <https://investor.boardroomlimited.com>.
- 1.3 With the RPEV facilities, you may exercise your right as a member of the Company to participate in (and pose questions to the Board and Management) and vote online during the 28th AGM, from your home or any location. Kindly ensure the stability of your internet connectivity throughout the 28th AGM is maintained as the quality of the live webcast and online remote voting are dependent on the bandwidth and stability of your internet connection.
- 1.4 Please follow the registration procedure set out in this Administrative Details to register, attend/participate in and vote at the 28th AGM.

2. Record of Depositors (“ROD”) for the 28th AGM

Only members whose names appear in the ROD as at 5 June 2025 shall be entitled to attend/participate in and vote at the 28th 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 28th AGM.

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3. Submission of Proxy Form

- 3.1 If you are unable to attend/participate in the 28th 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 **11th 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 for holding the 28th AGM. Any alterations made to the Proxy Form must initial by you.
- 3.2 If you wish to attend/participate in the 28th AGM personally, please do not submit the Proxy Form. You will not be allowed to attend/participate in the 28th AGM together with the proxy(ies) appointed by you.

4. Revocation of Proxy

- 4.1 If you have deposited your Proxy Form prior to the 28th AGM and subsequently decide to appoint another person or wish to attend/participate in the meeting yourself, please email your request to **BSR.Helpdesk@boardroomlimited.com** to revoke the earlier appointed proxy at least 24 hours before the scheduled time for the 28th AGM. Upon revocation, your proxy will not be allowed to attend/participate in and vote at the 28th AGM. In such an event, you should advise your proxy accordingly.

5. Registration Procedure for 28th AGM

5.1 Physical Attendance

If you wish to attend the 28th AGM in person at the Main Venue, please follow the registration steps below on the day of the 28th AGM:

- (i) registration of attendance will commence at 8.30 a.m. (Malaysia time) on Thursday, 12 June 2025, at the entrance to the Main Venue and will remain open until such time when 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 28th AGM is only confirmed after the verification is completed;
- (iii) no person will be allowed to register on behalf of another person, even with the original MyKad/passport of that person;
- (iv) corporate representatives are required to present an original certificate of appointment or authorisation letter along with their personal original identification document;
- (v) once verified, you will be given a coloured wristband, and a QR code with credential to scan and access to the e-polling system using your smart mobile phone or tablet. No person will be allowed to enter the Main Venue without wearing the coloured wristband. There will be no replacement if the coloured wristband is lost or misplaced;
- (vi) if you are attending the 28th AGM as a member as well as a proxy, you will be registered once and be given one coloured wristband and QR code with credential to scan and access to the e-polling system;
- (vii) the registration counter will only handle identity verification and registration. For any enquiries, please proceed to the Help Desk, which will be 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. Kindly set your mobile phone to silent mode before entering the Main Venue.

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5.2 Virtual Participation

If you wish to participate in and vote remotely at the 28th AGM, kindly follow the steps below to register at the BSIP to request for your login ID and password and usage of the RPEV facilities:

Before the day of the 28 th 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> <p>(a) Access to the BSIP webpage at https://investor.boardroomlimited.com. (b) Click “Register” to sign up as a user. (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 “Register”. (d) You will receive an e-mail from the BSIP for e-mail address verification. Click “Verify E-mail Address” to proceed with the registration. (e) Once your email address is verified, you will be re-directed to the BSIP Online for verification of your mobile number. Click “Request OTP Code” and an OTP code will be sent to the registered mobile number. Click “Enter” to enter the OTP code to complete the process. (f) An e-mail will be sent to you within 1 business day informing you on the approval of your BSIP account. You can login to the BSIP at https://investor.boardroomlimited.com with the e-mail address and password that you have provided during the registration to proceed with the next step.</p>
(ii) Submit Request for Remote Participation (User ID and Password)	<p><i>[Note: Registration for remote participation will be opened on 30 April 2025. Please submit your request not less than 24 hours before the time for holding the 28th AGM i.e. latest by Wednesday, 11 June 2025 at 10.00 a.m.]</i></p> <p>Individual Shareholders</p> <p>(a) Login to the BSIP at https://investor.boardroomlimited.com using your user ID and password given from Step (i) above. (b) Select “TIME DOTCOM BERHAD 28TH ANNUAL GENERAL MEETING” from the List of Corporate Meetings and click “Enter”. (c) Click on “Register for RPEV”. (d) Read and agree to the Terms & Conditions. (e) Enter your CDS Account and thereafter submit your request.</p> <p>Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee</p> <p>(a) Write in to BSR.Helpdesk@boardroomlimited.com 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. (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. (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 11th Floor, Menara Symphony, No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, either by hand or post not less than 24 hours before the time for holding the 28th AGM.</p>



