

# LUXCHEM

LUXCHEM CORPORATION BERHAD

Registration No. 199101014102 (224414-D)

(Incorporated in Malaysia)

## NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the Thirty-Second Annual General Meeting ("32<sup>nd</sup> AGM") of the Company will be held virtually through live streaming and online remote voting using Remote Participation and Voting ("RPV") facilities via TIH Online website at <https://tjh.online> from the Broadcast Venue at Wisma Luxchem, Block N, Jaya One, 72A, Jalan Prof Diraja Ungku Aziz, Seksyen 13, 46200 Petaling Jaya, Selangor, Malaysia ("Broadcast Venue") on **Thursday, 23 May 2024, at 10.00 a.m.**, to transact the following businesses:

### A G E N D A

#### AS ORDINARY BUSINESS

- To receive the Audited Financial Statements for the financial year ended 31 December 2023 together with the Reports of the Directors and Auditors thereon. (Please refer to Explanatory Note 1)
- To approve the payment of respective Directors' fees for the financial year ending 31 December 2024:
  - RMS5,000.00 for Datuk Kwan Foh Kwai
  - RMS5,000.00 for Mr Tan Teck Kiong
  - RMS5,000.00 for Encik Taufiq Ahmad @ Ahmad Mustapha bin Ghazali
  - RM40,000.00 for Madam Chen Moi Kew
- To approve the payment of Directors' Benefits up to an amount of RM36,000.00 for the financial year ending 31 December 2024.
- To re-elect the following Directors who are retiring by rotation in accordance with Clause 76(3) of the Constitution of the Company and, who being eligible, offer themselves for re-election:
  - Madam Chin Song Mooi
  - Madam Chen Moi Kew
- To re-appoint Messrs BDO PLT as Auditors of the Company for the financial year ending 31 December 2024 and to authorise the Directors to fix their remuneration.

#### As Special Business

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

- ORDINARY RESOLUTION**  
**AUTHORITY TO ISSUE AND ALLOT SHARES PURSUANT TO SECTIONS 75 AND 76 OF THE COMPANIES ACT 2016**  
"THAT subject always to the Companies Act 2016 ("the Act"), the Constitution of the Company, the Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("Bursa Securities") and the approvals of the relevant governmental/regulatory authorities, the Directors be and are hereby empowered, pursuant to Sections 75 and 76 of the Act, to allot shares in the Company from time to time at such price, upon such terms and conditions, and for such purposes as the Directors may in their absolute discretion deem fit provided that the aggregate number of shares issued pursuant to this Ordinary Resolution 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 the approval from Bursa Securities for the listing and quotation for the additional shares so issued on the Bursa Securities AND FURTHER THAT such authority shall continue in force until the conclusion of the next Annual General Meeting ("AGM") of the Company, or at the expiry of the period within which the next AGM 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."

- ORDINARY RESOLUTION**  
**PROPOSED RENEWAL OF SHARE BUY-BACK MANDATE**  
"THAT subject always to the Companies Act 2016 ("the 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 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:

- the aggregate number of issued shares in the Company ("Shares") purchased ("Purchased Shares") and/or held as treasury shares pursuant to this ordinary resolution does not exceed ten per centum (10%) of the total number of issued shares of the Company as quoted on Bursa Securities as at point of purchase; and
- the maximum fund to be allocated by the Company for the purpose of purchasing the shares shall not exceed the aggregate 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,

#### ("Proposed Share Buy-Back")

AND THAT 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:

- the conclusion of the next Annual General Meeting of the Company following at which time the authority shall lapse unless by ordinary resolution passed at the meeting, the authority is renewed, either unconditionally or subject to conditions;
  - the expiration of the period within which the next annual general meeting of the Company is required by law to be held; or
  - 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 Listing Requirements and any applicable laws, rules, regulations, orders, guidelines and requirements issued by any relevant authorities.

AND 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:

- To cancel all or part of the Purchased Shares;
- To retain all or part of the Purchased Shares as treasury shares as defined in Section 127 of the Act;
- To distribute all or part of the treasury shares as dividends to the shareholders of the Company;
- To resell all or part of the treasury shares;
- To transfer all or part of the treasury shares for the purposes of or under the employees' share scheme established by the Company and/or its subsidiaries;
- To transfer all or part of the treasury shares as purchase consideration;
- To sell, transfer or otherwise use the shares for such other purposes as the Minister charged with the responsibility for companies may by order prescribe; and/or
- To deal with the treasury shares in the manners as allowed by the Act, Listing Requirements, applicable laws, rules, regulations, guidelines, requirements and/or orders of any relevant authorities for the time being in force.

