



NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the 83rd Annual General Meeting ("AGM") of Comfort Gloves Berhad ("CGB" or "Company") will be conducted virtually for the purpose of considering and if thought fit, passing with or without modifications the resolutions set out in this notice:

Day and Date : Monday, 27 May 2024
Time : 10.00 a.m.
Broadcast Venue : Summit 1, 3rd Floor, Wisma Westcourt, No.126, Jalan Klang Lama, 58000 Kuala Lumpur, Malaysia.
Online Meeting Platform : <https://meeting.boardroomlimited.my>
Mode of Communication : (1) Typed text in the Meeting Platform
(2) Email questions to investorsrelation@comfort-rubber.com.my prior to Meeting

AGENDA

As ORDINARY BUSINESS:

- To receive the Audited Financial Statements for the financial year ended 31 December 2023 together with the Directors' and Auditors' Reports thereon. (Please refer to Note 1)
- To approve the payment of Directors' Fees of RM350,000 in respect of the financial year ended 31 December 2023. (Ordinary Resolution 1)
- To approve the payment of Directors' Benefits (excluding Directors' Fees) to Non-Executive Directors up to an amount of RM102,000 from 83rd AGM until the next AGM of the Company. (Ordinary Resolution 2)
- To re-elect the following Directors who retired by rotation pursuant to Article 18.4(a) of the Company's Constitution.
4.1 Lau Joo Pern
4.2 Khoo Chie Yuan (Ordinary Resolution 3)
(Ordinary Resolution 4)
- To re-appoint Messrs KPMG PLT as Auditors of the Company for the financial year ending 31 December 2024 and to authorise the Directors to fix their remuneration. (Ordinary Resolution 5)

As **SPECIAL BUSINESS**, to consider and, if thought fit, pass the following Resolutions: -

6. AUTHORITY TO ALLOT AND ISSUE SHARES IN GENERAL PURSUANT TO SECTION 75 AND SECTION 76 OF THE COMPANIES ACT 2016 (Ordinary Resolution 6)

"THAT pursuant to Section 75 and Section 76 of the Companies Act 2016 ("Act"), the Directors be and are hereby empowered to allot and issue shares in the Company at any time and from time to time until the conclusion of the next AGM and upon such terms and conditions and for such purposes as the Directors may, in their absolute discretion, deem fit provided the aggregate number of shares to be issued does not exceed ten per centum (10%) of the total number of issued shares of the Company for the time being, subject always to the Constitution of the Company and approval of all relevant regulatory bodies being obtained for such allotment and issuance.

THAT pursuant to Section 85 of the Act, approval be and is hereby given to waive the statutory pre-emptive rights of the shareholders of the Company to be offered new shares ranking equally to the existing issued shares of the Company arising from issuance of new shares pursuant to this Mandate.

AND THAT the Directors of the Company be and are also empowered to obtain the approval for the listing of and quotation for the additional shares so issued on Bursa Malaysia Securities Berhad AND FURTHER THAT such authority shall commence immediately upon the passing of this Resolution and continue to be in force until the conclusion of the next AGM of the Company."

7. PROPOSED RENEWAL OF SHARE BUY-BACK AUTHORITY (Ordinary Resolution 7)

"That, subject to the Companies Act 2016, the provisions of the Company's Constitution, the Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("Bursa Securities") and the approvals of all relevant governmental and/or regulatory authorities, the Company be and is hereby authorised, to the fullest extent permitted by law, to purchase such amount of ordinary 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 interests of the Company ("the Proposed Share-Buy Back") provided that:

- the aggregate number of ordinary shares which may be purchased and/or held by the Company as treasury shares does not exceed ten percent (10%) of the total number of issued shares of the Company as quoted on Bursa Securities as at any point in time of purchase;
- the maximum funds to be allocated by the Company pursuant to the Proposed Share Buy Back shall not exceed the total retained earnings of the Company at the time of purchase; and
- upon completion of the purchase by the Company its own ordinary shares, the Directors of the Company be and are hereby authorized to deal with the ordinary shares purchased in their absolute discretion in the following manners:
 - cancel all the ordinary shares so purchased; and/or
 - retain the ordinary shares so purchased as treasury shares; and/or
 - retain part thereof as treasury shares and cancel the remainder;
 - in any other manner as may be prescribed by applicable law and/or the regulations and guidelines applied from time to time by Bursa Securities and/or any other relevant authority for the time being in force.

