

**NOTICE OF ANNUAL GENERAL MEETING**

**NOTICE IS HEREBY GIVEN** that the 17<sup>th</sup> Annual General Meeting ("AGM") of Mudajaya Group Berhad ("the Company") will be conducted fully virtual from the broadcast venue at Level 11, Menara Mudajaya, No. 12A, Jalan PJU 7/3, Mutiara Damansara, 47810 Petaling Jaya, Selangor Darul Ehsan, Malaysia ("Broadcast Venue") on Friday, 7 August 2020 at 3.00 p.m. for the following purposes:-

**AS ORDINARY BUSINESS**

- To receive the Audited Financial Statements for the financial year ended 31 December 2019 together with the Directors' and Auditors' Reports thereon. (Please refer to **Explanatory Note 1**)
- To re-elect the following Directors who retire by rotation pursuant to Clause 106 of the Company's Constitution and being eligible, have offered themselves for re-election:
  - Dato' Amin Rafie Bin Othman (**Ordinary Resolution 1**)
  - Mr Lee Eng Leong (**Ordinary Resolution 2**)
- To approve the payment of Directors' fees and benefits to the Non-Executive Directors of the Company for the period from 8 August 2020 until the conclusion of the next AGM of the Company to be held in 2021. (**Ordinary Resolution 3**)
- To re-appoint Messrs KPMG PLT as Auditors of the Company for the ensuing year and to authorise the Directors to fix their remuneration. (**Ordinary Resolution 4**)

**AS SPECIAL BUSINESS**

To consider and if thought fit, to pass the following Resolutions:-

- 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 Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("Bursa Securities"), the Company's Constitution and the approvals of the relevant government and/or regulatory authorities, the Directors be and are hereby authorised and empowered pursuant to Sections 75 and 76 of the Act:

- to issue and allot new shares in the Company; and/or
- to grant rights to subscribe for shares in the Company; and/or
- to convert any security into shares in the Company; and/or
- to allot shares under an agreement or option or offer,

at any time and from time to time at such price, upon such terms and conditions, for such purposes and to such person(s) whomsoever as the Directors may in their absolute discretion deem fit and expedient in the interest of the Company, provided that the aggregate number of shares issued pursuant to this resolution does not exceed 20% of the total number of issued shares of the Company for the time being (excluding treasury shares, if any) and THAT such authority shall continue to be in force until the conclusion of the next AGM of the Company.

THAT the Directors be and are also empowered to obtain the approval from Bursa Securities for the listing of and quotation for the additional shares so issued and THAT the Directors be further authorised to do all such acts and things including executing all relevant documents as they may consider expedient or necessary to complete and give full effect to the abovesaid mandate." (**Ordinary Resolution 5**)

- ORDINARY RESOLUTION: Proposed Renewal of Authority for the Purchase by the Company of its Own Shares**

"THAT subject to compliance with the Act, the Company's Constitution, the Main Market Listing Requirements of Bursa Securities and any other relevant rules and regulations that may be in force from time to time, the Company be and is hereby authorised to purchase such number 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 interest of the Company PROVIDED THAT:

- the aggregate number of ordinary shares in the Company which may be purchased and held by the Company shall not exceed 10% of the total number of issued shares of the Company at any point in time; and
- the maximum funds to be allocated by the Company for the purpose of purchasing the ordinary shares shall not exceed the latest audited retained profits of the Company.

THAT such authority shall commence upon the passing of this ordinary resolution and shall remain in force until:

- the conclusion of the next AGM of the Company at which time such authority shall lapse unless by ordinary resolution passed at that meeting, the authority is renewed, either unconditionally or subject to conditions; or
- 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 ordinary resolution passed by the shareholders of the Company in a general meeting,

whichever occurs first.

