



YOONG ONN Corporation Berhad

Company No. 200801012850 (814138-K)

ADMINISTRATIVE DETAILS FOR SHAREHOLDERS/PROXIES ATTENDING THE 13TH ANNUAL GENERAL MEETING ("AGM")

DATE, TIME AND VENUE OF 13TH AGM

Date : 26 November 2020 (Thursday)

Time : 10.00 a.m. Broadcast

Venue : 12th Floor, Menara Symphony, No 5, Jalan Prof Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan.

A. **Fully Virtual AGM**

In support of the Government of Malaysia's on-going efforts to contain the spread of the Coronavirus and the Government's advice of social distancing and not having mass gatherings, the Company would like to leverage on technology advancement by conducting **the AGM on a fully virtual basis through Remote Participation and Electronic Voting ("RPEV") facilities.**

The only venue involved is the broadcast venue for the compliance with Section 327(2) of the Companies Act 2016 ("the Act") that the Chairman shall be present at the main venue of the AGM. As the Company is allowed under Section 327(1) of the Act, to convene general meeting at more than one venue using any technology or method that enables the shareholders of the Company to participate and exercise their rights to speak and vote at the general meeting, **no shareholder/ proxies/ corporate representatives should be physically present** nor admitted at the Broadcast Venue on the day of the AGM of the Company.

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

- a. Download Lumi AGM App (free of charge) onto your personal voting device prior to the AGM from Apple App Store or Google Play Store; or
- b. Launch Lumi AGM by scanning the QR code given to you in the email along with your remote participation User ID and Password; or
- c. Access to Lumi AGM via website URL <https://web.lumiagm.com>.

You can view and download the digital version of the following documents from our Company's corporate website at www.yoongonn.com or at Bursa Malaysia's official website at <https://www.bursamalaysia.com>.

- a. Circular to Shareholders dated 27 October 2020
- b. Notice of AGM
- c. Form of Proxy

In an event that you require a printed copy of the above, you may submit your request through post/telephone/email to our Corporate Office at the number/email address given below. Should you require any assistance on the above, kindly contact our Corporate Office at Unit A-3A, Block A, Mines

Waterfront Business Park, No.3, Jalan Tasik, Mines Resort City, 43300 Seri Kembangan, Selangor or +603-8942 8988 or info@yoongonn.com.

B. Entitlement to Participate the AGM

In respect of deposited securities, only members whose names appear on the Record of Depositors on 19 November 2020 (General Meeting Record of Depositors) shall be eligible to participate the meeting or appoint proxy(ies) to participate on his/her behalf.

C. Remote Participation and Electronic Voting

Shareholders are encouraged to go online, participate, and vote at the Virtual AGM via remote participation. Please follow the steps listed in Note G below on how to request for login ID and password.

D. Form(s) of Proxy

If you are unable to attend the Virtual AGM, you are encouraged to appoint a proxy or the Chairman of the Meeting as your proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

Please ensure that the original form is deposited at our Registered Office not less than twenty-four (24) hours before the time appointed for holding the meeting. Details of our Registered Office can be found in the enquiry section of this document.

Alternatively, the proxy appointment may also be lodged electronically at <https://boardroomlimited.my>, which is free and available to all individual shareholders, not less than twenty-four (24) hours before the time of holding the AGM. 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)

(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.)

- a. Access website <https://boardroomlimited.my>
- b. Click <<Login>> and click <<Register>> to sign up as a user.
- c. Complete the registration and upload a softcopy of your MyKAD/Identification Card (front and back) or Passport in JPEG or PNG format.
- 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. Access website <https://boardroomlimited.my>
- b. Login with your User ID and Password given above.
- c. Go to "**E-PROXY LODGEMENT**" and browse the Meeting List for "**YOONG ONN CORPORATION BERHAD (13TH) VIRTUAL ANNUAL GENERAL MEETING**" and click "**APPLY**".
- d. Read the terms & conditions and confirm the Declaration.
- e. Enter your CDS Account Number and indicate the number of securities.
- f. Appoint your proxy(ies) or the Chairman of the AGM and enter the required particulars for your proxy(ies).