That any authority conferred by this resolution may only continue to be in force until:

- the conclusion of the next AGM of the Company following the general meeting at which such resolution was passed at which time it shall lapse unless by ordinary resolution passed at that meeting, the authority is renewed, either unconditionally or subject to conditions;
- the expiration of the period within which the next AGM after that date is required by law to be held; or
- revoked or varied by an ordinary resolution passed by the shareholders in general meeting, whichever occurs first;

And that authority be and is hereby given unconditionally and generally to the Directors of the Company 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 the entering into of modifications, arrangements, variations and guarantee with any party or parties) to implement, finalise and give full effect to the aforesaid purchase with full powers to assent to any conditions, conditions, variations and/or amendments (if any) as may be imposed by the relevant authorities and with the fullest power to do all such acts and things thereafter (including without limitation, the cancellation or retention as treasury shares of all or any part of the purchased shares) in accordance with the Companies Act 2016, the provisions of the Constitution of the Company and the Main Market Listing Requirements and/or guidelines of Bursa Securities and all other relevant governmental and/or regulatory authorities."

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

FURTHER NOTICE IS HEREBY GIVEN THAT only members whose names appear on the Record of Depositors as at 16 May 2024 shall be entitled to attend the AGM or appoint proxies in his/her stead or in the case of a corporation, a duly authorised representative to attend and to vote in his/her stead.

By Order of the Board
CHAN EOI LENG
(SSM PC No. 202008003055)
(MAICSA 7030866)

CHONG KWAI YOONG
(SSM PC No. 202308000244)
(MAICSA 7075434)
Chartered Secretaries

Ipoh, Perak Darul Ridzuan, Malaysia
26 April 2024

Explanatory Notes:

1) Agenda 1 - To receive the Audited Financial Statements

Agenda 1 is meant for discussion only in accordance with Section 340 (1)(a) of the Companies Act 2016 and does not require shareholders' approval. Hence, Agenda 1 will not be put forward for voting.

2) Ordinary Resolutions 1 and 2 – Payment of Directors' Fee and Payment of Directors' Benefits

Section 230 (1) of the Companies Act 2016 provides amongst others, that "fee" of the directors and "any benefits" payable to directors of a listed company and its subsidiaries shall be approved at a general meeting. Pursuant thereto, shareholders' approval is sought for these payments in two separate resolutions as follows:

Resolution 1: Payment of Directors' Fees

The Directors' fees include fees payable to the Chairman and members of the Board.

Resolution 2: Payment of Directors' Benefits

The Directors' benefits (excluding Directors' Fees) comprise the Meeting Allowances payable to the members of the Board and are calculated based on the current composition of the Board and Board Committees and the number of meetings scheduled for the Board and Board Committees and includes all benefits payable to the Directors, such as meeting allowances, committees' fees, etc.

Based on the Remuneration Committee's recommendation, the Board decided that the Directors' fees and Directors' Benefits in respect of the financial year ended 31 December 2023 shall remain unchanged as follows:

Description	Non-Executive Directors / Members (FYE 2022 per annum per director)	Non-Executive Directors / Members (FYE 2023 per annum per director)
Directors' Fee -Board of Directors	RM75,000	RM75,000
Directors' Fee - Board Committees		
Chairman of Audit Committee	RM25,000	RM25,000
Members of Audit Committee	RM15,000	RM15,000
Chairman of Nomination Committee	RM15,000	RM15,000
Members of Nomination Committee	RM10,000	RM10,000
Chairman of Remuneration Committee	RM15,000	RM15,000
Members of Remuneration Committee	RM10,000	RM10,000
Description	Non-Executive Directors / Members	
Meeting Allowance for Directors' Meeting and Board Committees	RM1,500 per meeting	
Travelling Allowance per director (for outstation Director)	RM500 per trip (2 ways)	

3) Ordinary Resolutions 3 and 4 – Re-election of Directors

Lau Joo Pern and Khoo Chie Yuan are standing for re-election as Directors of the Company and being eligible have offered themselves for re-election at this 83rd AGM.

The Board has via the Nomination Committee held on 21 February 2024 conducted an assessment on the effectiveness and contributions of the said retiring Directors including their skills, experience and strength in qualities and time commitment and has recommended for them to be re-elected to the Board.

4) Ordinary Resolution 5 – Appointment of Auditors

The Audit Committee ("AC") has on 21 February 2024 carried out an assessment of the suitability and independence of the External Auditors, Messrs KPMG PLT and was satisfied with the suitability of Messrs KPMG PLT based on the quality of audit, performance, competency, and sufficiency of resources the external audit team provided to the Group. The AC in its assessment also found Messrs KPMG PLT to be sufficiently objective and independent.

