



ELSOFT RESEARCH BERHAD

Registration No. 200301015084 (617504-K)
(Incorporated in Malaysia)

NOTIFICATION TO SHAREHOLDERS ON THE CHANGE OF MODE OF MEETING FOR THE EIGHTEENTH ANNUAL GENERAL MEETING (“18TH AGM” or “MEETING”) OF ELSOFT RESEARCH BERHAD (“ELSOFT” OR THE “COMPANY”).

On 28 April 2021, the Company had issued its Notice of 18th AGM notifying shareholders that the 18th AGM is scheduled to be held on Friday, 28 May 2021 at 10.00 a.m. at the Conference Hall of the Company, Plot 85B, Lintang Bayan Lepas 9, Bayan Lepas Industrial Park, Phase 4, 11900 Penang.

Due to the enforcement of the Movement Control Order 3.0 nationwide from 12 May 2021 to 7 June 2021 and as part of the safety measures to curb the spread of COVID-19 pandemic, the Board of Directors of the Company has decided that the 18th AGM of the Company shall be conducted **via a fully virtual basis through live streaming from the Broadcast Venue and online remote voting** on the same date and time instead. For the avoidance of doubt, the physical Meeting will no longer be held.

All details of the 18th AGM shall remain unchanged and valid. Hence, a revised Notice and Proxy Form of the Meeting will not be issued. For easy reference, appended below the Meetings details:

Date	:	Friday, 28 May 2021
Time	:	10.00 a.m.
Broadcast Venue	:	Conference Hall of the Company, Plot 85B, Lintang Bayan Lepas 9, Bayan Lepas Industrial Park, Phase 4, 11900 Penang

The Broadcast Venue, in which the Chairman of the 18th AGM is physically present, shall be construed as the meeting venue. In compliance with the safety measures in relation to the COVID-19 pandemic, no shareholders/proxies/corporate representatives shall be permitted to attend the 18th AGM, at the Broadcast Venue.

Please refer to the enclosed Administrative Guide for further details in relation to the registration process and remote participation of the 18th AGM. The Administrative Guide is also made available on our corporate website at <https://elsoftresearch.com/>.

