



AEON CREDIT SERVICE (M) BERHAD
Registration No. 199601040414 (412767-V)
(Incorporated in Malaysia)

**ADMINISTRATIVE DETAILS OF THE TWENTY-FIFTH (“25th”)
ANNUAL GENERAL MEETING**

| | | |
|-----------------------|---|--|
| Meeting Date | : | Wednesday, 29 June 2022 |
| Time | : | 10.30 a.m. |
| Meeting Platform | : | https://meeting.boardroomlimited.my |
| Broadcast Venue | : | VE Hotel & Residence Kuala Lumpur, Invent Room, Level M3, Bangsar South City, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia |
| Mode of Communication | : | <ul style="list-style-type: none">i. Submit questions to the Board prior to the 25th Annual General Meeting (“AGM”) by emailing to ir_info@aeoncredit.com.my no later than 10.30 a.m. on Friday, 24 June 2022ii. Submit questions to the Board via real time submission of typed texts at https://meeting.boardroomlimited.my during livestreaming of the 25th AGM |

MODE OF MEETING

As part of the continuing measures to curb the spread of COVID-19, the 25th AGM of AEON Credit Service (M) Berhad (‘the Company’) will be conducted **on a virtual basis through livestreaming and online voting using the Remote Participation and Electronic Voting (“RPEV”) facilities.**

BROADCAST VENUE

The Broadcast Venue mentioned above is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which stipulates that the Chairman of the meeting shall be at the main venue of the 25th AGM and in accordance with Clause 86 of the Company’s Constitution which allows a meeting of members to be held at more than one (1) venue, using any technology or method that enables the members of the Company to participate and to exercise the members’ right to speak and vote at the meeting. The Broadcast Venue of the 25th AGM is to inform members where the electronic 25th AGM production and streaming would be conducted from. **No Shareholders/Proxies/Corporate Representatives** from the public should be physically present nor admitted at the Broadcast Venue on the day of the 25th AGM.

DIGITAL COPIES OF AGM DOCUMENTS

As part of our dedicated commitment to sustainable practices, please scan the QR code for the following documents of the Company, which are also available on and can be downloaded from Bursa Malaysia Securities Berhad’s website at www.bursamalaysia.com under Company Announcements and the Company’s website at <https://www.aeoncredit.com.my/aeon-corporate/investor-relations/aggm-egm>:

1. Integrated Annual Report 2022
2. Corporate Governance Report 2022
3. Notice of the 25th AGM and Proxy Form
4. Administrative Details of the 25th AGM
5. Circular to Shareholders in relation to the Proposed Renewal of Existing Shareholders’ Mandate dated 26 May 2022






Shareholders of the Company who wish for a printed copy of the Integrated Annual Report 2022 and/or Circular should submit your request to the Company’s Investor Relations at ir_info@aeoncredit.com.my and must provide all the required information accurately, i.e. full name, CDS Account Number, full mailing address and shareholder’s mobile number. However, please consider the environmental concern before you decide to request for the printed copy.

PROCEDURES FOR RPEV

Please read and follow the procedures below to engage in RPEV through livestreaming and online voting at the 25th AGM:

