

## ADMINISTRATIVE GUIDE

### 51<sup>ST</sup> ANNUAL GENERAL MEETING (“AGM”) OF STAR MEDIA GROUP BERHAD (“THE COMPANY”)

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<b>Date</b>	<b>:</b>	<b>Monday, 22 May 2023</b>
<b>Time</b>	<b>:</b>	<b>10.00 a.m.</b>
<b>Broadcast Venue</b>	<b>:</b>	<b>Cyberhub, Level 2, Menara Star, 15, Jalan 16/11, 46350 Petaling Jaya, Selangor Darul Ehsan, Malaysia</b>

#### CONDUCT OF AGM – VIRTUAL MEETING

1. The 51<sup>st</sup> AGM of the Company will be conducted through **live streaming and online remote voting** via **Remote Participation and Voting (“RPV”)** facilities which are available on Tricor Investor & Issuing House Services Sdn. Bhd.’s (“Tricor”) TIIH Online website at <https://tiah.online>.
2. The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the meeting to be present at the main venue of the meeting. **No shareholders or proxy(ies) from the public will be physically present at the Broadcast Venue on the day of the meeting.**

#### RPV FACILITIES

1. All members including individual members, corporate shareholders, authorised nominees and exempt authorised nominees shall use the RPV facilities to participate (including to pose questions in the form of real time submission of typed texts) and vote (collectively referred to as “participate”) remotely at the AGM using RPV facilities.
2. Please read and follow the guidelines as set out in **Appendix I** on “Procedures to Remote Participation and Voting via RPV Facilities” to engage in the remote participation and voting at the AGM using the RPV facilities.

#### ENTITLEMENT TO PARTICIPATE AND VOTE

1. Only members whose names appear on the Record of Depositors as at **15 May 2023** shall be eligible to participate and vote at the 51<sup>st</sup> AGM via RPV or appoint proxy(ies) to participate on his/her behalf.

## LODGE MENT OF PROXY FORM

1. The Proxy Forms and/or documents relating to the appointment of proxy(ies)/corporate representative(ies)/attorney(s) for the 51<sup>st</sup> AGM may be made in hard copy form or by electronic form, which must be deposited or submitted **not later than Saturday, 20 May 2023 at 10.00 a.m.**

(a) In hard copy

By hand or post to Tricor Investor & Issuing House Services Sdn Bhd at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia; or

(b) By electronic form

The Proxy Form can be electronically lodged via Tricor's TIH Online website at <https://tiah.online>. Please refer to the steps provided in **Appendix II** on "Procedures for Electronic Lodgement of Proxy Form".

2. In view that the 51<sup>st</sup> AGM will be conducted on a virtual basis, a shareholder can appoint the Chairman of the meeting as his/her proxy and indicate the voting instruction in the Proxy Form.

## REVOCATION OF PROXY(IES)

1. If a shareholder has submitted a Proxy Form but subsequently wishes to revoke his/her/its proxy(ies) must contact the persons stated under "ENQUIRY" section below **not later than Saturday, 20 May 2023 at 10.00 a.m.**
2. Shareholder who wishes to participate at the 51<sup>st</sup> AGM himself/herself is advised not to submit any Proxy Form. You will not be allowed to participate in the 51<sup>st</sup> AGM together with a proxy appointed by you.

## VOTING PROCEDURES

1. The voting will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad.
2. The Company has appointed Tricor as the poll administrator to conduct the poll electronically and Coopers Professional Scrutineers Sdn Bhd as the Independent Scrutineer to verify the poll results.
3. During the AGM, the Company will play a pre-recorded video on the remote voting by Tricor to show the steps on how to cast your votes remotely using the RPV facilities.
4. For the purpose of this AGM, the RPV will be carried out using personal smart mobile phones, tablets, personal computers or laptops.
5. Shareholders can proceed to vote on the resolutions before the end of the voting session which will be announced by the Chairman of the meeting and submit your votes at any time from the commencement of the 51<sup>st</sup> AGM at 10.00 a.m.

6. The Scrutineers will verify the poll results reports upon closing of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether the resolutions put to vote were successfully carried or not.