AND THAT the Directors of the Company be and are authorised to take all such steps as necessary or expedient (including without limitation, the opening and maintaining of central depository account(s) under Securities Industry (Central Depositories) Act 1991, and the entering into all other agreements, arrangements and guarantee with any party or parties) to implement, finalise and give full effect to the Proposed Share Buy-Back with full powers to assent to any conditions, modifications, variations and/or amendments (if any) as may be imposed by the relevant authorities."

- To transact any other business of which due notice shall have been given in accordance with the Companies Act 2016 and the Constitution of the Company.

By Order of the Board

TAN BEE HWEE (SSM PC NO. 202008001497) (MAICSA 7021024)

CHEN MOI KEW (SSM PC NO. 202008001043) (MIA 6359)

LIM YIU JING (SSM PC NO. 202108000369) (MAICSA 7075638)

Company Secretaries

Petaling Jaya

23 April 2024

#### NOTES:

##### (i) Notes on the Appointment of Proxy

- The 32<sup>nd</sup> AGM of the Company will be held virtually through live streaming and online remote voting using RPV facilities via TIH Online website at <https://tjh.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. Members **will not be allowed** to attend the 32<sup>nd</sup> AGM in person at the Broadcast Venue on the day of the meeting. Members are to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, "participate") remotely at the 32<sup>nd</sup> AGM through the RPV facilities via TIH Online website at <https://tjh.online>. Please read these Notes carefully and follow the procedures in the Administrative Details for the 32<sup>nd</sup> AGM in order to participate remotely through the RPV facilities. For the purpose of determining who shall be entitled to attend this General Meeting through RPV facilities, the Company shall be requesting Bursa Malaysia Depository Sdn. Bhd. to make available to the Company a Record of Depositors as at 14 May 2024. Only a member whose name appears on this Record of Depositors shall be entitled to attend this General Meeting through the RPV facilities or appoint a proxy to attend, speak and vote on his/her/its behalf.
- A member entitled to attend and vote at this General Meeting is entitled to appoint a proxy or attorney or in the case of a corporation, to appoint a duly authorised representative to attend, participate, speak and vote in his place. A proxy may but need not be a member of the Company.
- A member of the Company who is entitled to attend and vote at a General Meeting of the Company may appoint not more than two (2) proxies to attend, participate, speak and vote instead of the member at the General Meeting.
- If two (2) proxies are appointed, the entitlement of those proxies to vote on a show of hands shall be in accordance with the listing requirements of the stock exchange.
- Where a member of the Company is an authorised nominee as defined in the Securities Industry (Central Depositories) Act 1991 ("Central Depositories Act"), it may appoint not more than two (2) proxies in respect of each securities account it holds in ordinary shares of the Company standing to the credit of the said securities account.
- 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. An exempt authorised nominee refers to an authorised nominee defined under the Central Depositories Act which is exempted from compliance with the provisions of Section 25A(1) of the Central Depositories Act.
- Where a member appoints more than one (1) proxy, the proportion of shareholdings to be represented by each proxy must be specified in the instrument appointing the proxies.
- A member who has appointed a proxy or attorney or authorised representative to attend, participate, speak and vote at this 32<sup>nd</sup> AGM through the RPV facilities must request his/her proxy to register himself/herself for the RPV facilities at TIH Online website at <https://tjh.online>. Procedures for the RPV facilities can be found in the Administrative Details of the 32<sup>nd</sup> AGM.
- The appointment of a proxy may be made in a hard copy form or by electronic means in the following manner and must be received by the Company not less than forty-eight (48) hours before the time appointed for holding the General Meeting or adjourned General Meeting at which the person named in the appointment proposes to vote:
  - In hard copy form  
In the case of an appointment made in hard copy form, this proxy form must be deposited at the Share Registrar of the Company, 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, Malaysia 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.
  - Online  
In the case of an appointment made via online lodgement facility, please login to the link website at <https://tjh.online> and select "e-Services" to login. Please refer to the Administrative Guide on how to register to TIH Online and submit your Proxy Form electronically.
- Any authority pursuant to which such an appointment is made by a power of attorney must be deposited at the Share Registrar of the Company, 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, Malaysia 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 less than forty-eight (48) hours before the time appointed for holding the General Meeting or adjourned General Meeting at which the person named in the appointment proposes to vote. A copy of the power of attorney may be accepted provided that it is certified notationally and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.
- Please ensure ALL the particulars as required in this proxy form are completed, signed and dated accordingly.

