



## Notice of Annual General Meeting

**NOTICE IS HEREBY GIVEN THAT** the Sixth Annual General Meeting of Capital A Berhad [Registration No.: 201701030323 (1244493-V)] (“Capital A” or the “Company”) will be conducted as a virtual meeting through live streaming from the Broadcast Venue at RedQ, Jalan Pekeliling 5, Lapangan Terbang Antarabangsa Kuala Lumpur, 64000 KLIA, Selangor Darul Ehsan, Malaysia using the Remote Participation and Voting (“RPV”) facilities provided by Tricor Investor & Issuing House Services Sdn. Bhd. via the **TIIH Online** website at <https://tiih.online> on Thursday, 15 June 2023 at 10.00 a.m. for the following purposes: -

### AS ORDINARY BUSINESS

1.	To receive the Audited Financial Statements together with the Reports of the Directors and Auditors thereon for the financial year ended 31 December 2022. <b>Please refer to Note A.</b>	
2.	To approve the Non-Executive Directors’ Remuneration as described in Note B for the period from 16 June 2023 until the next Annual General Meeting of the Company to be held in the year 2024. <b>Please refer to Note B.</b>	<b>(Ordinary Resolution 1)</b>
3.	To re-elect the following Directors of the Company who retire by rotation pursuant to Rule 119 of the Company’s Constitution and who being eligible had offered themselves for re-election:-  (a) Datuk Kamarudin Bin Meranun (Rule 119); and  (b) Dato’ Mohamed Khadar Bin Merican (Rule 119). <b>Please refer to Note C.</b>	<b>(Ordinary Resolution 2)</b> <b>(Ordinary Resolution 3)</b>
4.	To re-appoint Ernst & Young PLT as Auditors of the Company and to authorise the Board of Directors to determine their remuneration.	<b>(Ordinary Resolution 4)</b>

### AS SPECIAL BUSINESS

To consider and if thought fit, to pass, with or without modifications, the following Resolutions:-

5.	<b>AUTHORITY TO ALLOT SHARES PURSUANT TO SECTIONS 75 AND 76 OF THE COMPANIES ACT, 2016 (“ACT”)</b>	
	“ <b>THAT</b> pursuant to Sections 75 and 76 of the Act, the Constitution of Capital A Berhad (the “Company”) and subject to the approval of the relevant authorities, where required, the Board of Directors (“Directors”) of the Company be and are hereby empowered to issue shares in the Company from time to time and upon such terms and conditions and for such purposes and to such persons whomsoever as the Directors may, in their absolute discretion, deem fit provided that the aggregate number of shares issued pursuant to this resolution during the preceding 12 months	

	<p>does not exceed 10% of the total number of issued shares (excluding treasury shares) of the Company for the time being and that the Directors be and are also empowered to obtain approval for the listing of and quotation for the additional shares so issued on the Main Market of Bursa Malaysia Securities Berhad <b>AND THAT</b> such authority shall continue in force until the conclusion of the next Annual General Meeting of the Company after the approval was given or at the expiry of the period within which the next Annual General Meeting is required to be held after the approval was given, whichever is earlier unless revoked or varied by an ordinary resolution of the Company at a general meeting.”</p> <p><b>Please refer to Note D.</b></p>	<p><b>(Ordinary Resolution 5)</b></p>
6.	<p><b>PROPOSED RENEWAL OF EXISTING SHAREHOLDERS’ MANDATE AND NEW SHAREHOLDERS’ MANDATE FOR RECURRENT RELATED PARTY TRANSACTIONS OF A REVENUE OR TRADING NATURE (“PROPOSED MANDATE”)</b></p>	
	<p>“<b>THAT</b> approval be and is hereby given for the renewal of existing shareholders’ mandate and new shareholders’ mandate for Capital A Berhad (“the Company”) to enter into recurrent related party transactions of a revenue or trading nature with the related parties (“Recurrent Related Party Transactions”) as set out in Section 2.3 of the Circular to Shareholders dated 28 April 2023 (“Circular”), subject further to the following:-</p> <p>i. the Recurrent Related Party Transactions are entered into in the ordinary course of business which are:</p> <ul style="list-style-type: none"> <li>(a) necessary for the day-to-day operations;</li> <li>(b) on normal commercial terms and transaction price which are not more favourable to the related parties than those generally available to the public;</li> <li>(c) undertaken on arm’s length basis; and</li> <li>(d) not to the detriment of the minority shareholders of the Company;</li> </ul> <p>ii. the shareholders’ mandate is subject to annual renewal and this shareholders’ mandate shall only continue to be in full force until:</p> <ul style="list-style-type: none"> <li>(a) the conclusion of the next Annual General Meeting (“AGM”) of the Company following the AGM at which this shareholders’ mandate is approved, at which time it will lapse, unless by an ordinary resolution passed at that AGM, such authority is renewed;</li> <li>(b) the expiration of the period within which the next AGM after the date is required to be held pursuant to Section 340(2) of the Companies Act, 2016 (“Act”) (but shall not extend to such extension as may be allowed pursuant to Section 340(4) of the Act); or</li> <li>(c) revoked or varied by ordinary resolution passed by the shareholders of the Company in a general meeting of the Company,</li> </ul> <p>whichever is the earliest.</p>	

