

# NOTICE OF 49<sup>th</sup> ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the Forty-Ninth ("49<sup>th</sup>") Annual General Meeting ("AGM") of KUMPULAN FIMA BERHAD ("KFima" and/or "the Company") will be conducted fully virtual through an online meeting platform at <https://meeting.boardroomlimited.my> (domain registration number with MYNIC:D6A357657) provided by Boardroom Share Registrars Sdn Bhd in Malaysia on Tuesday, 21 September 2021 at 3.00 p.m. for the following purposes:

## ORDINARY BUSINESS

- |    |   |                               |
|----|---|-------------------------------|
| 1. | To receive the Audited Financial Statements of the Company for the financial year ended 31 March 2021 and the Directors' and Auditors' Reports thereon.   | <b>Please refer to Note A</b> |
| 2. | To re-elect the following Directors who retire by rotation in accordance with Article 102 of the Company's Constitution and who, being eligible, offer themselves for re-election:                  |                               |
|    | (i) Dato' Idris bin Kechot  | <b>Resolution 1</b>           |
|    | (ii) Dato' Rosman bin Abdullah  | <b>Resolution 2</b>           |
| 3. | To approve the payment of Directors' fees for the Non-Executive Directors of the Company for the ensuing financial year.  | <b>Resolution 3</b>           |
| 4. | To approve the payment of Directors' fees for the Non-Executive Directors who sit on the Boards of subsidiary companies from 22 September 2021 until the conclusion of the next AGM of the Company. | <b>Resolution 4</b>           |
| 5. | To approve the payment of Directors' remuneration (excluding Directors' fees) to the Non-Executive Directors from 22 September 2021 until the conclusion of the next AGM of the Company.            | <b>Resolution 5</b>           |
| 6. | To re-appoint Messrs. Ernst & Young PLT as Auditors of the Company and to authorise the Directors to fix their remuneration.  | <b>Resolution 6</b>           |

## SPECIAL BUSINESS

To consider, and if thought fit, to pass the following resolutions:

- |           |  |                     |
|-----------|--|---------------------|
| <b>7.</b> | <b>PROPOSED RENEWAL OF SHAREHOLDERS' MANDATE FOR RECURRENT RELATED PARTY TRANSACTIONS OF A REVENUE OR TRADING NATURE</b> | <b>Resolution 7</b> |
|-----------|--|---------------------|

"THAT pursuant to Paragraph 10.09 of Bursa Malaysia Securities Berhad ("Bursa") Main Market Listing Requirements ("Listing Requirements"), approval be and is hereby given for the Company and/or its subsidiaries to enter into recurrent related party transactions of a revenue or trading nature as set out in Section 2.4 Part A of the Company's Circular/ Statement to Shareholders dated 27 August 2021 which are necessary for the day-to-day operations of the Company and/or its subsidiaries provided that such transactions are entered into in the ordinary course of business of the Company and/or its subsidiaries, are carried out on terms not more favourable to the related party than those generally available to the public and are not detrimental to the minority shareholders of the Company.

THAT such approval shall continue to be in full force and effect until:

- (i) the conclusion of the next AGM of the Company at which time the authority will lapse, unless the authority is renewed by a resolution passed at such general meeting; or
- (ii) the expiration of the period within which the Company's next AGM is required to be held under Section 340(1) of the Companies Act, 2016 ("the Act") (but shall not extend to such extension as may be allowed under Section 340(4) of the Act); or

- (iii) revoked or varied by resolution passed by the shareholders of the Company at a general meeting,

whichever is the earlier;

AND THAT the Board of Directors of the Company be and is hereby empowered and authorised to complete and do all such acts and things (including executing such documents under the common seal in accordance with the provisions of the Company's Constitution, as may be required) as they may consider expedient or necessary to give effect to the proposed mandate."