THAT authority be and is hereby given to the Directors of the Company to decide in their discretion to retain the ordinary shares in the Company so purchased by the Company as treasury shares and/or to cancel them and to resell the treasury shares and/or to distribute them as share dividends and/or subsequently cancel them or such other manner as may be allowed under the Act and the Main Market Listing Requirements of Bursa Securities.

AND THAT the Directors of the Company be and are hereby authorised to take all such steps as are necessary or expedient to implement, finalise or to give full effect to the aforesaid with full power to assent to any conditions, modifications, variations and/or amendments as may be required or imposed by the relevant authorities and to do all such acts and things (including executing all documents) as the Directors may deem fit and expedient in the best interest of the Company." (**Ordinary Resolution 6**)

- ORDINARY RESOLUTION: Continuing in Office as Independent Non-Executive Director**

"THAT approval be and is hereby given to Dato' Yusli Bin Mohamed Yusoff, who will be serving as an Independent Non-Executive Director of the Company for a cumulative term of 9 years, to continue to serve as an Independent Non-Executive Director of the Company in accordance with the Malaysian Code on Corporate Governance 2017." (**Ordinary Resolution 7**)

- To transact any other business of which due notice shall have been received.

By Order of the Board

**LEE SUAN CHOO** (MAICSA 7017562) (SSM PC No. 202008003634)  
**CHEAH WAH YUEN** (MAICSA 7025907) (SSM PC No. 202008002515)  
 Company Secretaries  
 Petaling Jaya  
 30 June 2020

**NOTES:**

- The AGM will be conducted on a virtual basis through live streaming and online remote voting via Remote Participation and Voting facilities ("RPV") which are available on Boardroom Smart Investor Portal at <https://www.boardroomlimited.my>. Please follow the procedures as set out in the Administrative Guide for the AGM in order to register, participate and vote remotely via RPV.
- The Broadcast Venue at 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 SICDA which is exempted from compliance with the provisions of subsection 25A(1) of the SICDA.
- Where a member or the authorised nominee appoints 2 proxies, or where an exempt authorised nominee appoints 2 or more proxies, the proportion of shareholdings to be represented by each proxy must be specified in the instrument appointing the proxies, otherwise the appointment shall be invalid. An exempt authorised nominee which intends to appoint multiple proxies, must submit separate instruments of proxy.
- The instrument appointing a proxy shall be in writing under the hand of the appointor or of his attorney duly authorised in writing, or if such appointor is a corporation, either under its common seal or under the hand of its officer or attorney duly authorised.
- The instrument appointing a proxy must be deposited at the office of the Company's Share Registrar, Boardroom Share Registrars Sdn Bhd at 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Kuo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia either personally, by fax at (603) 7890 4670, by electronic mail to [BSR.Helpline@boardroomlimited.com](mailto:BSR.Helpline@boardroomlimited.com) or by sending it through the post not less than 48 hours before the time appointed for holding the meeting or any adjournment thereof. Alternatively, the Proxy Form can be deposited electronically through the Boardroom Smart Investor Online Portal at <https://www.boardroomlimited.my> not less than 48 hours before the time appointed for holding the meeting or any adjournment thereof.

- For the purpose of determining who shall be entitled to attend this AGM, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd to issue a Record of Depositors as at **29 July 2020** and only members whose names appear in the Record of Depositors shall be entitled to attend and participate in the AGM.
- Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Securities, all resolutions set out in the Notice of AGM shall be put to vote by way of poll.

**Personal Data Privacy:**

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend and vote at the AGM 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 representative(s) appointed for the AGM (including any adjournment thereof), and the preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (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 is the sole owner of any data in the possession of the member, and that the member waives and damages as a result of the member's breach of warranty.

**EXPLANATORY NOTES ON ORDINARY AND SPECIAL BUSINESS:**

- Item 1 of the Agenda – Audited Financial Statements for the financial year ended 31 December 2019**

This agenda item is meant for discussion only as the provision of Section 340(1)(a) of the Act requires the Audited Financial Statements to be approved by the AGM. As such, this agenda item does not require shareholders' approval and hence, is not put forward for voting.

