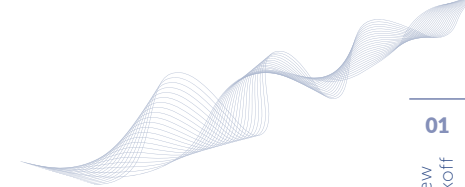


# Administrative Details



**ADMINISTRATIVE DETAILS FOR THE 17<sup>TH</sup> ANNUAL GENERAL MEETING (“AGM”) OF MALAKOFF CORPORATION BERHAD (“COMPANY”) TO BE HELD AS A VIRTUAL MEETING FROM THE BROADCAST VENUE AT THE BOARDROOM, LEVEL 7, BLOCK 4, PLAZA SENTRAL, JALAN STESEN SENTRAL 5, 50470 KUALA LUMPUR ON THURSDAY, 11 MAY 2023 AT 10.00 A.M.**

## **1. Remote Participation and Voting at the Company’s 17<sup>th</sup> AGM**

The 17<sup>th</sup> AGM of the Company will be conducted virtually through live streaming from the broadcast venue on 11 May 2023. The broadcast venue is for the purpose of compliance with Section 327(2) of the Companies Act 2016 (“Act”), which requires the Chairman to be present at the main venue of the AGM. **Shareholder/proxy/corporate representative from the public are not allowed to physically present nor admitted at the broadcast venue on the day of the 17<sup>th</sup> AGM of the Company.**

The shareholders are strongly encouraged to participate in the 17<sup>th</sup> AGM using the Remote Participation and Voting (“RPV”) Facilities. Please login, register and sign up as a user at <https://investor.boardroomlimited.com>. Upon registration, the shareholders may exercise your rights to participate, pose questions (in the form of real time submission of typed texts) and vote at the general meeting from different location without physically present at the meeting venue.

The closing time to submit your request to access the RPV webcast is at **10.00 a.m. on 9 May 2023** (48 hours before the 17<sup>th</sup> AGM).

Barring any unforeseen circumstances under the current situation, the Company may require to change the arrangements of its 17<sup>th</sup> AGM with short notice. Latest updates on the 17<sup>th</sup> AGM (if any) will be made available at the Company’s website or announcement by the Company. The Company continues to observe the guidelines or new procedures as may be issued by the Government from time to time.

## **2. General Meeting Record of Depositors (“ROD”)**

Only depositors whose names appear on the ROD as at **3 May 2023** shall be entitled to participate in the 17<sup>th</sup> AGM or appoint proxies to register and vote on their behalf.

## **3. Proxy**

If an individual shareholder is unable to attend the 17<sup>th</sup> AGM, he/she is encouraged to appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the proxy form (“**Proxy Form**”) in accordance with the notes and instructions stated therein.

For the shareholders who have submitted Proxy Forms appointing their proxies, you may register your intention to participate via <https://investor.boardroomlimited.com>. The proxy appointment will be deemed revoked upon your registration to personally participate remotely in the 17<sup>th</sup> AGM.

Corporate shareholders that wish to appoint a representative to participate and vote remotely at the 17<sup>th</sup> AGM may refer to details set out under item 6 or contact the share registrars, Boardroom Share Registrars Sdn Bhd (“**Boardroom**”), with the details set out under item 9 below for assistance not later than **Tuesday, 9 May 2023 at 10.00 a.m.**

The corporate shareholder (through corporate representative(s) or appointed proxy(ies)), who is unable to attend the 17<sup>th</sup> AGM, is encouraged to appoint the Chairman of the meeting as its proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions stated therein.

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### 4. Shareholders' Right to Speak

The shareholders may use the query box facility on the RPV webcast to transmit your question to the Chairman/Board. The Chairman/Board will address and answer the relevant questions during the Questions and Answers session.

### 5. Poll Voting

The voting at the 17<sup>th</sup> AGM will be conducted by way of poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad.

The Company's share registrars/poll administrator, Boardroom, will assist to conduct the poll by way of electronic voting and the independent scrutineers will verify and validate the poll results. Upon the completion of the voting session for the 17<sup>th</sup> AGM, the scrutineers will verify the poll results followed by the Chairman's announcement on the resolutions put forth at the meeting.

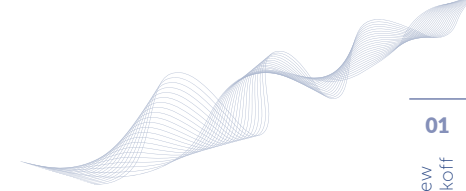
### 6. RPV Facilities

Please note that this option is available to **(i) individual shareholders; (ii) corporate shareholders; (iii) Authorised Nominee; and (iv) Exempt Authorised Nominee.**

If you choose to participate in the meeting online, you will be able to view live webcast of the meeting, submit questions to the Chairman and submit your votes in real time whilst the meeting is in progress.

