



MAJUPERAK HOLDINGS BERHAD

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

ADMINISTRATIVE GUIDE FOR THE TWENTIETH ANNUAL GENERAL MEETING (“20th AGM”)

Day and Date	:	Thursday, 1 June 2023
Time	:	10.30 a.m.
Meeting platform	:	https://meeting.boardroomlimited.my (Domain Registration No. with MYNIC - D6A357657)
Mode of Communication	:	<ol style="list-style-type: none">1) Pose questions to the Board via real time submission of typed texts at meeting platform during live streaming of the AGM2) Submit questions by logging into the Boardroom Smart Investor Portal at https://investor.boardroomlimited.com no later than 5.00 p.m. on Thursday, 25 May 20233) Email questions to azam@majuperak.com.my no later than 5.00 p.m. on Thursday, 25 May 2023

Dear Shareholders, Greeting from Majuperak Holdings Berhad

Majuperak Holdings Berhad (“the Company”) continues to leverage on technology to facilitate meaningful engagement with its shareholders by conducting its AGM virtually through live streaming and online remote voting facilities provided by the Company’s Share Registrar, Boardroom Share Registrars Sdn Bhd. The conduct of a virtual AGM is in line with the Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 7 April 2022. The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 and the Company’s Constitution which require the Chairman of the meeting (“Chairman”) to be present at the main venue of the meeting. Shareholders/proxies are not allowed to be physically present at the Broadcast Venue.

A. Entitlement to Participate in the AGM

In respect of deposited securities, only members whose names appear on the Record of Depositors on 24 May 2023 (General Meeting Record of Depositors) shall be eligible to participate in the meeting or appoint proxy(ies) to participate on his/her behalf.

B. 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 with Boardroom Share Registrars Sdn Bhd not less than forty-eight (48) hours before the time appointed for holding the meeting. Details of Boardroom Share Registrars Sdn Bhd can be found in the enquiry section of this document.

Alternatively, you may deposit your proxy form(s) by electronic means through the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> (kindly refer to section E below).

C. 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 to revoke the earlier appointed proxy forty-eight (48) hours before the meeting.

D. Voting Procedure

Pursuant to 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.



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E. Virtual Meeting Facilities

Procedure	Action
Before the day of the AGM	
1. Register Online with Boardroom Smart Investor Portal (For first time registration only)	<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> <p>(a) Access website https://investor.boardroomlimited.com</p> <p>(b) Click <<Register>> to sign up as a user.</p> <p>(c) Please select the correct account type i.e. sign up as “Shareholder” or “Corporate Shareholder”</p> <p>(d) Complete the registration with all required information. Upload a softcopy of your or representative’s MyKAD/Identification Card (front and back) or Passport</p> <p>(e) For corporate holder, kindly upload the authorization letter as well. Click “sign UP”.</p> <p>a. You will receive an email from Boardroom for email address verification. Click “Verify Email Address” from the email received to continue with the registration.</p> <p>b. Once your email address is verified, you will be re-directed to Boardroom Smart Investor Portal for verification of mobile number. Click “Request OTP Code” and an OTP code will be sent to the registered mobile number. You will need to enter the OTP code and click “Enter” to complete the process.</p> <p>c. Your registration will be verified and approved within one (1) business day and an email notification will be provided to you.</p>
Before the day of the AGM	
2. Submit request for remote participation	<p>Registration for remote access will be opened on Tuesday, 25 April 2023. Please note that the closing time to submit your request is at 10.30 a.m. on 30 May 2023 (48 hours before the commencement of the AGM).</p> <p>Individual Members</p> <p>a. Log in to https://investor.boardroomlimited.com using your user ID and password from Step 1 above.</p> <p>b. Select MAJUPERAK HOLDINGS BERHAD (20th) ANNUAL GENERAL MEETING from the list of Corporate Meetings and click “Enter”.</p> <p>c. Click on “Register for RPEV”.</p> <p>d. Read and accept the General Terms & Conditions and click “Next”.</p> <p>e. Enter your CDS Account Number and thereafter submit your request.</p> <p>Appointment of Proxy</p> <p>a. Log in to https://investor.boardroomlimited.com using your user ID and password from Step 1 above.</p> <p>b. Select MAJUPERAK HOLDINGS BERHAD (20th) ANNUAL GENERAL MEETING from the list of Corporate Meetings and click “Enter”.</p> <p>c. Click on “Submit eProxy Form”.</p> <p>d. Read and accept the General Terms and Conditions by clicking “Next”</p> <p>e. Enter your CDS Account Number and number of securities held. Select your proxy – either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies).</p> <p>f. Indicate your voting instructions – FOR or AGAINST or ABSTAIN. If you wish to have your proxy(ies) to act upon his/her discretion, please indicate DISCRETIONARY.</p> <p>g. Review and confirm your proxy appointment.</p> <p>h. Click “Apply”.</p> <p>i. Download or print the eProxy form as acknowledgement.</p> <p>Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee</p> <p>1) Via Email</p> <p>a. Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request.</p>



