



## HEXZA CORPORATION BERHAD

Registration No. 196901000339 (8705-K)  
(Incorporated in Malaysia)

### NOTIFICATION OF POSTPONEMENT OF THE FIFTY-FIRST ANNUAL GENERAL MEETING

Dear Shareholders

On 27 October 2020, Hexza Corporation Berhad (“HEXZA” or “the Company”) had issued a Notice of the Fifty-First (51st) Annual General Meeting (“AGM”) scheduled to be held at Impiana Ballroom, Impiana Hotel, Jalan Sultan Nazrin Shah, 30250 Ipoh, Perak Darul Ridzuan on Saturday, 28 November 2020 at 11.00 a.m.

On 7 November 2020, the Federal Government had announced the enforcement of the Conditional Movement Control Order (“CMCO”) throughout Peninsular Malaysia except for Kelantan, Pahang and Perlis from 9 November 2020 through to 6 December 2020 to curb the resurgence of Coronavirus (“Covid-19”) cases in Malaysia.

In view of the resurgence of the Covid-19 pandemic and as part of safety measures, the Board of Directors (“Board”) of the Company has decided to convene the 51st AGM on a **FULLY VIRTUAL** basis through live streaming and online remote voting using the Lumi Remote Participation and Voting Facilities (“RPV”) meeting platform at <https://web.lumiagm.com> [“online AGM”] on the date, time and at the broadcast venue as follows:

Date	: Tuesday, 1 December 2020
Time	: 2.30 p.m.
Broadcast Venue	: Meeting Room TR12-R02 12th Floor, Menara Symphony No. 5, Jalan Prof. Khoo Kay Kim Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan
Meeting Platform	: <a href="https://web.lumiagm.com">https://web.lumiagm.com</a>

For the avoidance of doubt, a physical AGM will no longer be applicable. This is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers first issued by the Securities Commission Malaysia on 18 April 2020, including any amendments made from time to time.

A revised Notice of 51st AGM, Proxy Form and Administrative Notes are available on our website at [www.hexza.com.my](http://www.hexza.com.my) and Bursa Malaysia Securities Berhad’s website at [www.bursamalaysia.com](http://www.bursamalaysia.com). Please take note that the aforesaid documents shall supersede the earlier issued on 28 October 2020.

Should you have any enquiries, kindly contact our Share Registrar at:

Boardroom Share Registrar Sdn. Bhd. Registration No. 199601006647 (378993-D) 11th Floor, Menara Symphony No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia	Contact : Encik Mohamad Azzaharul Azem Tel : +603-7890 4700 ext 4726 Fax : +603-7890 4670
--	---

We sincerely regret the inconvenience caused due to the postponement of the 51st AGM and the potential disruption on the postal service which may cause a delay in the receipt hereof.

Thank you for your continued support towards HEXZA.

Yours faithfully  
**Hexza Corporation Berhad**

Aureole Foong Leong Wei  
Chief Executive Officer



## HEXZA CORPORATION BERHAD

Registration No. 196901000339 (8705-K)  
(Incorporated in Malaysia)

### REVISED NOTICE OF THE FIFTY-FIRST ANNUAL GENERAL MEETING

**NOTICE IS HEREBY GIVEN** that the Fifty-First (51st) Annual General Meeting (“AGM”) of Hexza Corporation Berhad (“HEXZA” or the “Company”) will be conducted virtually for the purpose of considering and if thought fit, passing with or without modifications the resolutions set out in this Notice:

Date	: Tuesday, 1 December 2020
Time	: 2.30 p.m.
Registration	: Virtual Meeting via Lumi Remote Participation and Electronic Voting (“RPV”) facilities
Broadcast Venue	: Meeting Room TR12-R02 12th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan
Virtual Meeting Platform	: <a href="https://web.lumiagm.com">https://web.lumiagm.com</a>
Mode of Communication	: (1) raise questions during live streaming at <a href="https://web.lumiagm.com">https://web.lumiagm.com</a> (2) submit questions prior to the 51st AGM by emailing to <a href="mailto:mychin@hexza.com.my">mychin@hexza.com.my</a> no later than 5.00 p.m. on Sunday, 29 November 2020