Kindly follow the steps below to request for login ID and password.


BEFORE AGM DAY	
Procedure	Action
i. Register Online with Boardroom Smart Investor Portal (" <b>BSIP</b> ")  <b>(for first time registration only)</b>	<p><i>(Note: If you have already signed up with Boardroom Smart Investor Portal (BSIP), you are not required to register again. You may proceed to Step (ii), submit a request for Remote Participation user ID and password.)</i></p> <ol style="list-style-type: none"> <li>Access website <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a></li> <li>Click &lt;&lt;<b>Register</b>&gt;&gt; to sign up as a user.</li> <li>Please select the correct account type i.e. sign up as "Shareholder" or "Corporate Holder".</li> <li>Complete the registration with all required information. Upload a softcopy of your or representative's MyKAD/Identification Card (front and back) or Passport.</li> <li>For <b>Corporate Holder</b>, kindly upload the authorisation letter and click "<b>Sign Up</b>".</li> <li>You will receive an e-mail from BSIP Online for e-mail address verification. Click on "<b>Verify E-mail Address</b>" from the e-mail received to continue with the registration.</li> <li>Once your email address is verified, you will be re-directed to BSIP Online for verification of mobile number. Click on "<b>Request OTP Code</b>" and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click "<b>Enter</b>" to complete the process.</li> <li>Your registration will be verified and approved within one (1) business day and an email notification will be provided. You can login to the BSIP at <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> with the email address and password that you have provided during the registration to proceed with the next step.</li> </ol>

