



**7-ELEVEN MALAYSIA HOLDINGS BERHAD**  
Registration No.: 201301028701 (1058531-W)  
(Incorporated in Malaysia)

## **ADMINISTRATIVE GUIDE FOR THE ELEVENTH ANNUAL GENERAL MEETING (“11<sup>th</sup> AGM”)**

Day and Date	: Thursday, 30 May 2024
Time	: 10.00 a.m.
Broadcast Venue	: Manhattan V, Level 14, Berjaya Times Square Hotel Kuala Lumpur, No. 1 Jalan Imbi, 55100 Kuala Lumpur, Malaysia
Mode of Communication	: 1) Typed text in the Meeting Platform at <a href="https://meeting.boardroomlimited.my/">https://meeting.boardroomlimited.my/</a> which will open one hour before commencement of the 11 <sup>th</sup> AGM i.e. from 9.00 a.m. on Thursday, 30 May 2024 2) E-mail questions to <a href="mailto:ir@7eleven.com.my">ir@7eleven.com.my</a> prior to Meeting.

Dear Shareholders,

With reference to the revised 'Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers' issued by the Securities Commission Malaysia (“**SC's Guidance**”) on 7 April 2022, listed issuers are encouraged to continue leveraging technology in conducting general meetings beyond Movement Control Order.

In line with the Malaysian Code on Corporate Governance Practice 13.3, the Company's forthcoming 11th AGM will be conducted virtually through live streaming and Remote Participation and Electronic Voting (“**RPEV**”) facilities from the Broadcast Venue. This would facilitate greater shareholder participation as it facilitates electronic voting and remote shareholders' participation. With the RPEV Facilities to be provided by the Poll Administrator of the Company, Boardroom Share Registrars Sdn. Bhd. (“**Boardroom**”), you may exercise your right as a member of the Company to participate (including to pose questions to the Board of Directors and/or Management of the Company) and vote at the 11<sup>th</sup> AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 11<sup>th</sup> AGM.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when our virtual 11<sup>th</sup> 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 webcast is dependent on the bandwidth and stability of the internet connection of the participants.

### **Digital copies of Annual General Meeting Documents**

As part of our commitment to reduce paper usage, the following documents are available on our website at [www.7eleven.com.my](http://www.7eleven.com.my):-

1. Annual Report 2023
2. Corporate Governance Report 2023
3. Notice of the 11<sup>th</sup> AGM, Proxy Form and Administrative Guide
4. Circular/Statement to Shareholders in relation to Proposed Renewal of and New Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature and Proposed Renewal of authority for the Company to purchase its own shares.

Should you require a printed copy of the above documents, you may submit your request through telephone/fax or write in to our Share Registrar:-

Berjaya Registration Services Sdn. Bhd.

Address : 09-27 Level 9, Berjaya Times Square, No. 1, Jalan Imbi,  
55100 Kuala Lumpur, Wilayah Persekutuan, Malaysia

General Line : 03-2145 0533

Fax Number : 03-2145 9702

Email : [shareg@berjayareg.com.my](mailto:shareg@berjayareg.com.my)

Website : <https://www.berjayaregistration.com.my>

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### **Broadcast Venue**

A virtual 11<sup>th</sup> AGM will be conducted online from the Broadcast Venue, and shareholders will participate via the RPEV facilities with audio and/or video capabilities. The Broadcast Venue is the main venue in Malaysia where the Chairman of the meeting will be physically present in accordance with Section 327(2) of the Companies Act 2016 ("**the Act**") together with essential individuals in accordance with Note 1.3 of the SC's Guidance. Shareholder(s), proxy(ies), authorised representative(s) or attorney(s) **WILL NOT BE ALLOWED** to be physically present at the Broadcast Venue on the day of the 11<sup>th</sup> AGM.

### **Entitlement to Participate and Vote**

Only shareholders whose names appear in the Record of Depositors as at 23 May 2024, or their appointed proxy(ies), shall be entitled to participate and vote remotely at the 11<sup>th</sup> AGM.