## **8. PROPOSED RENEWAL OF THE AUTHORITY FOR SHARES BUY-BACK**

## **Resolution 8**

"THAT subject to compliance with the Act, the Bursa Listing Requirements, provisions of the Company's Constitution, and all other applicable laws, guidelines, rules and regulations, approval and authority be and are hereby given to the Directors of the Company, to the extent permitted by law, to purchase such number of ordinary shares in KFima ("KFima Shares") as may be determined by the Directors from time to time through Bursa upon such terms and conditions as the Directors may deem fit, necessary and expedient in the interest of the Company, provided that:

- (i) the maximum aggregate number of KFima Shares which may be purchased and/or held by the Company shall not exceed 10% of the issued and paid-up share capital of the Company at any time; and
- (ii) the maximum funds to be allocated by the Company for the purpose of purchasing its own shares shall not exceed the total retained profits of the Company for the time being.

THAT the Directors be and are hereby authorised to deal with the KFima Shares so purchased at their discretion, in the following manner:

- (i) cancel the KFima Shares so purchased; or
- (ii) retain the KFima Shares so purchased as treasury shares which may be dealt with in accordance with Section 127(7) of the Act; or
- (iii) retain part of the KFima Shares so purchased as treasury shares and cancel the remainder of the KFima Shares,

or in any other manner as may be prescribed by the Act, all applicable laws, regulations and guidelines applied from time to time by Bursa and/or other relevant authority for the time being in force and that the authority to deal with the purchased KFima Shares shall continue to be valid until all the purchased KFima Shares have been dealt with by the Directors of the Company;

THAT the authority conferred by this resolution shall be effective immediately upon the passing of this resolution and shall continue to be in force until:

- (i) the conclusion of the next AGM of the Company, at which time it shall lapse, unless by ordinary resolution passed at that meeting, the authority is renewed, either unconditionally or subject to conditions; or
- (ii) the expiration of the period within which the next AGM of the Company is required by law to be held; or
- (iii) revoked or varied by ordinary resolution passed by the shareholders of the Company in a general meeting,

whichever occurs first but not so as to prejudice the completion of purchase(s) by the Company before the aforesaid expiry date and, in any event, in accordance with the provisions of the Bursa Listing Requirements or any other relevant authorities;

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AND FURTHER THAT the Board be and is hereby authorised to do all such acts and things and to take all such steps as they deem fit, necessary, expedient and/or appropriate in order to complete and give full effect to the purchase by the Company of its own shares with full powers to assent to any condition, modification, variation and/or amendment as may be required or imposed by the relevant authorities.”

9. To transact any other business of which due notice shall have been given in accordance with the Act and the Company's Constitution.

### BY ORDER OF THE BOARD

#### JASMIN BINTI HOOD

(SSM PC No. 201908001455) (LS 0009071)

#### FADZIL BIN AZAHA

(SSM PC No. 201908001530) (CA 20995)

Company Secretaries

Kuala Lumpur  
27 August 2021

### (I) Note A

The Audited Financial Statements is for discussion only as it does not require shareholders' approval pursuant to the provision of Section 340(1)(a) of the Act. Hence, it is not put forward for voting.

### (II) Resolutions 1 and 2

Article 102 of the Company's Constitution provides that one-third (1/3) of the Directors of the Company for the time being shall retire by rotation at an AGM of the Company provided always that all Directors shall retire from office at least once in every three (3) years, but shall be eligible for re-election at the AGM. A Director retiring at a meeting shall retain office until the close of the meeting whether adjourned or not.

The Board has endorsed that the Directors who retire in accordance with Article 102 of the Company's Constitution are eligible to stand for re-election.

The profiles of the retiring Directors are set out in Our Board of Directors section of the Company's Annual Report 2021.

### (III) Resolutions 3, 4 and 5

Section 230(1) of the Act provides, among others, that the fees of the directors and any benefits payable to the directors of a listed company and its subsidiaries shall be approved at a general meeting. In this respect, the Board has agreed that shareholders' approval shall be sought at the 49<sup>th</sup>

AGM of the Company on the following payments to Directors in three (3) separate resolutions as below:

- **Resolution 3** on payment of Directors' fees for the ensuing financial year.
- **Resolution 4** on payment of Directors' fees for the Non-Executive Directors ("NEDs") who sit on the Board of Directors of subsidiary companies from 22 September 2021 until the conclusion of the next AGM of the Company.
- **Resolution 5** on payment of Directors' remuneration from 22 September 2021 until the conclusion of the next AGM of the Company.