#### AS ORDINARY BUSINESS:

#### ORDINARY RESOLUTION

- | AS ORDINARY BUSINESS:  | ORDINARY RESOLUTION      |
|--|--------------------------|
| 1. To receive the Audited Financial Statements for the financial year ended 30 June 2020, together with the Directors’ and Auditors’ Reports thereon.  | (Please refer to Note 2) |
| 2. To approve the payment of a final single-tier dividend of 5 sen per ordinary share and a special dividend of 2.5 sen per ordinary share in respect of the financial year ended 30 June 2020.                          | 1                        |
| 3. To approve the payment of Directors’ fees of RM316,460 for the financial year ended 30 June 2020.   | 2                        |
| 4. To approve the payment of Director’s fee to Tuan Haji Mohd Jali @ Mohd Jalil Bin Sany, deceased amounting to RM8,750 from 1 July 2020 to 3 September 2020 (date of death) for the financial year ending 30 June 2021. | 3                        |
| 5. To approve the payment of Directors’ Benefits to Non-Executive Directors up to an amount of RM330,000 from <u>51st AGM</u> until the next <u>52nd AGM</u> of the Company.   | 4                        |
| 6. To re-elect the following Directors retiring in accordance with Rule 131.1 of the Company’s Constitution and being eligible, offer themselves for re-election:  |                          |
| 6.1 Datuk Dr. Foong Weng Sum   | 5                        |
| 6.2 Dr. Foong Weng Cheong  | 6                        |
| 6.3 Mr. Ooi Ying Hong  | 7                        |



## HEXZA CORPORATION BERHAD

Registration No. 196901000339 (8705-K)  
(Incorporated in Malaysia)

*Revised Notice of the 51st Annual General Meeting (cont'd)*

### AS ORDINARY BUSINESS:

### ORDINARY RESOLUTION

- |     |   |    |
|-----|---|----|
| 7.  | To re-elect the following Directors who were appointed during the year and retire in accordance with Rule 116 of the Company's Constitution and being eligible, offer themselves for re-election: |    |
| 7.1 | Ms. Foong Leon Ie   | 8  |
| 7.2 | Ms. Navit Kaur Randhawa A/P Hira Singh  | 9  |
| 8.  | To re-appoint Messrs Deloitte PLT as Auditors of the Company to hold office until the conclusion of the next AGM and to authorise the Directors to fix their remuneration.                        | 10 |

As **SPECIAL BUSINESS**, to consider and, if thought fit, pass the following resolutions:

- |     |   |    |
|-----|---|----|
| 9.  | <b>Retention of Independent Non-Executive Director until the conclusion of the next AGM in accordance with the Malaysian Code of Corporate Governance ("MCCG")</b>  | 11 |
|     | <p>That subject to his re-election as a Director of the Company under Ordinary Resolution 7, approval be and is hereby given to Mr. Ooi Ying Hong who has served as an Independent Non-Executive Director of the Company for a cumulative term of more than nine (9) years to continue to act as an Independent Non-Executive Director of the Company.</p>  |    |
| 10. | <b>Proposed Authority to Allot and Issue Shares pursuant to Section 76 of the Companies Act, 2016</b>   | 12 |
|     | <p>"THAT pursuant to Section 76 of the Companies Act, 2016, the Directors be and are hereby authorised to allot and issue shares in the Company at any time and from time to time until the conclusion of the next Annual General Meeting upon such terms and conditions and for such purposes as the Directors may, in their absolute discretion, deem fit provided the aggregate number of shares to be issued does not exceed ten per centum (10%) of the total number of issued shares of the Company for the time being, subject always to the approval of all relevant regulatory bodies being obtained for such allotment and issuance AND THAT the Directors of the Company be and are also empowered to obtain the approval for the listing of and quotation for the additional shares so issued on Bursa Malaysia Securities Berhad AND FURTHER THAT such authority shall commence immediately upon the passing of this Resolution and continue to be in force until the conclusion of the next Annual General Meeting of the Company."</p> |    |
| 11. | To transact any other business of which due notice shall have been given in accordance with the Companies Act, 2016.  |    |



## HEXZA CORPORATION BERHAD

Registration No. 196901000339 (8705-K)  
(Incorporated in Malaysia)

*Revised Notice of the 51st Annual General Meeting (cont'd)*

### NOTICE OF DIVIDEND ENTITLEMENT AND PAYMENT DATE

**NOTICE IS ALSO HEREBY GIVEN** that the final dividend of 5 sen per ordinary share and a special dividend of 2.5 sen per ordinary share in respect of the financial year ended 30 June 2020, if approved by the shareholders, will be paid on 18 December 2020 to depositors who are registered in the Record of Depositors and Register of Members at the close of business on 3 December 2020.