## SUBMISSION OF QUESTIONS

1. The Company welcomes questions and views from the shareholders on the AGM resolutions and Annual Report 2022 to be raised at the 51<sup>st</sup> AGM. Shareholders may submit questions before or at the meeting:

- (a) Prior to the meeting

In order to enhance the efficiency of the proceedings of the 51<sup>st</sup> AGM, shareholders may in advance, before the meeting, submit questions to the Board and Management via Tricor's TIH Online website at <https://tiah.online> by selecting "e-Services" to login and pose your questions and submit it electronically. Alternatively, you may also send your questions by email to [investor-relations@thestar.com.my](mailto:investor-relations@thestar.com.my) or [cosec@thestar.com.my](mailto:cosec@thestar.com.my) **no later than Wednesday, 17 May 2023 at 10 a.m.**

- (b) During the meeting

Shareholders/proxies may use the Query Box facility to ask questions (in the form of typed text) during the AGM.

The Directors and Management will endeavour to provide responses to the queries during the virtual AGM session.

## NO RECORDING OR PHOTOGRAPHY

1. STRICTLY NO recording or photography of the 51<sup>st</sup> AGM proceeding is allowed.

## NO DISTRIBUTION OF DOOR GIFT OR VOUCHER

1. There will be **NO** distribution of door gift/voucher to shareholders and proxies who participate at this virtual AGM.

## REQUEST FOR PRINTED COPY OF THE ANNUAL REPORT 2022

1. The Annual Report 2022 is available on the Company's website at <https://www.starmediagroup.my/investors-relations/annual-general-meeting/> and Bursa Malaysia's website at [www.bursamalaysia.com](http://www.bursamalaysia.com) under "Company Announcements".
2. Shareholder may request for a printed copy of the Annual Report 2022 at <https://tiah.online> by selecting "**Request for Annual Report**" under the "**Investor Services**".
3. Alternatively, shareholder may also make the request through telephone or email to the following persons from the Share Registrar, Tricor. The Share Registrar will send the Annual Report by ordinary post as soon as reasonably practicable after the receipt of the request.
4. Kindly consider the environment before you decide to request for the printed copy of the Annual Report. The environmental concerns like global warming, deforestation, climate change and many more affect every human, animal and nation on this planet.

## ENQUIRY

If you have any enquiries prior to the AGM or if you wish to request for technical assistance to participate in the fully virtual meeting, please contact the following persons from Tricor during office hours, from Monday to Friday from 8.30 a.m. to 5.30 p.m. (except on public holidays):

Telephone number :	General line	+603 2783 9299 (is.enquiry@my.tricorglobal.com)
and email	Mr Lim Jia Jin	+603 2783 9246 (jia.jin.lim@my.tricorglobal.com)
	Ms Siti Zalina Osmin	+603 2783 9247 (siti.zalina@my.tricorglobal.com)
	Ms Lim Lay Kiow	+603 2783 9232 (lay.kiow.lim@my.tricorglobal.com)

Fax number	:	General	+603 2783 9222
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**PROCEDURES FOR REMOTE PARTICIPATION AND VOTING (RPV)**

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 51<sup>st</sup> AGM of the Company using the RPV facilities.

	Procedure	Action
<b>BEFORE THE DAY OF THE 51<sup>st</sup> AGM</b>		
a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”, select “Sign Up” and select “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance.</li> <li>Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li> <li><b>If you are already a user with TIIH Online, you are NOT required to register again.</b> You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.</li> </ul>
b)	Submit your request to attend the 51 <sup>st</sup> AGM remotely	<ul style="list-style-type: none"> <li>Registration is open from the date of the Notice of 51<sup>st</sup> AGM on <b>Friday, 21 April 2023</b> until the day of the 51<sup>st</sup> AGM on <b>Monday, 22 May 2023</b>.</li> <li>Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to <b>pre-register</b> their attendance for the 51<sup>st</sup> AGM to ascertain their eligibility to participate in the 51<sup>st</sup> AGM using the RPV.</li> <li>Login with your user ID (e-mail address) and password and select the corporate event: “<b>(REGISTRATION) STAR 51<sup>st</sup> AGM</b>”.</li> <li>Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>Select “<b>Register for Remote Participation and Voting</b>”.</li> <li>Review your registration and proceed to register.</li> <li>TIIH system will send an <b>e-mail to notify</b> that your registration for remote participation is received and will be verified.</li> <li>After verification of your registration against the General Meeting ROD as at 15 May 2023, TIIH system will send you an e-mail after 19 May 2023 to approve or reject your registration for remote participation. In the event your registration is not approved, you will also be notified via email.</li> </ul> <p><i>Notes: Please allow sufficient time required for approval of new user of TIIH Online and registration for the RPV.</i></p>

