



## NOTICE OF TWENTY NINTH ANNUAL GENERAL MEETING

**NOTICE IS HEREBY GIVEN** that the Twenty Ninth Annual General Meeting ("29<sup>th</sup> AGM") of the Company will be conducted on a virtual basis through live streaming from the broadcast venue at Level 12, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia on Tuesday, 17 December 2024 at 11.00 a.m. or any adjournment thereof, for the purpose of considering and if thought fit, passing with or without modifications the following resolutions:

### AGENDA

#### ORDINARY BUSINESS

- To receive the Audited Financial Statements for the financial year ended 30 June 2024 together with the Reports of the Directors' and Auditors' thereon. **(Please refer to Note No. 1)**
- To approve the payment of Directors' fees of up to RM480,000 for the financial year ending 30 June 2025 to be payable quarterly in arrears. **(Resolution 1)**
- To approve the payment of Directors' benefits to the Directors of the Company and its subsidiaries up to an amount of RM120,000 for the period from 18 December 2024 until the conclusion of the next Annual General Meeting of the Company to be held in 2025. **(Resolution 2)**
- To re-elect Mr. Yong Kwet On who retires in accordance with Clause 103 of the Company's Constitution. **(Resolution 3)**
- To re-elect Mr. Kee Tong Kiak who retires in accordance with Clause 110 of the Company's Constitution. **(Resolution 4)**
- To re-appoint Messrs KPMG PLT as Auditors of the Company for the financial year ending 30 June 2025 and to authorise the Board of Directors to determine their remuneration. **(Resolution 5)**

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 wishes to seek shareholders' approval for payment of Directors' fees amounting up to RM480,000 for the year ended 30 June 2025 to be payable quarterly in arrears and other benefits payable up to RM120,000 for the period from 18 December 2024 until the conclusion of the next AGM to be held in year 2025 to be payable quarterly in arrears.

The Ordinary Resolution 1, if passed are to facilitate the payment of Directors' fees on a quarterly basis and/or as and when incurred. The Board opined that it is just and equitable for the Directors to be paid such payment on such basis upon them discharging their responsibilities and rendering their services. In the event, where the Directors' fees payable during the above period exceeds the estimated amount sought at this AGM, shareholders' approval will be sought at the next AGM.

In determining the total amount of Directors' Fees and the estimated Benefits payable to the Directors of the Company, the Board has considered various factors including the number of scheduled meetings for the Board and Board Committees of the Company as well as the number of Directors involved in these meetings based on the current number of Directors and also includes additional provisional sum for any increase in the number of Board and Committee meetings if required.

#### Agenda 4 and 5

##### Ordinary Resolution 3 and Ordinary Resolution 4 on the Re-election of the Directors

Clause 103 of the Company's Constitution expressly states that at the Annual General Meeting ("AGM") in every subsequent year, one-third of the Directors for the time being or, if their number is not three or a multiple of three, then, the number nearest to one-third shall retire from office and be eligible for re-election.

Whereas Clause 110 of the Company's Constitution provides that any Director so appointed either to fill a casual vacancy or as an addition to the existing Directors shall hold office only until the next following AGM and shall then be eligible for re-election but shall not be taken into account in determining the Directors who are to retire by rotation at such meeting.

Pursuant to Clause 103 of the Company's Constitution, Mr. Yong Kwet On is standing for re-election at this 29<sup>th</sup> AGM.

Pursuant to Clause 110 of the Company's Constitution, Mr. Kee Tong Kiak is standing for re-election at this 29<sup>th</sup> AGM.

The profile of the Directors standing for re-election are set out in the Board of Directors' Profile in the Annual Report 2024. In addition, the shareholders in the Company of the Directors standing for re-election are set out in the Directors' Report and/or Analysis of Shareholdings in the Annual Report 2024.

The Nomination and Remuneration Committee ("NRC") of the Company has considered based on the evaluation criteria, contribution of the directors and conducted the fit and proper assessment of the respective directors standing for re-election in recommending their re-election. The Board has also endorsed the NRC's recommendation that the retiring Directors be re-elected as Directors of the Company.

