



DIGISTAR CORPORATION BERHAD
Registration No. (200301001232) (603652-K)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE NINETEENTH ANNUAL GENERAL MEETING (“19TH AGM”)

Day and Date : Friday, 11 March 2022
Time : 10.00 a.m.
Venue : Platinum Hall, Level 3, Imperial Heritage Hotel Melaka, No 1, Jalan Merdeka 1,
Taman Melaka Raya, 75000 Melaka, Malaysia.

MEASURES TO MINIMISE RISKS OF CORONAVIRUS DISEASE 2019 (“COVID-19”) INFECTION

In view of the COVID-19 situation, the following steps will be taken for shareholders, proxies and others who will be attending the AGM in order to minimize the risks of spreading the COVID-19 virus:

1. All person attending the AGM would have to check-in with their MySejahtera and required to undergo a temperature check before entering the 19th AGM venue.
2. Any person who had recent travel history to overseas or any red zone areas in Malaysia during the last 14 days prior to the AGM or have been in contact with a suspected or confirmed COVID-19 patient during the last 14 days prior to the 19th AGM, irrespective of nationality, will not be permitted to attend the 19th AGM.
3. Any person with a body temperature of above 37.5 degrees Celsius and/or exhibit flu-like symptoms will not be allowed to attend the 19th AGM. Shareholders/proxies who are feeling unwell are strongly advised not to attend the 19th AGM.
4. All persons must practice proper hygiene including the use of hand sanitizer and must advised to wear a face mask before the entering the meeting venue.
5. To enhance social distancing measures, the seats allocated for shareholders/proxies at the 19th AGM venue will be maintained at a certain distance from one another as per the guidelines and/or standing operating procedure provided by the relevant governmental and/or health authorities.
6. As the COVID-19 situation continues to evolve, the Company will closely monitor the situation and reserves the right to take further measures as appropriate up to the day of the 19th AGM of the Company, in accordance with the guidelines and/or standing operating procedures issued by the Malaysian Government and other relevant authorities in order to minimize any risk to shareholders and others attending the 19th AGM.

PRE-REGISTRATION TO ATTEND THE 19TH AGM

Shareholders are required to register ahead of the 19th AGM to allow the Company to make the necessary arrangements in relation to the meeting i.e. infrastructure, logistics and meeting venue(s) to accommodate the meeting participants and to ensure compliance with the directives or guidelines on public gathering issued by the relevant government authorities.

Please do read and follow the following procedures to pre-register your physical attendance at the 19th AGM via the TIIH Online website at <https://tiih.online>.

- Login to TIIH Online website with your user name (i.e. e-mail address) and password under the “e-Services”.
If you have not registered as a user of TIIH Online, please refer to the tutorial guide posted on the homepage for assistance to sign up.
- Select the corporate event: “**(REGISTRATION) DIGISTAR CORPORATION BERHAD 19TH AGM**”.
- Read and agree to the Terms & Conditions and confirm the Declaration.
- Select “Register for Physical Attendance at Meeting Venue”.
- Review your registration and proceed to register.
- System will send an e-mail to notify that your registration for Physical Attendance at Meeting Venue is received and will be verified.
- After verification of your registration against the General Meeting Records of Depositors as at **7 March 2022**, the system will send you an e-mail after **10 March 2022** to approve or reject your registration to attend physically at the Meeting Venue.

PARTICIPATION AND APPOINTMENT OF PROXY

For determining who shall entitled to participate in this 19th AGM, the Company shall be requesting Bursa Malaysia Depository Sdn. Bhd. to make available to the Company, a Record of Depositors as **7 March 2022**. Only members whose names appear on this Record of Depositors shall be entitled to participate in this 19th AGM or appoint proxy(ies) to attend and vote on his/her behalf.

Accordingly, the Form(s) of Proxy and/or documents relating to the appointment of proxy/corporate representative/attorney for the 19th AGM may be made whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **10 March 2022** by 10.00 a.m.

(i) In hard copy form

In the case of an appointment made in hard copy form, the proxy form or any authority pursuant to which such an appointment is made by the power of attorney or other authority (if any) under which it is signed or a notarially certified copy of such power or authority, shall be deposited at the office of the Company’s Share Registrar, Tricor Investor & Issuing house Services Sdn. Bhd. at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan.

(ii) By electronic form

In case of an appointment made via electronic means, the proxy form can be electronically submitted to the Company’s Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. via TIIH Online website at <https://tiih.online> (Kindly refer to the Procedures for electronic submission of proxy form).

PROCEDURES FOR ELECTRONIC SUBMISSION OF PROXY FORM

Procedure	Action
i. Steps for Individual Shareholders	
Register as a User with TIIH Online	<ul style="list-style-type: none"> ▪ Using your computer, please access the website at https://tiih.online. Register as a user under the “e-Services”. Please refer to the tutorial guide posted on the homepage for assistance. ▪ If you are already a user with TIIH Online, you are not required to register again.
Proceed with submission of form of proxy	<ul style="list-style-type: none"> ▪ After the release of the Notice of Meeting by the Company, login with your username (i.e. email address) and password. ▪ Select the corporate event: DIGISTAR CORPORATION BERHAD 19TH AGM - SUBMISSION OF PROXY FORM. ▪ Read and agree to the Terms and Conditions and confirm the Declaration. ▪ Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf. ▪ Appoint your proxy/proxies and insert the required details of your proxy/proxies or appoint the Chairman as your proxy. ▪ Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes. ▪ Review and confirm your proxy(s) appointment. ▪ Print the form of proxy for your record.
ii. Steps for corporation or institutional shareholders	
Register as a User with TIIH Online	<ul style="list-style-type: none"> ▪ Access TIIH Online at https://tiih.online ▪ Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects “Create Account by Representative of Corporate Holder”. ▪ Complete the registration form and upload the required documents. ▪ Registration will be verified, and you will be notified by email within one (1) to two (2) working days. ▪ Proceed to activate your account with the temporary password given in the email and re-set your own password. <p>Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.</p>
Proceed with submission of form of proxy	<ul style="list-style-type: none"> ▪ Login to TIIH Online at https://tiih.online ▪ Select the corporate event: “DIGISTAR CORPORATION BERHAD 19TH AGM – SUBMISSION OF PROXY FORM” ▪ Agree to the Terms & Conditions and Declaration. ▪ Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein. ▪ Prepare the file for the appointment of proxies by inserting the required data. ▪ Login to TIIH Online, select corporate event: “DIGISTAR CORPORATION BERHAD 19TH AGM - Submission of Proxy Form”. ▪ Proceed to upload the duly completed proxy appointment file. ▪ Select “Submit” to complete your submission. ▪ Print the confirmation report of your submission for your record.

GENERAL MEETING RECORD OF DEPOSITORS

For the purpose determining who shall be entitled to attend the 19th AGM, the Company will be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting Record of Depositors as at **7 March 2022** and only a depositor whose name appears on such Record of Depositors shall be entitled to attend the said meeting.

NO RECORDING OR PHOTOGRAPHY

No recording or photography of the 19th AGM proceedings is allowed without prior written permission of the Company.

ENQUIRY

If you have any enquiry prior to the meeting, you may contact the Share Registrar at:

Tricor Investor & Issuing House Services Sdn Bhd		
Telephone Number	General Line	603-2783 9299
Contact Person	Ms Nur Qaisara Naaila	603-2783 9272 Nur.Qaisara.Naaila@my.tricorglobal.com
	Ms Nor Faeayzah	603-2783 9274 Nor.Faeayzah@my.tricorglobal.com
Fax Number	603-2783 9222	
Email	is.enquiry@my.tricorglobal.com	