



Registration No. 201901013612 (1322940-P)  
(Incorporated in Malaysia)

## Administrative Guide for Third Annual General Meeting (“3<sup>rd</sup> AGM” or “AGM”)

Meeting Day and Date	: Friday, 17 <sup>th</sup> June 2022
Time	: 2.30 p.m.
Broadcast Venue	: Meeting Room of Jishan, Lot 20575, Mukim 7, Jalan Bukit Panchor, 14300 Nibong Tebal, Pulau Pinang ( <i>formerly known as Lot 20384</i> )
Meeting Platform	: <a href="http://www.vpoll.com.my">www.vpoll.com.my</a> (Domain Registration No. D1A457149)

### 1. Virtual Meeting

- 1.1 As a precautionary measure amid the Coronavirus Disease (COVID-19) pandemic and having regard to the well-being of the safety of the Company’s shareholders, employees and Directors, the Board of Directors (the “Board”) and Management have decided that the meeting will be conducted entirely virtual through live streaming and online remote voting via Remote Participation and Voting (“RPV”) facilities.
- 1.2 Kindly ensure that you are connected to the internet at all times in order to participate and/or vote at our virtual Meeting. Therefore, it is your responsibility to ensure that connectivity for the duration of the Meeting is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants. The Company, the Board and its management, registrar and other professional advisers (if any) shall not be held responsible or be liable for any disruption in internet line resulting in the participants being unable to participate and/or vote at the Meeting.

### 2. Entitlement to Participate and Vote

- 2.1 Only depositors whose names appear on the Record of Depositors as at **9 June 2022** shall be entitled to participate and/or vote at the meeting or appoint proxy/corporate representative(s) to participate and/or vote on his/her behalf by returning the duly executed Proxy Form(s).

### 3. Appointment of Proxy

- 3.1 If you are unable to attend and participate at the meeting via RPV facilities, you may appoint a proxy or the Chairman of the Meeting as your proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.
- 3.2 The instrument appointing a proxy and the power of attorney or other authority i.e. the corporate representatives / authorised nominees or exempt authorised nominees who wishes to attend and participate at the meeting via RPV facilities, please ensure the **duly executed original** Proxy Form(s) or the **original/duly certified** Certificate of Appointment of its corporate / authorised representative / power of attorney / letter of authority or other documents proving authority must be deposited to Company’s Share Registrar office, Aldpro Corporate Services Sdn. Bhd. at Level 5, Block B, Dataran PHB, Saujana Resort, Section U2, 40150 Shah Alam, Selangor, Malaysia not less than forty-eight (48) hours before the time appointed for holding the meeting i.e. not later than **Wednesday, 15 June 2022 at 2.30 p.m.**
- 3.3 All appointed proxy need not register for remote participation on VirtualeAGM e-Portal. Upon processing of your Proxy Form, we will grant your proxy access to remote participation at the Meeting to which he/she is appointed for instead of you, with the login credentials.

#### 4. **Submission of Questions**

- 4.1 Members and proxies may submit their questions via the real time submission of typed texts through a text box within VirtualeAGM e-Portal at [www.vpoll.com.my](http://www.vpoll.com.my) during the live streaming of the AGM. The questions and/or remarks submitted by the shareholders and/or proxies will be broadcasted and responded by the Chairman/Board/ relevant adviser during the meeting.

#### 5. **Voting Procedure**

- 5.1 The voting at the 3<sup>rd</sup> AGM will be conducted by poll.
- 5.2 For the purpose of the Meeting, e-Voting can be carried out using personal smart mobile phones, tablets, personal computers or laptops.
- 5.3 The polling will commence from the scheduled starting time of the Meeting and close ten (10) minutes after the Chairman announces the final ten (10) minutes for voting towards the end of the Meeting after the question-and-answer session.
- 5.4 Upon the completion of the voting session for the 3<sup>rd</sup> AGM, the Share Registrar will verify the poll results followed by the Chairman will announce and declare whether the resolutions put to vote were duly passed.

#### 6. **Remote Participation and Voting (“RPV”)**

- 6.1 Please note that all shareholders including (i) individual shareholders; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees, and proxies shall use the RPV facilities to participate and/or vote remotely at the meeting [(ii) to (iv) through their authorised representatives].
- 6.2 If you wish to participate in the Meeting, you will be able to view a live webcast of the Meeting, pose questions and/ or submit your votes in real time whilst the Meeting is in progress.
- 6.3 Kindly follow the steps as set out in **Appendix I** to register for RPV.

