

AGM ADMINISTRATIVE DETAILS

TWENTY-FIFTH ANNUAL GENERAL MEETING ("25TH AGM" OR "THE MEETING") OF MALAYSIA AIRPORTS HOLDINGS BERHAD ("MAHB" OR "THE COMPANY")

Date	: Thursday, 6 June 2024	Time	: 11:00 a.m.
Meeting Venue			
Main Venue	: Gateway Ballroom, Level 1, Sama-Sama Hotel, KL International Airport, Jalan CTA 4B, 64000 KLIA, Sepang, Selangor Darul Ehsan		
Virtual Platform	: Live streaming using remote participation and electronic voting facilities hosted on the Securities Services e-Portal ("e-Portal") at https://sshsb.net.my/		

The 25th AGM of the Company will be held as a hybrid meeting, enabling members the opportunity to either attend the Meeting in person at the Main Venue or participate virtually on the Virtual Platform.

Only depositors whose names appear in the Record of Depositors as of 29 May 2024 ("General Meeting Record of Depositors") shall be entitled to attend, participate and vote at the Meeting or appoint proxy to attend, participate and vote on their behalf at the Meeting.

PROCEDURE FOR PHYSICAL ATTENDANCE AT THE MAIN VENUE

<div><div>A. Registration Requirement</div><div><ul style="list-style-type: none">Shareholders, proxies and corporate or authorised representatives who wish to attend the Meeting physically are <u>not</u> required to register for the Meeting in advance. Please proceed to any of the registration counters on the day of the Meeting.</div></div>	<div><ul style="list-style-type: none">If you had registered via the e-Portal earlier and were granted access, please proceed to the Help Desk for assistance.The registration counters are strictly to handle verification of identity and registration. If you have any enquiries, please proceed to the Help Desk.No person will be allowed to enter the Main Venue without wearing a wristband.</div>
<div><div>B. Appointment of Proxy</div><div><div>Proxy Form Closing Date and Time: Tuesday, 4 June 2024 at 11:00 a.m.</div><div><ul style="list-style-type: none">The proxy form shall be either deposited at the registered office of the Company at Malaysia Airports Corporate Office, Persiaran Korporat KLIA, 64000 KLIA, Sepang, Selangor Darul Ehsan, submitted via email at agm@malaysiaairports.com.my or faxed to +603-8777 7512 by the above closing date and time.The lodging of the proxy form shall not preclude you from participating, speaking and voting in person at the Meeting should you subsequently wish to do so, provided a notice of termination of proxy authority in writing is given to the Company not less than forty-eight (48) hours before the commencement of the Meeting or adjournment thereof.</div></div></div>	<div><div>D. Vote Online Remotely During the Meeting (“eVoting”)</div><div><div>eVoting Access Date and Time: Thursday, 6 June 2024 at 11:00 a.m.</div><div><div><div><div>1. Scan the QR code using your own device or smartphone from the wristband given to you upon registration at the registration counter.</div><div>2. Enter your MyKad last four (4) digits or full passport number with characters.</div><div>3. Select “Log In” to proceed to the eVoting page.</div><div>4. Cast your votes by selecting the radio buttons against each resolution.</div><div>5. Review your cast votes, confirm and submit the votes OR proceed to the voting station/kiosk to cast and submit your votes.</div></div></div><div><ul style="list-style-type: none">Should you encounter any issues, please proceed to the Help Desk for assistance.Please submit your votes for each of the CDS accounts you represent as an individual shareholders, proxies and corporate or authorised representatives.If the shareholder who appointed you as a proxy or corporate or authorised representative has indicated how the votes should be cast, we will take the votes indicated in the proxy form.The access to eVoting shall close as directed by the Chairman of the Meeting.</div></div></div></div>
<div><div>C. Counter Registration on the Meeting Day</div><div><div>Counter Registration Closing Date and Time: As directed by the Chairman of the Meeting</div><div><div><div><div>1. Proceed to any of the registration counters with your MyKad/Passport.</div><div>2. You will be given a wristband with a QR code for entry to the Main Venue and voting access.</div></div><div><ul style="list-style-type: none">No person shall be allowed to register on behalf of another individual, even with the original MyKad/Passport of that individual.</div></div></div></div></div>	



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PROCEDURE FOR REMOTE PARTICIPATION VIA E-PORTAL

E. Sign Up for a User Account at e-Portal

1. Visit <https://sshsb.net.my/>
2. Sign up for a user account.
3. You will receive a notification email within one (1) working day.
4. Verify your user account by logging into the e-Portal within seven (7) days upon receipt of the notification email.

- Your registered email address is your User ID.
- We require one (1) working day to process all user sign-ups. If you do not have a user account with the e-Portal, you will need to sign up for a user account by **Thursday, 30 May 2024**.
- To register for the Meeting under Section F or to submit e-Proxy Form under Section G below, please sign up for a user account by **Thursday, 30 May 2024**, failing which you may only be able to submit the hard copy proxy form.
- This is a ONE-TIME sign-up. If you already have a user account, please proceed to either Section F or G below.

