



## **BINASAT COMMUNICATIONS BERHAD**

*Registration No. 201701008491 (1222656-D)*

*(Incorporated in Malaysia)*

### **ADMINISTRATIVE GUIDE FOR THE EXTRAORDINARY GENERAL MEETING (EGM)**

**Date** : Friday, 24 September 2021

**Time** : 11.00 a.m.

**Remote Participation and Electronic Voting ("RPEV") Facilities / Online Meeting Platform** : <https://agm.omesti.com>

**Meeting Venue** : Online Meeting Platform at <https://agm.omesti.com> provided by Red Ape Solutions Sdn Bhd in Malaysia

#### **FULLY VIRTUAL MEETING**

As part of the safety measure to curb the spread of COVID-19 and for the well-being of the shareholders of Binasat Communications Berhad ("**Binasat**" or the "**Company**"), the EGM of the Company will be conducted on a fully virtual basis via live streaming and online remote voting using Remote Participation and Electronic Voting ("**RPEV**") facilities provided by Red Ape Solutions Sdn Bhd at its online meeting platform ("**Portal**") at <https://agm.omesti.com>.

This is in line with the Guidance Note and Frequently Asked Questions on the Conduct of General Meetings for Listed Issuers revised by the Securities Commission Malaysia on 16 July 2021 ("**Revised Guidance Note and FAQs**"), whereby listed issuers are only allowed to conduct fully virtual meetings during the implementation of Phase 1 of the National Recovery Plan. A fully virtual meeting is conducted online where all meeting participants including the Chairman of the meeting, board members, senior management and shareholders shall participate in the meeting online.

According to the Revised Guidance Note and FAQs, an online meeting platform can be recognised as the meeting venue or place under Section 327(2) of the Companies Act 2016 provided that the online meeting platform is located in Malaysia.

We strongly encourage you to participate in the fully virtual EGM via the virtual meeting facilities provided to exercise your right as a member of the Company to participate (including to pose questions to the Board of Directors and/or management of the Company) and vote at the EGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the EGM.

Please note that the quality of the live webcast and online remote voting throughout the EGM is dependent on your internet bandwidth and the stability of your internet connection.

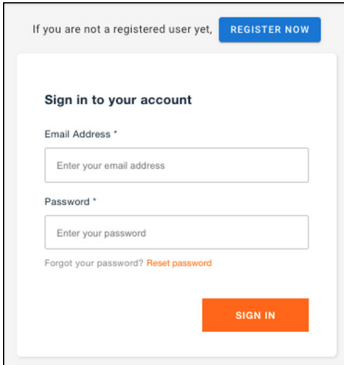
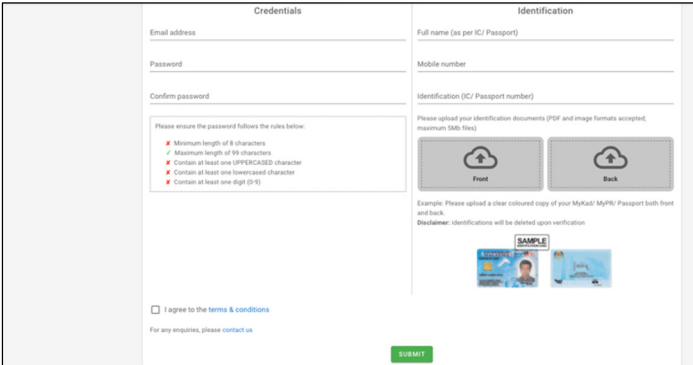

#### **ENTITLEMENT TO PARTICIPATE AND VOTE REMOTELY**

Only members whose names appear in the Record of Depositors on 13 September 2021 shall be entitled to attend, speak (in the form of real time submission of typed texts) and vote at the EGM or appoint proxy/ proxies to attend and/ or vote on his/ her behalf via RPEV facilities.

**PROCEDURES TO PARTICIPATE IN RPEV**

Shareholders/ proxies/ corporate representatives/ attorneys who wish to participate in the EGM remotely using the RPEV facilities, are to follow the requirement and procedures as summarised below:

**BEFORE EGM DAY****A: REGISTRATION**

Procedures		Action
<b>Before the day of the EGM</b>		
1.	<b>Register as a User</b>	<ul style="list-style-type: none"> <li><b>IMPORTANT:</b> All <b>SHAREHOLDERS AND PROXIES</b> must register as users on the Portal. [NOTE: If you have previously registered as a user on the Portal for an earlier meeting, you may skip this step.]</li> <li>Access the Portal at <a href="https://agm.omesti.com">https://agm.omesti.com</a></li> <li>Click <b>Login</b> followed by <b>Register</b> to sign up as a user.</li> <li>Complete your registration by filling in the information required and upload a softcopy of your MyKAD (front and back) or Passport.</li> <li>Read and agree to the terms &amp; conditions and then click <b>Submit</b>.</li> <li>Your registration will be verified and, once approved, an email will be sent to you. Your email address must be valid in order for you to receive your verification email.</li> </ul>
<div style="display: flex; justify-content: space-around;">   </div>		
2.	<b>Register intent to participate in the EGM</b>	<ul style="list-style-type: none"> <li>You <b>must register</b> your intent to participate in the EGM <b>latest by 11.00 a.m. on Wednesday, 22 September 2021</b>. Registration will be available from 9.00 a.m., <b>Thursday, 9 September 2021</b> onwards.</li> <li>To register your intent to participate, visit the Portal at <a href="https://agm.omesti.com">https://agm.omesti.com</a> and login with your user ID and password.</li> <li>Go to <b>Main Menu</b>, select <b>Virtual Meetings</b>.</li> <li>On the <b>BINASAT COMMUNICATIONS BERHAD EGM</b> row, select <b>Register For Meeting</b>.</li> <li>Fill in your details as required, including your CDS number.</li> <li>After verification of your registration against the General Meeting Record of Depositors dated <b>13 September 2021</b>, you will receive an email confirming your registration for remote participation. The email will contain a link for you to join the EGM.</li> <li>NOTE: You may register your intent to participate in the EGM when you register as a user. Alternatively, you may register your intent to participate in the EGM after your registration as a user is approved.</li> </ul>
		

## ADMINISTRATIVE GUIDE FOR SHAREHOLDERS (CONT'D)

3.	<b>Appoint a Proxy</b>	<ul style="list-style-type: none"> <li>Should you be unable to participate in the EGM, you may appoint a proxy to participate and vote on your behalf.</li> <li>On the <b>BINASAT COMMUNICATIONS BERHAD EGM</b> row, select <b>NominateProxy</b>.</li> <li>Either select <b>Chairman</b> if you choose Chairman to be your proxy or <b>Third Party</b> if you choose other people to be your proxy.</li> <li>Fill in your details as required including your CDS account number and Proxy details.</li> <li>Should you wish to appoint more than one (1) proxy, you will need to key in their details separately (one submission per proxy), as well as the number of shares represented by each proxy.</li> <li><b>Enter your voting instructions</b> for the resolutions (otherwise your proxy will decide your vote) and <b>submit</b>.</li> <li>You may view your proxy form submission under <b>My Records</b>.</li> <li>NOTE: Your appointed proxy must register as a user on the portal [See Step 1] to be able to participate in the EGM on your behalf.</li> </ul>
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BINASAT COMMUNICATIONS BERHAD

BINASAT COMMUNICATIONS BERHAD (EGM)

DATE & TIME

REGISTER FOR MEETING  
NOMINATE PROXY

1 Proxy nomination

Chairman

You can choose chairman to be your proxy

CHOOSE

Third party

You can choose other people to be your proxy

CHOOSE

2 Proxy details

Proxy name  
Jane Smith

Identification  
123456

This IC number is NOT registered as a user. You MAY PROCEED with nomination. However please contact your proxy to ensure they register an account on the Virtual AGM platform ahead of the AGM

Email address  
janesmith@gmail.com

If you provide an email address we will contact your proxy and assist them in creating the account

☐ OR failing whom (add backup proxy)

☐ Nominate chairman as proxy when nominated proxies are unavailable

NEXT

3 CDS details

CDS account number  
123-456-78901234569

Number of shares  
10000

The number of shares represented by this proxy

NEXT

4 Voting instructions

Res 1  
Lorem ipsum dolor sit amet consectetur adipiscing elit, ut consequat fella vehicula class ultricies mollis dictumst, senen non a in donec nulla.

FOR ABSTAIN AGAINST

Res 2  
Phasellus ante pellentesque erat cum risus consequat imperdiet aliquam, integer placerat et turpis mi eros nec lobortis taci, vehicula nisl litora tellus ligula porttitor metus.

FOR ABSTAIN AGAINST

Res 3  
Vivamus integer non suscipit taciti mus etiam at primis tempor sagittis sit, euismod libero facilisi agnet elementum fella blandit.

