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finarcial statements, Therefore, this term will not be nut forward for voting, Ordinary Resolution 1 - To approve the Directors' Fees and benefits amounting to RMI500,000 for the financial year ended 31 March 2021 and year ending 31 March 2022. The proposed Ordinary Resolution 1 is to facilitate payment of Directors' fees and Directors' benefits calculated based on the number of scheduled Board and Committee meetings for year 2021 and 2022 and assuming that all Directors' fees and Directors' benefits proposed is insufficient (e.g., due to additional be accepted the next Annual General Meeting ("RGM") for additional tees and benefits to meet the schedule General Meeting ("RGM") for additional tees and benefits to meet the shortfall.

The proceeding the party Transactions of a Revenue or resump (Proposed Meaduse) The proposed Resolution 8, if passed, will enable the Company and/or its subsidiaries ("Courp") to enter in to recurrent transactions involving the interest of related parties, which are of a revenue or trading nature and necessary for out in the ordinary course of business at arms (ength basis and on normal commercial terms not more favourable than those generally available to the jubic and not to the detirment of the minority harmolders of the Company. Further information on the Proposed Shareholders (Mandate is set out in the ordinartic advanced set buy 2012).

Unclain to sharenodesis sales (19-August 2021) The Anoroad Breaking and State (19-August 2021) The Anoroad Breaking and State (19-August 2021) The Anoroad Breaking and State (19-August 2021) Meeting (15-MC) held on 2 December 2022, The 55 is in force for a period of five (5) years from the effective date of implementation of the SIS. The Board nov wiskes to seek the approval of shareholders to allocate SIS States to 10% each as described in the Proposed Resolution 9 to Ng Chin Nam, The proposed Resolution 9 is to approve the Proposed Allocation of 155, subject proposed Resolution 9 is to approve the Proposed Allocation of 155, subject Proposed Allocation of SIS is a hore each substate and the Heing Huat Group has implemented for all its engloyees. Ng Chin Nam is eligible to participate in the SIS and is therefore deemed substanted and will continue to abstain from deliberating and voting on any subject matter pertaining to abstain from deliberating and voting on any subject matter pertaining to abstain from voting in respect of their direct and/or indirect shareholdings in the Company, if any, on the resolution pertaining to the Proposed Allocation of SIS to be as abstanted and will continue to abstain from voting in respect of their direct and/or indirect shareholdings in the Company, if any, on the resolution approving the Proposed Allocation of SIS to be tabled at this AGM. Sive as ducbade above, indirect shareholdings in the Company, if any, on the resolution approving the Proposed Allocation of SIS to be tabled at this AGM. Sive as ducbade above, in the any intervet, whether direct and/or property intervet wither pertaintion of the site intervet and the eligible at this AGM. Sive as ducbade above, in the any intervet, whether direct and/or property intervet period in the site intervet. Sistemation and the site intervet and the site and/or property intervet and the period above. In the any intervet, whether direct and/or property intervet and the period above. Sistemation and the si Circular to shareholders dated 19 August 2021 Resolution 9 - Proposed Allocation of SIS Options to Ng Chin Nam The proposed Resolutions 9 is made pursuant to the SIS which had been Defension services and the service provides of the Company based on the Company based on the Company failed with the Company failed with the Company based on the Company failed with the Company based on the Company b



ADMINISTRATIVE GUIDE FOR THE FULLY VIRTUAL 10TH ANNUAL GENERAL MEETING ("10TH AGM")

Day & Date	Friday, 17 September 2021
Time	8.00 a.m.
Online Meeting Platform	Online Meeting Platform via <u>www.agriteum.com.my</u>

REMOTE PARTICIPATION AND VOTING ("RPV") FACILITY

Individual shareholders/proxies/corporate representatives/attorneys are to participate, speak (in the form of real time submission of typed texts) and vote (collectively, "participate") remotely at the 10TH AGM using RPV provided by *AGRITEUM* Share Registration Services Sdn. Bhd. ("*AGRITEUM*") via its website at **www.agriteum.com.my** ("*AGRITEUM*").

