



**KELINGTON GROUP BHD** [Registration No.199901026486 (501386-P)]  
[www.kelington-group.com](http://www.kelington-group.com)  
3 Jalan Astaka U8/83 Seksyen U8 Bukit Jelutong Industrial Park 40150 Shah Alam  
Selangor Darul Ehsan Malaysia  
Tel: 603-7845 5696 Fax: 603-7845 7097

Date: 31 May 2021

**NOTIFICATION TO SHAREHOLDERS ON THE CHANGE OF MODE AND VENUE OF MEETING FOR THE TWENTY FIRST ANNUAL GENERAL MEETING (“21<sup>ST</sup> AGM”) OF KELINGTON GROUP BERHAD (“KELINGTON” OR “THE COMPANY”)**

Dear Shareholders of Kelington Group Berhad,

We refer to the Notice of 21<sup>st</sup> AGM of Kelington issued to you on 30 April 2021 (“Notice”).

Due to the unprecedented circumstances arising from the measures that have been implemented nationally to limit the spread of the COVID-19, the Company will change the mode of the originally planned physical 21<sup>st</sup> AGM to be conducted on a fully virtual basis through live streaming from the Broadcast Venue and online remote voting using the Remote Participation and Voting (“RPV”) Facilities (collectively referred hereinafter as “Virtual 21<sup>st</sup> AGM”) on Tuesday, 15 June 2021 at 10.00 a.m as below:-

<b>Broadcast Venue</b>	: Lot 9-11 Menara Sentral Vista, No. 150 Jalan Sultan Abdul Samad, Brickfields, 50470 Kuala Lumpur
<b>Meeting Platform</b>	: Dvote Online website at <a href="https://Dvote.my">https://Dvote.my</a>

Other than the above changes, the agenda items as stated in the Notice remain unchanged. Hence, a revised Notice and Proxy Form will not be issued.

The Proxy Form which was sent to you for the 21<sup>st</sup> AGM on 30 April 2021 and which is also made available on the Company’s website shall be used for the appointment of proxy. The last date and time for lodging the Proxy Form is on Sunday, 13 June 2021 at 10:00 a.m. All the Proxy Forms submitted prior to this notice shall remain valid and acceptable.

Kindly note that 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 Virtual 21<sup>st</sup> AGM. No shareholders, proxies, corporate/authorised representatives, or attorneys from the public should be physically present or will be admitted at the Broadcast Venue on the day of the Virtual 21<sup>st</sup> AGM.

Please refer to the enclosed Administrative Guide for further details in relation to the registration process and remote participation of the Virtual 21<sup>st</sup> AGM. The administrative guide can be viewed and downloaded from our website at [www.kelington-group.com](http://www.kelington-group.com).

We thank you for your continued support.

Yours faithfully

**Ir. Gan Hung Keng**  
Chairman





**KELINGTON GROUP BHD** [Registration No. 199901026486 (501386-P)]  
[www.kelington-group.com](http://www.kelington-group.com)  
3 Jalan Astaka U8/83 Seksyen U8 Bukit Jelutong Industrial Park 40150 Shah Alam  
Selangor Darul Ehsan Malaysia  
Tel: 603-7845 5696 Fax: 603-7845 7097

## **ADMINISTRATIVE GUIDE FOR THE FULLY VIRTUAL TWENTY-FIRST (21<sup>st</sup>) ANNUAL GENERAL MEETING**

<b>Date</b>	: Tuesday, 15 June 2021
<b>Time</b>	: 10.00 a.m.
<b>Broadcast Venue</b>	: Lot 9-11 Menara Sentral Vista, No 150, Jalan Abdul Samad, Brickfields , 50470 Kuala Lumpur
<b>Meeting Platform</b>	: Dvote Online website at <a href="https://Dvote.my">https://Dvote.my</a>
<b>Depository of Form of Proxy</b>	: (i) <b>In hard copy form</b> To be deposited at the Company's Share Registrar's office at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan; or  (ii) <b>By electronic means</b> To be sent via e-mail to: <a href="mailto:Khairul.Iqram@boardroomlimited.com">Khairul.Iqram@boardroomlimited.com</a> ; or <a href="mailto:BSR.Helpdesk@boardroomlimited.com">BSR.Helpdesk@boardroomlimited.com</a>

### **MODE OF MEETING**

Due to the unprecedented circumstances arising from the measures that have been implemented nationally to limit the spread of the COVID-19, and in particular, the Government of Malaysia's official guidance for practising social distancing, the Company will change the mode of the originally planned physical 21<sup>st</sup> Annual General Meeting ("21<sup>st</sup> AGM") to be conducted on a fully virtual basis through live streaming from the Broadcast Venue and online remote voting using the Remote Participation and Voting ("RPV") Facilities (collectively referred hereinafter as "Virtual 21<sup>st</sup> AGM").

