

# ADMINISTRATIVE GUIDE FOR THE NINETEENTH (19<sup>TH</sup>) ANNUAL GENERAL MEETING (“AGM”)

<b>Date</b>	:	Monday, 23 May 2022
<b>Time</b>	:	10.00 a.m.
<b>Broadcast Venue</b>	:	Wisma LSK, Lot 6122, Jalan Haji Abdul Manan, Off Jalan Meru, 41050 Klang, Selangor Darul Ehsan
<b>Meeting Platform</b>	:	<a href="https://web.vote2u.my">https://web.vote2u.my</a>

The Securities Commission Malaysia (“SC”) had on 7 April 2022 issued a revised Guidance and FAQs on the Conduct of General Meetings for Listed Issuers (“SC Guidance Note”) whereby listed issuers are encouraged to continue leveraging technology in conducting general meetings during the transition of endemic phase.

In line with the SC Guidance Note, the 19th Annual General Meeting (“AGM”) of the Company will be held virtually through live streaming and online remote voting from the Broadcast Venue using the Remote Participation and Voting facilities (“RPV”).

The **Broadcast Venue** of the 19th AGM 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 together with the essential individuals as indicated in the SC Guidance Note. Members/proxy(ies) from the public **will NOT be allowed** to be physically present at the Broadcast Venue on the day of the meeting.

Members whose names appear on the Record of Depositors as at 13 May 2022 and holders of proxy and authorised representatives for those members are to participate in the virtual 19th AGM and vote remotely at the 19th AGM. In line with Practice 13.3 of the Malaysian Code on Corporate Governance, this virtual AGM will facilitate greater member’s participation (including posting 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 members who are unable to participate in this virtual AGM, you may appoint a proxy(ies) or the Chairman of the Meeting as your proxy to attend and vote on your behalf at the AGM.

Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of the participants (members, proxies and/or authorised representatives). Hence, you are to ensure that internet connectivity throughout the duration of the meeting is maintained while using RPV provided by Agmo Digital Solutions Sdn Bhd (“AGMO”) via its **Vote2U Online** website at <https://web.vote2u.my>

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## PROCEDURE TO PARTICIPATE IN RPV

Please follow the Procedure to Participate in RPV as summarised below:

### BEFORE AGM DAY

#### A: REGISTRATION

##### Individual Members

	Description	Procedure
i.	Members to register with Vote2U online	<p>The registration will open from Friday, 22 April 2022 up to the 19th AGM day, Monday, 23 May 2022.</p> <ol style="list-style-type: none"> <li>a. Access website at <a href="https://web.vote2u.my">https://web.vote2u.my</a></li> <li>b. Click “<b>Sign Up</b>” to sign up as a user.</li> <li>c. Read the ‘Privacy Policy’ and ‘Terms &amp; Conditions’ and indicate your acceptance of the ‘Privacy Policy’ and ‘Terms &amp; Conditions’ on a small box <input type="checkbox"/>. Then click “<b>Next</b>”.</li> <li>d. *Fill-in your details (note: create your own password). Then click “<b>Continue</b>”.</li> <li>e. Upload softcopy of your identification card (MYKAD) (front only) (for Malaysian) or Passport (for non-Malaysian).</li> <li>f. Click “<b>Submit</b>” to complete the registration</li> <li>g. Your registration will be verified and an email notification will be sent to you. Please check your email.</li> </ol> <p><u>Note:</u> If you have registered as a user with Vote2U Online previously, you are not required to register again.</p> <p>*Check your email address is keyed in correctly. *Remember the password you have keyed-in.</p>

