

# NOTICE OF THIRTIETH ANNUAL GENERAL MEETING

**NOTICE IS HEREBY GIVEN THAT** the Thirtieth Annual General Meeting of Mah Sing Group Berhad (“**Mah Sing**” or “**Company**”) will be conducted fully virtually through live streaming and online remote participation via online meeting platform stated below for the following purposes:

Day and Date	: Thursday, 30 June 2022
Time	: 10.00 a.m.
Meeting Venue	: Online Meeting Platform provided by Tricor Investor & Issuing House Services Sdn Bhd in Malaysia
Meeting Platform	: TIIH Online website at <a href="https://tiih.online">https://tiih.online</a> or <a href="https://tiih.com.my">https://tiih.com.my</a> (Domain registration number with MYNIC: D1A282781)
Mode of Communication	: Submission of typed text via the Meeting Platform

## AGENDA

### AS ORDINARY BUSINESS

1. To receive the Audited Financial Statements for the financial year ended 31 December 2021 together with the Directors’ and Auditors’ Reports thereon.  
**(Please refer to Note A)**
2. To approve the declaration of a first and final single-tier dividend of 2.65 sen per ordinary share in respect of the financial year ended 31 December 2021. **(Ordinary Resolution 1)**
3. To approve the Directors’ fees of RM228,000 for the financial year ended 31 December 2021. **(Ordinary Resolution 2)**
4. To re-elect the following Directors who retire pursuant to Article 107 of the Company’s Constitution:  
(i) Dato’ Ng Poh Seng; **(Ordinary Resolution 3)**  
(ii) Datuk Seri Leong Yuet Mei; and **(Ordinary Resolution 4)**  
(iii) Ho Kim Poi **(Ordinary Resolution 5)**
5. To re-appoint Deloitte PLT as Auditors of the Company for the financial year ending 31 December 2022 and to authorise the Directors to fix their remuneration. **(Ordinary Resolution 6)**

### As Special Businesses:

To consider and if thought fit, to pass the following Ordinary Resolutions, with or without modifications:

#### 6. **AUTHORITY TO ALLOT SHARES PURSUANT TO SECTIONS 75 AND 76 OF THE COMPANIES ACT 2016**

“THAT subject to the Companies Act 2016, the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, the Company’s Constitution and approval of the relevant governmental regulatory authorities, if required, the Directors be and are hereby empowered pursuant to Sections 75 and 76 of the Companies Act 2016 to allot shares in the Company, grant rights to subscribe for shares in the Company, convert any securities into shares in the Company, or allot shares under an agreement or option or offer from time to time, at such price, upon such terms and conditions, for such purposes and to such persons whomsoever as the Directors may, in their absolute discretion, deem fit, provided that the aggregate number of shares issued and allotted, to be subscribed under any rights granted, to be issued from conversion of any security, or to be issued and allotted under an agreement or option or offer during the preceding 12 months pursuant to this resolution does not exceed 10% of the total number of issued shares (excluding treasury shares) of the Company for the time being AND THAT the Directors be and are also empowered to obtain approval for the listing of and quotation for the additional shares so allotted on Bursa Malaysia Securities Berhad AND FURTHER THAT such authority shall continue to be in force until the conclusion of the next Annual General Meeting (“**AGM**”) of the Company after the approval was given, or at the expiry of the period within which the next AGM is required to be held after the approval was given, whichever is earlier, unless revoked or varied by an ordinary resolution of the Company at a general meeting.”

**(Ordinary Resolution 7)**

# NOTICE OF THIRTIETH ANNUAL GENERAL MEETING (CONT'D)

## 7. PROPOSED RENEWAL OF SHAREHOLDERS' MANDATE FOR RECURRENT RELATED PARTY TRANSACTIONS OF A REVENUE OR TRADING NATURE AS SPECIFIED IN SECTION 2.3.1 OF THE CIRCULAR TO SHAREHOLDERS OF THE COMPANY DATED 29 APRIL 2022 ("CIRCULAR")

"THAT subject always to the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, approval be and is hereby given to the Company and/or its subsidiaries ("**Mah Sing Group**") to enter into and give effect to specified recurrent related party transactions of a revenue or trading nature of Mah Sing Group with specified classes of Related Parties (as defined in the Main Market Listing Requirements of Bursa Malaysia Securities Berhad) as specified in Section 2.3.1 of the Circular, which are necessary for the day-to-day operations of Mah Sing Group provided that the transactions are in the ordinary course of business and are carried out at arms' length basis on normal commercial terms and on terms not more favourable to the Related Parties than those generally available to the public as well as are not detrimental to the minority shareholders of the Company and such approval, shall continue to be in force until:

- (a) the conclusion of the next Annual General Meeting ("**AGM**") of the Company, at which time the mandate will lapse, unless the mandate is renewed by a resolution passed at that meeting; or
- (b) the expiration of the period within which the next AGM of the Company after that date is required to be held pursuant to Section 340(2) of the Companies Act 2016 ("**Act**") (but must not extend to such extension as may be allowed pursuant to Section 340(4) of the Act); or
- (c) revoked or varied by a resolution passed by the shareholders of the Company in a general meeting;

whichever is earlier.

