

ADMINISTRATIVE GUIDE

For the Virtual 25th Annual General Meeting (“25th AGM”)



Day/Date : Monday, 12 December 2022
Time : 10.00 a.m.
Broadcast Venue : Boardroom, 7th Floor, Menara AZRB
No. 71 Persiaran Gurney, 54000 Kuala Lumpur

VOTING VIA DIGITAL BALLOT FORM AT THE VIRTUAL 25TH AGM

1. In view of the COVID-19 pandemic and as part of our safety measures, the 25th AGM of Ahmad Zaki Resources Berhad (“the Company”) will be conducted on virtual basis through remote participation and electronic voting from the Broadcast Venue (“Online AGM”).
2. The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the meeting to be present at the main venue of the meeting. Members will not be allowed to physically present at the 25th AGM in person at the Broadcast Venue on the day of the meeting.
3. This is a virtual meeting in adherence to the SC Meeting’s Guideline to curb the spiking of COVID-19. Members who wish to participate at the 25th AGM will therefore have to do so remotely. Pre-registration of attendance is required via the link at <https://vps.megacorp.com.my/Gs8fM0> (please refer to paragraph 6 below for further details). After the registration is validated and accepted, members will receive an email with a link to grant access to the Digital Ballot Form (“DBF”).
4. With the DBF, you may exercise your right as a member of the Company to vote during the 25th AGM at the comfort of your home or from any location.
5. Members may use the *Questions’ Pane* facility (located at the top right corner of the screen) to submit questions in real time during the 25th AGM via the Live-Streaming solution. Members may also submit questions before the meeting via email to the following e-mail address in relation to the agenda items for the 25th AGM: AGM-support.AZRB@megacorp.com.my

REGISTRATION PROCEDURE

6. Kindly follow the steps below to ensure that you are able to obtain your DBF and details to log in to the Live-Streaming session to participate and vote remotely during the 25th AGM online:
 - a. Open this link: <https://vps.megacorp.com.my/Gs8fM0>, or scan the QR code below and submit all requisite details at least forty-eight (48) hours before the date of 25th AGM.



- b. Only members are allowed to register their details online. Members can also appoint proxies or Chairman of the meeting as proxy via online, as in step (a) above. Please ensure that your details are accurate as non-compliance would result in you not being able to participate in the 25th AGM.

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- c. Alternatively, you may deposit your Form of Proxy, duly completed with the proxy's email address and mobile phone number, at the office of the Poll Administrator at least 48 hours before the date of the 25th AGM at:

Mega Corporate Services Sdn Bhd

Level 15-2, Bangunan Faber Imperial Court, Jalan Sultan Ismail, 50250 Kuala Lumpur; or submit via e-mail to: **AGM-support.AZRB@megacorp.com.my**

- d. For corporate members/nominee accounts, please execute Form of Proxy as per step (c) above.
- e. Upon verification on your registration, the Poll Administrator, Mega Corporate Services Sdn Bhd will send to you the following via email:
- i. Meeting Link - for the Live-Streaming Session
 - ii. DBF - for Voting Purposes

RECORD OF DEPOSITORS ("ROD") FOR THE 25TH AGM

7. The date of ROD for the 25th AGM is **Monday, 5 December 2022**. As such, only members whose name appear in the ROD shall be entitled to participate, speak and vote at the 25th AGM or appoint proxy(ies)/corporate representative(s) to participate, speak and vote on his/her behalf.

POLL VOTING

8. The voting of the 25th AGM will be conducted by poll. The Company has appointed Mega Corporate Services Sdn Bhd as the Poll Administrator to conduct the polling process by way of e-voting, and Cygnus Technology Solutions Sdn Bhd as Scrutineers to verify the poll results.
9. Members can proceed to vote on the resolutions and submit your votes during the voting period as stipulated in the DBF. Upon completion of the voting session for the 25th AGM, the Scrutineers will verify the poll results after which the Chairman will announce the poll results of the resolutions.

ENQUIRY

If you have any enquiries on the above, please contact the Poll Administrator during office hours (Monday to Friday):

MEGA CORPORATE SERVICES SDN BHD

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