

# ADMINISTRATIVE GUIDE

FOR THE TWENTY NINTH ANNUAL GENERAL MEETING ("29TH AGM")

## ADMINISTRATIVE DETAILS

### TWENTY NINTH ANNUAL GENERAL MEETING ("29TH AGM") OF KERJAYA PROSPEK PROPERTY BERHAD

<b>Date</b>	:	<b>Tuesday, 23 August 2022</b>
<b>Time</b>	:	<b>11.00 a.m.</b>
<b>Broadcast Venue</b>	:	<b>Kerjaya Prospek Property Berhad No. 1, Jalan Wangsa Permai, 1st Floor, Bangunan One Wangsa, Taman Wangsa Permai, 52200 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur</b>
<b>Meeting Platform</b>	:	<b>TIIH Online website at <a href="https://tiih.online">https://tiih.online</a> provided by Tricor Investor &amp; Issuing House Services Sdn Bhd in Malaysia</b>

The 29th AGM will be conducted on a **virtual basis through live streaming and online remote voting** via Remote Participation and Voting ("**RPV**") facilities which are available on Tricor Investor & Issuing House Services Sdn Bhd's ("**Tricor**") **TIIH Online** website at <https://tiih.online>.

The broadcast venue of the 29th AGM 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 at the main venue of the meeting. No members/proxy(ies) from the public will be physically present at the meeting venue.

We **strongly encourage** you to attend the 29th AGM via the RPV facilities. You may also consider appointing the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 29th AGM.

#### **RPV facilities**

The RPV facilities are available on Tricor's **TIIH Online** website at <https://tiih.online>.

Members are to attend, speak (including posing questions to the Board in the form of real time submission of typed texts) and vote (collectively, "**participate**") remotely at the 29th AGM using RPV facilities provided by Tricor Investor & Issuing House Services Sdn Bhd ("**Tricor**").

A member of the Company who has appointed a proxy or attorney or authorised representative to participate at this 29th AGM via RPV facilities must request his/her proxy or attorney or authorised representative to register himself/herself for RPV at Tricor's TIIH Online website at <https://tiih.online>.

Kindly refer to Procedures for RPV as set out below for the requirements and procedures.

## ADMINISTRATIVE GUIDE (CONT'D)

### Procedures to Remote Participation and Voting via RPV Facilities

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 29th AGM using the RPV facilities:

#### Before the 29th AGM Day

	Procedure	Action
<b>BEFORE THE 29TH AGM DAY</b>		
(a)	Register as an user with Tricor's TIIH Online website	<ul style="list-style-type: none"> <li>• Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a> and register as an user under the "e-Services" select "<b>Create Account by Individual Holder</b>". Kindly refer to the tutorial guide posted on the homepage for assistance.</li> <li>• Registration as an user will be approved within one (1) working day and you will be notified via email.</li> <li>• If you are already an user with Tricor's TIIH Online website, you are not required to register again. You will receive an <b>e-mail to notify</b> you that the remote participation is available for registration at Tricor's TIIH Online website.</li> </ul>
(b)	Submit your registration for RPV	<ul style="list-style-type: none"> <li>• Registration is open from Monday, 26 July 2022 until the day of 29th AGM on Tuesday, 23 August 2022. Member(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 29th AGM to ascertain their eligibility to participate in the 29th AGM using the RPV.</li> <li>• Login with your user ID and password and select the corporate event: "<b>(Registration) KP PROPERTY 29TH AGM</b>".</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Select "<b>Register for Remote Participation and Voting</b>".</li> <li>• Review your registration and proceed to register.</li> <li>• 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>15 August 2022</b>, the system will send you an <b>e-mail after 21 August 2022 to approve or reject</b> your registration for remote participation.</li> </ul> <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and register for the RPV).</i></p>

## ADMINISTRATIVE GUIDE (CONT'D)

### Procedures to Remote Participation and Voting via RPV Facilities (cont'd)

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 29th AGM using the RPV facilities: (cont'd)