#### B: REGISTER PROXY

##### Individual Member / Corporate Member / Nominees Company

	Description	Procedure
i.	Submit Form of Proxy (hardcopy)	<ol style="list-style-type: none"> <li>a. *Fill-in details on the hardcopy proxy form and ensure to provide the following information:               <ul style="list-style-type: none"> <li>o MYKAD (for Malaysian) / Passport (for non-Malaysian)</li> <li>o Mobile number of the Proxy</li> <li>o *Email address of the Proxy</li> </ul> </li> <li>b. Submit/deposit the hardcopy of duly executed proxy form to <b>Wisma LSK, Lot 6122, Jalan Haji Abdul Manan, Off Jalan Meru, 41050 Klang, Selangor Darul Ehsan <u>no later than</u> Saturday, 21 May 2022 at 10.00 a.m.</b></li> </ol> <p><u>Note:</u> After verification, an email notification will be sent to the Proxy and will be given a temporary password. The Proxy could use the temporary password to log in to Vote2U.</p> <p>*Check the email address of Proxy is written down correctly.</p>

Members who appoint proxy(ies) to participate in the virtual AGM must ensure that the hardcopy proxy form is submitted not less than 48 hours before the time for holding the meeting or any adjourned meeting at which the person named in the instrument proposes to vote and in default, the instrument of proxy shall not be treated as valid.

# ADMINISTRATIVE GUIDE FOR THE NINETEENTH (19<sup>TH</sup>) ANNUAL GENERAL MEETING (“AGM”) (cont’d)

## ON AGM DAY

### A: WATCH LIVE STREAMING

#### Individual Members, Proxies & Authorised Representatives

	Description	Procedure
i.	Login to virtual meeting portal - Vote2U online & watch Live Streaming.	<p>The Vote2U online portal will open for log in starting from <b>9.00 a.m., Monday, 23 May 2022</b>, one (1) hour before the commencement of the AGM.</p> <ol style="list-style-type: none"> <li>a. Login with your email and password</li> <li>b. Select the General Meeting event (for example, “LSK GROUP 19<sup>th</sup> AGM”).</li> <li>c. Check your details.</li> <li>d. Click “<b>Watch Live</b>” button to view the live streaming.</li> </ol>

### B: ASK QUESTION

#### Individual Members, Proxies & Authorised Representatives

	Description	Procedure
i.	Ask Question during AGM (real-time)	<p>Questions submitted online using <u>typed text</u> will be moderated before being forwarded to the Chairman to avoid repetition. Every question and message will be presented with the full name of the member/proxy/authorised representative raising the question.</p> <ol style="list-style-type: none"> <li>a. Click “<b>Ask Question</b>” button to post question(s).</li> <li>b. Type in your question and click “<b>Submit</b>”.</li> </ol> <p>The Chairman / Board of Directors will endeavor to respond to questions submitted by remote members, proxies and authorised representatives during the AGM.</p>

### C: VOTING REMOTELY

#### Individual Members, Proxies & Authorised Representatives

	Description	Procedure
i.	Online Remote Voting	<p>Once the Chairman announces the opening of remote voting:</p> <ol style="list-style-type: none"> <li>a. Click “<b>Confirm Details &amp; Start Voting</b>”.</li> <li>b. To vote, select your voting choice from the options provided. A confirmation screen will appear to show your selected vote. Click “<b>Next</b>” to continue voting for all resolutions.</li> <li>c. To change your vote, click “<b>Back</b>” and select another voting choice.</li> <li>d. After you have completed voting, a Voting Summary page appears to show all the resolutions with your voting choices. Click “<b>Confirm</b>” to submit your vote.</li> </ol> <p>[Please note that you are <u>not able</u> to change your voting choices after you have confirmed and submitted your votes.]</p>

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## ADDITIONAL INFORMATION

### **Voting Procedure**

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the AGM will be conducted by poll. Poll administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.

### **No Door Gift or e-Voucher or Food Voucher**

There will be no door gift or e-Voucher or food voucher given at this AGM.

### **Enquiry**

- a. For enquiries relating to RPV or issues encountered during registration, log in, connecting to the live streaming and online voting facilities, please contact Vote2U helpdesk during office hours (9:00 a.m. to 5:00 p.m.) on Mondays to Fridays (except public holidays) as follows:

Telephone Number: 03-7664 8520 / 03-7664 8521

Email: [vote2u@agmostudio.com](mailto:vote2u@agmostudio.com)