	<p><b>THAT</b> the Directors of the Company and/or any one of them be and are hereby authorised to complete and do all such acts and things and take all such steps and to execute all such transactions, deeds, agreements, arrangements and/or undertakings as the Directors in their discretion deem fit, necessary, expedient and/or appropriate in the best interest of the Company in order to implement, finalise and give full effect to the Recurrent Related Party Transactions with full powers to assent to any modifications, variations and/or amendments thereto.</p> <p><b>AND THAT</b> as the estimates given for the Recurrent Related Party Transactions specified in Section 2.3 of the Circular being provisional in nature, the Directors of the Company and/or any one of them be and are hereby authorised to agree to the actual amount or amounts thereof provided always that such amount or amounts comply with the procedures set out in Section 2.6 of the Circular.”</p> <p><b>Please refer to Note E.</b></p>	<p><b>(Ordinary Resolution 6)</b></p>
7.	<p><b>PROPOSED RENEWAL OF SHARE BUY-BACK AUTHORITY OF CAPITAL A BERHAD (“THE COMPANY”)</b></p>	
	<p>“<b>THAT</b> subject always to the Companies Act, 2016 (“Act”), the Constitution of the Company, the Main Market Listing Requirements of Bursa Malaysia Securities Berhad (“Bursa Securities”) (“Listing Requirements”) and all other applicable laws, guidelines, rules and regulations, the Company be and is hereby authorised, to the fullest extent permitted by law, to purchase such number of issued shares in the Company as may be determined by the Board of Directors (“Directors”) of the Company from time to time through Bursa Securities upon such terms and conditions as the Directors may deem fit and expedient in the best interest of the Company provided that:</p> <ol style="list-style-type: none"> <li>i. the aggregate number of issued shares in the Company (“Shares”) purchased (“Purchased Shares”) or held by the Company pursuant to this resolution does not exceed ten per cent (10%) of the total number of issued shares of the Company at any point in time; and</li> <li>ii. the maximum amount of funds to be allocated by the Company for the purpose of purchasing its Shares shall not exceed the amount of the retained profits of the Company at the time of the purchase,</li> </ol> <p>(“Proposed Share Buy-Back”).</p> <p><b>THAT</b> the authority to facilitate the Proposed Share Buy-Back will commence immediately upon passing of this ordinary resolution and will continue to be in force until:</p> <ol style="list-style-type: none"> <li>a. the conclusion of the next Annual General Meeting (“AGM”) of the Company, following at which time the authority shall lapse, unless the authority is renewed by ordinary resolution passed at that meeting, either unconditionally or subject to conditions; or</li> </ol>	

- b. the expiration of the period within which the next AGM of the Company is required by law to be held; or
- c. the authority is revoked or varied by ordinary resolution passed by the shareholders of the Company at a general meeting,

whichever occurs first, but shall not prejudice the completion of purchase(s) by the Company of its own Shares before the aforesaid expiry date and, in any event, in accordance with the provisions of the Act, Constitution of the Company, Listing Requirements and any applicable laws, rules, regulations, orders, guidelines and requirements issued by any relevant authorities.

**THAT** the Directors of the Company be and are hereby authorised, at their discretion, to deal with the Purchased Shares until all the Purchased Shares have been dealt with by the Directors in the following manner as may be permitted by the Act, Listing Requirements, applicable laws, rules, regulations, guidelines, requirements and/or orders of any relevant authorities for the time being in force:

- i. To cancel all or part of the Purchased Shares;
- ii. To retain all or part of the Purchased Shares as treasury shares;
- iii. To distribute all or part of the Purchased Shares as dividends to shareholders;
- iv. To resell all or part of the Purchased Shares on Bursa Securities in accordance with the relevant rules of Bursa Securities;
- v. To transfer all or part of the Purchased Shares for the purposes of or under an employees' share scheme;
- vi. To transfer all or part of the Purchased Shares as purchase consideration; and/or
- vii. In any other manner as may be prescribed by applicable laws and/or regulations and guidelines applied from time to time by Bursa Securities, and/or any other relevant authority for the time being in force,

**AND THAT** the Directors of the Company be and are hereby authorised to take all such steps as are necessary or expedient including without limitation, the opening and maintaining of central depository account(s) under the Securities Industry (Central Depositories) Act, 1991, and to enter into or execute, on behalf of the Company, any instrument, agreement and/or arrangement with any person, and with full power to assent to any condition, modification, variation and/or

	amendment as may be imposed by Bursa Securities or any relevant regulatory authority, and/or as may be required in the best interest of the Company and to take all such steps as the Directors may deem fit, necessary and expedient in the best interest of the Company in order to implement, finalise and give full effect to the purchase by the Company of its Shares.” <b>Please refer to Note F.</b>	<b>(Ordinary Resolution 7)</b>
	<b>OTHER ORDINARY BUSINESS</b>	
8.	To transact any other business of which due notice shall have been given.	