| Procedure | | Actions |
|----------------------------------|---|--|
| Before the day of the AGM | | |
| 1. | Register Online with Boardroom Smart Investor Portal (for first time registration only) | <p><i>[Note: If you have already signed up with Boardroom Smart Investor Portal ("BSIP"), you are not required to register again. You may proceed to Step 2 - Submit request for RPEV user ID and password.]</i></p> <ol style="list-style-type: none"> Access website https://investor.boardroomlimited.com. Click <<Register>> to sign up as a user. Complete registration and upload softcopy of MyKAD (front and back) or Passport in JPEG, PNG or PDF format. Please enter a valid email address and wait for email verification from Boardroom Share Registrars Sdn. Bhd. ("Boardroom"). Click on <<Verify E-mail Address>> from the e-mail received to continue with the registration. Once your email address is verified, you will be re-direct to BSIP for verification of mobile number. Click on Request OTP Code and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click << Enter>> to complete the process. Once your mobile number is verified, registration of your new BSIP account will be pending for final verification. <p>Your registration will be verified and approved within one (1) business day and an email notification will be provided to you.</p> |
| 2. | Submit request for remote participation (RPEV User ID and Password) | <p><i>[Note: Registration for remote access will be opened on 26 May 2022. Please note that the closing time to submit your request is at 10.30 a.m. on Monday, 27 June 2022, i.e. forty-eight (48) hours before the commencement of the AGM].</i></p> <p>Individual Members</p> <ol style="list-style-type: none"> Login to https://investor.boardroomlimited.com using your user ID and password. Select <<CORPORATE MEETING>> from main menu and select the correct Corporate Event "AEON CREDIT SERVICE (M) BERHAD (25th) ANNUAL GENERAL MEETING" and click <<Enter>>. Click <<REGISTER FOR RPEV>> To attend the virtual AGM remotely. Read and agree to the terms and conditions and click <<Next>>. Enter your CDS Account and thereafter submit your request. <p>Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee</p> <ol style="list-style-type: none"> Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Proxy Form to submit the request. Please provide a copy of Corporate Representative's MyKad (Front and Back) or Passport in JPEG, PNG or PDF format as well as his/her email address. |
| 3. | Verification and Email notification | <ol style="list-style-type: none"> You will receive notification(s) from Boardroom that your request(s) has been received and is being verified. Upon system verification against the 25th AGM's Record of Depositors as at 20 June 2022, you will receive an email from Boardroom either approving or rejecting your registration for remote participation. You will also receive your remote access user ID, User Name and password along with the email from Boardroom if your registration is approved. |
| On the day of the AGM | | |
| 4. | Login to Virtual Meeting Platform | <p><i>[Note: It is your responsibility to ensure the stability of the internet connectivity throughout of the AGM is maintained as the quality of the live webcast and online remote voting are highly dependent on the bandwidth and stability of the internet connection available at the location of the participants.]</i></p> <ol style="list-style-type: none"> The Virtual Meeting Platform will be opened for login one (1) hour before the commencement of the AGM. Follow the steps given to you in the email along with your remote access user ID and password to login to the Virtual Meeting platform. (Refer to Step 3(c) above). The steps will also guide you on how to view live webcast, pose questions and vote. |

| Procedure | | Actions |
|------------------------------|----------------------|--|
| On the day of the AGM | | |
| 5. | Participation | <p><i>[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition.]</i></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 . Type your message within the chat box, click the send button once completed.</p> |
| 6. | Voting | <p>a. Once voting has been opened, the polling icon  will appear with the resolutions and your voting choices.</p> <p>b. To vote, simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</p> <p>c. To change your vote, re-select your voting preference.</p> <p>d. If you wish to cancel your vote, please press "Cancel".</p> |
| 7. | End of Participation | Upon the announcement by the Chairman on the closure of the 25 th AGM, the live webcast will end and the messaging window will be disabled. You can then logout from the Virtual Meeting Platform. |

ENTITLEMENT TO PARTICIPATE AND VOTE

In respect of deposited securities, only shareholders whose names appear on the Record of Depositors on 20 June 2022 (General Meeting Record of Depositors) shall be eligible to attend the 25th AGM and/or appoint proxy(ies) to attend, participate and/or vote on his/her behalf.

APPOINTMENT OF PROXY OR ATTORNEY OR CORPORATE REPRESENTATIVE

In accordance with the Company's Constitution, shareholders are entitled to vote at the AGM either personally, electronically or by proxy. As the 25th AGM will be conducted via a virtual meeting, shareholders who are unable to participate in the AGM are encouraged to appoint the Chairman of the Meeting as his/her proxy and indicate the voting instructions in the Proxy Form. All Proxy Forms and documents relating to the appointment of proxy/proxies or attorney or authorised corporate representative for the AGM whether in hard copy or by electronic means must be deposited with or submitted to Boardroom no later than 10.30 a.m. on Monday, 27 June 2022.

The appointment of Proxy may be made in hard copy or electronic form as follows:

1. In hard copy form

Shareholders may deposit the duly executed Proxy Form at the Share Registrar's office of the Company, Boardroom at Ground Floor or 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan.

2. In electronic form

The Proxy Form can be electronically submitted via e-mail to bsr.helpdesk@boardroomlimited.com (*for Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee only*) or submitted via BSIP at <https://investor.boardroomlimited.com> (*for individual shareholders only*). The steps are as follows:

Step 1 – Register Online with BSIP (for first time registration only)

[Note: If you have already signed up with BSIP, you are not required to register again. You may proceed to Step 2 – eProxy Lodgement.]