The Board therefore approved the AC's recommendation on the re-appointment of Messrs KPMG PLT as External Auditors of the Company for the financial year ending 31 December 2024 be put forward for the shareholders' approval at the 83rd AGM.

5) Ordinary Resolution 6 - Authority to Allot and Issue Shares in General Pursuant to Section 75 and Section 76 of the Companies Act 2016

The Ordinary Resolution proposed under item 6 if passed, will empower the Directors of the Company, from the date of the above AGM until the next AGM to allot and issue shares in the Company up to and not exceeding in total ten percent (10%) of the issued share capital of the Company ("Share Mandate"). This Share Mandate will expire at the conclusion of the next AGM of the Company, unless revoked or varied at a general meeting.

With this Share Mandate, the Company will be able to raise capital from the equity market in a shorter period of time compared to a situation without the Share Mandate. The Share Mandate will provide flexibility to the Company for any possible fund-raising activities, including but not limited to further placing of shares, for the purpose of funding future investment projects, working capital and/or acquisitions, or strategic opportunities involving equity deals, which may require the allotment and issuance of new shares without making a pre-emptive offer to existing shareholders. In addition, any delay arising from and cost involved in convening an Extraordinary General Meeting ("EGM") to approve such issuance of shares should be eliminated. The Company will have to seek shareholders' approval at an EGM to be convened in the event that the proposed issuance of shares exceeds the 10% threshold contained in the Share Mandate.

At the Annual General Meeting held on 22 May 2023, the Directors of the Company has been granted a general mandate by the members of the Company to issue and allot shares in the Company up to and not exceeding 10% of the total number of issued shares of the Company. Up to the date of Notice, the Company did not issue any new shares pursuant to this mandate obtained and accordingly no proceeds were raised.

6) Ordinary Resolution 7 - Proposed Renewal of Share Buy-Back Authority

The Ordinary Resolution 7 proposed, if passed, will empower the Directors to purchase the Company's shares through Bursa Malaysia Securities Berhad up to 10% of the issued shares of the Company. Details of the Proposed Share Buy-Back is set out in the Share Buy-Back Statement of the Company, which is sent out together with the Annual Report 2023.

Notes :

- Pursuant to Paragraph 8.29A of the Listing Requirements, voting at general meeting will be conducted by poll rather than show of hands. Poll Administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.
- A member (other than an exempt authorised nominee) entitled to attend and vote at the Meeting is entitled to appoint one (1) or two (2) proxies to attend and vote instead of him. A proxy must be 18 years and above and need not be a member of the Company.
- Where a member appoints two (2) proxies, the appointments shall be invalid unless he/she specifies the proportions of his/her holdings to be represented by each proxy.
- Where a member of the Company is an Exempt Authorised Nominee which holds ordinary shares in the Company in an 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 but the proportion of holdings to be represented by each proxy must be specified.
- The instrument appointing a proxy shall be in writing under the hand of the appointor or his/her attorney duly authorised in writing or if the appointor is a corporation, either under the corporation's seal or under the hand of an officer or attorney duly authorised. If under the hand of attorney/authorised officer, the Power of Attorney or Letter of Authorisation must be attached.
- The instrument appointing a proxy must be deposited at the office of the Share Registrar of our Company, Boardroom Share Registrars Sdn. Bhd. at 11th Floor, Menara Symphony, No. 5 Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor, Malaysia not less than 48 hours before the time appointed for holding the Meeting or adjourned Meeting either by hand, post, electronic mail to bsr.helpdesk@boardroomlimited.com or fax +603-7890 4670, otherwise the instrument of proxy should not be treated as valid.



COMFORT GLOVES BERHAD
(Registration No. 193701000006 (852-D))
(Incorporated in Malaysia)

**ADMINISTRATIVE GUIDE
FOR COMFORT GLOVES BERHAD'S 83RD ANNUAL GENERAL MEETING ("AGM")**

DETAILS OF 83RD AGM

Day and Date : Monday, 27 May 2024
Time : 10.00 a.m.
Online Meeting Platform : <https://meeting.boardroomlimited.my>
Broadcast Venue : Summit 1, 3rd Floor, Wisma Westcourt,
No.126, Jalan Klang Lama,
58000 Kuala Lumpur, Malaysia.

