



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

# ADMINISTRATIVE GUIDE

## Twentieth Annual General Meeting (“20th AGM”)

### 1. VIRTUAL 20TH AGM

<b>Day and Date</b>	: Wednesday, 15 June 2022
<b>Time</b>	: 10.00 a.m.
<b>Broadcast Venue</b>	: Board Room, Level 4, Plaza Seri Setia, No. 1, Jalan SS9/2, 47300 Petaling Jaya, Selangor Darul Ehsan.
<b>Meeting Platform</b>	: Online Platform via TIIH Online website at <a href="https://tiih.online">https://tiih.online</a> provided by Tricor Investor & Issuing House Services Sdn. Bhd.

- With reference to the revised ‘Guidance and FAQs on the Conduct of General Meetings for Listed Issuers’ issued by the Securities Commission Malaysia (“SC’s Guidance”) on 16 July 2021, listed issuers are encouraged to continue leveraging technology in conducting general meetings beyond Movement Control Order.
- The virtual 20th AGM will be conducted online from the Broadcast Venue, and shareholders will participate via the RPV facilities with audio and/or video capabilities. The Broadcast Venue is the main venue in Malaysia where the Chairman of the meeting will be physically present in accordance with Section 327(2) of the Companies Act (“CA”) 2016 together with essential individuals in accordance with Note 1.2 of the SC’s Guidance. Shareholder(s), proxy(ies), authorised representative(s) or attorney(s) WILL NOT BE ALLOWED to be physically present at the Broadcast Venue.

### 2. ENTITLEMENT TO PARTICIPATE AND VOTE

- For the purpose of determining a member who shall be entitled to attend the 20th AGM, the Company shall be requesting Bursa Malaysia Depository Sdn. Bhd. in accordance with Article 49 (b) & (c) of the Company’s Constitution and Section 34(1) of the Securities Industry (Central Depositories) Act 1991, to issue a General Meeting Record of Depositors (“General Meeting ROD”) as at 3 June 2022. Only a depositor whose name appears on the Record of Depositors as at 3 June 2022 shall be entitled to attend the said meeting or appoint proxies to attend and/or vote on his/her behalf.
- Shareholders whose names appear on the Record of Depositors as at 3 June 2022 and proxy(ies) for the shareholders are strongly encourage to participate and to vote remotely at this virtual AGM. This is in line with the Practice 12.3 of the Malaysian Code on Corporate Governance whereby it states that the virtual AGM will facilitate greater shareholder’s participation (including posing questions to the Board of Directors and/or Management of the Company) and vote at the AGM without being physically present at the venue. For shareholders who are unable to participate in this virtual AGM, you may appoint proxy(ies) or the Chairman of the Meeting as your proxy to attend and vote on your behalf at the AGM.
- If there is any material change required to the proceeding of the meeting, the Company will issue announcement on the same accordingly. Hence, kindly check the Company’s corporate website for announcements or the latest update (if any) in relation to the 20th AGM. The Company will continue to observe the guidelines issued by all relevant authorities and will take the necessary precautionary measures as advised.

### 3. RPV FACILITIES

- With reference to our letter to shareholders dated 29 April 2022, you are invited to attend the 20th AGM to exercise your right to attend, participate and vote at the meeting remotely by using the RPV facilities at <https://tiih.online> from the comfort of your home. To do so, you must follow the procedure for RPV facilities below.
- A member or his/her/its proxy(ies)/corporate representative(s)/attorney(s) shall attend, participate (including to pose questions in the form of real time submission of typed texts) and vote remotely at the 20th AGM using RPV facilities.

#### 4. 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 20th AGM using the RPV facilities.

##### Before the 20th AGM

PROCEDURE	ACTION
Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>Register as a user under the “e-Services” select <b>“Create Account by Individual Holder”</b>. You may refer to the tutorial guide posted on the homepage for assistance.</li> <li>Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li> <li>If you are already a user with TIIH Online, you are not required to register again. You will receive an <b>e-mail to notify</b> you that the remote participation is available for registration at TIIH Online.</li> </ul>
Register your attendance for the virtual 20th AGM	<ul style="list-style-type: none"> <li>Registration is open from Friday, 29 April 2022 until such time before the voting session ends at the 20th AGM on Wednesday, 15 June 2022. Member(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 20th AGM to ascertain their eligibility to participate in the 20th AGM using the RPV facilities.</li> <li>Login with your user ID (i.e. e-mail address) and password and select the corporate event: <b>“(REGISTRATION) MGB 20TH AGM”</b></li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select “Register for Remote Participation and Voting”.</li> <li>Review your registration and proceed to register.</li> <li>System will send an <b>e-mail to notify</b> that your registration for remote participation is received and will be verified.</li> </ul>
Verification and notification by TIIH system of your registration	<ul style="list-style-type: none"> <li>After verification of your registration against the General Meeting Record of Depositors as at <b>3 June 2022</b>, TIIH system will send you an <b>e-mail after 14 June 2022 to approve or reject your registration for remote participation</b>. <i>(Note: Please allow sufficient time for the approval of new user of TIIH Online as well as the registration for RPV facilities in order that you can login to TIIH Online and participate in the 20th AGM remotely).</i></li> <li>In the event your registration is not approved, you will be notified via e-mail.</li> </ul>