- Last date and time for lodging this proxy form is **Tuesday, 21 May 2024 at 10.00 a.m.**
- A corporate member who has appointed a representative, please deposit the **ORIGINAL or DULY CERTIFIED** certificate of appointment with the Share Registrar of the Company, 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, Malaysia 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. The certificate of appointment should be executed in the following manner:
  - If the corporate member has a common seal, the certificate of appointment should be executed under seal in accordance with the constitution of the corporate member.
  - If the corporate member does not have a common seal, the certificate of appointment should be affixed with the rubber stamp of the corporate member (if any) and executed by:
    - at least two (2) authorised officers, of whom one shall be a director; or
    - any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.

#### (ii) Explanatory Notes

##### Ordinary Business

###### 1. Item 1 of the Agenda - Audited Financial Statements for the financial year ended 31 December 2023

This item is meant for discussion only as the provision of Section 340(1)(a) of the Act does not require a formal approval from the shareholders for the Audited Financial Statements. Hence, this item on the Agenda is **not put forward for voting**.

###### 2. Ordinary Resolutions 1, 2, 3 and 4 - Payment of Directors' Fees

On 7 March 2024, the Remuneration Committee had reviewed the Directors' fees for the financial year ending 31 December 2024, taking into consideration the market trends for similar positions, time commitment and responsibilities of the respective Directors.

The payment of Directors' fees for the financial year ending 31 December 2024 amounting to a total of RM205,000.00 will be paid by the Company to the respective Directors if the proposed Ordinary Resolutions 1, 2, 3, and 4 are passed by the shareholders at the 32<sup>nd</sup> AGM of the Company.

###### 3. Ordinary Resolution 5 - Payment of Directors' Benefits

Directors' benefits consist of meeting allowance payable to Independent Non-Executive Directors and in determining the estimated amount, the Board of Directors ("Board") has considered various factors including the current board size and number of scheduled meetings for the Board and Board Committees for the financial year ending 31 December 2024 as well as the number of Independent Non-Executive Directors involved in the meeting.

The proposed structure of the Directors' benefits for the financial year ending 31 December 2024 is as follows:

Type of Benefits	Amount
<b>Meeting Attendance Allowance</b>	
Board Committees and Board Meeting Allowances	RM1,000.00 per day
<b>Insurance Premium</b>	
Directors' & Officers' Liability Insurance	RM15,000.00

Payment of the Directors' benefits will be made by the Company to the respective Directors as and when incurred if the proposed Ordinary Resolution 5 is passed by the shareholders at the 32<sup>nd</sup> AGM of the Company.

In the event the proposed amount is insufficient (due to more meetings or enlarged board size), approval will be sought at the next Annual General Meeting for additional fees to meet the shortfall.

###### 4. Ordinary Resolutions 6 and 7 - Re-election of Directors who retire in accordance with Clause 76(3) of the Constitution of the Company

Madam Chin Song Mooi and Madam Chen Moi Kew are standing for re-election as Directors of the Company and being eligible, have offered themselves for re-election at the 32<sup>nd</sup> AGM of the Company.

Pursuant to Practice 5.7 of the Malaysian Code on Corporate Governance 2021 ("MCCG"), the profiles of both Directors are set out on pages 9 to 10 of the Annual Report 2023. For the purpose of determining the eligibility of both Directors to stand for re-election at the 32<sup>nd</sup> AGM of the Company, the Board had through its Nominating Committee ("NC"), considered, assessed and deliberated on the suitability and fit and propriety of the retiring Directors.

Based on the recommendation of the NC, the Board is supportive of their re-election with the following justifications:-

###### Ordinary Resolution 6: Re-election of Madam Chin Song Mooi as Executive Director

Madam Chin Song Mooi is mainly responsible for overseeing all aspects of finance and administration functions of the Group.

