

ADMINISTRATIVE GUIDE FOR THE VIRTUAL 24TH ANNUAL GENERAL MEETING (“24TH AGM”)

Date/Day : 15 December 2021, Wednesday
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 24th AGM

1. In view of the Coronavirus Disease (COVID-19) pandemic and as part of our safety measures, the **24th 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”). This is in line with the Administrative Guidance on the Conduct of General Meetings for the Listed Issuers issued by the Securities Commission Malaysia revised on 16 July 2021.
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 **24th 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. Shareholders who wish to participate at the **24th AGM** will therefore have to do so remotely. Pre-registration of attendance is required via the link at <https://vps.megacorp.com.my/qwvteg> (please refer to paragraph 6 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”)**.
4. With the DBF, you may exercise your right as a shareholder of the Company to participate (including to pose questions to the Board / Management of the Company) and vote during the **24th AGM**, at the comfort of your home or from any location.
5. 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 **24th 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 **24th AGM** online:
 - a. Open this link: <https://vps.megacorp.com.my/qwvteg>, or scan the QR code below and submit all requisite details at least forty-eight (48) hours before the date of **24th AGM**.



ADMINISTRATIVE GUIDE

FOR THE VIRTUAL 24TH ANNUAL GENERAL MEETING (“24TH 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 at least 48 hours before the date of the **24th AGM** at:

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 24th AGM

- 7. The date of ROD for the **24th AGM** is **Wednesday, 8 December, 2021**. As such, only shareholders whose name appear in the ROD shall be entitled to participate, speak and vote at the **24th AGM** or appoint proxy(ies) / corporate representative(s) to participate, speak and vote on his / her behalf.

Poll Voting

- 8. The voting of the **24th 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. 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 **24th 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) 2692 4271

Alfred : +60 (12) 912 2734

Hisham : +60 (12) 252 9136