## VIRTUALEAGM USER GUIDE

**STEP 1:** Please go to url [www.vpoll.com.my](http://www.vpoll.com.my) to go to the Login Page as shown below to

**a. Sign up**

**Sign Up**

Full Name as per IC / Passport

Email Address

Phone Number

NRIC NO. or Passport No.

Password

Confirm Password

UPLOAD YOUR ID CARD

BROWSE

SUBMIT

ALREADY HAVE AN ACCOUNT? [LOGIN](#)

**b. Log in**

**Sign In**

email

Password

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND AGREED THE STATED PRIVACY POLICY AND TERMS & CONDITIONS

LOGIN

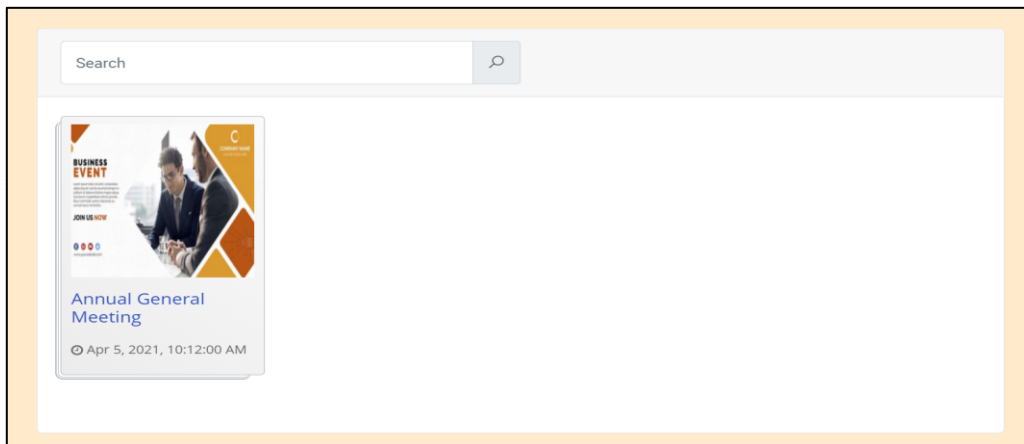
FORGOT PASSWORD?

DON'T HAVE AN ACCOUNT? [SIGN UP](#)

**Notes:**

- 1) Shareholders who wish to participate and vote remotely at the meeting via RPV facilities are required to register/sign up prior to the meeting.
- 2) The registration will be open from **10.00 a.m. on 9 June 2022** and the registration will be close at **2.30 p.m. on Thursday, 16 June 2022.**
- 3) This is a **ONE-TIME Registration**. If Shareholders are already a registered user of the e-Portal and need not register again.
- 4) Your email address is your User ID when Log in.

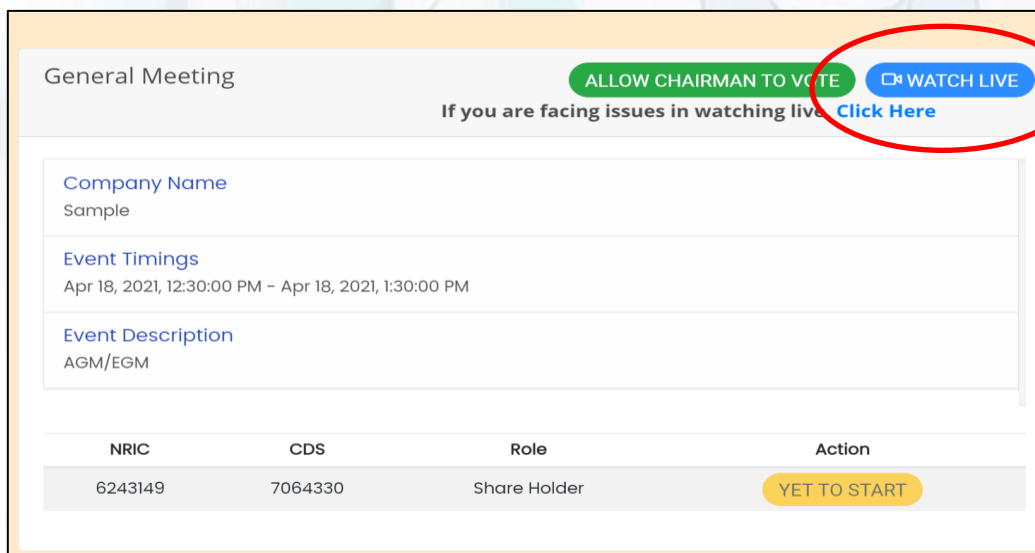
**STEP 2:** You will see a DASHBOARD screen as shown below. Click on event icon.