The Board is satisfied her performance and contribution, as she has carried out her duties diligently and effectively and demonstrated her commitment to her roles.

###### Ordinary Resolution 7: Re-election of Madam Chen Moi Kew as Executive Director

Madam Chen Moi Kew has vast experience in accounting and finance functions and has contributed significantly to the Group by formulating financial strategies to steer the Group forward.

The Board is satisfied her performance and contribution, as she has carried out her duties diligently and effectively and demonstrated her commitment to her roles.

###### 5. Ordinary Resolution 8 - Re-appointment of Auditors

The Audit and Risk Management Committee ("ARMC") had at its meeting held on 22 February 2024 assessed the suitability and independence of the External Auditors and recommended the re-appointment of BDO PLT as External Auditors of the Company for the financial year ending 31 December 2024.

The Board has in turn reviewed the recommendation of the ARMC and recommended the same to be tabled to the shareholders for approval at the 32<sup>nd</sup> AGM of the Company.

#### Special Business

###### 6. Ordinary Resolution 9 - Authority to issue and allot shares pursuant to Sections 75 and 76 of the Act

The proposed Ordinary Resolution 9 is a renewal of the previous year's general mandate for issuance of shares by the Company under Sections 75 and 76 of the Act. The proposed Ordinary Resolution 9, if passed, would renew the mandate granted to the Directors at the 31<sup>st</sup> AGM held on 25 May 2023 ("31<sup>st</sup> AGM") and provide flexibility to the Directors to undertake fundraising activities, including but not limited to placement of shares for the purpose of funding the Company's future investment project(s), working capital and/or acquisition(s), by the issuance of shares in the Company to such persons at any time as the Directors may deem fit provided that the aggregate number of shares issued pursuant to the mandate does not exceed ten per centum (10%) of the total number of issued shares (excluding treasury shares) of the Company for the time being, without having to convene a general meeting. This authority, unless revoked or varied by the Company in a general meeting, will expire at the conclusion of the next AGM of the Company or at the expiry of the period within which the next AGM is required to be held after the approval was given, whichever is earlier.

As at the date of this Notice, the Company did not issue and allot any shares pursuant to the mandate granted to the Directors at the 31<sup>st</sup> AGM as there was no requirement for such fundraising activities.

###### 7. Ordinary Resolution 10 - Proposed Renewal of Share Buy-Back Mandate

The proposed Ordinary Resolution 10, if passed will empower the Company to renew its existing authorisation to purchase its own ordinary shares through Bursa Securities up to ten per centum (10%) of the total number of issued shares of the Company (excluding treasury shares). Please refer to the Statement to Shareholders in relation to the Proposed Renewal of Share Buy-Back Mandate dated 23 April 2024 for further information.

#### Personal data privacy:

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the Annual General Meeting 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 Annual General Meeting (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the Annual General Meeting (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.

#### STATEMENT ACCOMPANYING NOTICE OF 32<sup>nd</sup> ANNUAL GENERAL MEETING

(Pursuant to Paragraph 8.27(2) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad)

##### [Ordinary Resolutions 6 to 7]

- The Directors who retire pursuant to Clause 76(3) of the Constitution of the Company and being eligible to offer themselves for re-election at the 32<sup>nd</sup> AGM are Madam Chin Song Mooi and Madam Chen Moi Kew ("Retiring Directors").

The profile of the Retiring Directors who are standing for re-election as per Agenda item 4 of the Notice of 32<sup>nd</sup> AGM are as follows:

###### A. MADAM CHIN SONG MOOI

(Executive Director)

Nationality	: Malaysian
Age	: 72
Gender	: Female
Date of Appointment	: 4 September 1991
Length of Tenure	: 32 years 7 months

#### QUALIFICATION

Madam Chin Song Mooi holds a Bachelor of Commerce Degree in Accountancy from Nanyang University, Singapore.

##### DIRECTORSHIP/RELEVANT APPOINTMENTS (OTHER THAN LUXCHEM CORPORATION BERHAD)

- Nil

#### RELEVANT EXPERIENCE

Madam Chin Song Mooi is an Executive Director of the Company. She is one of the first Directors appointed to the Board of the Company on 4 September 1991. She is mainly responsible for overseeing all aspects of the finance and administration functions of the Group.