- g. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your votes.
- h. Review and confirm your proxy(ies) appointment.
- i. Click submit.

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.

E. Revocation of Proxy

If you have submitted your Form(s) of Proxy and subsequently decide to appoint another person or wish to participate in the meeting yourself, please write in to lrance.Tan@my.tricorglobal.com to revoke the earlier appointed proxy twenty-four (24) hours before the meeting.

F. Voting Procedure

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the AGM will be conducted by poll. Poll administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.

G. Steps for Registration for Remote Participation and Electronic Voting

Procedure	Action
Before the day of the AGM	
1. Register Online with Boardroom Smart Investor Portal	<p>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register. You may proceed to Step 2.]</p> <ul style="list-style-type: none"> a. Access website https://boardroomlimited.my b. Click <<Login>> and click <<Register>> to sign up as a user. c. Complete registration and upload softcopy of MyKad (front and back in JPEG or PNG format) or Passport (front and back in JPEG or PNG format). d. Please enter a valid email address. e. Your registration will be verified and approved within one business day and an email notification will be provided.
2. Submit request for remote participation	<p>Registration for remote access will be opened on 11 November 2020 (Date of change of AGM mode from physical to virtual meeting). Please note that the closing time to submit your request is at 10.00 a.m. on 25 November 2020 (24 hours before the commencement of the AGM). Individual Members</p> <ul style="list-style-type: none"> a. Log in to https://boardroomlimited.my b. Select “VIRTUAL MEETING” from main menu and select the correct Corporate Event “YOONG ONN CORPORATION BERHAD (13TH) VIRTUAL ANNUAL GENERAL MEETING”. c. Read and agree to the terms & condition. d. Enter your CDS Account and thereafter submit your request.

		<p>Corporate Shareholders</p> <p>a. Write in to BSR.Helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request.</p> <p>b. Please provide a copy of Corporate Representative's MyKad (Front and Back in JPEG and PNG format) or Passport as well as his/her email address.</p> <p>Authorised Nominee and Exempt Authorised Nominee</p> <p>a. Write in to BSR.Helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Form of Proxy to submit the request.</p> <p>b. Please provide a copy of Corporate Representative's MyKad (Front and Back in JPEG and PNG format) or Passport as well as his/her email address.</p>
3.	Email notification	<p>a. You will receive notification(s) from Boardroom that your request(s) has been received and is/are being verified.</p> <p>b. Upon system verification against the General Meeting Record of Depositories as at 19 November 2020, you will receive an email from Boardroom either approving or rejecting your registration for remote participation together with your remote access user ID and password.</p>
On the day of the AGM		
4.	Login to Meeting Platform	<p>Please note that the quality of the connectivity to the Meeting Platform for live webcast as well as for online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.</p> <p>a. The Meeting Platform will be open for login one (1) hour before the commencement of the AGM at 9 am on 26 November 2020.</p> <p>b. The Meeting Platform can be accessed via one of the following:-</p> <ul style="list-style-type: none"> ➤ Download the free Lumi AGM application from Apple App Store or Google Play Store; ➤ Scan the QR Code provided in the email notification; ➤ Navigate to the website at https://web.lumiagm.com/ <p>c. Insert the Meeting ID and sign in with the user ID and password provided to you via the email notification in Step 3.</p>
5.	Participate	<p>[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition. All question and messages will be presented with the full name and identity of the participant raising the question.]</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, once completed click the send button.</p>
On the day of the AGM		
6.	Voting	<p>a. Once voting has been opened, 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>
7.	End of participation	Upon the announcement by the Chairman on the closure of the AGM, the live webcast will end and the Messaging window will be disabled.

H. Enquiry

If you have any enquiries prior to the AGM, please contact the following during office hours from Monday to Friday (8.30 a.m. to 5.30. p.m.):-

Boardroom Share Registrars Sdn. Bhd.
11th Floor, Menara Symphony,
No. 5 Jalan Prof. Khoo Khay Kim,
Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan.

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

I. Personal Data Policy

By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder’s breach of warranty.