**Notes:**

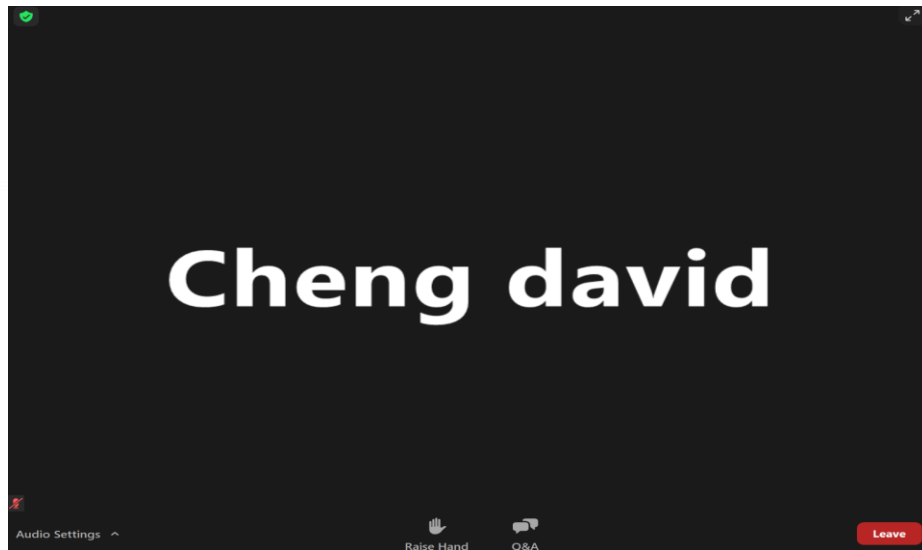
- 1) You can start to log in one hour (1) hour before the commencement of the meeting at **1.30 p.m. on Friday, 17 June 2022.**
- 2) The quality of the live streaming is dependent on the stability of the internet connection at the location of the user.
- 3) Log in to [www.vpoll.com.my](http://www.vpoll.com.my) with your registered User ID (email address) and password. For prox(ies) holders, use the login credential that was sent by the Poll Administrator.

**STEP 3:** Click on EVENT NAME ICON, you will see the following screen.



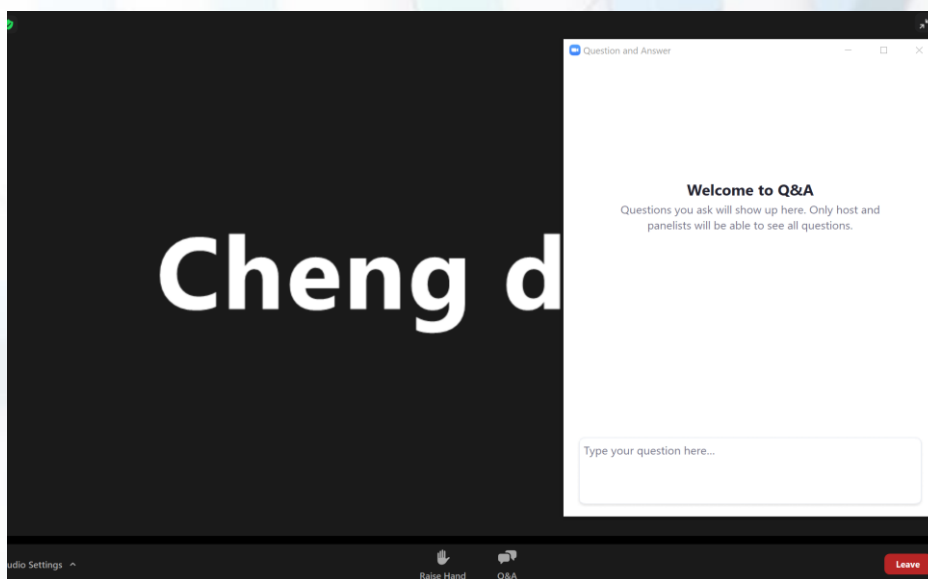
To watch live streaming, please click on the BLUE BUTTON as shown in the top right corner. If you are facing issues in watching live, click the "Click Here" to open the Zoom application directly.

**STEP 4:** The screen will open in a new tab as shown below:



### ASKING QUESTIONS FEATURE

To ask questions, please click on your Q&A icon at the bottom of your screen and type your questions.



If you have any questions to raise at the meeting, type the question in the text box below. The Chairman/Board/Management/relevant adviser(s) will endeavour to respond to your question during the Meeting.

