



NOTICE OF TENTH ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the Tenth Annual General Meeting of Dancomech Holdings Berhad ("the Company") will be conducted on a virtual basis through live streaming from the Broadcast Venue at No. 19, Jalan Pelukis U1/46, Seksyen U1, 40150 Shah Alam, Selangor Darul Ehsan on Thursday, 25 May 2023 at 2.00 p.m. or at any adjournment thereof to transact the following business:-

ORDINARY BUSINESS

- To receive the Audited Financial Statements for the financial year ended 31 December 2022 and the Reports of Directors and Auditors thereon.
- To re-elect the following Directors who are retiring by rotation pursuant to the Constitution of the Company:-
 - 2.1 Mr Gong Wooi Teik **Resolution 1**
 - 2.2 Mr Lee Chen Yow **Resolution 2**
- To approve the payment of Directors' Fees of up to RM200,000 and benefits of up to RM20,000 to the Non-Executive Directors from 26 May 2023 until the next Annual General Meeting of the Company. **Resolution 3**
- To re-appoint TGS TW PLT as Auditors of the Company and to authorise the Directors to fix their remuneration. **Resolution 4**

SPECIAL BUSINESS

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

- AUTHORITY FOR DIRECTORS TO ALLOT AND ISSUE SHARES** **Resolution 5**

"THAT pursuant to Sections 75 and 76 of the Companies Act 2016 ("the Act"), and subject to the Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("Bursa Securities") and the approvals of the relevant governmental and/or regulatory authorities (if any), the Directors be and are hereby empowered to allot and issue new shares in the Company at any time, without first offer to holders of existing issued shares of the Company, upon such terms and conditions and for such purposes as the Directors may, in their absolute discretion, deem fit, provided that the aggregate number of shares issued pursuant to this resolution does not exceed 10% of the total number of issued shares of the Company at the time of issue.

THAT pursuant to Section 85 of the Act to be read together with the Company's Constitution, approval be and is hereby given to waive the statutory pre-emptive rights of the shareholders of the Company to be offered new shares of the Company ranking equally to the existing issued shares arising from any issuance of new shares in the Company pursuant to Sections 75 and 76 of the Act.

THAT the Directors be and are also empowered to obtain the approval from Bursa Securities for the listing of and quotation for the additional shares so issued AND THAT such authority shall continue to be in force until the conclusion of the next Annual General Meeting ("AGM") of the Company."

- PROPOSED RENEWAL OF SHAREHOLDERS' MANDATE FOR RECURRENT RELATED PARTY TRANSACTIONS OF A REVENUE OR TRADING NATURE ("PROPOSED SHAREHOLDERS' MANDATE")** **Resolution 6**

"THAT subject always to the provisions of the Act, the Constitution of the Company, the Main Market Listing Requirements of Bursa Securities or other relevant regulatory authorities, approval be and is hereby given to the Company and/or its subsidiaries to enter into related party transactions with such related parties, details and particulars of which as set out in the Circular to Shareholders dated 25 April 2023 provided that such transactions are:-

- recurrent transactions of a revenue or trading nature;
- necessary for the day-to-day operations of the Company and/or its subsidiaries;
- carried out in the ordinary course of business of the Company and/or its subsidiaries, made on an arm's length basis and on normal commercial terms in line with those generally available to the public; and
- not detrimental to the interests of the minority shareholders of the Company;

AND THAT such authority, once renewed, shall continue to be in force until:-

- the conclusion of the next AGM of the Company, at which time the authority will lapse unless by a resolution passed at that AGM, such authority is renewed; or
- the expiration of the period within which the next AGM after that date is required to be held pursuant to Section 340(2) of the Act (but shall not extend to such extensions as may be allowed pursuant to Section 340(4) of the Act); or
- revoked or varied by a resolution passed by the shareholders of the Company at a general meeting; whichever is earlier;

AND THAT the Directors of the Company be authorised to do, carry out and complete all such acts, things and arrangements (including executing all such documents as may be required) as they may consider expedient or necessary to give effect to the transactions as contemplated/authorised by the Proposed Shareholders' Mandate."

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

By Order of the Board
DANCOMECH HOLDINGS BERHAD

TAN FONG SHIAN
SSM PC NO. 201908004045 (MAICSA 7023187)
LIEW CHAK HOOI
SSM PC NO. 201908004042 (MAICSA 7055965)
Secretaries

Kuala Lumpur
25 April 2023

Notes:

- The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Act which requires the Chairman of the meeting to be present at the main venue of the meeting. Shareholders' proxies from the public will NOT be allowed to be physically present at the Broadcast Venue. Shareholders who wish to participate in the AGM will have to register online and attend remotely. **Kindly read and follow the procedures in the Administrative Guide for the AGM in order to participate remotely.**
- A member of the Company entitled to attend, speak and vote at the meeting is entitled to appoint not more than two proxies to attend, speak and vote in his/her stead. Where a member appoints more than one proxy to attend, speak and vote at the meeting, such appointment shall be invalid unless he/she specifies the proportion of his/her holdings to be represented by each proxy.
- Where a member of the Company is an exempt authorised nominee as defined under the Securities Industry (Central Depositories) Act 1991 which holds ordinary shares in the Company for multiple beneficial owners in one 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.
- Only a depositor whose name appears in the Company's Record of Depositors as at 18 May 2023 shall be regarded as a member and entitled to attend, speak and vote at this meeting or appoint proxy(ies) to attend, speak and vote on his/her behalf.
- The instrument appointing a proxy shall be in writing under the hand of the appointor or of his attorney duly authorised in writing or if the appointor is a corporation, either under the corporation's seal or under the hand of an officer or attorney duly authorised.
- The original instrument appointing a proxy and the power of attorney or other authority, if any, under which it is signed or a notarially certified copy of that power or authority shall be deposited at the Poll Administrator's Office at Level 15-2, Bangunan Faber Imperial Court, Jalan Sultan Ismail, 50250 Kuala Lumpur or submitted via email at AGM-support.Dancomech@megacorp.com.my not less than forty-eight (48) hours before the time for holding the meeting or adjourned meeting. You also have the option to register directly at <https://vps.megacorp.com.my/UUelnS> to submit the proxy appointment electronically. For further information on the electronic submission of proxy form, kindly refer to the Administrative Guide.
- The Personal Data Protection Act 2010, which regulates the processing of personal data in commercial transactions, applies to the Company. By providing to us or our agents your personal data which may include your name, contact details and mailing address, you hereby consent, agree and authorise the processing and/or disclosure of any personal data of or relating to you for the purposes of issuing the notice of this meeting and convening the meeting, including but not limited to preparation and compilation of documents and other matters, whether or not supplied by you. You further confirm to have obtained the consent, agreement and/or authorisation of all persons whose personal data you have disclosed and/or processed, in connection with the foregoing.

EXPLANATORY NOTES

Resolution 5 – Authority for Directors to Allot and Issue Shares

The proposed Ordinary Resolution 5, if passed, will renew the authority given to the Directors of the Company to allot and issue new shares in the Company pursuant to Sections 75 and 76 of the Act ("General Mandate"), without first offer to holders of existing issued shares of the Company, provided that the number of shares issued pursuant to this General Mandate, when aggregated with the number of shares issued during the preceding twelve (12) months, does not exceed 10% of the total number of issued shares of the Company at the time of issue and waive the statutory pre-emptive rights of shareholders of the Company ("Waiver"). The renewed General Mandate, unless revoked or varied at a general meeting, will expire at the conclusion of the next AGM of the Company.

With the renewed General Mandate, the Company will be able to raise funds expeditiously for the purpose of funding future investment project(s), working capital, repayment of borrowings and/or acquisition(s) without having to convene a general meeting to seek shareholders' approval when such opportunities or needs arise.

The Waiver will allow the Directors of the Company to issue new shares of the Company which rank equally to existing issued shares of the Company, to any person without having to offer the new shares to all existing shareholders of the Company prior to issuance of new shares in the Company under the General Mandate.

As at the date of this Notice, the Company did not issue any new shares pursuant to the mandate obtained at the Ninth AGM of the Company held on 24 May 2022.

Resolution 6 – Proposed Shareholders' Mandate

The proposed Ordinary Resolution 6, if passed, will renew the mandate for the Company and/or its subsidiaries to enter into recurrent related party transactions of a revenue or trading nature with specified related parties in accordance with the applicable regulatory rules and requirements. This authority, unless revoked or varied by the Company in a general meeting, will expire at the conclusion of the next AGM of the Company.

Details of the Proposed Shareholders' Mandate are contained in the Circular to Shareholders of the Company dated 25 April 2023.



DANCOMECH HOLDINGS BERHAD
Registration No. 201301020455 (1050285-U)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE VIRTUAL 10th ANNUAL GENERAL MEETING (“10th AGM”)

Date : Thursday, 25 May 2023
Time : 2.00 p.m.
Broadcast Venue : No. 19, Jalan Pelukis U1/46
Seksyen U1, 40150 Shah Alam
Selangor Darul Ehsan

MODE OF MEETING

1. With reference to the revised ‘Guidance and FAQs on the Conduct of General Meetings for Listed Issuers’ issued by the Securities Commission Malaysia on 7 April 2022, Dancomech Holdings Berhad (“the Company”) will continue to leverage on technology to facilitate communication and engagement with its shareholders by conducting 10th AGM of the Company on a virtual basis through live streaming and online remote voting from the Broadcast Venue.
2. The Broadcast Venue is strictly to comply with Section 327(2) of the Companies Act 2016 which requires the Chairman of the Meeting to be present at the main venue of the Meeting. Shareholders/proxies from the public will NOT be allowed to be physically present at the Broadcast Venue on the day of the 10th AGM.
3. Kindly ensure that you are connected to the internet at all times to participate and vote when our virtual 10th AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the Meeting is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants.