By Order of the Board

**HARMINDER SINGH A/L JAILA SINGH**  
**(P.C. REG. NO. 201908001591) (LS0009855)**

Company Secretary  
Selangor Darul Ehsan, Malaysia  
28 April 2023

#### **VIRTUAL AGM**

1. The Sixth Annual General Meeting of the Company (“6th AGM”) will be conducted as a virtual meeting through live streaming from the Broadcast Venue at RedQ, Jalan Pekeliling 5, Lapangan Terbang Antarabangsa Kuala Lumpur, 64000 KLIA, Selangor Darul Ehsan, Malaysia using the RPV facilities provided by Tricor Investor & Issuing House Services Sdn. Bhd. via the **TIIH Online** website at **<https://tiih.online>**. Please follow the procedures as set out in the **Administrative Note** which is available at the Company’s website at [https://capitala.airasia.com/home\\_ir.html](https://capitala.airasia.com/home_ir.html)
2. The **Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act, 2016** which requires the Chairperson of the meeting to be present at the main venue of the meeting.
3. Members and/or proxy(ies) and/or corporate representative(s) and/or attorney(s) **WILL NOT BE ALLOWED** to be physically present at the Broadcast Venue on the day of the 6th AGM, instead are to attend, speak (including posing questions to the Board of Directors via real time submission of typed texts) and vote (collectively, “participate”) remotely at the 6th AGM using the RPV facilities provided by Tricor Investor & Issuing House Services Sdn. Bhd. via the **TIIH Online** website at **<https://tiih.online>**

#### **NOTES ON APPOINTMENT OF PROXY**

1. Pursuant to the Securities Industry (Central Depositories) (Foreign Ownership) Regulations 1996 and Rule 41(a) of the Company’s Constitution, only those Foreigners (as defined in the Constitution) who hold shares up to the current prescribed foreign ownership limit of 45.0% of the total number of issued shares of the Company, on a first-in-time basis based on the Record of Depositors to be used for the forthcoming Annual General Meeting (“AGM” or “the Meeting”), shall be entitled to vote. A proxy appointed by a Foreigner not entitled to vote, will similarly not be entitled to vote. Consequently, all such disenfranchised voting rights shall be automatically vested in the Chairman of the AGM.

2. A member must be registered in the Record of Depositors at 5.00 p.m. on 7 June 2023 (“General Meeting Record of Depositors”) in order to attend and vote at the Meeting. A depositor shall not be regarded as a member entitled to attend the Meeting and to speak and vote thereat unless his name appears in the General Meeting Record of Depositors. Any changes in the entries on the Record of Depositors after the abovementioned date and time shall be disregarded in determining the rights of any person to attend and vote at the Meeting.
3. A member entitled to attend and vote is entitled to appoint not more than two (2) proxies (or in the case of a corporation, to appoint a representative(s) in accordance with Section 333 of the Companies Act, 2016) to attend and vote in his stead. There shall be no restriction as to the qualification of the proxy(ies).
4. The Form of Proxy in the case of an individual shall be signed by the appointor or his attorney, and in the case of a corporation, either under its common seal or under the hand of an officer or attorney duly authorised.
5. Where a member appoints two (2) proxies, the appointment shall be invalid unless he specifies the proportion of his shareholdings to be represented by each proxy.
6. Where a member of the Company is an exempt authorised nominee which holds ordinary shares in the Company for multiple beneficial owners in one securities account (“omnibus account”), there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each omnibus account it holds.
7. The Form of Proxy or other instruments of appointment shall not be treated as valid unless deposited at the registered office of the Company at RedQ, Jalan Pekeliling 5, Lapangan Terbang Antarabangsa Kuala Lumpur, 64000 KLIA Selangor, Malaysia or by electronic lodgement via the **TIIH Online** website at <https://tiih.online> **not less than forty-eight (48) hours** before the time set for holding the Meeting. **Faxed copies of the duly executed form of proxy are not acceptable.**
8. Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements (“MMLR”) of Bursa Malaysia Securities Berhad (“Bursa Securities”), all resolutions set out in this Notice will be put to vote by way of poll.
9. By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the 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 AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the 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.

## EXPLANATORY NOTES:

### A. Audited Financial Statements together with the Reports of the Directors and Auditors thereon for the financial year ended 31 December 2022

This Agenda item is meant for discussion only in accordance with Sections 248(2) and 340(1) of the Companies Act, 2016 (“the Act”). The audited financial statements do not require the formal approval of shareholders; hence, the matter will not be put forward for voting.