The Company will be using Boardroom Share Registrars Sdn. Bhd.'s ("**Boardroom**") Lumi AGM solution which is available on the designated link at <https://meeting.boardroomlimited.my>. Shareholders are reminded to kindly check announcements for the latest announcements or updates, if any, regarding the status of the AGM.

MODE OF MEETING

With reference to the revised 'Guidance and FAQs on the Conduct of General Meetings for Listed Issuers' issued by the Securities Commission Malaysia ("SC's Guidance") on 16 July 2021, listed issuers are encouraged to continue leveraging technology in conducting general meetings beyond Movement Control Order.

In addition, in line with the Malaysian Code on Corporate Governance Practice 12.3, by conducting a virtual AGM, this would promote greater shareholder participation as it facilitates electronic voting and remote shareholders' participation. With the virtual meeting facilities, you may exercise your right as a member of the Company to participate (including to pose questions to the Board of Directors and/or Management of the Company) and vote at the AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the AGM.

Please note that it is your responsibility to ensure the stability of your internet connectivity throughout the Meeting as the quality of the live webcast and online remote voting is dependent on your internet bandwidth and stability of your internet connection.

ENTITLEMENT TO PARTICIPATE AND VOTE

Only a depositor whose name appears on the Record of Depositors of Comfort Gloves Berhad as at 16 May 2024 shall be entitled to attend the AGM via Remote Participation and Electronic Voting ("RPEV") facilities or appoint a proxy(ies) to participate and vote on his/her behalf by returning the proxy form. A proxy must be 18 years and above and need not be a member of the Company.

BROADCAST VENUE

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

Shareholders/proxies/corporate representatives **WILL NOT BE ALLOWED to be physically present** nor will they be admitted at the broadcast venue on the day of the AGM. Shareholders/proxies/corporate representatives who turn up at the Broadcast Venue would be requested to leave the venue politely.

LODGEMENT OF PROXY FORM

If you are unable to attend the AGM and wish to appoint the Chairman of the AGM as your proxy to vote on your behalf, please deposit your proxy form at the office of the Company's Share Registrar, **Boardroom Share Registrars Sdn Bhd ("Boardroom") at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia** not less than forty-eight (48) hours before the time of holding the AGM, i.e. latest by **Saturday, 25 May 2024 at 10.00 a.m.** Any alteration to the Form of Proxy must be initialled.

LODGEMENT OF PROXY FORM (CONT'D)

Alternatively, the proxy appointment may also be lodged electronically at <https://investor.boardroomlimited.com>, which is free and available to all individual shareholders, not less than forty-eight (48) hours before the time of holding the AGM, i.e. latest by **Saturday, 25 May 2024 at 10.00 a.m.** For further information, kindly refer to the "Electronic Lodgement of Form of Proxy" below.

Step 1 Register Online with Boardroom Smart Investor Portal (for first time registration only)
<i>(Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 on eProxy Lodgement.)</i>
<p>a. Open an internet browser. Latest version of Chrome, Firefox, Safari, Edge or Opera is recommended.</p> <p>b. Go to Boardroom Smart Investor Portal ("BSIP") website at https://investor.boardroomlimited.com.</p> <p>c. Click <<Register>> to sign up as user.</p> <p>d. Please select the correct account type i.e. sign up as "Shareholder" or "Corporate Holder".</p> <p>e. Complete registration with all required information. Upload and attached your MyKAD front and back image. Click <<Register>>.</p> <p>f. For Corporate Holder, kindly upload the authorization letter as well. Click <<Sign Up as Corporate Holder>>.</p> <p>g. You will receive an e-mail from Boardroom for e-mail address verification. Click on <<Verify E-mail Address>> from the e-mail received to proceed with the registration.</p> <p>h. Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click on <<Request OTP Code>> and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click <<Enter>> to complete the process.</p> <p>i. Your registration will be verified and approved within one (1) business day and email notification will be provided to you.</p>
Step 2 eProxy Lodgement
<p>a. Open an internet browser. Latest version of Chrome, Firefox, Safari, Edge or Opera is recommended.</p> <p>b. Go to BSIP website at https://investor.boardroomlimited.com.</p> <p>c. Login with your registered email address and password. [Note: If you do not have an account with BSIP, please sign-up/register with Boardroom Smart Investor Portal for free - refer to Item Step 1 for guide.]</p> <p>d. Select and click on <<Meeting Event(s)>>.</p> <p>e. Go to Comfort Gloves Berhad's 83rd Annual General Meeting and click <<Enter>>.</p> <p>f. Go to <<PROXY>> and click on <<Submit eProxy Form>>.</p> <p>g. Read and agree to the <<Terms & Conditions>>.</p> <p>h. Enter your CDS Account Number and insert the number of securities.</p> <p>i. Appoint the Chairman of the meeting or your proxy(ies) and enter the required particulars for your proxy(ies).</p> <p>j. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your votes during the meeting.</p> <p>k. Review and confirm your proxy(ies) appointment.</p> <p>l. Click <<Submit>>; and</p> <p>m. Download or print the e-proxy Form as acknowledgment.</p> <p>Note: Closing for proxy form submission is at 10.00 a.m. of 25 May 2024 (48 hours before the AGM)</p>