- Ordinary Resolutions 1 & 2 – Re-Election of Retiring Directors**

Pursuant to Clause 106 of the Company's Constitution, one-third or the number nearest to one-third of the Directors of the Company shall retire from office by rotation annually and subject to re-election at the AGM. All Directors shall retire from office once at least in each 3 years but shall be eligible for re-election.

Dato' Amin Rafie Bin Othman and Mr Lee Eng Leong are standing for re-election as Directors of the Company and being eligible, have offered themselves for re-election at this AGM.

The Combined Nomination and Remuneration Committee has assessed the performance and contribution of these retiring Directors and recommended them for re-election as Directors of the Company. Their profiles are set out in the Directors' Profile section of this Annual Report. The Board has endorsed the Combined Nomination and Remuneration Committee's recommendation subject to the shareholders' approval at this AGM.

- Ordinary Resolution 3 – Payment of Directors' Fees and Benefits**

Section 230(1) of the Act provides amongst others, that the fees and benefits ("Remuneration") payable to the Directors of a listed company shall be approved by the shareholders at a general meeting. The Remuneration payable to the Non-Executive Directors of the Company comprises Directors' fees, fixed allowance and meeting attendance allowance, which is the same amount as the previous year. The other benefits accorded to the Chairman of the Board are company car and driver, which were also provided to him in the previous year.

This Resolution is to seek shareholders' approval for payment of the Remuneration to the Non-Executive Directors for the period from 8 August 2020 until the conclusion of the next AGM of the Company to be held in 2021, in accordance with the remuneration structure as set out below:

	Chairman of the Board	Chairman of Audit Committee	Chairman of other Board Committees	Other Non-Executive Directors
Directors' Fees (payable on monthly basis)	RM200,000 per annum	RM80,000 per annum	RM80,000 per annum	RM80,000 per annum
Fixed Allowance (payable on quarterly basis)	RM100,000 per annum	RM55,000 per annum	RM6,000 per annum	–
Meeting Allowance for attendance of Board and Board Committee Meetings, and general meetings (payable after each meeting)	RM2,000 per meeting	RM2,000 per meeting	RM2,000 per meeting	RM2,000 per meeting
Other Benefits	Company car and driver	–	–	–

- Ordinary Resolution 4 – Re-Appointment of Auditors**

The Audit Committee has considered the re-appointment of Messrs KPMG PLT as Auditors of the Company based on the criteria prescribed under Paragraph 15.21 of the Main Market Listing Requirements of Bursa Securities. Both the Audit Committee and the Board have recommended the re-appointment of Messrs KPMG PLT as Auditors of the Company.

- Ordinary Resolution 5 – Authority to Issue and Allot Shares pursuant to Sections 75 and 76 of the Act**

Pursuant to the letter dated 16 April 2020 issued by Bursa Securities, listed issuers are allowed to seek a higher limit of general mandate to issue shares of not more than 20% of the total number of issued shares (excluding treasury shares) ("**20% General Mandate**") to facilitate capital raising in a timely and cost effective manner during this challenging time due to the COVID-19 pandemic. The 20% General Mandate may be utilised by listed issuers to issue shares until 31 December 2021 and thereafter the 10% limit will be reinstated.

Having considered the current economic climate and future financial needs of the Company to ensure the long-term sustainability and interest of the Company and its shareholders, the Board would like to seek approval for the 20% General Mandate from its shareholders at the AGM.

The Board is of the view that the 20% General Mandate would be in the best interest of the Company and its shareholders as the 20% General Mandate would allow the Company to raise funds efficiently and expeditiously to meet its funding requirements, should the Company be required to do so. It will provide flexibility to the Company for any possible fund raising activities, including but not limited to placement of shares for the purpose of funding current and future investments(s), project(s), acquisition(s) and/or working capital. The 20% General Mandate is sought to avoid any delay and cost involved in convening a general meeting merely to approve such issue of shares.