FOR ABSTAIN AGAINST

Res 4  
Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

FOR ABSTAIN AGAINST

NEXT

5 Summary

Nomination of proxy application to attend the EGM of  
Binaset Communications Berhad that will place at DATE & MALAYSIA TIME

Account number details  
Account number details : 123456789123456

Number of shares represented by this proxy: 10000

Proxy



Name	Identification
Proxy	Jane Smith 123456

Voting instructions

	FOR	ABSTAIN	AGAINST
Res 1	X		
Res 2		X	
Res 3	X		
Res 4	X		

SUBMIT SUBMIT AND ADD ANOTHER PROXY

## ADMINISTRATIVE GUIDE FOR SHAREHOLDERS (CONT'D)

4.	Submit Questions before the EGM	<ul style="list-style-type: none"> <li>Select <b>Virtual Meetings</b> under Main Menu.</li> <li>On the <b>BINASAT COMMUNICATIONS BERHAD EGM</b> row, select <b>Submit Question</b> to post your questions.</li> <li>You may only submit questions after your request to participate in the EGM is approved.</li> </ul>
<b>On the day of the EGM</b>		
5.	Login to the Portal at <a href="https://agm.omesti.com">https://agm.omesti.com</a> and participate in the EGM through Live Streaming	<p><b>EITHER:</b></p> <ul style="list-style-type: none"> <li>Click on the <b>link in your confirmation email</b> at any time <b>within 30 minutes before the start of the EGM</b>. For security purposes, you may be asked for your credentials before entering the Portal.</li> </ul> <p><b>OR:</b></p> <ul style="list-style-type: none"> <li>Login to the Portal with your user ID and password.</li> <li>On <b>BINASAT COMMUNICATIONS BERHAD EGM</b> row, click <b>Join Meeting</b>. You will join the live streaming of the EGM.</li> <li>Please take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.</li> </ul>
 <p>The screenshot shows the EGM portal interface. At the top, there are logos for BINASAT COMMUNICATIONS BERHAD and BINASAT COMMUNICATIONS BERHAD (EGM). Below the logos, there is a status bar with 'Locked for registration' and 'DATE &amp; TIME'. On the right side, there are three buttons: 'JOIN MEETING' (green), 'VOTE' (blue), and 'ASK QUESTION' (light blue). The 'JOIN MEETING' button is circled in red.</p>		
6.	Submit Questions During the EGM	<ul style="list-style-type: none"> <li>To submit question(s) for the Chairman/Board/Management during the EGM, you may use the Submit Question function on the right of the Live video. The Chairman / Board / Management will endeavor to respond during the EGM to all relevant questions submitted</li> </ul>
7.	Online Remote Voting	<ul style="list-style-type: none"> <li>Voting will commence once the Chairman of the EGM declares that the voting platform is activated and will end upon declaration by the Chairman.</li> <li>Select the <b>Voting</b> function next to <b>Join Meeting</b></li> <li><b>Cast your vote</b> on all resolutions as shown on the screen. <b>Click submit.</b> Once submitted, <b>your votes will be final and cannot be changed.</b></li> </ul>
 <p>The screenshot shows the EGM portal interface. At the top, there are logos for BINASAT COMMUNICATIONS BERHAD and BINASAT COMMUNICATIONS BERHAD (EGM). Below the logos, there is a status bar with 'Locked for registration' and 'DATE &amp; TIME'. On the right side, there are three buttons: 'JOIN MEETING' (green), 'VOTE' (blue), and 'ASK QUESTION' (light blue). The 'VOTE' button is circled in red.</p>		
8.	End of RPEV facilities	<ul style="list-style-type: none"> <li>The RPEV facilities will end and the <b>Submit Question</b> function will be disabled as soon as the Chairman of the EGM announces the closure of the EGM.</li> </ul>

## ADMINISTRATIVE GUIDE FOR SHAREHOLDERS (CONT'D)

### **Note to users of the RPEV facilities:**

- (a) Once your application to participate in the EGM is approved, you will be granted the rights to participate in the live stream broadcast of the EGM and to vote remotely. Your login to the Portal on the day of the EGM and clicking “Join Meeting” to join the live stream broadcast will indicate your presence at the EGM.
- (b) If you encounter any issues with your online registration, logging-in or online remote voting at the Portal, please call **+603 9779 1708** during office hours or email to [agm@omesti.com](mailto:agm@omesti.com) for assistance.

### **APPOINTMENT OF PROXY**

- I. The EGM will be conducted on a fully virtual basis. If you are unable to participate in the EGM, you may appoint the Chairman of the EGM as proxy and indicate your voting instructions in the Proxy Form.
- II. You may submit the Proxy Form electronically via the Portal at <https://agm.omesti.com> no later than **Wednesday, 22 September 2021 at 11.00 a.m.**. See Step 3 above, “**Appoint a Proxy**”.