F. Register for Remote Participation at the Meeting

Registration for Remote Participation Closing Date and Time: Tuesday, 4 June 2024 at 11:00 a.m.

1. Log in to <https://sshsb.net.my/> with your registered email and password.
2. Look for **"Malaysia Airports Holdings Berhad"** under Company Name and **"25th AGM on 6 June 2024 at 11:00 a.m. – Registration for Remote Participation"** under Event and select ">".
3. Select whether you are attending as:
 - a. Individual shareholder; or
 - b. Corporate or authorised representative of a body corporate.
For body corporate, the appointed corporate or authorised representative must upload evidence of authority [e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority]. All documents that are not in English or Bahasa Malaysia must be accompanied by a certified translation in English in one (1) file. The original evidence of authority and translation thereof, if required, must be submitted to the Share Registrar, Securities Services (Holdings) Sdn Bhd at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur for verification before the registration closing date and time above.
4. Submit your registration.

- Shareholders who wish to participate virtually must register for remote participation at the Meeting and are highly encouraged to register as early as possible and before the closing date and time stated above in order to ensure timely access to the Meeting. Access shall be granted only to eligible shareholders in accordance with the General Meeting Record of Depositors.
- A copy of your e-Registration for remote participation can be accessed via **"My Records"** (refer to the left navigation panel).
- Your registration will apply to all the CDS accounts of each individual shareholder or body corporate shareholder that you represent. If you are both an individual shareholder and representative of body corporate(s), you need to register as an individual and also as a representative for each body corporate.

G. Submit e-Proxy Form for Appointment of Proxy

e-Proxy Form Submission Closing Date and Time: Tuesday, 4 June 2024 at 11:00 a.m.

1. Log in to <https://sshsb.net.my/> with your registered email and password.
2. Look for **"Malaysia Airports Holdings Berhad"** under Company Name and **"25th AGM on 6 June 2024 at 11:00 a.m. – Submission of Proxy Form"** under Event and select ">".
3. Select whether you are submitting the e-Proxy Form as:
 - a. Individual shareholder; or
 - b. Corporate or authorised representative of a body corporate.
For body corporate, the appointed corporate or authorised representative must upload evidence of authority [e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority]. All documents that are not in English or Bahasa Malaysia must be accompanied by a certified translation in English in one (1) file. The original evidence of authority and translation thereof, if required, must be submitted to the Share Registrar, Securities Services (Holdings) Sdn Bhd at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur for verification before the e-Proxy Form submission closing date and time above.
4. Enter the CDS account number and the corresponding number of securities. Then, enter the information of your proxy and the securities to be represented by your proxy.

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5. Proceed to indicate how your votes are to be cast against each resolution.
6. Review and confirm your e-Proxy Form details before submission.

- A copy of your submitted e-Proxy Form can be accessed via **"My Records"** (refer to the left navigation panel).
- You need to submit your e-Proxy Form for every CDS account you have or represent.
- Shareholders who wish to appoint a proxy who is not a registered user of the e-Portal must request his proxy to register himself as a user of the e-Portal by **Thursday, 30 May 2024**, failing which, the proxy will not be able to participate in the Meeting via the e-Portal.
- All appointed proxies are not required to register for remote participation under Section F above.
- Upon processing the e-Proxy Form, access to remote participation at the Meeting will be granted to the proxy instead of the shareholder.

H. Join the Live Stream Meeting ("eLive") on the Meeting Day

eLive Access Date and Time: Thursday, 6 June 2024 at 10:30 a.m.

1. Log in to <https://sshsb.net.my/> with your registered email and password.
2. Look for **"Malaysia Airports Holdings Berhad"** under Company Name and **"25th AGM on 6 June 2024 at 11:00 a.m. - Live Stream Meeting"** under Event and select ">".

- If you have any questions to raise, you may use the text box to transmit your questions.
- Do take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet at the location of the user.
- Please note that the e-Portal is best viewed on the latest versions of Chrome, Firefox, Edge and Safari browsers.

I. Vote Online Remotely During the Meeting ("eVoting")

eVoting Access Date and Time: Thursday, 6 June 2024 at 11:00 a.m.

1. If you are already accessing the eLive, select **"Proceed to Vote"** under the live stream player OR if you are not accessing the eLive and have just logged in to the e-Portal, look for **"Malaysia Airports Holdings Berhad"** under Company Name and **"25th AGM on 6 June 2024 at 11:00 a.m. - Remote Voting"** under Event and click ">".
2. Cast your votes by selecting the radio buttons against each resolution.
3. Review your cast votes, confirm and submit the votes.

- Your cast votes will apply throughout all the CDS accounts you represent as an individual shareholders, proxies and corporate or authorised representatives.
- If the shareholder who appointed you as a proxy or corporate or authorised representative has indicated how the votes should be cast, we will take the votes indicated in the proxy form.
- The access to eVoting shall close as directed by the Chairman of the Meeting.
- A copy of your submitted e-Voting can be accessed via **"My Records"** (refer to the left navigation panel).