Ordinary Resolutions 3, 4 and 5 comprise fees, allowances and other benefits payable to the Non-Executive Chairman, NEDs and Board Committees, including fees and allowances payable to them by the subsidiaries. Payment of the said fees, allowances and other benefits referred to herein will be made by the Company as and when incurred.

Other fees payable to the NEDs remain unchanged. The Group Managing Director does not receive any Directors' fees and meeting allowances.

### Company

		Fee (per annum)	Meeting Allowance (per meeting)	Benefits
<b>Board</b>	Chairman	RM90,000	RM2,000	Medical coverage and other claimable benefits
	Member	RM60,000	RM2,000	
<b>Committees</b>	Chairman of Audit and Risk Committee	RM15,000	RM2,000	N/A
	Member of Audit and Risk Committee	RM10,000	RM2,000	N/A
	Member of Nomination and Remuneration Committee	N/A	RM2,000	N/A
	Member of Group Sustainability Committee	N/A	RM2,000	N/A
	Member of Risk Steering Committee	N/A	RM2,000	N/A
	Member of Ad Hoc Committee	N/A	RM2,000	N/A

## Subsidiaries

Subsidiary	Position Held	Fee Type	Amount
International Food Corporation Limited	Chairman	Director's fee per annum	RM18,000
		Meeting allowance per meeting	RM1,000
Fima Bulking Services Berhad	Chairman	Director's fee per annum	RM18,000
		Meeting allowance per meeting	RM1,000

In determining the estimated amount of remuneration payable for the NEDs, various factors, including the number of scheduled meetings of the Board, Board Committees and Board of subsidiaries as well as the number of NEDs involved in these meetings were considered.

### (IV) Resolution 6

The Board had at its meeting held on 24 May 2021 approved the recommendation by the Audit and Risk Committee on the re-appointment of Messrs. Ernst & Young PLT as Auditors of the Company.

### (V) Explanatory Notes on Special Business

#### (a) Resolution 7

The proposed Ordinary Resolution 7, if passed, will empower the Company and/or its subsidiaries ("the Group") to enter into recurrent related party transactions of a revenue or trading nature which are necessary for the Group's day-to-day operations, subject to the transactions being carried out in the ordinary course of business on terms not more favourable to the related parties than those generally available to the public and are not detrimental to the minority shareholders of the Company.

Further information on the Proposed Renewal of Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature is set out in Part A of the Circular/Statement to Shareholders dated 27 August 2021 which is available under the 'Investors' section of the Company's website.

#### (b) Resolution 8

The proposed Ordinary Resolution 8, if passed, will renew the authority granted by the shareholders at the last AGM. The renewed authority will allow the Company to purchase its own shares of up to 10% of its prevailing ordinary issued and paid-up share capital at any time. The renewed authority, unless revoked or varied by ordinary resolution passed by the shareholders of the Company in a general meeting, will expire at the conclusion of the next AGM of the Company or the expiration of the period within which the next

AGM is required by law to be held, whichever occurs first.

Further information on the Proposed Renewal of Shares Buy-Back Authority is set out in Part B of the Circular/Statement to Shareholders dated 27 August 2021 which is available on the 'Investors' section of the Company's website.

### Notes:

#### A. Fully Virtual AGM

- The 49<sup>th</sup> AGM of the Company will be conducted on a fully virtual basis where members are only allowed to participate remotely through live streaming and online remote voting via Remote Participation and Electronic Voting ("RPEV") facilities via online meeting platform available at <https://meeting.boardroomlimited.my> (domain registration number with MYNIC: D6A357657) provided by Boardroom Share Registrars Sdn Bhd in Malaysia.

Kindly refer to the procedures provided in the Administrative Guide for the 49<sup>th</sup> AGM in order to register, participate, speak and vote remotely via RPEV facilities.