A Depositor shall qualify for entitlement to the dividend only in respect of:

- (a) Shares transferred into the Depositor's Securities Account before 4.30 p.m. on 3 December 2020 in respect of ordinary transfers; and
- (b) Shares bought on Bursa Malaysia Securities Berhad on a cum entitlement basis according to the Rules of Bursa Malaysia Securities Berhad.

By Order of the Board

**CHAN EOI LENG**

**SSM PC No. 202008003055 | MAICSA 7030866**

Chartered Secretary

Ipoh, Perak Darul Ridzuan, Malaysia

13 November 2020

#### Notes:

##### 1. PROXY

Only members whose names appear on the Record of Depositors as at 20 November 2020 shall be entitled to attend the AGM or appoint proxies in his/her stead or in the case of a corporation, a duly authorised representative to attend and to vote in his/her stead. A proxy must be 18 years and above and may but need not be a member of the Company.

A member, other than an exempt authorised nominee is entitled to appoint one (1) or two (2) proxies to attend and vote instead of him/her. Where a member appoints two (2) proxies, the appointments shall be invalid unless he/she specifies the proportions 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 in an Omnibus Account, there is no limit to the number of proxies which the Exempt Authorised Nominee may appoint in respect of each Omnibus Account it holds but the proportion of holdings to be represented by each proxy must be specified.

The instrument appointing a proxy shall be in writing under the hand of the appointer or his/her attorney duly authorised in writing or if the appointer is a corporation, either under the corporation's seal or under the hand of an officer or attorney duly authorised. If under the hand of attorney/authorised officer, the Power of Attorney or Letter of Authorisation must be attached.

The instrument appointing a proxy or proxies must be deposited at Boardroom Share Registrars Sdn Bhd, 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan not less than 48 hours before the holding of the meeting or any adjournment thereof either by hand, post, courier or electronic mail to bsr.helpdesk@boardroomlimited.com before the Form of Proxy lodgement cut-off time as mentioned above.

Alternatively, the proxy form can be submitted by electronic means through the Share Registrar's website, Boardroom Smart Investor Online Portal. Kindly follow the link at <https://www.boardroomlimited.my/> to login and deposit your proxy form electronically, also forty-eight (48) hours before the meeting.

##### 2. TO RECEIVE AUDITED FINANCIAL STATEMENTS

Agenda 1 is meant for discussion only as Section 340(1) of the Companies Act, 2016 only requires the Audited Financial Statements to be laid before the Company at the AGM and do not require shareholders' approval. Hence, Agenda will not be put forward for voting.



## HEXZA CORPORATION BERHAD

Registration No. 196901000339 (8705-K)  
(Incorporated in Malaysia)

*Revised Notice of the 51st Annual General Meeting (cont'd)*

### 3. FINAL DIVIDEND

Section 131 of the Companies Act, 2016 states that a company may only make a distribution to the shareholders out of profits of the company available if the company is solvent. The Board of Directors having considered the available profits has decided to recommend the proposed final dividend for the shareholders' approval.

The Board of Directors is satisfied that the Company will be solvent as it will be able to pay its debts as and when the debts become due within twelve (12) months immediately after the distribution is made.

### 4. DIRECTORS' FEES AND BENEFITS

Section 230(1) of the Companies Act, 2016 provides amongst others, that "fees" of the Directors and "any benefits" payable to Directors of a listed company and its subsidiaries shall be approved at a general meeting. Pursuant thereto, shareholders' approval is sought for these payments in three (3) separate resolutions as follows:

Ordinary Resolution 2: Payment of Directors' fees in respect of the financial year ended 30 June 2020.

