



NSTP

a **media prima** company

THE NEW STRAITS TIMES PRESS (MALAYSIA) BERHAD

Registration No : 196101000449 (4485 H)

(Incorporated in Malaysia)

ADMINISTRATIVE DETAILS FOR THE 51ST ANNUAL GENERAL MEETING (“AGM”)

Meeting Date	:	Thursday, 23 November 2023
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 51st 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-51st-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 51st AGM
- Proxy Form
- Statutory Financial Statements for the Financial Period Ended 30 June 2023
- Request Form for the Statutory Financial Statements for the Financial Period Ended 30 June 2023

You may request for the printed Statutory Financial Statements for the Financial Period Ended 30 June 2023 by completing and submitting the Request Form which can be downloaded from the Company's AGM Website <https://www.nstp.com.my/nstp-51st-agm/>. The printed Statutory Financial Statements for the Financial Period Ended 30 June 2023 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 16 November 2023 (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 51st 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-51st-agm/>.

Please ensure that the original form is deposited at the Share Registrar's office at 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 or electronically via BSIP (as the case may be) to revoke the earlier appointed proxy/proxies at least forty-eight (48) hours before the 51st AGM.

7. Voting Procedure

- i. The voting will be conducted by poll. 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.

PROCEDURES	STEPS
BEFORE THE DAY OF THE AGM	
1. Register online with Boardroom Smart Investor Portal ("BSIP") for Individual and Corporate Shareholder <i>Note:</i> ✓ <i>If you have previously registered with BSIP, you may proceed to Step (2)</i> ✓ <i>BSIP now facilitates the registration of Corporate Shareholders</i>	(Only for first-time BSIP users) a. Access the website https://investor.boardroomlimited.com b. Click " Register " to sign up as a user c. Select " Account Type " to " Sign Up As Shareholder " or " Sign Up As Corporate Holder " d. Complete registration and upload compulsory documents such as softcopy of MyKad (front and back) or passport and authorisation letter (template available on the BSIP) for Corporate Shareholder e. Enter a valid mobile number and email address f. You will receive an email from BSIP for email address verification. Click " Verify E-mail Address " in the email received to continue with the registration g. Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click " Request OTP Code " and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click 'Enter' to complete the process h. Once your mobile number is verified, registration of your new BSIP account will be pending for final verification. Your registration will be verified and approved within one business day and an email notification will be provided

PROCEDURES	STEPS
BEFORE THE DAY OF THE AGM	
<p>2. Submit request for remote participation</p> <p>Note: <input checked="" type="checkbox"/> You must be a registered BSIP user. If not, return to Step (1)</p>	<p>The registration for RPEV facilities will open on Thursday, 26 October 2023 until Tuesday, 21 November 2023 at 10.00 a.m. ("Registration Deadline").</p> <p>The instrument appointing a proxy must be received latest by Tuesday, 21 November 2023 at 10.00 a.m. ("Proxy Lodgement Deadline")</p> <p>For Individual and Corporate Shareholders</p> <ol style="list-style-type: none"> a. Log in to https://investor.boardroomlimited.com b. Click 'Meeting Event(s)' and select from the list of companies – "THE NEW STRAITS TIMES PRESS (MALAYSIA) BERHAD 51ST ANNUAL GENERAL MEETING" and click 'Enter' c. To attend the virtual AGM remotely <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Click 'Register for RPEV' <input checked="" type="checkbox"/> Read and accept the General Terms and Conditions and enter your CDS account no. to submit your request d. To appoint proxy <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Click 'Submit eProxy Form' <input checked="" type="checkbox"/> For Corporate Shareholder, select the company you would like to represent (if more than one) <input checked="" type="checkbox"/> Read and accept the General Terms and Conditions and enter your CDS account no. Then, insert your proxy details or Chairman of the meeting and voting instructions. If you wish your proxy(ies) to act upon his/her discretion, please indicate 'Discretionary' <p>For Authorised Nominees and Exempt Authorised Nominees</p> <ol style="list-style-type: none"> a. Log in to https://investor.boardroomlimited.com b. Click 'Meeting Event(s)' and select from the list of companies – "THE NEW STRAITS TIMES PRESS (MALAYSIA) BERHAD 51ST ANNUAL GENERAL MEETING" and click "Enter" c. Click "Submit eProxy Form" d. Select the company you would like to represent (if more than one) e. Proceed to download the file format for "Submission of Proxy Form" f. Prepare the file for the appointment of proxy(ies) by inserting the required data g. Proceed to upload the duly completed Proxy Appointment file h. Review and confirm your proxy(ies) appointment(s) and click "Submit" i. Download or print the eProxy form as acknowledgement <p>For Corporate Shareholders, Authorised Nominees/Exempt Authorised Nominees and Attorneys, you may also write to bsr.helpdesk@boardroomlimited.com and provide the name of the shareholder, CDS account no. and the Certificate of Appointment of Corporate Representative or Proxy Form (as the case may be). A copy of MyKad or passport and a valid email address are required</p>

PROCEDURES		STEPS
BEFORE THE DAY OF THE AGM		
3.	Verification and email notification	<p>For Individual Shareholders, Corporate Shareholders, Authorised Nominees/Exempt Authorised Nominees and Attorneys</p> <ol style="list-style-type: none"> An email notification will be sent by Boardroom to notify that your request for remote participation has been received for system verification Upon verification against the General Meeting Record of Depositors, you will receive an email from Boardroom on the day prior to the 51st AGM, i.e. Tuesday, 21 November 2023 either approving or rejecting your request for remote participation If your registration is approved, the said email will provide the Meeting ID, User Name and Password for the virtual AGM

ON THE DAY OF THE AGM	
Log in	<ol style="list-style-type: none"> The meeting platform will open for log in on Thursday, 23 November 2023 at 9.00 a.m., i.e. one hour before the commencement of the 51st AGM Click the link provided in the email in Step (3)c to join the virtual AGM. Insert the Meeting ID and sign in with the User Name and Password provided to you via the same email
Participate	<ol style="list-style-type: none"> Please follow the user guides in the email to view the live webcast, submit questions and vote To view the live webcast, select the broadcast icon  To ask a question during the 51st AGM, select the messaging icon . Type your question in the chat box and click the send button to submit
Vote	<ol style="list-style-type: none"> Once voting has commenced, the polling icon  will appear with the resolutions and voting choices until such time that the Chairman declares an end to the voting session To vote, select your voting preference from the options provided. A confirmation message will appear to indicate that your vote has been received To change your vote, re-select your voting preference If you wish to cancel your vote, please press "Cancel"
End	Upon declaration by the Chairman of the closure of the 51 st AGM, the live webcast will end.

- 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 Tuesday, 21 November 2023 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 Tuesday, 21 November 2023 at 10.00 a.m. Click 'Submit Questions' after selecting "THE NEW STRAITS TIMES PRESS (MALAYSIA) BERHAD (51ST) 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.