

ADMINISTRATIVE DETAILS

FOR THE 36TH ANNUAL GENERAL MEETING (36TH AGM)

AEON CO. (M) BHD.

Date & Time	: Wednesday, 23 June 2021, 10.00 a.m.
Broadcast Venue	: Tricor Business Centre, Gemilang Room, Unit 29-01, Level 29, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi 59200 Kuala Lumpur.

The Broadcast Venue is strictly for the purpose of complying with Section 327 (2) of the Companies Act, 2016 (“CA 2016”) which stipulates that the Chairman shall be at the main venue of the 36th AGM. Hence, **NO SHAREHOLDERS/PROXIES** from the public will be physically present at the Venue on the day of the 36th AGM. Shareholders will have to register to attend the 36th AGM remotely by using the RPV system, details as set out in the Administrative Notes below.

CORONAVIRUS DISEASE (COVID-19) OUTBREAK

Due to the current pandemic outbreak of COVID-19 and the needed measures taken on movement restrictions, we wish to inform you that the Company’s 36th Annual General Meeting (“AGM”) scheduled on 23 June 2021 will be conducted on virtual format, that is through remote voting using the Remote Participation and Voting (“RPV”) facilities provided by Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) for shareholders /proxies who wish to participate in the AGM.

In view of the COVID-19 outbreak, the Company wish to inform you that the Annual General Meeting (“AGM”) will be conducted through live streaming and online remote voting using the Remote Participation and Voting (“RPV”) facilities and we **strongly encouraged** our Shareholders to use the RPV facilities to participate and vote remotely at the AGM.

Shareholders are strongly advised to participate and vote remotely at the 36th AGM via the RPV facilities which are available on Tricor’s TIIH online website at <https://tiih.online> and select “e-Services” to login. Please submit your request for the remote participation in accordance with the procedures as set out in the Administrative Details. Should you require any assistance on the RPV facilities, kindly contact our Share Registrar, Tricor.

REMOTE PARTICIPATION AND VOTING (“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 36th AGM using RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via its **TIIH Online** website at <https://tiih.online>.

Shareholders who appoint proxies to participate via RPV in the 36th AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor no later than **Monday, 21 June 2021 at 10.00 a.m.**

Corporate representatives of corporate members must deposit their original certificate of appointment of corporate representative to Tricor not later than **Monday, 21 June 2021 at 10.00 a.m.** to participate via RPV in the 36th AGM.

Attorneys appointed by power of attorney are to deposit their power of attorney with Tricor not later than **Monday, 21 June 2021 at 10.00 a.m.** to participate via RPV in the AGM.

A shareholder who has appointed a proxy or attorney or authorised representative to attend, participate, speak and vote at this Annual General Meeting via RPV must request his/her proxy to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.

As the 36th AGM is a fully virtual AGM, members who are unable to participate in this AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

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PROCEDURES FOR RPV

Shareholders/proxies/corporate representatives/attorneys who wish to participate in the AGM remotely using the RPV are to follow the requirements and procedures as summarised below:

PROCEDURES	ACTIONS
BEFORE THE DAY OF THE AGM	
1. Register as a user with TIH Online	<ul style="list-style-type: none"> Using your computer, access the website at https://tiih.online. Register as a user under “e-Services”. Refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be apprised within one (1) working day and you will be notified via e-mail. If you are already a user with TIH 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 TIH Online.
2. Submit your request	<ul style="list-style-type: none"> Registration is open from 10.00 a.m. Tuesday, 25 May 2021 until the day of AGM Wednesday, 23 June 2021. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the AGM to ascertain their eligibility to participate in the AGM using the RPV. Login in with your user ID (i.e. e-mail address) and password and select the corporate event: “(REGISTRATION) AEON 36TH AGM”. Read and agree to the Terms & Conditions and confirm the Declaration. Select “Register for Remote Participation and Voting”. Review your registration and proceed to register. 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 16 June 2021, the system will send you an e-mail after 21 June 2021 to approve or reject your registration for remote participation.
ON THE DAY OF THE AGM (WEDNESDAY, 23 JUNE 2021)	
3. Login to TIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the 36th AGM at any time from 9.00 a.m. i.e. 1 hour before the commencement of the AGM on Wednesday, 23 June 2021 at 10.00 a.m.
4. Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) AEON 36TH AGM” to engage in the proceedings of the 36th AGM remotely. If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will try to respond to relevant questions submitted by remote participants during the 36th AGM.

