

ADMINISTRATIVE GUIDE

EXTRAORDINARY GENERAL MEETING (“EGM”) OF STAR MEDIA GROUP BERHAD (“THE COMPANY”)

Date	: Wednesday, 31 May 2023
Time	: 10.00 a.m.
Broadcast Venue	: Cyberhub, Level 2, Menara Star, 15, Jalan 16/11, 46350 Petaling Jaya, Selangor Darul Ehsan, Malaysia

CONDUCT OF EGM – VIRTUAL MEETING

1. The EGM 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://tiih.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 EGM 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 EGM using the RPV facilities.

ENTITLEMENT TO PARTICIPATE AND VOTE

1. Only members whose names appear on the Record of Depositors as at **24 May 2023** shall be eligible to participate and vote at the EGM via RPV or appoint proxy(ies) to participate on his/her behalf.

LODGEMENT OF PROXY FORM

1. The Proxy Forms and/or documents relating to the appointment of proxy(ies)/corporate representative(ies)/attorney(s) for the EGM may be made in hard copy form or by electronic form, which must be deposited or submitted **not later than Monday, 29 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 EGM 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 Monday, 29 May 2023 at 10.00 a.m.**
2. Shareholder who wishes to participate at the EGM himself/herself is advised not to submit any Proxy Form. You will not be allowed to participate in the EGM 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 meeting, 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 the meeting, the RPV will be carried out using personal smart mobile phones, tablets, personal computers or laptops.

5. Shareholders can proceed to vote on the resolution 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 EGM.
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 resolution put to vote was successfully carried or not.

SUBMISSION OF QUESTIONS

Members may submit their questions prior to the EGM via TIIH Online website at <https://tiih.online> by selecting “e-Services” to login, pose questions and submit them electronically. Alternatively, members may also send their questions by email to investor-relations@thestar.com.my or cosec@thestar.com.my **no later than Monday, 29 May 2023 at 10.00 a.m.**

Shareholders/proxies may also use the Query Box via RPV to ask questions (in the form of typed text) during the EGM. The Board will endeavour to answer the questions received at the EGM.

NO RECORDING OR PHOTOGRAPHY

1. STRICTLY NO unauthorised recording or photography of the proceedings of the EGM 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 the EGM since the meeting is being conducted virtually. We would like to thank our members for your kind co-operation and understanding.

CIRCULAR TO SHAREHOLDERS

1. The Company’s Circular is available at the Company’s website at <https://bit.ly/smgeqm2023>.
2. You may also request for a printed copy of the Circular through <https://tiih.online> by selecting “Request for Circular” under the “Investor Services” Nevertheless, we hope that you would consider the environment before you decide to request for the printed copy.

ENQUIRY

If you have any enquiries on the above, 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 : and email	General line	+603 2783 9299 (is.enquiry@my.tricorglobal.com)
	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

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 EGM of the Company using the RPV facilities.

	Procedure	Action
BEFORE THE DAY OF THE EGM		
a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> Access the website at https://tiih.online. 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. Registration as a user will be approved within one (1) working day and you will be notified via e-mail. If you are already a user with TIIH Online, you are NOT required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.
b)	Submit your request to attend the EGM remotely	<ul style="list-style-type: none"> Registration is open from the date of the Notice of EGM on Tuesday, 16 May 2023 until the day of the EGM on Wednesday, 31 May 2023. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the EGM to ascertain their eligibility to participate in the EGM using the RPV. Login with your user ID (e-mail address) and password and select the corporate event: “(REGISTRATION) STAR EGM 2023”. Read and agree to the Terms and Conditions and confirm the Declaration. Select “Register for Remote Participation and Voting”. Review your registration and proceed to register. TIIH system will send an e-mail to notify that your registration for remote participation is received and will be verified. After verification of your registration against the General Meeting ROD as at 24 May 2023, TIIH system will send you an e-mail after 29 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. <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
ON THE EGM DAY (31 MAY 2023)		
c)	Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID (e-mail address) and password for remote participation at the EGM at any time from 9.00 a.m. i.e. one (1) hour before the commencement of meeting at 10.00 a.m. on Wednesday, 31 May 2023.
d)	Participate through live streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAMING MEETING) STAR EGM 2023” to engage in the proceedings of the EGM remotely. If you have any question for the Board/Management, you may use the Query Box to transmit your question. The Board/Management will endeavour to respond to relevant questions submitted by remote participants during the EGM. If there is time constraint, the responses will be emailed to you after the meeting.
e)	Online remote voting	<ul style="list-style-type: none"> Voting session commences from 10.00 a.m. Wednesday, 31 May 2023 until a time when the Chairman announces the end of the said voting session. Select the corporate event: “(REMOTE VOTING) STAR EGM 2023” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box. Read and agree to the Terms and Conditions and confirm the Declaration. Select the CDS account that represents your shareholdings. Indicate your votes for the resolutions that are tabled for voting. Confirm and submit your votes.
f)	End of remote participation	Upon the announcement by the Chairman on the conclusion of the EGM, the live streaming will end.

Notes to users of the RPV facilities:

- 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.
- 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.
- 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 for assistance.

PROCEDURES FOR ELECTRONIC LODGEMENT OF PROXY FORM

Procedure	Action
Steps for individual shareholders	
Register as a user with TIIH Online	<ul style="list-style-type: none"> Please access the website at https://tiih.online. Register as a user under the “e-Services”. Please refer to the tutorial guide posted on the homepage for assistance. If you are already a user with TIIH Online, you are NOT required to register again.
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> After the release of the Notice of EGM by the Company, login with your username (email address) and password. Select the corporate event: STAR EGM 2023 - “Submission of Proxy Form”. Read and agree to the Terms and Conditions and confirm the Declaration. Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf. 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. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes. Review and confirm your proxy(s) appointment. Print the Proxy Form for your record.
Steps for corporation or institutional shareholders	
Register as a user with TIIH Online	<ul style="list-style-type: none"> Access TIIH Online at https://tiih.online. Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects the “Sign-Up” button followed by “Create Account by Representative of Corporate Holder”. Complete the registration form and upload the required documents. Registration will be verified, and you will be notified by email within one (1) to two (2) working days. Proceed to activate your account with the temporary password given in the email and re-set your own password. <p>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.</p>

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

Procedure	Action
Steps for corporation or institutional shareholders	
Prepare proxy appointment	<ul style="list-style-type: none"> ▪ Login to TIIH Online at https://tiih.online. ▪ Select the corporate event name: "STAR EGM 2023 - "Submission of Proxy Form". ▪ Read and agree to the Terms and Conditions and Declaration. ▪ Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein. ▪ Prepare the file for the appointment of proxies by inserting the required data.
Proceed with Proxy Form submission	<ul style="list-style-type: none"> ▪ Login to TIIH Online, select corporate event name: "STAR EGM 2023 - "Submission of Proxy Form". ▪ Proceed to upload the duly completed proxy appointment file. ▪ Select "Submit" to complete your submission. ▪ Print the confirmation report of your submission for your record.