BY ORDER OF THE BOARD

OOI YOONG YOONG (SSM PC NO. 202008002042/MAICSA 7020753)
Secretary

Penang

21 May 2021

ADMINISTRATIVE GUIDE

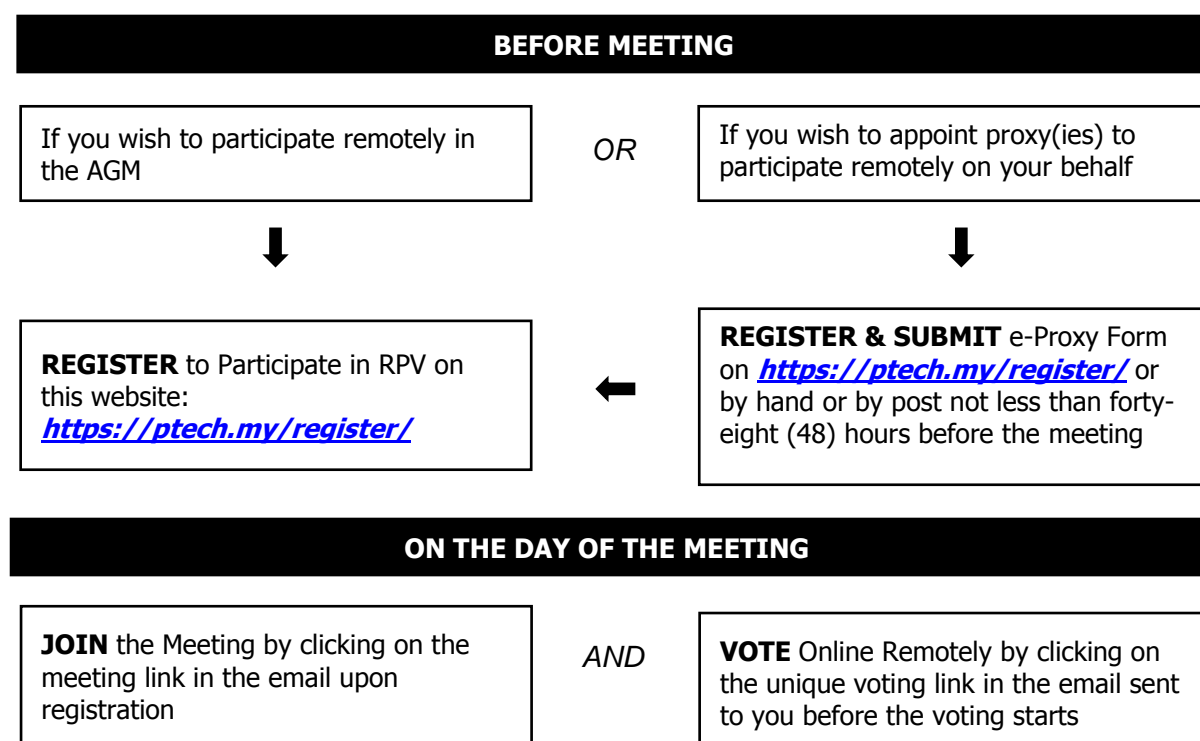
REMOTE PARTICIPATION AND VOTING (RPV) FACILITIES

Shareholders are to participate, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 18th AGM using RPV provided by **PINK LABEL CONFERENCES & EVENTS Sdn. Bhd.** (“PLCE”) via **Zoom Webinar App**.

Shareholders may use the Q&A platform in Zoom Webinar App to submit questions in real time during the 18th AGM. Shareholders may also submit questions to the Board of Directors (“**Board**”) prior to the 18th AGM via by emailing the question to **investor.relations@elsoftresearch.com** by 10.00 a.m. on 27th May 2021. If there is time constraint in answering the questions during the 18th AGM, the answers will be answered through email.

SUMMARISED PROCEDURE FOR RPV FACILITIES

Individual Shareholders/proxies/corporate representatives/attorneys who wish to participate in the 18th AGM remotely using the RPV Facility, are to follow the requirements and procedures as summarised below:



DETAILED PROCEDURE FOR RPV FACILITIES

BEFORE MEETING

i) Register for Remote Participation

Step 1 : Register at this link: <https://ptech.my/register/>

Step 2 : Fill in all required details

- Please enter a valid email address in order for you to receive the link to the meeting (Zoom Webinar) and also your unique voting link before the voting starts.
- Our admin team needs some time to **verify and approve** the registration. Once approved, you will receive an email notification for voting. We strongly encourage all shareholders to **pre-register at least one (1) day** before the meeting.

ii) Submit e-Proxy Form

If you wish to appoint proxy(ies) to participate remotely on your behalf, you may:

- Download the e-proxy form from the registration website <https://ptech.my/register/> . Fill up the form, scan and proceed to upload back to the website **OR**
- Submit the hard copy for the form by hand or by post to Elsoft Research Berhad (Registered Office) at 39 Irving Road, 10400 Georgetown, Pulau Pinang, Malaysia.

Proxy Form must be submitted not less than forty-eight (48) hours before the time stipulated for holding the meeting or adjournment thereof, otherwise the Proxy Form shall be treated as invalid.

iii) Confirmation of Registration

You will receive a **copy of your registration** in the email address you registered.

Once your registration is approved, you will receive the links below before the meeting:

- Zoom Webinar link : To attend the live meeting
- Unique Voting link : To vote remotely
(*Elsoft Research Berhad 18th AGM Online Voting*)

Kindly ensure all details stated in the email are correct, ie. weightage of votes (number of securities).

If you do not receive any of the above, please contact us *immediately* at +6012 – 478 3378 (PLCE Admin) or email to register@ptech.my

iv) Meeting Platform

Please download Zoom Cloud Meeting App on your computer or mobile phone. We strongly recommend all meeting attendees to participate in the meeting using laptop or personal computer for better user experience.

IMPORTANT NOTE

All shareholders must register for remote participation at the meeting and are highly encouraged to **register as early as possible** and before the commencement of meeting in order to ensure timely access to the meeting.

Access shall be granted only to eligible shareholders in accordance with the General Meeting Record of Depositors as at **21 May 2021**.