AND THAT authority be and is hereby given to the Directors of the Company to complete and do all such acts, deeds and things as they may consider expedient or necessary in the best interest of the Company (including executing all such documents as may be required) to give effect to the transactions contemplated and/or authorised by this Ordinary Resolution."

(Ordinary Resolution 8)

## 8. PROPOSED RENEWAL OF SHARE BUY-BACK AUTHORITY

"THAT subject to the Companies Act 2016 ("**Act**"), provisions of the Company's Constitution and the Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("**Bursa Securities**") ("**Listing Requirements**") and any applicable laws, regulations and guidelines issued by other regulatory authorities, and the approvals of all relevant governmental and/or regulatory authorities, the Company be and is hereby authorised, to the fullest extent permitted by law, to purchase such number of the Company's issued shares as may be determined by the Directors of the Company from time to time through Bursa Securities upon such terms and conditions as the Directors may deem fit and expedient in the best interest of the Company provided that:

- (a) the aggregate number of ordinary shares in the Company ("**Shares**") purchased ("**Purchased Shares**") and/or held as treasury shares pursuant to this ordinary resolution does not exceed 10% of the total number of issued shares of the Company as quoted on Bursa Securities as at time of purchase(s); and
- (b) the maximum amount of funds to be allocated by the Company for the purpose of purchasing the shares shall not exceed the retained profits of the Company based on the latest audited financial statements and/or the latest management accounts (where applicable) available at the time of purchase(s),

("Proposed Share Buy-Back").

# NOTICE OF THIRTIETH ANNUAL GENERAL MEETING (CONT'D)

THAT the authority to facilitate the Proposed Share Buy-Back will commence immediately upon passing of this ordinary resolution and will continue to be in force until:

- (a) the conclusion of the next Annual General Meeting (“AGM”) of the Company following at which time the authority shall lapse unless by ordinary resolution passed at the meeting, the authority is renewed, either unconditionally or subject to conditions; or
- (b) the expiration of the period within which the next AGM after that date is required by law to be held; or
- (c) revoked or varied by ordinary resolution passed by the shareholders of the Company at a general meeting;

whichever occurs first, but shall not prejudice the completion of purchase(s) by the Company of its own Shares before the aforesaid expiry date, and in any event, in accordance with the Listing Requirements and any applicable laws, rules, regulations, orders, guidelines and requirements issued by any relevant authorities.

AND THAT the Directors of the Company be and are hereby authorised, at their discretion, to deal with the Purchased Shares until all the Purchased Shares have been dealt with by the Directors in the following manner as may be permitted by the Act, Listing Requirements, applicable laws, rules, regulations, guidelines, requirements and/or orders of any relevant authorities for the time being in force:

- (i) to cancel all or part of the Purchased Shares;
- (ii) to retain all or part of the Purchased Shares as treasury shares as defined in Section 127 of the Act;
- (iii) to distribute all or part of the treasury shares as dividends to the shareholders of the Company;
- (iv) to resell all or part of the treasury shares;
- (v) to transfer all or part of the treasury shares for the purposes of or under the employees’ share scheme established by the Company and/or its subsidiaries;
- (vi) to transfer all or part of the treasury shares as purchase consideration;
- (vii) to sell, transfer or otherwise use the shares for such other purposes as the Minister charged with the responsibility for companies may by order prescribe; and/or
- (viii) to deal with the treasury shares in the manners as allowed by the Act, the Listing Requirements, applicable laws, rules, regulations, guidelines, requirements and/or orders of any relevant authorities for the time being in force.

AND THAT authority be and is hereby given to the Directors of the Company to do all such acts, deeds and things as they may consider expedient or necessary in the best interest of the Company (including executing all such documents as may be required) to give full effect to the Proposed Share Buy-Back with full power to assent to any condition, variation, modification and/or amendment as may be required by any relevant authorities and to deal with all matters relating thereto and take all steps and do all acts and things in any manner as they may deem necessary in connection with the Proposed Share Buy-Back in the best interest of the Company.”

**(Ordinary Resolution 9)**

9. To transact any other business of which due notice shall have been given.

BY ORDER OF THE BOARD

YANG BAO LING (SSM PC No. 202008002683) (MAICSA 7041240)

KUAN HUI FANG (SSM PC No. 202008001235) (MIA 16876)

Company Secretaries

Kuala Lumpur

29 April 2022

# NOTICE OF THIRTIETH ANNUAL GENERAL MEETING (CONT'D)

## NOTES:

### 1. IMPORTANT NOTICE

The Thirtieth Annual General Meeting of the Company ("**30th AGM**") will be conducted fully virtually through live streaming and online remote participation using Remote Participation and Voting ("**RPV**") facilities provided by Tricor Investor & Issuing House Services Sdn Bhd ("**Tricor**") via its TIH Online website at <https://tiih.online>.

