

ADMINISTRATIVE GUIDE

22nd Annual General Meeting of Digi.Com Berhad

Date : Tuesday, 14 May 2019

Time : 10.00 a.m.

Venue : Nexus Ballroom 2 & 3, Level 3A, Connexion @ Nexus,
No. 7, Jalan Kerinchi, Bangsar South City, 59200 Kuala Lumpur, Malaysia

Venue Legend:

- Nexus 1 Ballroom: Registration
- Nexus 2 & 3 Ballroom: AGM
- Foyer of Nexus Ballroom: Parking Ticket Counter

Parking

Parking is available at Nexus, Bangsar South. There are two (2) entrances to the car park.

- The first entrance (next to Capri) will lead you to the Basement car park
- The second entrance at the other end of Nexus will lead you to Levels 2 & 3 of the car park

Please exchange your parking ticket for a 'Complimentary Parking Ticket' at our Parking Ticket Counter. The counter is located at the foyer of the meeting hall on Level 3A, Connexion @ Nexus. You are still required to validate the 'Complimentary Parking Ticket' at the autopay machine before you exit the car park.

Registration

1. Registration will start at 8.00 a.m. in Nexus 1 ballroom, Level 3A.
2. Please present your original MyKad/passport to the registration staff for verification.
3. Upon verification, you are required to write your name and sign the Attendance List placed on the registration table.
4. You will be given:
 - (i) An identification wristband with a personalised passcode for the purpose of voting at the AGM, and
 - (ii) A Food and Door Gift Voucher
5. You must wear the identification wristband throughout the AGM as no person will be allowed to enter the meeting hall without one. There will be no replacement in the event you lose or misplace the identification wristband, and the Food and Door Gift Voucher.
6. If you are attending the meeting as a shareholder as well as a proxy, you will be registered once and will be given only one identification wristband to enter the meeting hall.
7. No person will be allowed to register on behalf of another person even with his/her original Mykad/passport.
8. After registration, proceed to the Parking Ticket Counter to exchange your ticket for a 'Complimentary Parking Ticket' (if applicable) and then proceed to redeem your Food and Door Gift Voucher.

Help Desk

9. Please proceed to the Help Desk for any clarification or queries apart from registration details.
10. The Help Desk will also handle revocation of a proxy's appointment.

Food and Door Gift Voucher

11. The Food and Door Gift voucher will be distributed to shareholders/proxy(ies) upon registration, as follows:-
 - (a) ONE (1) Food and Door Gift Voucher per shareholder/proxy present in person
 - (b) For a shareholder who appoints more than ONE (1) proxy, the Food and Door Gift Voucher will only be given to the **first proxy stated in the proxy form**
 - (c) For a proxy representing more than one shareholder, you are only entitled to ONE (1) Food and Door Gift Voucher
 - (d) If you are a shareholder and is also appointed as proxy by another shareholder, you are only entitled to ONE (1) Food and Door Gift Voucher
 - (e) If the proxy has obtained the Food and Door Gift Voucher earlier, the shareholder who decides to attend will not be given any Food and Door Gift Voucher.
12. The Food and Door Gift Voucher is redeemable at the designated counters.

Entitlements to Attend, Speak and Vote

13. Only a depositor whose name appears in the Record of Depositors as at 6 May 2019 is entitled to attend, speak and vote at the said meeting or appoint proxies to attend, speak and vote on his/her behalf in respect of the number of shares registered in his/her name at that time.

Proxy

14. A member entitled to attend and vote at a general meeting of the Company may appoint a proxy to attend, speak and vote in his/her stead. A member who is personally present or proxy or member's representative or attorney shall have one vote (1) for every share held by him. Where more than one (1) proxy is appointed, the appointment shall not be valid unless he/she specifies the shareholdings to be represented by each proxy. A proxy need not be a member of the Company.

15. If you wish to attend the meeting yourself, please do not submit any Form of Proxy for the meeting that you wish to attend. You will not be allowed to attend the meeting together with a proxy appointed by you.
16. If you have submitted your Form of Proxy prior to the meeting and subsequently decided to attend the meeting yourself, please proceed to the Help Desk to revoke the appointment of your proxy.
17. If you wish to deposit your Form of Proxy electronically through Tricor's system, TIIH Online, kindly follow the link: <https://tiih.online>. For further information on the electronic lodgement of proxy form, please refer to the annexure below. You may also submit your Form of Proxy by email/facsimile to Tricor Investor & Issuing House Services Sdn Bhd (refer to details below).
20. Shareholders and proxies who wish to use their own voting device to vote are required to take note of the following e-voting requirement and procedures:
 - (a) Download Tricor e-Vote App onto your smartphone device before attending the meeting. Tricor e-Vote App download is available at no cost from Google Play Store or Apple App Store. If you require assistance on how to download the Tricor e-Vote App, please contact Tricor officers listed in Item 22 below.
 - (b) Before the voting session starts, connect to the Wi-Fi network provided by Tricor for use and access to Tricor e-Vote App:

| | |
|--------------------------|--------------------|
| Wi-Fi Name: Tricor_eVote | Password: digi1405 |
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 - (c) Use the camera function of your voting device to capture the passcode on your wristband to access the Tricor e-Vote App.
 - (d) Once logged in, you can proceed to vote on the resolutions and submit your votes.