Madam Chin is a substantial shareholder of the Company. She is the spouse of Mr Tang Yung See, a director and substantial shareholder of the Company.

Madam Chin does not have any conflict of interest or potential conflict of interest, including interest in any competing business with the Company or its subsidiaries. She has acted in the best interest of the Company.

The Board hereby supports and recommends the re-election of Madam Chin Song Mooi as a Director of the Company for the shareholders' approval.

###### B. MADAM CHEN MOI KEW

(Executive Director/Chief Financial Officer)

Nationality	: Malaysian
Age	: 61
Gender	: Female
Date of Appointment	: 2 January 2008
Length of Tenure	: 16 years 3 months

#### QUALIFICATION

Madam Chen Moi Kew holds a Bachelor of Accounting Degree with first-class honours from the University of Malaya, Kuala Lumpur in 1987. She has been a member of both the Malaysian Institute of Accountants and the Malaysian Institute of Certified Public Accountants since 1990 and a Member of the Financial Planning Association of Malaysia since 2003. She obtained the Six Sigma Master Black Belt™ certification from the International Six Sigma Institute™ in January 2023.

##### DIRECTORSHIP/RELEVANT APPOINTMENTS (OTHER THAN LUXCHEM CORPORATION BERHAD)

- Nil

#### RELEVANT EXPERIENCE

Madam Chen was appointed as a Director of the Company on 2 January 2008.

She is currently mainly responsible for overseeing the accounting and finance functions as well as formulating financial strategies for the Group.

Madam Chen is a shareholder of the Company. She has no family relationship with any Director and/or major shareholder of the Company.

Madam Chen does not have any conflict of interest or potential conflict of interest, including interest in any competing business with the Company or its subsidiaries. She has acted in the best interest of the Company.

The Board hereby supports and recommends the re-election of Madam Chen Moi Kew as a Director of the Company for the shareholders' approval.

# LUXCHEM

LUXCHEM CORPORATION BERHAD  
Registration No. 199101014102 (224414-D)  
(Incorporated in Malaysia)

## THIRTY-SECOND ANNUAL GENERAL MEETING (32<sup>nd</sup> AGM) ADMINISTRATIVE DETAILS

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**Date** : Thursday, 23 May 2024  
**Time** : 10.00 a.m.  
**Broadcast Venue** : Wisma Luxchem, Block N, Jaya One, 72A, Jalan Prof. Diraja Ungku Aziz, Seksyen 13, 46200 Petaling Jaya, Selangor, Malaysia

Dear Shareholders of Luxchem Corporation Berhad (“**Luxchem**” or “**the Company**”)

### 32<sup>ND</sup> AGM

The 32<sup>nd</sup> AGM of the Company will be conducted virtually in accordance with the revised ‘Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers’ issued by the Securities Commission Malaysia on 7 April 2022. This is in line with Practice 13.3 of the Malaysian Code on Corporate Governance (MCCG) whereby listed issuers should leverage technology to facilitate voting, including voting in absentia and remote shareholders’ participation at general meetings. In this respect, the Company will continue to leverage technology, to ensure that the 32<sup>nd</sup> AGM supports meaningful engagement between the Board/Management and Shareholders of the Company.

Please find the below requirements for the 32<sup>nd</sup> AGM:

- The 32<sup>nd</sup> AGM will be conducted virtually from the Broadcast Venue **through live streaming and online remote voting** via Remote Participation and Voting (“**RPV**”) facilities, which are available on **TIIH Online** website at <https://tiih.online>.
- The Broadcast Venue is the main venue in Malaysia where the Chairman of the meeting will be physically present in accordance with Section 327(2) of the Companies Act 2016 and Clause 52(3) of the Constitution of the Company. As such, shareholder(s), proxy(ies), authorised representative(s) or attorney(s) are **NOT ALLOWED** to be physically present at the Broadcast Venue.
- We **strongly encourage** you to attend the 32<sup>nd</sup> AGM via the RPV facilities. You may also consider appointing the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 32<sup>nd</sup> AGM.
- Shareholders are advised to check the Company’s website at <http://www.luxchem.com.my> and Bursa’s website at <https://www.bursamalaysia.com> from time to time for any changes to the administrative details on the 32<sup>nd</sup> AGM that may be necessitated by changes to the directives, safety and precautionary requirements and guidelines prescribed by the Government of Malaysia, the Ministry of Health, the Malaysian National Security Council, Securities Commission Malaysia and/or other relevant authorities.