An online meeting platform used to conduct the meeting can be recognized as the meeting venue or place required under Section 327(2) of the Companies Act 2016, provided that the online meeting platform is located in Malaysia and all meeting participants including the Chairperson of the meeting, board members, senior management and shareholders are to participate in the meeting online. Members who are eligible can attend, participate, speak (in the form of real time submission of typed texts) and vote (collectively, "**Participate**") remotely at the 30th AGM by using the RPV provided by Tricor.

**Please read these Notes carefully and follow the procedures in the Administrative Guide for the 30th AGM in order to Participate via RPV.**

2. 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 30th AGM of the Company shall be put to vote by way of a poll.
3. In respect of deposited securities, only members whose names appear in the **Record of Depositors** as at **23 June 2022** shall be entitled to Participate remotely via RPV at the 30th AGM or appoint proxy(ies) to Participate on his/her behalf.
4. A member who is entitled to Participate at the 30th AGM via RPV may appoint not more than two (2) proxies (or in case of a corporation, to appoint authorised representatives) to attend and vote in his/her stead. There shall be no restriction as to the qualification of the proxy.
5. Where a member of the Company is an authorised nominee as defined under the Securities Industry (Central Depositories) Act 1991 ("**SICD**"), it may appoint not more than two (2) proxies in respect of each securities account it holds with ordinary shares of the Company standing to the credit of the said securities account.
6. Where a member of the Company is an exempt authorised nominee as defined under SICD which holds ordinary shares in the Company for multiple beneficial owners in one (1) securities account (omnibus account), there is no limit to the number of proxies which the exempt authorised nominee may appoint in respect of each omnibus account it holds.
7. Where a member or the authorised nominee appoints more than one (1) proxy (subject always to a maximum of two (2) proxies of each meeting), or where an exempt authorised nominee appoints two (2) or more proxies, the proportion of shareholdings to be represented by each proxy must be specified in the instrument appointing the proxies.
8. The instrument appointing a proxy shall be in writing signed by the appointor or his/her attorney duly authorised in writing or, if the appointor is a corporation, either under its common seal or under the hand of its officer or of its attorney duly authorised.
9. A member who has appointed a proxy or attorney or authorised representative to Participate at this 30th AGM via RPV must request his/her proxy or attorney or authorised representative to register himself/herself for RPV via TIH Online website at <https://tiih.online>. Please follow the **Procedures for RPV** in the Administrative Guide for the 30th AGM.
10. The Form of Proxy shall be deposited at the office of the Company's Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia, **or**, the Customer Service Centre, Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia. Alternatively, you can choose electronic lodgement via TIH Online website at <https://tiih.online>, not less than forty-eight (48) hours before the time for holding this 30th AGM or any adjournment thereof. Please refer to the **Procedures for Electronic Lodgement of Form of Proxy** as set out in the Administrative Guide for the 30th AGM.
11. A corporate representative duly appointed by a corporate member must deposit the **original** certificate of appointment of corporate representative or in case of an attorney duly appointed pursuant to a power of attorney, must deposit a **notarially certified copy** of that power of attorney, at the office of the Company's Share Registrar stated in item 10 above, not less than forty-eight (48) hours before the time for holding this 30th AGM or any adjournment thereof. Please refer to the **Appointment of Proxy, Corporate Representative or Attorney** in the Administrative Guide for the 30th AGM for further details.
12. Due to the constant evolving COVID-19 situation in Malaysia, we may be required to change the arrangements of the 30th AGM at short notice. Kindly check the Company's website or announcements for the latest updates on the status of the 30th AGM. The Company will continue to observe the guidelines issued by the Ministry of Health and will take all relevant precautionary measures as advised.

## EXPLANATORY NOTES ON ORDINARY AND SPECIAL BUSINESSES

### 1. **Note A - Audited Financial Statements for the Financial Year Ended 31 December 2021 and the Reports of Directors and Auditors**

This agenda item is meant for discussion only as under the provision of Sections 248(2) and 340(1)(a) of the Companies Act 2016, the audited financial statements and the Reports of Directors and Auditors thereon do not require a formal approval of the shareholders. Hence, this agenda item will not be put forward for voting.

### 2. **Ordinary Resolution 2 - To approve the Directors' fees of RM228,000 for the financial year ended 31 December 2021**

The Board had reviewed the Directors' fees for the financial year ended 31 December 2021 after taking into consideration the performance, experience and extent of responsibilities undertaken by each Non-Executive Director.

The payment of Directors' fees for the financial year ended 31 December 2021 to the Non-Executive Directors will only be made by the Company if the proposed ordinary resolution has been passed at the 30th AGM pursuant to Article 102 of the Company's Constitution and Section 230 of the Companies Act 2016. Details of the Directors' fees are published in the Corporate Governance Report on the Company's corporate website at [www.mahsing.com.my](http://www.mahsing.com.my).

### 3. **Ordinary Resolutions 3, 4 and 5 - To re-elect Directors who retire in accordance with Article 107 of the Company's Constitution**

Article 107 of the Company's Constitution provides that one-third of the Directors of the Company for the time being shall retire by rotation at an AGM of the Company, provided always that each Director shall retire from office at least once in each three 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 at which he retires.

