



RCE CAPITAL BERHAD

195301000151 (2444-M)

ADMINISTRATIVE GUIDE FOR THE SIXTY-SEVENTH ANNUAL GENERAL MEETING (67TH AGM)

Day and Date	:	Thursday, 23 September 2021
Time	:	10.30 a.m.
Meeting Platform	:	Securities Services e-Portal at https://sshsb.net.my/
Meeting Venue	:	Online meeting platform hosted on the Securities Services e-Portal at https://sshsb.net.my/ provided by SS E Solutions Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Malaysia

Mode of Meeting

In light of the COVID-19 pandemic and the National Recovery Plan implemented by the Government of Malaysia, the Securities Commission Malaysia had on 16 July 2021 revised its Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers (“Guidance Note”), which states that listed issuers are only allowed to conduct fully virtual general meetings during the Phase 1 of National Recovery Plan and all meeting participants including the chairperson of the meeting, board members, senior management and shareholders shall participate in the meeting online. According to the Guidance Note, an online meeting platform can be recognised as the meeting venue or place under Section 327 of the Companies Act 2016 provided that the online meeting platform is located in Malaysia.

In view of the above, the 67th AGM will be held as a fully virtual meeting conducted entirely through live streaming and remote voting using the remote participation and voting facilities hosted on the Securities Services e-Portal at <https://sshsb.net.my/> provided by SS E Solutions Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Malaysia.

Due to the constant evolving situation of the COVID-19 pandemic, we may be required to make changes to the administration and arrangement of the 67th AGM on short notice. Please check our website or announcements made on Bursa Malaysia Berhad’s website from time to time for any changes to the arrangement of the 67th AGM that may be necessitated by changes to the directives, safety and precautionary requirements and guidelines as prescribed by the Government of Malaysia and/or other relevant authorities.

Remote Participation and Voting (“RPV”)

1. Only members whose names appear on the General Meeting Record of Depositors as at 15 September 2021 shall be eligible to participate and vote at the 67th AGM or appoint proxy(ies) to participate and/or vote on his/her behalf.
2. Members who wish to participate at the 67th AGM are required to register as a user of the Securities Services e-Portal as well as register for the remote participation via <https://sshsb.net.my/>. Please refer to the Securities Services e-Portal User Guide in Appendix I.
3. Securities Services e-Portal is an online platform that will allow both individual shareholders and body corporate shareholders, through their appointed representatives to:
 - (a) Submit proxy form electronically - paperless submission
 - (b) Register for RPV at meetings
 - (c) Participate in meetings remotely via live streaming
 - (d) Vote online remotely on resolution(s) tabled at meetings

Appointment of Proxy

1. If a member is unable to participate at the 67th AGM via the RPV facilities, he/she may appoint not more than two (2) proxies to participate, speak and vote on his/her behalf. He/she may also appoint the Chairman of the Meeting as his/her proxy and indicate the voting instructions in the proxy form.
2. If you wish to participate at the 67th AGM yourself, please do not submit any proxy form. A member will not be allowed to participate at the 67th AGM if his/her proxy/proxies has/have been registered to participate at the 67th AGM.
3. The appointment of proxy may be made in a hardcopy form or by electronic means as follows:

In Hardcopy Form

The proxy form must be deposited at SS E Solutions Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Malaysia, no later than **10.30 a.m.** on **Tuesday, 21 September 2021**.

By Electronic Means

The proxy form shall be electronically lodged via the Securities Services e-Portal at <https://sshsb.net.my/> no later than **10.30 a.m.** on **Tuesday, 21 September 2021**. Please refer to the Securities Services e-Portal User Guide in Appendix I.

4. Appointed proxies need not register for remote participation but are required to register as users of the Securities Services e-Portal latest by **Sunday, 19 September 2021**.
5. If you have submitted your proxy form and subsequently decide to appoint another person or wish to participate personally in the 67th AGM, please write in to eservices@sshsb.com.my no later than **10.30 a.m.** on **Tuesday, 21 September 2021** to revoke the earlier appointed proxy.