Corporate Member

18. Any corporate member who wishes to appoint a representative instead of a proxy to attend the meeting should submit the original certificate of appointment under the seal of the corporation to the office of the Share Registrar at any time before the time appointed for holding the meeting or to the registration staff on the meeting day for the Company's records.

Voting Procedure

19. Pursuant to the Paragraph 8.29A of the Listing Requirements, all resolutions to be tabled at the meeting will be voted by poll instead of by show of hands. For this purpose, the Company has appointed Tricor Investor & Issuing House Services Sdn Bhd (Tricor) to conduct the poll voting electronically via the Tricor e-Vote App and Asia Securities Sdn Bhd as scrutineers to verify the poll results.

21. Shareholders and proxies who do not have voting device to submit their votes, they can do so at the voting kiosks. The Chair of the Meeting will announce the commencement of voting upon conclusion of the deliberations of all the business transacted at the AGM. Shareholders and proxies will be directed to the kiosks which are equipped with voting devices and polling officers are stationed to assist.

Enquiry

22. If you have general queries prior to the meeting, please contact Digi's Share Registrar during office hours:

Tricor Investor & Issuing House Services Sdn Bhd (11324-H)

Unit 32-01, Level 32, Tower A
 Vertical Business Suite, Avenue 3, Bangsar South
 No. 8, Jalan Kerinchi
 59200 Kuala Lumpur

Telephone Number

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|---------------------|---------------|
| General Line | 603-2783 9299 |
| Mr Eric Low | 603-2783 9267 |
| Mr Chang Kang Shaun | 603-2783 9241 |
| Fax Number | 603-2783 9222 |



Dear Security Holders






ELECTRONIC LODGEMENT OF PROXY FORM FOR GENERAL MEETING

We are pleased to inform that security holders can have the option to lodge their proxy forms by electronic means through our system, TIIH Online ("e-proxy form").

TIIH Online is a web-based facility that provides an online platform for security holders (individuals only) to perform lodgement of document/form electronically which includes proxy form in paperless form ("e-lodgement"). Once you have successfully lodged your e-proxy form, you are no longer required to complete and lodge the physical copy to the company or Tricor office.










To assist you with the e-lodgement of proxy form, please read and follow the detailed guide below:

Sign up as user of TIIH Online

-  First, logon to <https://tiih.online>
-  Sign up as a user by completing the registration form. Registration is free.
-  Upload a softcopy of your MyKad (front and back) or your passport.
-  Administrator will approve your registration within one working day and notify you via email.
-  Activate your account by re-setting your password.

Notes: (i) If you are already a user of TIIH Online, you are not required to sign up again.
(ii) An email address is allowed to be used only once to register as a new user account. The same email cannot be used to register another user account.
(iii) At this juncture, only individual security holders are offered to register as a user and participate in e-lodgement.

Proceed with e-lodgement of proxy form

-  Login with your user name (i.e. e-mail address) and password.
-  Select the corporate event: "Lodgement of Proxy Form".
-  Read and agree to the Terms & Conditions and confirm the Declaration.
-  Preview and select the CDS account number and indicate the number of securities for your proxy(ies) to vote on your behalf.
-  Appoint your proxy(ies) or Chair of the Meeting and insert the required details.
-  Indicate your voting instruction – FOR or AGAINST, otherwise your proxy will decide your vote on your behalf.
-  Review and confirm your proxy(ies) appointment.
-  Proceed to pay handling fee of RM5 for each CDS account through the online FPX payment gateway.
-  Print payment receipt and e-proxy form for your record.

OUR CONTACT

Should you need further clarification on the e-lodgement of proxy form, you can contact us at the following. Thank you.

Tricor Investor & Issuing House Services Sdn Bhd
Unit 32-01, Level 32, Tower A, Vertical Business Suite,
Avenue 3, Bangsar South, No. 8, Jalan Kerinchi,
59200 Kuala Lumpur, Malaysia

Telephone No : 03-27839299
Fax No : 03-27839222
E-mail : is.enquiry@my.tricorglobal.com