The above decision is made pursuant to Section 327 of the Companies Act 2016 and Paragraph 59 of the Constitution of the Company.

In line with the Malaysian Code on Corporate Governance Practice 12.3, conducting a Virtual 21<sup>st</sup> AGM, would facilitate greater shareholder participation as it facilitates electronic voting and remote shareholders' participation. With the RPV Facilities, you may exercise your right as a member of the Company to participate (including the right to pose questions to the Board of Directors and/or Management of the Company) and vote at the Virtual 21<sup>st</sup> AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the Virtual 21<sup>st</sup> AGM.

## **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. Shareholders or proxies are **not allowed** to be physically present at the Broadcast Venue as the venue is only meant to facilitate the conduct of the Virtual 21<sup>st</sup> AGM. Shareholders or proxies who turn up at the Broadcast Venue would be requested to leave the venue politely.

## **ENTITLEMENT TO PARTICIPATE AND VOTE**

In respect of deposited securities, only members whose names appear in the Record of Depositors on **8 June 2021** (General Meeting Record of Depositors) shall be eligible to participate the Virtual 21<sup>st</sup> AGM or appoint proxy(ies) to participate and/or vote on his/her behalf.

## **FORM(S) OF PROXY**

Shareholders who are unable to participate in our Virtual 21<sup>st</sup> AGM are encouraged to appoint the Chairman of the Meeting as your proxy and indicate the voting instructions in the Form of Proxy.

The appointment of proxy may be made in hard copy or in electronic form. The instrument appointing a proxy must be submitted in the following manners, at least forty-eight (48) hours before the time for holding the meeting or any adjournment thereof:-

- (i) In hard copy form**  
To be deposited at the Company's Share Registrar's office at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan; or
- (ii) By electronic means**  
To be sent via e-mail to:  
[Khairul.lgram@boardroomlimited.com](mailto:Khairul.lgram@boardroomlimited.com); or [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com)

## **REVOCAION OF PROXY**

If you have submitted your Form of Proxy and subsequently decide to appoint another person or wish to participate in the Virtual 21<sup>st</sup> AGM by yourself, please write in to [Khairul.lgram@boardroomlimited.com](mailto:Khairul.lgram@boardroomlimited.com) to revoke the earlier appointed proxy forty-eight (48) hours before the time for holding the meeting or any adjournment thereof.

## VOTING PROCEDURE

The voting at the Virtual 21<sup>st</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad.

The Company has appointed Dvote Services Sdn. Bhd. (“**Dvote**”) as Poll Administrator to conduct the poll by way of electronic voting or online remote voting (“**e-voting**”).

Kindly refer to item no. 2 of the below Dvote Online user guide (Procedure for RPV Facilities) for guidance on how to vote remotely from Dvote Online website at <https://Dvote.my>.

During the Virtual 21<sup>st</sup> AGM , the Chairman of the Meeting will invite the Poll Administrator to brief on the e-Polling housekeeping rules. The voting session will commence as soon as the Chairman of the Meeting calls for the poll to be opened and until such time when the Chairman of the Meeting announces the closure of the poll.

For the purposes of the Virtual 21<sup>st</sup> AGM, e-voting will be carried out via personal smart mobile phones, tablets or personal computers/laptops.

Upon the conclusion of the poll session, the Scrutineers 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.

## DVOTE ONLINE USER GUIDE

Kindly follow the steps below on how to register, request for login ID and password:-

### 1. REMOTE PARTICIPATION AND E-VOTING FACILITIES

Members to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “**Participate**”) remotely at the Virtual 21<sup>st</sup> AGM using RPV Facilities provided by Dvote via its **Dvote Online** website at <https://Dvote.my>. Please refer to Procedure for RPV Facilities.

### 2. PROCEDURES FOR RPV FACILITIES

Member(s)/proxy(ies)/corporate representative(s)/attorney(s) who wish to participate in the Virtual 21<sup>st</sup> AGM remotely using the RPV Facilities are to follow the requirements and procedures as summarised below:

<b>BEFORE MEETING DAY</b>		
<b>A. USER REGISTRATION</b>		
	<b>Procedure</b>	<b>Action</b>
(a)	Sign-up as a user with <b>Dvote Online</b>	<p><i>Note: If you are already a user with Dvote Online, you are not required to sign-up again. You may proceed to sign-in using your email address and password.</i></p> <ul style="list-style-type: none"> <li>• Access the website at <a href="https://Dvote.my">https://Dvote.my</a>.</li> <li>• Click on <b>Sign up</b> to register as a new user with Dvote Online.</li> <li>• Complete registration and upload softcopy of Malaysia Identification card (front and Back) or passport (foreigner(s)).</li> </ul> <p>You will be notified via email once your user registration is accepted/rejected by Dvote Online.</p>
(b)	Register Meeting with <b>Dvote Online</b>	<ul style="list-style-type: none"> <li>• Registration for Remote Participation will remain open from <b>10 June 2021</b> until the commencement of the polling during the Virtual 21<sup>st</sup> AGM.</li> <li>• Login to <a href="https://Dvote.my/user-login">https://Dvote.my/user-login</a> with your user ID (i.e.: email address) and password.</li> <li>• Select event: “<b>Kelington Group Berhad – 21<sup>st</sup> Annual General Meeting</b>” and click <b>Register</b>.</li> <li>• You will receive an email notifying on your registration for the remote participation and verification.</li> <li>• Once your registration has been verified against the Record of Depositors as at 8 June 2021 you will be notified via email whether your request for remote participation is approved/rejected.</li> <li>• If approved, you will receive an invitation email together with the meeting link to “<i>Join Meeting</i>”.</li> </ul>

ON THE DAY OF VIRTUAL 21 <sup>ST</sup> AGM		
	Procedure	Action
(a)	Join the Live Stream Meeting	<ul style="list-style-type: none"> <li>Click on “<b>Join Meeting</b>” link in the invitation email and you will be directed to the live streaming room.</li> <li>You are advised to log in early, at least 20 minutes, before the Meeting time.</li> </ul>
(b)	Post Questions during Live Streaming	<ul style="list-style-type: none"> <li>If you have any question(s) for the Board of Directors, you may use the <b>Post Question</b> box to transmit your question(s).</li> </ul>
(c)	Online Voting during Live Streaming	<ul style="list-style-type: none"> <li>Click on <b>Proceed to Vote</b>, to cast your votes for each resolution(s).</li> <li>Review your casted votes, confirm and submit your votes.</li> </ul>
(d)	End of remote participation	<ul style="list-style-type: none"> <li>Upon the announcement by the Chairman on the closure of the Virtual 21<sup>st</sup> AGM, the live streaming room will end.</li> </ul>

**Notes to users of the RPV Facilities:**

- The quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection at the location of the user and the device of the user.
- Users are advised to afford themselves ample time to complete the log in process in advance of the meeting.
- In the event you encounter any issues with logging-in, connection to live streamed meeting or online voting on the meeting day, kindly call +603-2276 6138 or email to [dvoteservice@gmail.com](mailto:dvoteservice@gmail.com) for assistance.

**3. APPOINTMENT OF PROXY(IES)/ CORPORATE REPRESENTATIVE(S)/ ATTORNEY(S)**

A member who has appointed a proxy(ies)/authorised representative(s)/attorney(s) to participate in the Virtual 21st AGM via RPV Facilities must request his/her proxy(ies)/authorised representative(s)/attorney(s) to register himself/herself for RPV Facilities via Dvote Online website at <https://Dvote.my>.

## **NO DOOR GIFTS OR FOOD VOUCHERS**

There will be no distribution of food vouchers or door gifts during the Virtual 21<sup>st</sup> AGM as the meeting is conducted on a fully virtual basis.

## **NO RECORDING OR PHOTOGRAPHY**

Strictly no recording or photography of the Virtual 21<sup>st</sup> AGM proceedings is allowed.

## **ENQUIRY**

If you have any enquiry(ies) relating to the Administrative Guide for the Fully Virtual 21<sup>st</sup> AGM, RPV Facilities or encounters issues with the pre-registration, log in, steps to connect to live streaming and online voting, please contact Dvote Services Sdn Bhd during office hours from Monday to Friday (except for public holiday):-

**Poll Administrator** : Dvote Services Sdn Bhd  
**Contact Persons** : Ms Sangetha /Mr Hugo  
**Email** : [dvoteservice@gmail.com](mailto:dvoteservice@gmail.com)  
**Contact No :** : 03 2276 6138

If you have any enquiry relating to the meeting or Agenda of 21<sup>st</sup> AGM prior to the AGM, please contact Kelington Corporate Compliance and Integrity Department during office hours from Monday to Friday (except for public holiday):-

**Company** : Kelington Group Berhad  
**Contact Persons** : Ms Ng Mun Yee  
**Email** : [ccid@kelington-group.com](mailto:ccid@kelington-group.com)  
**Contact No :** : 03 7845 5696 / 016 206 2635

As the COVID-19 situation continues to evolve, the Company will closely monitor the situation and reserves the right to take further measures as appropriate and comply with any requirements or recommendation of any government agencies from time to time.

Kindly check the Company's website or announcements from time to time for the latest updates on the status or changes to the Virtual 21<sup>st</sup> AGM's arrangement.

The Company seeks the understanding and cooperation of all Shareholders to minimise the risk of community spread of COVID-19.

The administrative guide can be viewed and downloaded from our Company's website at <https://www.kelington-group.com/investor.php>