##### On the day of the 20th AGM (15 June 2022)

PROCEDURE	ACTION
Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID (i.e. e-mail address) and password for remote participation at the 20th AGM at any time from 9.00 a.m. i.e. 1 hour before the commencement of the 20th AGM on Wednesday, 15 June 2022 at 10.00 a.m.</li> </ul>
Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: <b>“(LIVE STREAM MEETING) MGB 20TH AGM”</b> to engage in the proceedings of the 20th AGM remotely.</li> <li>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 20th AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</li> </ul>
Remote Online Voting	<ul style="list-style-type: none"> <li>The Online Voting session commences from 10.00 a.m. on Wednesday, 15 June 2022 until the time when the Chairman announces the end of the voting session.</li> <li>Select the corporate event: <b>“(REMOTE VOTING) MGB 20TH AGM”</b> or if you are on the live stream meeting page, you can select <b>“GO TO REMOTE VOTING PAGE”</b> button below the Query Box.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select the CDS account that represents your shareholdings.</li> <li>Indicate your votes for the resolutions that are tabled for voting.</li> <li>Confirm and submit your votes.</li> </ul>
End of remote participation	<ul style="list-style-type: none"> <li>Upon the announcement by the Chairman on the conclusion of the 20th AGM, the Live Streaming will end.</li> </ul>

##### 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 TIIH 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](mailto:tiih.online@my.tricorglobal.com) for assistance.

## 5. APPOINTMENT OF PROXY

- If a shareholder not able to attend the 20th AGM via RPV facilities, he/she may appoint the Chairman of the meeting as his/her proxy and indicate the voting instruction in the form of proxy.
- A shareholder who has appointed a proxy(ies) or attorney(s) or authorised representative(s) to participate at the AGM via RPV must request his/her proxy(ies) or attorney or authorised representative to register himself/herself for RPV via TIIH Online website at <https://tiih.online>. Please refer to the Procedures for RPV facilities.
- If you as a member wish to attend, participate and vote at the 20th AGM yourself, please do not submit any Proxy Form. You will not be allowed to participate in the 20th 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 **Tuesday, 14 June 2022 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](mailto:is.enquiry@my.tricorglobal.com).

(ii) By electronic form

Alternatively, all members can submit their proxy forms electronically via TIIH Online website at <https://tiih.online> and the steps to submit are summarised below:

PROCEDURE	ACTION
<b>Steps for Individual Shareholders</b>	
Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>• Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services". Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>• If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>• After release of the Notice of the Meeting by the Company, login with your user ID (i.e. email address) and password.</li> <li>• Select the corporate event: <b>"MGB 20TH AGM – Submission of Proxy Form"</b>.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.</li> <li>• Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman as your proxy.</li> <li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your votes.</li> <li>• Review and confirm your proxy(ies) appointment.</li> <li>• Print the Proxy Form for your record.</li> </ul>
<b>Steps for Corporation or Institutional Shareholders</b>	
Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>• Access TIIH Online website at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Under "e-Services", the authorised or nominated representative of the corporation or institutional shareholder selects <b>"Create Account by Representative of Corporate Holder"</b>.</li> <li>• Complete the registration form and upload the required documents.</li> <li>• Registration will be verified and you will be notified by email within one (1) to two (2) working days.</li> <li>• Proceed to active your account with the temporary password given in the email and re-set your own password.</li> </ul> <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"> <li>• Login to TIIH Online website at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Select the corporate exercise name: <b>"MGB 20TH AGM – Submission of Proxy Form"</b>.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Proceed to download the file format for <b>"Submission of Proxy Form"</b> in accordance with the Guidance Note set therein.</li> <li>• Prepare the file for the appointment of proxy(ies) by inserting the required data.</li> <li>• Submit the proxy appointment file.</li> <li>• Proceed to upload the duly completed proxy appointment file.</li> <li>• Select "Submit" to complete your submission.</li> <li>• Print the confirmation report of your submission for your record.</li> </ul>

## 6. REMOTE ONLINE VOTING

- The voting at the 20th 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).
- The Online Voting session commences from 10.00 a.m. on Wednesday, 15 June 2022 until a time when the Chairman announces the end of the said voting session. Kindly refer to “*Procedure for RPV Facilities*” for guidance on how to vote remotely from TIIH Online.
- The Company has appointed Asia Securities Sdn. Bhd. as Scrutineers to verify the poll results. Upon completion of the voting session for the 20th AGM, the Scrutineers will verify the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

## 7. RESULTS OF THE VOTING

The resolutions proposed and the results of the voting would be announced at the 20th AGM and subsequently via an announcement made by the Company through Bursa Malaysia Berhad’s website at [www.bursamalaysia.com](http://www.bursamalaysia.com).

## 8. SUBMISSION OF QUESTION FOR 20TH AGM

### Prior the 20th AGM

Shareholders may submit questions in relation to the agenda items for the 20th AGM prior to the 20th 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 10.00 a.m. on Tuesday, 14 June 2022.

### During the 20th AGM

Shareholders may use the **Query Box** facility to ask questions real time (in the form of typed text) during the meeting. The Board and senior management will provide the responses to the questions accordingly.

## 9. NO DOOR GIFTS OR FOOD VOUCHER

There will be **NO** distribution of door gifts or food vouchers for members/proxies/corporate representatives who participate in the 20th AGM.

## 10. ENQUIRY

If you have any enquiry prior to the 20th AGM, please contact the Share Registrar during office hours on Mondays to Fridays from 9.00 a.m. to 5.00 p.m. (except on public holidays):

<b>Tricor Investor &amp; Issuing House Services Sdn. Bhd.</b> 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	<b>Contact Details</b>	
	<b>General Line</b>	+603 - 2783 9299
	<b>Ms Lim Lay Kiow</b>	+603 - 2783 9232 Lay.Kiow.Lim@my.tricorglobal.com
	<b>Pn. Zakiah Wardi</b>	+603 - 2783 9287 Zakiah@my.tricorglobal.com
	<b>Mr Keith Lim</b>	+603 - 2783 9240 Keith.Lim@my.tricorglobal.com