### B. To approve the Non-Executive Directors’ Remuneration for the period from 16 June 2023 until the next Annual General Meeting (“AGM”) of the Company to be held in the year 2024 (Ordinary Resolution 1)

The Board of Directors (“Directors”) recommended that the Non-Executive Directors’ Remuneration for the period from 16 June 2023 or any adjournment thereof until the next AGM of the Company to be held in the year 2024 shall remain unchanged as per the financial year ended 31 December 2022, as shown below:-

<b>Non-Executive Directors’ Fees</b> (per annum)	<b>Non-Executive Chairman</b> <b>(RM)</b>	<b>Per Non-Executive Director/Per other Committee Member</b> <b>(RM)</b>
Board of Directors	N/A	262,500
Audit Committee	75,000	60,000
Nomination and Remuneration Committee	55,000	35,000
Safety Review Board	55,000	35,000
Risk Management and Sustainability Committee	55,000	35,000
<b>Non-Executive Directors’ Benefits</b> (per attendance by each Director or committee member)	<b>Board of Directors</b> <b>(RM)</b>	<b>Board Committees</b> <b>(RM)</b>
Meeting allowance	2,000	2,000
<b>Other Non-Executive Directors’ Benefits</b>		
Insurance premiums on medical coverage, and other claimable expenses incurred in the course of carrying out their duties.	Up to a total amount of RM100,000 for all Non-Executive Directors.	

The shareholders’ approval being sought under **Ordinary Resolution 1** is for the payment of the remuneration to the Non-Executive Directors of the Company for the period from 16 June 2023 or any adjournment thereof up to the next AGM of the Company to be held in the year 2024 in accordance with the remuneration structure as set out above, and to authorise the Board of Directors to disburse the fees on a monthly basis.

### C. Re-election of Directors of the Company who retire by rotation pursuant to Rule 119 of the Company’s Constitution and who being eligible had offered themselves for re-election (Ordinary Resolutions 2 and 3)

Datuk Kamarudin Bin Meranun and Dato’ Mohamed Khadar Bin Merican (collectively, “the retiring Directors”) are due for retirement by rotation pursuant to Rule 119 of the Constitution of the Company,

and being eligible, had offered themselves for re-election as Directors of the Company at the upcoming Sixth Annual General Meeting (“6th AGM”) of the Company.

For the purpose of determining the eligibility of the retiring Directors to stand for re-election at the 6th AGM and in accordance with Practice 6.1 of the Malaysian Code on Corporate Governance 2021 (“MCCG”), the Board through its Nomination and Remuneration Committee (“NRC”) had conducted an assessment of the Directors of the Company based on (i) performance and level of contribution to Board deliberation through their skills and experience; and (ii) level of objectivity, impartiality and their abilities to act in the best interest of the Company. The Board had endorsed the NRC’s recommendation that the retiring Directors are eligible to stand for re-election based on the satisfactory findings of the last Board performance evaluation.

Pursuant to Practice 5.7 of the MCCG, and Paragraph 8.27(2) and Appendix 8A of the MMLR of Bursa Securities, the profile of the Directors seeking re-election are set out in the Company’s Annual Report 2022 and on its corporate website at [https://capitala.airasia.com/home\\_ir.html](https://capitala.airasia.com/home_ir.html).

**D. Authority to allot shares pursuant to Sections 75 and 76 of the Act (Ordinary Resolution 5)**

**Ordinary Resolution 5** if passed, will empower the Directors of the Company authority to issue ordinary shares in the Company at their discretion without having to first convene another general meeting provided that the aggregate number of shares issued pursuant to this resolution during the preceding 12 months does not exceed 10% of the total number of issued shares (excluding treasury shares) of the Company at any point of time (“Proposed 10% General Mandate”). The authority for the Proposed 10% General Mandate will, unless revoked or varied by the Company in a general meeting, expire at the conclusion of the next AGM of the Company or the expiration of the period within which the next AGM of the Company is required by law to be held, whichever is earlier.

The Proposed 10% General Mandate, if granted, will provide the flexibility to the Company for any future fund raising activities, including but not limited to further placing of shares for the purposes of funding future investment project(s), repayment of bank borrowing(s), working capital and/or acquisition(s), or such other application as the Directors may deem fit in the best interest of the Company, and thereby reducing administrative time and costs associated with the convening of additional shareholders’ meeting(s).

**E. Proposed Renewal of Existing Shareholders’ Mandate and New Shareholders’ Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature (“Proposed Mandate”) (Ordinary Resolution 6)**

**Ordinary Resolution 6**, if passed, will allow the Capital A group of companies to enter into Recurrent Related Party Transactions of a revenue or trading nature pursuant to the provisions of the MMLR of Bursa Securities. Please refer to the Circular to Shareholders dated 28 April 2023 for further information.

**F. Proposed Renewal of Share Buy-Back Authority of the Company (Ordinary Resolution 7)**

**Ordinary Resolution 7**, if passed, will empower the Company to purchase its own ordinary shares of up to 10% of the total number of issued shares of the Company through Bursa Securities as may be determined by the Directors of the Company at any time within the time stipulated by utilising the funds allocated out of the retained profits of the Company based on the latest audited financial statements and/or the latest management accounts (where applicable) available at the time of the purchase. Details of the Proposed Share Buy-Back are contained in the Statement to Shareholders dated 28 April 2023.