This Resolution is to empower the Directors to issue and allot shares in the Company provided that the aggregate number of shares issued does not exceed 20% of the total number of issued shares of the Company for the time being (excluding treasury shares, if any) at any time at such price, upon such terms and conditions, for such purposes and to such person(s) whomsoever as they consider would be in the interest of the Company. This authority, unless revoked or varied by the shareholders at a general meeting, will expire at the conclusion of the next AGM of the Company.

- Ordinary Resolution 6 – Proposed Renewal of Authority for the Purchase by the Company of its Own Shares**

The details on the proposed renewal of authority for the purchase by the Company of its own shares are set out in the Share Buy-back Statement dated 30 June 2020.

- Ordinary Resolution 7 – Continuing in Office as Independent Non-Executive Director**

This Resolution is to seek the shareholders' approval to retain Dato' Yusli Bin Mohamed Yusoff ("Dato' Yusli") as an Independent Non-Executive Director of the Company. Dato' Yusli will be holding the position as an Independent Non-Executive Director for 9 years on 13 July 2020.

The Board has via the Combined Nomination and Remuneration Committee, assessed the independence of Dato' Yusli and recommended him to continue to serve as an Independent Non-Executive Director based on the following justifications:-

- Dato' Yusli fulfilled the criteria under the definition of "Independent Director" as stated in the Main Market Listing Requirements of Bursa Securities and thus, he would be able to fulfil his duties and responsibilities to the Board.
- Dato' Yusli performed his duties diligently and in the best interest of the Company, and brings an element of objectivity and independent judgement to the Board without being subject to influence of the Management.
- Based on the Director's Peer Evaluation undertaken by the Board, Dato' Yusli has performed satisfactorily in fulfilling his duties and responsibilities, including among others, contribution to Board deliberations, regular and timely attendance and active involvement in the Board's activities and the discharge of his duties as an Independent Director. He has devoted time and commitment, and continued to exercise his independence and due care in discharging his duties and responsibilities as an Independent Non-Executive Director.
- Dato' Yusli's length of service with the Company enhanced his knowledge and developed valuable insights of the business operations of the Group, which enabled him to participate actively and contribute effectively during deliberations at Board and Board Committee meetings.

**STATEMENT ACCOMPANYING NOTICE OF 17<sup>TH</sup> ANNUAL GENERAL MEETING (Pursuant to Paragraph 8.27(2) of the Main Market Listing Requirements of Bursa Securities)**

- Details of persons who are standing for election as Directors (excluding Directors standing for re-election)**

No individual is seeking for election as a Director at the 17<sup>th</sup> AGM of the Company.

- A statement relating to general mandate for issue of securities in accordance with Paragraph 6.03(3) of the Main Market Listing Requirements of Bursa Securities**

The proposed Ordinary Resolution 5 for the general mandate for issue of securities is a renewal mandate. As at the date of this Notice, no new shares were issued pursuant to the said mandate granted to the Directors at the last AGM held on 19 June 2019, to issue shares of up to 10% of the total number of issued shares of the Company.



**MUDAJAYA  
GROUP BERHAD**

Registration No. 200301003119 (605539-H)  
(Incorporated in Malaysia)

# Administrative Guide FOR 17<sup>TH</sup> ANNUAL GENERAL MEETING

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Day and Date	: Friday, 7 August 2020
Time	: 3.00 p.m.
Broadcast Venue	: Level 11, Menara Mudajaya, No. 12A, Jalan PJU 7/3, Mutiara Damansara, 47810 Petaling Jaya, Selangor Darul Ehsan, Malaysia
Virtual Meeting Platform	: <a href="https://web.lumiagm.com">https://web.lumiagm.com</a>

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## A. FULLY VIRTUAL 17TH ANNUAL GENERAL MEETING (“AGM” OR “THE MEETING”)