### **Lodgement of Form of Proxy**

Shareholders are encouraged to go online, participate, and vote at the AGM using RPEV facilities. If you are unable to attend the 11<sup>th</sup> AGM, you are strongly encouraged to appoint the Chairman of the 11<sup>th</sup> AGM as your proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

If you wish to attend the 11<sup>th</sup> AGM yourself, please do not submit any Proxy Form. You will not be allowed to attend the 11<sup>th</sup> AGM together with a proxy appointed by you.

Please ensure that the original Form of Proxy is deposited at our Share Registrar's office, at 09-27 Level 9, Berjaya Times Square, No. 1 Jalan Imbi, 55100 Kuala Lumpur, Wilayah Persekutuan, Malaysia, not less than forty-eight (48) hours before the time appointed for holding the 11<sup>th</sup> AGM.

Alternatively, the proxy appointment may also be lodged electronically via Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com>, which is free and available to all individual shareholders, not less than forty-eight (48) hours before the time of holding the AGM, i.e. latest by 28 May 2024 at 10.00 a.m. For further information on the electronic lodgement of Proxy Form, kindly refer to the "**e-Proxy Lodgement**" below:-

### **STEP 1: REGISTRATION ONLINE WITH BOARDROOM SMART INVESTOR PORTAL (FOR FIRST TIME REGISTRATION ONLY)**

*(Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 on e-Proxy Lodgement.)*

- a. Access website <https://investor.boardroomlimited.com>
- b. Click "**Register**" to sign up as a user and select the correct account type i.e. sign up as "**Shareholders**" or "**Corporate Holder**".
- c. Complete the registration with the required information and upload a softcopy of your MyKAD/Identification Card (front and back) or Passport in JPEG or PNG format. For corporate holder, please also attached the authorisation letter.
- d. Please enter a valid email address/ mobile number and wait for Boardroom's email verification.
- e. Your registration will be verified and approved with one (1) business day and an email notification will be provided.

### **STEP 2: E-PROXY LODGEMENT**

#### **For Individual/ Corporate Shareholders**

- a. Access website <https://investor.boardroomlimited.com>
- b. Login with your User ID and Password given above.
- c. Click "Meeting Event" and select from the list of companies – "**7-ELEVEN MALAYSIA HOLDINGS BERHAD ELEVENTH (11<sup>th</sup>) ANNUAL GENERAL MEETING**" and click "**ENTER**".
- d. Click on "**Submit eProxy Form**"
- e. Select the company you would like to be represented (if more than one) – for Corporate Shareholder.
- f. Enter your CDS Account Number and indicate the number of securities held.
- g. Select your proxy – either the Chairman of the meeting or individual named proxy(ies).
- h. Read and accept the General Terms and Conditions by clicking "**Next**".
- i. Enter the required particulars of your proxy(ies).
- j. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your votes.
- k. Review and confirm your proxy(ies) appointment and click "**Apply**".
- l. Download or print the eProxy Form as acknowledgement.

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### **For Authorized Nominee and Exempt Authorized Nominee**

- a. Access website <https://investor.boardroomlimited.com>
- b. Login with your User ID and Password given above.
- c. Click "Meeting Event" and select from the list of companies "**7-ELEVEN MALAYSIA HOLDINGS BERHAD ELEVENTH (11<sup>th</sup>) ANNUAL GENERAL MEETING**" and click "ENTER".
- d. Click on "**Submit eProxy Form**".
- e. Select the company you would like to be represented (if more than one).
- f. Proceed to download the file format for "**Submission of Proxy Form**".
- g. Prepare the file for the appointment of proxy(ies) by inserting the required data.
- h. Proceed to upload the duly completed Proxy Appointment file.
- i. Review and confirm your proxy(ies) appointment and click "**Submit**".
- j. Download or print the eProxy form as acknowledgement.

Alternatively, you may also write to [bsr.helpdesk@boardroomlimited.com](mailto: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.

