



LEADER STEEL HOLDINGS BERHAD
Registration No.: 199301012471 (267209-K)
(Incorporated in Malaysia)

Registered Office:
170-09-01, Livingston Tower, Jalan Argyll
10050 George Town, Pulau Pinang
T: +604 2294 390 | F: +604 2265 860

**NOTIFICATION TO SHAREHOLDERS ON THE CHANGE OF MODE OF
HOLDING THE TWENTY-EIGHTH ANNUAL GENERAL MEETING**

Dear Shareholders of **Leader Steel Holdings Berhad**

On 28 April 2021, Leader Steel Holdings Berhad (“**LSH**” or “**the Company**”) had issued a notice of Twenty-Eighth Annual General Meeting (“**28th AGM**”) scheduled to be held at 2nd Floor, Wisma Leader Steel, Plot 85, Lorong Perusahaan Utama, Kawasan Perusahaan Bukit Tengah, 14000 Bukit Tengah, Seberang Perai Tengah, Pulau Pinang, Malaysia on Thursday, 20 May 2021 at 12.15 pm.

On 10 May 2021, the Government of Malaysia announced the re-imposition of Movement Control Order effective from 12 May 2021 to 7 June 2021 to curb the resurgence of the coronavirus COVID-19 in Malaysia.

In view of COVID-19 resurgence and as part of the safety measures, the Board of Directors of LSH has decided to convene the 28th AGM of the Company on a **fully virtual basis** through live streaming and online remote voting using the **Remote Participation and Voting (“RPV”) Facilities**:

Date of 28 th AGM	Thursday, 20 May 2021
Time	12.15 pm
Broadcast Venue	Level 43A, MYEG Tower, Empire City, No 8, Jalan Damansara, Jalan PJU 8, 47820 Petaling Jaya, Selangor
Meeting Platform	https://web.vote2u.app

For the avoidance of doubt, a physical 28th AGM will no longer be applicable. Details of the 28th AGM remain unchanged and valid, save for the Broadcast Venue as informed. Hence, there is no revision to the Notice and Form of Proxy of the 28th AGM. 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 member or proxy shall be physically present nor admitted at the Broadcast Venue on the day of the 28th AGM.**

In order to attend the 28th AGM remotely, all shareholders will have to register for the RPV Facilities provided by Agmo Digital Solutions Sdn. Bhd. via Vote2U Online at <https://web.vote2u.app>. Please refer to the **Amended Administrative Guide** for the 28th AGM published on the Company’s website at www.leadersteel.my and Bursa Malaysia Securities Berhad’s website at www.bursamalaysia.com for detailed information in relation to the fully virtual 28th AGM.

If you need any assistance, kindly contact +603 7664 8520 / 21 or email to vote2u@agmostudio.com.

Thank you for your continued support of LSH.

Yours faithfully
for and on behalf of the Board of
LEADER STEEL HOLDINGS BERHAD

Tan Sri Dato’ Mohd Desa bin Pachi
Chairman/Independent Non-Executive Director

12 May 2021



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**AMENDED ADMINISTRATIVE GUIDE TO THE TWENTY-EIGHTH
ANNUAL GENERAL MEETING (“28TH AGM”)**

Date	:	Thursday, 20 May 2021
Time	:	12.15 pm
Broadcast Venue	:	Level 43A, MYEG Tower, Empire City, No 8, Jalan Damansara, Jalan PJU 8, 47820 Petaling Jaya, Selangor
Meeting Platform	:	https://web.vote2u.app

MODE OF MEETING

In light of the resurgence of the coronavirus (COVID-19) pandemic, governmental decrees, and the encouragement of the Securities Commission Malaysia, as well as in the best interest of public health and the health and safety of our Board of Directors, employees and shareholders, the Board of Directors of Leader Steel Holdings Berhad (“**the Company**” or “**LSH**”) has decided for the Twenty-Eighth Annual General Meeting (“**28th AGM**”) to be convened on **fully virtual basis** through live streaming and online remote voting using the **Remote Participation and Voting (“RPV”) Facilities**.

We strongly encourage our shareholders whose names appear on the Record of Depositors as at 12 May 2021 and holders of proxy for those shareholders to participate in the virtual 28th AGM and vote remotely. In line with Malaysian Code on Corporate Governance, this virtual 28th AGM will facilitate greater shareholders’s participation (including posing questions to the Board of Directors and/or Management of the Company) and vote at the 28th AGM without being physically present at the venue. For shareholders who are unable to participate in this virtual 28th AGM, you may appoint proxy(ies) or the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 28th AGM.

Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of the participants (shareholders and proxies). Hence, you are to ensure that internet connectivity throughout the duration of the meeting is maintained while using RPV via **Vote2U Online** website at <https://web.vote2u.app>.

