



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

## **ADMINISTRATIVE GUIDE FOR THE TWELFTH ANNUAL GENERAL MEETING ("12<sup>th</sup> AGM")**

**Day and Date** : Thursday, 29 May 2025

**Time** : 10:00 a.m.

**Meeting Venue** : Manhattan V, Level 14,  
Berjaya Times Square Hotel Kuala Lumpur,  
No. 1 Jalan Imbi,  
55100 Kuala Lumpur, Malaysia

### **ELIGIBILITY TO ATTEND BASED ON THE RECORD OF DEPOSITORS**

Only shareholders whose name appears on the Record of Depositors as at 22 May 2025 is entitled to attend, participate, speak and vote at the 12<sup>th</sup> AGM or appoint proxies to attend, participate, speak and vote on his/her behalf in respect of the number of shares registered in his/her name at that time.

### **APPOINTMENT OF PROXY(IES)**

A shareholder who is unable to attend the 12<sup>th</sup> AGM on 29 May 2025 may appoint proxy or the Chairman of the Meeting as your proxy and indicate the voting instructions in the Form of Proxy.

The Form of Proxy can be deposited at the office of 7-Eleven Malaysia Holdings Berhad (the "Company")'s Share Registrar, Berjaya Registration Services Sdn Bhd at 09-27 Level 9, Berjaya Times Square, No. 1 Jalan Imbi, 55100 Kuala Lumpur, Malaysia ("Berjaya Registration"). Alternatively, the individual shareholder may appoint their proxy(ies) electronically ("E-Proxy Lodgement") via the Berjaya Registration Portal at <https://www.berjayaregistration.com.my> by the last date and time as stipulated below.

For E-Proxy Lodgement, the individual shareholder is required **to register as a user** of the Berjaya Registration Portal ("the registration"). The procedures for the registration and the E-Proxy Lodgement are set out in **Appendix I**.

The last date and time for lodging the Form of Proxy is on **Tuesday, 27 May 2025 at 10:00 a.m.**

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### **REVOCATION OF PROXY**

If you have submitted your Form of Proxy either in hard copy or by electronic means prior to the AGM, and subsequently, you have decided to appoint another person or wish to participate in the 12<sup>th</sup> AGM yourself, please write to the Share Registrar at [shareg@berjayareg.com.my](mailto:shareg@berjayareg.com.my) to revoke your earlier appointed proxy(ies) at least forty-eight (48) hours before the AGM.

Upon revocation, your appointed proxy(ies) will not be allowed to participate in the 12<sup>th</sup> AGM. In such event, you should advise your proxy(ies) accordingly.

### **REGISTRATION ON THE DAY OF 12<sup>TH</sup> AGM**

The registration counter will be opened at 8:00 a.m. on Thursday, 29 May 2025 at Manhattan V, Level 14, Berjaya Times Square Hotel Kuala Lumpur, No. 1 Jalan Imbi, 55100 Kuala Lumpur, Malaysia.

Attendees are requested to produce/show their original MyKAD or Passport (for non-Malaysian) to the registration personnel for verification purposes. Kindly ensure the original MyKAD or Passport is returned to you thereafter. Please take note that no person will be allowed to register on behalf of another person, even with the original MyKAD or Passport of that person.

### **VOTING PROCEDURE**

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, the voting at the AGM will be conducted by poll. The Company has appointed Berjaya Registration Services Sdn Bhd as Poll Administrator to conduct the poll voting and Symphony Corporate Services Sdn Bhd as Independent Scrutineers to verify and validate the poll results.

### **SUBMISSION OF QUESTIONS FOR THE 12<sup>TH</sup> AGM**

#### **1. Prior to the meeting**

Shareholders may submit questions in relation to the agenda items of the 12<sup>th</sup> AGM at [ir@7eleven.com.my](mailto:ir@7eleven.com.my). Please submit your questions no later than 10.00 a.m. on Tuesday, 27 May 2025. The responses to these questions will be shared at the 12<sup>th</sup> AGM.