- The online meeting platform which is the main venue of the 49<sup>th</sup> AGM is strictly for the purpose of complying with Section 327(2) of the Act that requires the main venue of a company's general meeting to be in Malaysia and the chairperson to be present at that main venue of the meeting.
- The conduct of a fully virtual 49<sup>th</sup> AGM is in line with the Guidance Note and Frequently Asked Questions (Revised Guidance Note and FAQ) issued by the Securities Commission Malaysia on 16 July 2021.

#### B. Appointment of Proxy(ies)

- Only members whose names appear in the General Meeting Record of Depositors as at 14 September 2021 shall be entitled to participate, speak and vote at the 49<sup>th</sup> AGM or appoint proxy(ies) to participate and/or vote on their behalf.
- A member of the Company who is entitled to participate and vote at the 49<sup>th</sup> AGM, may appoint up to 2 proxies by specifying the proportion of his shareholding to be represented by each proxy. A proxy may not be a member of the Company.
- Where a member of the Company is an exempt authorised nominee which holds ordinary shares in the Company for the multiple beneficial owners in one (1) securities account ("omnibus account"), there is no limit to the number of proxies

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which the exempt authorised nominee may appoint in respect of each omnibus account it holds.

Administrative Guide for the 49<sup>th</sup> AGM on the procedures for electronic lodgement of proxy form.

4. The instrument appointing a proxy (proxy form) may be made in a hard copy form or by electronic means in the following manner and must be deposited to the Company's share registrar, Boardroom Share Registrars Sdn Bhd, not less than 48 hours before the time appointed for holding the 49<sup>th</sup> AGM or adjournment thereof:
  - (a) In hard copy form

The proxy form must be deposited at the Company's share registrar's office situated at 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan. Boardroom Share Registrars Sdn Bhd will provide a box at the ground floor of its office building to facilitate drop-off of proxy forms.
  - (b) By electronic means

The proxy form can also be lodged electronically through Boardroom Smart Investor Online Portal at <https://investor.boardroomlimited.com>. Kindly refer to the
5. If the appointer is a corporation, the proxy form or certificate of appointment of corporate representative must be deposited by hand or post to Boardroom Share Registrars Sdn Bhd not less than 48 hours before the time of holding the meeting or adjournment thereof. Alternatively, the proxy form or certificate of appointment of corporate representative may also be sent to Boardroom Share Registrars Sdn Bhd via email at [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com).
6. If you have submitted your proxy form prior to the 49<sup>th</sup> AGM and subsequently, decide to participate in the 49<sup>th</sup> AGM yourself, please write in to [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) to revoke the appointment of your proxy(ies) 48 hours before the 49<sup>th</sup> AGM. Your proxy(ies) on revocation will not be allowed to participate in the 49<sup>th</sup> AGM. In such event, you should advise your proxy(ies) accordingly.
7. The voting at the 49<sup>th</sup> AGM will be conducted on a poll. The Company will appoint independent scrutineers to verify the poll results.

## STATEMENT ACCOMPANYING NOTICE OF ANNUAL GENERAL MEETING

1. The Directors who are retiring pursuant to Article 102 of the Company's Constitution and seeking re-election are:
  - a. Dato' Idris bin Kechot
  - b. Dato' Rosman bin Abdullah

The profiles of the above Directors are set out in Our Board of Directors section of this Annual Report.

# ADMINISTRATIVE GUIDE FOR THE 49<sup>th</sup> AGM



<b>Meeting Day and Date</b>	: Tuesday, 21 September 2021
<b>Commencement of Meeting</b>	: 3.00 p.m.
<b>Venue</b>	: Online Meeting Platform provided by Boardroom Share Registrars Sdn Bhd in Malaysia
<b>Online Meeting Platform</b>	: <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a> (domain registration number with MYNIC: D6A357657)

