

ADMINISTRATIVE GUIDE

IN RESPECT OF THE FOURTH ANNUAL GENERAL MEETING (“4TH AGM”) TO BE HELD VIA AN ONLINE PLATFORM

DATE: Monday, 28 June 2021	TIME: 12.30 p.m.	BROADCAST VENUE: Online meeting platform at https://bit.ly/3cyHEm2 provided by HMC Corporate Services Sdn Bhd
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General Meeting Record of Depositors

1. In respect of deposited securities, only members whose names appear on the Record of Depositors on 21 June 2021 (General Meeting Record of Depositors) shall be eligible to attend, speak and vote at the or appoint proxy(ies) to attend and/or vote on his(her) behalf.

Proxy

2. A member entitled to participate and vote remotely at the 4th AGM using the Virtual Meeting Facilities is entitled to appoint proxy/proxies, to participate and vote instead of him. If you are unable to attend the meeting and wish to appoint a proxy to vote on your behalf, please submit your Proxy Form in accordance with the notes and instructions set out hereunder.
3. Alternatively, if a shareholder is unable to attend the 4th AGM via Virtual Meeting Facilities on 28 June 2021, he/she can appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form.
4. The instrument appointing a proxy must be deposited at the Registered Office of the Company at Level 2, Tower 1, Avenue 5, Bangsar South City, 59200 Kuala Lumpur, not less than forty-eight (48) hours before the time appointed for the taking of poll at the meeting or adjourned meeting, no later than **Saturday, 26 June 2021 at 12.30 p.m.**

Poll Voting


5. The voting at the 4^h AGM will be conducted by poll in accordance with Clause 86 of the Company's Constitution. The Company has appointed HMC CORPORATE SERVICES SDN BHD as Poll Administrator to conduct the poll by way of online voting and USearch Management Services faras Scrutineers to verify the poll results.
6. Shareholders can proceed to vote on the resolutions and submit your votes at any time from the commencement of the 4th AGM at 12.30 p.m. and before the end of the voting session which will be announced by the Chairman of the meeting. The QR Code will be displayed upon the commencement of the meeting. Upon completion of the voting session for the 4th AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

VIRTUAL MEETING FACILITIES

7. We would like to invite the Shareholders to participate and vote remotely at the 4th AGM using the Virtual Meeting Facilities.
8. For Corporate Shareholders, please register yourself via the Registration Link provided below to provide the following documents to HMC Corporate Services Sdn Bhd no later than **Saturday, 26 June 2021 at 12.30 p.m.** :
 - (a) Original certificate of appointment of its Corporate Representative under the seal of the corporation; and
 - (b) Corporate Representative's e-mail address and hand-phone number.

Upon receipt of such documents, HMC Corporate Services Sdn Bhd will liaise with yourselves on the participation link.

9. For the beneficiary of the shares under a Nominee Company's CDS account who wishes to use the Virtual Meeting Facility at the 4th AGM may request its Nominee Company to appoint him/her as proxy to participate and vote remotely at the 4th AGM via the Virtual Meeting Facilities, please submit the duly executed proxy form to HMC Corporate Services Sdn Bhd no later than **Saturday, 26 June 2021 at 12.30 p.m.** and register yourself via the Registration Link below.
10. Please follow the following steps to be taken for participating and voting via the Virtual Meeting facilities:

BEFORE THE AGM		
(a)	REGISTRATION	<ul style="list-style-type: none"> Please click on the following link to register yourself as Shareholder/Corporate Representative/Beneficiary Owner of an Exempt Nominee for verification of attendance purpose. <p>Registration Link: https://bit.ly/3cyHEm2</p>
(b)	CONFIRMATION ATTENTANCE	<ul style="list-style-type: none"> Upon verification, the participation link will be sent to your goodself before the commencement of the meeting.
(c)	SUBMISSION OF QUESTIONS	<ul style="list-style-type: none"> You may submit any questions online by scanning the QR Code below or via https://bit.ly/2TjhL2P and to submit your questions accordingly: <div style="text-align: center;">  </div>
ON THE AGM DAY		
(d)	PARTICIPATION	<ul style="list-style-type: none"> Click on the participation link which was provided to you via e-mail. If you have any question to be raised during the meeting, you may submit by using the Q and A box. The Chairman/Board will try to address the questions submitted prior or during the accordingly
(e)	ONLINE VOTING	<ul style="list-style-type: none"> The QR Code for the Online will be displayed in the Chat Box and Q&A Box of the Virtual Meeting Room upon the Commencement of the 4th AGM. Voting shall commence from 12.30 p.m. Monday, 28 June 2021 until a time when the Chairman announces the closing of the voting session at the 4th AGM venue.

CLOSURE

11. The 4th AGM will be closed upon the announcement by the Chairman, the Virtual Meeting will end.

ENQUIRY

12. If you have any enquiry or require any assistance before or during the 4th AGM, please do not hesitate to contact the following officers during office hours from 9.00 a.m. to 5.00 p.m. (Monday to Friday):

HMC CORPORATE SERVICES SDN BHD
Registration No. 199601006647 (378993-D)
 Level 2, Tower 1, Avenue 5
 Bangsar South City
 59200 Kuala Lumpur
 Tel : 603-2241 5800
 Mobile: 017 388 3989
 Fax : 603-2282 5022
 Email : office365support@hmc.my
 Contact Person: HMC Virtual Meeting Administrator