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PROCEDURES	ACTIONS
5. Online Remote Voting	<ul style="list-style-type: none"> Voting session commences from 10.00 a.m. on Wednesday, 23 June 2021 until a time when the Chairman announces the completion of the voting session of the 36th AGM. Select the corporate event: “(REMOTE VOTING) AEON 36TH AGM” 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 & 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.
6. End of remote participation	Upon the announcement by the Chairman on the closure of the 36 th AGM, the Live Streaming will end.

Note to users of the RPV facilities:

- Should your application to join the meeting be approved, we will make available to you the rights to join the live streamed 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 streamed meeting or online voting, kindly call Tricor Help Line at 011-4080 5616/011-4080 3168/011-4080 3169/011-4080 3170 for assistance or e-mail to tiih.online@my.tricorglobal.com for assistance.

ELECTRONIC LODGEMENT OF PROXY FORM

The procedures to lodge your proxy form electronically via Tricor’s **TIIH Online** website are summarised below:

PROCEDURE	ACTION
I. STEPS FOR INDIVIDUAL SHAREHOLDERS	
a. Register as a User with TIIH Online	<ul style="list-style-type: none"> Using your computer, please access the website at https://tiih.online. Register as a user under the “e-Services”. Please do 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.
b. Proceed with submission of Proxy Form	<ul style="list-style-type: none"> After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password. Select the corporate event: “AEON 36th AGM - Submission of Proxy Form”. Read and agree to the Terms & Conditions and confirm the Declaration. Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf. Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman as your proxy.

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PROCEDURE	ACTION
	<ul style="list-style-type: none"> Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. Review and confirm your proxy(ies) appointment. Print proxy form for your record.
II. STEPS FOR CORPORATION OR INSTITUTIONAL SHAREHOLDERS	
c. 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 “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. 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.
d. Proceed with submission of Proxy Form	<ul style="list-style-type: none"> Login to TIIH Online at https://tiih.online Select the corporate exercise name: “AEON 36th AGM: Submission of Proxy Form”. Agree to the Terms & 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. Submit the proxy appointment file. Login to TIIH Online, select corporate exercise name: “AEON 36th AGM 2021: 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.

PROXY

- The 36th AGM will be conducted via virtual meeting, if you are unable to attend the meeting via RPV on Wednesday, 23 June 2021, you may appoint the Chairman of the 36th AGM as proxy and indicate the voting instructions in the Proxy Form.
- The proxy form shall be deposited with the Share Registrar of the Company, 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 or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur not less than 48 hours before the time appointed for holding the meeting or any adjournment thereof. Any notice of termination of person’s authority to act as a proxy must be forwarded to the Company prior to the commencement of the Annual General Meeting or Adjourned Annual General Meeting.
- You may also submit the Proxy Form electronically via TIIH Online website at <https://tiih.online> no later than 10.00 a.m. on Monday, 21 June 2021. Please do read and follow the above procedures to submit Proxy Form electronically.

OTHERS

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POLL VOTING

- The voting at the 36th AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad of Main Market Listing Requirements. The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd as Poll Administrator to conduct the poll by way of electronic means and Asia Securities Sdn Berhad as Scrutineers to verify the poll results. Shareholders can proceed to vote via RPV on the resolutions 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 36th AGM at 10.00 a.m. Kindly refer to item (5) of the above Procedures for RPV Facilities for guidance on how to vote remotely via TIIH Online website at <https://tiih.online>. The Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed. A Shareholder can appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the Proxy Form.

ENTITLEMENT TO ATTEND AND VOTE

- Only Members whose names appear in the Record of Depositors as at 5.00 p.m. on 16 June 2021 (General Meeting Record of Depositors) shall be entitled to attend, speak and vote at the AGM or appoint proxies to attend, speak and/or vote on his/her behalf.

PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARDS OF DIRECTORS

- Shareholders may submit questions for the Boards in advance of the 36th AGM via Tricor's TIIH Online website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically no later than **Monday, 21 June 2021 at 10.00 a.m.**. The Boards will endeavor to answer the questions received at the 36th AGM.

NO REFRESHMENT AND NO DOOR GIFTS

- There will be **no distribution of refreshment/door gifts** during the 36th AGM as the meeting will be conducted on fully virtual basis.

RECORDING OR PHOTOGRAPHY

- Strictly NO unauthorised recording or photography of the proceedings of the 36th AGM is allowed.

ENQUIRES

For enquires on the administrative details of this meeting, please contact the following offices during office hours on Monday – Friday from 9.00 a.m. to 5.30 p.m. (except public holidays):

1. Tricor Investor & Issuing House Services Sdn Bhd

Telephone : General ▶ +603 2783 9299/Email : is.enquiry@my.tricorglobal.com
: Ms Christine Cheng ▶ +603 2783 9265/Email : Christine.Cheng@my.tricorglobal.com
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2. AEON CO. (M) BHD.

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