

ADMINISTRATIVE GUIDE

for the Postponement of Nineteenth Annual General Meeting (“19th AGM”)



Registration No. 200201021504 (589167-W)
(Incorporated in Malaysia)

Day and Date : **Tuesday, 3 August 2021**
Time : **10.00 a.m.**
Broadcast Venue : **Function Room, Level 5, Plaza Seri Setia, No. 1, Jalan SS9/2, 47300 Petaling Jaya, Selangor Darul Ehsan**
Meeting Platform : **Online meeting platform via TIIH Online website at <https://tiih.online> provided by Tricor Investor & Issuing House Services Sdn. Bhd. in Malaysia**

1. PRECAUTIONARY MEASURES AGAINST THE CORONAVIRUS DISEASE (“COVID-19”)

- In line with the Government’s directive and Guidance Note issued by Securities Commission Malaysia to curb the spread of COVID-19, the Company will conduct its Postponement of 19th AGM on a fully virtual basis through live streaming and online remote voting via Remote Participation and Voting (“**RPV**”) facilities which are available on Tricor Investor & Issuing House Services Sdn Bhd (“**Tricor**”) TIIH Online website at <https://tiih.online>.
- The Broadcast Venue of the Postponement of 19th AGM is strictly for the purpose of complying with Section 327(2) of the Companies Act, 2016 which required the Chairman of the meeting to be present at the main venue of the meeting. No member(s) or proxy(ies)/corporate representative(s)/attorney(s) shall be physically present or allowed to enter the Broadcast Venue on the day of the meeting.
- We strongly encourage you to attend the Postponement of 19th AGM via the RPV facilities. You may also consider appointing the Chairman of the meeting as your proxy to participate and vote on your behalf at the Postponement of 19th AGM.
- Due to constant evolving COVID-19 situation in Malaysia, the Company may be required to change the arrangements of our Annual General Meeting at short notice. Kindly visit Bursa Malaysia Berhad’s website and Company’s corporate website at www.mgbgroup.com.my for the latest updates on the status of the Postponement of 19th AGM.
- The Company will continue to observe the guidelines issued by all relevant authorities and will take the necessary precautionary measures as advised.

2. RPV FACILITIES

- The RPV facilities are available on Tricor’s TIIH Online website at <https://tiih.online>
- A member or his/her/its proxy(ies)/corporate representative(s)/attorney(s) is to attend, participate (including to pose questions in the form of real time submission of typed texts) and vote remotely at the Postponement of 19th AGM using RPV facilities.
- Kindly refer to procedures and requirements for RPV facilities as set out in this Administrative Guide.

3. PROCEDURE FOR RPV FACILITIES

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the Postponement of 19th AGM using the RPV facilities.

Before the Postponement of 19th AGM

PROCEDURE	ACTION
Register as a user with TIIH Online	<ul style="list-style-type: none">• Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services” select “Create Account by Individual Holder”. Please refer to the tutorial guide posted on the homepage for assistance.• Registration as a user will be approved within one (1) working day and you will be notified via e-mail.• If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.

PROCEDURE	ACTION
Submit your request to attend Postponement of 19th AGM remotely	<ul style="list-style-type: none"> Registration is open from 10.00 a.m. Wednesday, 30 June 2021 until the day of the Postponement of 19th AGM, Tuesday, 3 August 2021. Member(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the Postponement of 19th AGM to ascertain their eligibility to participate in the Postponement of 19th AGM using the RPV facilities. Login with your user ID (i.e. e-mail address) and password and select the corporate event: “(REGISTRATION) MGB POSTPONEMENT OF 19TH AGM” Read and agree to the Terms & Conditions and confirm the Declaration. Select “Register for Remote Participation and Voting”. Review your registration and proceed to register. System will send an e-mail to notify that your registration for remote participation is received and will be verified. After verification of your registration against the General Meeting Record of Depositors as at 27 July 2021, the system will send you an e-mail after 10.00 a.m. on 2 August 2021 to approve or reject your registration for remote participation. <p><i>(Note: Please allow sufficient time for the approval of new user of TIH Online as well as the registration for RPV facilities in order that you can login to TIH Online and participate in the Postponement of 19th AGM remotely).</i></p>

On the day of the Postponement of 19th AGM (3 August 2021)

PROCEDURE	ACTION
Login to TIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the Postponement of 19th AGM at any time from 9.00 a.m. i.e. 1 hour before the commencement of the Postponement of 19th AGM on Tuesday, 3 August 2021 at 10.00 a.m.
Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) MGB POSTPONEMENT OF 19TH AGM” to engage in the proceedings of the Postponement of 19th AGM remotely. If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will endeavor to respond to the questions submitted by remote participants during the Postponement of 19th AGM. If there is time constraint, the responses will be emailed to you at the earliest possible, after the meeting.
Online Remote Voting	<ul style="list-style-type: none"> Voting session commences from 10.00 a.m. on Tuesday, 3 August 2021 until a time when the Chairman announces the end of the voting session. Select the corporate event: “(REMOTE VOTING) MGB POSTPONEMENT OF 19TH AGM” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box. Read and agree to the Terms & Conditions and confirm the Declaration. Select the CDS account that represents your shareholdings. Indicate your votes for the resolutions that are tabled for voting. Confirm and submit your votes.
End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the conclusion of the Postponement of 19th AGM, the Live Streaming will end.