- Access website at <https://investor.boardroomlimited.com>.
- Click **<<REGISTER>>** to sign up as a user.
- Complete registration and upload softcopy of your MyKAD (front and back) (for Malaysian) or Passport in JPEG, PNG or PDF format.
- Please enter a valid email address and wait for email verification from Boardroom. Click on **<<Verify E-mail Address>>** from the e-mail received to continue with the registration.
- Once your email address is verified, you will be re-direct to BSIP for verification of mobile number. Click on Request OTP Code and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click **<< Enter>>** to complete the process.
- Once your mobile number is verified, registration of your new BSIP account will be pending for final verification.

Your registration will be verified and approved within one (1) business day and an email notification will be provided.

Step 2 – eProxy Lodgement

- a. Access website <https://investor.boardroomlimited.com>.
- b. Login with your User ID and Password.
- c. Select <<**CORPORATE MEETING**>> from main menu and select the correct Corporate Event “**AEON CREDIT SERVICE (M) BERHAD (25th) ANNUAL GENERAL MEETING**” and click <<Enter>>.
- d. Go to <<**PROXY**>> and click <<**Submit eProxy From**>>.
- e. Read the terms & conditions and confirm the Declaration.
- f. Enter your CDS Account Number and indicate the number of securities.
- g. Appoint your proxy(ies) or the Chairman of the 25th AGM and enter the required details for your proxy(ies).
- h. Indicate your voting instructions – “**FOR**” or “**AGAINST**” or “**ABSTAIN**”. If you wish to have your proxy(ies) to act upon his/her discretion, please indicate “**DISCRETIONARY**”.
- i. Review and confirm your proxy(ies) appointment.
- j. Click <<**Apply**>>.
- k. Download or print the eProxy Form acknowledgement.

REVOCATION OF PROXY

If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to participate in our virtual AGM by yourself, please write in to bsr.helpdesk@boardroomlimited.com 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 25th AGM. In such event, you should advise your proxy accordingly.

VOTING PROCEDURE

- In accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, the voting at the virtual AGM will be conducted by poll. The Company has appointed Boardroom as the Poll Administrator to conduct the poll by way of electronic voting (“e-Voting”) and GovernAce Advisory & Solutions Sdn. Bhd. as the Scrutinisers to verify and validate the poll results.
- During the virtual AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules. The voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll.
- For the purpose of this AGM, e-Voting will be carried out via personal smart mobile phones, tablets or personal computer/laptops.
- Upon completion of the voting session, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly carried or otherwise.

DOOR GIFT

1. Shareholders/proxies who attend and vote at the 25th AGM shall receive a door gift in the form of cash amounting to RM30.00 by way of direct credit into the AEON Member Plus Visa Card (AMP Visa Card).
2. Shareholders/proxies who wish to receive the door gift are required to apply for an AMP Visa Card. Please refer to **Appendix 1** on how to apply for an AMP Visa Card via AEON Wallet before visiting your nearest AEON Credit counter to collect the physical card. If you have any queries or encounter any issue when applying AMP Visa Card, kindly contact AEON Credit Customer Care Hotline at 03-2719 9999 or email to customer.service@aeoncredit.com.my.
3. Door gift will be provided to shareholders/proxies in the following manner:
 - a) One (1) door gift for one (1) shareholder.
 - b) For a shareholder who has been appointed as a proxy by another shareholder, he/she is entitled to only one (1) door gift.
 - c) For a shareholder who appoints two (2) proxies, door gift will only be provided to the first named proxy (Proxy 1) stated in the Proxy form.
 - d) If a proxy represents more than (1) shareholder, he/she is entitled to only one (1) door gift.
4. Cash will be credited to the AMP Visa Card of eligible shareholders/proxies on 14 July 2022.

PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS

Shareholders may submit questions to the Board in advance of the 25th AGM by emailing to ir_info@aeoncredit.com. my no later than 10.30 a.m. on Friday, 24 June 2022. The Board will endeavor to respond to the questions received at the AGM.

NO RECORDING OR PHOTOGRAPHY

Strictly no recording or photography of proceedings of the 25th AGM is allowed.

ENQUIRY

If you have any enquiries prior to the AGM, please contact the following during office hours from Monday to Friday (9.00 a.m. to 5.00 p.m.):

AEON Credit Service (M) Berhad

Address :

Level 18, UOA Corporate Tower
Avenue 10, The Vertical
Bangsar South City
No. 8, Jalan Kerinchi
59200 Kuala Lumpur
Malaysia
General Line : +603-2772 9000
Fax Number : +603-2711 4110
Email : ir_info@aeoncredit.com.my

Boardroom Share Registrars Sdn. Bhd.