1. In support of the Government of Malaysia’s ongoing efforts to contain the spread of the Coronavirus (COVID-19) and the Government’s advice of social distancing and not having mass gatherings, Mudajaya Group Berhad (**“the Company”**) would like to leverage on technology advancement by conducting the AGM of the Company on a **fully virtual basis through electronic live streaming and online remote voting**.
2. The main and only venue of the virtual AGM as indicated above is strictly to serve as the Broadcast Venue where the Chairperson of the Meeting is physically present and no shareholders or proxies shall be physically present at the Broadcast Venue. The Meeting will be in compliance with Section 327(2) of the Companies Act 2016 which provides that the main venue of the virtual AGM shall be in Malaysia and the Chairperson must be present at the Broadcast Venue of the AGM. The electronic means of conducting the AGM on a fully virtual basis will facilitate and enable all shareholders to participate fully in the Meeting proceedings without the need to be physically present at the Broadcast Venue, which is advantageous given the current circumstances relating to COVID-19 and best health practices.
3. The Company will be using its Share Registrar, Boardroom Share Registrars Sdn Bhd’s (**“Boardroom”**) Lumi AGM solution which is available on the designated link at <https://web.lumiagm.com> or you may download the free **Lumi AGM** app from the Apple App Store or Google Play Store.
4. Shareholders are reminded to kindly check our website at <https://www.mudajaya.com> for the latest announcements or updates, if any, regarding the administration of the AGM.

## B. GENERAL MEETING RECORD OF DEPOSITORS

1. Only shareholders whose names appear in the General Meeting Record of Depositors on **29 July 2020** shall be entitled to virtually attend, participate, pose questions via text and vote at the AGM or appoint a proxy(ies) on his/her behalf.

## C. REMOTE PARTICIPATION AND ELECTRONIC VOTING (RPV)

1. Shareholders are encouraged to go online, participate and vote at the AGM via remote participation and electronic voting. **Please follow the steps listed in Note E below on how to request for login ID and password.**
2. Please note that the remote participation and electronic voting are available to:
  - (i) Individual Members;
  - (ii) Corporate Shareholders;
  - (iii) Authorised Nominees; and
  - (iv) Exempt Authorised Nominees.

# Administrative Guide

## FOR 17<sup>TH</sup> ANNUAL GENERAL MEETING

### D. APPOINTMENT OF PROXY

1. A shareholder entitled to participate and vote at the Meeting is entitled to appoint proxy(ies) to participate and vote in his/her stead. If you are not able to participate in the AGM remotely, you are encouraged to appoint the Chairman of the Meeting as your proxy and indicate the voting instructions in the Proxy Form.
2. The Proxy Form must be deposited at the **office of Boardroom at 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia** either personally, by fax at (603) 7890 4670, by electronic mail to [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) or by sending it through the post not less than 48 hours before the time appointed for holding the Meeting or any adjournment thereof. Alternatively, the Proxy Form can be deposited electronically through the Boardroom Smart Investor Online Portal at <https://www.boardroomlimited.my> not less than 48 hours before the time appointed for holding the Meeting or any adjournment thereof.
3. Kindly follow the steps below to register online with Boardroom Smart Investor Online Portal and to lodge the Proxy Form electronically.

#### **Step 1 – Register Online with Boardroom Smart Investor Online Portal (for first time registration only)**

*[Note: If you have already signed up with Boardroom Smart Investor Online Portal, you are not required to register again. You may proceed to Step 2 and submit request for Remote Participation user ID and password.]*

- a. Access website at <https://www.boardroomlimited.my>.
- b. Click <<Login>> and click <<Register>> to sign up as a user.
- c. Complete registration and upload softcopy of your MyKad/Identification Card (front and back) or Passport.
- d. Please enter a valid email address and wait for Boardroom’s email verification.
- e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

