





# Administrative Guide

for the Seventeenth (17<sup>th</sup>) Annual General Meeting

<b>Date</b>	<b>: Thursday, 28 November 2024</b>
<b>Time</b>	<b>: 10.00 a.m.</b>
<b>Online Meeting Platform</b>	<b>: <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a> (Domain Registration No. with MYNIC-D6A357657)</b>

## 1. Fully Virtual AGM

- i. The Company will continue to leverage on technology to facilitate communication and engagement with shareholders by conducting the forthcoming AGM on fully virtual basis via Online Meeting Platform.
- ii. The fully virtual AGM is in line with the Malaysian Code on Corporate Governance Practice 13.3, by conducting a virtual AGM, this would facilitate greater shareholder participation as it facilitates electronic voting and remote shareholders' participation. With the Virtual Meeting Facilities, you may exercise your right as a member of the Company to participate, pose questions to the Board of Directors and/or Management of the Company and vote at the AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the AGM.

## 2. Entitlement to Participate in the AGM

In respect of deposited securities, only shareholders whose names appear on the Record of Depositors on 20 November 2024 (General Meeting Record of Depositors) shall be eligible to participate in the meeting or appoint proxy(ies) to participate on his/her behalf.

## 3. Form(s) of Proxy

If you are unable to attend the AGM, you are encouraged to appoint a proxy or the Chairman of the Meeting as your proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

Please ensure that the original form is deposited at our Share Registrar's office not less than forty-eight (48) hours before the time appointed for holding the Meeting. Details of our Share Registrar's office can be found in the enquiry section of this document.

Alternatively, you may deposit your proxy form(s) by electronic means through Boardroom Smart Investor portal ("BSIP") at <https://investor.boardroomlimited.com>. (Kindly refer to step 2 under item 6 - Online Registration Procedure)

## 4. Revocation of Proxy

If you have submitted your Form(s) of Proxy and subsequently decide to appoint another person or wish to participate in our electronic AGM yourself, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the earlier appointed proxy forty-eight (48) hours before the meeting.

## 5. Voting Procedure

Pursuant to Clause 58 of the Constitution of the Company and Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the AGM will be conducted by poll. Poll administrators and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.

## 6. Online Registration Procedure

Procedure	Action
<b>Before the day of the AGM</b>	
<p><b>1 Register online with BSIP for individual and Corporate Shareholder</b></p> <p><i>(For first time registration only)</i></p> <p>Note:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> If you have previously registered with BSIP, you may proceed to Step (2)</li> <li><input checked="" type="checkbox"/> BSIP now facilitates the registration of Corporate Shareholders</li> </ul>	<p>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register. You may proceed to Step 2.]</p> <ol style="list-style-type: none"> <li>a. Access website <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></li> <li>b. Click &lt; <b>Register</b>&gt; to sign up as a user.</li> <li>c. Select “<b>Account Type</b>” to “<b>Sign Up As Shareholder</b>” or “<b>Sign Up As Corporate Holder</b>”. Complete registration and upload compulsory documents such as softcopy of MyKad (front and back) or passport and authorisation letter (template available on the BSIP) for Corporate Shareholder.</li> <li>d. Enter a valid mobile number and email address</li> <li>e. You will receive an email from our Share Registrar for email address verification. Click “<b>Verify Email Address</b>” from the email received to continue with the registration.</li> <li>f. Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click “<b>Request OTP Code</b>” and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click ‘<b>Enter</b>’ to complete the process</li> <li>g. Your registration will be verified and approved within one (1) business day and an email notification will be provided.</li> </ol>
<p><b>2. Submit request for remote participation</b></p> <p>Note: You must be a registered BSIP user. If not, return to Step (1)</p>	<p>Registration for remote access will be opened on 29 October 2024 at 10.00am until such time before the voting session ends at the 17<sup>th</sup> AGM on Thursday, 28 November 2024 (“Registration Deadline”)</p> <p><b>Individual and Corporate Shareholders</b></p> <ol style="list-style-type: none"> <li>a. Log in to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password from Step 1 above.</li> <li>b. Select “<b>YOONG ONN CORPORATION BERHAD (17<sup>TH</sup>) ANNUAL GENERAL MEETING</b>” from the list of Meeting Event(s) and click “<b>Enter</b>”.</li> <li>c. To attend the virtual AGM remotely <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Click on “<b>Register for RPEV</b>”.</li> <li><input checked="" type="checkbox"/> Read and accept the General Terms and Conditions and enter your CDS account no. to submit your request</li> </ul> </li> <li>d. <b>To appoint proxy</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Click ‘<b>Submit eProxy Form</b>’</li> <li><input checked="" type="checkbox"/> For Corporate Shareholder, select the company you would like to represent (if more than one)</li> <li><input checked="" type="checkbox"/> Read and accept the General Terms and Conditions and enter your CDS account no. Then, insert your proxy details and voting instructions. If you wish your proxy(ies) to act upon his/her discretion, please indicate ‘Discretionary’</li> </ul> </li> </ol> <p><b>For Authorised Nominees and Exempt Authorised Nominees</b></p> <ol style="list-style-type: none"> <li>a. Log in to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></li> <li>b. Click ‘Meeting Event(s)’ and select from the list of companies – “<b>YOONG ONN CORPORATION BERHAD (17<sup>TH</sup>) ANNUAL GENERAL MEETING</b>” and click “<b>Enter</b>”</li> <li>c. Click “Submit eProxy Form”</li> <li>d. Select the company you would like to represent (if more than one)</li> <li>e. Proceed to download the file format for “Submission of Proxy Form”</li> <li>f. Prepare the file for the appointment of proxy(ies) by inserting the required data</li> <li>g. Proceed to upload the duly completed Proxy Appointment file</li> <li>h. Review and confirm your proxy(ies) appointment(s) and click “Submit”</li> <li>i. Download or print the eProxy form as acknowledgement</li> </ol> <p>For Corporate Shareholders, Authorised Nominees/Exempt Authorised Nominees and Attorneys, you may also write to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> and provide the name of the shareholder, CDS account no. and the Certificate of Appointment of Corporate Representative or Proxy Form (as the case may be). A copy of MyKad or passport and a valid email address are required</p>

