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THE NEW STRAITS TIMES PRESS (MALAYSIA) BERHAD

Registration No : 196101000449 (4485 H)
(Incorporated in Malaysia)

ADMINISTRATIVE DETAILS FOR THE 50TH ANNUAL GENERAL MEETING (“AGM”)

Meeting Date	:	Friday, 10 June 2022
Time	:	10.00 a.m.
Fully Virtual via Online Meeting Platform	:	https://meeting.boardroomlimited.my (Domain Registration No. with MYNIC - D6A357657) provided by Boardroom Share Registrars Sdn Bhd

Dear Shareholders,

1. The 50th AGM of the Company will be conducted on a fully virtual basis via Remote Participation and Electronic Voting facilities (collectively referred hereinafter as “RPEV” or “Virtual AGM”).
2. 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 platform is located in Malaysia. With the RPEV facilities, this will facilitate and enable all shareholders to participate fully in the proceedings by audio and/or video capabilities without the need to be physically present at the Meeting venue.
3. **Digital Copies of AGM Documents**

As part of our dedicated commitment to sustainable practices, the following documents can be downloaded from the Company’s Website <https://www.nstp.com.my/nstp-50th-agm>. Please access the online softcopy through your device by scanning this QR code for the:

Follow the steps below to scan the QR Code reader in 3 easy steps:



Download the “QR Code Reader” on App Store or Play Store



Run the QR Code Reader App and point your camera to the QR Code



Get access to the softcopy of AGM documents



- Notice of the 50th AGM
- Proxy Form
- Statutory Financial Statements for the Financial Year Ended 31 December 2021
- Request Form for the Statutory Financial Statements for the Financial Year Ended 31 December 2021

You may request for the printed Statutory Financial Statements for the Financial Year Ended 31 December 2021 by completing and submitting the Request Form which can be downloaded from the Company's AGM Website <https://www.nstp.com.my/nstp-50th-agm>. The printed Statutory Financial Statements for the Financial Year Ended 31 December 2021 will be delivered as soon as reasonably practicable.

4. Entitlement to Participate and Vote

In respect of deposited securities, only members whose names appear on the Record of Depositors on 2 June 2022 (General Meeting Record of Depositors) shall be eligible to participate in the AGM or appoint proxy(ies) to participate and/or vote on his/her behalf.

5. Proxy Form

Shareholders are encouraged to go online, participate, and vote at the 50th AGM using remote participation and electronic voting facilities. If you are not able to participate in the virtual AGM, you can appoint the Chairman of the meeting as your proxy and indicate the voting instructions in the proxy form.

You may download the Proxy Form for the AGM from our website at <https://www.nstp.com.my/nstp-50th-agm>.

Please ensure that the original form is deposited at the Share Registrar's office at Ground Floor or 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia not less than 48 hours before the time appointed for holding the meeting. We do not acknowledge receipt of the Proxy Form.

Alternatively, the Form of Proxy can also be lodged electronically via Boardroom Smart Investor Portal ("BSIP") at <https://investor.boardroomlimited.com/> not less than 48 hours before the time appointed for the holding of the meeting. Kindly refer to Step 8, Online Registration Procedure below.

6. Revocation of Proxy

If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to participate in our virtual AGM by yourself, please write in to BSR.Helpdesk@boardroomlimited.com to revoke the earlier appointed proxy 48 hours before the meeting.

7. Voting Procedure

- i. The voting will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom Share Registrars Sdn Bhd as Poll Administrator to conduct the poll by way of electronic voting (e-Voting). The Company will also be appointing SKY Corporate Services Sdn Bhd as Scrutineers (“Scrutineers”) to verify the poll results.
- ii. During the virtual AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules. The voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll.
- iii. For the purposes of this virtual AGM, e-Voting will be carried out via personal smart mobile phones, tablets or personal computer/ laptops.
- iv. There are 2 methods for members and proxies who wish to use their personal voting device to vote remotely. The methods are:-
 - a) Launch Lumi AGM by scanning the QR code given to you in the email along with your remote participation User ID and Password; or
 - b) Access to Lumi AGM via website URL <https://meeting.boardroomlimited.my>
- v. The Scrutineers will verify the poll result reports upon the closing of the poll session by the Chairman. The Scrutineers will announce the results thereafter, and the Chairman will declare whether the resolution put to the vote was successfully carried or not.
- vi. In accordance with the Company’s Constitution, members are entitled to vote at the virtual AGM either personally or by proxy, based on the General Meeting Record of Depositors.

8. Online Registration Procedure

- i. Please note that the Remote Participation and Electronic Voting is available to
 - (i) Individual member;
 - (ii) Corporate shareholder;
 - (iii) Authorised Nominee; and
 - (iv) Exempt Authorised Nominee.
- ii. You will be able to view a live webcast of the AGM proceedings, pose questions to the board, and submit your votes in real-time whilst the meeting is in progress.
- iii. Kindly follow the steps below on how to request for a login ID and password. Please note that shareholders are required to request the Login ID and password if you intend to participate in the virtual AGM.

Step 1 – Register Online with BSIP (for first time registration only)

[Note: If you have already signed up with BSIP, you are not required to register again. You may proceed to Step 2. Submit request for Remote Participation user ID and password.]