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Before the day of the 28 th AGM	
Procedure	Action
(iii) Email Notification	(a) You will receive notification from the Poll Administrator that your request(s) has been received and is being verified. (b) Upon system verification against the General Meeting ROD as at 5 June 2025, 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 28 th AGM	
Procedure	Action
(iv) Login to Meeting Platform	(a) The meeting portal will be opened for login 1 hour before the commencement of the 28 th AGM at 9.00 a.m. (Malaysia time) on Thursday, 12 June 2025. (b) The meeting platform can be accessed via one of the following methods: <ul style="list-style-type: none"> • Use the QR code provided in the email notification; or • Log in to website URL https://meeting.boardroomlimited.my. (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 sent 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 28 th 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 with the resolution(s) and your voting choices. (b) To vote, select your voting direction from the options provided. A confirmation message will appear to show your vote has been received. (c) To change your vote, re-select another voting direction. (d) If you wish to cancel your vote, please press “ Cancel ”.
(vii) End of Participation	(a) Upon the announcement by the Chairman on the closure of the 28 th AGM, the live webcast will end and the messaging window will be disabled. (b) You can now logout from the meeting platform.

6. Poll Voting Procedure

6.1 The voting of the 28th 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 as the Poll Administrator to conduct the polling process by way of electronic voting (“**e-Voting**”) and an independent scrutineer (“**Independent Scrutineer**”) will be appointed in due course to verify the poll results.

Members, proxies and corporate representatives are required to use 1 of the following methods to vote online:

- (i) use the QR code with credential provided by the Poll Administrator upon registration at the Main Venue on the day of the 28th 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 website URL <https://meeting.boardroomlimited.my>.

6.2 During the 28th AGM, the Chairman will invite the Poll Administrator to brief you on the e-Voting housekeeping rules. The polling will commence only after the Chairman announces the opening of the poll and it will remain open until such time when the Chairman announces the closure of the poll.

6.3 The e-Voting will be carried out simultaneously for all members, proxies and corporate representatives who wish to participate either in person (physically) or participate virtually using the RPEV facilities.

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6.4 The Independent Scrutineer will verify the poll results report upon the closure of the poll session by the Chairman. Thereafter, the Chairman will 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 announcement by the Chairman of the conclusion of the 28th AGM, after the poll results for the resolutions put to vote have been announced.

8. Gift Policy

There will be **NO DISTRIBUTION** of door gifts or vouchers for members/proxies/corporate representatives who attend/participate in the 28th AGM.

9. Recording or Photography

No recording or photography of the 28th AGM proceedings (in person or live streaming) is allowed without the prior written permission of the Company.

10. Annual Report 2024, Notice of 28th AGM, Proxy Form and Circular to Shareholders – GO DIGITAL & PAPERLESS

The Annual Report 2024, Notice of 28th AGM, Proxy Form and Circular to Shareholders dated 30 April 2025 in relation to Proposed Renewal of and New Shareholders’ Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature can be viewed and downloaded at <https://www.time.com.my/about-us/investor-relations/general-meetings>.

11. Communication Guidance

Members/proxies/corporate representatives are reminded to follow the Company’s website or announcements for the latest updates on the arrangements for the 28th AGM that may be necessitated due to unforeseen circumstances.

12. Enquiry

If you have any enquiries regarding the above or require technical assistance to remotely participate in the 28th AGM, please contact the Poll Administrator during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m. (Malaysia time)) and the contact details are as follows:

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

13. Location of the Main Venue

The Main Venue for the 28th AGM is easily accessible via public transportation. Shareholders are encouraged to use the Kelana Jaya LRT Line and alight at Asia Jaya Station. From there, it is approximately a 5-minute walk to the Main Venue.

For those driving to the Main Venue, visitor parking is available within the building. Please note that the parking system is cashless and ticketless. As attendees at the 28th AGM, you are entitled to a flat-rate parking fee of RM12.00 per entry, provided that you exit by 11.59 p.m. (Malaysia time) on the same day.

To validate the flat-rate parking fee, please use the validation device located on a coffee table near the lifts at Level 3C or 3D. Kindly follow the steps below:

- Press the **“On”** button on the right side of the device;
- Click on the **“Read Card”** option on the screen;
- Tap your **Touch ‘n Go card** or **credit/debit card** on the device to complete the validation; and
- Device will show **“Successful”** message once your validation is completed.