Address :

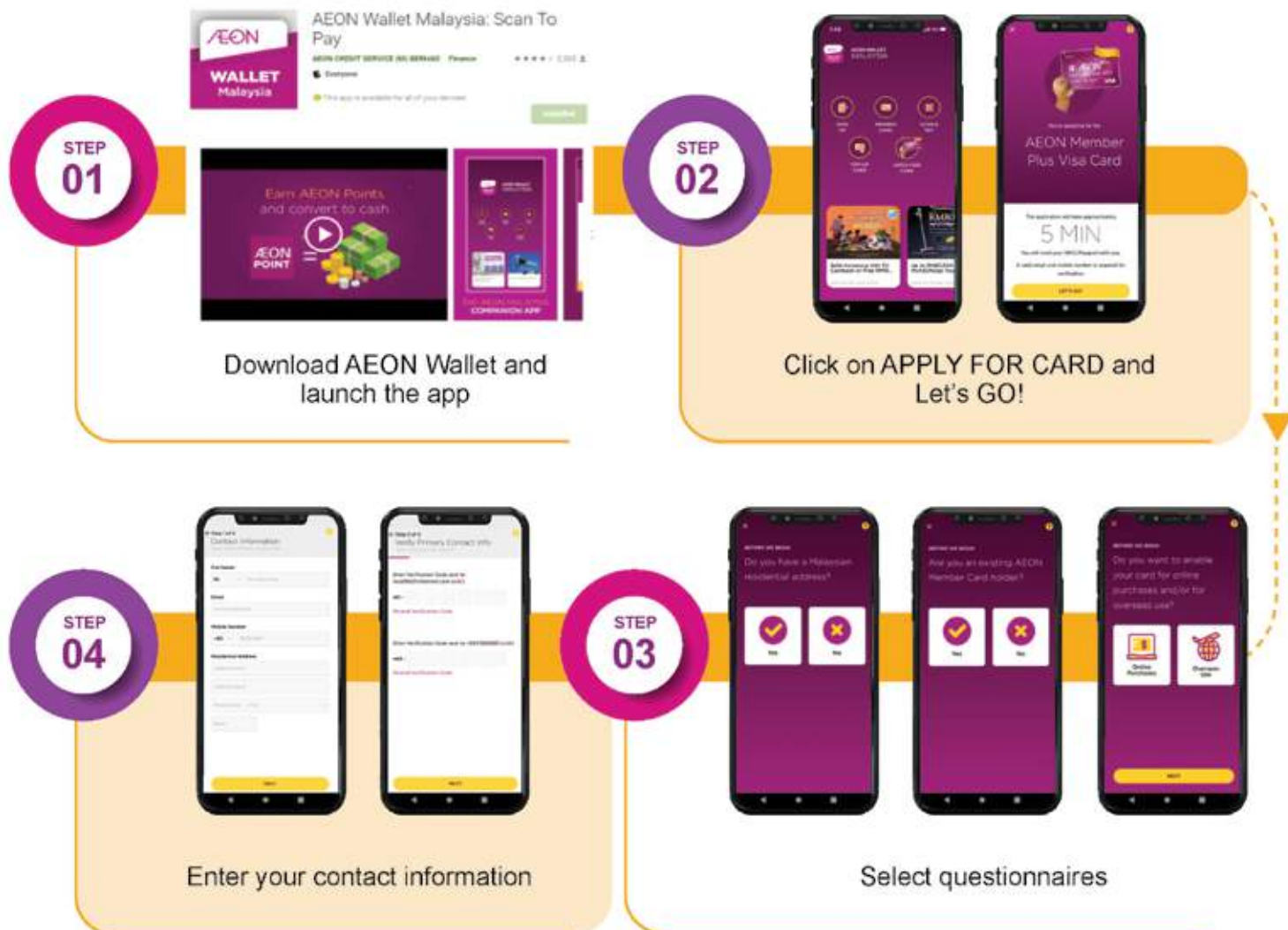
11th Floor, Menara Symphony
No. 5, Jalan Prof. Khoo Kay Kim
Seksyen 13
46200 Petaling Jaya
Selangor Darul Ehsan
Malaysia
General Line : +603-7890 4700
Fax Number : +603-7890 4670
Email : bsr.helpdesk@boardroomlimited.com