BROADCAST VENUE

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires that the Chairman of the meeting to be present at the main venue. Broadcast Venue means the place where the broadcasting is taking place to transmit or air the meeting online. It could be a studio or a meeting room. Shareholders/proxies/corporate representatives **WILL NOT BE ALLOWED to be physically present** nor will they be admitted at the Broadcast Venue on the day of the AGM as it is only a place where the meeting is broadcast for transmission online in the presence of Chairman, Directors, Chief Executive Officer, Auditors, Company Secretary and senior management. No seating and refreshment will be arranged for shareholders/proxies/corporate representatives at the Broadcast Venue when it is a fully virtual meeting.

Shareholders/proxies/corporate representatives who turn up at the Broadcast Venue would be requested to leave the venue politely to comply with the government decrees and standard of operating procedures.

ENTITLEMENT TO PARTICIPATE THE AGM

In respect of deposited securities, only members whose MyKad/passport number appear on the Record of Depositors on **12 May 2021** (General Meeting Record of Depositors) shall be eligible to participate in the meeting or appoint proxy(ies) to participate on his/her behalf.



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Amended Administrative Guide to the Twenty-Eighth Annual General Meeting ("28th AGM") (cont'd)

FORM(S) OF PROXY

1. Shareholders are encouraged to go online, participate and vote at the AGM using the RPV facilities.
2. If a shareholder is unable to attend the 28th AGM on Thursday, 20 May 2021, he/she can appoint the Chairman of the meeting as his/her proxy to attend, speak and vote in his/her stead. Please submit your Proxy Form to the Registered Office of the Company at 170-09-01, Livingston Tower, Jalan Argyll, 10050 George Town, Pulau Pinang, Malaysia by **Tuesday, 18 May 2021 at 12.15 pm.**
3. You may also submit the Form of Proxy via electronic means ("**e-Proxy**") through Vote2U Online at <https://web.vote2u.app> not less than forty-eight (48) hours before the time for holding the AGM which is latest by **Tuesday, 18 May 2021 at 12.15 pm.**

REVOCAION OF PROXY

If you have submitted your Form of Proxy and subsequently decide to appoint another person or wish to participate in our electronic AGM by yourself, kindly contact +603 7664 8520 / 21 or email to vote2u@agmostudio.com to revoke the earlier appointed proxy.

Alternatively, shareholders who have registered directly with Vote2U can login to revoke the earlier appointed proxy anytime before the start of meeting.

CORPORATE MEMBER

Any corporate member who wishes to appoint a representative instead of a proxy to attend the meeting should submit the original certificate of appointment under the seal of the corporation to the Registered Office of the Company, not less than forty-eight (48) hours before the time for holding the AGM which is latest by **Tuesday, 18 May 2021 at 12.15 pm.**

VOTING PROCEDURE

1. 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. The Poll Administrator of the Company will conduct the poll by way of electronic voting ("**e-voting**") and the poll results will be verified and validated by the Independent Scrutineer appointed by the Company.
2. During the AGM, the Chairman of the meeting will invite the Poll Administrator to brief on the e-voting housekeeping rules. The e-voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll.
3. For the purposes of the Virtual AGM, e-voting will be carried out via personal smart mobile phones, tablets or personal computers/laptops.
4. Upon the conclusion of the e-voting session, the Independent Scrutineer will verify the poll results followed by the declaration by the Chairman of the meeting whether the resolutions put to vote were successfully carried or not.



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Amended Administrative Guide to the Twenty-Eighth Annual General Meeting ("28th AGM") (cont'd)

PROCEDURE TO PARTICIPATE IN THE RPV

Shareholders/proxies/corporate representatives who wish to participate in the 28th AGM remotely using the RPV are to follow the requirements and procedures as summarised below:

No.	Procedure	Action
BEFORE AGM DAY		
1.	Register with Vote2U online by Individual Members	(a) Access website at https://web.vote2u.app (b) Click " Sign Up " to sign up as a user. (c) Read the 'Privacy Policy' and 'Terms & Conditions' and indicate your acceptance of the 'Privacy Policy' and 'Terms & Conditions' on a small box <input type="checkbox"/> . Then click " Next ". (d) *Fill-in your details (note: create your own password). Then click " Continue ". (e) Upload softcopy of your identification card (MYKAD) (front only) (for Malaysian) or Passport (for non-Malaysian). (f) Click " Submit " to complete the registration. (g) Your registration will be verified and an email notification will be sent to you. Please check your email. <u>Note:</u> If you have registered as a user with Vote2U Online previously, you are not required to register again. *Check your email address is keyed in correctly. *Remember the password you have keyed-in.
2.	Registration by Proxies/ Corporate Representatives	The closing time to submit your hardcopy Form of Proxy is at 12.15 pm, Tuesday, 18 May 2021 . (a) *Fill-in details on the hardcopy Form of Proxy and ensure to provide the following information: ➤ MYKad (for Malaysian) / Passport (for non-Malaysian) number of the Proxy ➤ *Email address of the Proxy (b) Submit/Deposit the hardcopy Form of Proxy to 170-09-01, Livingston Tower, Jalan Argyll, 10050 George Town, Pulau Pinang, Malaysia with the following information: ➤ A copy of the Certificate of Appointment of Corporate Representative. ➤ A copy of the Corporate Representative MyKad (front & back). <u>Note:</u> After verification, an email notification will be sent to the Proxy and will be given a temporary password. The Proxy could use the temporary password to log in to Vote2U. *Check the email address of Proxy is written down correctly.