ON THE DAY OF THE MEETING – 28TH MAY 2021

i) **Joining the Meeting**

Join the meeting by clicking the [Join Meeting] button in the Zoom Webinar Registration Confirmation email. You may join the meeting 30mins before the meeting commences, which is from 9:30am on 28th May 2021.

**Please note that the quality of the live streaming depends on the internet connection stability at your end as well.*

ii) **Q&A**

You may submit your question(s) via the Q&A platform in Zoom Webinar. The Chairman of the 18th AGM (“**Chairman**”) / Board / Management will try to respond to all relevant questions submitted during the 18th AGM. If there is time constraint in answering the questions during the 18th AGM, the responses will be answered through email.

iii) **Online Remote Voting**

The online voting link will be emailed to you prior to the commencement of the meeting. Please proceed to click the voting link to cast your votes. The voting session will end upon declaration by the Chairman.

- Access the voting platform by clicking on the link in the email (Elsoft Research Berhad 18th AGM Online Voting). You may find the link at the section which states, “**To vote, visit: <<link>>**”. If the link does not work, follow the alternative method stated in the email.
- Please cast your vote on all resolutions as appeared on the screen, review and submit your votes. Once submitted, your votes will be final and no changes can be made.
- Your votes casted will apply on the CDS account you represent as an individual shareholder, corporate / authorised representative and proxy. Where you are attending as a proxy, and the shareholder who appointed you has indicated how the votes are to be casted, we will take the shareholder’s indicated votes in the proxy form.

IMPORTANT NOTES

- i) Once your registration to the 18th AGM is approved, you will be granted access to join the meeting via Zoom Webinar and to vote remotely on the online voting platform. Your participation in the meeting via Zoom Webinar on the day of the 18th AGM will indicate your presence at the 18th AGM.
- ii) If you require **any assistance** with the registration and/or the Online Remote Voting Facility, please call +6017 – 478 3378 (PLCE Admin) or email to.
- iii) You are encouraged to join the meeting 30mins earlier to familiarise with the meeting platform, Zoom Webinar, if you have no prior experience in using the platform.

RECORD OF DEPOSITORS (“ROD”) FOR THE 18TH AGM

Only shareholders whose names appear on the ROD as at **21 May 2021** shall be entitled to participate or appoint proxy(ies) to participate at the 18th AGM via RPV Facility.

PROXY

- i. The 18th AGM will be conducted on a fully virtual basis. If you are unable to participate in the 18th AGM, you may appoint the Chairman as proxy and indicate the voting instructions in the Proxy Form.
- ii. If you wish to appoint proxy(ies) to participate in the 18th AGM using the RPV Facility, please submit your Proxy Form by uploading to the registration website, or by hand / post to the Company’s Registered Office at 39 Irving Road, 10400 Georgetown, Pulau Pinang, not less than forty-eight (48) hours before the time stipulated for holding the meeting or adjournment thereof, otherwise the Proxy Form shall be treated as invalid.
- iii. The proxy or attorney or authorised representative who has been appointed to participate at the 18th AGM via the RPV Facility must ensure that they receive the link for the meeting as well as for the remote voting.

REVOCAION OF PROXY

If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to participate in the 18th AGM by yourself, please write in to **Pink Label Conferences & Events** at register@ptech.my to revoke the earlier appointed proxy forty-eight (48) hours before the time appointed for holding the 18th AGM.

POLL VOTING

- i. Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all resolutions set out in the Notice of the 18th AGM of the Company shall be put to vote by way of a poll. The Company has appointed Pink Label Conferences & Events as Poll Administrator to conduct the poll by the way of electronic means and Moore Stephens Associates PLT as Independent Scrutineers to verify the poll results.
- ii. The online remote voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman.
- iii. Upon completion of the voting session, the Scrutineers will verify the poll results followed by declaration of results by the Chairman.

RESULTS OF THE VOTING

The results of the voting for all resolutions will be announced at the AGM and on Bursa Malaysia website at www.bursamalaysia.com

PERSONAL DATA PRIVACY

By registering and submitting personal details on <https://ptech.my/register/> to participate and vote remotely at the 18th AGM using the RPV facility, the shareholder/proxy holder representative(s) accepts and agrees to Pink Label Conferences & Events Sdn Bhd personal data privacy terms.