



HSS ENGINEERS BERHAD
Registration No. 201501003232 (1128564-U)
(Incorporated in Malaysia)

**NOTIFICATION TO SHAREHOLDERS FOR THE SIXTH ANNUAL GENERAL MEETING
("6TH AGM")**

Date : Thursday, 10 June 2021
Time : 10.00 a.m.
Meeting venue : Online meeting platform at <https://tjih.online>

Dear valued Shareholders of HSS Engineers Berhad,

The Company refers to revised Guidance Note and Frequently Asked Questions on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia.

In line with the announcement by the Prime Minister's Department on 28 May 2021 in relation to the implementation of a 'total lockdown' beginning from 1 June 2021. The Board of Directors wishes to announce that the fully virtual 6th AGM of the Company will be conducted vide the Remote Participation and Voting ("**RPV**") facilities and vide the online meeting platform at <https://tjih.online> whereby **all** meeting participants including the Chairman of the meeting, board members, senior management and shareholders shall participate virtually in the AGM.

In relation thereto, there will be **no** broadcast venue in the forthcoming 6th AGM.

Save for the above change, the agenda items as stated in the Notice of 6th AGM of the Company duly announced on 10 May 2021 and other details of the 6th AGM remain unchanged. **Hence, no revised Notice and Proxy Form will be issued.**

Please refer to the **revised** Administrative Guide enclosed to this Notification for further details in relation to the registration process and remote participation of the fully virtual 6th AGM of the Company, a copy of the same has been published on our website at <https://www.hssgroup.com.my>.

Should you require any assistance on the RPV facilities, kindly contact our Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd at 03-27839299 or is.enquiry@my.tricorglobal.com.

We thank you for your continued support to HSS Engineers Berhad.

Yours faithfully,

The Board of Directors of
HSS Engineers Berhad

2 June 2021

ADMINISTRATIVE GUIDE FOR THE SIXTH ANNUAL GENERAL MEETING (“6TH AGM) OF HSS ENGINEERS BERHAD

Date : Thursday, 10 June 2021
Time : 10.00 a.m.
Meeting venue : Online meeting platform at <https://tiih.online>

(i) **MODE OF MEETING**

In line with the latest Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia, the 6th AGM of the Company will be conducted on a **fully virtual basis through live streaming vide the online meeting platform at <https://tiih.online>**.

Due to the constant evolving COVID-19 situation in Malaysia, we may be required to change the arrangements of our 6th AGM at short notice. Kindly check the Company’s website or announcements for the latest updates on the status of the 6th AGM. The Company will continue to observe the guidelines issued by the Ministry of Health and will take all relevant precautionary measures as advised.

(ii) **REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)**

Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “**participate**”) remotely at the 6th AGM using RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“**Tricor**”) via its **TIIH Online** website at <https://tiih.online>. Please refer to item (iii) below for the Procedure for RPV.

A shareholder who has appointed a proxy(ies) or attorney(s) or authorised representative(s) to participate at this 6th AGM via RPV must request his/her proxy(ies) or attorney or authorised representative to register himself/herself for RPV at TIIH Online website at <https://tiih.online>. Please refer to item (iii) below for the Procedure for RPV.

As the 6th AGM is a fully virtual AGM, shareholders who are unable to participate in this 6th AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

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(iii) PROCEDURES FOR RPV

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 6th AGM using the RPV facilities:

Before the 6th AGM Day

| Procedure | Action |
|--|--|
| i. Register as a user with TIIH Online | <ul style="list-style-type: none">• Using your computer, access to website at https://tiih.online. Register as a user under the “e-Services” select “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance.• Registration as a user will be approved within one (1) working day and you will be notified via e-mail.• If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online. |
| ii. Submit your request to attend 6 th AGM remotely | <ul style="list-style-type: none">• Registration is open from Tuesday, 11 May 2021 until the day of 6th AGM on Thursday, 10 June 2021. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 6th AGM to ascertain their eligibility to participate the 6th AGM using the RPV.• Login with your user ID (i.e. e-mail address) and password and select the corporate event: (Registration) HSSEB 6th AGM• Read and agree to the Terms & Conditions and confirm the Declaration.• Select “Register for Remote Participation and Voting”.• Review your registration and proceed to register.• System will send an e-mail to notify that your registration for remote participation is received and will be verified.• After verification of your registration against the Record of Depositors as at 4 June 2021, the system will send you an e-mail after 8 June 2021 to approve or reject your registration for remote participation. <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and-registration for the RPV).</i></p> |

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On the 6th AGM Day

| Procedure | Action |
|--|--|
| i. Login to TIIH Online | <ul style="list-style-type: none"> • Login with your user ID and password for remote participation at the 6th AGM at any time from 9.00 a.m. i.e. 1 hour before the commencement of meeting at 10.00 a.m. on Thursday, 10 June 2021 |
| ii. Participate through Live Streaming | <ul style="list-style-type: none"> • Select the corporate event: (Live Stream Meeting) HSSEB 6th AGM to engage in the proceedings of the HSSEB 6th AGM remotely. <p>If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will try to respond to questions submitted by remote participants during the 6th AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</p> |
| iii. Online remote voting | <ul style="list-style-type: none"> • Voting session commences from 10.00 a.m. on Thursday, 10 June 2021 until a time when the Chairman announces the end of the session. • Select the corporate event: (Remote Voting) HSSEB 6th AGM or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box. • Read and agree to the Terms & Conditions and confirm the Declaration. • Select the CDS account that represents your shareholdings. • Indicate your votes for the resolutions that are tabled for voting. • Confirm and submit your votes. |
| iv. End of remote participation | <ul style="list-style-type: none"> • Upon the announcement by the Chairman on the conclusion of the 6th AGM, the Live Streaming will end. |

Note to users of the RPV facilities:

1. Should your registration for RPV be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
2. The quality of live streaming is dependent on the bandwidth and stability of the internet at your location and the device you use.
3. In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803160 for assistance or e-mail to tiih.online@my.tricorglobal.com for assistance.

