



MAJUPERAK HOLDINGS BERHAD

[Registration No. 200201017726 (585389-X)]
(Incorporated in Malaysia under the Companies Act, 1965
and deemed registered under the Companies Act, 2016)

ADMINISTRATIVE GUIDE FOR THE EXTRAORDINARY GENERAL MEETING (“EGM”)

Date	: Wednesday, 10 February 2021
Time	: 11.00 a.m.
Registration	: Virtual Meeting via Lumi Remote Participation and Electronic Voting (“RPV”) facilities
Broadcast Venue	: Meeting Room TR12-R02 12th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan
Virtual Meeting Platform	: https://web.lumiagm.com
Mode of Communication	: (1) raise questions during live streaming at https://web.lumiagm.com (2) submit questions prior to the EGM by emailing to ms.azam@pknpgroup.com.my no later than 5.00 p.m. on Monday, 8 February 2021

1. Virtual Meeting

- 1.1 In view of the Coronavirus (COVID-19) pandemic and with the safety of the Company's shareholders, employees and Directors being of primary concern, the Board of Directors of the Company ("**the Board**") and Management of the Company have decided that the EGM of the Company shall be conducted on a fully virtual basis and entirely via Remote Participation and Electronic Voting (“RPV”) facilities.
- 1.2 Shareholders can participate in our full virtual EGM by registering online via the Boardroom Smart Investor Portal at <https://boardroomlimited.my>.
- 1.3 With the RPV facilities, you may exercise your right as a shareholder of the Company to participate (and pose questions to the Board and Management of the Company) and to vote at the EGM, safely from your home.
- 1.4 Kindly ensure the stability of your internet connectivity throughout the EGM is maintained as quality of the live webcast and online remote voting are dependent on the bandwidth and stability of the internet connection.

2. Entitlement to Participate and Vote

Only members whose names appear on the Record of Depositors as at **3 February 2021** shall be entitled to participate and vote at the EGM or appoint a proxy(ies) to participate and vote on his/her behalf.

3. Lodgement of Form of Proxy

- 3.1 If you are unable to attend the EGM via the RPV facilities and wish to appoint the Chairman of the EGM as your proxy to vote on your behalf, please deposit your Form Of Proxy at the Company's Share Registrar's office at **11th Floor, Menara Symphony, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan** via post/courier/by hand not less than forty-eight (48) hours before the time set for holding the meeting i.e. **Monday, 8 February 2021 at 11.00 a.m.** or any adjournment thereof, or in the case of a poll, not less than twenty-four (24) hours before the time appointed for the taking of the poll, and in default the instrument of proxy shall not be treated as valid. Any alteration to the Form of Proxy must be initialed.
- 3.2 Alternatively, the proxy appointment may also be lodged electronically at <https://boardroomlimited.my>, which is free and available to all individual shareholders, not less than forty-eight (48) hours before the time set for holding the Meeting i.e. **Monday, 8 February 2021 at 11.00 a.m.** or any adjournment thereof, or in the case of a poll, not less than twenty-four (24) hours before the time appointed for the taking of the poll, and in default the instrument of proxy shall not be treated as valid. For further information, kindly refer to the "Electronic Lodgement of Form of Proxy" below.

Step 1 Register Online with Boardroom Smart Investor Portal (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 on e-Proxy Lodgement.)

- a. Access website <https://boardroomlimited.my>
- b. Click <<**Login**>> and click <<**Register**>> to sign up as a user.
- c. Complete the registration and upload a softcopy of your MyKAD/Identification Card (front and back) or Passport.
- d. Please enter a valid email address and wait for Boardroom's email verification.
- e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

Step 2 e-Proxy Lodgement

- a. Access website <https://boardroomlimited.my>
 - b. Login with your User ID and Password given above.
 - c. Go to "**E-PROXY LODGEMENT**" and browse the Meeting List for "**MAJUPERAK HOLDINGS BERHAD EXTRAORDINARY GENERAL MEETING**" and click "APPLY".
 - d. Read the terms & conditions and confirm the Declaration.
 - e. Enter your CDS Account Number and indicate the number of securities.
 - f. Appoint your proxy(ies) or the Chairman of the EGM and enter the required particulars for your proxy(ies).
 - g. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your votes.
 - h. Review and confirm your proxy(ies) appointment.
 - i. Click submit.
- 3.3 If you wish to participate in the EGM yourself, please do not submit any Form of Proxy for the EGM. You will not be allowed to participate in the EGM together with a proxy appointed by you.

4. Revocation of Proxy

If you have submitted your Form of Proxy prior to the EGM and subsequently decide to appoint another person or wish to participate in the EGM yourself, please write in to BSR.Helpdesk@boardroomlimited.com to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the EGM. On revocation, your proxy(ies) will not be allowed to participate in the EGM. In such event, you should advise your proxy(ies) accordingly.

5. Voting Procedures

5.1 The voting will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom Share Registrars Sdn. Bhd. as the Poll Administrator to conduct the poll by way of electronic voting (e-Voting) and Boardroom Corporate Services Sdn. Bhd. as Independent Scrutineer to verify the poll results.