## 1. Fully Virtual 49<sup>th</sup> Annual General Meeting ("49<sup>th</sup> AGM")

- 1.1 In line with the Government's directive and Securities Commission Malaysia's revised Guidance Note and FAQs on the conduct of general meetings for listed issuers to curb the spread of the Covid-19, the 49<sup>th</sup> AGM of the Company will be conducted fully virtual and entirely via RPEV facilities.
- 1.2 Shareholders can participate in our 49<sup>th</sup> AGM via online meeting platform at <https://meeting.boardroomlimited.my> (domain registration number with MYNIC: D6A357657) by registering online via the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com>.
- 1.3 With the RPEV facilities, you may exercise your right as a shareholder of the Company to participate and pose questions to the Board and vote at the 49<sup>th</sup> AGM, safely from your home.
- 1.4 Kindly ensure that the stability of the internet connectivity throughout the 49<sup>th</sup> AGM proceedings is maintained as the quality of the live webcast and online remote voting are dependent on the bandwidth and stability of the internet connection of the participants.
- 1.5 Due to the constantly evolving Covid-19 situation in Malaysia, the Company may be required to change the arrangements of the 49<sup>th</sup> AGM at short notice. Kindly check the Company's website or announcements for the latest updates on the status of the 49<sup>th</sup> AGM. The Company will continue to observe the guidelines issued by the Ministry of Health and will take all relevant precautionary measures as advised.
- 1.6 No recording or photography of the meeting proceedings is allowed.

## 2. Entitlement to Participate and Vote

- 2.1 Only members whose names appear in the General Meeting Record of Depositors as at 14 September 2021 shall be entitled to participate in the 49<sup>th</sup> AGM or appoint proxies to register and vote on their behalf by returning the proxy form which is enclosed in the Company's Annual Report 2021 and can also be downloaded from [www.fima.com.my/agm.html](http://www.fima.com.my/agm.html).

## 3. Lodgement of Proxy Form

- 3.1 If you are unable to participate in the 49<sup>th</sup> AGM and wish to appoint the Chairman of the meeting as your proxy to vote on your behalf, please deposit your proxy form at the Share Registrar's office, Boardroom Share Registrars Sdn Bhd ("Boardroom Share Registrars"), 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan not less than 48 hours before the time of holding the meeting or adjournment thereof. Any alteration to the proxy form must be initialled.
- 3.2 Boardroom Share Registrars will also provide a box at the ground floor of its office building to facilitate drop-off of proxy forms.
- 3.3 The proxy appointment may also be lodged electronically via Boardroom Smart Investor Online Portal at <https://investor.boardroomlimited.com> which is free and available to all individual shareholders, not less than 48 hours before the time of holding the 49<sup>th</sup> AGM or no later than 3.00 p.m. on 19 September 2021 in accordance with the steps provided on page 8 of this Annual Report.

## Administrative Guide for The 49<sup>th</sup> AGM

### Step 1 – Register Online with Boardroom Smart Investor Portal (for first time registration only)

*Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 on eProxy Lodgement.*

- a. Access website  
<https://investor.boardroomlimited.com>
- b. Click <<Login>> and click <<Register>> to sign up as a user.
- c. Complete registration and upload softcopy of MyKad/Identification Card (front and back in JPG/PNG/PDF format only) or Passport (in JPG/PNG/PDF format only).
- d. Please enter a valid email address and wait for Boardroom Share Registrars' email verification.
- e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

### Step 2 – eProxy Lodgement

- a. Login to  
<https://investor.boardroomlimited.com> using your user ID and password above.
- b. Select "KUMPULAN FIMA BERHAD 49<sup>TH</sup> AGM" from the list of Corporate Meeting and click "Enter".
- c. Click "Submit eProxy Form".
- d. Read and accept the general terms and conditions and enter your CDS account number to appoint proxy and insert proxy details and voting instructions.

- 3.4 If you wish to participate in the 49<sup>th</sup> AGM yourself, please do not submit any proxy form for the 49<sup>th</sup> AGM. You will not be allowed to participate in the 49<sup>th</sup> AGM together with a proxy appointed by you.
- 3.5 If you have submitted your proxy form prior to the 49<sup>th</sup> AGM and subsequently, decide to participate in the 49<sup>th</sup> AGM yourself, please write in to [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) to revoke the appointment of your proxy(ies) 48 hours before the 49<sup>th</sup> AGM. Your proxy(ies), on revocation will not be allowed to participate in the 49<sup>th</sup> AGM. In such event, you should advise your proxy(ies) accordingly.