- a. Access BSIP website at <https://investor.boardroomlimited.com>
- b. Click <<**Register**>> to sign up as a user.
- c. Complete registration with all required information. Upload softcopy of MyKAD (front and back) or Passport) in JPEG, PNG or PDF format. Click "**Register**"
- d. You will receive an e-mail from BSIP Online 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 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 one (1) business day informing you on the approval of your BSIP account. You can login to 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.

Step 2 – Submit Request for Remote Participation User ID and Password

[Note: The registration for remote access will be opened on 26 May 2022]

Individual Members

If you intend to

- Login to BSIP website at <https://investor.boardroomlimited.com/> using your user ID (registered email address) and password from Step 1 above.
- Select “**THE NEW STRAITS TIMES PRESS (MALAYSIA) BERHAD (50TH) ANNUAL GENERAL MEETING**” from the list of Corporate Meetings and click “**Enter**”
- Click on “**Register for RPEV**”.
- Read and agree to the terms & condition and click “**Next**”.
- Enter your CDS Account and thereafter submit your request.

Appointment of Proxy – Individual Members

- Login to BSIP website at <https://investor.boardroomlimited.com/> using your user ID (registered email address) and password from Step 1 above.
- Select “**THE NEW STRAITS TIMES PRESS (MALAYSIA) BERHAD (50TH) ANNUAL GENERAL MEETING**” from the list of Corporate Meetings and click “**Enter**”.
- Click on “**Submit eProxy Form**”.
- Read and accept the General Terms and Conditions by clicking “**Next**”.
- Enter your CDS Account Number and number of securities held.
- Select your proxy – either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies).
- Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.
- Review and confirm your proxy appointment.
- Click “**Apply**”.
- Download or print the eProxy form as acknowledgement.

Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee

- Write in to BSR.Helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy (as the case maybe) to submit the request.
- Please provide a copy of Corporate Representative's or Proxy's MyKad (Front and Back) or Passport in JPEG, PNG or PDF format as well as his/her email address.

You will receive notification(s) from Boardroom that your request(s) has been received and is/are being verified.

- Upon system verification against the General Meeting Record of Depositories as at 2 June 2022, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
- You will also receive your remote access user ID and password along with the email from Boardroom if your registration is approved.
- Kindly be informed that if you are registering for NSTP Virtual AGM, you will be receiving one (1) email from Boardroom.
- Please note that the closing time to submit your request is at 10.00 a.m. on 8 June 2022 (48 hours before the commencement of the respective virtual AGM).

Step 3 – Login to Virtual Meeting Portal

[Please note that the quality of the connectivity to Virtual Meeting Portal for live web cast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]

- a. The Virtual Meeting Portal will be open for login starting an hour (1 hour) before the commencement of AGM at 9.00 a.m. on 10 June 2022.
- b. Follow the steps given to you in the email along with your remote access user ID and password to login to the Virtual Meeting portal. (Refer to Step 2(b) above)
- c. The steps will also guide you how to view live web cast, ask questions and vote.
- d. The live web cast will end and the Messaging window will be disabled the moment the Chairman announces the closure of the AGM.
- e. You can now logout from Virtual Meeting Portal.

- iv. Shareholders who are unable to participate in our virtual AGM are encouraged to appoint the Chairman of the Meeting to vote on their behalf. Kindly refer to Step 2, Online Registration Procedure above to submit your proxy appointment.

9. Participation through Live Webcast, Question and Voting at the virtual AGM

The Chairman and the Board of Directors will endeavour their best to respond to the questions submitted by shareholders which are related to the resolution to be tabled at the AGM.

Shareholders may proceed to cast vote on the proposed resolution, to be tabled at the AGM, after the Chairman has opened the poll on the resolution. Shareholders are reminded to cast their vote before the poll is closed.

10. Presentation at the virtual AGM

Shareholders who participate in the virtual AGM are able to view the Company's presentation or slides via the live webstreaming.

11. Procedure of the virtual AGM

The Login User Guide for participation, posing questions and voting at the AGM, will be emailed to you together with your remote access user ID and password once your registration has been approved.

You must ensure that you are connected to the internet at all times in order to participate and vote when the AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participant.

12. No Recording or Photography

STRICTLY no recording or photography of the AGM proceedings is allowed.

13. Pre-Meeting Submission of Questions to the Board of Directors

To administer the proceedings of the AGM in orderly manner, shareholders may before the AGM, submit questions to the Board of Directors via email to NSTPCorpComm@mediaprima.com.my not later than Wednesday, 8 June 2022 at 10.00 a.m. The Board of Directors will endeavour to address the questions received at the AGM. You can also submit questions in relation to the agenda items by logging in to the BSIP at <https://investor.boardroomlimited.com> latest by Wednesday, 8 June 2022 at 10.00 a.m. Click 'Submit Questions' after selecting "THE NEW STRAITS TIMES PRESS (MALAYSIA) BERHAD (50TH) ANNUAL GENERAL MEETING" from 'Corporate Meeting'.

14. Enquiry

If you have any general enquiry prior to the AGM, please contact the following persons from Boardroom Share Registrars Sdn Bhd during office hours :-

Contact Persons :

Encik Mohamed Sophiee Ahmad Nawawi (603-7890 4716)

Puan Noruzaimah Md Taib (603-7890 4722)

Helpdesk (603-7890 4700)

15. PERSONAL DATA PRIVACY

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the Annual General Meeting 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 Annual General Meeting (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the Annual General Meeting (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.