**CAPITAL A BERHAD**  
 [Registration No.: 201701030323 (1244493-V)]  
 (“the Company”)  
 Incorporated in Malaysia

**FORM OF PROXY**

I/We \_\_\_\_\_ NRIC No./Passport No./Co. No.: \_\_\_\_\_  
(FULL NAME AS PER NRIC/CERTIFICATE OF INCORPORATION IN BLOCK LETTERS) (COMPULSORY)

of \_\_\_\_\_  
(FULL ADDRESS)

telephone no. \_\_\_\_\_, email address \_\_\_\_\_, being a member of the

Company, hereby appoint \_\_\_\_\_  
(FULL NAME IN BLOCK LETTERS)

NRIC No./Passport No.: \_\_\_\_\_ of \_\_\_\_\_  
(COMPULSORY) (FULL ADDRESS)

\_\_\_\_\_ telephone no. \_\_\_\_\_, email address \_\_\_\_\_

and, \_\_\_\_\_ NRIC No./Passport No.: \_\_\_\_\_  
(FULL NAME IN BLOCK LETTERS) (COMPULSORY)

of \_\_\_\_\_  
(FULL ADDRESS)

telephone no. \_\_\_\_\_, email address \_\_\_\_\_

\*or failing him/her, the Chairman of the Meeting, as my/our proxy(ies) to vote in my/our name and on my/our behalf at the Sixth Annual General Meeting (“6th AGM”) of the Company to be conducted as a virtual meeting through live streaming from the Broadcast Venue at RedQ, Jalan Pekeliling 5, Lapangan Terbang Antarabangsa Kuala Lumpur, 64000 KLIA, Selangor Darul Ehsan, Malaysia using the Remote Participation and Voting facilities provided by Tricor Investor & Issuing House Services Sdn. Bhd. via the TIIH Online website at <https://tiih.online> on Thursday, 15 June 2023 at 10.00 a.m. and at any adjournment thereof, on the following resolutions referred to in the Notice of the 6th AGM, and to vote as indicated below:

**AGENDA**

No. 1	To receive the Audited Financial Statements together with the Reports of the Directors and Auditors thereon for the financial year ended 31 December 2022		
<b>Resolutions</b>	<b>Description</b>	<b>FOR</b>	<b>AGAINST</b>
<b>Ordinary Business</b>			
Ordinary Resolution 1	To approve the Non-Executive Directors’ Remuneration for the period from 16 June 2023 until the next Annual General Meeting of the Company to be held in the year 2024		
Ordinary Resolution 2	To re-elect Datuk Kamarudin Bin Meranun as a Director of the Company, who retires by rotation pursuant to Rule 119 of the Company’s Constitution		
Ordinary Resolution 3	To re-elect Dato’ Mohamed Khadar Bin Merican as a Director of the Company, who retires by rotation pursuant to Rule 119 of the Company’s Constitution		
Ordinary Resolution 4	To re-appoint Ernst & Young PLT as Auditors of the Company and to authorise the Board of Directors to determine their remuneration		
<b>Special Business</b>			
Ordinary Resolution 5	Authority to allot shares pursuant to Sections 75 and 76 of the Companies Act, 2016		
Ordinary Resolution 6	Proposed renewal of existing shareholders’ mandate and new shareholders’ mandate for Recurrent Related Party Transactions of a revenue or trading nature		
Ordinary Resolution 7	Proposed Renewal of Share Buy-Back Authority of the Company		

*(Please indicate with an “X” in the appropriate spaces how you wish your vote to be cast. If you do not do so, the proxy will vote or abstain from voting, as he/she thinks fit.)*

\*Delete the words “or failing him/her, the Chairman of the Meeting” if not applicable.

No. of shares held:			
CDS Account No.:			
The proportion of my/our holding to be represented by my/our proxies are as follows:		<i>No. of Shares</i>	<i>Percentage</i>
	First Proxy		
	Second Proxy		
Date:			

\_\_\_\_\_  
Signature(s) / Common Seal of Members(s)

## VIRTUAL AGM

1. The 6th AGM of the Company will be conducted as a virtual meeting through live streaming from the Broadcast Venue at RedQ, Jalan Pekeliling 5, Lapangan Terbang Antarabangsa Kuala Lumpur, 64000 KLIA, Selangor Darul Ehsan, Malaysia using the Remote Participation and Voting facilities provided by Tricor Investor & Issuing House Services Sdn. Bhd. via the **TIIH Online** website at <https://tiih.online>. Please follow the procedures as set out in the **Administrative Note** which is available at the Company's website at [https://capitala.airasia.com/home\\_ir.html](https://capitala.airasia.com/home_ir.html)
2. The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act, 2016 which requires the Chairperson of the meeting to be present at the main venue of the meeting.
3. Members and/or proxy(ies) and/or corporate representative(s) and/or attorneys **WILL NOT BE ALLOWED** to be physically present at the Broadcast Venue on the day of the 6th AGM, instead are to attend, speak (including posing questions to the Board of Directors via real time submission of typed texts) and vote (collectively, participate) remotely at the 6th AGM via the RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd.