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(iv) APPOINTMENT OF PROXY OR ATTORNEY OR CORPORATE REPRESENTATIVE

Shareholders who appoint proxy(ies) to participate via RPV at the 6th AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor no later than **Tuesday, 8 June 2021 at 10.00 a.m.**

The appointment of a proxy may be made in a hard copy form or by electronic means in the following manner:

(i) In hard copy form

In the case of an appointment made in hard copy form, the proxy form must be deposited with the Share Registrar of the Company at Tricor Investor & Issuing House Services Sdn. Bhd., Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan.

(ii) By electronic form

The proxy form can be electronically lodged with the Share Registrar of the Company via TIIH Online at <https://tiih.online>. Kindly refer to the item (v) below for the Procedure for Electronic Submission of Proxy Form.

Please ensure ALL the particulars as required in the proxy form are completed, signed and dated accordingly.

Any authority pursuant to which such an appointment is made by a power of attorney must be deposited with the Share Registrar of the Company at Tricor Investor & Issuing House Services Sdn. Bhd., Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan not later than **Tuesday, 8 June 2021 at 10.00 a.m.** to participate via RPV in the 6th AGM. A copy of the power of attorney may be accepted provided that it is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.

For a corporate member who has appointed a representative, please deposit the **ORIGINAL** certificate of appointment with the Share Registrar of the Company at Tricor Investor & Issuing House Services Sdn. Bhd., Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan not later than **Tuesday, 8 June 2021 at 10.00 a.m.** to participate via RPV in the 6th AGM. The certificate of appointment should be executed in the following manner:

- (i) If the corporate member has a common seal, the certificate of appointment should be executed under seal in accordance with the constitution of the corporate member.

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- (ii) If the corporate member does not have a common seal, the certificate of appointment should be affixed with the rubber stamp of the corporate member (if any) and executed by:
- (a) at least two (2) authorised officers, of whom one shall be a director; or
 - (b) any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.

(v) PROCEDURE FOR ELECTRONIC SUBMISSION OF PROXY FORM

| Procedure | Action |
|---|---|
| <u>i. Steps for Individual Shareholders</u> | |
| Register as a User with TIIH Online | <ul style="list-style-type: none"> • Using your computer, please access the website at https://tiih.online. Register as a user under the “e-Services”. Please refer to the tutorial guide posted on the homepage for assistance. • If you are already a user with TIIH Online, you are not required to register again. |
| Proceed with submission of form of proxy | <ul style="list-style-type: none"> • After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password. • Select the corporate event: HSSEB 6th AGM - “Submission of Proxy Form”. • Read and agree to the Terms and Conditions and confirm the Declaration. • Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf. • Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes. • Review and confirm your proxy(ies) appointment. • Print the form of proxy for your record. |
| <u>ii. Steps for corporation or institutional shareholders</u> | |
| Register as a User with TIIH Online | <ul style="list-style-type: none"> • Access TIIH Online at https://tiih.online • Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects “Create Account by Representative of Corporate Holder”. • Complete the registration form and upload the required documents. • Registration will be verified, and you will be notified by email within one (1) to two (2) working days. • Proceed to activate your account with the temporary password given in the email and re-set your own password. <p>Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.</p> |

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| Procedure | Action |
|--|---|
| ii. Steps for corporation or institutional shareholders | |
| Proceed with submission of form of proxy | <ul style="list-style-type: none">• Login to TIIH Online at https://tiih.online• Select the corporate exercise name: “HSSEB 6th AGM - Submission of Proxy Form”• Agree to the Terms & Conditions and Declaration.• Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.• Prepare the file for the appointment of proxies by inserting the required data.• Submit the proxy appointment file.• Login to TIIH Online, select corporate exercise name: “HSSEB 6th AGM - Submission of Proxy Form”.• Proceed to upload the duly completed proxy appointment file.• Select “Submit” to complete your submission.• Print the confirmation report of your submission for your record. |

(vi) POLL VOTING

The voting at the 6th 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 Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting).

Shareholders or proxy(ies) or corporate representative(s) or attorney(s) can proceed to vote on the resolutions at any time from 10 June 2021, 10.00 a.m. but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (iii) of the above Procedures for RPV for guidance on how to vote remotely from TIIH Online website at <https://tiih.online>.

Upon completion of the voting session for the 6th AGM, the Independent Scrutineers will verify the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

(vii) PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Shareholders may submit questions for the Board in advance of the 6th AGM via Tricor’s TIIH Online website at <https://tiih.online> by selecting “e-Services” to login, pose questions and submit electronically no later than **Tuesday, 8 June 2021 at 10.00 a.m.** The Board will endeavor to answer the questions received at the 6th AGM.

(viii) DOOR GIFT/FOOD VOUCHER

There will be no door gifts or food vouchers for attending the 6th AGM.

(ix) NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are strictly prohibited at the 6th AGM.

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(x) ENQUIRY

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn. Bhd.

General Line : +603-2683 9299
Fax Number : +603-2683 9222
Email : is.enquiry@my.tricorglobal.com
Contact persons : Encik Ahmad Syafiq bin Shaharuddin
Encik Zulhafri bin Abdul Rahman