Dato' Ng Poh Seng, Datuk Seri Leong Yuet Mei and Ho Kim Poi, who retire in accordance with Article 107 of the Company's Constitution, are standing for re-election as Directors of the Company and being eligible, have offered themselves for re-election at the 30th AGM.

Each Director standing for re-election has undergone a performance evaluation conducted by the Nomination Committee and the Board of Directors. Based on the outcome of the annual Board assessment, the Board endorsed the recommendation by the Nomination Committee that each retiring Director remains competent and committed to the role as a Director. The Nomination Committee took into consideration the performance and contribution of Dato' Ng Poh Seng, Datuk Seri Leong Yuet Mei and Ho Kim Poi based on the outcome of the annual self and peer assessment, contribution to the Board deliberations, time commitment and the ability to act in the best interest of the Company. The Board had also through the Nomination Committee, conducted an assessment on Ho Kim Poi's independence based on the criteria prescribed by the Main Market Listing Requirements of Bursa Malaysia Securities Berhad and Malaysian Code on Corporate Governance.

# NOTICE OF THIRTIETH ANNUAL GENERAL MEETING (CONT'D)

The Board supports the re-election of Dato' Ng Poh Seng, Datuk Seri Leong Yuet Mei and Ho Kim Poi as Directors based on the following reasons:

Ordinary Resolution 3 – Re-election of Dato' Ng Poh Seng as Executive Director

- (i) Dato' Ng Poh Seng has the relevant experience in general management, audit, accounts, corporate finance and financial investment. He currently heads the Group Corporate and Investment division. With his in-depth understanding and knowledge of the Group's business as well as the strategies and direction of the Company, he contributes the appropriate guidance and recommendations to the Board in enhancing decision-making to pursue innovation to bolster the Group's resilience through this difficult pandemic period.
- (ii) With his vast corporate and financial experience, capabilities and leadership skills, he drives the performance of the Group effectively by delivering good financial management results during challenging times.
- (iii) Dato' Ng Poh Seng has exercised due care, acted in good faith and carried out his duties proficiently as an Executive Director.

Ordinary Resolution 4 – Re-election of Datuk Seri Leong Yuet Mei as Executive Director

- (i) Datuk Seri Leong Yuet Mei has the relevant experience and expertise in corporate business of the property industry. She currently heads the Group Contracts and Project Development divisions. With her in-depth understanding and knowledge of the Group's business as well as the strategies and direction of the Company and property market trends, she contributes the appropriate guidance and recommendations to the Board in enhancing decision-making in challenging times when the general market outlook was uncertain during the pandemic period.
- (ii) With her vast property development experience, capabilities and leadership skills, she has driven project development effectively by delivering vacant possession of new projects in challenging times during implementation of various stages of movement control order by the government.
- (iii) Datuk Seri Leong Yuet Mei has exercised due care, acted in good faith and carried out her duties proficiently as an Executive Director.

Ordinary Resolution 5 – Re-election of Ho Kim Poi as Independent Non-Executive Director

- (i) Ho Kim Poi fulfils the requirements of independence prescribed in the Main Market Listing Requirements of Bursa Malaysia Securities Berhad and Malaysian Code on Corporate Governance. She continues to provide check and balance, bringing independent and objective judgement to Board deliberations.
- (ii) With her knowledge of the Group's business operations and activities as well as her vast experience in finance, human resource and supply chain management, she has contributed to the Board with a diverse set of expertise and perspective in the Board's deliberations.
- (iii) Ho Kim Poi has demonstrated her diligence and commitment as an Independent Non-Executive Director.

Detailed profile of each Director can be found in the Integrated Annual Report 2021. All Directors standing for re-election have abstained from deliberations and decision on their own eligibility to stand for re-election at the relevant Board meeting.

**4. Ordinary Resolution 6 – Re-appointment of Auditors**

The Board endorsed the recommendation by the Audit Committee to recommend the re-appointment of Deloitte PLT as external auditors of the Company to the shareholders for approval at the forthcoming 30th AGM. The Board and Audit Committee are satisfied that Deloitte PLT has met the relevant criteria prescribed by Paragraph 15.21 of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad.

**5. Ordinary Resolution 7 – Authority To Allot Shares**

The proposed ordinary resolution, if passed, will enable the Company to renew the general mandate given to the Directors of the Company to allot ordinary shares of the Company from time to time and to grant rights to subscribe for shares in the Company, convert any securities into shares in the Company, or allot shares under an agreement or option or offer, provided that the aggregate number of shares allotted pursuant to this resolution does not exceed 10% of the total number of issued shares (excluding treasury shares) of the Company for the time being. The renewal of the general mandate is sought to avoid any delay arising from and incurring additional cost in convening a separate general meeting to obtain approval of the shareholders. This authority, unless revoked or varied at a general meeting, will expire at the conclusion of the next AGM of the Company.