Shareholders may use the Q&A platform in Zoom Cloud Meetings App to submit questions in real time during the 10TH AGM. Shareholders may also submit questions to the Board of Directors ("**Board**") prior to the 10TH AGM via the Q&A platform in the **AGRITEUM** Portal from 12.00 p.m. on 8 September 2021 up to 7.30 a.m. on 17 September 2021. If there is time constraint in answering the questions during the 10TH AGM, the responses will be answered through email.

If you wish to submit your questions through the Q&A platform via the **AGRITEUM** Portal, you must first register as a user at the **AGRITEUM** Portal. Thereafter, you may select "My Virtual Meeting" under the Main Menu and click on the Q&A platform to post your question(s).

PROCEDURES FOR RPV FACILITY

Individual shareholders/proxies/corporate representatives/attorneys who wish to participate in the 10TH AGM remotely using the RPV Facility, are to follow the requirements and procedures as summarised below:

Procedures	Action
Before the day of 10 TH AGM	
(i) Register as a user (only applicable to individual)	 Access AGRITEUM Portal at <u>www.agriteum.com.my</u> Click <<login register="">> followed by <<register new="" user="">> to register as a new user.</register></login> Complete the registration by filling up the information required and upload a clear copy of your MyKAD (both front and back page) or Passport. Read and agree to the terms & conditions and thereafter submit your registration. Please enter a valid email address in order for you to receive the verification email from the AGRITEUM Portal. Please verify your email address before the link expire in one (1) hour from your registration. Your registration will be verified and approved by the AGRITEUM Portal. Once approved, an email notification will be sent to you.

(ii) Submit your Question	• You may pre-submit your questions using the <i>AGRITEUM</i> Portal from 12.00 p.m. on 8 September 2021 up to 7.30 a.m. on 17 September 2021.	
On the day of 10 TH AGM (17/09/2021)		
(iii) Login to AGRITEUM Portal at <u>www.agriteum.com.my</u>	 Login with your user ID and password for remote participation at the 10TH AGM at any time from 7.30 a.m. i.e. 30 minutes before the commencement of the 10TH AGM on Friday, 17 September 2021 at 8.00 a.m. If you have forgotten your password, you can reset it by clicking on "Forgot Password". 	
(iv)Participate through Live Streaming	 Select the "Virtual Meeting" from main menu. Click <<join meeting="">> in order to join the live streaming of the 10TH AGM.</join> If you have any question(s) during the 10TH AGM, you may use the Q&A platform in Zoom Cloud Meetings App to submit your question(s). The Chairman of the 10TH AGM ("Chairman") / Board / Management will try to respond to all relevant questions submitted during the 10TH AGM. If there is time constraint in answering the questions during the 10TH AGM, the responses will be answered through email. If you are using a smartphone to participate in the 10TH AGM, please download Zoom Cloud Meetings App from the Google Play Store or App Store before the 10TH AGM. Please take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location. 	
(v) Online remote voting	 Please select the <<voting>> option located next to <<join meeting="">> to indicate your votes for the resolutions that are tabled for voting.</join></voting> Voting session will commence once the Chairman of the 10TH AGM declares that the voting platform is activated. The voting session will end upon declaration by the Chairman. Please cast your vote on all resolutions as appeared on the screen and submit your votes. Once submitted, your votes will be final and cannot be changed. 	
(vi) End of RPV Facility	• The RPV Facility will end and the Q&A platform will be disabled the moment the Chairman announces the closure of the 10 TH AGM.	

