

ADMINISTRATIVE GUIDE 46TH ANNUAL GENERAL MEETING

BURSA MALAYSIA BERHAD
Registration No. 197601004668 (30632-P)
(Incorporated in Malaysia under the Companies Act 2016)



1. VIRTUAL 46TH ANNUAL GENERAL MEETING ("AGM")

The 46th AGM of Bursa Malaysia Berhad ("the Company") will be conducted virtually in accordance with the revised 'Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers' issued by the Securities Commission Malaysia ("SC's Guidance") on 7 April 2022, as the country entered into the "Transition to Endemic" phase. In this respect, the Company will continue to leverage technology, to ensure that the 46th AGM supports meaningful engagement between the Board/Management and Shareholders of the Company.

The date, time and venue for the 46th AGM of the Company are as below:

Date	Time	Venue
Thursday, 30 March 2023	10.00 a.m.	(a) Broadcast Venue Bursa Malaysia Berhad Conference Room 1, Ground Floor, Exchange Square, Bukit Kewangan, 50200 Kuala Lumpur, Malaysia
		(b) Online Platform TIIH Online website at https://tiih.online with Remote Participation and Voting ("RPV") facilities

The virtual 46th AGM will be conducted online from the Broadcast Venue, and shareholders will participate via the RPV facilities with audio and/or video capabilities. The Broadcast Venue is the main venue in Malaysia where the Chairman of the meeting will be physically present in accordance with Section 327(2) of the Companies Act ("CA") 2016 together with essential individuals in accordance with Note 1.2 and 1.3 of the SC's Guidance. As such, no shareholder(s), proxy(ies), authorised representative(s) or attorney(s) will be physically present at the Broadcast Venue.

2. GENERAL MEETING RECORD OF DEPOSITORS

For the purpose of determining a member who shall be entitled to attend the 46th AGM, the Company shall be requesting Bursa Malaysia Depository Sdn Bhd in accordance with Article 15.9 of the Company's Constitution and Section 34(1) of the Securities Industry (Central Depositories) Act 1991, to issue a General Meeting Record of Depositors ("**General Meeting ROD**") as at 23 March 2023. Only a depositor whose name appears on the Record of Depositors as at 23 March 2023 shall be entitled to attend the said meeting or appoint proxies to attend and/or vote on his/her behalf.

3. REGISTRATION FOR RPV AT THE 46TH AGM

With reference to our letter to shareholders dated 1 March 2023, you are invited to attend the 46th AGM to exercise your right to attend, participate and vote at the meeting remotely by using the RPV facilities at <https://tiih.online> from the comfort of your home. To do so, you must take the following steps (a) and (b) before step (c) by TIIH Online:

(a) Register as a user with TIIH Online

- Access the TIIH Online website at <https://tiih.online>.
- Under "e-Services", select the **Sign Up** button followed by "Create Account by **Individual Holder**. Refer to the tutorial guide posted on the homepage for assistance.
- Registration as a user will be approved within one (1) working day and you will be notified via e-mail.
- If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.

(b) Register your attendance for the 46th AGM

- Registration is open from the date of the Notice of 46th AGM on **Wednesday, 1 March 2023** until such time before the voting session ends at the 46th AGM on **Thursday, 30 March 2023**.
- Shareholder(s), proxy(ies), corporate representative(s) or attorney(s) are required to **pre-register** their attendance for the 46th AGM for verification of their eligibility to attend the 46th AGM using the RPV based on the General Meeting ROD as at 23 March 2023.
- Login in with your user ID (e-mail address) and password and select the corporate event: "**(REGISTRATION) BURSA 46TH AGM**".
- Read and agree to the Terms & Conditions and confirm the Declaration.
- Select "Register for Remote Participation and Voting".
- Review your registration information and proceed to register.
- TIIH Online will send an e-mail to notify that your registration for remote participation is received and will be verified.

- (c) Verification and notification by TIIH Online of your registration
 - (i) After verification of your registration against the General Meeting ROD as at 23 March 2023, TIIH Online will send an e-mail on or after 29 March 2023 to confirm the approval of your registration for RPV. The procedures for attendance via RPV are detailed in the e-mail and as set out in **Note 9** below.
 - (ii) In the event your registration is not approved, you will be notified via e-mail.

4. PROXY

- (a) Appointment of Chairman of the meeting as proxy

If a shareholder is not able to attend the 46th AGM, he/she can appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form. The same must be deposited or submitted in accordance with **Note 5** below.

- (b) Appointment of proxy, corporate representative or attorney

- (i) A shareholder who has appointed a proxy(ies), corporate representative(s) or attorney(s) to participate at this 46th AGM via RPV must ensure that the proxy form is completed with required information, signed and dated accordingly. The same must be deposited in accordance with **Note 5** below.
- (ii) The shareholder must also request his/her proxy(ies), authorised representative or attorney to register himself/herself as a user with TIIH Online website at <https://tiih.online>.
- (iii) The representative of a corporation or institutional shareholder must register as a user first in accordance with **Note 5(b)(ii)** below, before he/she can subscribe to this corporate holder electronic submission.