If you wish to participate in the AGM yourself, please do not submit any proxy form for the AGM. You will not be allowed to participate in the AGM together with a proxy appointed by you.

REVOCAION OF PROXY

If you have submitted your Proxy Form prior to the AGM and subsequently decide to appoint another person or wish to participate in the AGM yourself, please write in to BSR.Helpdesk@boardroomlimited.com to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the AGM. On revocation, your proxy(ies) will not be allowed to participate in the AGM. In such event, you should advise your proxy(ies) accordingly.

VOTING PROCEDURE

The voting will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad's Main Market Listing Requirements. The Company has appointed Boardroom as the Poll Administrator to conduct the poll by way of electronic voting (e-Voting) and Boardroom Corporate Services Sdn. Bhd. as Independent Scrutineer to verify the poll results.

Members and proxies are required to use one (1) of the following methods to vote remotely:

- (i) Launch Lumi AGM by scanning the QR code given to you in the email along with your remote participation User ID and Password; or
- (ii) Access to Lumi AGM via website URL <https://meeting.boardroomlimited.my>.

During the 83rd AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules. The voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll. Kindly refer to voting procedures under RPEV for guidance on how to vote remotely at <https://investor.boardroomlimited.com>.

For the purpose of this 83rd AGM, e-Voting can be carried out by using either personal smart mobile phones, tablets, personal computers or laptops.

The polling will only commence after announcement of poll being opened by the Chairman and until such time when the Chairman announces the closure of poll.

The Independent Scrutineer will verify the poll result reports upon closing of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether the resolutions put to vote were successfully carried or otherwise.

REMOTE PARTICIPATION AND ELECTRONIC VOTING ("RPEV") FACILITIES




You will be able to view a live webcast of the Meeting proceedings, ask questions and submit your votes in real-time whilst the Meeting is in progress.

Please note that all members including (i) individual members; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees shall use the RPEV facility to participate and vote remotely at the 83rd AGM. You will be able to view a live webcast of the meeting, ask questions and submit your votes in real time whilst the meeting is in progress.

Kindly follow the steps below to request for your login ID and password and usage of the RPEV facility:-

Procedure	Action
Before the day of the AGM	
1. Register Online with Boardroom Smart Investor Portal (for first time registration only)	[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register. You may proceed to Step 2.] (a) Open an internet browser. Latest version of Chrome, Firefox, Safari, Edge or Opera is recommended. (b) Go to Boardroom Smart Investor Portal website at https://investor.boardroomlimited.com . (c) Click <<Register>> to sign up as a user. (d) Please select the correct account type i.e. sign up as "Shareholder" or "Corporate Holder". (e) Complete registration with all required information. Upload and attached your MyKad front and back image. Click <<Register>> . (f) For Corporate Holder, kindly upload the authorization letter as well. Click <<Sign Up as Corporate Holder>> . (g) You will receive an e-mail from Boardroom for e-mail address verification. Click on <<Verify E-mail Address>> from the e-mail received to proceed with the registration. (h) Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click on <<Request OTP Code>> and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click <<Enter>> to complete the process. (i) Your registration will be verified and approved within one (1) business day and email notification will be provided to you.