The general mandate, if passed, will enable the Directors to take swift action in case of a need to issue and allot new shares in the Company for fund raising exercises or in the event business opportunities arise which include but not limited to the issuance/placement of shares for purpose of funding current and/or future investment projects, acquisitions and/or for issuance of shares as settlement of purchase consideration, or other circumstances arise which involve grant of rights to subscribe for shares, conversion of any securities into shares, or allotment of shares under an agreement or option or offer, or such other application as the Directors may deem fit in the best interest of the Company.

As at the date of this notice, the Company did not implement its proposal for new allotment of shares under the general mandate pursuant to Sections 75 and 76 of the Companies Act, 2016 which was approved by the shareholders at the 29th AGM held on 30 June 2021 and which will lapse at the conclusion of the 30th AGM to be held on 30 June 2022. As at the date of this notice, there is no decision to issue new shares. Should there be a decision to issue new shares after the general mandate is sought, the Company will make an announcement of the actual purpose and utilisation of proceeds arising from such issuance of shares.

**6. Ordinary Resolution 8 – Recurrent Related Party Transactions of a Revenue or Trading Nature**

The proposed ordinary resolution, if passed, will enable the Company to renew the mandate for the Company and/or its subsidiaries to enter into recurrent related party transactions of a revenue or trading nature with related parties which are necessary for the Group's day-to-day operations and are in the ordinary course of business carried out on an arm's length basis based on normal commercial terms and 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, pursuant to the provisions of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The details of the proposal are set out in the Circular to Shareholders dated 29 April 2022, accompanying the Company's Integrated Annual Report for the financial year ended 31 December 2021.

**7. Ordinary Resolution 9 – Share Buy-Back Authority**

The proposed ordinary resolution, if passed, will enable the Company to renew the mandate to empower the Directors of the Company to exercise the power of the Company to purchase such number of ordinary shares in the Company up to 10% of the total number of issued ordinary shares of the Company by utilising an aggregate amount of the funds not exceeding the retained profits of the Company as at the transaction date of the Proposed Share Buy-Back. This authority will, unless revoked or varied at a general meeting, expires at the conclusion of the next AGM of the Company. The details of the proposal are set out in the Share Buy-Back Statement dated 29 April 2022, accompanying the Company's Integrated Annual Report for the financial year ended 31 December 2021.

# NOTICE OF DIVIDEND ENTITLEMENT AND PAYMENT

NOTICE IS HEREBY GIVEN THAT the first and final single-tier dividend of 2.65 sen per ordinary share in respect of the financial year ended 31 December 2021, if approved at the Thirtieth Annual General Meeting of Mah Sing Group Berhad ("**Company**"), will be paid on 29 September 2022 to Depositors of ordinary shares registered in the Record of Depositors of the Company on 19 September 2022.

A Depositor shall qualify for entitlement to the dividend only in respect of:

- (a) Shares transferred into the Depositor's securities account before 4.30 p.m. on 19 September 2022 in respect of transfers; and
- (b) Shares bought on Bursa Malaysia Securities Berhad on a cum entitlement basis according to the Rules of Bursa Malaysia Securities Berhad.

BY ORDER OF THE BOARD

YANG BAO LING (SSM PC No. 202008002683) (MAICSA 7041240)

KUAN HUI FANG (SSM PC No. 202008001235) (MIA 16876)

Company Secretaries

Kuala Lumpur  
29 April 2022

# STATEMENT ACCOMPANYING NOTICE OF ANNUAL GENERAL MEETING

Pursuant to paragraph 8.27(2) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, there is no individual seeking election as Director of the Company at this Thirtieth Annual General Meeting.

## ADMINISTRATIVE GUIDE

FOR THE THIRTIETH ANNUAL GENERAL MEETING OF MAH SING GROUP BERHAD

Date and Time : Thursday, 30 June 2022 at 10.00 a.m.

Meeting Venue : Online Meeting Platform provided by Tricor Investor & Issuing House Services Sdn Bhd in Malaysia

Meeting Platform : TIH Online website at <https://tiih.online> or <https://tiih.com.my>  
(Domain registration number with MYNIC: D1A282781)

### MODE OF MEETING

1. The Thirtieth Annual General Meeting (“**30th AGM**”) of Mah Sing Group Berhad (“**Company**”) will be conducted fully virtually through live streaming and online remote participation using Remote Participation and Voting (“**RPV**”) facilities. The conduct of the fully virtual 30th AGM is in line with the revised Guidance Note and Frequently Asked Questions on the conduct of General Meetings for Listed Issuers issued by Securities Commission Malaysia on 7 April 2022, to align with the “Transition to Endemic” phase which was announced by the Prime Minister of Malaysia on 8 March 2022 and issuance of the revised Standard Operation Procedure by the Malaysian National Security Council and the Ministry of Health.
2. An online meeting platform used to conduct the meeting can be recognized as the meeting venue or place as required under Section 327(2) of the Companies Act, 2016 provided that the online meeting platform is located in Malaysia and all meeting participants including the Chairperson of the meeting, board members, senior management and shareholders are to participate in the meeting online. Members who are eligible can attend, participate, speak (in the form of real time submission of typed texts) and vote (collectively, “**Participate**”) remotely at the 30th AGM by using the RPV provided by Tricor Investor & Issuing House Services Sdn Bhd (“**Tricor**”) via its **TIH Online website at <https://tiih.online>**.
3. Due to the constant evolving COVID-19 situation in Malaysia, the Company may be required to change the arrangements of the 30th AGM at short notice. Kindly check the Company’s website or announcements for the latest updates on the status of the 30th AGM. The Company will continue to observe the guidelines issued by the Malaysian National Security Council and the Ministry of Health, and will take all relevant precautionary measures as advised.