You may post your questions in relation to matters of discussion in the 10th AGM in advance to the Company by email to: DANCO_AGM@dancomech.com.my.

REGISTRATION AND DIGITAL BALLOT FORM (“DBF”) VOTING PROCEDURES

4. As no shareholder/proxies should be physically present at the Broadcast Venue on the day of the Meeting, shareholders/proxies who wish to participate in the 10th AGM will have to register online and participate remotely. Pre-registration of attendance is required via the link at <https://vps.megacorp.com.my/UUetnS> (please refer to paragraph 7 for further details). After the registration is validated and accepted, shareholders will receive an email with a link to grant access to the DBF.
5. With the DBF and the meeting link, you may exercise your right as a shareholder of the Company to participate (including to pose questions to the Board / Management of the Company) and vote during the 10th AGM, at the comfort of your home or from any location.
6. Shareholders may use the *Questions’ Pane* facility (located at the top right corner of the screen) to submit questions in real time during the Meeting via the Live-Streaming solution. Shareholders may also submit questions before the Meeting via email to AGM-support.Dancomech@megacorp.com.my in relation to the agenda items for the 10th AGM.
7. Kindly follow the steps below to ensure that you can obtain your DBF and details to log in to the Live-Streaming session to participate and vote remotely during the 10th AGM online:
 - (a) Open this link <https://vps.megacorp.com.my/UUetnS>, or scan the QR code at the top right corner of this document, and submit all the details requested at least forty-eight (48) hours before the time of the 10th AGM.
 - (b) Only shareholders are allowed to register their details online. Shareholders can also appoint proxies or Chairman of the Meeting as proxy via online, as in Step (a) above. Please ensure that your details are accurate as any non-compliance may result in you not being able to receive your DBF or participate in the Meeting.

- (c) Alternatively, you may deposit your Form of Proxy, duly completed with the proxy's email address and mobile phone number, at the office of Poll Administrator, **Mega Corporate Services Sdn Bhd** ("MegaCorp") at Level 15-2, Bangunan Faber Imperial Court, Jalan Sultan Ismail, 50250 Kuala Lumpur or email to **AGM-support.Dancomech@megacorp.com.my** at least forty-eight (48) hours before the time appointed for holding the Meeting or adjourned meeting at which the person named in the instrument proposed to vote and in default the instrument of proxy shall not be treated as valid.
- (d) For corporate shareholders / nominee accounts, please execute Form of Proxy as per step (c) above.
- (e) Upon verification on your registration, the Poll Administrator, MegaCorp, will send the following via email:
 - i. **Meeting Link** – for the Live-Streaming Session; and
 - ii. **DBF** – for Voting Purposes.

POLL VOTING

- 8. The voting of the 10th AGM will be conducted by a poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed MegaCorp as the Poll Administrator to conduct the polling process by way of electronic voting, and Cygnus Technology Solutions Sdn Bhd as Scrutineers to verify the poll results.
- 9. Shareholders/proxies can proceed to vote on the resolutions and submit your votes during the voting period as stipulated in the DBF. Upon completion of the voting session at the 10th AGM, the Scrutineers will verify the poll results after which the Chairman of the 10th AGM will announce the poll results of the resolutions.

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

- 10. The date of ROD for the 10th AGM is 18 May 2023. As such, only members whose names appear in the ROD as at 18 May 2023 shall be entitled to attend, participate, speak and vote at the 10th AGM or appoint proxy(ies) / corporate representative(s) to attend, participate and vote on his / her behalf.

NO DOOR GIFTS / VOUCHER

- 11. There will be no distribution of door gifts or voucher for the 10th AGM of the Company.

RECORDING OR PHOTOGRAPHY

- 12. Unauthorised recording or photography of the proceedings of the 10th AGM are strictly prohibited.

ENQUIRY

If you have any enquiries prior to the 10th AGM, please contact the following persons during office hours from 8.30 a.m. to 5.30 p.m. (Monday to Friday):

Poll Administrator

Mega Corporate Services Sdn. Bhd.

E-mail : **AGM-support.Dancomech@megacorp.com.my**
Telephone No. : +603 2694 8984
Alfred : +6012 912 2734
Hisham : +6012 252 9136

Dancomech Holdings Berhad

Mr Tang Yuen Kin

E-mail : **DANCO_AGM@dancomech.com.my**
Telephone No. : +603 5569 2929
Facsimile No. : +603 5569 2935 / 37

PERSONAL DATA POLICY

By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.