Submission of Questions

1. Members and proxies may submit questions before the 67th AGM via email to agm@rce.com.my no later than 10.30 a.m. on **Monday, 20 September 2021**. Kindly state your full name and MyKad/passport number for verification purposes.
2. Members and proxies may also submit their questions via the real time submission of typed texts through a text box within the Securities Services e-Portal before the start or during the live streaming of the 67th AGM.
3. The Board/Management will endeavour to respond to the relevant questions during the 67th AGM or by email after the 67th AGM.

Poll Voting

1. The voting at the 67th AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The poll will be conducted by way of electronic voting ("eVoting"). Poll Administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll, respectively.
2. Access to eVoting will be opened from the commencement of the 67th AGM until the end of the voting session which will be announced by the Chairman of the 67th AGM. Upon completion of the voting session, the Independent Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

No Gift/Voucher

There will be NO distribution of gift/voucher to members/proxies who participate in the 67th AGM.

Enquiries for 67th AGM

If you have any enquiry relating to the Securities Services e-Portal or proxy appointment prior to the 67th AGM, please contact the following persons from Mondays to Fridays (except public holidays) during office hours (8.30 a.m. to 12.15 p.m. and 1.15 p.m. to 5.30 p.m.).

Mr. Wong Piang Yoong : +603-2084 9168
Puan Nurhayati Ang : +603-2084 9162
Ms. Lee Pei Yeng : +603-2084 9169
Ms. Rachel Ou : +603-2084 9161
Email address : eservices@sshsb.com.my

Securities Services e-Portal User Guide

BEFORE THE 67TH AGM	
(A) Register as a user of Securities Services e-Portal	
<p>Step 1: Visit https://sshsb.net.my/ to register as a user (registration is free). Please click on “Sign Up” to begin. You will be prompted to fill in your details and also to upload a copy of your MyKad (front and back separately) or passport.</p> <p>Step 2: A notification email will be sent to you within one (1) working day. Please verify your user account within seven (7) days of the notification email and log in. (Note: Your email address is your User ID)</p>	<p>Notes:</p> <ol style="list-style-type: none"> 1. This is a ONE-TIME Registration. If you are already a registered user of Securities Services e-Portal, you need not register again and may proceed to either (B) or (C) below. 2. To register for remote participation at the 67th AGM under (B) below, please sign up for a user account latest by Tuesday, 21 September 2021. 3. To submit e-Proxy Form under (C) below, please sign up for a user account latest by Sunday, 19 September 2021, failing which you may only be able to submit the hard copy proxy form.
(B) Registration for Remote Participation	
<p>Step 1: Log on to https://sshsb.net.my/ with your registered User ID (email address) and password.</p> <p>Step 2: Select “RCE Capital Berhad 67th AGM on 23 September 2021 at 10.30 a.m. - Registration for Remote Participation” under Corporate Exercise/Event tab and click “>”.</p> <p>Step 3: Select whether you are participating as (1) Individual Shareholder; or (2) Corporate or Authorised Representative of a body corporate¹, and click “Submit”.</p>	<p>Notes :</p> <ol style="list-style-type: none"> 1. If you wish to participate remotely at the 67th AGM, please register for remote participation latest by Wednesday, 22 September 2021, 10.30 a.m. 2. A copy of your eRegistration for remote participation can be accessed via My Records. 3. Your registration will apply to all the CDS account(s) of each individual shareholder/body corporate shareholder that you represent. If you are both an individual shareholder and representative of body corporate(s), you need to register as an individual and also as a representative for each body corporate.
(C) Submission of e-Proxy Form	
<p>Step 1: Log on to https://sshsb.net.my/ with your registered User ID (email address) and password.</p> <p>Step 2: Select “RCE Capital Berhad 67th AGM on 23 September 2021 at 10.30 a.m. - Submission of Proxy Form” under Corporate Exercise/Event tab and click “>”.</p> <p>Step 3: Select whether you are submitting the proxy form as (1) Individual Shareholder; or (2) Corporate or Authorised Representative of a body corporate¹.</p>	<p>Notes :</p> <ol style="list-style-type: none"> 1. Please submit your proxy form latest by Tuesday, 21 September 2021, 10.30 a.m. if you wish to appoint proxy(ies) to participate on your behalf. 2. You are strongly encouraged to appoint the Chairman of the meeting as your proxy if you are not able to participate remotely. 3. A copy of your submitted e-Proxy Form can be accessed via My Records. 4. You need to submit your e-Proxy Form for every CDS account(s) you have or represent. 5. Appointed proxies need not register for remote participation under (B) above but are required to be registered users of the Securities Services e-Portal by Sunday, 19 September 2021. Please notify your proxy(ies) accordingly.

