

## **PROGRESSIVE IMPACT CORPORATION BERHAD (“PICORP”)**

### **ADMINISTRATIVE GUIDE FOR THE 31ST ANNUAL GENERAL MEETING (“AGM”)**

Date : Tuesday, 30 May 2023  
Time : 10.00 a.m.  
Broadcast Venue : Suite 5.02, Mercu PICORP  
Lot 10, Jalan Astaka U8/84  
Bukit Jelutong  
40150 Shah Alam  
Selangor Darul Ehsan, Malaysia

#### **MODE OF MEETING**

The 31st AGM will be conducted entirely through live streaming from the Broadcast Venue in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia.

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. Shareholders or proxies or attorneys or authorised representatives **will not be allowed** to attend the 31st AGM in person at the Broadcast Venue on the day of the meeting.

#### **REMOTE PARTICIPATION AND VOTING FACILITIES**

Shareholders are to attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, “participate”) remotely at the 31st AGM via Remote Participation and Voting (“RPV”) facilities provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via its **TIIH Online** website at <https://tiih.online>.

Shareholders who wish to appoint proxies to participate via RPV at the 31st AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor not later than **Sunday, 28 May 2023 at 10.00 a.m.**

Authorised representatives of corporate members must deposit their original certificate of appointment of authorised representative to Tricor not later than **Sunday, 28 May 2023 at 10.00 a.m.** to participate via RPV at the 31st AGM.

Attorneys appointed by power of attorney are to deposit their power of attorney with Tricor not later than **Sunday, 28 May 2023 at 10.00 a.m.** to participate via RPV at the AGM.

A shareholder who has appointed a proxy or attorney or authorised representative to participate at this AGM via RPV must request him/her to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.

<p>As the 31st AGM is a fully virtual AGM, members who are unable to participate in this AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the proxy form.</p>
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## PROCEDURES FOR RPV

Shareholders/proxies/authorised representatives/attorneys who wish to participate at the 31st AGM remotely using the RPV facilities are to follow the procedures below:

Procedure	Action
<b>BEFORE THE AGM DAY</b>	
(a) Register as a user with TIH Online	<ul style="list-style-type: none"><li>• Using your computer, access the website at <a href="https://tih.online">https://tih.online</a>. Register as a user under the “e-Services”. Refer to the tutorial guide posted on the homepage for assistance.</li><li>• Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li><li>• If you are already a TIH Online user, 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 TIH Online.</li></ul>
(b) Submit your request	<ul style="list-style-type: none"><li>• Registration is open from <b>Wednesday, 19 April 2023 at 10.00 a.m. to Tuesday, 30 May 2023 at 10.00 a.m.</b></li><li>• Login with your user ID and password and select the corporate event: <b>“(REGISTRATION) PICORP 31st AGM”</b>.</li><li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li><li>• Select “Register for Remote Participation and Voting”.</li><li>• Review your registration and proceed to register.</li><li>• The system will send an e-mail to notify that your registration for remote participation is received and will be verified.</li><li>• After verification of your registration against the General Meeting Record of Depositors as at <b>23 May 2023</b>, the system will send you an e-mail to approve or reject your registration for remote participation.</li></ul>
<b>ON THE DAY OF THE AGM</b>	
(c) Login to TIH Online	<ul style="list-style-type: none"><li>• Login with your user ID and password for remote participation at the PICORP 31st AGM at any time from 9.00 a.m. i.e. 60 minutes before the commencement of the AGM on <b>Tuesday, 30 May 2023 at 10.00 a.m.</b></li></ul>
(d) Participate through Live Streaming	<ul style="list-style-type: none"><li>• Select the corporate event: <b>“(LIVE STREAMING MEETING) PICORP 31ST AGM”</b> to engage in the proceedings of the 31st AGM remotely.</li><li>• If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will endeavor to respond to questions submitted by remote participants during the 31st AGM.</li></ul>

Procedure		Action
<b>ON THE DAY OF THE AGM</b>		
(e)	Online Remote Voting	<ul style="list-style-type: none"> <li>• Voting session commences <b>from 10.00 a.m. on Tuesday, 30 May 2023</b> until a time when the Chairman announces the closure of the voting session of the 31st AGM.</li> <li>• Select the corporate event: <b>“(REMOTE VOTING) PICORP 31ST AGM”</b>.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Select the CDS account that represents your shareholdings.</li> <li>• Indicate your votes for the resolutions that are tabled for voting.</li> <li>• Confirm and submit your votes.</li> </ul>
(f)	End of remote participation	<ul style="list-style-type: none"> <li>• Upon the announcement by the Chairman on the closure of the 31st AGM, the live streaming will end.</li> </ul>

**Note to users of the RPV facilities:**

1. Should your application to join the meeting be approved, we will make available to you the right to join the live streamed meeting and vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
2. 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.
3. In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

## ELECTRONIC LODGEMENT OF PROXY FORM

The procedures to lodge your proxy form electronically via Tricor's **TIIH Online** website are summarised below:

Procedure	Action
<b>STEPS FOR INDIVIDUAL SHAREHOLDERS</b>	
(a) Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services". Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a TIIH Online user, you are not required to register again.</li> </ul>
(b) Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>After the release of the Notice of Meeting by the Company, login with your username (i.e. email address) and password.</li> <li>Select the corporate event: <b>"SUBMISSION OF PROXY FORM"</b>.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.</li> <li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.</li> <li>Review and confirm your proxy(s) appointment.</li> <li>Print the proxy form for your record.</li> </ul>
<b>STEPS FOR CORPORATION OR INSTITUTIONAL SHAREHOLDERS</b>	
(a) Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects <b>"Create Account by Representative of Corporate Holder"</b>.</li> <li>Complete the registration form and upload the required documents.</li> <li>Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p><b>Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarification on the user registration.</b></p>
(b) Proceed with submission of form of proxy	<ul style="list-style-type: none"> <li>Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>Select the corporate exercise name: "PICORP 31ST AGM: Submission of Proxy Form".</li> <li>Agree to the Terms &amp; Conditions and Declaration.</li> <li>Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein.</li> <li>Prepare the file for the appointment of proxies by inserting the required data.</li> </ul>

## STEPS FOR CORPORATION OR INSTITUTIONAL SHAREHOLDERS

Proceed with submission of form of proxy  
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- Login to TIH Online, select corporate exercise name: "PICORP 31st 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.

### PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Shareholders may submit questions for the Board in advance of the 31st AGM via Tricor's TIH Online website at <https://tiah.online> by selecting "e-Services" to login, pose questions and submit electronically no later than **Sunday, 28 May 2023 at 10.00 a.m.** The Board will endeavor to answer the questions received at the AGM.

### NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are strictly prohibited at the 31st AGM.

### ENQUIRY

If you have any enquiries on the above, please contact our Share Registrar during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

#### Tricor Investor & Issuing House Services Sdn. Bhd.

General Line	:	+603-2783 9299
Fax Number	:	+603-2783 9222
Email	:	is.enquiry@my.tricorglobal.com
Contact person	:	En. Muhammad Ashraff Bin. Mohd Khaizan +603-2783 9276 (Muhammad.Ashraff@my.tricorglobal.com)