### COMMUNICATION WITH THE BOARD OF DIRECTORS OF THE COMPANY

4. In order to enhance the efficiency of the proceedings of the 30th AGM, Members may in advance, before the 30th AGM, submit questions to the Board of Directors via Tricor’s TIH Online website at <https://tiih.online>, by selecting “e-Services” to login, pose questions and submit electronically **no later than 28 June 2022** or to use the query box to transmit questions to the Board of Directors via RPV during live streaming. The Board of Directors will endeavor to respond to the relevant questions received at the 30th AGM.

### REMOTE PARTICIPATION AND VOTING

5. Members are to Participate remotely at the 30th AGM using RPV provided by Tricor via its TIH Online website at <https://tiih.online>. Please refer to the Procedures for RPV.
6. **A member who has appointed a proxy or authorised representative or attorney to Participate at this 30th AGM via RPV must request his/her proxy or authorised representative or attorney to register himself/herself for the RPV at TIH Online website at <https://tiih.online>. Please refer to the Procedures for RPV.**
7. As the 30th AGM is a fully virtual AGM, members who are unable to Participate in the 30th AGM may appoint the Chairperson of the meeting as his/her proxy and indicate the voting instructions in the proxy form.



# ADMINISTRATIVE GUIDE (CONT'D)

FOR THE THIRTIETH ANNUAL GENERAL MEETING OF MAH SING GROUP BERHAD

## PROCEDURES FOR RPV

8. Members, proxies, corporate representatives or attorneys who wish to Participate the 30th AGM remotely using the RPV are advised to read and follow the requirements and procedures as summarised below:

PROCEDURES	ACTIONS
<b>BEFORE THE DAY OF THE 30TH AGM</b>	
(a) Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a new user under “e-Services”, select “Sign Up” button followed by “Create Account by <b>Individual Holder</b>”. Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>Registration as a new user will be approved within one working day and you will be notified via email.</li> <li>If you are already a TIIH Online user, 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.</li> </ul>
(b) Submit your request to attend 30th AGM remotely	<ul style="list-style-type: none"> <li>Registration is open from <b>10.00 a.m. on Friday, 29 April 2022 until the day of 30th AGM on Thursday, 30 June 2022. Members, proxies, corporate representatives or attorneys are required to pre-register their attendance for the 30th AGM to ascertain their eligibility to participate at the 30th AGM using the RPV.</b></li> <li>To register for RPV, visit the TIIH Online website and login in with your user ID (i.e. email address) and password and select the corporate event: “<b>(REGISTRATION) MAH SING GROUP BERHAD 30TH AGM</b>”.</li> <li>Read and agree to the “Terms &amp; Conditions” and confirm the “Declaration”.</li> <li>Select “Register for Remote Participation and Voting”.</li> <li>Review your registration and proceed to register.</li> <li>The system will send an <b>e-mail to notify</b> that your registration for the remote participation has been received and will be verified.</li> <li>After verification of your registration against the General Meeting Record of Depositors dated 23 June 2022, the system will send you an e-mail <b>after 28 June 2022</b> to approve or reject your registration for remote participation.</li> </ul> <p><b>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for RPV)</b></p>
<b>ON THE DAY OF THE 30TH AGM (30 JUNE 2022)</b>	
(c) Login to TIIH Online	<ul style="list-style-type: none"> <li>Visit the TIIH Online website, log in with your user ID name and password for remote participation in the 30th AGM at any time <b>from 9.00 a.m.</b> (i.e. one hour) before the commencement of the meeting on <b>Thursday, 30 June 2022 at 10.00 a.m.</b></li> </ul>
(d) Participate through live streaming	<ul style="list-style-type: none"> <li>Select the corporate event: “<b>(LIVE STREAM MEETING) MAH SING GROUP BERHAD 30TH AGM</b>” to engage in the proceedings of the 30th AGM remotely.</li> <li>If you have any question for the Board of Directors, you may use the query box to transmit your question. The Board will endeavor to respond to the questions submitted by the remote participants during the 30th AGM.</li> </ul>