#### **Step 2 – eProxy Lodgement**

- a. Login to <https://www.boardroomlimited.my> using your user ID and password above.
- b. Go to “E-PROXY LODGEMENT” and browse the Meeting List for **“MUDAJAYA GROUP BERHAD SEVENTEENTH (17TH) VIRTUAL ANNUAL GENERAL MEETING”** and click “APPLY”.
- c. Read the Terms & Conditions and confirm the Declaration.
- d. Enter the CDS Account number and the total number of securities held.
- e. Select your proxy – either the Chairman of the Meeting or individual named proxy(ies) and enter the required particulars for your proxy(ies).
- f. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.
- g. Review and confirm your proxy(ies) appointment.
- h. Click submit.
- i. Download or print the eProxy Form acknowledgement.

4. 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 the proxy(ies) appointed by you.**
5. If you have submitted your Proxy Form prior to the AGM and subsequently decide to participate in the AGM yourself, please write in to [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) to revoke the appointment of your proxy(ies) 48 hours before the commencement of the AGM. Your proxy(ies) on revocation would not be allowed to participate in the AGM. In such event, you should advise your proxy(ies) accordingly.

# Administrative Guide

## FOR 17<sup>TH</sup> ANNUAL GENERAL MEETING

### E. STEPS FOR REGISTRATION FOR REMOTE PARTICIPATION AND ELECTRONIC VOTING

1. You will be able to view a live webcast of the Meeting proceedings, pose questions and submit your votes in real-time whilst the Meeting is in progress.
2. For shareholders whose names appear in the Record of Depositors of Bursa Malaysia Securities Berhad on 29 July 2020, kindly follow the steps below on how to request for a login ID and password to participate in the AGM.

#### **Step 1 – Register Online with Boardroom Smart Investor Online Portal (for first time registration only)**

*[Note: If you have already signed up with Boardroom Smart Investor Online Portal, you are not required to register again. You may proceed to Step 2 and submit request for Remote Participation user ID and password.]*

- a. Access website at <https://www.boardroomlimited.my>.
- b. Click <<Login>> and click <<Register>> to sign up as a user.
- c. Complete registration and upload softcopy of your MyKad/Identification Card (front and back) or Passport.
- d. Please enter a valid email address and wait for Boardroom's email verification.
- e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

#### **Step 2 – Submit Request for Remote Participation User ID and Password**

*[Note: The registration for remote access will be opened on 30 June 2020 (i.e. date of Notice of AGM).]*

##### **For Individual Members**

- Login to <https://www.boardroomlimited.my> using your user ID and password above.
- Select "HYBRID/VIRTUAL MEETING" from main menu and select the correct Corporate Event – **"MUDAJAYA GROUP BERHAD SEVENTEENTH (17TH) VIRTUAL ANNUAL GENERAL MEETING"**.
- Read and agree to the Terms & Conditions.
- Enter your CDS Account number and thereafter submit your request.

##### **For Corporate Shareholders**

- Write in to [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) by providing the name of Member and CDS Account number accompanied with the Certificate of Appointment of Corporate Representative or Proxy Form to submit the request.
- Please provide a softcopy of the Corporate Representative's MyKad/Identification Card (front and back) or Passport as well as his/her email address.

##### **For Authorised Nominees and Exempt Authorised Nominees**

- Write in to [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) by providing the name of Member and CDS Account number accompanied with the Proxy Form to submit the request.
- Please provide a softcopy of the Proxy Holder's MyKad/Identification Card (front and back) or Passport as well as his/her email address.

