



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

**ADMINISTRATIVE GUIDE FOR THE
TWENTY-SECOND ANNUAL GENERAL MEETING (“22ND AGM”)**

Day and Date	: Thursday, 13 June 2024
Time	: 10.00 a.m.
Venue	: Function Room, Level 5, Plaza Seri Setia, No. 1, Jalan SS9/2, 47300 Petaling Jaya, Selangor Darul Ehsan.

REGISTRATION FOR THE 22ND AGM

1. Registration counter will open at 8.30 a.m. on the day of the 22nd AGM up to the time of the commencement of the 22nd AGM at 10.00 a.m.
2. Please produce your ORIGINAL Identity Card (“IC”) or Passport (for foreign shareholder) during registration for verification. Only original IC or Passport is valid for registration.
3. Please note that you are not allowed to register on behalf of another shareholder/proxy, even with the original IC or Passport of that other shareholder/proxy. Please make sure you collect your IC or Passport after the registration.
4. After verification and registration, you will be given an identification wristband. If you are attending the Meeting as a shareholder as well as proxy, you will be registered once and will only be given one identification wristband to enter the meeting hall. There is no replacement in the event that you lose/misplace the identification wristband.
5. After registration and signing on the Attendance List, please vacate the registration area.
6. No person will be allowed to register on behalf of another person even with the original MyKad/Passport of that other person.
7. The registration counter will only handle verification of shareholdings and registration. For other clarification or query, you may proceed to the Help Desk.

HELP DESK

The Help Desk will handle all clarification and query on matters relating to the Meeting.

APPOINTMENT OF PROXY OR ATTORNEY OR BY AUTHORISED REPRESENTATIVE

1. Only members whose names appear on the Record of Depositors as at 4 June 2024 shall be eligible to attend, speak and vote at the 22nd AGM or appoint proxy(ies) and/or the Chairman of the Meeting to attend and vote on his/her behalf.
2. In view that the 22nd AGM will be conducted physical, members can appoint the Chairman of the Meeting as their proxy and indicate the voting instruction in the Form of Proxy.
3. If you wish to participate in the 22nd AGM yourself, please do not submit any Form of Proxy for the 22nd AGM. You will not be allowed to participate in the 22nd AGM together with the proxy appointed by you.

4. Accordingly, proxy form and/or documents relating to the appointment of proxy/attorney/authorized representative for the 22nd AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner and must be received by the Company not less than 24 hours before the time set for the 22nd AGM or not later than **Wednesday, 12 June 2024 at 10.00 a.m.**:

(i) In hard copy form

(a) In the case of an appointment made in hard copy form, the proxy form must be deposited with 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

The proxy form can be electronically lodged with the Share Registrar of the Company via via TIIH Online website at <https://tiih.online>. Kindly refer to the Procedure for Electronic Submission of Proxy Form.

Please ensure ALL the particulars as required in the proxy form are completed, signed, and dated accordingly.

PROCEDURE FOR ELECTRONIC SUBMISSION OF PROXY FORM

The procedures to submit your proxy form electronically via Tricor's **TIIH Online** website are summarised below:

PROCEDURE		ACTION
i. Steps for Individual Shareholders		
(a)	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". You may 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.
(b)	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 ID (i.e. email address) and password. ▪ Select the corporate event: "MGB 22ND 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.

PROCEDURE		ACTION
(b)	Proceed with submission of Proxy Form (Cont'd)	<ul style="list-style-type: none"> ▪ 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.
ii. Step for Corporation or Institutional Shareholders		
(a)	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 activate 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 the persons stated under “ENQUIRY” section below if you need clarifications on the user registration.)</i></p>
(b)	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 22ND 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. ▪ 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.

VOTING AT MEETING

1. The voting at the 22nd AGM will be conducted by poll in accordance with Paragraph 8.92A(1) of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting) via Tricor e-Vote application and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll.

2. During the 22nd AGM, the Chairman will invite the Poll Administrator to brief you on the poll procedure.
3. Upon completion of the voting session for the 22nd AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are carried.

RESULTS OF THE VOTING

The resolutions proposed at the 22nd AGM and the results of the voting will be announced at the 22nd AGM and subsequently via an announcement made by the Company through Bursa Malaysia at www.bursamalaysia.com

NO SMOKING POLICY

A no smoking policy is maintained in the Meeting Hall. Your co-operation is much appreciated.

NO DOOR GIFTS OR FOOD VOUCHER

There will be **NO** distribution of door gifts or food vouchers for to members/proxies/corporate representatives who participate in the 22nd AGM.

DIGITAL COPIES OF AGM DOCUMENTS

As part of our commitment to environmentally sustainable practices by reducing paper usage, the following documents can be accessed from our website at <https://www.mgbgroup.com.my/investor-relations/> :

- (i) Annual Report 2023;
- (ii) Notice of the 22nd AGM and Proxy Form;
- (iii) Circular to Shareholders in relation to the Proposed New Shareholders' Mandate and Renewal of Existing Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature and Share Buy-Back Statement in relation to the Proposed Renewal of Share Buy-Back Authority; and
- (iv) Corporate Governance Report 2023.

NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are strictly prohibited at the AGM.

ENQUIRY

If you have any enquiry prior to the 22nd 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):

Tricor Investor & Issuing House Services Sdn Bhd	Contact Details	
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	General Line Mr. Allen Sii	+603 - 2783 9299 +603 - 2783 923263 Allen.Sii@my.tricorglobal.com
	Pn. Zakiah Wardi	+603 - 2783 9287 Zakiah@my.tricorglobal.com
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