

## Administrative Details

for the 35th Annual General Meeting (35th AGM)

### AEON CO. (M) BHD.

**Date & Time** : Wednesday, 24 June 2020, 10.00 a.m.  
**Broadcast Venue** : Tricor Business Centre, Manuka 2 & 3 Meeting Room , Unit 29-01, Level 29, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan, Malaysia.

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 35th AGM. Hence, **NO SHAREHOLDERS/PROXIES** from the public will be physically present at the Venue on the day of the 35th AGM. Shareholders will have to register to attend the 35th 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 35th AGM scheduled on Wednesday, 24 June 2020 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 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 35th 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, latest by **Monday, 22 June 2020 at 10.00 a.m.** Should you require any assistance on the RPV facilities, kindly contact our Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd.

### 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 35th 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 35th 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, 22 June 2020 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, 22 June 2020 at 10.00 a.m.** to participate via RPV in the 35th AGM.

Attorneys appointed by power of attorney are to deposit their power of attorney with Tricor not later than **Monday, 22 June 2020 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 35th 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

PROCEDURES		ACTIONS
<b>BEFORE THE DAY OF THE AGM</b>		
1.	Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under “e-Services”. Refer to the tutorial guide posted on the homepage for assistance.</li> <li>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.</li> </ul>
2.	Submit your request	<ul style="list-style-type: none"> <li>Registration is open from 10.00 a.m. Friday, 22 May 2020 up to 10.00 a.m. Monday, 22 June 2020.</li> <li>Login in with your user ID and password and select the corporate event: “(REGISTRATION) AEON 35TH AGM”.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select “Register for Remote Participation and Voting”</li> <li>Review your registration and proceed to register.</li> <li>System will send an e-mail to notify that your registration for remote participation is received and will be verified.</li> <li>After verification of your registration against the General Meeting ROD as at 16 June 2020, the system will send you an e-mail to approve or reject your registration for remote participation.</li> </ul>
<b>ON THE DAY OF THE AGM (WEDNESDAY, 24 JUNE 2020)</b>		
3.	Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the 35th AGM at any time from 9.30 a.m. i.e. 30 minutes before the commencement of the AGM on Wednesday, 24 June 2020 at 10.00 a.m.</li> </ul>
4.	Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: “<b>(LIVE STREAMING MEETING) AEON 35TH AGM</b>” to engage in the proceedings of the 35th AGM remotely.</li> <li>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 35th AGM.</li> </ul>
5.	Online Remote Voting	<ul style="list-style-type: none"> <li>Voting session commences from 10.00 a.m. on Wednesday, 24 June 2020 until a time when the Chairman announces the completion of the voting session of the 35th AGM.</li> <li>Select the corporate event: “<b>(REMOTE VOTING) AEON 35TH AGM</b>”.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select the CDS account that represents your shareholdings.</li> <li>Indicate your votes for the resolutions that are tabled for voting.</li> <li>Confirm and submit your votes.</li> </ul>
6.	End of remote participation	Upon the announcement by the Chairman on the closure of the 35th AGM, the Live Streaming will end.



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**Note to users of the RPV facilities:**

1. 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.
2. 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.
3. 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 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to [tiih.online@my.tricorglobal.com](mailto: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:

	<b>Procedure</b>	<b>Action</b>
a	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services". Please do refer to the tutorial guide posted on the homepage for assistance.</li> <li>• If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
b	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>• After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>• Select the corporate event: "Submission of Proxy Form".</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration</li> <li>• Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>• Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.</li> <li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li> <li>• Review and confirm your proxy(s) appointment.</li> <li>• Print proxy form for your record.</li> </ul>

**PROXY**

- The 35th AGM will be conducted via virtual meeting, if you are unable to attend the meeting via RPV on Wednesday, 24 June 2020, you may appoint the Chairman of the 35th 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, Wilayah Persekutuan, Malaysia or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan, Malaysia 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, 22 June 2020. Please do read and follow the above procedures to submit Proxy Form electronically.



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### POLL VOTING

- The voting at the 35th 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 35th 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 TIH Online website at <https://tjih.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 2020 (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.

### NO REFRESHMENT AND NO DOOR GIFTS

- There will be **no distribution of refreshment/door gifts** during the 35th 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 35th 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](mailto:is.enquiry@my.tricorglobal.com)  
:Ms. Christine Cheng +603 2783 9265 / Email: [Christine.Cheng@my.tricorglobal.com](mailto:Christine.Cheng@my.tricorglobal.com)  
:Mr Tee Yee Loon +603 2783 9242 / Email: [Yee.Loan.Tee@my.tricorglobal.com](mailto:Yee.Loan.Tee@my.tricorglobal.com)  
:Mr Ang Wai Meng +603 2783 9281 / Email: [Wai.Meng.Ang@my.tricorglobal.com](mailto:Wai.Meng.Ang@my.tricorglobal.com)

#### 2. **AEON CO. (M) BHD.**

Ms Margaret Lee  
Ms Carmen Fong  
Telephone : +603-9207 2005