



# MAJUPERAK HOLDINGS BERHAD

[Registration No.: 200201017726 (585389-X)]

## ADMINISTRATIVE GUIDE FOR THE NINETEENTH ANNUAL GENERAL MEETING (“19<sup>th</sup> AGM”)

**Dear Shareholders**

**Greeting from Majuperak Holdings Berhad**

In view of the Transition to the Endermic phase of COVID-19 in Malaysia, shareholders are encouraged to visit the Company’s website and Bursa’s website from time to time for any changes or updated information on the Company’s Annual General Meeting.

### Details and Procedures of 19<sup>th</sup> AGM

Date	Time	Venue
<b>Tuesday, 28 June 2022</b>	<b>10.00 a.m.</b>	<b>Casuarina Convention Centre 3, Casuarina@Meru, Bandar Meru Raya, 30020 Ipoh Perak, Malaysia</b>

1. The 19<sup>th</sup> AGM will be a physical annual general meeting. However, the Company will closely monitor the COVID-19 situation and reserves the right to take further measures as appropriate up to the day of the 19<sup>th</sup> AGM.
2. The Company is abiding with the SOP issued by MKN in conducting the 19<sup>th</sup> AGM.

### Precautions and Preventive Measures in view of COVID-19

1. Shareholders/proxies are encouraged to take all the necessary precautions and preventive measures issued and directed by the Ministry of Health before attending the AGM.
2. If you are unwell with any COVID-19 symptoms such as sore throat/fever/flu/cough/shortness of breath, you are required to comply with the directives issued by the Malaysia Government to self-quarantine or seek medical advice.
3. The Company will take the precautions measure by conducting temperature checks on all members upon arrival at the AGM venue. Those attendees found to be suffering from any symptoms (which include fever, cough, breathlessness) would be advised by our personnel to leave the premise and seek medical attention immediately.
4. All attendees are required to sanitize their hands before entry into the meeting room. In addition, attendees are required to wear face masks throughout the event and adhere to physical distancing precautions.



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5. Shareholders are encouraged to keep abreast with the latest news released by the authority regarding travelling, self-quarantine, and other health and safety precautions from time to time.

## Entitlement to Participate in the AGM

Only members whose names appear on the Record of Depositors as at **20 June 2022** shall be entitled to attend the AGM or appoint proxies in his/her stead or in the case of a corporation, a duly authorised representative to attend and to vote in his/her stead. A proxy must be 18 years and above and need not be a member of the Company.

## Refreshment

There will be refreshments provided for this year's AGM.

## Registration

1. Registration will start at **8.45 a.m. on Tuesday, 28 June 2022**.
2. Kindly produce your original MyKad/Passport (for foreigners) to the registration staff at the registration counter for verification. Please ensure to collect your MyKad/Passport thereafter.
3. Upon verification, you are required to sign on the Attendance list prepared by the registration staff.
4. After registration, a polling slip will be issued to the respective shareholders. For electronic polling, shareholders will be given a wristband. Shareholders are required to put on for voting purposes later.
5. No person will be allowed to register on behalf of another person, even with the original MyKad/Passport of that person.
6. The registration counter will handle only verification of identity and registration.
7. Please vacate the registration area immediately after registration.

## Proxy

1. A member entitled to attend and vote is entitled to appoint proxy/proxies, to attend and vote instead of him. If you are unable to attend the Meeting and wish to appoint a proxy to vote on your behalf, please submit your Proxy Form in accordance with the notes and instructions printed therein.



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2. You may submit your Proxy Form to the office of the Share Registrar of our Company, Boardroom Share Registrars Sdn. Bhd. by email to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) or fax +603-7890 4670. We do not acknowledge receipt of the Form(s) of Proxy.
3. If you wish to attend the Meeting yourself, please do not submit any Proxy Form. You will not be allowed to attend the Meeting together with a proxy appointed by you.
4. If you have submitted your Proxy Form prior to the Meeting and subsequently decided to attend the Meeting yourself, please proceed to the Help Desk at the registration counter to revoke the appointment of your proxy.

### Poll Voting

1. In accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad, the voting at the 19<sup>th</sup> AGM will be conducted by poll rather than show of hand. Poll Administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.
2. Upon completion of the voting session for the 19<sup>th</sup> AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration of whether the resolutions are duly passed.

### Annual Report 2021

1. The Company's Annual Report 2021, Circular to Shareholders, Proxy Form and Administrative Guide are available on the following websites:  
(a) <https://www.bursamalaysia.com>  
(b) <https://www.majuperak.com.my>
2. If you wish to request for a printed copy of the Annual Report 2021 and/or Circular to Shareholders, please complete and send the Request Form that can be downloaded from the Company's website at <https://www.majuperak.com.my> and email the same to the Share Registrar.
3. Kindly think of the environment before you decide to print the Annual Report 2021 and/or Circular to Shareholders. We would appreciate your support by going paperless as part of the Company "Go Green" initiative to help protect the environment for current and future generations.



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### Enquiry

1. If you have any queries prior to the Meeting, please contact the following officers during office hours:

Boardroom Share Registrars Sdn. Bhd. Registration No. 199601006647 (378993-D) 11th Floor, Menara Symphony No. 5, Jalan Prof. Khoo Kay Kim Seksyen 13, 46200 Petaling Jaya Selangor Darul Ehsan, Malaysia	Tel No.	+603-7890 4700 ext 4730
	Fax No.	+603-7890 4670
	Email Add	anas.khalid@boardroomlimited.comf
	Contact Person: Encik Anas Bin Khalid	

The Company and its subsidiary companies, their officers and employees shall have no liability whatsoever to any and all shareholders, their proxies, corporate representatives and/or any other party arising out of or in connection of any infection or suspicion of any infection from Covid-19 and/or suffering any losses arising out of or in connection with attendance at the Company's AGM and/or measures are undertaken by the Company in the Company's sole discretion in response to the Covid-19 pandemic.