

Administrative Details

For The 38th Annual General Meeting (38th AGM)

AEON CO. (M) BHD.

Date & Time	: Wednesday, 17 May 2023, 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.
Online Meeting Platform	: TIIH Online website at https://tiih.online

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 38th AGM. Hence, **NO SHAREHOLDERS/PROXIES** from the public will be physically present at the venue on the day of the 38th AGM. Shareholders will have to register to attend the 38th AGM remotely by using the RPV system, details as set out in the Administrative Details below.

We wish to inform you that the Company's 38th AGM scheduled on 17 May 2023 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.

Shareholders are strongly advised to participate and vote remotely at the 38th 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 38th AGM using RPV provided by Tricor via its TIIH Online website at <https://tiih.online>.

Shareholders who appoint proxies to participate via RPV in the 38th 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, 15 May 2023 at 10.00 a.m..

Corporate representatives of corporate members must deposit their original certificate of appointment of corporate representative to Tricor up to the day of the AGM in order to participate via RPV in the 38th AGM.

Attorneys appointed by power of attorney are to deposit their power of attorney with Tricor not later than Monday, 15 May 2023 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 38th AGM is a 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 TIIH 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 TIIH 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 TIIH Online.
2. Submit your request	<ul style="list-style-type: none">Registration is open from Tuesday, 18 April 2023 until the day of AGM on Wednesday, 17 May 2023. 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 38TH AGM".Read and agree to the Terms & Conditions and confirm the DeclarationSelect "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 10 May 2023, the system will send you an e-mail after 15 May 2023 to approve or reject your registration for remote participation.
ON THE DAY OF THE AGM (WEDNESDAY, 17 MAY 2023)	
3. Login to TIIH Online	<ul style="list-style-type: none">Login with your user ID and password for remote participation at the 38th AGM at any time from 9.00 a.m. i.e. 1 hour before the commencement of the AGM on Wednesday, 17 May 2023 at 10.00 a.m.
4. Participate through Live Streaming	<ul style="list-style-type: none">Select the corporate event: "(LIVE STREAM MEETING) AEON 38TH AGM" to engage in the proceedings of the 38th 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 38th AGM.
5. Online remote voting	<ul style="list-style-type: none">Voting session commences from 10.00 a.m. on Wednesday, 17 May 2023 until a time when the Chairman announces the completion of the voting session of the 38th AGM.Select the corporate event: "(REMOTE VOTING) AEON 38TH 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 38 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. 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.

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ELECTRONIC LODGEMENT OF PROXY FORM

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

PROCEDURES	ACTIONS
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 38TH 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.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.onlineUnder 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. Select the corporate exercise name: "AEON 38TH AGM: SUBMISSION OF PROXY FORM".
d. Proceed with submission of Proxy Form	<ul style="list-style-type: none">Login to TIIH Online at https://tiih.onlineAgree 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 38TH AGM: 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 38th AGM will be conducted via virtual meeting, if you are unable to attend the meeting via RPV on Wednesday, 17 May 2023, you may appoint the Chairman of the 38th 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, 15 May 2023. Please do read and follow the above procedures to submit Proxy Form electronically.

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POLL VOTING

- The voting at the 38th 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 38th 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 10 May 2023 (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 BOARD OF DIRECTORS

- Shareholders may submit questions for the Board in advance of the 38th 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, 15 May 2023 at 10.00 a.m.. The Board will endeavor to answer the questions received at the 38th AGM.

NO REFRESHMENT

- There will be no refreshment during the 38th AGM as the meeting will be conducted on virtual basis.

RECORDING OR PHOTOGRAPHY

- Strictly NO unauthorised recording or photography of the proceedings of the 38th 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

2. AEON CO. (M) BHD.

Telephone : General +603 9207 2005
Email : CorpComms@aeonretail.com.my