¹ For body corporates, the appointed Corporate/Authorised Representative must upload the evidence of authority (e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority). Any document that are not in English or Bahasa Malaysia must be accompanied by a certified translation in English in one (1) file. The original evidence of authority and translation thereof, if required, have to be submitted to SS E Solutions Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Malaysia for verification before the registration closing date and time.

<p>Step 4: Enter your CDS account number or the body corporate's CDS account number and corresponding number of securities.</p> <p>Step 5: Enter the information of your proxy(ies) and the proportion of securities to be represented by your proxy(ies).</p> <p>Step 6: Proceed to indicate how your votes are to be cast for the resolutions.</p> <p>Step 7: Review and confirm your proxy form details before submission.</p>	<p>6. Upon processing the proxy forms, remote participation access will be granted to the proxy(ies) instead of the shareholder, provided the proxy(ies) must be a registered user of the e-Portal, failing which, the proxy will not be able to participate at the 67th AGM.</p> <p>7. Upon verification by SS E Solutions Sdn. Bhd. with the General Meeting Record of Depositors as at 15 September 2021, you will receive an email advising you if your registration for remote participation/submission of e-Proxy Form is approved or rejected.</p>
ON THE 67TH AGM DAY (THURSDAY, 23 SEPTEMBER 2021 @ 10.30 A.M.)	
(A) Joining the Live Stream Meeting	
<p>Step 1: Log on to https://sshsb.net.my/ with your registered User ID (email address) and password.</p> <p>Step 2: Select "RCE Capital Berhad 67th AGM on 23 September 2021 at 10.30 a.m. - Live Stream Meeting" under Corporate Exercise/Event tab and click ">" to join the 67th AGM.</p>	<p>Notes:</p> <ol style="list-style-type: none"> 1. You can start to log in at any time from 10.00 a.m. i.e. 30 minutes before the commencement of the 67th AGM. 2. If you have any questions that you wish to raise, please use the text box to submit your question. The Board/Management will endeavour to respond to your question during the 67th AGM. 3. Quality of the live streaming is dependent on the stability of the internet connection at the location of the user.
(B) Remote Online Voting during the 67th AGM	
<p>If you are already accessing the Live Stream Meeting, click "Proceed to Vote" under the live stream player;</p> <p>OR</p> <p>If you are not accessing from the Live Stream Meeting and have just logged in to the e-Portal, select "RCE Capital Berhad 67th AGM on 23 September 2021 at 10.30 a.m. - Remote Voting" under Corporate Exercise/Event tab and click ">" to remotely cast and submit votes online for the resolutions tabled at the 67th AGM.</p> <p>Step 1: Cast your votes by clicking on the radio buttons for the resolutions and review your votes cast and submit the votes.</p> <p>Step 2: Upon casting your votes, you may rejoin the Live Stream Meeting for the poll result announcement, (Please refer to Step 2 under "(A) Joining the Live Stream Meeting" above).</p>	<p>Notes:</p> <ol style="list-style-type: none"> 1. Access to eVoting will be opened on the abovementioned date and time. 2. Your votes cast will apply throughout ALL the CDS accounts you represent as an individual shareholder, corporate/authorised representative and proxy. 3. If you are attending as a proxy, and the shareholder who appointed you has indicated how the votes are to be cast, we will take the shareholder's indicated votes in the proxy form. 4. Access to eVoting will close when the Chairman announces the closing of the voting at the 67th AGM. 5. A copy of your submitted eVoting can be accessed via My Records.
(C) End of Remote Participation	
The live streaming will end upon the announcement by the Chairman on the closure of the 67th AGM.	