#### **2. During the meeting**

You may also speak or raise questions during the meeting.

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### **HEALTH AND SAFETY MEASURES**

1. All physical attendees at the Meeting Venue must be medically fit to attend the 12<sup>th</sup> AGM. If you have symptoms of being unwell with sore throat, flu, fever, cough or other common symptoms of Covid-19, you are advised not to attend the 12<sup>th</sup> AGM physically. You are encouraged to keep your mask on during the Meeting.
2. The Company will take the necessary measures against any of the attendees who does not meet the foregoing health protocols.

### **MOBILE DEVICES**

1. Please ensure that all mobile devices (i.e. phones/other sound emitting devices) are switched off or put in silent mode during the Meeting to ensure smooth and uninterrupted proceedings.
2. Photography and recording of the Meeting proceedings, either vocal and/or audio-visual, are strictly prohibited.

### **PERSONAL BELONGINGS**

Please take care of your personal belongings. The Company will not be held responsible for any missing personal belongings.

### **ENQUIRY**

If you have any enquiries prior to the 12<sup>th</sup> AGM, please contact our Share Registrar during office hours on Monday to Friday, from 9.00 a.m. to 6.00 p.m. (except on public holidays), details of our Share Registrar as stated below:-

#### **BERJAYA REGISTRATION SERVICES SDN. BHD.**

Address : 09-27 Level 9, Berjaya Times Square, No. 1, Jalan Imbi,  
55100 Kuala Lumpur, Malaysia  
General Line : 03-2145 0533  
Fax Number : 03-2145 9702  
Email : [shareg@berjayareg.com.my](mailto:shareg@berjayareg.com.my)  
Website : <https://berjayaregistration.com.my/>

#### **PERSONAL DATA PRIVACY:**

*By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the 12th AGM and/or any adjournment thereof, a member of the Company (i) consents to the collection, use and disclosure of the member's personal data by the Company (or its agents) for the purpose of the processing and administration by the Company (or its agents) of proxies and representatives appointed for the 12th AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the 12th AGM (including any adjournment thereof), and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "Purposes"), (ii) warrants that where the member discloses the personal data of the member's proxy(ies) and/or representative(s) to the Company (or its agents), the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company (or its agents) of the personal data of such proxy(ies) and/or representative(s) for the Purposes, and (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member's breach of warranty.*

**E-Proxy Lodgement**

**Steps (applicable for individual shareholders ONLY)**

**1. Registration as a User of the Berjaya Registration Portal**

- Access the Berjaya Registration Portal at <https://www.berjayaregistration.com.my>
- Click <Login/Register> followed by <Register New User> to register as a new user.
- Please complete your registration by filling up the information required and upload a clear copy of your MyKAD (both front and back) or passport.
- You are required to read and agree to the terms and conditions before clicking on <Submit> on the registration page.
- Please enter a valid email address in order for you to receive a verification email from Berjaya Registration.
- An email notification will be sent to you once your registration is verified and approved by Berjaya Registration.
- If you are an existing registered user of the Berjaya Registration Portal, you do not need to register again.

**2. E-Proxy Lodgement via Berjaya Registration Portal**

- An individual shareholder who has registered with Berjaya Registration Portal will be able to lodge the E-Proxy Form by logging onto the Berjaya Registration Portal.
- Login to the Berjaya Registration Portal at <https://www.berjayaregistration.com.my> with your User ID and password.
- Click <E-Proxy Lodgement>, search for the 7-Eleven Malaysia Holdings Berhad 12th AGM and click <Choose>.
- Fill up the E-Proxy Form by inserting your CDS Account number, number of shares for each of your proxy(ies) and indicate your voting by selecting <For> or <Against>. If no specific direction is given, the proxy will vote or abstain from voting at his/her discretion.
- Kindly review and check your completed E-Proxy Form and agree to the terms and conditions before clicking on <Submit> for submission of the E-Proxy Form.