##### **Thereafter:**

- a. You will receive notification from Boardroom that your request has been received and is being verified.
- b. Upon system verification against the General Meeting Record of Depositories as at 29 July 2020, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
- c. If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom.
- d. **Please note that the closing time to submit your request is at 3.00 p.m. on 5 August 2020 (48 hours before the commencement of the AGM).**

## **Administrative Guide** **FOR 17<sup>TH</sup> ANNUAL GENERAL MEETING**

### **Step 3 – Login to Virtual Meeting Portal**

*[Please note that the quality of the connectivity to the Virtual Meeting Portal for live webcast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]*

- a. The Virtual Meeting Portal will be opened for login one (1) hour before the commencement of the AGM at **2.00 p.m. on 7 August 2020**.
- b. Follow the steps provided in the email from Boardroom along with your remote access user ID and password to login to the Virtual Meeting Portal (Refer to Step 2(c) above).
- c. The steps will also guide you on how to view the live webcast, pose questions and vote.
- d. The live webcast will end and the Messaging window will be disabled once the Chairman announces the closure of the AGM.
- e. You can then logout from the Virtual Meeting Portal.

### **F. PROCEDURE OF THE AGM**

1. The Login User Guide for participation, posing questions and voting at the AGM will be emailed to you together with your remote access user ID and password once your registration has been approved.
2. No recording or photography of the Meeting proceedings is allowed.
3. You must ensure that you are connected to the internet at all times in order to participate and vote when the AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the Meeting is maintained.

### **G. PARTICIPATION THROUGH LIVE WEBCAST AND QUESTIONS AT THE AGM**

1. You will be able to view the Company's presentation or slides via the live webcast.
2. The Chairman and the Board of Directors will endeavour to respond to the questions submitted via the Messaging window which are related to the resolutions to be tabled at the AGM, as well as the financial performance/prospects of the Company, to the extent where time permits.

***[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition. All questions and messages will be presented with the full name and identity of the participant raising the question.]***

- i) If you would like to view the live webcast, select the "Broadcast" icon.
- ii) If you would like to ask a question during the Meeting, select the "Messaging" icon.
- iii) To submit a question, type your question within the chat box at the bottom of the messaging screen and click on the ">" arrow button to submit. To return to the main screen, click on the "i" icon.

### **H. VOTING PROCEDURE AT THE AGM**

1. The voting will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom as Poll Administrator to conduct the poll by way of electronic voting ("**e-Voting**"). The Company has also appointed Boardroom Corporate Services Sdn Bhd as Scrutineers to verify the poll results.
2. During the AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules.

# Administrative Guide

## FOR 17<sup>TH</sup> ANNUAL GENERAL MEETING

3. For the purposes of the AGM, e-Voting will be carried out via personal smart mobile phones, tablets, personal computers or laptops.
4. There are 3 methods for shareholders and proxies who wish to use their personal voting device to vote remotely. The methods are:
  - Download the free **Lumi AGM** app from Apple App Store or Google Play Store prior to the AGM; OR
  - Use the QR Scanner Code provided to you in the email received after successful registration; OR
  - Go to the website with URL <https://web.lumiagm.com>.
5. You may proceed to cast your votes on each of the proposed resolutions to be tabled at the AGM 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. You are reminded to cast your votes before the poll is closed.
6. Once voting has been opened, the polling icon will appear with the resolutions and your voting choices.
  - To vote, simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.
  - To change your vote, simply select another voting direction.
  - If you wish to cancel your vote, please press "Cancel".
7. The Scrutineers will verify the poll results upon the closure of the poll by the Chairman. Thereafter, the Chairman will declare whether the resolutions put to vote were successfully carried or not.

### I. VOUCHERS/DOOR GIFT

1. There will be NO vouchers or door gift for shareholders/proxies who participate in the AGM.

### J. ENQUIRY

1. If you have any enquiries on online registration and proxy lodgement, or if you wish to request for technical assistance to participate in the Virtual AGM, please contact Boardroom during office hours from 8.30 a.m. to 5.30 p.m. (Monday to Friday):

Boardroom Share Registrars Sdn Bhd  
Tel No : +603-7890 4700 (Helpdesk)  
Fax No : +603-7890 4670  
Email : [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com)

2. If you have any general enquiries on the AGM, please email your queries to [cheahwy@mudajaya.com](mailto:cheahwy@mudajaya.com) prior to the AGM.