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		<p>b. Please also provide a copy of Corporate Representative's MyKad (Front and Back) in JPEG, PNG or PDF format or Passport as well as his/her email address.</p> <p>2) Via Boardroom Smart Investor Portal</p> <p>c. Login to https://investor.boardroomlimited.com using your user ID and password from Step 1 above.</p> <p>d. Select "MAJUPERAK HOLDINGS BERHAD (20th) ANNUAL GENERAL MEETING" from the list of Meeting Event and click "Enter".</p> <p>e. Click on "Submit eProxy Form".</p> <p>f. Select the company you would like to represent.</p> <p>g. Proceed to download the file format for "Submission of Proxy Form" from the investor portal.</p> <p>h. Prepare the file for the appointment of proxies by inserting the required data.</p> <p>i. Proceed to upload the duly completed proxy appointment file.</p> <p>j. Review and confirm your proxy appointment and click "Submit".</p> <p>k. Download or print the eProxy form as acknowledgement.</p>
3	Email notification	<p>a. You will receive notification(s) from Boardroom that your request(s) has/have been received and is/are being verified.</p> <p>b. Upon system verification against the General Meeting Record of Depositories as at 24 May 2023, you will receive an email from Boardroom either approving or rejecting your registration for remote participation together with the Meeting ID and your remote access user ID and password. You will also be notified in the event your registration is rejected.</p>
On the day of the AGM		
4.	Login to Meeting Platform	<p>a. The Meeting Platform will be open for login one (1) hour before the commencement of the AGM.</p> <p>b. The Meeting Platform can be accessed via one of the following:</p> <ul style="list-style-type: none"> ➤ Scan the QR Code provided in the email notification; or ➤ Navigate to the website at https://meeting.boardroomlimited.my <p>c. Insert the Meeting ID and sign in with the user ID and password provided to you via the email notification in Step 3.</p>
5.	Participate	<p><i>[Note: Please follow the User Guides provided in the confirmation email above to view the live webcast, submit questions and vote.]</i></p> <p>a. If you would like to view the live webcast, select the broadcast icon. </p> <p>b. If you would like to ask a question during the 20th AGM, select the messaging icon. </p> <p>c. Type your message within the chat box and once completed, click the send button.</p>
6.	Voting	<p>a. Once polling has been opened, the polling icon will appear with the resolutions and your voting choices until the Chairman declares the end of the voting session.</p> <p>b. To vote, select your voting direction from the options provided. A confirmation message will appear to indicate that your vote has been received.</p> <p>c. To change your vote, re-select your voting preference.</p> <p>d. If you wish to cancel your vote, please press "Cancel".</p>
7.	End of Participation	Upon the announcement by the Chairman on the closure of the AGM, the live webcast will end.

F. No Distribution of Door Gifts

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



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G. No Recording or Photography

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

H. 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 : 11th 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

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.