## 6. Online Registration Procedure (Cont'd)

Procedure	Action
<b>Before the day of the AGM</b>	
<b>3. Email notification</b>	<ol style="list-style-type: none"><li>You will receive notification(s) from Boardroom that your request(s) has/ have been received and is/are being verified.</li><li>Upon system verification against the General Meeting Record of Depositories as at 20 November 2024, you will receive an email from Boardroom either approving or rejecting your registration for remote participation together with your remote access user ID and password.</li></ol>
<b>On the day of the AGM</b>	
<b>4. Login to Meeting Platform</b>	<ol style="list-style-type: none"><li>The Meeting Platform will be open for login one (1) hour before the commencement of the AGM.</li><li>The Meeting Platform can be accessed via one of the following:<ul style="list-style-type: none"><li>* Scan the QR Code provided a in the email notification above; or</li><li>* Log in to the website at <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a></li></ul></li><li>Insert the Meeting ID and sign in with the user ID and password provided to you via the email notification in Step 3.</li></ol>
<b>5. Participate</b>	<p>[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition. All questions and messages will be presented with the full name and identity of the participant raising the question.]</p> <ol style="list-style-type: none"><li>If you would like to view the live webcast, select the broadcast icon.</li><li>If you would like to ask a question during the AGM, select the messaging icon.</li><li>Type your message into the chat box and once completed, click the send button.</li></ol>
<b>6. Voting</b>	<ol style="list-style-type: none"><li>Once polling has been opened, the polling icon will appear with the resolutions and your voting choices.</li><li>To vote, select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</li><li>To change your vote, re-select another voting direction.</li><li>If you wish to cancel your vote, please press "Cancel".</li></ol>
<b>7. End of Participation</b>	Upon the announcement by the Chairman on the closure of the AGM, the live webcast will end and the Messaging window will be disabled.

## 7. No Distribution of Door Gifts

There will be no distribution of door gifts for shareholders/proxies who join or participate in the virtual AGM.

## 8. No Recording or Photography

No recording or photography of the AGM proceedings is allowed without the prior written permission of the Company.

## 9. Enquiry

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

Boardroom Share Registrars Sdn. Bhd.

Address : 11<sup>th</sup> Floor, Menara Symphony  
No. 5 Jalan Prof. Khoo Kay Kim  
Seksyen 13, 46200 Petaling Jaya  
Selangor Darul Ehsan Malaysia

General Line : 603-7890 4700

Fax Number : 603-7890 4670

Email : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)