Note to users of the RPV facilities:

- Should your registration for RPV be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIH Online on the day of meeting will indicate your presence at the virtual meeting.
- The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
- In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-4080 5616/ 011-4080 3168/ 011-4080 3169/ 011-4080 3170 or email to tiih.online@my.tricorglobal.com for assistance.

4. ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY

- Only members whose name appear of the **General Meeting Record of Depositors as at 27 July 2021** shall be eligible to attend, participate and vote at the Postponement of 19th AGM or appoint a proxy(ies)/corporate representatives(s)/attorney(s) to attend, participate and vote on his/her behalf.

- If you as a member wish to attend, participate and vote at the Postponement of 19th AGM yourself, please do not submit any Proxy Form. You will not be allowed to participate in the Postponement of 19th AGM together with a proxy appointed by you.
- The appointment of a proxy may be made in hard copy form or by electronic form in the following manner not later than **Monday, 2 August 2021 at 10.00 a.m.:**

(i) In hard copy form

(a) By hand or post to the office of the Company's Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or alternatively, its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur; or

(b) By fax at 03-2783 9222 or e-mail to is.enquiry@my.tricorglobal.com.

(ii) By electronic form

All members can have the option to submit proxy forms electronically via TIIH Online website at <https://tiih.online> and the steps to submit are summarised below:

PROCEDURE	ACTION
Steps for Individual Shareholders	
Register as a user with TIIH Online	<ul style="list-style-type: none"> • Using your computer, please access the website at https://tiih.online. Register as a user under the "e-Services". Please refer to the tutorial guide posted on the homepage for assistance. • If you are already a user with TIIH Online, you are not required to register again.
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> • After release of the Notice of the Meeting by the Company, login with your user name (i.e. email address) and password. • Select the corporate event: "MGB POSTPONEMENT OF 19TH AGM – Submission of Proxy Form". • Read and agree to the Terms & Conditions and confirm the Declaration. • Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf. • Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman as your proxy. • Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your votes. • Review and confirm your proxy(ies) appointment. • Print the Proxy Form for your record.
Steps for Corporation or Institutional Shareholders	
Register as a User with TIIH Online	<ul style="list-style-type: none"> • Access TIIH Online website at https://tiih.online. • Under "e-Services", the authorised or nominated representative of the corporation or institutional shareholder selects "Create Account by Representative of Corporate Holder". • Complete the registration form and upload the required documents. • Registration will be verified and you will be notified by email within one (1) to two (2) working days. • Proceed to active your account with the temporary password given in the email and re-set your own password. <p><i>(Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic form submission. Please contact our Share Registrar, Tricor, if you need clarifications on the user registration.)</i></p>
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> • Login to TIIH Online website at https://tiih.online. • Select the corporate exercise name: "MGB POSTPONEMENT OF 19TH AGM – Submission of Proxy Form". • Read and agree to the Terms & Conditions and confirm the Declaration. • Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein. • Prepare the file for the appointment of proxy(ies) by inserting the required data. • Submit the proxy appointment file. • Login to TIIH Online, select corporate exercise name: "MGB POSTPONEMENT OF 19TH AGM - Submission of Proxy Form". • Proceed to upload the duly completed proxy appointment file. • Select "Submit" to complete your submission. • Print the confirmation report of your submission for your record.

5. VOTING AT THE MEETING

- The voting at the Postponement of 19th AGM 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 Tricor as the Poll Administrator to conduct the poll by way of electronic voting (e-voting).
- Member(s)/ proxy(ies)/ corporate representative(s)/ attorney(s) can proceed to vote on the resolutions at any time from 10.00 a.m. on Tuesday, 3 August 2021 until a time before the end of voting session which will be announced by the Chairman of the meeting. Kindly refer to "Procedure for RPV Facilities" for guidance on how to vote remotely from TIIH Online.
- Upon completion of the voting session for the Postponement of 19th AGM, the Independent Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

6. RESULTS OF THE VOTING

The resolutions proposed and the results of the voting would be announced at the Postponement of 19th AGM and subsequently via an announcement made by the Company through Bursa Malaysia Berhad's website at www.bursamalaysia.com.

7. PRE-MEETING SUBMISSION OF QUESTION

The Board of Directors of the Company recognises that the Postponement of 19th AGM is a valuable opportunity to engage with the members. In order to enhance the efficiency of the proceedings of the meeting, members may submit questions in advance before the Postponement of 19th AGM via Tricor's TIIH Online website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically no later than Monday, 2 August 2021. The Board of Directors will endeavor to address the questions received at the Postponement of 19th AGM.

8. NO DOOR GIFTS OR FOOD VOUCHER

There will be **NO** distribution of door gifts or food vouchers as the Postponement of 19th AGM will be conducted on a fully virtual basis.

9. ENQUIRY

If you have any enquiry prior to the Postponement of 19th AGM, please contact the Share Registrar during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn. Bhd.

Registration No. 197101000970 (11324-H)
Unit 32-01, Level 32, Tower A
Vertical Business Suite
Avenue 3, Bangsar South
No. 8, Jalan Kerinchi
59200 Kuala Lumpur, Malaysia

Contact Details

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