#### Agenda 6

##### Ordinary Resolution 5 on the Re-appointment of Auditors

Ordinary Resolution 5, pursuant to Section 273(b) of the Act, the term of office of the present Auditors, Messrs KPMG PLT, shall lapse at the conclusion of this AGM unless they are re-appointed by the shareholders to continue in office.

Messrs KPMG PLT have indicated their willingness to continue their service. The re-appointment of Messrs KPMG PLT as Auditors has been considered against the relevant criteria prescribed by Paragraph 15.21 of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. This proposed Ordinary Resolution 5, if passed, will also give the Directors of the Company, the authority to determine the remuneration of the Auditors.

#### Agenda 7

##### Ordinary Resolution 6 on the Authority to Allot and Issue Shares by Directors pursuant to Sections 75 and 76 of the CA 2016 and waiver of pre-emptive rights pursuant to the CA 2016

The Proposed authority to issue shares, Ordinary Resolution 6, if passed, will give the Directors of the Company, from the date of the 29<sup>th</sup> AGM, authority to issue not more than ten percent (10%) of the total number of issued shares of the Company for such purposes as they consider would be in the best interest of the Company without having to convene separate general meetings. Such issuance of shares will still be subject to the approvals of the Securities Commission and Bursa Malaysia Securities Berhad. This authority, unless revoked or varied at a General Meeting, will expire at the conclusion of the next AGM of the Company.

The waiver of pre-emptive rights pursuant to Section 85 of the CA 2016 to be read together with Clause 65 of the Constitution of the Company will allow the Directors of the Company to issue new shares of the Company which will rank equally to existing issued shares of the Company, to any person without having to offer new shares to all the existing shareholders of the Company prior to issuance of new shares in the Company under the general mandate.

The rationale for this resolution is to eliminate the need to convene general meeting(s) from time to time to seek shareholders' approval as and when the Company issues new shares and thereby reducing administrative time and cost associated with the convening of such meeting(s).

The mandate sought under Ordinary Resolution 6 above is a renewal of an existing mandate. There was no issuance of share and thus no proceeds raised since the last renewal sought at AGM held in 2023.

The Ordinary Resolution 6 if approved, the renewal of the general mandate above will provide flexibility to the Company for any potential fund-raising activities and there is no specific purpose and utilisation for the proceeds to be raised under this mandate. Hence, the proceeds to be raised, if any, may be used for funding current and/or future investments, working capital, repayment of bank borrowings, acquisition and/or for issuance of shares as settlement of purchase consideration.

#### Agenda 8

##### Ordinary Resolution 7 – Retention of Independent Non-Executive Director, To' Puan Rozana binti Tan Sri Redzuan pursuant to the Malaysian Code on Corporate Governance:

To' Puan Rozana binti Tan Sri Redzuan was appointed as an Independent Non-Executive Director on 4 January 2015. As at the date of the notice of the 29<sup>th</sup> AGM, she has served the Company for more than nine (9) years. She has met the independence guidelines as set out in Chapter 1 of the Bursa Malaysia Securities Berhad Main Market Listing Requirements ("MMLR") and have declared her independence to the Board. The Board, therefore, considers her to be independent and believes that she should be retained as Independent Non-Executive Director based on the justifications as set out below:

- She fulfills the criteria under the definition on Independent Non-Executive Director as stated in the MMLR of Bursa Malaysia Securities Berhad, and therefore is able to bring independent and objective judgement to the Board.
- She has been with the Company for more than nine (9) years as Independent Non-Executive Director and therefore understand the Company's business operations which enable her to participate actively and contribute during deliberations or discussions at Board meetings without compromising her independence and objective judgement.
- She has contributed sufficient time and efforts and attended all Board meetings.
- She has exercised her due care during her tenure as Independent Non-Executive of the Company and carried out her professional duties in the interest of the Company and shareholders.

To' Puan Rozana binti Tan Sri Redzuan is subject to two tier voting in accordance with the Malaysian Code on Corporate Governance as she has served the Company for more than nine (9) years.