# ADMINISTRATIVE GUIDE (CONT'D)

FOR THE THIRTIETH ANNUAL GENERAL MEETING OF MAH SING GROUP BERHAD

PROCEDURES	ACTIONS
<b>ON THE DAY OF THE 30TH AGM (30 JUNE 2022) (cont'd)</b>	
(e) Online remote voting	<ul style="list-style-type: none"> <li>Voting session commences from 10.00 a.m. on Thursday, 30 June 2022 until a time when the Chairperson announces the completion of the voting session at the 30th AGM venue.</li> <li>Select the corporate event: <b>“(REMOTE VOTING) MAH SING GROUP BERHAD 30TH AGM”</b> or if you are on the live stream meeting page, you can select <b>“GO TO REMOTE VOTING PAGE”</b> button below the Query Box.</li> <li>Read and agree to the “Terms &amp; Conditions” and confirm the “Declaration”.</li> <li>Select the CDS account that represents your shareholdings.</li> <li>Indicate your votes for the resolutions that are tabled for voting.</li> <li>Confirm and submit your votes.</li> </ul>
(f) End of remote participation	<ul style="list-style-type: none"> <li>Upon the announcement by the Chairperson on the conclusion of the 30th AGM, the live streaming will end.</li> </ul>

**Note to users of the RPV:**

- (i) Should your registration for the RPV be approved, Tricor 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.
- (ii) The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you are using.
- (iii) In the event you encounter any issues with logging-in, connection to the live stream meeting or voting online on the day of meeting, kindly call Tricor Help Line at 011-4080 5616 / 011-4080 3168 / 011-4080 3169 / 011-4080 3170 or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

## ENTITLEMENT TO ATTEND AND VOTE

9. Only a member whose name appears on the Record of Depositors as at **5.00 p.m. on 23 June 2022** shall be entitled to attend, speak (in the form of real time submission of typed texts) and vote or appoint proxies or corporate representatives or attorneys to attend and/or vote on his/her behalf in the 30th AGM via RPV at TIIH Online website at <https://tiih.online>.
10. If you wish to personally Participate in the 30th AGM, please do not submit any Form of Proxy. You will not be allowed to Participate in the 30th AGM together with a proxy appointed by you.
11. If you have submitted your Form of Proxy prior to the 30th AGM and subsequently decide to personally Participate in the 30th AGM, please write in to [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com) to revoke the earlier appointment of proxy at least forty-eight (48) hours before the time appointed for holding the 30th AGM and proceed to register yourself for RPV at TIIH Online website at <https://tiih.online>.

## ADMINISTRATIVE GUIDE (CONT'D)

FOR THE THIRTIETH ANNUAL GENERAL MEETING OF MAH SING GROUP BERHAD

### APPOINTMENT OF PROXY, CORPORATE REPRESENTATIVE OR ATTORNEY

12. As the 30th AGM is a fully virtual AGM, members who are unable to Participate in the 30th AGM may appoint the Chairperson of the meeting as his/her proxy and indicate the voting instructions in the proxy form.
13. Members who appoint proxy(ies) to Participate via RPV at the 30th AGM must ensure that the duly executed Forms of Proxy are deposited in its hard copy form or by electronic means to Tricor not less than forty-eight (48) hours before the time appointed for holding the 30th AGM i.e. Tuesday, 28 June 2022 at 10.00 a.m. or any adjournment thereof, otherwise the Form of Proxy shall not be treated as valid.

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

(a) In hard copy form

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

(b) By electronic form

The Form of Proxy can be electronically submitted to the Share Registrar of the Company via TIH Online website at <https://tiah.online>. Kindly refer to the Procedures for Electronic Lodgement of Form of Proxy.

Please ensure **ALL** the particulars as required in the Form of Proxy are completed, signed and dated accordingly.

14. For a **corporate member** who has appointed a corporate representative, must deposit the **original** certificate of appointment of corporate representative at the office of the Share Registrar of the Company, Tricor Investor & Issuing House Services Sdn. Bhd. at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia, **or**, the Customer Service Centre, Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not later than Tuesday, 28 June 2022 at 10.00 a.m. to Participate via RPV in the 30th AGM.

The certificate of appointment of corporate representative should be executed in the following manner:

- (a) 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.
  - (b) 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:
    - (i) at least two (2) authorised officers, of whom one shall be a director; or
    - (ii) any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.
15. Any authority pursuant to which such an appointment is made by a **power of attorney** must be deposited at the office of the Company's Share Registrar stated in item 14 above not later than Tuesday, 28 June 2022 at 10.00 a.m. to Participate via RPV in the 30th 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.

# ADMINISTRATIVE GUIDE (CONT'D)

FOR THE THIRTIETH ANNUAL GENERAL MEETING OF MAH SING GROUP BERHAD

## PROCEDURES FOR ELECTRONIC LODGEMENT OF FORM OF PROXY

16. Procedures to lodge your Form of Proxy electronically via Tricor's TIH Online website at <https://tiih.online> are summarised below:

PROCEDURES	ACTIONS
<b>(i) BEFORE THE DAY OF THE 30TH AGM APPOINTMENT OF PROXY BY INDIVIDUAL SHAREHOLDERS</b>	
(a) Register as a user with TIH Online	<ul style="list-style-type: none"> <li>Access the TIH Online website at <a href="https://tiih.online">https://tiih.online</a>. Register as a new user under "e-Services". You may refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a TIH Online user, you are not required to register again.</li> </ul>
(b) Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> <li>After the release of the Notice of the 30th AGM by the Company, login with your user ID name (i.e. email address) and password.</li> <li>Select the corporate event: <b>"Mah Sing Group Berhad 30th AGM: Submission of Proxy Form"</b>.</li> <li>Read and agree to the "Terms &amp; Conditions" and confirm the "Declaration".</li> <li>Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.</li> <li>Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairperson as your proxy.</li> <li>Indicate your voting instructions – "FOR" or "AGAINST", otherwise your proxy(ies) will decide your votes.</li> <li>Review and confirm your proxy(ies) appointment.</li> <li>Print the Form of Proxy for your record.</li> </ul>
<b>ii. BEFORE THE DAY OF THE 30TH AGM APPOINTMENT OF PROXY BY CORPORATION OR INSTITUTIONAL SHAREHOLDERS</b>	
(a) Register as a User with TIH Online	<ul style="list-style-type: none"> <li>Access TIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>The authorised or nominated representative of the corporation or institutional shareholders shall register as a new user under "e-Services" by selecting <b>"Create Account by Representative of Corporate Holder"</b>.</li> <li>Complete the registration form and upload the required documents.</li> <li>Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>Proceed to activate your account with the temporary password given in the email and re-set your password.</li> </ul> <p><i>(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.)</i></p>
(b) Proceed with the submission of form of proxy	<ul style="list-style-type: none"> <li>Login to TIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>Select the corporate event: <b>"Mah Sing Group Berhad 30th AGM: Submission of Proxy Form"</b>.</li> <li>Read and agree to the "Terms &amp; Conditions" and confirm the "Declaration".</li> <li>Proceed to download the file format for the "Submission of Proxy Form" in accordance with the Guidance Note set therein.</li> <li>Prepare the file for the appointment of proxies by inserting the required data.</li> <li>Proceed to upload the duly completed proxy appointment file.</li> <li>Select "Submit" to complete your submission.</li> <li>Print the confirmation report of your submission for your record.</li> </ul>

## ADMINISTRATIVE GUIDE (CONT'D)

FOR THE THIRTIETH ANNUAL GENERAL MEETING OF MAH SING GROUP BERHAD

### VOTING AT THE 30TH AGM

17. The voting at the 30th AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd as the Poll Administrator to conduct the poll voting electronically and Asia Securities Sdn Berhad as Independent Scrutineers to verify the poll results.
18. Members, proxies, corporate representatives or attorneys can proceed to vote on the resolutions at any time from Thursday, 30 June 2022 at 10.00 a.m. but before end of the voting session which will be announced by the Chairperson of the meeting. Kindly refer to the guidance on how to vote remotely via TIH Online website at <https://tiih.online> as provided in item (e) of the above sub-section "Procedures for RPV".
19. Upon completion of the voting session for the 30th AGM, the Independent Scrutineers will verify and announce the poll results. The resolutions proposed at the 30th AGM and the results of the voting will be announced at the 30th AGM by the Chairperson and/or the Secretary and subsequently via an announcement made by the Company through Bursa Malaysia Securities Berhad at [www.bursamalaysia.com](http://www.bursamalaysia.com).

### INTEGRATED ANNUAL REPORT 2021 AND OTHER DOCUMENTS

20. As part of our dedicated commitment to sustainable practices, the following documents can be downloaded from the Company's website <https://www.mahsing.com.my/investor-relations/general-meeting-documents>
  - (a) Integrated Annual Report 2021
  - (b) Circular to Shareholders in relation to the Proposed Renewal of Recurrent Related Party Transactions and Share Buy-Back Statement
  - (c) Sustainability Report 2021
21. If you wish to obtain a printed copy of the Integrated Annual Report 2021, Circular to Shareholders and Share Buy-Back Statement, you may submit an online request to the Share Registrar, Tricor's website at <https://tiih.online> by selecting "Request for Annual Report/Circular" under "Investor Services". However, please consider the environment before you decide to request for the printed copy. The environmental concerns like global warming, deforestation and climate change affect human, animal and nation.

### NO BREAKFAST/LUNCH PACKS AND DOOR GIFT

22. There will be no distribution of breakfast or lunch packs and door gifts for members, proxies, corporate representatives or attorneys who attend or participate at the virtual AGM.

### RECORDING OR PHOTOGRAPHY

23. Strictly **NO** unauthorised recording or photography of the proceedings of the 30th AGM is allowed.

### ENQUIRY

24. If you have any general queries prior to the 30th AGM, please contact our Share Registrar at any numbers below 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.

Registration No. 197101000970 (11324-H)

Unit 32-01, Level 32, Tower A, Vertical Business Suite,  
Avenue 3, Bangsar South, No. 8, Jalan Kerinchi,  
59200 Kuala Lumpur, Malaysia

General Line : +603-2783 9299  
Fax Number : +603-2783 9222  
Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)  
Contact persons : Cik Nur Qaisara Naaila  
+603-2783 9272  
([Nur.Qaisara.Naaila@my.tricorglobal.com](mailto:Nur.Qaisara.Naaila@my.tricorglobal.com))  
Puan Nor Faeayzah  
+603-2783 9274 ([Nor.Faeayzah@my.tricorglobal.com](mailto:Nor.Faeayzah@my.tricorglobal.com))