Ordinary Resolution 3: Payment of Director's fee to Tuan Haji Mohd Jali @ Mohd Jalil Bin Sany, deceased amounting to RM8,750 from 1 July 2020 to 3 September 2020 (date of death) for the financial year ending 30 June 2021.

Ordinary Resolution 4: Payment of Directors' benefits for the period from 51st AGM until the next 52nd AGM.

The Directors' benefits payable to the Non-Executive Directors for the period from 51st AGM until the next 52nd AGM of the Company are calculated based on the current composition of the Board and Board Committees and the number of meetings scheduled for the Board and Board Committees.

### 5. RETENTION OF INDEPENDENT NON-EXECUTIVE DIRECTOR

The proposed Resolution 11, if passed, will enable the named Director to continue to hold office as Independent Non-Executive Director notwithstanding that he has served a cumulative term of more than nine (9) years.

In line with the Malaysian Code on Corporate Governance, the Board on the recommendation of the Nominating Committee who has carried out an assessment of the Director has recommended that Mr. Ooi Ying Hong who has served as Director of the Company for a cumulative term of more than 9 years, be retained as Independent Non-Executive Director of the Company based on the following justifications:

- (i) He has fulfilled the criteria under the definition of Independent Director pursuant to the Main Market Listing Requirements of Bursa Malaysia Securities Berhad.
- (ii) He remains independent and actively participate in board discussions and provide an independent and objective voice on the Board.
- (iii) He has in-depth knowledge of the Company's business operations and he is committed to devote sufficient time and attention to the Company.
- (iv) He acts in the best interest of all shareholders and will provide the check and balance to the Board.

### 6. PROPOSED AUTHORITY TO ALLOT AND ISSUE SHARES PURSUANT TO SECTION 76 OF THE COMPANIES ACT, 2016

The proposed Resolution 12, if passed, will empower the Directors of the Company, from the date of the above AGM until the next AGM to allot and issue shares in the Company up to an amount not exceeding in total ten per centum (10%) of the total issued shares of the Company for the time being for such purposes as the Directors consider would be in the interests of the Company. This authority, unless revoked or varied by the Company in a general meeting, will expire at the conclusion of the next AGM of the Company.

The general mandate sought for allotment and issue of shares is a renewal of the general mandate sought in the preceding year. As at the date of Notice, no new shares in the Company were issued pursuant to the mandate granted to the Directors at the Fiftieth (50th) AGM held on 16 November 2019 and hence no proceeds were raised therefrom. The general mandate will provide flexibility to the Company for any possible fundraising activities, including but not limited to further placing of shares for purpose of funding future investment project(s), working capital and/or acquisitions.

#### ANNUAL REPORT 2020, CORPORATE GOVERNANCE REPORT 2020

The Annual Report 2020 and Corporate Governance Report 2020 may be downloaded at [www.hexza.com.my](http://www.hexza.com.my).

**HEXZA CORPORATION BERHAD**Registration No. 196901000339 (8705-K)  
(Incorporated in Malaysia)**Revised Proxy Form**

CDS Account No.

No. of shares held

I/We

(Full name in Block Letters and NRIC No. / Passport No. / Company No.)

of

and

(Address)

(Tel. No.)

being a \*member/members of **Hexza Corporation Berhad**, hereby appoint the following person(s):

Proxy	Full Name (in Block Letters)	NRIC/Passport No.	No. of shares	%
1				
2				

or failing him/her, the Chairman of the Meeting as my/our proxy, to vote for me/us and on my/our behalf at the Fifty-First (51st) Annual General Meeting of the Company to be held on Tuesday, 1 December 2020 at 2.30 p.m. and at any adjournment thereof in the manner indicated below in respect of the following Resolutions:

Ordinary Resolution No.	Ordinary Business	For	Against
1.	Declaration of a final single-tier dividend of 5 sen per ordinary share and a special dividend of 2.5 sen per ordinary share.		
2.	Approval for the payment of Directors' fees.		
3.	Approval for the payment of Director's fee to Tuan Haji Mohd Jali @ Mohd Jalil Bin Sany, deceased.		
4.	Approval for the payment of Directors' Benefits.		
5.	Re-election of Datuk Dr. Foong Weng Sum as Director.		
6.	Re-election of Dr. Foong Weng Cheong as Director.		
7.	Re-election of Mr. Ooi Ying Hong as Director.		
8.	Re-election of Ms. Foong Leon Ie as Director.		
9.	Re-election of Ms. Navit Kaur Randhawa A/P Hira Singh as Director.		
10.	Re-appointment of Messrs Deloitte PLT as Auditors and to authorise the Directors to fix their remuneration.		
	<b>Special Business</b>		
11.	Approval for the continuation in office of Mr. Ooi Ying Hong as an Independent Non-Executive Director.		
12.	Authority under Section 76 of the Companies Act, 2016 for the Directors to allot and issue shares.		

Please indicate with (✓) or (X) how you wish your vote to be cast. If you do not indicate how you wish your proxy to vote on any resolution, the proxy shall vote as he thinks fit, or at his discretion, abstain from voting.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2020

\_\_\_\_\_  
Signature of Shareholder(s)/Common Seal**Notes:**

- Only members whose names appear on the Record of Depositors as at 20 November 2020 shall be entitled to attend the AGM or appoint proxies in his/her stead or in the case of a corporation, a duly authorised representative to attend and to vote in his/her stead. A proxy must be 18 years and above and may but need not be a member of the Company.
- A member, other than an exempt authorised nominee is entitled to appoint one (1) or two (2) proxies to attend and vote instead of him/her.
- Where a member appoints two (2) proxies, the appointments shall be invalid unless he/she specifies the proportions 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 in an Omnibus Account, there is no limit to the number of proxies which the Exempt Authorised Nominee may appoint in respect of each Omnibus Account it holds but the proportion of holdings to be represented by each proxy must be specified.
- The instrument appointing a proxy shall be in writing under the hand of the appointor or his/her attorney duly authorised in writing or if the appointer is a corporation, either under the corporation's seal or under the hand of an officer or attorney duly authorised. If under the hand of attorney/authorised officer, the Power of Attorney or Letter of Authorisation must be attached.
- The instrument appointing a proxy or proxies must be deposited at Boardroom Share Registrars Sdn Bhd, 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan not less than 48 hours before the holding of the meeting or any adjournment thereof either by hand, post, courier or electronic mail to bsr.helpdesk@boardroomlimited.com before the Form of Proxy lodgement cut-off time as mentioned above.
- Alternatively, the proxy form can be submitted by electronic means through the Share Registrar's website, Boardroom Smart Investor Online Portal. Kindly follow the link at <https://www.boardroomlimited.my/> to login and deposit your proxy form electronically, also forty-eight (48) hours before the meeting.
- Personal Data Privacy – By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the AGM and/or any adjournment thereof, a member of the Company hereby agree and consent that any of your personal data in our possession shall be processed by us in accordance with the Personal Data Protection Act 2010. Further, you hereby warrant that relevant consent has been obtained by you for us to process any third party's personal data in accordance with the said Act.

**Additional Notes**

- The Revised Proxy Form **DOES NOT INVALIDATE** the Proxy Form which was circulated together with the Notice of the 51st AGM dated 28 October 2020.
- If the Company receives both the original Proxy Form and the Revised Proxy Form from a member, **THE LATTER SHALL SUPERSEDE THE FORMER.**
- In the event that the Company does not receive the duly executed Revised Proxy Form within the required timeframe, **THE MEMBER WHO HAS DEPOSITED THE ORIGINAL PROXY FORM AT THE REGISTERED OFFICE WITHIN THE REQUIRED TIMEFRAME IS DEEMED TO HAVE APPOINTED AND AUTHORISED HIS PROXY UNDER THE ORIGINAL PROXY FORM TO VOTE OR ABSTAIN ON THE ADDITIONAL RESOLUTION AS THE PROXY DEEMS FIT.**

Then fold here

---

AFFIX STAMP  
(within Malaysia)