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OTHER ADMINISTRATIVE NOTES

Getting to the Main Venue

- **Travel by Car**
Sama-Sama Hotel, KL International Airport is an 80 km drive from the Kuala Lumpur City Centre, a 40 km drive from Petaling Jaya and a 30 km drive from Putrajaya/Cyberjaya via the North-South Expressway Central Link (ELITE Highway).
- **Travel by KLIA Express and KLIA Transit**
The KLIA Express and KLIA Transit can be boarded at the KL Sentral Station and three (3) intermediate stations, namely Bandar Tasik Selatan, Putrajaya/Cyberjaya and Salak Tinggi, respectively.

Parking

- Ample parking spaces are available at the Sama-Sama Hotel and Short-Term Car Park of KLIA Terminal 1, which is connected by a covered sky bridge to the Sama-Sama Hotel.
- The Company will only bear parking charges incurred by shareholders, proxies and corporate or authorised representatives attending the 25th AGM who park their vehicles at the Sama-Sama Hotel and Short-Term Car Park of KLIA Terminal 1.
- The parking validation counter will be opened after the conclusion of the 25th AGM.
- Please be advised that the Company will not validate or reimburse any parking costs or payment using a Touch 'n Go card or parking at any locations other than the Sama-Sama Hotel and Short-Term Car Park of KLIA Terminal 1.

Refreshment

- Breakfast will be served before the commencement of the 25th AGM.
- Lunch will be available after the 25th AGM.
- No food or beverages are allowed in the Main Venue.

Door Gift Policy

- Door gifts will be given to shareholders or proxies upon successful registration.
- Each person, whether attending as a shareholder or proxy, shall be eligible for one (1) door gift only.
- A shareholder who is also attending as a proxy is eligible for a maximum of two (2) door gifts, irrespective of the number of shareholders he or she represents.
- Where a shareholder appoints two (2) proxies, only the proxy who registers first is eligible for one (1) door gift.
- Door gifts for online participants will be couriered within thirty (30) working days from the date of the Meeting.

Submission of Questions Prior to the Meeting

- Shareholders, proxies and corporate or authorised representatives may submit questions relating to the business of the 25th AGM in advance of the Meeting by sending an email to agm@malaysiaairports.com.my referencing their CDS accounts by no later than **Tuesday, 4 June 2024 at 11:00 a.m.** or via real-time submission of typed texts through a text box in the e-Portal when access to the eLive opens before the start of the Meeting.
- If appropriate and relating to the business of the 25th AGM, the Chairman/Board/Management/relevant adviser(s) will endeavour to respond to your questions during the Meeting.
- Questions on a similar topic may be grouped together to avoid repetition and address as many queries as possible.

Recording or Photography

- No part of the 25th AGM proceedings may be recorded, photographed, stored in any retrieval systems, reproduced, transmitted or uploaded in any form, platform or social media or by any means, whether mechanical, electronic, photocopying, recording or otherwise, without the prior written consent of the Company.

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Voting

- The voting at the 25th AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad.
- The Company has appointed SS E Solutions Sdn Bhd as the Poll Administrator to conduct the poll voting and Commercial Quest Sdn Bhd as scrutineers to verify and validate the poll results.
- Shareholders are strongly encouraged to vote on the resolutions. If they are unable to do so, they may appoint the Chairman of the Meeting as a proxy or their own proxy to vote on their behalf.
- Results of the voting on the resolutions proposed at the 25th AGM will be announced at the Meeting and subsequently, via an announcement made by the Company through Bursa Malaysia Securities Berhad's website at <https://www.bursamalaysia.com/> under Company Announcements.

Privacy Notice

- The Company may process personal information of participants at the 25th AGM. Kindly refer to the Company's privacy notice, which can be found on the Company's website at <https://www.malaysiaairports.com.my/>, for details on how the Company will process personal information.

Annual Report 2023

- The Annual Report 2023 and other accompanying documents are available on the Company's website at <https://www.malaysiaairports.com.my/> and Bursa Malaysia Securities Berhad's website at <https://www.bursamalaysia.com/> under Company Announcements.
- Nevertheless, if you still require a hard copy, you may request a printed copy of the Annual Report 2023 through the Annual Report Requisition Form as provided or by email at agm@malaysiaairports.com.my.

Enquiry

- Should you require any assistance or clarification prior to the convening of the 25th AGM, please contact the following during office hours on Monday to Friday from 8:30 a.m. to 5:30 p.m. (except on public holidays):
 - a. SS E Solutions Sdn Bhd
General line : +603-2084 9000 (e-Services Team)
Fax number : +603-2094 9940 or +603-2095 0292
Email : eservices@sshsb.com.my
 - b. Malaysia Airports Holdings Berhad
General line : +603-8777 7000 (Company Secretarial Office)
Fax number : +603-8777 7512
Email : agm@malaysiaairports.com.my