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(cont'd)

No.	Procedure	Action
3.	Nominee Company to submit Form of Proxy	<p>(a) Fill-in details on the hardcopy Form of Proxy and provide the following information:</p> <ul style="list-style-type: none"> ➤ MyKad/Passport number of the Beneficial Owner ➤ Email address of the Beneficial Owner <p>(a) Submit the hardcopy Form of Proxy to the address provided (refers to Notice of Meeting) with the following information:</p> <ul style="list-style-type: none"> ➤ A copy of the Beneficial Owner MyKad (front & back). <p><u>Note:</u> After verification, an email notification will be sent to the Proxy (Beneficial Owner) with a temporary password. The Proxy could use the temporary password to log in to Vote2U.</p>
REGISTER A PROXY (E-PROXY)		
4.	Electronic lodgment of Form of Proxy (e-Proxy)	<p>(a) Registration of Proxy is open from Thursday, 13 May 2021 up to 12.15 pm, Thursday, 18 May 2021.</p> <p>(b) Individual shareholder to log in with your email and password.</p> <p>(c) Click/Tap on the General Meeting event to participate.</p> <p>(d) Scroll down and click/tap "Register a Proxy".</p> <p>(e) Read the Declarations and indicate your acceptance of the Declarations on a small box <input type="checkbox"/>. Then click/tap "Next".</p> <p>(f) Select the Central Depository System ("CDS") account number</p> <p>(g) Click/Tap "Appoint Proxy".</p> <p>(h) Fill-in the details of your Proxy(ies).</p> <p>(i) Indicate your voting instruction should you prefer to do so.</p> <p>(j) After you have completed the above procedures, the system will send an e-mail to the registered Proxy(ies) email address.</p> <p><u>Note:</u> You need to register as a shareholder before you register and submit the e-Proxy form.</p>
ON AGM DAY		
5.	Login to virtual meeting portal - Vote2U online & Watch Live Streaming	<p>The Vote2U online portal will open for log in starting from 11.15 am, Thursday, 20 May 2021, one (1) hour before the commencement of the AGM.</p> <p>(a) Login with your email and password</p> <p>(b) Select the General Meeting event (for example, "28th AGM of LSH").</p> <p>(c) Check your details.</p> <p>(d) Click "Watch Live" button to view the live streaming.</p>



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No.	Procedure	Action
6.	Online Remote Voting	<p>Once the Chairman announces the opening of remote voting:</p> <ul style="list-style-type: none">(a) Click "Confirm Details and Start Voting".(b) To vote, select your voting choice from the options provided. A confirmation screen will appear to show your selected vote. Click "Next" to continue voting for all resolutions.(c) To change your vote, click "Back" and select another voting choice.(d) After you have completed voting, a Voting Summary page appears to show all the resolutions with your voting choices. Click "Confirm" to submit your vote. <p>[Please note that you are not able to change your voting choices after you have confirmed and submitted your votes.]</p>
7.	Ask Question	<p>Questions submitted online using typed text will be moderated before being forwarded to the Chairman to avoid repetition. Every question and message will be presented with the full name of the shareholder or proxy raising the question.</p> <ul style="list-style-type: none">(a) Click "Ask Question" button to post question(s).(b) Type in your question and click "Submit". <p>The Chairman / Board of Director will endeavor to respond to questions submitted by remote shareholders and proxies during the AGM.</p> <p><u>Note:</u> There shall not be two-way communication available at the meeting.</p>
8.	End of PRV	<p>Upon announcement by the Chairman on the closure of the AGM, the Live Streaming will end.</p>

ADDITIONAL INFORMATION

No Door Gift or e-Voucher or Food Voucher

There will be no door gift or e-voucher or food voucher given at this 28th AGM.

No Recording or Photography

No recording photography of the 28th AGM proceedings is allowed without the prior written permission of the Company.

Enquiry

If you have enquiry relating to the 28th AGM Administrative Guide for Shareholders, RPV or encounters issues with the log in, steps to connect to live streaming and online voting, please contact the following during office hours from Monday to Friday (9.00 am to 5.00 pm):

RPV Facilities Helpdesk

General Line : 603-7664 8520/21
Email : vote2u@agmostudio.com