



CMCO NOTIFICATION AND REVISED ADMINISTRATIVE GUIDE

MALPAC HOLDINGS BERHAD

199001005856 (197424-V)

THIRTIETH ANNUAL GENERAL MEETING (“30th AGM”)

Date	: 26 November 2020 (Thursday)
Time	: 2:30 p.m.
Broadcast Venue	: Lot 9-11 Menara Sentral Vista, No. 150 Jalan Sultan Abdul Samad, Brickfields, 50470 Kuala Lumpur, Malaysia
Meeting Platform	: Dvote Online website at https://Dvote.my

CHANGE OF MODE OF 30th AGM DURING CONDITIONAL MOVEMENT CONTROL ORDER (“CMCO”)

In view of the COVID-19 outbreak and the CMCO extension by the Government of Malaysia (“GOM”), the Board has decided to change the mode of the originally planned physical 30th AGM to be conducted on a fully virtual basis through live streaming from the Broadcast Venue and online remote voting using the Remote Participation and Voting Facilities (“RPV”). This is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020, including any amendment that may be made from time to time.

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. Member(s)/proxy(ies)/authorised representative(s)/attorney(s) **WILL NOT BE ALLOWED** to attend the 30th AGM in person at the Broadcast Venue on the day of the meeting.

Due to the constantly evolving COVID-19 situation in Malaysia, we may be required to change the arrangements of our 30th AGM at short notice. Kindly check the Company’s website or announcements for the latest updates on the status of the 30th AGM. The Company will continue to observe the guidelines issued by the Ministry of Health and will take all relevant precautionary measures as advised.

Yours faithfully,
MALPAC HOLDINGS BERHAD
MUHAYUDDIN BIN MUSA
Chairman
13 November 2020

REVISED ADMINISTRATIVE GUIDE FOR THE 30TH AGM

1. REMOTE PARTICIPATION AND VOTING FACILITIES

Members are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 30th AGM using RPV provided by Sectrars Management Sdn. Bhd. (“Sectrars”) via its **Dvote Online** website at <https://Dvote.my>. Please refer to Procedures for RPV.

Only members whose names appear in the **Record of Depositors as at 19 November 2020** shall be entitled to participate and vote remotely at the 30th AGM or appoint proxy to participate and vote on his/her behalf.

As the 30th AGM is a fully virtual AGM, members who are unable to participate in this AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

2. PROCEDURES FOR RPV

Member(s)/proxy(ies)/corporate representative(s)/attorney(s) who wish to participate in the 30th AGM remotely using the RPV are to follow the requirements and procedures as summarised below:

BEFORE MEETING DAY		
A. USER REGISTRATION		
	Procedure	Action
(a)	Sign up as a user with Dvote Online	<p><i>Note: If you are already a user with Dvote Online, you are not required to sign-up again. You may proceed to sign-in using your email address and password.</i></p> <ul style="list-style-type: none">• Access the website at https://Dvote.my.• Click on [Sign up] to register as a new user with Dvote Online.• Complete registration and upload softcopy of MyKad/Identification card or passport. <p>You will be notified via email once your user registration is accepted/ rejected by Dvote Online.</p>
(b)	Register Meeting with Dvote Online	<ul style="list-style-type: none">• Registration for Remote Participation will remain open from 20 November 2020 until the commencement of the polling during the 30th AGM.• Login to https://Dvote.my/user-login with your user ID (i.e: email address) and password.• Select event: “Malpac Holdings Berhad – 30th Annual General Meeting” and click [Register].• You will receive an email notifying on your registration for the remote participation and verification.• Once your registration has been verified against the Record of Depositors as at 19 November 2020, you will be notified via email whether your request for remote participation is approved/rejected.• If approved, you will receive an invitation email, <i>Join Meeting</i>.

ON THE DAY OF 30 TH AGM		
	Procedure	Action
(a)	Join the Live Stream Meeting	<ul style="list-style-type: none"> Click on “<i>Join Meeting</i>” link in the invitation email and you will be directed to the live streaming room. You are advised to log in early, at least 20 minutes, before the Meeting time.
(b)	Post Questions during Live Streaming	<ul style="list-style-type: none"> If you have any question for the Board of Directors, you may use the “Post Question” box to transmit your question.
(c)	Online Voting during Live Streaming	<ul style="list-style-type: none"> Click on [Proceed to Vote], to cast your votes for each resolution. Review your casted votes, confirm and submit your votes.

Notes:-

- The quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection at the location of the user and the device of the user.
- Users are advised to afford themselves ample time to complete the log in process in advance of the meeting.
- In the event you encounter any issues with logging-in, connection to live streamed meeting or online voting on the meeting day, kindly call 03-22766138 or email to sectrarsmg@gmail.com for assistance.

3. APPOINTMENT OF PROXY(IES)/CORPORATE REPRESENTATIVE(S)/ATTORNEY(S)

Shareholder(s) who appoint proxy(ies) to participate via RPV at the 30th AGM must ensure that the duly executed proxy form(s) are deposited in a hard copy form with the Share Registrar of the Company at Sectrars Management Sdn. Bhd., Lot 9-7, Menara Sentral Vista, No 150 Jalan Sultan Abdul Samad, Brickfields, 50470 Kuala Lumpur, no later than Tuesday, 24 November 2020 at 2.30 p.m.

Corporate members who wish to appoint corporate representatives are required to deposit their ORIGINAL certificate of appointment of corporate representative at Sectrars’ office as provided above not later than Tuesday, 24 November 2020 at 2.30 p.m. to participate via RPV in the 30th AGM.

Attorneys appointed by power of attorney are to deposit their power of attorney at Sectrars’ office as provided above not later than Tuesday, 24 November 2020 at 2.30 p.m. to participate via RPV in the 30th AGM.

A member who has appointed a proxy(ies)/authorised representative(s)/attorney(s) to participate in the 30th AGM via RPV must request his/her proxy(ies)/authorised representative(s)/attorney(s) to register himself/herself for RPV via Dvote Online website at <https://Dvote.my>.

4. POLL VOTING

The voting at the 30th AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Sectrars Management Sdn. Bhd. as the Poll Administrator to conduct the poll by way of electronic voting and TMF Administrative Services Malaysia Sdn. Bhd. as the Scrutineer to verify the poll results.

5. **NO DOOR GIFTS OR FOOD VOUCHERS**

There will be no distribution of food vouchers or door gifts during the 30th AGM as the meeting is conducted on a fully virtual basis.

6. **NO RECORDING OR PHOTOGRAPHY**

No recording or photography of the 30th AGM proceedings is allowed.

7. **ENQUIRY**

If you have any enquiry prior to the 30th AGM, please contact our Share Registrar below during office hours from Mondays to Fridays from 9.00 a.m. to 5.00 p.m. (except on public holidays):-

SECTRARS MANAGEMENT SDN. BHD.

Co. Reg. No. 201501002558 (1127890-P)

Lot 9-7 Menara Sentral Vista

No. 150 Jalan Sultan Abdul Samad, Brickfield

50470 Kuala Lumpur

Malaysia

Tel : 03-2276 6138

Email : sectrarsmg@gmail.com

Contact Person: Mr. Samuel/Mr Hugo