- (c) Documents relating to appointment as corporate representative

For a corporate member who has appointed a representative to participate via RPV at the 46th AGM, please deposit the **ORIGINAL** certificate of appointment with the Share Registrar of the Company, Tricor Investor & Issuing House Services Sdn. Bhd. ("Tricor") at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not later than **10.00 a.m.** on **Wednesday, 29 March 2023**. The certificate of appointment should be executed in the following manner:

- (i) If the corporate member has a common seal, the certificate of appointment should be executed under seal in accordance with the constitution of the corporate member.
- (ii) If the corporate member does not have a common seal, the certificate of appointment should be affixed with the rubber stamp of the corporate member (if any) and executed by at least two (2) authorised officers, of whom one shall be a director; or any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.

- (d) Documents relating to appointment of proxy by power of attorney

- (i) Any authority pursuant to which such an appointment is made by a power of attorney must be deposited with the Share Registrar of the Company, Tricor at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not later than **10.00 a.m.** on **Wednesday, 29 March 2023**.
- (ii) A copy of the power of attorney may be accepted provided that it is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.

5. CUT-OFF DATE AND TIME FOR LODGEMENT OF PROXY FORM

As approved by the Board with reference to Article 17.2 of the Company's Constitution, proxy forms and/or documents relating to the appointment of proxy/corporate representative/attorney for the 46th AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **10.00 a.m.** on **Wednesday, 29 March 2023** in accordance with Article 17.3 of the Company's Constitution:

- (a) In hard copy:
- (i) By hand or post: to the office of the Share Registrar of the Company, Tricor Investor & Issuing House Services Sdn Bhd at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur;
 - (ii) By fax at 03-2783 9222 or e-mail to is.enquiry@my.tricorglobal.com
- (b) In electronic form via TIH Online:

(i) The steps to be taken by **individual shareholders** are as follows:

- You should have completed the steps in accordance with **Note 3(a)** above.
- As a registered user of TIH Online, go to <https://tiih.online> and login with your user ID (i.e. e-mail address) and password.
- Select the Corporate Exercise/Event: **"BURSA 46TH AGM - Submission of Proxy Form"**.
- Read and agree to the Terms & Conditions and confirm the Declaration.
- Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.
- Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.
- Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.
- Review and confirm your proxy(s) appointment.
- Print proxy form for your record.

(ii) The steps to be taken by **authorised/nominated representatives of corporate/institutional shareholders** are as follows:

A. Register as a user with TIH Online

- Access the TIH Online website at <https://tiih.online>.
- Under "e-Services", select the **Sign Up** button followed by **"Create Account by Representative of Corporate Holder"**.
- Complete the registration form and upload the required documents.
- Registration will be verified, and you will be notified by e-mail within one (1) to two (2) working days
- Proceed to activate your account with the temporary password given in the e-mail and re-set your own password.

B. Prepare proxy appointment

- As a registered user of TIH Online, go to <https://tiih.online> and login with your user ID (i.e. e-mail address) and password.
- Select the Corporate Exercise/Event: **"BURSA 46TH AGM - Submission of Proxy Form"**.
- Read and agree to the Terms & Conditions and confirm the Declaration.
- Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note given therein.
- Prepare the file for the appointment of proxies by inserting the required data.

C. Submit the proxy appointment file

- Select the Corporate Exercise/Event: **"BURSA 46TH AGM - Submission of Proxy Form"**.
- Proceed to upload the duly completed proxy appointment file.
- Select "Submit" to complete your submission.
- Print the confirmation report of your submission for your record.

6. INTEGRATED ANNUAL REPORT 2022

The following documents are available at https://bursa.listedcompany.com/iar_2022.html

- Integrated Annual Report 2022
- Sustainability Report 2022
- Corporate Governance Report 2022
- Notice of 46th AGM, Proxy Form and Administrative Guide

In consideration of the environment, we have reduced substantially the number of printed copies of the IAR 2022, and we strongly encourage our shareholders to refer to the document available online. Nevertheless, in the event that you still require a hard copy, you may request for printed copy of the Integrated Annual Report 2022 at <https://tiih.online> by selecting "Request for Annual Report/Circular" under the "Investor Services".

7. SUBMISSION OF QUESTIONS FOR THE 46TH AGM

(a) Prior to meeting

Shareholders may submit questions in relation to the agenda items for the 46th AGM prior to the 46th AGM via TIIH Online at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically not later than **10.00 a.m.** on **Wednesday, 29 March 2023**. The responses to these questions will be shared at the 46th AGM.