The Share Registrar  
**HEXZA CORPORATION BERHAD** [196901000339 (8705-K)]  
11th Floor, Menara Symphony,  
No. 5, Jalan Prof. Khoo Kay Kim,  
Seksyen 13, 46200 Petaling Jaya,  
Selangor Darul Ehsan,  
Malaysia

1st fold here

---





## HEXZA CORPORATION BERHAD

Registration No. 196901000339 (8705-K)  
(Incorporated in Malaysia)

### AMENDED ADMINISTRATIVE GUIDE FOR THE FIFTY-FIRST (51st) ANNUAL GENERAL MEETING (“AGM”)

#### (A) Details of 51st AGM

Date	: Tuesday, 1 December 2020
Time	: 2.30 p.m.
Registration	: Virtual Meeting via Lumi Remote Participation and Electronic Voting (“RPV”) facilities
Broadcast Venue	: Meeting Room TR12-R02 12th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan
Virtual Meeting Platform	: <a href="https://web.lumiagm.com">https://web.lumiagm.com</a>
Mode of Communication	: (1) raise questions during live streaming at <a href="https://web.lumiagm.com">https://web.lumiagm.com</a> (2) submit questions prior to the 51st AGM by emailing to <a href="mailto:mychin@hexza.com.my">mychin@hexza.com.my</a> no later than 5.00 p.m. on Sunday, 29 November 2020

1. The Company will be using 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.
2. Shareholders are reminded to kindly check our website at [www.hexza.com.my](http://www.hexza.com.my) or announcements for the latest announcements or updates, if any, regarding the status of the AGM.

#### (B) Broadcast Venue

Shareholders are not allowed to participate in the AGM via the Broadcast Venue as the venue is only meant to facilitate the conduct of the virtual AGM. Shareholders who arrive at the Broadcast Venue will not be allowed entry.

#### (C) Entitlement to Participate in the AGM

Only members whose names appear on the Record of Depositors as at **20 November 2020** shall be entitled to attend the AGM or appoint proxies in his/her stead or in the case of a corporation, a duly authorised representative to attend and to vote in his/her stead. A proxy must be 18 years and above and need not be a member of the Company.

#### (D) Remote Participation and Electronic Voting

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

#### (E) Form(s) of Proxy

1. If you are unable to attend the AGM, you may appoint any person or persons, whether a member or not, as your proxy or proxies to attend and vote in your stead. You may indicate your vote in the Proxy Form in accordance with the notes and instructions printed therein.





## HEXZA CORPORATION BERHAD

Registration No. 196901000339 (8705-K)

(Incorporated in Malaysia)

Amended Administrative Guide for the 51st Annual General Meeting (cont'd)

2. Please ensure that the proxy form is deposited at Boardroom Share Registrars Sdn Bhd, 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan not less than 48 hours before the holding of the meeting or any adjournment thereof either by hand, post, courier or electronic mail to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) no later than 48 hours prior to the AGM ie latest by Sunday, 29 November 2020, 2.30 p.m. in accordance with the notes and instructions printed therein.
3. Alternatively, you may deposit your proxy form(s) by electronic means through Boardroom Smart Investor Online Portal at <https://boardroomlimited.my> by logging in and selecting "E-PROXY LODGEMENT".
4. If you wish to participate in the AGM yourself, please do not submit any Proxy Form for the Meeting. **You will not be allowed to participate in the AGM together with the proxy(ies) appointed by you.**

### (F) 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 electronic AGM by yourself, please write to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the earlier appointed proxy 48 hours before the meeting. On revocation, your proxy(ies) will not be allowed to participate in the Meeting. In such event, you should advise your proxy(ies) accordingly.

