



ADMINISTRATIVE GUIDE FOR THE FULLY VIRTUAL 23RD ANNUAL GENERAL MEETING (“23RD AGM”)

Date	:	19 November 2020 (Thursday)
Time	:	10.00 a.m
Broadcast Venue	:	Boardroom, 7th Floor, Menara AZRB No. 71, Persiaran Gurney, 54000 Kuala Lumpur

MODE OF MEETING

Reference is made to the Notice of 23rd AGM dated 28 October 2020.

In view of the COVID-19 outbreak and the continued CMCO, as part of our compliance with the CMCO, the 23rd AGM of Ahmad Zaki Resources Berhad (“Company”) will be conducted on a **fully virtual basis** via live streaming and online voting from the Broadcast Venue. This is in line with the Guidance and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020 (subsequently revised on 13 October 2020).

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act, 2016 which requires the Chairman of the Meeting to be present at the main venue of the Meeting. No shareholders/proxies should be physically present at the Broadcast Venue on the day of the 23rd AGM.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when our virtual 23rd 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.

DIGITAL BALLOT FORM (“DBF”) VOTING PROCEDURES

As **no shareholder/proxies should be physically present** at the Broadcast Venue, shareholders/proxies who wish to participate the 23rd AGM will have to register online and attend remotely. Kindly follow the steps below to ensure that you are able to obtain your DBF and details to log in to the Webinar session to participate at the 23rd AGM online:

1. Open this link <https://vps.megacorp.com.my/6OCSC1> or scan the QR code above and submit all the details requested at least twenty four (24) hours before the time of the 23rd AGM.

2. Only shareholders are allowed to register their details online. Shareholders can also appoint proxy/Chairman via online, as in Step 1 above. Please ensure that your details are accurate as any non-compliance may result in you not being able to receive your DBF.
3. Alternatively, you may deposit your Form of Proxy at the office of Poll Administrator, Mega Corporate Services Sdn Bhd (“MegaCorp”) at Level 15-2, Bangunan Faber Imperial Court, Jln Sultan Ismail, 50250 Kuala Lumpur or email AGM-support.AZRB@megacorp.com.my not less than forty-eight (48) hours before the time for holding the 23rd AGM or at any adjournment thereof.
4. For corporate shareholder / nominee account holder, please follow Step 3 above.
5. The Poll Administrator will e-mail a copy of your DBF to you to participate and vote at the meeting once they have verified your details.
6. Registered shareholders/proxies would receive 2 emails:
 - i. Webinar session link (to join the virtual meeting)
 - ii. DBF (for remote voting purposes)

POLL VOTING

The voting will be conducted by poll in accordance with Paragraph 8.31A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed MegaCorp as Poll Administrator to conduct the poll by way of electronic voting and Cygnus IT Solutions PLT as Scrutineers to verify the poll results.

For the purpose of the 23rd AGM, e-voting will be carried out via your digital devices (e.g., Computer/Mobile Phone/Tablets). The DBF itself is self-explanatory. Please carefully read the instructions on the e-mail from Webinar Master to familiarise yourself with the steps needed to exercise your rights at the 23rd AGM.

Shareholders/proxies can proceed to vote on the resolutions and submit your votes during the voting period as stipulated on the DBF. Upon completion of the voting session at the 23rd AGM, the Scrutineers will verify the poll results after which the Chairman of the AGM will announce the results of the resolutions.

RECORD OF DEPOSITORS FOR THE 23RD AGM

The date of Record of Depositors for the 23rd AGM is 12 November 2020. As such, only members whose names appear in the Record of Depositors as at 12 November 2020 shall be eligible to attend, participate, speak and vote at the 23rd AGM.

ENQUIRY

If you have any enquiries prior to the 23rd AGM, please contact the following persons during office hours:

Poll Administrator

Mega Corporate Services Sdn. Bhd.

Mr. Alfred Devan John or Encik Norhisham Abdul Hamid

Telephone No. : (03) 2692 4271 / 26948984

Facsimile No. : (03) 2732 5388

E-mail : AGM-support.AZRB@megacorp.com.my

Form of Proxy



Number of Shares Held	Shareholder's Mobile No.	Email Address

*I/We, _____ NRIC/Company No. _____
(Full name as per NRIC/Certificate of Incorporation)

of _____
(Full address)

being a member of **AHMAD ZAKI RESOURCES BERHAD**, hereby appoint:

_____ NRIC/Passport No. _____

*and/or failing him/her _____ NRIC/Passport No. _____

or failing *him/her/both, the Chairman of the Meeting as *my/our proxy to vote for *me/us and on *my/our behalf at the 23rd Annual General Meeting (“AGM”) of the Company to be conducted on a **fully virtual basis** at broadcast venue at Boardroom, 7th Floor, Menara AZRB, No. 71 Persiaran Gurney, 54000 Kuala Lumpur on Thursday, 19 November 2020 at 10.00 a.m. and at every adjournment thereof, on the following resolutions referred to in the Notice of AGM.

The proportion of *my/our holding to be represented by *my/our proxies are as follows:- (The Table below should be completed only when two proxies are appointed)

	No. of shares	Percentage (%)	Proxy's Mobile No.	Email Address
Proxy 1				
Proxy 2				
Total:				

*My/our proxy is to vote as indicated below:

No.	RESOLUTIONS	FOR	AGAINST
1.	RESOLUTION 1		
2.	RESOLUTION 2		
3.	RESOLUTION 3		
4.	RESOLUTION 4		
5.	RESOLUTION 5		
6.	RESOLUTION 6		
7.	RESOLUTION 7		
8.	RESOLUTION 8		
9.	RESOLUTION 9		
10.	RESOLUTION 10		

Please indicate with an “X” in the appropriate spaces provided above how you wish your vote to be cast. If you do not do so, the proxy will vote or abstain from voting at *his/her discretion.

Date: _____

 Signature(s)/Common Seal of Member (if applicable)

* Delete where inapplicable.

Notes:

- A member of the Company shall not be entitled to appoint more than two (2) proxies to attend, participate, speak and vote at the same meeting and where the member appoints two (2) proxies to attend, participate, speak and vote at the same meeting, such appointment shall be invalid unless the member specifies the proportion 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 for multiple beneficial owners in one securities account (“omnibus account”) as defined under the Securities Industry (Central Depositories) Act 1991, there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each omnibus account it holds.
- The instrument appointing a proxy and the power of attorney or other authority, if any, under which it is signed or a notarially certified copy of that power or authority shall be deposited at the office of the Share Registrar,
- Pursuant to Paragraph 8.29A(1) of the Listing Requirements of Bursa Malaysia, all the resolutions as set out in the Notice of AGM will be put to vote by way of poll.
- In respect of deposited securities, only members whose names appear on the Record of Depositors as at 12 November 2020 shall be eligible to attend, participate, speak and vote at the AGM or appoint proxy(ies) to attend and/or vote on his/her behalf.

Mega Corporate Services Sdn Bhd at Level 15-2, Bangunan Faber Imperial Court, Jalan Sultan Ismail, 50250 Kuala Lumpur of the Company, or **email AGM-support.AZRB@megacorp.com.my** not less than forty-eight hours before the time for holding the meeting or adjourned meeting at which the person named in the instrument proposes to vote, and in default the instrument of proxy shall not be treated as valid. If the appointer is a corporation, either under its Common Seal (if any) or under the hand of an officer or attorney duly authorised.

Foldhere

STAMP

MEGA CORPORATE SERVICES SDN BHD
Level 15-2, Bangunan Faber Imperial Court Jalan
Sultan Ismail
50250 Kuala Lumpur

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