**STEP 5:** To vote, please go back to your earlier tab as shown below.

General Meeting ALLOW CHAIRMAN TO VOTE WATCH LIVE  
If you are fa

**Company Name**  
Sample

**Event Timings**  
Apr 18, 2021, 12:30:00 PM - Apr 18, 2021, 1:30:00 PM

**Event Description**  
AGM/EGM

NRIC	CDS	Role	Action
6243149	7064330	Share Holder	<b>VOTE</b>

Upon confirmation of your name, event details, role, NRIC and CDS number, please click on the VOTE button.

**STEP 6:** Vote accordingly and click on the CONFIRM DETAILS AND SUBMIT VOTE button.

General Meeting

**Non Voting Resolution**  
To receive the Audited Financial Statements for the financial year ended 30 September 2020 together with the Reports of the Directors and Auditors thereon.

**Sample Ordinary Resolution**  
Vote Question 1

**Sample Special Resolution**  
Vote Question 2

FOR AGAINST ABSTAIN

FOR AGAINST ABSTAIN

Make sure you vote for all questions. If skipped, your response for that resolution will be saved as ABSTAIN

**CONFIRM DETAILS AND SUBMIT VOTE**

**STEP 7:** To view the voting results, please click the “RESULTS”

General Meeting

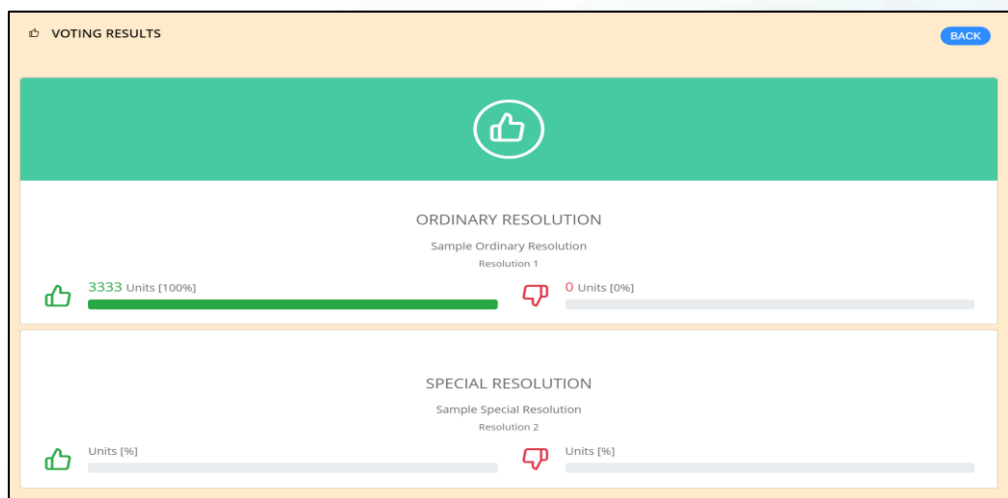
ALLOW CHAIRMAN TO VOTE WATCH LIVE  
If you are facing issues i

Company Name  
Sample

Event Timings  
Apr 18, 2021, 12:30:00 PM – Apr 18, 2021, 1:30:00 PM

Event Description  
AGM/EGM

NRIC	CDS	Role	Action
6243149	7064330	Share Holder	VIEW RESULTS



### **Enquiry**

If you have any enquiries prior to the AGM, please contact the following during office hours from Mondays to Fridays from 9.00 a.m. to 5.00 p.m. (except public holiday): -

### **The Share Registrar – any matters relating to the 3<sup>rd</sup> AGM**

#### **Aldpro Corporate Services Sdn Bhd**

Address : Level 5, Block B, Dataran PHB,  
Saujana Resort, Section U2,  
40150 Shah Alam, Selangor, Malaysia

Email Address : [admin@aldpro.com.my](mailto:admin@aldpro.com.my)

Contact Person : Ms. Vivien Khoh / Ms. Jennie Wong / Ms. Esther Loo

Telephone No : +603 7890 0638 (Ext: 294 / 223 / 298)

### **OR**

If you have any enquiry relating to VirtualeAGM, please contact the following persons during office hours from Mondays to Fridays from 9.00 a.m. to 5.00 p.m. (except public holiday): -

### **The Poll Administrator – e-Services Assistance**

#### **AI Smartual Learning Sdn Bhd**

Address : 1-23-5, Menara Bangkok Bank  
Berjaya Central Park  
Jalan Ampang, 50450 Kuala Lumpur, Malaysia

Email Address : [davidcheng@aismartuallearning.com](mailto:davidcheng@aismartuallearning.com)

Contact Person : Mr. David Cheng

Telephone No. : +6017 7700887