



ADMINISTRATIVE DETAILS

FOURTEENTH ANNUAL GENERAL MEETING OF AIRASIA X BERHAD

Date : **Tuesday, 15 September 2020**
Time : **10.00 a.m.**
Broadcast Venue : **RedQ, Jalan Pekeliling 5**
Lapangan Terbang Antarabangsa Kuala Lumpur (klia2)
64000 KLIA, Selangor Darul Ehsan, Malaysia

MODE OF MEETING

As part of the measures taken by AirAsia X Berhad (“AirAsia X” or the “Company”) to curb the spread of COVID-19 and taking into consideration the paramount safety and well-being of the members of the Company, the Fourteenth Annual General Meeting (“14th AGM”) of the Company will be held as a fully virtual meeting via live streaming and online remote voting from the Broadcast Venue. This is in line with the revised Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 15 July 2020 (including any amendments that may be made from time to time) (“Guidance Note”).

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 and Guidance Note which require the Chairperson of the meeting to be present at the main venue of the meeting. Members/proxies/corporate representatives/attorneys **WILL NOT BE ALLOWED** to be physically present at the Broadcast Venue on the day of the 14th AGM. Members are instead invited and encouraged to participate in the upcoming virtual 14th AGM from the comfort of your home or office.

REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

Members 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 14th AGM using RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“TIIH”) via its TIIH Online website at <https://tiih.online>.

Members who appoint proxies to participate via RPV in the 14th AGM must ensure that the duly executed Form of Proxy or other instruments of appointment are deposited in a hard copy form at the Registered Office of the Company at Unit 30-01, Level 30, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan, Malaysia (“Registered Office”) or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not later than **10.00 a.m. on Sunday, 13 September 2020. 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 Sunday, 13 September 2020** to participate via RPV in the 14th 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 Sunday, 13 September 2020** to participate via RPV in the 14th AGM.

A member who has appointed a proxy or attorney or authorised representative to participate at the 14th AGM via RPV must request his/her proxy to register himself/herself for RPV at the TIIH Online website at <https://tiih.online>.

As the 14th AGM of AirAsia X is a fully virtual meeting, members who are unable to participate in this 14th AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Form of Proxy.

PROCEDURES FOR RPV

Members/proxies/corporate representatives/attorneys who wish to participate at the 14th AGM remotely using the RPV are to follow the requirements and procedures as summarised below:

Procedure	Action
BEFORE THE DAY OF THE 14TH AGM	
(a) Register as a user with TIIH Online	<ul style="list-style-type: none">Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services”. 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. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.
(b) Submit your request	<ul style="list-style-type: none">Registration is open from 10.00 a.m. Thursday, 30 July 2020 up to 10.00 a.m. Sunday, 13 September 2020.Login with your user ID and password and select the corporate event: “(REGISTRATION) AAX 14TH AGM”.Read and agree to the Terms & Conditions and confirm the Declaration.Select “Register for Remote Participation and Voting”.Review your registration and proceed to register.System will send an e-mail to notify that your registration for remote participation is received and will be verified.After verification of your registration against the General Meeting Record of Depositors as at 7 September 2020, the system will send you an e-mail to approve or reject your registration for remote participation.
ON THE DAY OF THE 14TH AGM (TUESDAY, 15 SEPTEMBER 2020)	
(c) Login to TIIH Online	<ul style="list-style-type: none">Login with your user ID and password for remote participation at the 14th AGM at any time from 9.30 a.m., i.e. 30 minutes before the commencement of the 14th AGM on Tuesday, 15 September 2020 at 10.00 a.m.
(d) Participate through Live Streaming	<ul style="list-style-type: none">Select the corporate event: “(LIVE STREAM MEETING) AAX 14TH AGM” to engage in the proceedings of the AGM remotely.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 14th AGM. If there is time constraint, the responses will be e-mailed to you earliest possible, after the meeting.
(e) Online Remote Voting	<ul style="list-style-type: none">Voting session commences from 10.00 a.m. on Tuesday, 15 September 2020 until a time when the Chairman announces the completion of the voting session of the 14th AGM.Select the corporate event: “(REMOTE VOTING) AAX 14TH AGM”.Read and agree to the Terms & Conditions and confirm the Declaration.Select the CDS account that represents your shareholdings.Indicate your votes for the resolutions that are tabled for voting.Confirm and submit your votes.
(f) End of remote participation	<ul style="list-style-type: none">Upon the announcement by the Chairman on the closure of the 14th AGM, the live streaming will end.

Note to users of the RPV:

- Should your application to join the 14th 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 14th AGM will indicate your presence at the virtual meeting.
- The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
- In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call TIIH Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 or e-mail to tiih.online@my.tricorglobal.com for assistance.

NO DOOR GIFT/FOOD VOUCHER

There will be no distribution of door gifts or food vouchers for the 14th AGM as the meeting is conducted on a fully virtual basis.

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 at 7 September 2020** shall be entitled to attend, speak and vote at the 14th AGM or appoint proxies to attend and/or vote on his/her behalf.

PROXY

- The 14th AGM will be held as a fully virtual meeting via live streaming and online remote voting from the Broadcast Venue. If you are unable to attend the meeting via RPV on Tuesday, 15 September 2020, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Form of Proxy.
- The Form of Proxy or other instruments of appointment shall not be treated as valid unless deposited at the Registered Office not less than forty-eight (48) hours before the time set for holding the AGM, i.e. not later than **10.00 a.m. on Sunday, 13 September 2020**. **Faxed copies of the duly executed Form of Proxy are not acceptable.**

POLL VOTING

- The voting at the 14th 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 at any time from the commencement of the 14th AGM at **10.00 a.m. on Tuesday, 15 September 2020** but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (e) of the 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 14th AGM, the Scrutineers will verify and announce the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

ANNUAL REPORT 2019 AND OTHER DOCUMENTS

- The Company’s Annual Report 2019, Corporate Governance Report 2019, Circular to Shareholders in relation to Proposed Mandate, Notice of the 14th AGM, Form of Proxy and this Administrative Details are available at the Company’s Investor Relations website at www.airasiac.com/agm_egm.html.
- You may request for a printed copy of the Annual Report 2019 and the Circular to Shareholders in relation to Proposed Mandate at <https://tiih.online> by selecting “Request for Annual Report / Circular” under the “Investor Services”. 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 OF DIRECTORS

Members may submit questions for the Board prior to the 14th 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 Sunday, 13 September 2020**. The Board will endeavour to answer the questions received at the 14th AGM.

RECORDING OR PHOTOGRAPHY

Strictly **NO** unauthorised recording or photography of the proceedings of the 14th 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

Contact persons : Mr. Jake Too : +603-2783 9285 / Email : Chee.Onn.Too@my.tricorglobal.com

: Mr. Alven Lai : +603-2783 9283 / Email : Siew.Wai.Lai@my.tricorglobal.com

: Ms. Vivien Khoh : +603-2783 9091 / Email : Vivien.Khoh@my.tricorglobal.com