Notes to users of the RPV Facility:

- (a) Should your registration as user be approved and you are a shareholder/proxyholder/corporate representative to join the 10TH AGM, we will make available to you the rights to join the live-streamed 10TH AGM and to vote remotely using the RPV Facility. Your login to the **AGRITEUM** Portal on the day of the 10TH AGM will indicate your presence at the 10TH AGM.
- (b) If you encounter any issue with your online registration at the **AGRITEUM** Portal, please call +604-2282 321 or email to <u>agriteumsrs@gmail.com</u> for assistance.

NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are strictly prohibited at the 10TH AGM.

RECORD OF DEPOSITORS ("ROD") FOR THE 10TH AGM

Only shareholders whose names appear on the ROD as at 7 September 2021 shall be entitled to participate or appoint proxy(ies) to participate at the 10TH AGM via the RPV Facility.

PROXY

- 1. The 10TH AGM will be conducted on a fully virtual basis. If you are unable to participate the 10TH AGM, you may appoint the Chairman as proxy and indicate the voting instructions in the Form of Proxy.
- 2. If you wish to appoint proxy(ies) to participate in the 10TH AGM using the RPV Facility, the Form of Proxy must be

completed and deposited at the Company registered office at 51-8-A Menara BHL, Jalan Sultan Ahmad Shah, 10050 George Town, Pulau Pinang, Malaysia or by fax at 04-373 6615 or email to <u>enquiry@braxton.com.my</u>, not less than twenty-four (24) hours before the time fixed for holding the 10TH AGM. Please refer to Form of Proxy for the details.

Shareholders who have appointed a proxy or attorney or authorised representative to participate at the 10TH AGM via the RPV Facility must ensure that his/her proxy or attorney or authorised representative register himself/herself at the *AGRITEUM* Portal prior to the 10TH AGM.

REVOCATION OF PROXY

If you have submitted your Form of Proxy and subsequently decide to appoint another person or wish to participate in the 10TH AGM by yourself, please write in to *AGRITEUM* Share Registration Services Sdn Bhd not less than twenty-four (24) hours before the time fixed for holding the 10TH AGM to revoke the earlier appointed proxy.

POLL VOTING

- Pursuant to Paragraph 8.31A(1) of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad ("Bursa Securities"), all resolutions set out in the Notice of the 10TH AGM of the Company shall be put to vote by way of a poll. The Company has appointed AGRITEUM Share Registration Services Sdn Bhd as Poll Administrator to conduct the poll by way of electronic means and Symphony Merchant Sdn Bhd as Independent Scrutineers to verify the poll results.
- 2. 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. Please refer to item (v) for the online remote voting procedures using the RPV Facility.
- 3. Upon completion of the voting session, the Independent Scrutineers will verify the poll results followed by the declaration of results by the Chairman.

Please note that it is your responsibility to ensure the stability of your internet connectivity throughout the 10TH AGM as the quality of the live webcast and online remote voting are dependent on your internet bandwidth and stability of your internet connection.

RESULTS OF THE VOTING

The results of the voting for all resolutions will be announced at the 10TH AGM and on Bursa Securities website at <u>www.bursamalaysia.com</u>.

NO DOOR GIFT

There will be **NO** door gift to be provided for participating at the 10TH AGM.

ENQUIRY

If you have any enquiry relating to the 10TH AGM, please contact any of the following persons during office hours from 9.00 a.m. to 5.00 p.m. on Monday to Friday:

AGRITEUM Share Registration Services Sdn Bhd

2nd Floor, Wisma Penang Garden, 42 Jalan Sultan Ahmad Shah,

10050 George Town, Pulau Pinang, MalaysiaTelephone Number :604-228 2321Fax Number :604-227 2391Email :agriteumsrs@gmail.comContact persons :Ms HY Ng or Ms LP Chin

PERSONAL DATA PRIVACY

By lodging and subscribe for a user account with *AGRITEUM* Portal to participate and vote remotely at the 10TH AGM using the RPV Facility, the shareholder/proxy holder/representative(s) accepts and agrees to the personal data privacy terms.