## Notes to Form of Proxy

1. Pursuant to the Securities Industry (Central Depositories) (Foreign Ownership) Regulations 1996 and Rule 41(a) of the Company's Constitution, only those Foreigners (as defined in the Constitution) who hold shares up to the current prescribed foreign ownership limit of 45.0% of the total number of issued shares of the Company, on a first-in-time basis based on the Record of Depositors to be used for the forthcoming Annual General Meeting ("AGM" or "the Meeting"), shall be entitled to vote. A proxy appointed by a Foreigner not entitled to vote, will similarly not be entitled to vote. Consequently, all such disenfranchised voting rights shall be automatically vested in the Chairman of the AGM.
2. A member must be registered in the Record of Depositors at 5.00 p.m. on 7 June 2023 ("General Meeting Record of Depositors") in order to attend and vote at the Meeting. A depositor shall not be regarded as a member entitled to attend the Meeting and to speak and vote thereat unless his name appears in the General Meeting Record of Depositors. Any changes in the entries on the Record of Depositors after the abovementioned date and time shall be disregarded in determining the rights of any person to attend and vote at the Meeting.
3. A member entitled to attend and vote is entitled to appoint not more than two (2) proxies (or in the case of a corporation, to appoint a representative(s) in accordance with Section 333 of the Companies Act, 2016) to attend and vote in his stead. There shall be no restriction as to the qualification of the proxy(ies).
4. The Proxy Form in the case of an individual shall be signed by the appointor or his attorney, and in the case of a corporation, either under its common seal or under the hand of an officer or attorney duly authorised.
5. Where a member appoints two (2) proxies, the appointment shall be invalid unless he specifies the proportion of his shareholdings to be represented by each proxy.
6. Where a member of the Company is an exempt authorised nominee which holds ordinary shares in the Company for multiple beneficial owners in one securities account ("omnibus account"), there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each omnibus account it holds.
7. The Proxy Form or other instruments of appointment shall not be treated as valid unless deposited at the registered office of the Company at RedQ, Jalan Pekeliling 5, Lapangan Terbang Antarabangsa Kuala Lumpur, 64000 KLIA Selangor, Malaysia or by electronic lodgement via the **TIIH Online** website at <https://tiih.online> **not less than forty-eight (48) hours** before the time set for holding the Meeting. **Faxed copies of the duly executed form of proxy are not acceptable.**
8. Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all resolutions set out in this Notice will be put to vote by way of poll.

### Personal data privacy notice:

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the 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 AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (including any adjournment thereof), and in order for the Company (or its agents) to comply with all 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 fully and wholly indemnify the Company on full indemnity basis (whether demanded or not) in respect of penalties, liabilities, claims, demands, losses and damages as a result of the member's breach of the warranty.

Please fold here

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Stamp

The Company Secretary  
**CAPITAL A BERHAD**  
[Registration No.: 201701030323 (1244493-V)]

RedQ, Jalan Pekeliling 5  
Lapangan Terbang Antarabangsa  
Kuala Lumpur, 64000 KLIA  
Selangor Darul Ehsan, Malaysia

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## **CAPITAL A BERHAD**

[Registration No.: 201701030323 (1244493-V)]  
("the Company" or "Capital A")  
(Incorporated in Malaysia)

### **ADMINISTRATIVE NOTE**

#### **SIXTH ANNUAL GENERAL MEETING OF CAPITAL A BERHAD**

**Date** : **Thursday, 15 June 2023**  
**Time** : **10.00 a.m.**  
**Broadcast Venue** : **RedQ, Jalan Pekeliling 5**  
**Lapangan Terbang Antarabangsa Kuala Lumpur**  
**64000 KLIA**  
**Selangor Darul Ehsan, Malaysia**  
**Meeting Platform** : **<https://tiih.online>**

#### **MODE OF MEETING**

The Sixth Annual General Meeting ("AGM") of the Company will be conducted as a virtual meeting through live streaming from the Broadcast Venue using the Remote Participation and Voting facilities provided by Tricor Investor & Issuing House Services Sdn. Bhd. via the **TIIH Online** website at <https://tiih.online>.

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act, 2016 which requires the Chairperson of the meeting to be present at the main venue of the meeting.

#### **REMOTE PARTICIPATION AND VOTING FACILITIES ("RPV")**

Members and/or proxy(ies) and/or corporate representative(s) and/or attorney(s) **WILL NOT BE ALLOWED** to be physically present at the Broadcast Venue on the day of the AGM, instead are to attend, speak (including posing questions to the Board of Directors ("Board") via real time submission of typed texts) and vote (collectively, "participate") remotely at the AGM via the RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. via its **TIIH Online** website at <https://tiih.online>.