Procedure	Action
Before the day of the AGM	
2. Submit request for remote participation User ID and Password	<p>Registration for remote access will be opened on - 26 April 2024. Please note that the closing time to submit your request is at 10.00 a.m. on Saturday, 25 May 2024 (48 hours before the commencement of the AGM).</p> <p>Individual Shareholders</p> <ol style="list-style-type: none"> Login to https://investor.boardroomlimited.com using you user ID and password from Step 1 above. Select and click on <<Meeting Event(s)>>. Select Comfort Gloves Berhad's 83rd Annual General Meeting and click <<Enter>>. Go to <<VIRTUAL>> AND click on <<Register>> for RPEV. Read and accept to the <<Terms & Conditions>>. Enter your CDS Account Number and click <<Submit>> to complete your request. <p>Note: Closing for proxy form submission is at 10.00 a.m. of 25 May 2024 (48 hours before the AGM)</p>
	<p>Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee</p> <p>Via Email</p> <ol style="list-style-type: none"> Write in to BSR.Helpdesk@boardroomlimited.com by providing the name of the Member and CDS Account Number, accompanied by the Certificate of Appointment of Corporate Representative or Form of Proxy (as the case may be) to submit the request. Please provide a copy of the Corporate Representative's or proxy holder's MyKad/ Identification Card (front and back) or Passport as well as his/her email address. <p>Via BSIP</p> <ol style="list-style-type: none"> Login to https://investor.boardroomlimited.com using your user ID and password from Step 1 above. Select Comfort Gloves Berhad's 83rd Annual General Meeting and click <<Enter>> Click on "Submit eProxy Form". Proceed to download the file format for <<Submission of Proxy Form>> from BSIP. Prepare the file for the appointment of proxies by inserting the required data. Proceed to upload the duly completed proxy appointment file. Review and confirm your proxy appointment and click <<Submit>>. Download or print the eProxy form as acknowledgement. <p>Email Notification</p> <ol style="list-style-type: none"> You will receive notification from Boardroom that your request(s) has been received and is being verified. Upon system verification against the General Meeting Record of Depositors as at 16 May 2024, you will receive an email from Boardroom either approving or rejecting your registration for remote participation. If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom after the closing date. Please note that the closing date and time to submit your request is by Saturday, 25 May 2024 at 10.00 a.m.
On the day of the AGM	
3. Login to Meeting Platform	<ol style="list-style-type: none"> The Meeting Platform will be opened for login one (1) hour before the commencement of the AGM. The Meeting Platform can be accessed via one of the following:- <ul style="list-style-type: none"> ➤ Scan the QR Code provided in the user login guide. ➤ Navigate to the website at https://meeting.boardroomlimited.my. Enter the Meeting ID No. and sign in with the user ID and password provided to you via the email notification in Step 2.

Procedure	Action
On the day of the AGM (Cont'd)	
4. Participate	<p>(Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition)</p> <p>(a) If you would like to view the live webcast, select the broadcast icon. </p> <p>(b) If you would like to ask a question during the AGM, select the messaging icon. </p> <p>(c) Type your message within the chat box and click the send button once completed.</p> <p>Please note that the quality of the connectivity to the Meeting Platform for live webcast, as well as for remote voting is highly dependent on the bandwidth and stability of the internet connection available at the location of the remote users. Kindly ensure that you are connected to the internet at all times in order to participate and vote when the virtual 83rd AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained.</p>
5. Voting	<p>(a) Once the meeting is open for voting, the polling icon  will appear with the resolutions and your voting choices.</p> <p>(b) To vote, simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</p> <p>(c) To change your vote, simply select another voting direction.</p> <p>(d) If you wish to cancel your vote, please press <<Cancel>>.</p>
6. End of Participation	<p>(a) Upon the announcement by the Chairman on the closure of the 83rd AGM, the live webcast will end.</p> <p>(b) You can now logout from the Meeting Platform.</p>

INTERNET CONNECTION

Kindly ensure that you are connected to the internet at all times in order to participate and vote when our virtual AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants.

NO BREAKFAST/LUNCH PACKS, DOOR GIFT/FOOD VOUCHER

There will be **NO distribution** of breakfast/lunch packs, food vouchers or door gifts for the AGM since the meeting is being conducted on a virtual basis.

RECORDING OR PHOTOGRAPHY

No recording or photography of the AGM proceedings is allowed without the prior written permission of the Company.

ENQUIRIES

If you have any enquiries prior to the 83rd AGM or if you wish to request for technical assistance to participate in the virtual meeting, please contact Boardroom during office hours from Monday to Friday (8.30 a.m. to 5.30. p.m.), details as follows:-

Boardroom Share Registrars Sdn. Bhd.

Address : 11th Floor, Menara Symphony,
No. 5, Jalan Prof. Khoo Kay Kim,
Seksyen 13,
46200 Petaling Jaya,
Selangor Darul Ehsan,
Malaysia.

General Line : 603-7890 4700 (Helpdesk)
Fax Number : 603-7890 4670
Email : BSR.Helpdesk@boardroomlimited.com