### REMOTE PARTICIPATION AND VOTING FACILITIES (“**RPV**”)

- The RPV facilities are available at **TIIH Online** website at <https://tiih.online>.
- Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 32<sup>nd</sup> AGM using RPV facilities from Tricor Investor & Issuing House Services Sdn. Bhd.

- Kindly refer to Procedures for RPV as set out below for the requirements and procedures.

## PROCEDURES TO REMOTE PARTICIPATION AND VOTING VIA RPV FACILITIES

- Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 32<sup>nd</sup> AGM using the RPV facilities:

	Procedure	Action
<b>BEFORE THE DAY OF 32<sup>nd</sup> AGM</b>		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>• Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services” select “Create Account by <b>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 e-mail to notify you that the remote participation is available for registration at TIIH Online.</li> </ul>
(b)	Submit your request to attend 32 <sup>nd</sup> AGM remotely	<ul style="list-style-type: none"> <li>• Registration is open from <b>Tuesday, 23 April 2024</b> until the day of 32<sup>nd</sup> AGM on <b>Thursday, 23 May 2024</b>. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 32<sup>nd</sup> AGM to ascertain their eligibility to participate the 32<sup>nd</sup> AGM using the RPV.</li> <li>• Login with your user ID (i.e. e-mail address) and password and select the corporate event: <b>“(REGISTRATION) LUXCHEM 32<sup>nd</sup> 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 Record of Depositors as at <b>14 May 2024</b>, the system will send you an <b>e-mail after 21 May 2024 to approve or reject</b> your registration for remote participation. <i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV facilities).</i></li> </ul>
<b>ON THE DAY OF THE 32<sup>nd</sup> AGM (23 MAY 2024)</b>		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> <li>• Login with your user ID (i.e. e-mail address) and password for remote participation at the 32<sup>nd</sup> AGM at any time from <b>9.00 a.m.</b> i.e. 1 hour before the commencement of meeting <b>at 10.00 a.m. on Thursday, 23 May 2024.</b></li> </ul>
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>• Select the corporate event: <b>“(LIVE STREAM MEETING) LUXCHEM 32<sup>nd</sup> 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 try to respond to questions submitted by remote participants during the 32<sup>nd</sup> AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</li> </ul>
(e)	Online Remote Voting	<ul style="list-style-type: none"> <li>• Voting session commences <b>from 10.00 a.m. on Thursday, 23 May 2024</b> until a time when the Chairman announces the completion of the voting session of the 32<sup>nd</sup> AGM.</li> </ul>

		<ul style="list-style-type: none"> <li>Select the corporate event: “(REMOTE VOTING) LUXCHEM 32<sup>nd</sup> AGM” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” 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 32<sup>nd</sup> AGM, the live streaming will end.</li> </ul>

**Note to users of the RPV facilities:**

- Should your registration for RPV be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to **TIIH Online** on the day of meeting 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 stream meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

**NO BREAKFAST / LUNCH PACK, DOOR GIFT OR FOOD VOUCHER**

There will be **no distribution** of breakfast / lunch packs, door gifts or food vouchers during the 32<sup>nd</sup> AGM since the meeting is being conducted on a virtual basis.

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

Only a depositor whose name appears on the ROD as at **14 May 2024** shall be entitled to attend, speak and vote at the 32<sup>nd</sup> AGM or appoint proxies to attend and/or vote on his/her behalf.

**ANNUAL REPORT 2023**

- The Company’s Annual Report 2023 is available at the Company’s website at <http://www.luxchem.com.my/luxchem-32-agm.html> and Bursa Malaysia’s website at <https://www.bursamalaysia.com> under Company’s announcements.
- You may request for a printed copy of the Annual Report 2023 at <https://tiih.online> by selecting “Request for Annual Report / Circular” under the “Investor Services”.
- Kindly consider the environment before you decide to request for the printed copy of the Annual Report. The environmental concerns like global warming, deforestation, climate change and many more affect every human, animal and nation on this planet.