#### Personal Data Privacy

By submitting an instrument appointing proxy(ies) and/or representative(s) to participate and/or vote at the 29<sup>th</sup> AGM and/or any adjournment thereof, a member of the Company (i) consents to the collection, use and disclosure of the member's personal data by the Company (or its agents) for the purpose of the processing and administration by the Company (or its agents) of proxies and representatives appointed for the 29<sup>th</sup> AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the 29<sup>th</sup> AGM (including any adjournment thereof), and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "Purposes"), (ii) warrants that where the member discloses the personal data of the member's proxy(ies) and/or representative(s) to the Company (or its agents), the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company (or its agents) of the personal data of such proxy(ies) and/or representative(s) for the Purposes, and (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member's breach of warranty.

#### SPECIAL BUSINESS

To consider and, if thought fit, to pass with or without any modification(s), the following resolutions as Ordinary Resolution

- Proposed authority to issue and allot shares pursuant to Section 75 And 76 of the Companies Act 2016 ("CA 2016") and waiver of pre-emptive rights pursuant to the CA 2016 **(Resolution 6)**

"THAT pursuant to Sections 75 and 76 of the Companies Act 2016 and subject to approval of the relevant regulatory bodies, the Directors be and are hereby authorised to issue and allot shares in the Company at any time at such price and upon such terms and conditions and for such purposes and to such person or persons whomsoever as the Directors may, in their absolute discretion, deem fit provided that the aggregate number of shares so issued does not exceed 10% of the issued capital of the Company for the time being and the Directors be and are also empowered to obtain the approval of Bursa Malaysia Securities Berhad for listing of and quotation for the additional shares so issued and that such authority shall continue in force until the conclusion of the next Annual General Meeting of the Company.

AND THAT pursuant to Section 85 of the Companies Act 2016, read together with Clause 65 of the Constitution of the Company, approval be and is hereby given to waive the statutory pre-emptive rights of the shareholders of the Company to be offered new shares ranking equally to the existing issued Company shares arising from issuance of new shares pursuant to this Mandate."

- Retention of Independent Non-Executive Director, To' Puan Rozana binti Tan Sri Redzuan **(Resolution 7)**

"THAT To' Puan Rozana binti Tan Sri Redzuan be retained as an Independent Non-Executive Director of the Company notwithstanding that she has served the Company for a cumulative term of more than nine (9) years in accordance with the Malaysian Code on Corporate Governance."

- To transact any other business for which due notice shall have been given in accordance with the Company's Constitution and the Companies Act 2016.

#### BY ORDER OF THE BOARD

TAI YIT CHAN (MAICSA 7009143) (SSM PC No.: 202008001023)  
SANTHI A/P SAMINATHAN (MAICSA 7069709) (SSM PC No.: 201908002933)  
Company Secretaries