**Note: If you are the authorized representatives for more than one (1) authorized nominee / exempt authorized nominee/ corporate shareholder, kindly click the home button and select "Edit Profile" in order to add Company name.**

### **Revocation of Proxy**

If you have submitted your Form(s) of Proxy and subsequently decide to appoint another person or wish to participate in our electronic 11<sup>th</sup> AGM by yourself, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) or via Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> (as the case maybe) to revoke the earlier appointed proxy forty eight (48) hours before the AGM. On revocation, your proxy(ies) will not be allowed to participate in the AGM. In such event, you should advise your proxy accordingly.

### **Voting Procedures**

The voting will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad's Main Market Listing Requirements. The Company has appointed Boardroom as the Poll Administrator to conduct the poll by way of electronic voting (e-Voting) and SKY Corporate Services Sdn. Bhd. as Independent Scrutineer to verify the poll results.

During the 11<sup>th</sup> AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules.

For the purpose of this 11<sup>th</sup> AGM, e-Voting can be carried out by using either personal smart mobile phones, tablets, personal computers or laptops.

The polling will only commence after announcement of poll being opened by the Chairman and until such time when the Chairman announces the closure of poll.

The Independent Scrutineer will verify the poll result reports upon closing of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether the resolutions put to vote were successfully carried or otherwise.

### **Online Registration Procedure**

Please note that all members including (i) individual members; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees shall use the RPEV facilities to participate and vote remotely at the AGM.

If you wish to participate in the AGM, you will be able to view a live webcast of the 11<sup>th</sup> AGM, ask questions and submit your votes in real time whilst the 11<sup>th</sup> AGM is in progress.

Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of the participants. Therefore, kindly ensure that connectivity for the duration of the meeting is maintained.

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Kindly follow the steps below to request for your login ID and password and usage of the RPEV facilities:




	Procedure	Action
<b>BEFORE THE DAY OF THE 11<sup>th</sup> AGM</b>		
1.	Register Online with Boardroom Smart Investor Portal <b>(for first time registration only)</b>	<p>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 – Submit request for remote participation.]</p> <p>(a) Access the website at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a>.</p> <p>(b) Click <b>&lt;Register&gt;</b> to sign up as a user.</p> <p>(c) Please select the correct account type i.e. sign up as “Shareholder or Corporate Holder”.</p> <p>(d) Complete registration with all required information. Upload and attach a copy of your MyKAD/ Identification Card (front and back) or passport in JPEG or PNG format. For Corporate Holder, kindly upload the authorization letter as well.</p> <p>(e) Please enter a valid email address and wait for Boardroom’s email verification to complete the registration.</p> <p>(f) An email notification will be provided after your registration is verified and approved within one (1) business day.</p>
2.	Submit Request for Remote Participation <b>(User ID and Password)</b>	<p><b>(Note: Registration for remote access will be opened on 29 April 2024. Please note that the closing time to submit your request is not less than forty-eight (48) hours before the time of holding the AGM, i.e. latest by 28 May 2024 at 10.00 a.m.)</b></p> <p><b>Individual/ Corporate Shareholders</b></p> <p>(a) Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password above.</p> <p>(b) Click “Meeting Event” and select from the list of companies <b><u>“7-ELEVEN MALAYSIA HOLDINGS BERHAD ELEVENTH (11th) ANNUAL GENERAL MEETING”</u></b> and click <b><u>“ENTER”</u></b>.</p> <p>(c) Click on “Register for RPEV”</p> <p>(d) Read and agree to the Terms &amp; Conditions and click <b>“Next”</b>.</p> <p>(e) Enter your CDS Account and thereafter submit your request.</p> <p>(f) Upon system verification against General Meeting Record of Depositors as at <b>23 May 2024</b>, you will receive an email from Boardroom either approving or rejecting your registration for the remote participation.</p> <p>Thereafter:</p> <p>(a) You will receive a notification from Boardroom that your request has been received and is being verified.</p> <p>(b) Upon system verification against the Record of Depositors as at <b>23 May 2024</b>, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.</p> <p>(c) If your registration is approved, you will receive your remote access meeting ID, user ID and password in the same email from Boardroom after the closing date.</p> <p>(d) Please note that the closing date and time to submit your request is by 28 May 2024 at 10.00 a.m.</p>