(b) During the meeting

Shareholders may use the **Query Box** facility to ask questions real time (in the form of typed text) during the meeting. The Board and senior management will provide the responses to the questions accordingly.

8. POLL VOTING

The voting at the 46th AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements.

(a) The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd as Poll Administrator to conduct the poll by way of **online voting**. During the meeting, the Chairman will invite the Poll Administrator to brief you on the online voting process using RPV facilities. The online voting session will commence from the start of the meeting at **10.00 a.m.** on **30 March 2023** until such time when the Chairman announces the end of the voting session. This is in line with the SC's Guidance which provides that Members shall be allowed to cast their votes remotely and contemporaneously (live) during the proceeding of the general meeting.

(b) The Company has appointed Deloitte Risk Advisory Sdn Bhd as scrutineers to verify the poll results. Upon completion of the "in time" voting session for the 46th AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

9. RPV ON THE DATE OF THE 46TH AGM

With the approved registration for RPV, you have the right to join the live stream meeting and vote remotely. Your login to TIIH Online indicates your attendance at the virtual 46th AGM. The **procedures for the RPV facilities** are as summarised below:

Procedure	Action
(a) Login to TIIH Online	<ul style="list-style-type: none">Login with your user ID and password for remote participation at the 46th AGM at any time from 9.00 a.m. i.e. one (1) hour before the commencement of the 46th AGM at 10.00 a.m. on Thursday, 30 March 2023.
(b) Participate through Live Streaming	<ul style="list-style-type: none">Select the corporate event: "(LIVE STREAM MEETING) BURSA 46TH AGM" to engage in the proceedings of the 46th AGM remotely.If you have any question for the Chairman/Board, you may use the Query Box to transmit your question. The Chairman/Board will try to respond to questions submitted by you during the 46th AGM. If the questions are received late after the Questions & Answers session, the responses will be e-mailed to you after the meeting.Please note that the quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
(c) Online Remote Voting	<p>The Online Voting session commences from 10.00 a.m. on Thursday, 30 March 2023 until a time when the Chairman announces the end of the said voting session</p> <ul style="list-style-type: none">Select the corporate event: "(REMOTE VOTING) BURSA 46TH AGM" or if you are on the Live Stream meeting page, you can select "GO TO REMOTE VOTING PAGE" button below the Query Box.Read and agree to the Terms & Conditions and confirm the Declaration.Select the CDS account that represents your shareholdings.Indicate your votes for the resolutions that are tabled for voting.Confirm and submit your votes.

Helpline Contact

In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting, kindly call Tricor Help Line at 011-4080 5616/011-4080 3168/011-4080 3169 011-4080 3170 for assistance or e-mail to tiih.online@my.tricorglobal.com for assistance.

End of Live Streaming for remote participation

The Live Streaming will end upon the announcement by the Chairman on the conclusion of the 46th AGM after the outcome of the resolutions has been declared.

Meeting Refreshments

The Company will provide an e-voucher for meeting refreshments to all shareholders/proxies/corporate representatives who participated at the 46th AGM. This will be sent via e-mail based on the attendance record of the virtual 46th AGM.

10. ENQUIRY

If you have any enquiry prior to the 46th AGM, please contact the following officers during office hours from 9.00 a.m. to 5.00 p.m. (Monday to Friday):

(a) Bursa Malaysia Berhad Registration No. 197601004668 (30632-P) 15th Floor, Exchange Square Bukit Kewangan 50200 Kuala Lumpur, Malaysia	Telephone Number	
	General Line	603-2034 7000
	Puan Salmi Dali	603-2034 7055 salmi@bursamalaysia.com
	Puan Salbiah Che Mat	603-2034 7235 salbiah@bursamalaysia.com
(b) Tricor Investor & Issuing House Services Sdn Bhd Registration No. 197101000970 (11324-H) Unit 32-01, Level 32, Tower A Vertical Business Suite Avenue 3, Bangsar South No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Malaysia	Fax Number	
	603-2732 6437	
	Telephone Number	
	General Line	603-2783 9299
	Encik Amier Arief Hamdan	603-2783 9250 Amier.Arief@my.tricorglobal.com
	Mr. Eric Low	603-2783 9267 Eric.Low@my.tricorglobal.com
	Fax Number	603-2783 9222
	E-mail	is.enquiry@my.tricorglobal.com

Given the current "Transition to Endemic" phase, the Company shall abide by the prevailing and applicable procedures and guidelines as well as precautionary measures as prescribed by the Government and other relevant authorities. In the event that any new procedures, guidelines or measures may affect the administration of the 46th AGM as set out in this Administrative Guide and requiring material change to the proceedings of the meeting, the Company will issue announcement on the same accordingly. Hence, please contact the above officers or check the Company's website for announcements on the latest update (if any) in relation to the 46th AGM.