Johor Bahru

Date : 30 October 2024

#### Notes:

- The 29<sup>th</sup> Annual General Meeting of the Company ("29<sup>th</sup> AGM") will be conducted on a virtual basis through live streaming and online remote voting using the Remote Participation and Electronic Voting facilities ("RPEV Facilities") to be provided by the Company's Share Registrar, Boardroom Share Registrars Sdn Bhd at <https://meeting.boardroomlimited.my> (Domain Registration No. with MYNIC-D6A357657). Please follow the procedures as set out in the Administrative Guide for the 29<sup>th</sup> AGM in order to participate and/or vote remotely via the RPEV Facilities.
- The broadcast venue of the 29<sup>th</sup> AGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the meeting to be at the main venue of the 29<sup>th</sup> AGM. Members/proxy(ies) /corporate representatives are not allowed to physically present nor admitted at the broadcast venue on the day of the 29<sup>th</sup> AGM.
- A proxy must be of full age. A proxy may but need not be a member of the Company.
- A member entitled to participate and/or vote is entitled to appoint not more than two (2) proxies to participate and/or vote instead of him. Where a member appoints more than one (1) proxy, the appointment shall be invalid unless he specifies the proportions of his holdings to be represented by each proxy.
- Where a Member is an Exempt Authorised Nominee 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.
- A member who has appointed a proxy or attorney or authorised representative to participate and/or vote at the 29<sup>th</sup> AGM must follow the procedures as set out in the Administrative Guide for the 29<sup>th</sup> AGM to request for Remote Participation.
- If the appointor is a corporation, the Form of Proxy must be executed under its Seal or under the hand of its attorney.
- The instrument appointing a proxy shall be deposited at the office of the Company's Share Registrar, Boardroom Share Registrars Sdn Bhd at Level 11, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia not less than forty eight (48) hours before the time for holding the virtual 29<sup>th</sup> AGM or any adjournment thereof, failing which, the instrument of proxy shall not be treated as valid. Alternatively, the Proxy Form can be electronically submitted via Boardroom Share Registrars' website, Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com>. Please refer to the Administrative Guide the 29<sup>th</sup> AGM for further information on electronic submission.
- Please ensure ALL the particulars as required in the Proxy Form/e-Proxy Form are completed, signed and dated accordingly. If no name is inserted in the space provided for the name of your proxy, the Chairman of the meeting will act as your proxy.
- If you have submitted your Proxy Form/e-Proxy Form and subsequently decide to appoint another person or wish to participate in the virtual 29<sup>th</sup> AGM yourself, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the earlier appointed proxy(ies) at least 48 hours before the 29<sup>th</sup> AGM.
- Pursuant to Paragraphs 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, the resolutions set out in this Notice will be put to vote on a poll.
- Last date and time for lodging the Proxy Form/e-Proxy Form is **Sunday, 15 December 2024 at 11.00 a.m.**
- In respect of deposited securities, only members whose names appear on the Record of Depositors on Tuesday 10th December 2024 (General Meeting Record of Depositors) shall be eligible to participate in the meeting or appoint proxy(ies) to participate and/or vote on his/her behalf via the RPEV Facilities.

#### 14. EXPLANATORY NOTES:

##### Agenda 1

##### To receive Audited Financial Statements

This Agenda item is meant for discussion only as under the provision of Section 340(1)(a) of the Companies Act 2016 and the Company's Constitution, the Audited Financial Statements do not require approval of the shareholders' and hence, is not put forward for voting.

##### Agenda 2 to 3

##### Ordinary Resolutions 1 to 2 in relation to the Payment of Directors' fees and other benefits payable

Section 230(1) of the Companies Act 2016 provides amongst others, that the fees of the directors,

# ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

<b>Meeting</b>	: <b>TWENTY NINTH ANNUAL GENERAL MEETING</b>
<b>Date</b>	: <b>Tuesday, 17 December 2024</b>
<b>Time</b>	: 11.00 a.m.
<b>Broadcast Venue</b>	: Level 12, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia
<b>Meeting platform</b>	: <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a> (" <b>Virtual Meeting Portal</b> ")
<b>Mode of communication</b>	: <ol style="list-style-type: none"> <li>1) You may type your question(s) in the meeting platform. The Messaging window facility will open concurrently with the Virtual Meeting Portal one (1) hour before the scheduled commencement of the Twenty Ninth Annual General Meeting ("<b>29<sup>th</sup> AGM</b>" or "<b>Meeting</b>"), i.e. from <b>10.00 a.m. on Tuesday, 17 December 2024</b>.</li> <li>2) You may submit questions relating to the agenda items of the 29<sup>th</sup> AGM in advance via Boardroom's website at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a>, commencing from <b>Wednesday, 30 October 2024</b> and in any event no later than <b>Sunday, 15 December 2024 at 11.00 a.m.</b></li> </ol> <p>For further details on the mode of communication, please refer to note 5 of this Administrative Guide.</p>

## 1. **Virtual 29<sup>th</sup> AGM**

The Company will continue to leverage on technology to facilitate communication with its shareholders by conducting its 29<sup>th</sup> AGM entirely via live streaming and online remote voting using remote participation and electronic voting ("**RPEV**") facilities.

The Broadcast Venue is limited to essential individuals required to be physically present at the venue to organise and conduct the virtual 29<sup>th</sup> AGM of the Company.

Shareholders are invited to participate and vote at the forthcoming 29<sup>th</sup> AGM via Boardroom Share Registrars Sdn. Bhd.'s meeting platform at <https://meeting.boardroomlimited.my>. **NO SHAREHOLDERS/PROXIES/CORPORATE REPRESENTATIVES** should be physically present at or admitted to the Broadcast Venue on the day of the 29<sup>th</sup> AGM.

