

ADMINISTRATIVE GUIDE

For the Virtual 26th Annual General Meeting (“26th AGM”)

Day/Date : Tuesday, 12 December 2023
Time : 10.30 a.m.
Broadcast Venue : Boardroom, 7th Floor, Menara AZRB
No. 71 Persiaran Gurney, 54000 Kuala Lumpur



VOTING VIA DIGITAL BALLOT FORM AT THE VIRTUAL AGM

1. Shareholders will not be allowed to attend the AGM in person at the Broadcast Venue on the day of the meeting. Shareholders who wish to participate at the AGM will therefore have to do so remotely. Pre-registration of attendance is required via the link at <https://vps.megacorp.com.my/t3gPR1> (please refer to para 4 for further details). After the registration is validated and accepted, Shareholders will receive an email with a link to grant access to the Digital Ballot Form (“DBF”).
2. With the DBF and the meeting link, you may exercise your right as a shareholder of the Company to participate and vote during the AGM, at the comfort of your home or from any location
3. Shareholders may use the Questions’ Pane facility (located at the top right corner of the screen) to submit questions in real time during the meeting via the Live-Streaming solution. Shareholders may also submit questions before the meeting via email to the following e-mail address in relation to the agenda items for the AGM: AGM-support.AZRB@megacorp.com.my

REGISTRATION PROCEDURE

4. 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 AGM online:
 - a. Open this link <https://vps.megacorp.com.my/t3gPR1> or scan the QR code at the top right corner of this document and submit all requisite details at least forty-eight (48) hours before the date of AGM.
 - b. Only Shareholders are allowed to register their details online. Shareholders 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 Meeting.
 - c. Alternatively, you may deposit your Proxy Form, duly completed with the proxy’s email address and mobile phone number, at the office of the Poll Administrator 48 hours before the AGM:
Mega Corporate Services Sdn. Bhd.
Level 15-2, Bangunan Faber Imperial Court, Jalan Sultan Ismail, 50250 Kuala Lumpur, Wilayah Persekutuan or;
Submit via e-mail to: AGM-support.AZRB@megacorp.com.my
 - d. For corporate Shareholders / 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 the following via email:
 - i. Meeting Link – for the Live-Streaming Session
 - ii. DBF – for Voting Purposes

RECORD OF DEPOSITORS (“ROD”) FOR THE AGM

5. The date of ROD for the 26th AGM is **5 December 2023**. As such, only Shareholders whose name appear in the ROD shall be entitled to participate and vote at the AGM or appoint proxy(ies) /corporate representative(s) to participate and vote on his / her behalf.

POLL VOTING

6. The voting of the 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.
7. Shareholders 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 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

Email : AGM-support.AZRB@megacorp.com.my
Tel : +60 (3) 26948984
Mr Alfred : +60 (12) 912 2734
En. Hisham : +60 (12) 252 9136