



ADVANCE INFORMATION MARKETING BERHAD
[Registration No. 200401006266 (644769-D)]
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE EXTRAORDINARY GENERAL MEETING (“EGM”)

Day, Date & Time : Thursday, 3 April 2025 at 11:00 a.m.

Venue : **(a) Main Venue**
Lot 4.1, 4th Floor, Menara Lien Hoe, No. 8, Persiaran Tropicana, Tropicana Golf & Country Resort, 47410 Petaling Jaya, Selangor Darul Ehsan

(b) Online Meeting Platform
Virtual basis through live streaming and online remote participation and voting facilities operated by InsHub Sdn. Bhd. via <https://rebrand.ly/AIM-EGM>

1. MODE OF MEETING

The EGM will be conducted on a hybrid mode will be conducted on a hybrid mode in accordance with the revised ‘Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers’ issued by the Securities Commission Malaysia (“SC”) on 7 April 2022.

Shareholders shall have the option to attend the hybrid EGM either physically at the Main Venue (“Physical Attendance”) or virtually via Online Meeting Platform (“Virtual Attendance”).

2. REGISTRATION FOR PHYSICAL ATTENDANCE AT THE EGM

- (a) Registration will commence at 10:00 a.m. (or if earlier as may be determined by the Company) and will end at a time as directed by the Chairman of the Meeting.
- (b) Kindly present your original MyKad or passport (for Non-Malaysian) to the registration personnel at the registration counter for verification.
- (c) Upon verification, you are required to sign the Attendance List and will be given a wristband for entry to the meeting venue. There will be no replacement of wristband in the event you lose or misplace the wristband.
- (d) Registration on behalf of another person even with his/her original MyKad or passport is strictly **NOT ALLOWED**.
- (e) If you are attending the EGM as shareholder as well as proxy, you will be registered once and will only be given one wristband.

3. SHAREHOLDERS’ PARTICIPATION AT THE EGM VIA RPV FACILITIES


Shareholders are to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, “participate”) remotely at the EGM using the RPV facilities via <https://rebrand.ly/AIM-EGM>.

A shareholder who has appointed a proxy or attorney or authorised representative to participate at this EGM via RPV facilities must request his/her proxy or attorney or authorised representative to register himself/herself for RPV at <https://rebrand.ly/AIM-EGM>.

You may also consider appointing the Chairman of the Meeting as your proxy to attend and vote on your behalf at the EGM.

4. PROCEDURES FOR RPV FACILITIES

Shareholder(s), proxy(ies) and corporate representative(s) who wish to participate and vote remotely at the EGM via RPV Facilities will need to follow the requirements and procedures as summarised below :

Procedure	Action
BEFORE THE EGM	
<p>(a) Register as participant for the EGM</p> <div style="text-align: center; margin: 10px 0;">  </div>	<ul style="list-style-type: none"> The online registration will open on 12 March 2025 at 5:00 p.m. until the day of the EGM on Thursday, 3 April 2025. Using your computer, access the registration website at https://rebrand.ly/AIM-EGM. If you are using mobile devices, you can also scan the QR code provided on the left to access the registration website. Click Register and fill in all the required information to complete the registration. Read and agree to the Terms & Conditions and confirm the Declaration. Please ensure all information given is accurate before proceed to submit your registration. Failure to do so will result in your registration being rejected. Upon submission of your registration, you will receive an email notifying you that your registration has been received and is pending verification. After verification of your registration with the General Meeting Record of Depositors of the Company as at 24 March 2025, the system will send you an email to notify you if your registration is approved or rejected after 25 March 2025. If your registration is rejected, you can contact the Company's Poll Administrator for clarifications or to appeal. The event is powered by Cisco Webex. You are recommended to download and install Cisco Webex Meetings (available for PC, Mac, Android and iOS). Refer to the tutorial guide posted on the same page for assistance.
ON THE DAY OF THE EGM	
(a) Attending EGM	<ul style="list-style-type: none"> Two reminder emails will be sent to your inbox. First email will be sent one day before the EGM, while the second email will be sent 1 hour before the commencement of the EGM session. Click Join Webinar in the reminder email to participate the RPV.
(b) Participate with live video	<ul style="list-style-type: none"> You will be given a short brief about the system. Your microphone is muted throughout the whole session. If you have any questions for the Chairman/ Board, you may use the Q&A panel to send in your questions. The Chairman/ Board will try to respond to relevant questions if time permits. All relevant questions will be collected throughout the session and replied later through your registered email. The whole session will be recorded. Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internal connection at your location.
(c) Online Remote Voting	<ul style="list-style-type: none"> The Chairman will announce the commencement of the voting session and the duration allowed at the EGM. The list of resolutions for voting will appear at the right-hand side of your computer screen under the "Slido" panel. You are required to fill in your full MyKad or passport number and indicate your votes for the resolutions within the given stipulated time frame. Click on the Submit button once you have review and confirm your casted votes. Votes cannot be changed once it is submitted. Note that your vote will be deemed invalid if the MyKad or passport number is incorrect.
(d) End of RPV facility	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the closure of the EGM, the live streaming will end.

5. ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY

Only members whose names appear on the Record of Depositors as at 24 March 2025 shall be eligible to participate in the EGM or appoint proxy(ies) or corporate representative(s) or attorney(s) and/or the Chairman of the Meeting to participate and vote on his/her behalf.