Members and proxies are required to use one (1) of the following methods to vote remotely:

- (i) Download Lumi AGM App (free of charge) onto your personal voting device prior to the AGM from Apple App Store or Google Play Store; or
- (ii) Launch Lumi AGM by scanning the QR code given to you in the email along with your remote participation User ID and Password; or
- (iii) Access to Lumi AGM via website URL <https://web.lumiagm.com>.

5.2 During the EGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules.

5.3 For the purpose of this EGM, e-Voting can be carried out by using either personal smart mobile phones, tablets, personal computers or laptops.

5.4 The polling will only commence after announcement of poll being opened by the Chairman and until such time when the Chairman announces the closure of poll.

5.5 The Independent Scrutineer will verify the poll result reports upon closing of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether the resolutions put to vote were successfully carried or otherwise.

6. Remote Participation and Electronic Voting (RPV)

6.1 Please note that all members including (i) individual members; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees shall use the RPV facilities to participate and vote remotely at the EGM.

6.2 If you wish to participate in the EGM, you will be able to view a live webcast of the EGM, ask questions and submit your votes in real time whilst the EGM is in progress.

6.3 Kindly follow the steps below to request for your login ID and password and usage of the RPV facilities:

Before the day of the EGM

Procedure

Action

- i. Register Online with Boardroom Smart Investor Portal (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 (ii) – Submit request for remote participation.)
 - a. Access website <https://boardroomlimited.my>
 - b. Click <<Login>> and click <<Register>> to sign up as a user.
 - c. Complete the registration and upload a softcopy of your MyKAD/Identification Card (front and back) or Passport.
 - d. Please enter a valid email address and wait for Boardroom's email verification.
 - e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

- ii. Submit request for remote participation (User ID and Password)
(Note: Registration for remote access will be opened on 18 January 2021. Please note that the closing time to submit your request is not less than forty-eight (48) hours before the time of holding the EGM, i.e. latest by Monday, 8 February 2021 at 11.00 a.m.)

Individual Members



- a. Login to <https://boardroomlimited.my> using your user ID and password.
- b. Select “**VIRTUAL MEETING**” from main menu and select the correct Corporate Event “**MAJUPERAK HOLDINGS BERHAD EXTRAORDINARY GENERAL MEETING**”.
- c. Read and agree to the Terms & Conditions.
- d. Enter your CDS Account and thereafter submit your request.

Corporate Shareholders

- 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.
- b. Please provide a copy of Corporate Representative's MyKad/Identification Card (front and back) or Passport as well as his/her email address.

Authorised Nominee and Exempt Authorised Nominee

- a. Write in to BSR.Helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Form of Proxy to submit the request.
 - b. Please provide a copy of the proxy holder's MyKad/Identification Card (front and back) or Passport as well as his/her email address.
- iii. Email notification
 - a. You will receive notification from Boardroom that your request(s) has been received and is being verified.
 - b. Upon system verification against the Record of Depositories of the EGM as at 3 February 2021, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
 - c. If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom.
 - d. Please note that the closing date and time to submit your request is by **Monday, 8 February 2021 at 11.00 a.m.**

On the day of the EGM Procedure	Action
iv. Login to Virtual Meeting Platform	<p>(a) The Virtual Meeting portal will be opened for login one (1) hour before the commencement of the EGM at 10.00 a.m. on Wednesday, 10 February 2021.</p> <p>(b) The Meeting Platform can be accessed via one of the following methods:-</p> <ul style="list-style-type: none"> ➤ Download the free Lumi AGM application from Apple App Store or Google Play Store; ➤ Launch Lumi AGM by scanning the QR Code provided in the email notification; ➤ Access to Lumi AGM webportal via website at https://web.lumiagm.com <p>(c) Insert the Meeting ID No. and sign in with the user ID and password provided to you via the email notification in Step (iii).</p>
v. Participate	<p>[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition. All question and messages will be presented with the full name and identity of the participant raising the question.]</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 AGM, select the messaging icon. </p> <p>(c) Type your message within the chat box, once completed click the send button.</p>
vi. Voting	<p>(a) Once voting has been opened, the polling icon will appear with the resolutions and your voting choices.</p> <p>(b) To vote simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</p> <p>(c) To change your vote, simply select another voting direction.</p> <p>(d) If you wish to cancel your vote, please press "Cancel".</p>
vii. End of Participation	<p>(a) Upon the announcement by the Chairman on the closure of the EGM, the live webcast will end and the messaging window will be disabled.</p> <p>(b) You can now logout from the Meeting Platform.</p>

7. Gift Policy

There will be **NO DISTRIBUTION** of door gifts or vouchers for shareholders/proxies/corporate representatives/attorneys who participate at this virtual EGM.

8. Recording or Photography

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

9. Enquiries

If you have any enquiries prior to the EGM or if you wish to request for technical assistance to participate in the fully virtual meeting, please contact Boardroom during office hours from Monday to Friday (8.30 a.m. to 5.30. p.m.), details as follows:-

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
General Line : 603-7890 4700 (Helpdesk)
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 proxy(ies) and/or attorney(s) 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.