## PROCEDURES FOR REMOTE PARTICIPATION AND VOTING (RPV) (cont'd)

	Procedure	Action
<b>ON THE 51<sup>st</sup> AGM DAY (22 MAY 2023)</b>		
c)	Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID (e-mail address) and password for remote participation at the 51<sup>st</sup> AGM at any time from <b>9.00 a.m.</b> i.e. one (1) hour before the commencement of meeting at <b>10.00 a.m. on Monday, 22 May 2023.</b></li> </ul>
d)	Participate through live streaming	<ul style="list-style-type: none"> <li>Select the corporate event: <b>“(LIVE STREAMING MEETING) STAR 51<sup>st</sup> AGM”</b> to engage in the proceedings of the 51<sup>st</sup> AGM remotely.</li> <li>If you have any question for the Board/Management, you may use the <b>Query Box</b> to transmit your question. The Board/Management will endeavour to respond to relevant questions submitted by remote participants during the 51<sup>st</sup> AGM. If there is time constraint, the responses will be emailed to you after the meeting.</li> </ul>
e)	Online remote voting	<ul style="list-style-type: none"> <li>Voting session commences from <b>10.00 a.m. Monday, 22 May 2023</b> until a time when the Chairman announces the end of the said voting session.</li> <li>Select the corporate event: <b>“(REMOTE VOTING) STAR 51<sup>st</sup> AGM”</b> or if you are on the live stream meeting page, you can select <b>“GO TO REMOTE VOTING PAGE”</b> button below the Query Box.</li> <li>Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>Select the CDS account that represents your shareholdings.</li> <li>Indicate your votes for the resolutions that are tabled for voting.</li> <li>Confirm and submit your votes.</li> </ul>
f)	End of remote participation	Upon the announcement by the Chairman on the conclusion of the 51 <sup>st</sup> AGM, the live streaming will end.

**Notes to users of the RPV facilities:**

- i) Should your registration for RPV be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
- ii) The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
- iii) In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting, kindly contact **Tricor Help Line** at 011-4080 5616/ 011-4080 3168/ 011-4080 3169/ 011-4080 3170 or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

**PROCEDURES FOR ELECTRONIC LODGEMENT OF PROXY FORM**

Procedure	Action
<b>Steps for individual shareholders</b>	
Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>▪ Please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>▪ <b>If you are already a user with TIIH Online, you are NOT required to register again.</b></li> </ul>
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>▪ After the release of the Notice of AGM by the Company, login with your username (email address) and password.</li> <li>▪ Select the corporate event: <b>STAR 51<sup>st</sup> AGM - “Submission of Proxy Form”</b>.</li> <li>▪ Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>▪ Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>▪ Appoint your proxy(ies) and insert the required details of your proxy(ies) or you may also appoint the Chairman of the meeting as your proxy.</li> <li>▪ Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.</li> <li>▪ Review and confirm your proxy(s) appointment.</li> <li>▪ Print the Proxy Form for your record.</li> </ul>
<b>Steps for corporation or institutional shareholders</b>	
Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>▪ Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>▪ Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects the “<b>Sign-Up</b>” button followed by “<b>Create Account by Representative of Corporate Holder</b>”.</li> <li>▪ Complete the registration form and upload the required documents.</li> <li>▪ Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>▪ Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p><b>Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.</b></p>

PROCEDURES FOR ELECTRONIC LODGEMENT OF PROXY FORM *(cont'd)*

Procedure	Action
<b>Steps for corporation or institutional shareholders</b>	
Prepare proxy appointment	<ul style="list-style-type: none"> <li>▪ Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>▪ Select the corporate event name: <b>"STAR 51<sup>st</sup> AGM - "Submission of Proxy Form"</b>.</li> <li>▪ Read and agree to the Terms and Conditions and Declaration.</li> <li>▪ Proceed to download the file format for <b>"Submission of Proxy Form"</b> in accordance with the Guidance Note set therein.</li> <li>▪ Prepare the file for the appointment of proxies by inserting the required data.</li> </ul>
Proceed with Proxy Form submission	<ul style="list-style-type: none"> <li>▪ Login to TIIH Online, select corporate event name: <b>"STAR 51<sup>st</sup> AGM - "Submission of Proxy Form"</b>.</li> <li>▪ Proceed to upload the duly completed proxy appointment file.</li> <li>▪ Select <b>"Submit"</b> to complete your submission.</li> <li>▪ Print the confirmation report of your submission for your record.</li> </ul>