Members who appoint proxies to participate at the AGM via RPV must ensure that the duly executed Form of Proxy is deposited in a hard copy form at the registered office of the Company at RedQ, Jalan Pekeliling 5, Lapangan Terbang Antarabangsa Kuala Lumpur, 64000 KLIA Selangor, Malaysia ("Registered Office") or by electronic lodgement via **TIIH Online** website at <https://tiih.online> not later than **10.00 a.m. on Tuesday, 13 June 2023**. **Faxed copies of the duly executed form of proxy are not acceptable.**

Authorised representatives of corporate members must deposit their original or duly certified certificate of appointment of authorised representative at the Registered Office not later than **10.00 a.m. on Tuesday, 13 June 2023** to participate via RPV at the AGM.

Attorneys appointed by power of attorney are to deposit their power of attorney at the Registered Office not later than **10.00 a.m. on Tuesday, 13 June 2023** to participate via RPV at the AGM.

**A member who has appointed a proxy or authorised representative or attorney to participate in the AGM via RPV must request his/her proxy or authorised representative or attorney to register himself/herself for RPV at the TIIH Online website at <https://tiih.online>.**

As the AGM of Capital A will be conducted as a virtual meeting, members who are unable to participate in this AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Form of Proxy.

## PROCEDURES FOR REMOTE PARTICIPATION AND VOTING VIA RPV

Members/proxies/corporate representatives/attorneys who wish to participate remotely at the AGM using the RPV are to follow the requirements and procedures as summarised below:

	Procedure	Action
<b>BEFORE THE DAY OF AGM</b>		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, access the TIIH Online website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under “e-Services” select <b>“Create Account by Individual Holder”</b>. Refer to the tutorial guide posted on the homepage for assistance.</li> <li>Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li> <li>If you are already a user with TIIH Online, you are not required to register again. You will receive an <b>e-mail to notify</b> you that the remote participation is available for registration at TIIH Online.</li> </ul>
(b)	Submit your request to attend AGM remotely	<ul style="list-style-type: none"> <li><b>Registration is open from 10.00 a.m. on Friday, 28 April 2023 until the day of the AGM on Thursday, 15 June 2023.</b> Member(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the AGM to ascertain their eligibility to participate at the AGM using the RPV.</li> <li>Login with your user ID and password and select the corporate event: <b>“(REGISTRATION) CAPITAL A 6TH AGM”</b>.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select “Register for Remote Participation and Voting”.</li> <li>Review your registration and proceed to register.</li> <li>System will send an <b>e-mail to notify</b> that your registration for remote participation is received and will be verified.</li> <li>After verification of your registration against the General Meeting Record of Depositors as of <b>7 June 2023</b>, the system will send you an <b>e-mail after Tuesday, 13 June 2023 to approve or reject</b> your registration for remote participation.</li> </ul> <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i></p>
<b>ON THE DAY OF THE AGM (THURSDAY, 15 JUNE 2023)</b>		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at</li> </ul>

		the AGM at any time from <b>9.00 a.m.</b> , i.e. one (1) hour before the commencement of the AGM on <b>Thursday, 15 June 2023 at 10.00 a.m.</b>
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>• Select the corporate event: “<b>(LIVE STREAM MEETING) CAPITAL A 6TH AGM</b>” to engage in the proceedings of the AGM remotely.</li> <li>• If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will endeavour to respond to questions submitted by remote participants during the AGM. If there is time constraint, the responses will be e-mailed to you earliest possible, after the AGM.</li> </ul>
(e)	Online Remote Voting	<ul style="list-style-type: none"> <li>• Voting session via the RPV commences <b>from 10.00 a.m. on Thursday, 15 June 2023</b> until a time when the Chairman announces the completion of the voting session of the AGM.</li> <li>• Select the corporate event: “<b>(REMOTE VOTING) CAPITAL A 6TH AGM</b>” or if you are on the live stream meeting page, you can select the “<b>GO TO REMOTE VOTING PAGE</b>” button below the Query Box.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Select the CDS account that represents your shareholdings.</li> <li>• Indicate your votes for the resolutions that are tabled for voting.</li> <li>• Confirm and submit your votes.</li> </ul>
(f)	End of remote participation	<ul style="list-style-type: none"> <li>• Upon the announcement by the Chairman on the closure of the AGM, the live streaming will end.</li> </ul>

**Note to users of the RPV:**

1. Should your application to join the AGM be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of the AGM will indicate your presence at the virtual meeting.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet connection at your location and the device you use.
3. In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call the Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

**NO DOOR GIFT/FOOD VOUCHER**

There will be **no distribution of door gifts or food vouchers.**

We would like to thank our members for your kind cooperation and understanding during these challenging times.

## GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)

- Only a depositor whose name appears on the **ROD as of 7 June 2023** shall be entitled to attend, speak and vote remotely or appoint proxies to attend, speak and/or vote remotely on his/her behalf at the AGM.