The **location map** to the Main Venue and **map direction to hotel parking entrance** are provided herein for your convenience.

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LOCATION MAP



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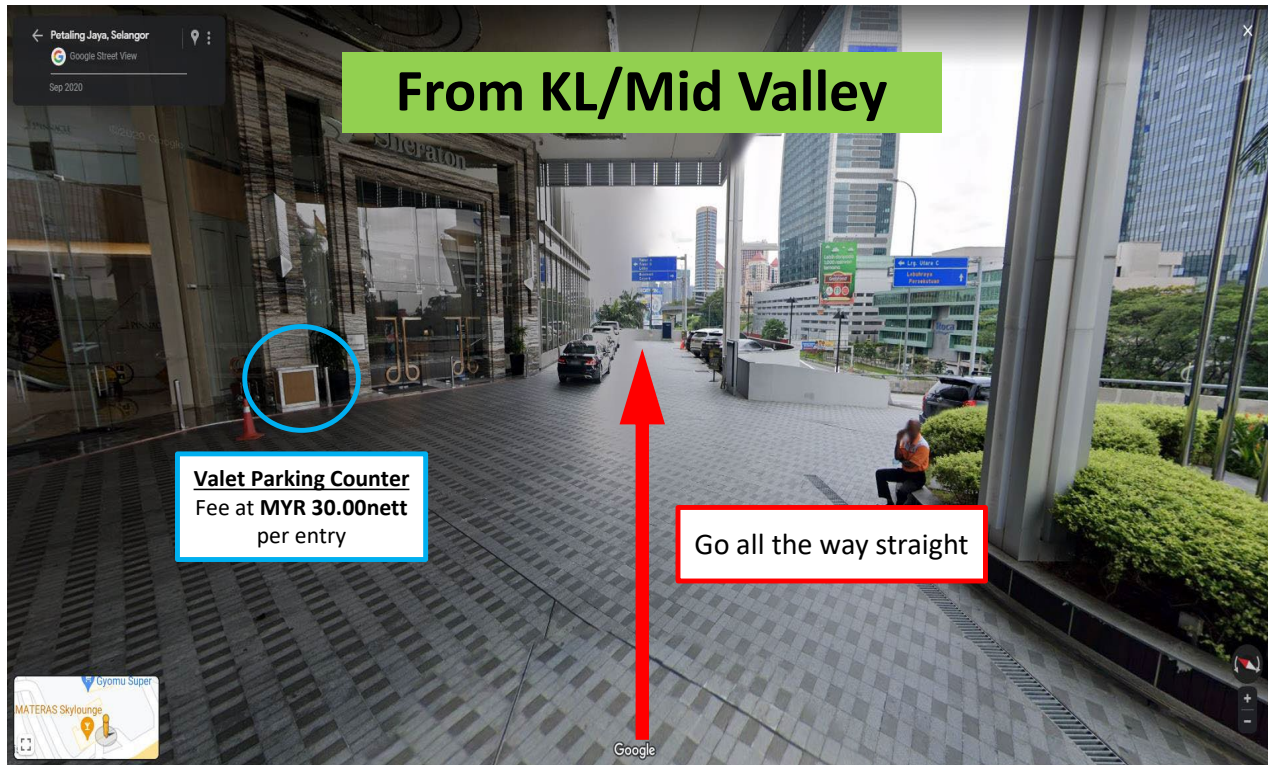
MAP DIRECTION TO HOTEL PARKING ENTRANCE