**PROXY**

- The 32<sup>nd</sup> AGM will be conducted via virtual meeting, if you are unable to attend the meeting via RPV facilities on 23 May 2024, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Proxy Form.

- You may also submit the Proxy Form electronically via **TIIH Online** website at <https://tiih.online> no later than **Tuesday, 21 May 2024 at 10.00 a.m.** Please do read and follow the procedures to submit Proxy Form electronically below.
- You may submit your Proxy Form to the Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. ("**Tricor**") by fax at 03-2783 9222 or e-mail to [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com). However, please ensure that the **Original Proxy Form** is deposited at Tricor's office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur 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, not less than forty-eight (48) hours before the time appointed for holding the 32nd AGM or any adjournment thereof, otherwise the Proxy Form shall not be treated as valid.

## POLL VOTING

- The Voting at the 32<sup>nd</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. The Company has appointed Tricor Investor & Issuing House Services Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic voting and Scrutineer Solutions Sdn. Bhd. as Scrutineers to verify the poll results.
- Shareholders can proceed to vote on the resolutions at any time from the commencement of the 32<sup>nd</sup> AGM at 10.00 a.m but before the end of the voting session which will be announced by the Chairman of the Meeting. Kindly refer to "Procedures to Remote Participation and Voting via RPV Facilities" provided for guidance on how to vote remotely via **TIIH Online**.
- Upon completion of the voting session for the 32<sup>nd</sup> AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

## ELECTRONIC SUBMISSION OF PROXY FORM

The procedures to submit your proxy form electronically via **TIIH Online** website are summarised below:

Procedure		Action
<b>Steps for Individual Shareholders</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" by selecting "<b>Create Account by Individual Holder</b>". Please refer to the tutorial guide posted on the homepage for assistance.</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 Proxy Form	<ul style="list-style-type: none"> <li>• After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>• Select the corporate event: <b>“LUXCHEM 32<sup>nd</sup> 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(ies) to vote on your behalf.</li> <li>• Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman as your proxy.</li> <li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your votes.</li> <li>• Review and confirm your proxy(ies) appointment.</li> <li>• Print the proxy form for your record.</li> </ul>
<b>Steps for Corporation or Institutional Shareholders</b>		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Access TIIH Online at <a href="https://tiah.online">https://tiah.online</a></li> <li>• Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder 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>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 the persons stated under <b>“ENQUIRY”</b> section below if you need clarifications on the user registration.</p>
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>• Login to TIIH Online at <a href="https://tiah.online">https://tiah.online</a></li> <li>• Select the corporate exercise name: <b>“LUXCHEM 32<sup>nd</sup> 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 <b>“SUBMISSION OF PROXY FORM”</b> in accordance with the Guidance Note set therein.</li> <li>• Prepare the file for the appointment of proxy(ies) by inserting the required data.</li> <li>• Proceed to upload the duly completed proxy appointment file.</li> <li>• Select <b>“Submit”</b> to complete your submission.</li> <li>• Print the confirmation report of your submission for your record.</li> </ul>

#### **PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS**

The Board recognises that the 32<sup>nd</sup> AGM is a valuable opportunity for the Board to engage with shareholders. In order to enhance the efficiency of the proceedings of the 32<sup>nd</sup> AGM, shareholders may in advance, before the 32<sup>nd</sup> AGM, submit questions to the Board of Directors via **TIIH Online** website at <https://tiah.online>, by selecting “e-Services” to login, post your questions and submit it electronically no later than **Tuesday, 21 May 2024 at 10.00 a.m.** The Board of Directors will endeavor to address the questions received at the 32<sup>nd</sup> AGM.

## **RECORDING OR PHOTOGRAPHY**

Strictly **NO** unauthorised recording or photography of the proceedings of the 32<sup>nd</sup> AGM is allowed.

## **ENQUIRY**

Should you require any assistance on the above, kindly contact our Share Registrar at the phone number and email address provided as below.

**Share Registrar - Tricor Investor & Issuing House Services Sdn. Bhd.**

**[Registration No. 197101000970 (11324-H)]**

Unit 32-01, Level 32, Tower A, Vertical Business Suite

Avenue 3, Bangsar South

No. 8, Jalan Kerinchi, 59200 Kuala Lumpur

Tel : +603-2783 9299

Fax : +603-2783 9222

Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com).