## APPOINTMENT OF PROXY / CORPORATE REPRESENTATIVES / ATTORNEYS

- The AGM will be conducted as a virtual meeting via live streaming and online remote voting from the Broadcast Venue using the RPV. If you are unable to attend the AGM via RPV on Thursday, 15 June 2023, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Form of Proxy.
- Accordingly, the Form of Proxy and/or document relating to the appointment of proxy/corporate representative/attorney for the AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **10.00 a.m. on Tuesday, 13 June 2023**.

### (i) In Hard Copy:

By hand or post to the Registered Office of the Company at RedQ, Jalan Pekeliling 5, Lapangan Terbang Antarabangsa Kuala Lumpur, 64000 KLIA Selangor, Malaysia not less than forty-eight (48) hours before the time appointed for holding the AGM or any adjournment thereof, otherwise the Form of Proxy shall not be treated as valid.

### (ii) By Electronic Form:

All members have the option to submit the Form of Proxy electronically via TIIH Online and the steps to submit are summarised below:

	Procedure	Action
<b>i. Steps for Individual Members</b>		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"><li>• Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services” select “<b>Create Account by Individual Holder</b>”. Please do refer to the tutorial guide posted on the homepage for assistance.</li><li>• Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li><li>• If you are already a user with TIIH Online, you are not required to register again.</li></ul>
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"><li>• After the release of the Notice of AGM by the Company, login with your user name (i.e. email address) and password.</li><li>• Select the corporate event: “<b>CAPITAL A 6TH AGM – Submission of Proxy Form</b>”.</li><li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li><li>• Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li><li>• Appoint your proxy(s) and insert the required details of your proxy(s) or appoint the Chairman of the meeting as your proxy.</li><li>• Indicate your voting instructions for the resolutions that are tabled</li></ul>

		<p>for voting – FOR or AGAINST, otherwise your proxy will decide your vote.</p> <ul style="list-style-type: none"> <li>• Review and confirm your proxy(s) appointment.</li> <li>• Print Form of Proxy for your record.</li> </ul>
<b>ii. Steps for Corporation or Institutional Members</b>		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Access TIIH online at <a href="https://tiih.online">https://tiih.online</a></li> <li>• Under e-Services, the authorised or nominated representative of the corporation or institutional member selects “<b>Create Account by Representative of Corporate Holder</b>”.</li> <li>• Complete the registration form and upload the required documents.</li> <li>• Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>• Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p><i>(Note: The representative of a corporation or institutional member 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.)</i></p>
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> <li>• Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>• Select the corporate event: “<b>CAPITAL A 6TH AGM – Submission of Proxy Form</b>”.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li> <li>• Prepare the file for the appointment of proxies by inserting the required data.</li> <li>• Proceed to upload the duly completed proxy appointment file.</li> <li>• Select “Submit” to complete your submission.</li> <li>• Print the confirmation report of your submission for your record.</li> </ul>

## POLL VOTING

- The voting at the AGM will be conducted by poll in accordance with Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad.
- Members can proceed to vote on the resolutions via RPV at any time from the commencement of the AGM at **10.00 a.m. on Thursday, 15 June 2023** but before the end of the voting session which will be announced by the Chairman of the meeting during the AGM. Kindly refer to the note above, “Procedures for RPV” for guidance on how to vote remotely from the **TIIH Online** website at <https://tiih.online>.
- Upon completion of the voting session for the AGM, the Scrutineers will verify and announce the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.



## **ANNUAL REPORT 2022**

- The Company's Annual Report 2022, Notice of the AGM, Form of Proxy and this Administrative Note are available at the Company's Investor Relations website at <https://www.capitala.com/home.html>
- You may request for a printed copy of the Annual Report 2022 at <https://tiih.online> by selecting "Request for Annual Report/Circular" under the "Investor Services". Alternatively, you may also make your request through telephone/email to our Share Registrar at the numbers/email addresses given below. Nevertheless, we hope that you would consider the environment before you decide to request for the printed copy.

## **PRE-MEETING SUBMISSION OF QUESTION(S) TO THE BOARD**

Members may submit questions for the Board prior to the AGM via TIIH Online website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically no later than **10.00 a.m. on Tuesday, 13 June 2023**. The Board will endeavour to answer the questions received at the AGM. If there is time constraint during the AGM, the responses will be e-mailed to you earliest possible, after the AGM.

## **RECORDING OR PHOTOGRAPHY**

Strictly **NO** unauthorised recording or photography of the proceedings of the AGM is allowed.

## **ENQUIRY**

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

### **Tricor Investor & Issuing House Services Sdn. Bhd.**

General Line : +603-2783 9299  
Fax Number : +603-2783 9222  
Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)  
Contact Persons : Mr. Jake Too : +603-2783 9285  
: Mr. David Look : +603-2783 9281  
: Mr. Muhamad Aiman : +603-2783 9262