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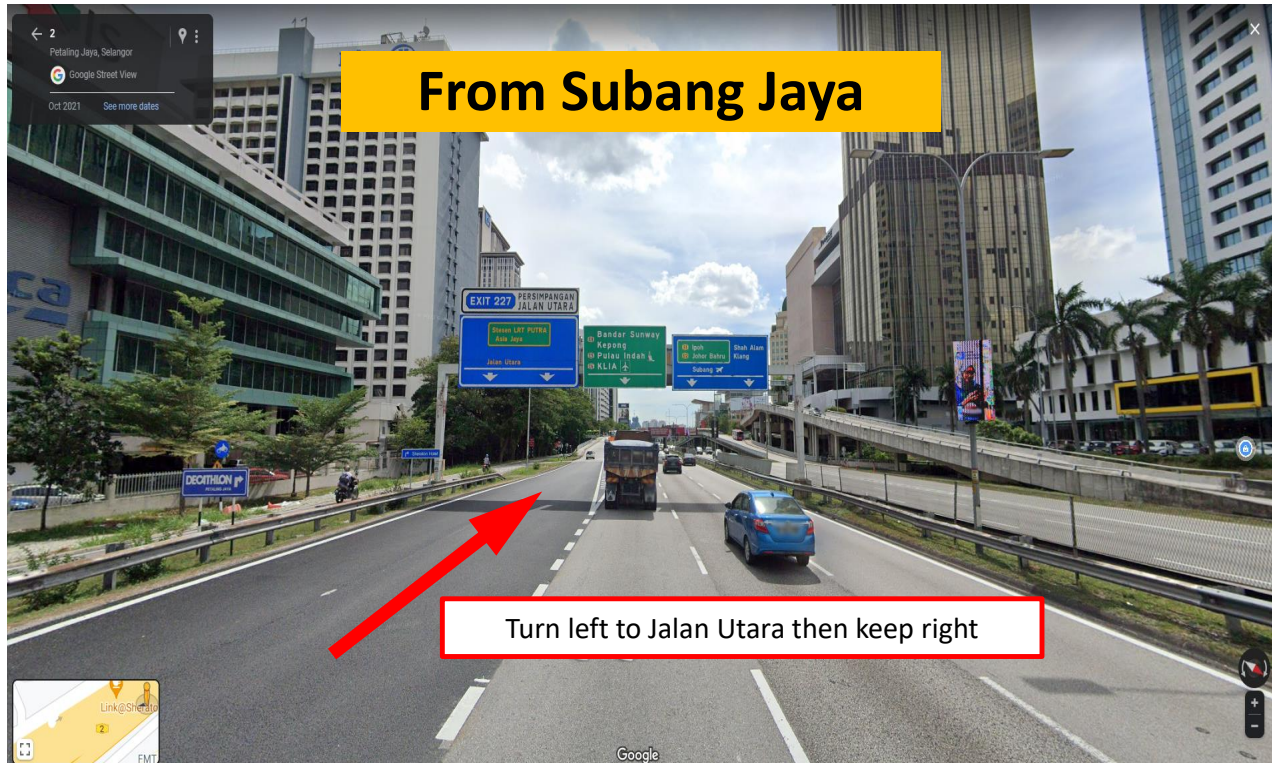
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