

MIKRO MSC BERHAD

[Registration No. 200601018418 (738171 M)]
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE 14th ANNUAL GENERAL MEETING

- Date & Time : Thursday, 26th November 2020 at 10.00 a.m.
- Broadcast Venue : No. 3, Jalan Anggerik Mokara 31/48,
Seksyen 31, Kota Kemuning,
40460 Shah Alam, Selangor Darul Ehsan.
- Meeting Platform : TIIH Online website at <https://tiih.online>

MODE OF MEETING

Reference is made to the Notice of 14th Annual General Meeting dated 30 October 2020.

In view of the COVID-19 outbreak and as part of the safety measures, the 14th Annual General Meeting (“14th AGM”) will be conducted on **a virtual basis through live streaming from the Broadcast Venue and online remote voting**. 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. Members/proxies/authorised representatives/attorneys **WILL NOT BE ALLOWED** to attend the 14th AGM in person at the Broadcast Venue on the day of the meeting.

Due to the constant evolving COVID-19 situation in Malaysia, we may be required to change the arrangements of our 14th AGM at short notice. Kindly check the Company’s website or announcements for the latest updates on the status of the 14th AGM. The Company will continue to observe the guidelines issued by the Ministry of Health and will take all relevant precautionary measures as advised.

REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

Members are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 14th AGM using RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via its **TIIH Online** website at <https://tiih.online>. Please refer to Procedure for RPV.

Only members whose names appear in the **Record of Depositors as at 20 November 2020** shall be entitled to participate and vote remotely at the 14th AGM or appoint proxy to participate and vote on his/her behalf.

As the 14th 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.

PROCEDURES FOR RPV

Members/proxies/corporate representatives/attorneys who wish to participate in the 14th AGM remotely using the RPV are to follow the requirements and procedures as summarized below:

	Procedure	Action
BEFORE THE AGM DAY		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services”. Refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within one working day and you will be notified via email. If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.
(b)	Submit your registration for RPV	<ul style="list-style-type: none"> Registration is open from Friday, 13 November 2020 until the day of the 14th AGM on Thursday, 26 November 2020. Members/proxies/corporate representatives/attorneys are required to pre-register their attendance for the 14th AGM to ascertain their eligibility to participate in the 14th AGM using the RPV. Login with your user ID and password and select the corporate event: “(REGISTRATION) MIKROMB 14TH AGM” Read and agree to the Terms & Conditions and confirm the Declaration. Select “Register for Remote Participation and Voting”. Review your registration and proceed to register. System will send an e-mail to notify that your registration for remote participation is received and will be verified. After verification of your registration against the General Meeting Record of Depositors dated 20 November 2020, the system will send you an e-mail to approve your registration for remote participation and the procedures to use the RPV are detailed therein. In the event your registration is not approved, you will also be notified via email. <p><i>(Note: Please ensure to allow sufficient time required for the approval as a new user of TIIH Online as well as the registration for RPV in order that you can login to TIIH Online and participate in the 14th AGM remotely).</i></p>
ON THE DAY OF THE AGM		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the 14th AGM at any time from 9.30 a.m. i.e. 30 minutes before the commencement of the AGM on Thursday, 26 November 2020 at 10.00 a.m.

(d)	Participate through Live Streaming	<ul style="list-style-type: none"> • Select the corporate event: “(LIVE STREAM MEETING) MIKROMB 14th AGM” to engage in the proceedings of the 14th AGM remotely. • If you have any question for the Chairman/ Board, you may use the query box to transmit your question. The Chairman/ Board will endeavor to respond to questions submitted by you during the 14th AGM.
(e)	Online Remote Voting	<ul style="list-style-type: none"> • Voting session commences from 10.00 a.m. on Thursday, 26 November 2020 until a time when the Chairman announces the end of the voting session. • Select the corporate event: “(REMOTE VOTING) MIKROMB 14TH AGM” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box. • Read and agree to the Terms & Conditions and confirm the Declaration. • Select the CDS account that represents your shareholdings. • Indicate your votes for the resolutions that are tabled for voting. • Confirm and submit your votes.
(f)	End of remote participation	<ul style="list-style-type: none"> • The live streaming will end upon announcement by the Chairman on the closure of the 14th AGM.