## 2. **Entitlement to participate and vote at the 29<sup>th</sup> AGM**

Only a depositor whose name appears on the Record of Depositors of the Company as at **Tuesday, 10<sup>th</sup> December 2024** shall be eligible to participate in the 29<sup>th</sup> AGM or appoint proxy(ies) or corporate representative(s) to participate and vote on his/her behalf.

As the 29<sup>th</sup> AGM is a virtual meeting, a shareholder entitled to participate and vote at the Meeting may appoint the Chairman of the Meeting as his/her proxy to participate and vote in his/her stead and indicate his/her voting instructions in the Proxy Form.

## ADMINISTRATIVE GUIDE FOR SHAREHOLDERS (CONT'D)

### 3. Voting Procedure – Poll Voting

- i. Voting at the 29<sup>th</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad.
- ii. The Company has appointed Boardroom Share Registrars Sdn. Bhd. (“**Boardroom**”) as poll administrator to conduct the poll by way of electronic voting (“**e-Voting**”), and independent scrutineers (“**Scrutineers**”) will be appointed to verify the results of the poll.
- iii. For the purposes of this 29<sup>th</sup> AGM, e-Voting may be carried out via personal smart mobile phones, tablets, personal computers or laptops.
- iv. The members and proxies who wish to use their personal voting device to vote may access via the website at URL: <https://meeting.boardroomlimited.my>.
- v. Please note that polling will only commence after announcement by the Chairman of poll opening and until such time the Chairman announces closure of the poll. The poll result report will be verified by the Scrutineers, and the results announced thereafter. The Chairman will declare whether the resolutions put to vote are duly passed.
- vi. You must ensure that you are connected to the internet at all times in order to participate and vote remotely when the 29<sup>th</sup> AGM has commenced. It is therefore your responsibility to ensure that connectivity for the duration of the 29<sup>th</sup> AGM is maintained. Kindly note that the quality of the connectivity to the Virtual Meeting Portal for the live webcast and remote online voting is dependent on the bandwidth and stability of the internet connection at remote participants’ locations.

### 4. Online Registration Procedure

- i. The RPEV facilities are available to **(i) individual shareholders; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees.**
- ii. If you wish to participate in the Meeting, you will be able to view a live webcast of the Meeting, ask questions and submit your votes in real time whilst the Meeting is in progress.
- iii. Kindly follow the steps below on how to request for your login ID and password.

**Step 1 – Register online with Boardroom Smart Investor Portal (“BSIP”)  
(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 – Submit Request for Remote Participation User ID and Password.]*

- a. Access the website: <https://investor.boardroomlimited.com>.
- b. Click <<**Register**>> to sign up as a user.
- c. Please select the account type i.e. sign up as “**Shareholder**” or “**Corporate Holder**”.
- d. Complete registration with all required information and upload a softcopy of your or representative’s MyKad (front and back) (for Malaysian), or passport (for foreigner) in JPEG, PNG or PDF format (as the case may be).
- e. For corporate holder, kindly attach the authorisation letter as well (template available)
- f. Please enter a valid email address, mobile number and password. Click <<**Sign Up**>>.
- g. You will receive an email from Boardroom for email address verification. Click <<**Verify E-mail Address**>> to proceed with the registration.
- h. Once your email address is verified, you will be re-directed to BSIP Online for verification of your mobile number. Click <<**Request OTP Code**>> and an OTP code will be sent to the registered mobile number. Click <<**Enter**>> to enter the OTP code to complete the process.
- i. An email will be sent to you within one (1) business day informing you on the approval of your BSIP account You can login to the BSIP at <https://investor.boardroomlimited.com> with the email address and password that you have provided during the registration to proceed with the next step.