### (G) 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.

### (H) Remote Participation and Electronic Voting ("RPV")

1. You will be able to view a live webcast of the Meeting proceedings, ask 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, kindly follow the steps below on how to request for a login ID and password to participate in the AGM.
3. Please note that all members including (i) individual members; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees shall use the RPV facilities to participate and vote remotely at the 51st AGM.
4. Kindly follow the steps below to request for your login ID and password and usage of the RPV facilities:



**HEXZA CORPORATION BERHAD**

Registration No. 196901000339 (8705-K)  
(Incorporated in Malaysia)

Amended Administrative Guide for the 51st Annual General Meeting (cont'd)



Procedure	Action
<b>Before the day of the AGM</b>	
1.	<p>Register Online with Boardroom Smart Investor Portal</p> <p><b>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register. You may proceed to Step 2.]</b></p> <p>(a) Access website <a href="https://boardroomlimited.my">https://boardroomlimited.my</a>            (b) Click &lt;&lt;Login&gt;&gt; and click &lt;&lt;Register&gt;&gt; to sign up as a user.            (c) Complete registration and upload softcopy of MyKAD (front and back) or Passport.            (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.</p>
2.	<p>Submit request for remote participation</p> <p>Registration for remote access will be opened on <b>13 November 2020</b>. Please note that the closing time to submit your request is at 2.30 p.m. on 29 November 2020 (48 hours before the commencement of the AGM).</p> <p><b>Individual Members</b></p> <p>(a) Log in to <a href="https://boardroomlimited.my">https://boardroomlimited.my</a>            (b) Select “Hybrid/Virtual Meeting” from the main menu and select the correct Corporate Event “<b>Hexza Corporation Berhad Virtual AGM</b>”.            (c) Enter your CDS Account.            (d) Read and agree to the terms &amp; condition and thereafter submit your request.</p> <p><b>Corporate Shareholders</b></p> <p>(a) Write to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> 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.            (b) Please provide a copy of Corporate Representative’s MyKad (Front and Back) or Passport as well as his/her email address.</p> <p><b>Authorised Nominee and Exempt Authorised Nominee</b></p> <p>(a) Write to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of Member, CDS Account Number accompanied with the Form of Proxy to submit the request.            (b) Please provide a copy of Corporate Representative’s MyKad (Front and Back) or Passport as well as his/her email address.</p>
3.	<p>Email notification</p> <p>(a) You will receive notification(s) from Boardroom that your request(s) has been received and is/are being verified.            (b) Upon system verification against the General Meeting Record of Depositories as at <b>20 November 2020</b>, 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>



## HEXZA CORPORATION BERHAD

Registration No. 196901000339 (8705-K)  
(Incorporated in Malaysia)

Amended Administrative Guide for the 51st Annual General Meeting (cont'd)

Procedure		Action
<b>On the day of the AGM</b>		
4.	Login to Meeting Platform	<p>(a) The Meeting Platform will be open for login one (1) hour before the commencement of the AGM.</p> <p>(b) The Meeting Platform can be accessed via one of the following:-</p> <ul style="list-style-type: none"> <li>➤ Download the free <b>Lumi AGM</b> application from Apple App Store or Google Play Store;</li> <li>➤ Scan the QR Code provided in the email notification;</li> <li>➤ Navigate to the website at <a href="https://web.lumiagm.com/">https://web.lumiagm.com/</a></li> </ul> <p>(c) Insert the Meeting ID No. 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>
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.

### (I) Internet Connection

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



## HEXZA CORPORATION BERHAD

Registration No. 196901000339 (8705-K)  
(Incorporated in Malaysia)

Amended Administrative Guide for the 51st Annual General Meeting (cont'd)

### (J) No Distribution Door Gifts, Food and Beverage

**NO** distribution of door gifts nor refreshments for shareholders/proxies who participate in the virtual AGM.

### (K) No Recording or Photography

Photography and recording of the AGM proceedings, vocal or audio-visual, are strictly prohibited.

### (L) Enquiry

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

Boardroom Share Registrar Sdn. Bhd. Registration No. 199601006647 (378993-D) 11th Floor, Menara Symphony No. 5, Jalan Professor Khoo Kay Kim, Seksyen 13 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia	Contact : Encik Mohamad Azzaharul Azem Tel : +603-7890 4700 ext 4726 Fax : +603-7890 4670
--	---

### 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.

The Company and its subsidiary companies, their officers and employees shall have no liability whatsoever to any and all shareholders, their proxies, corporate representatives and/or any other party arising out of or in connection of any infection or suspicion of any infection from Covid-19 and/or suffering any losses arising out of or in connection with attendance at the Company's AGM and/or measures are undertaken by the Company in the Company's sole discretion in response to the Covid-19 pandemic.