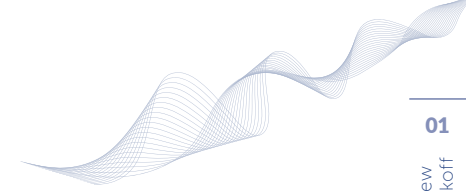


<p>ii. Submit request for remote participation</p> <p><b>(User ID and Password)</b></p>	<p><i>(Note: Registration for remote access will be opened on <b>11 April 2023</b> up to <b>9 May 2023 at 10.00 a.m.</b>)</i></p> <p><b>Shareholders</b></p> <ol style="list-style-type: none"> <li>Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password created with BSIP from Step 1 above.</li> <li>Select <b>"MALAKOFF CORPORATION BERHAD 17<sup>TH</sup> VIRTUAL ANNUAL GENERAL MEETING"</b> from the list of Corporate Meetings and click <b>"Enter"</b>.</li> <li>Read and agree to the Terms &amp; Conditions by clicking <b>Next</b>.</li> <li>Enter your CDS Account and thereafter submit your request.</li> </ol> <p><b>Appointment of Proxy</b></p> <ol style="list-style-type: none"> <li>Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password from Step 1 above.</li> <li>Select <b>"MALAKOFF CORPORATION BERHAD 17<sup>TH</sup> VIRTUAL ANNUAL GENERAL MEETING"</b> from the list of Corporate Meetings and click <b>"Enter"</b>.</li> <li>Click on <b>"Submit eProxy Form"</b>.</li> <li>Read and agree to the Terms &amp; Conditions by clicking <b>Next</b>.</li> <li>Enter your CDS Account Number and number of securities held.</li> <li>Select your proxy – either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies).</li> <li>Indicate your voting instructions – <b>FOR</b> or <b>AGAINST</b>, otherwise your proxy will decide your vote.</li> <li>Review and confirm your proxy appointment and click <b>"Apply"</b>.</li> <li>Download or print the e-Proxy form as acknowledgement.</li> </ol> <p><i>Note for Corporate Shareholders: If you wish to appoint more than one (1) company, kindly click the home button and select <b>"Edit Profile"</b> in order to add company name.</i></p> <p><b>Authorised Nominee and Exempt Authorised Nominee Via BSIP</b></p> <ul style="list-style-type: none"> <li>Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your User ID and Password from Step 1 above.</li> <li>Select <b>"MALAKOFF CORPORATION BERHAD 17<sup>TH</sup> VIRTUAL ANNUAL GENERAL MEETING"</b> from the list of Corporate Meetings and click <b>"Enter"</b>.</li> <li>Click on <b>"Submit eProxy Form"</b>.</li> <li>Select the company you would like to be represented (if more than one).</li> <li>Proceed to download the file format for <b>"Submission of Proxy Form"</b>.</li> <li>Prepare the file for the appointment of proxies by inserting the required data.</li> <li>Proceed to upload the duly completed Proxy Appointment file.</li> <li>Review and confirm your proxy appointment and click <b>"Submit"</b>.</li> <li>Download or print the eProxy form as acknowledgement.</li> </ul>
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	<p><b>Via email</b></p> <ul style="list-style-type: none"> <li>- Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of Shareholders and CDS Account Number accompanied with the Form of Proxy to submit the request.</li> <li>- Please provide a copy of the Proxy Holder's MyKad (front and back) or Passport in JPEG, PNG or PDF format together with his/her email address.</li> </ul> <p><i>Note:</i> If you wish to appoint more than one (1) company, kindly click the home button and select <b>"Edit Profile"</b> in order to add company name.</p> <ol style="list-style-type: none"> <li>a) You will receive a notification from Boardroom that your request has been received and is being verified.</li> <li>b) Upon system verification against the AGM's Record of Depositories, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.</li> <li>c) You will also receive your remote access user ID and password along with an email from Boardroom if your registration is approved.</li> <li>d) You are encouraged to submit your request at least forty-eight (48) hours before the commencement of the Virtual AGM i.e. by 10.00 a.m. on 9 May 2023 to avoid any delay in the registration process.</li> </ol>
<p>iii. Login to Virtual Meeting Platform</p>	<p><i>(Please note that the quality of the connectivity to Virtual Meeting Portal for live web cast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.</i></p> <p><i>Registration for remote access will be opened on <b>11 April 2023</b> up to <b>9 May 2023 at 10.00 a.m.</b>)</i></p> <ol style="list-style-type: none"> <li>a) The Virtual Meeting Platform will be opened for login one (1) hour before the commencement of the AGM at <b>9.00 a.m. on 11 May 2023</b>, which can be accessed via one of the following methods: <ul style="list-style-type: none"> <li>• Launch Lumi AGM by scanning the QR Code provided in the email notification;</li> <li>• Access to Lumi AGM platform via website at <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a>.</li> </ul> </li> <li>b) Insert the Meeting ID No. and sign in with the user ID and password provided to you via the email notification in Step (ii) (a) above.</li> </ol>
<p>iv. Participate</p>	<p><i>(Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition)</i></p> <ol style="list-style-type: none"> <li>a) If you would like to view the live webcast, select the broadcast icon. </li> <li>b) If you would like to ask a question during the AGM, select the messaging icon. </li> <li>c) Type your message within the chat box, once completed click the send button.</li> </ol>
<p>v. Voting</p>	<ol style="list-style-type: none"> <li>a) Once the Meeting is opened for voting, the polling icon  will appear with the resolutions and your voting choices.</li> <li>b) To vote, please select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</li> <li>c) To change your vote, re-select another voting direction.</li> <li>d) If you wish to cancel your vote, please press <b>"CANCEL"</b>.</li> </ol>
<p>vi. End of Participation</p>	<ol style="list-style-type: none"> <li>a) Upon the announcement by the Chairman on the closure of the AGM, the live webcast will end and the messaging window will be disabled.</li> <li>b) You can now logout from the virtual meeting platform.</li> </ol>



## 7. F&B & Door Gift

There will be **NO distribution of food voucher or door gift** to shareholders.

## 8. Integrated Annual Report 2022 and Other Documents for AGM

The Notice of 17<sup>th</sup> AGM, Proxy Form, administrative details and request form for hard copy of the following documents ("**Request Form**") can be downloaded by scanning the QR code printed on the notification card which will be sent by ordinary post to the shareholders. The same are also available on the Company's website at [www.malakoff.com.my](http://www.malakoff.com.my) together with the following documents:

- (i) The Company's Integrated Annual Report 2022 (incorporated with Notice of 17<sup>th</sup> AGM, Proxy Form and administrative details);
- (ii) Circular to Shareholders in relation to Proposed Shareholders' Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature ("**Circular**"); and
- (iii) Share Buy-Back Statement to Shareholders in relation to the Proposed Renewal of Authority for the Company to Purchase Its Own Shares ("**Statement**").

Should you require a printed copy of item (i), (ii) or (iii) stated above, please send the completed Request Form to Boardroom or contact the personnel as stated in item 9 for assistance/clarification.

## 9. Enquiry

If you have any enquiry prior to the 17<sup>th</sup> AGM, please contact the following officer during office hours from 8.30 a.m. to 5.30 p.m. (Monday to Friday):

### **Boardroom Share Registrars Sdn Bhd**

(Registration No. 199601006647/378993-D)

11<sup>th</sup> Floor, Menara Symphony,  
No. 5, Jalan Prof. Khoo Kay Kim,  
Seksyen 13, 46200 Petaling Jaya,  
Selangor Darul Ehsan, Malaysia

General Line : +603-7890 4700

Fax No. : +603-7890 4670

Officer : Encik Zulkernaen Abd Samad  
+603-7890 4741 (Zulkernaen.Samad@boardroomlimited.com)