## ADMINISTRATIVE GUIDE FOR SHAREHOLDERS (CONT'D)

**\*Check if your email address is keyed in correctly.**

**\*Remember the password that you have keyed in.**

### **Step 2 – Submit Request for Remote Participation User ID and Password**

*[Note: Registration for remote access will open on **Wednesday, 30 October 2024**]*

#### **Individual/ Corporate Members**

- Login to <https://investor.boardroomlimited.com> using your User ID and Password given above.
- Select <<MEETING EVENT(S)>> from the main menu and select the correct Corporate Event <<TOMYPAK HOLDINGS BERHAD 29<sup>th</sup> AGM>> from the list of Meeting Events and click <<Enter>>.
- Go to <<VIRTUAL>> and click on <<Register for RPEV>>.
- Tick << I wish to register for Remote Participation and Electronic Voting (RPEV) and join the meeting virtually>> and enter your CDS Account Number.
- Read and agree to the General Terms & Conditions and click <<Register>>.

#### **Appointment of Proxy**

- Login to <https://investor.boardroomlimited.com> using your User ID and Password given above.
- Select <<MEETING EVENT(S)>> from the main menu and select the correct Corporate Event <<TOMYPAK HOLDINGS BERHAD 29<sup>th</sup> AGM>> from the list of Meeting Events and click <<Enter>>.
- Click on <<Submit e-Proxy Form>>.
- For Corporate Shareholder, select the company(ies) you would like to represent.  
Note: if you wish to appoint more than one (1) company, please click the home button and select "Edit Profile" in order to add the company's name.
- Enter your CDS Account Number and the number of securities held. Select your proxy - either the Chairperson of the Meeting or individual named proxy(ies).
- Read and accept the terms and conditions by clicking "Next".
- Enter the required particulars of your proxy(ies).
- Indicate your voting instructions - FOR, AGAINST or ABSTAIN, otherwise your proxy(ies) will decide your vote.
- Review and confirm your proxy(ies) appointment.
- Click "Submit".
- Download or print the e-Proxy form as acknowledgement.

#### **Authorised Nominees and Exempt Authorised Nominees**

- Login to <https://investor.boardroomlimited.com> using your User ID and Password given above.
- Select <<MEETING EVENT(S)>> from the main menu and select the correct Corporate Event <<TOMYPAK HOLDINGS BERHAD 29<sup>th</sup> AGM>> from the list of Meeting Events and click <<Enter>>.
- Click on <<Submit e-Proxy Form>>.
- Select the company you would like to represent (if more than one).
- Proceed to download the file format for "Submission of Proxy Form".
- Prepare the file for the appointment of proxy(ies) by inserting the required data.
- Proceed to upload the duly completed proxy appointment file.
- Review and confirm your appointment and click "Submit".
- Download or print the e-Proxy form as acknowledgement.

*Note: if you are the authorised representative(s) for more than one (1) authorised nominee / exempt authorised corporate nominee / corporate shareholder, please click the home button and select "Edit Profile" in order to add the company's name.*

Corporate Shareholders/Authorised Nominees/ Exempt Authorised Nominees/Attorneys, you may also write to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) 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.

**\* Check the email address of Proxy or Corporate Representative is written down correctly.**

## ADMINISTRATIVE GUIDE FOR SHAREHOLDERS (CONT'D)

- a. You will receive a notification(s) from Boardroom that your request has been received and is being verified.
- b. Upon system verification of your registration against the **29<sup>th</sup> AGM Record of Depositors as at Tuesday, 10<sup>th</sup> December 2024**, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
- c. You will also receive your remote access User ID and Password along with the email from Boardroom if your registration is approved.
- d. If your registration is rejected, a rejection note will be provided to you via email.

\* Please note that the closing date and time to submit your request is by **Sunday, 15 December 2024 at 11.00 a.m.**

### **Step 3 – Login to Virtual Meeting Portal**

*[Note: Please note that the quality of the connectivity to the Virtual Meeting Portal for the live webcast and remote online voting is highly dependent on the bandwidth and stability of the internet connectivity available at remote users' locations.]*

- a. The Virtual Meeting Portal will open for login one (1) hour before the scheduled commencement of the 29<sup>th</sup> AGM, i.e. from **10.00 a.m. on Tuesday, 17 December 2024**.
- b. Please follow the steps given to you in the email along with your remote access User ID and Password to login to the Virtual Meeting Portal (*Refer to Step 2(c) above*).
- c. The steps given will also guide you on how to view the live webcast, submit questions and vote.
- d. The live webcast will end and the Messaging window (for submission of questions) will be disabled once the Chairman announces the closure of the 29<sup>th</sup> AGM.
- e. You can then logout from the Virtual Meeting Portal.