The hard copy of the proxy forms and/or documents relating to the appointment of proxy(ies) or corporate representative(s) or attorney(s) for the EGM shall be deposited by hand or post with the share registrar's office at A3-3-8, Solaris Dutamas, No. 1, Jalan Dutamas 1, 50480 Kuala Lumpur, Wilayah Persekutuan not later than **Tuesday, 1 April 2025 at 11:00 a.m.**

All members are strongly encouraged to participate and vote remotely at the EGM using the RPV facilities. The procedures and requisite documents to be submitted by the respective members to facilitate remote participation and voting are summarised below:-

(I) For Individual Members

If an individual member is unable to participate the EGM, he/she is encouraged to appoint proxy(ies) or the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

(II) For Corporate Members

Corporate members [through the appointment of Corporate Representative(s) or proxy(ies)] who wish to participate and vote remotely at the EGM must contact the share registrar with the details set out below for assistance and is required to deposit the following documents to the share registrar's office at A3-3-8, Solaris Dutamas, No. 1, Jalan Dutamas 1, 50480 Kuala Lumpur, Wilayah Persekutuan not later than **Tuesday, 1 April 2025 at 11:00 a.m.**

- (a) Certificate of appointment of its Corporate Representative or Proxy Form under the seal of the corporation;
- (b) Copy of the Corporate Representative's or proxy's MyKad (front and back)/Passport; and
- (c) Corporate Representative's or proxy's email address and mobile phone number.

If a corporate member [through the appointment of Corporate Representative(s) or proxy(ies)] is unable to participate the EGM, the corporate member is encouraged to appoint the Chairman of the Meeting as its proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

(III) For Institutional Members

The beneficiaries of the shares under a Nominee Company's CDS account ("Institutional member(s)") who wish to participate and vote remotely at the EGM may request its Nominee Company to appoint him/her as a proxy to participate and vote remotely at the EGM. The Nominee Company must then contact the share registrar with the details set out below for assistance and is required to deposit the following documents to the share registrar's office at A3-3-8, Solaris Dutamas, No. 1, Jalan Dutamas 1, 50480 Kuala Lumpur, Wilayah Persekutuan not later than **Tuesday, 1 April 2025 at 11:00 a.m.**

- (a) Proxy Form under the seal of the Nominee Company;
- (b) Copy of the proxy's MyKad (front and back)/Passport; and
- (c) Proxy's email address and mobile phone number.

If an institutional member is unable to participate the EGM, the institutional member is encouraged to appoint the Chairman of the Meeting as its proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

6. REVOCATION OF PROXY

Please note that if a Shareholder has submitted his/her Proxy Form prior to the EGM and subsequently decides to personally participate in the EGM via RPV facilities, the Shareholder must contact the share registrar to revoke the appointment of his/her proxy no later than **Tuesday, 1 April 2025 at 11:00 a.m.**

7. VOTING AT MEETING

The voting at the EGM will be conducted on a poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad (“Bursa Malaysia”). The Company has appointed Workshire Share Registration Sdn. Bhd. as the Poll Administrator and Symphony Corporate Services Sdn. Bhd. as Independent Scrutineers.

Shareholder(s)/proxy(ies)/corporate representative(s) 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 voting session announced by the Chairman of the Meeting. Kindly refer to the “**Procedures for RPV**” provided above for guidance on how to vote remotely and/or physically via the RPV facilities.

All Shareholder(s)/proxy(ies)/corporate representative(s) attending the EGM physically are advised to bring their **own personal device** in order to vote via QR code which will be shown at the meeting venue.

The Scrutineers will verify and announce the poll results followed by the Chairman’s declaration whether the resolution tabled for voting is duly passed or otherwise.

8. RESULTS OF THE VOTING

The resolution proposed at the EGM and the results of the voting for the same will be announced at the EGM and subsequently via an announcement made by the Company through Bursa Malaysia at www.bursamalaysia.com.

9. NO RECORDING OR PHOTOGRAPHY

By participating at the EGM, you agree that no part of the EGM proceedings may be recorded, photographed, stored in any retrieval systems, reproduced, transmitted or uploaded in any form, platform or social media or by any means whether it is mechanical, electronical, photocopying, recording or otherwise without the prior written consent of the Company. The Company reserves the rights to take appropriate legal actions against anyone who violates this rule.

10. NO DOOR GIFTS OR VOUCHERS

There will be NO distribution of door gifts or vouchers.

11. OTHER INFORMATION FOR PHYSICAL ATTENDANCE AT THE EGM

- (a) Parking bays are available at Menara Lien Hoe. Kindly use Touch ‘n Go card, debit card or credit card to enter the parking bay as it is a cashless payment system.
- (b) All attendees are required to register with the security personnel at the lobby of the building before they access to the meeting venue.
- (c) Although the wearing of face mask in an enclosed area is now optional, attendees are encouraged to wear the face mask throughout the meeting session.

12. ENQUIRY

If you have any enquiries on the above, please contact the following designated persons during office hours on Mondays to Fridays from 9:00 a.m. to 5:30 p.m. (except on public holidays):-

(i) **For registration, logging in, connection to live stream meeting or online voting:**

InsHub Sdn. Bhd.

Name : Ms. Eris/ Mr. Calvin
Contact No. : 03-7688 1013
Email : vgm@mlabs.com

(ii) **For Proxy Form and other matters:**

Workshire Share Registration Sdn. Bhd.

Name : Mr. Vemalan a/l Naraynan/ Mr. Tee Yee Loon
Contact No. : 03-6413 3271/ 012-595 5253
Email : infosr@wscs.com.my