You may also submit the Proxy Form by email to [bsr.helpdesk@boardoomlimited.com](mailto:bsr.helpdesk@boardoomlimited.com) or by fax to 03-7890 4670 or by hand or post to the Share Registrar's office as follows:

**Boardroom Share Registrar Sdn Bhd**  
**Ground Floor or 11<sup>th</sup> Floor**  
**Menara Symphony**  
**No. 5, Jalan Professor Khoo Kay Kim**  
**Seksyen 13, 46200 Petaling Jaya**  
**Selangor Darul Ehsan, Malaysia.**

Your Proxy Form must be submitted **not less than 48 hours before the time appointed for holding the EGM** or any adjournment thereof, otherwise the Proxy Form shall be treated as invalid.

- III. **CORPORATE REPRESENTATIVES/ATTORNEYS:** In order to participate in the EGM via RPEV facilities, the following requirements apply and must be completed **not less than 48 hours before the time appointed for holding the EGM** or any adjournment thereof:

<b>Corporate representatives of corporate shareholders</b>	To deposit their original certificate of appointment of corporate representative at the Share Registrar's office of the Company as above
<b>Attorneys appointed by power of attorney</b>	To deposit their power of attorney at the Share Registrar's office as above

- IV. Any shareholder who has appointed a proxy/ attorney/ authorised representative to participate at the EGM via RPEV facilities **must ensure** that this person(s) **register as a user** at the Portal **latest by Wednesday, 22 September 2021 at 11.00 a.m.**

## ADMINISTRATIVE GUIDE FOR SHAREHOLDERS (CONT'D)

### POLL VOTING

- I. Voting at the EGM will be conducted by poll in accordance with Rule 8.31A(1) of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Red Ape Solutions Sdn Bhd as the Poll Administrator to conduct the poll by way of online remote voting. Quantegic Services Sdn Bhd is appointed as Scrutineers to verify the poll results.
- II. Shareholders/ proxies may proceed to vote on the resolutions online once the Chairman of the EGM declares that the voting platform is activated and will end upon declaration by the Chairman. Please refer to item 7 for voting procedures using the RPEV facilities.
- III. Upon completion of the voting session, the Scrutineers will verify the poll results. The declaration of results will be made by the Chairman of the EGM.

### REVOCATION OF PROXY

If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to participate in the EGM yourself, please email to [bsr.helpdesk@boardoomlimited.com](mailto:bsr.helpdesk@boardoomlimited.com) to revoke the earlier appointed proxy(ies) at least 24 hours before the EGM. On revocation, your proxy(ies) will not be allowed to participate in the EGM. In such event, you should advise your proxy(ies) accordingly.

### NO RECORDING OR PHOTOGRAPHY

No recording or photography of the virtual EGM proceedings is allowed without the prior written permission of the Company.

### DOOR GIFT/E-VOUCHER/FOOD VOUCHER

There will be NO door gift/e-voucher/food voucher for participating at the EGM.

### DIGITAL COPIES OF EGM DOCUMENTS

- I. As part of our commitment to sustainable practices, the following documents of the Company are available for download from the Company's website at <https://www.binacom.com.my/investor-relations/>
  - Circular to Shareholders dated 7 September 2021
  - Notice of EGM
  - Proxy Form
  - Requisition Form
  - Administrative Guide for the EGM
- II. You may request for a printed copy of the Circular to Shareholders dated 7 September 2021 by sending the completed Requisition Form via email [balan@boardoomlimited.com](mailto:balan@boardoomlimited.com).

### ENQUIRIES

If you have any enquiry relating to the EGM, please contact the following persons during office hours (9am to 6pm) on Mondays to Fridays (except public holidays):-

#### (i) Enquiries relating to RPEV facilities

Tel : +603-9779 1708  
Email : [agm@omesti.com](mailto:agm@omesti.com)  
Contact persons : Adela Hertanto / Sandy

### PERSONAL DATA PRIVACY

By registering for the RPEV facilities and/or submitting the instrument appointing proxy(ies) and/ or representative(s), to attend, participate and vote at the EGM and/or any adjournment thereof, a member of the Company (i) consents to the collection, use and disclosure of the member's personal data by the Company (or its agents) for the purpose of processing and administration by the Company (or its agents) of proxies and representatives appointed for the EGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the EGM (including any adjournment thereof), and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/ or guidelines (collectively, the "Purposes"), (ii) warrants that where the member discloses the personal data of the member's proxy(ies) and/ or representative(s) to the Company (or its agents), the member has obtained the prior consent of such proxy(ies) and/ or representative(s) for the collection, use and disclosure by the Company (or its agents) of the personal data of such proxy(ies) and/ or representative(s) for the Purposes, and (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member's breach of warranty.