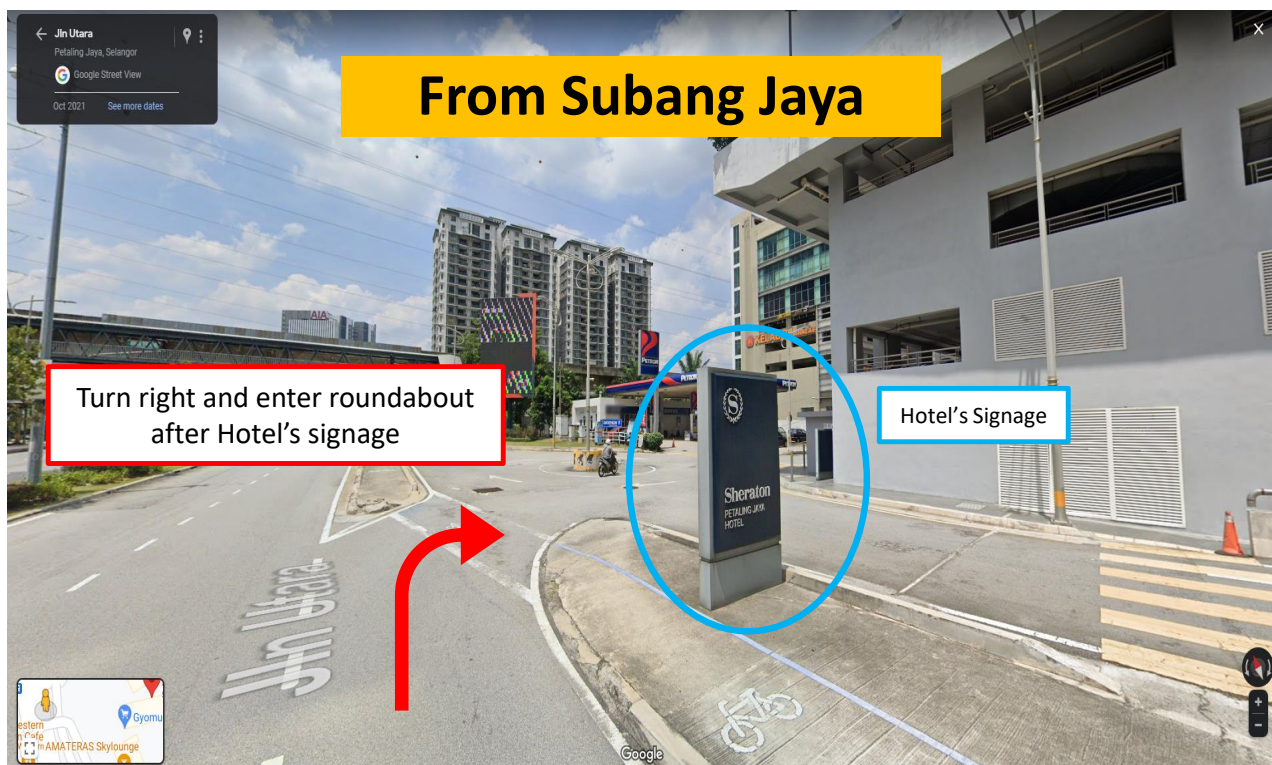
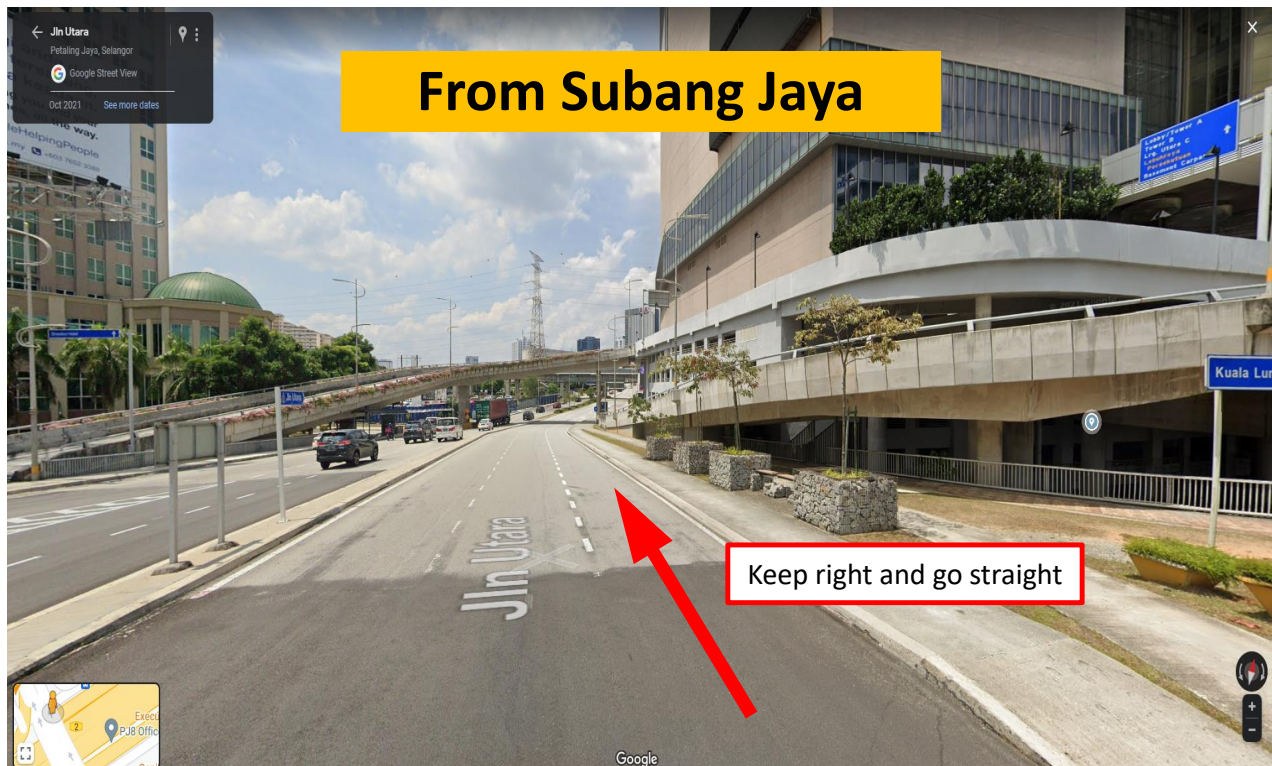
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