### **Note to users of the RPEV facilities:**

1. Should your application to join the meeting be approved, Boardroom will facilitate your participation in the live stream meeting and remote voting. Your login to the Virtual Meeting Portal on the day of meeting will indicate your presence at the virtual meeting.
2. If you encounter any issues with login, connecting to the live stream meeting or online voting, please call Boardroom at +603 7890 4700 or send an email to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) for assistance.

## **5. Mode of Communication**

Shareholders may submit questions relating to the agenda items of the 29<sup>th</sup> AGM in advance commencing from **Wednesday, 30<sup>th</sup> October 2024** and in any event no later than **11.00 a.m. on Sunday, 15 December 2024** via Boardroom's website at <https://investor.boardroomlimited.com>, and select <<SUBMIT QUESTION>> to pose questions ("**Pre-29<sup>th</sup> AGM Meeting Questions**").

Alternatively, you may submit any questions for the Chairman/Board during the 29<sup>th</sup> AGM using the Messaging window facility which will open concurrently with the Virtual Meeting Portal one (1) hour before the scheduled commencement of the 29<sup>th</sup> AGM, i.e. from 10.00 a.m. on Tuesday, 17 December 2024.

The Chairman and management will respond to their best endeavours, questions submitted by shareholders which relate to the matters in the agenda of the 29<sup>th</sup> AGM. Questions that are similar or on the same matter may be consolidated and answered together.

**Please note that no recording or photography of the 29<sup>th</sup> AGM proceedings is allowed without the prior written permission of the Company.**

## ADMINISTRATIVE GUIDE FOR SHAREHOLDERS (CONT'D)

### 6. Lodgement of Proxy Form

Please deposit your completed Proxy Form at the office of Boardroom Share Registrars Sdn. Bhd. at **Level 11, Menara Symphony, No. 5 Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia**, not less than forty-eight (48) hours before the time appointed for the holding of the 29<sup>th</sup> AGM, i.e. not later than **Sunday, 15 December 2024 at 11.00 a.m.**

Alternatively, the proxy appointment can also be lodged electronically via the “Boardroom Smart Investor Portal” at <https://investor.boardroomlimited.com> which is available to individual shareholders, not less than forty-eight (48) hours before the time appointed for the holding of the 29<sup>th</sup> AGM, i.e. **Sunday, 15 December 2024 at 11.00 a.m.** For further information, kindly refer to note (4) – “Online Registration Procedure” above.

The lodging of the Proxy Form will not preclude you from personally participating remotely and voting at the 29<sup>th</sup> AGM should you subsequently wish to do so.

Should you wish to personally participate remotely in the 29<sup>th</sup> AGM, kindly register your intention to do so via Boardroom’s website at <https://investor.boardroomlimited.com> (refer to note 4 - Steps 1 to 3 above). Please note that upon your registration to personally participate remotely in the 29<sup>th</sup> AGM, any previous proxy appointment will be deemed revoked. Alternatively, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) or via BSIP (as the case may be) to revoke your earlier proxy appointment **no later than Sunday, 15 December 2024 at 11.00 a.m.**

### 7. Communication guidance

Shareholders are also reminded to monitor the Company’s website and announcements for any changes to the 29<sup>th</sup> AGM arrangements.

### 8. No door gifts/vouchers

No door gifts or e-vouchers will be distributed to shareholders/proxies who participate in the 29<sup>th</sup> AGM.

### 9. Enquiries

Should you have any enquiry prior to the 29<sup>th</sup> AGM or if you wish to request technical assistance to participate the 29<sup>th</sup> AGM, please contact Boardroom during office hours (8:30 a.m. to 5:30 p.m.) as follows:

#### **Boardroom Share Registrars Sdn. Bhd.**

Address	:	Level 11, Menara Symphony No. 5, Jalan Prof. Khoo Kay Kim Seksyen 13 46200 Petaling Jaya Selangor Darul Ehsan
General line	:	+603 7890 4700
Fax number	:	+603 7890 4670
Email:	:	<a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a>