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ON THE DAY OF THE 11 <sup>th</sup> AGM		
1.	<p>Login to Virtual Meeting Portal</p> <p><i>Note:</i> You may login from 9.00 a.m., i.e. one (1) hour before the commencement of the AGM on 30 May 2024</p>	<p>(a) Follow the steps provided in the email from Boardroom along with your remote access user ID and password to login to the Virtual Meeting Portal (Refer to Step 2(c) above).</p> <p>(b) The Meeting Platform can be accessed via one of the following methods:- ➤ Scan the QR Code provided in the email notification; ➤ Access to <b>Lumi AGM</b> web portal via website at <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a></p> <p>(c) Insert the Meeting ID No. and sign in with the user ID and password provided to you via the email notification in Step 2.</p>
2.	<p>Participate through live streaming</p>	<p>[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition.]</p> <p>(a) If you would like to view the live webcast, select the broadcast  icon.</p> <p>(b) If you would like to ask a question during the AGM, select the messaging icon .</p> <p>(c) Type your message within the chat box, once completed click the send button.</p>
3.	<p>Online remote voting</p>	<p>Once voting has been opened, the polling icon  will appear with the resolutions and your voting choices.</p> <p>To vote, select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</p> <p>To change your vote, re-select another voting direction.</p> <p>If you wish to cancel your vote, please press "<b>Cancel</b>".</p>
4.	<p>End of remote participation</p>	<p>(a) Upon the announcement by the Chairman on the closure of the AGM, the live webcast will end and the Messaging window will be disabled.</p> <p>(b) You can now logout from the Meeting Platform.</p>

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### **No Recording or Photography**

Photography and recording of the 11<sup>th</sup> AGM proceedings, vocal or audio-visual, are strictly prohibited.

Please ensure that you are connected to the internet at all times in order to participate and vote when the 11<sup>th</sup> AGM commences as the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants. The Company shall not be responsible or liable for any failure on your part for any reason whatsoever to connect to the internet or for any interruption to the internet connection and accordingly your failure to participate and vote at the 11<sup>th</sup> AGM.

### **Pre-Meeting Submission of Questions to the Board**

Shareholders/proxies are encouraged to submit questions to the Board in advance of the 11<sup>th</sup> AGM to [ir@7eleven.com.my](mailto:ir@7eleven.com.my) by 10.00 a.m. on 28 May 2024.

When sending in your questions, please provide us with the following details:

- (a) Full name
- (b) NRIC/Passport Number
- (c) Number of shares held
- (d) CDS account number

Whilst the Company will endeavour to address all relevant questions received from the shareholders which are related to the agenda of the 11<sup>th</sup> AGM, it may not be able to answer all questions from shareholders.

### **General Enquiry**

If you have any enquiries prior to the 11<sup>th</sup> AGM, please contact the following during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m.):-

7-Eleven Malaysia Holdings Berhad

Address : Postal No. 08-66, Level 8, Berjaya Times Square,  
No.1, Jalan Imbi,  
55100 Kuala Lumpur,  
Wilayah Persekutuan, Malaysia

General Line : 03-2119 1711

Fax Number : 03-2119 1712

Email : [ir@7eleven.com.my](mailto:ir@7eleven.com.my)

Boardroom Share Registrars Sdn. Bhd.

Address : 11th Floor, Menara Symphony,  
No. 5, Jalan Prof. Khoo Kay Kim  
Seksyen 13,  
46200 Petaling Jaya,  
Selangor Darul Ehsan, Malaysia

General Line : 03-7890 4700

Fax Number : 03-7890 4670

Email : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

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**Personal Data Policy**

By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.