

ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

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| General Meeting | : 21st Annual General Meeting |
| Day, Date, and Time of Meeting | : Wednesday, 6 September 2023 at 3.00 p.m. |
| Remote Participation and Voting Facilities | : https://web.vote2u.my |
| Meeting Venue | : Online Meeting Platform of Vote2U at https://web.vote2u.my |
| Domain Registration Numbers with MYNIC | : D6A471702 |

In light of the encouragement of the Securities Commission Malaysia and in the best interest of public health and the health and safety of our Board of Directors, employees and shareholders, the 21st Annual General Meeting (“**AGM**”) will be held virtually and online remote voting using the Remote Participation and Voting Facilities (“**RPV**”).

We strongly encourage our shareholders whose names appear on the Record of Depositors as at **28 August 2023** and holders of proxy for those shareholders to participate in the virtual AGM and vote remotely at this AGM. In line with the Malaysian Code on Corporate Governance Practice 12.3, this virtual AGM will facilitate greater shareholder’s participation (including posting questions to the Board of Directors and/or Management of the Company) and vote at the AGM without being physically present at the venue. For shareholders who are unable to participate in this virtual AGM, you may appoint proxy(ies) or the Chairman of the Meeting as your proxy to attend and vote on your behalf at the AGM.

Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of the participants (shareholders and proxies). Hence, you are to ensure that internet connectivity throughout the duration of the meeting is maintained while using RPV provided by Agmo Digital Solutions Sdn. Bhd. (“**AGMO**”) via its **Vote2U Online** website at <https://web.vote2u.my>

PROCEDURES TO PARTICIPATE IN RPV FACILITIES

Please follow the procedures to participate in RPV facilities as summarised below:

⌘ BEFORE MEETING DAY ⌘

| A: REGISTRATION | | |
|-----------------|---|---|
| | Description | Procedure |
| i. | Shareholders to Register with Vote2U ➤ Individual Shareholders | a. Access website at https://web.vote2u.my b. Select “ Sign Up ” to sign up as user. c. Read and indicate your acceptance of the ‘Privacy Policy’ and ‘Terms & Conditions’ by clicking on a small box <input type="checkbox"/> . Then select “ Next ”. d. Fill-in your details – (i) ensure your email address is valid & (ii) create your own password. Then select “ Continue ”. e. Upload a clear copy of your MyKAD for Malaysian (front only) or passport for non-Malaysian (page with photo). f. Registration as user completed. g. An email notification will be sent to you. <i>Note: If you have already signed up/registered as a user with Vote2U previously, you are not required to register again.</i> |

| B: REGISTRATION OF PROXY | | |
|---------------------------------|--|--|
| | Description | Procedure |
| i. | Submit Proxy Form (hard copy) <ul style="list-style-type: none"> ➤ Individual Shareholders ➤ Corporate Shareholders ➤ Authorised Nominee ➤ Exempt Authorised Nominee | a. Fill-in the details on the hard copy Proxy Form by providing the following information: <ul style="list-style-type: none"> ○ Proxy(ies) & Corporate Representative <ul style="list-style-type: none"> ● Name ● Number of MyKAD for Malaysian or passport for non-Malaysian ● Address and email address – ensure email address is valid b. Corporate Representative only – deposit the hard copy of Proxy Form together with the following document to the address as stated on the Proxy Form: <ul style="list-style-type: none"> ● A copy of Certificate of Appointment as corporate representative c. Individual shareholders, authorised nominee and exempt authorised nominee - deposit the hard copy Proxy Form to the address as stated on the Proxy Form. d. Submitted Proxy Form will be verified. e. After verification, proxy(ies) and corporate representative will receive email notification with temporary credentials, i.e. email address & password, to log in to Vote2U. |

§ REVOCATION OF PROXY §

| | Description | Procedure |
|----|---|---|
| i. | Revoke a Proxy <ul style="list-style-type: none"> ➤ Individual Shareholders ➤ Corporate Shareholders ➤ Authorised Nominee ➤ Exempt Authorised Nominee | a. Email to Boardroom Share Registrars Sdn. Bhd. at bsr.helpdesk@boardroomlimited.com to revoke the appointment of your proxy(ies). <i>Note:</i> <i>Applicable to individual shareholders/ corporate shareholders/ authorised nominee/ exempt authorised nominee who have appointed proxy(ies)/ corporate representative using hard copy Proxy Form.</i> |

⌘ ON GENERAL MEETING DAY ⌘

1. Log in to <https://web.vote2u.my> with your registered email address and password.

For proxy(ies) and corporate representative, log in with the temporary credentials in the email which you have received from Vote2U.
2. Vote2U will be opened for log in **one (1) hour** before the commencement of the general meeting you are attending.
3. When you are logged in, select the general meeting event you are attending. On the main page, you are able to access the following:

| | Description | Procedures |
|------|--------------------------|---|
| i. | Live Streaming | a. Select " Watch Live " button to view the live streaming. |
| ii. | Ask Question (real-time) | a. Select " Ask Question " button to pose a question. b. Type in your question and select " Submit ". <i>Note:</i> <i>The Chairman of the general meeting/ Board of Directors will endeavour to respond to questions submitted by remote shareholders and proxies and corporate representatives during the meeting.</i> |
| iii. | Remote Voting | a. On the main page, scroll down and select " Confirm Details & Start Voting ". b. To vote, select your voting choice from the options provided. A confirmation screen will appear to show your selected vote. Select " Next " to continue voting for all resolutions. c. After you have completed voting, a Voting Summary page appears to show all the resolutions with you voting choices. Select " Confirm " to submit your vote. <i>Note:</i> <i>Once you have confirmed and submitted your votes, you are <u>not able</u> to change your voting choices.</i> |
| iv. | View Voting Results | a. On the main page, scroll down and select " View Voting Results ". |
| v. | End of RPV | a. Upon the announcement by the Chairman of the general meeting on the closure of the said meeting, the live streaming will end. b. You may log out from Vote2U. |

ADDITIONAL INFORMATION

Voting Procedure

Pursuant to Rule 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at a general meeting will be conducted by poll. The Company has appointed Agmo Digital Solutions Sdn. Bhd. as the poll administrator to conduct the polling process and Aegis Communication Sdn. Bhd. as the independent scrutineers to verify the results of the poll.

Meeting Venue

According to the revised SC Guidance Note and FAQs, an online meeting platform can be recognised as the meeting venue or place under Section 327(2) of Companies Act 2016 provided that the online platform is located in Malaysia.

No e-Voucher, Gift, and Food Voucher

There will be no e-voucher, gift, and food voucher for shareholders, proxies and corporate representatives who participate in the meeting.

Enquiry

- a. For enquiries relating to the general meeting, please contact our Share Registrar during office hours (9:00 a.m. to 5:30 p.m.) on Mondays to Fridays (except public holidays) as follows:

Telephone No. : 03-7890 4700
Email : bsr.helpdesk@boardroomlimited.com

- b. For enquiries relating to RPV facilities or issues encountered during registration, log in, connecting to the live streaming and online voting facilities, please contact Vote2U helpdesk during office hours (9:00 a.m. to 5:00 p.m.) on Mondays to Fridays (except public holidays) as follows:

Telephone No. : 03-7664 8520 / 03-7664 8521
Email : vote2u@agmostudio.com