



**ENGTEX GROUP BERHAD**  
[Registration No.: 200101000937 (536693 X)]  
(Incorporated in Malaysia)



**ADMINISTRATIVE GUIDE FOR THE FULLY VIRTUAL  
20<sup>TH</sup> ANNUAL GENERAL MEETING ("20<sup>TH</sup> AGM")  
AND  
EXTRAORDINARY GENERAL MEETING ("EGM")**

<b>Date</b>	:	<b>Thursday, 27 May 2021</b>
<b>Time for AGM</b>	:	<b>11.30 a.m</b>
<b>Time for EGM</b>	:	<b>12.00 p.m, or such time immediately after the conclusion or adjournment (as the case may be) of the 20<sup>th</sup> AGM, whichever is later, or any adjournment thereof.</b>
<b>Broadcast Venue</b>	:	<b>Level 3 Board Room, Lot 36 Jalan Brp 9/2B, Putra Industrial Park, Bukit Rahman Putra, 47000 Sungai Buloh, Selangor Darul Ehsan</b>

**MODE OF MEETINGS**

Reference are made to the Notices of 20<sup>th</sup> AGM and EGM dated 28 April 2021.

In line with the announcement on 10 May 2021 pertaining to the movement control order (MCO 3.0) and as part of our safety measures, the 20<sup>th</sup> AGM and EGM of Engtex Group Berhad ("Company") will be conducted on a **fully virtual basis instead** via live streaming and online voting from the Broadcast Venue.

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 20<sup>th</sup> AGM and EGM.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when our virtual 20<sup>th</sup> AGM and EGM have 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 20<sup>th</sup> AGM and EGM 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 20<sup>th</sup> AGM and EGM online:

1. Open this link <https://vps.megacorp.com.my/uVdO5H> or scan the QR code above and submit all the details requested at least forty-eight (48) hours before the time of the 20<sup>th</sup> AGM and EGM.
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 to [support.Engtex@megacorp.com.my](mailto:support.Engtex@megacorp.com.my) not less than forty-eight (48) hours before the time for holding the 20<sup>th</sup> AGM and EGM 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 for both 20<sup>th</sup> AGM and EGM 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 20<sup>th</sup> AGM and EGM, 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 20<sup>th</sup> AGM and EGM.

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 20<sup>th</sup> AGM and EGM, the Scrutineers will verify the poll results after which the Chairman of the AGM and EGM will announce the results of the resolutions.

## **RECORD OF DEPOSITORS FOR THE AGM AND EGM**

The date of Record of Depositors for the 20<sup>th</sup> AGM and EGM is 20 May 2021. As such, only members whose names appear in the Record of Depositors as at 20 May 2021 shall be eligible to attend, participate, speak and vote at the 20<sup>th</sup> AGM and EGM.

## **NO REFRESHMENTS AND NO DOOR GIFTS**

There will be no distribution of door gifts for the 20<sup>th</sup> AGM and EGM of the Company.

## **ENQUIRY**

If you have any enquiries prior to the 20<sup>th</sup> AGM and EGM, 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 : [support.Engtex@megacorp.com.my](mailto:support.Engtex@megacorp.com.my)