Notes to users of the RPV facilities:

1. Should your registration for RPV be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
3. In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to tiih.online@my.tricorglobal.com for assistance.

APPOINTMENT OF PROXY/CORPORATE REPRESENTATIVE/ATTORNEY

Members who appoint proxies/corporate representatives/attorneys to participate in the 14th AGM via RPV must ensure that the duly executed **ORIGINAL** proxy forms must be deposited at the Share Registrar’s Office, Tricor Investor & Issuing House Services Sdn Bhd (Tricor) at Unit 32-01, Level 32, Tower A, Vertical Business Suites, Avenue 3, Bangsar South, No.8, Jalan Kerinchi, 59200 Kuala Lumpur no later than **Tuesday, 24 November 2020 at 10.00 a.m.**

Corporate members who wish to appoint corporate representatives are required to deposit their **ORIGINAL** certificate of appointment of corporate representative at Tricor’s office as provided above not later than **Tuesday, 24 November 2020 at 10.00 a.m.** to participate via RPV in the 14th AGM.

Attorneys appointed by power of attorney are to deposit their power of attorney at Tricor’s office as provided above not later than **Tuesday, 24 November 2020 at 10.00 a.m.** to participate via RPV in the 14th AGM.

A member who has appointed a proxy/authorised representative/attorney to participate in the 14th AGM via RPV must request his/her proxy/authorised representative/attorney to register himself/herself for RPV at TIIH Online website at <https://tiih.online>. Please refer to Procedure for RPV.

PROCEDURE FOR ELECTRONIC SUBMISSION OF PROXY FORM (APPLICABLE TO INDIVIDUAL MEMBERS ONLY)

The procedures to submit your proxy form electronically via Tricor's TIIH Online website are summarised below:

	Procedure	Action
a	Register as a User with TIIH Online	<ul style="list-style-type: none"> Using your computer, please access the website at https://tiih.online. Register as a user under the "e-Services". Please refer to the tutorial guide posted on the homepage for assistance. If you are already a user with TIIH Online, you are not required to register again.
b	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> Login with your user ID (i.e. email address) and password. Select the corporate event: "Submission of Proxy Form". Read and agree to the Terms & Conditions and confirm the Declaration. Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf. Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman as your proxy. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote. Review and confirm your proxy appointment(s). Print proxy form for your record.

POLL VOTING

The voting at the 14th 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 Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting).

Members/proxies/corporate representatives/attorneys can proceed to vote on the resolutions at any time from 10.00 a.m. on **Thursday, 26 November 2020** but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (e) of the above Procedures for RPV for guidance on how to vote remotely from TIIH Online website at <https://tiih.online>.

Upon completion of the voting session for the 14th AGM, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS

Members may submit questions to the Board in advance of the 14th AGM via Tricor's TIH Online website at <https://tiah.online> by selecting "e-Services" to login, pose questions and submit electronically no later than **Tuesday, 24 November 2020 at 10.00 a.m.**. The Board will endeavor to answer the questions received at the 16th AGM.

DOOR GIFT/FOOD VOUCHER

There will be no door gifts or food vouchers for attending the 14th AGM.

NO RECORDING OR PHOTOGRAPHY

Unauthorized recording and photography are **STRICTLY PROHIBITED** at the 14th AGM

ENQUIRY

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn. Bhd.

General Line : +603-2783 9299

Fax Number : +603-2783 9222

Email : is.enquiry@my.tricorglobal.com

Contact persons : En. Amier Arief +603 2783 9250 /Email: Amier.Arief@my.tricorglobal.com

: En. Sazali Husin +603 2783 9280 /Email: Sazali@my.tricorglobal.com