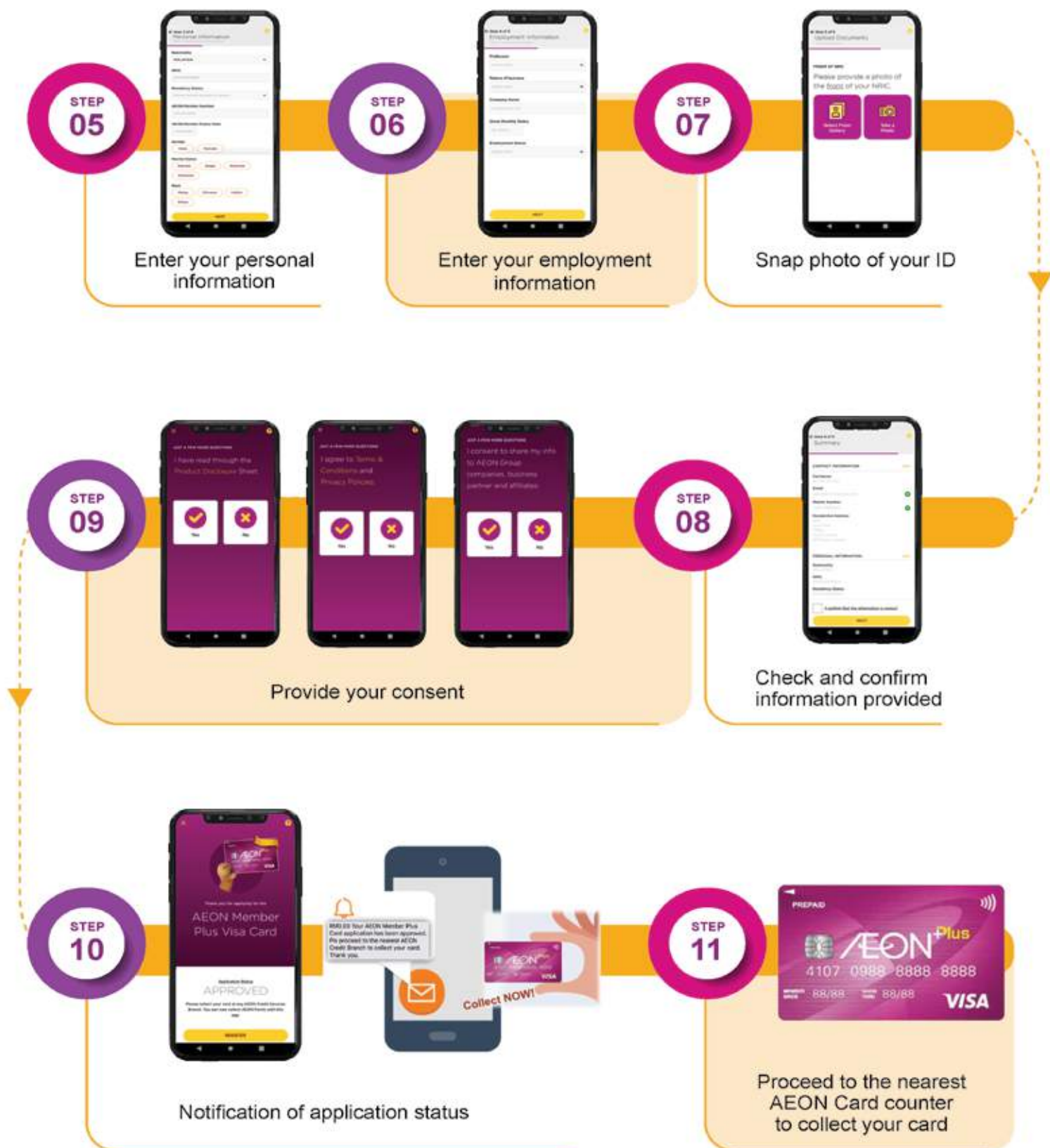
PERSONAL DATA PRIVACY

By registering for the RPEV meeting and/or submitting an 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.

Appendix 1 – AEON Member Plus Visa Card Application

Register for AEON Member Plus Visa Card (New Cardholder only)





If you have any queries or encounter any issues when applying for the AMP Visa Card, kindly contact the AEON Credit Customer Care Hotline at 03-2719 9999 or email to customer.service@aeoncredit.com.my.