## 4. Corporate Shareholders

- 4.1 Corporate shareholders who require their corporate representative to participate and vote at the 49<sup>th</sup> AGM must deposit their proxy form or certificate of appointment of corporate representative to the Boardroom Share Registrars' office not less than 48 hours before the time of holding the 49<sup>th</sup> AGM. Alternatively, the proxy form or certificate of appointment of corporate representative may also be sent to Boardroom Share Registrars via email at [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com).

## 5. Voting Procedures

- 5.1 The voting will be conducted by poll in accordance with Paragraph 8.29A of the Bursa Listing Requirements.
- 5.2 The Company has appointed Boardroom Share Registrars as the Poll Administrator to conduct the poll by way of electronic voting ("e-Voting") and Boardroom Corporate Services Sdn Bhd as Scrutineers to verify the poll results.
- 5.3 During the 49<sup>th</sup> AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules. The 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.
- 5.4 For the purpose of the 49<sup>th</sup> AGM, e-Voting will be carried out using personal smart mobile phones, tablets, personal computers or laptops.
- 5.5 The Scrutineers will verify the poll result reports upon the closing of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether the resolutions put to vote were successfully carried or not.

## 6. Remote Participation and Electronic Voting

- 6.1 Please note that all members, including (i) individual members; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees, shall use the RPEV facilities to participate and vote remotely at the 49<sup>th</sup> AGM.
- 6.2 If you wish to participate in the 49<sup>th</sup> AGM, you will be able to view a live webcast of the 49<sup>th</sup> AGM, ask questions and submit your votes in real time while the 49<sup>th</sup> AGM is in progress.
- 6.3 Kindly follow the steps below on how to request a login ID and password, and how to use the RPEV facilities:

**BEFORE 49<sup>th</sup> AGM**

Procedures	Actions
<p>1. Register Online with Boardroom Smart Investor Portal (for first time registration only)</p> <p><i>Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 – Submit Request for Remote Participation User ID and Password.</i></p>	<p>a. Access website <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a>.</p> <p>b. Click &lt;&lt;Login&gt;&gt; and click &lt;&lt;Register&gt;&gt; to sign up as a user.</p> <p>c. Complete registration and upload softcopy of MyKad/Identification Card (front and back in JPG/PNG/PDF format only) or Passport (in JPG/PNG/PDF format only).</p> <p>d. Please enter a valid email address and wait for Boardroom Share Registrars' email verification.</p> <p>e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.</p>
<p>2. Submit Request for Remote Participation User ID and Password</p> <p><i>Note: Registration for remote access will be open on 27 August 2021. Please note that the <b>closing time to submit your request</b> is not less than 48 hours before the time of holding the 49<sup>th</sup> AGM or no later than 3.00 p.m. on 19 September 2021.</i></p>	<p><b>Individual Members</b></p> <ul style="list-style-type: none"> <li>• Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password.</li> <li>• Select "KUMPULAN FIMA BERHAD 49<sup>TH</sup> AGM" from the list of Corporate Meeting and click "Enter".</li> <li>• Click "Register for RPEV".</li> <li>• Read and accept the general terms and conditions and enter your CDS account number to submit your request.</li> </ul> <p><b>Corporate Members</b></p> <ul style="list-style-type: none"> <li>• Write in to <a href="mailto:BSR.Helpdesk@boardroomlimited.com">BSR.Helpdesk@boardroomlimited.com</a> by providing the name of member and CDS account number together with the certificate of appointment of corporate representative or proxy form to submit the request.</li> <li>• Please provide a copy of the Corporate Representative's MyKad/Identification Card (front and back in JPG/PNG/PDF format only) or Passport (in JPG/PNG/PDF format only), as well as his/her email address.</li> </ul> <p><b>Authorised Nominees and Exempt Authorised Nominees</b></p> <ul style="list-style-type: none"> <li>• Write in to <a href="mailto:BSR.Helpdesk@boardroomlimited.com">BSR.Helpdesk@boardroomlimited.com</a> by providing the name of member and CDS account number together with the proxy form to submit the request.</li> <li>• Please provide a copy of the proxy holder's MyKad/Identification Card (front and back in JPG/PNG/PDF format only) or Passport (in JPG/PNG/PDF format only), as well as his/her email address.</li> </ul>
<p>3. Email Notification</p>	<p>a. You will receive a notification from Boardroom Share Registrars that your request has been received and is being verified.</p> <p>b. Upon system verification against the General Meeting Record of Depositors as at 14 September 2021, you will receive an email from Boardroom Share Registrars either approving or rejecting your registration for remote participation.</p> <p>c. If your registration is approved, you will receive your remote access user ID and password in the same email from Boardroom Share Registrars.</p>



