

## ADMINISTRATIVE GUIDE FOR THE FULLY VIRTUAL THIRTY-FOURTH ANNUAL GENERAL MEETING (“34<sup>th</sup> AGM”)

The Company has appointed Braxton Consulting Sdn Bhd as the Poll Administrator to conduct the AGM using the Remote Participation and Voting (“RPV”) Facility provided by Braxton Consulting Sdn Bhd, the poll facilitator of the 34<sup>th</sup> AGM, via its website at [www.registrar-braxton.com.my](http://www.registrar-braxton.com.my) (Domain registration number D1A459047) (“Braxton Portal”).

### PROCEDURES TO PARTICIPATE IN RPV FACILITIES

The procedures to participate in RPV Facilities are as follows:-

Procedure		Action
<b>BEFORE THE DAY OF THE 34<sup>th</sup> AGM</b>		
(i)	Register as user	<ul style="list-style-type: none"> <li>• Access the Braxton Portal at <a href="http://www.registrar-braxton.com.my">www.registrar-braxton.com.my</a></li> <li>• Click &lt;&lt;Login/Register&gt;&gt; followed by &lt;&lt;Register New User&gt;&gt; to register as a new user.</li> <li>• Complete the registration by filling up the information required and upload a clear copy of your MyKAD (both front and back page) or Passport.</li> <li>• Read and agree to the terms &amp; conditions and thereafter, submit your registration.</li> <li>• Please enter a valid email address in order for you to receive the verification email from the Braxton Portal.</li> <li>• Your registration will be verified and approved by the Braxton Portal. Once approved, an email notification will be sent to you.</li> <li>• If you are already a user with the Braxton Portal, you are not required to register again.</li> </ul>
(ii)	Submit your Question	<ul style="list-style-type: none"> <li>• You may pre-submit your questions by using the Braxton Portal from 12:00 noon 22 August 2024 up to 10:00 am on 30 August 2024.</li> </ul>
<b>ON THE DAY OF THE 34<sup>th</sup> AGM</b>		
(iii)	Login to Braxton Portal at <a href="http://www.registrar-braxton.com.my">www.registrar-braxton.com.my</a>	<ul style="list-style-type: none"> <li>• Login with your user ID and password for remote participation at the 34<sup>th</sup> AGM at any time from 10.00 am, i.e. 30 minutes before the commencement of the 34<sup>th</sup> AGM.</li> <li>• If you have forgotten your password, you can reset it by clicking on “Forgot Password”.</li> </ul>
(iv)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>• Select &lt;&lt;My Virtual Meeting&gt;&gt; under Main Menu.</li> <li>• Click &lt;&lt;Join Meeting&gt;&gt; in order to join the live streaming of the 34<sup>th</sup> AGM.</li> <li>• If you have any question(s) during the 34<sup>th</sup> AGM, you may use the Q&amp;A platform in Zoom Cloud Meetings App to submit your question(s). The Chairman of the 34<sup>th</sup> AGM (“Chairman”) / Board / Management will try to respond to all relevant questions submitted during the 34<sup>th</sup> AGM.</li> <li>• If you are using a smartphone to participate in the 34<sup>th</sup> AGM, please download Zoom Cloud Meetings App from the Google Play Store, or App Store before the 34<sup>th</sup> AGM.</li> <li>• Please take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.</li> </ul>

Procedure		Action
<b>ON THE DAY OF THE 34<sup>th</sup> AGM</b>		
(v)	Online Remote Voting	<ul style="list-style-type: none"> <li>• Please select the &lt;&lt;Voting&gt;&gt; option located next to &lt;&lt;Join Meeting&gt;&gt; to indicate your votes for the resolutions that are tabled for voting.</li> <li>• Voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman.</li> <li>• Please cast your vote on all resolutions as appeared on the screen and submit your votes. Once submitted, your votes will be final and cannot be changed.</li> </ul>
(vi)	End of the RPV Facility	<ul style="list-style-type: none"> <li>• The RPV Facility will end and the Q&amp;A platform will be disabled the moment the Chairman announces the closure of the 34<sup>th</sup> AGM.</li> </ul>

**Notes to users of the RPV Facility:-**

- (a) *Should your registration to join the AGM be approved, we will make available to you the rights to join the live streamed AGM and to vote remotely using the RPV Facility. Your login to the Braxton Portal on the day of the AGM will indicate your presence at the 34<sup>th</sup> AGM.*
- (b) *If you encounter any issue with your online registration at the Braxton Portal, please call +6010-526 5490 or e-mail to [propollsolution@gmail.com](mailto:propollsolution@gmail.com) for assistance.*

**Enquiry**

If you have any enquiry or require any assistance before or during the AGM, please contact the Share Registrar during office hours (Monday to Friday).

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