## Administrative Guide for The 49<sup>th</sup> AGM

ON THE DAY OF THE 49 <sup>th</sup> AGM	
Procedures	Actions
1. Login to Online Meeting Platform	a. The Online Meeting Platform will be open for login 1 hour before the commencement of the 49 <sup>th</sup> AGM at 2.00 p.m. on 21 September 2021. b. The Online Meeting Platform can be accessed via one of the following: <ul style="list-style-type: none"> <li>• scan the QR Code provided in the email notification after successful registration; or</li> <li>• navigate to the website at <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a> (domain registration number with MYNIC: D6A357657).</li> </ul> c. Enter the meeting ID number and sign in with the user ID and password provided in the confirmation email from Boardroom Share Registrars.
2. Participate  <i>Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition.</i>	a. If you would like to view the live webcast, select the broadcast icon. b. If you would like to ask a question during the 49 <sup>th</sup> AGM, select the messaging icon. c. Type your message within the chat box, click the send button once completed. d. The Chairman/Board of Directors will endeavour to respond to questions submitted by the shareholders/proxies regarding the resolutions to be tabled at the 49 <sup>th</sup> AGM, as well as the Company's financial performance/prospects.
3. Voting	a. Once the 49 <sup>th</sup> AGM is open for voting, the polling icon will appear with the resolutions and your voting choices. b. To vote, simply select your voting direction from the options provided. c. A confirmation message will appear to show your vote has been received. d. To change your vote, simply select another voting direction. e. If you wish to cancel your vote, please press "Cancel".
4. End of Participation	a. Upon the announcement by the Chairman on the closure of the 49 <sup>th</sup> AGM, the live webcast will end and the messaging window will be disabled. b. You can now logout from the meeting platform.

## 7. No Door Gifts

7.1 There will be no distribution of door gifts or vouchers for participation at this 49<sup>th</sup> AGM.

## 8. Enquiries

8.1 The Company welcomes questions and views from shareholders on the 49<sup>th</sup> AGM resolutions and Annual Report 2021 to be raised at the 49<sup>th</sup> AGM. Please submit your questions(s) via Boardroom Share Registrars' website at <https://investor.boardroomlimited.com> using the same user ID and password provided in Step 2 – eProxy Lodgement and select "SUBMIT QUESTION" to pose questions commencing from 27 August 2021 and in any event no later than 3.00 p.m. on Tuesday, 14 September 2021. We will endeavour to provide responses to the queries during the 49<sup>th</sup> AGM session.

8.2 If you have any enquiry prior to the 49<sup>th</sup> AGM or if you wish to request for technical assistance to participate in the fully virtual meeting, please contact Boardroom Share Registrars during office hours on Monday to Friday from 9.00 a.m. to 5.00 p.m. (except on Public Holidays):

Boardroom Share Registrars Sdn Bhd  
(Registration No. 199601006647/378993-D)  
11<sup>th</sup> Floor, Menara Symphony  
No. 5, Jalan Prof. Khoo Kay Kim  
Seksyen 13, 46200 Petaling Jaya  
Selangor Darul Ehsan

General Line : 03-7890 4700  
Fax No. : 03-7890 4670  
Email : BSR.Helpdesk@boardroomlimited.com

Members are reminded to monitor the Company's website and announcements for any changes to the arrangements of the 49<sup>th</sup> AGM.

### Annual Report 2021

We strongly encourage you to download the digital versions of the documents to reduce the carbon footprints associated with their production and delivery. The Annual Report 2021 and Corporate Governance Report 2021 can be downloaded from the Company's website. Please access the online softcopy through your device by scanning this QR code.