#### On the AGM Day

	Procedure	Action
<b>ON THE DAY OF THE 29TH AGM (TUESDAY, 23 AUGUST 2022)</b>		
(c)	Login to Tricor's TIIH Online website	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the 29th AGM at any time from 10.00 a.m. i.e. one (1) hour before the commencement of the 29th AGM on 11.00 a.m. on Tuesday, 23 August 2022.</li> </ul>
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: “<b>(Live Stream Meeting) KP PROPERTY 29TH AGM</b>” to engage in the proceedings of the 29th 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 endeavour to respond to questions submitted by remote participants during the 29th AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</li> </ul>
(e)	Online Remote Voting	<ul style="list-style-type: none"> <li>Voting session commences from 11.00 a.m. on Tuesday, 23 August 2022 until a time when the Chairman announces the end of the session.</li> <li>Select the corporate event: “<b>(Remote Voting) KP PROPERTY 29TH AGM</b>” or if you are on the live stream meeting page, you can select “<b>GO TO REMOTE VOTING PAGE</b>” button below the Query Box.</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 conclusion of the 29th AGM, the live streaming will end.</li> </ul>

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

Should your registration for RPV be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.

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.

In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting on the meeting day, kindly call Tricor's 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.

#### **Pre-Meeting Submission of Questions to the Board of Directors**

The Board recognises that the 29th AGM is a valuable opportunity for the Board to engage with members. In order to enhance the efficiency of the proceedings of the 29th AGM, members may in advance, before the 29th AGM, submit questions to the Board of Directors via Tricor's TIIH Online website at <https://tiih.online>, by selecting “e-Services” to login, post your questions and submit it electronically no later than **Sunday, 21 August 2022 at 11.00 a.m.** The Board of Directors will endeavour to address the questions received at the 29th AGM.

## ADMINISTRATIVE GUIDE (CONT'D)

### Entitlement to Participate and Appointment of Proxy

Only members whose names appear on the Record of Depositors as at **15 August 2022** shall be eligible to attend, speak and vote at the 29th AGM or appoint a proxy(ies) and/or the Chairman of the Meeting to attend and vote on his/her behalf.

In view that the 29th AGM will be conducted on a virtual basis, a member can appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the Form of Proxy.

If you wish to participate in the 29th AGM yourself, please do not submit any Form of Proxy for the 29th AGM. You will not be allowed to participate in the 29th AGM together with a proxy appointed by you.

Accordingly, Form of Proxy and/or documents relating to the appointment of proxy/corporate representative/attorney for the 29th AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Sunday, 21 August 2022 at 11.00 a.m.:**

#### (a) In hard copy:

By hand or post to the office of the Share Registrar, 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;

#### (b) By electronic form:

All members can have the option to submit Form of Proxy electronically via TIH Online and the steps to submit are summarised below:

	Procedure	Action
<b>i.</b>	<b>Steps for Individual Members</b>	
(a)	Register as a User with Tricor's TIH Online website	<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" and select "Create Account by Individual Holder". Please 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 user with TIH Online, you are not required to register again.</li> </ul>
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> <li>After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>Select the corporate event: "KP PROPERTY 29TH AGM – Submission of Proxy Form".</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(ies) to vote on your behalf.</li> <li>Appoint your proxy(ies) and insert the required details of your proxy(s) or appoint Chairman as your proxy.</li> <li>Indicate your voting instructions – <b>FOR</b> or <b>AGAINST</b>, otherwise your proxy will decide on your vote.</li> <li>Review and confirm your proxy(ies) appointment.</li> <li>Print the Form of Proxy for your record.</li> </ul>

## ADMINISTRATIVE GUIDE (CONT'D)

### Entitlement to Participate and Appointment of Proxy (cont'd)

#### (b) By electronic form: (cont'd)

All members can have the option to submit Form of Proxy electronically via TIIH Online and the steps to submit are summarised below: (cont'd)

	Procedure	Action
ii.	<b>Steps for Corporation or Institutional Members</b>	
(a)	Register as an User with Tricor's TIIH Online website	<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 member 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><i>(Note: The representative of a corporation or institutional member must register as a user in accordance with the above steps before he/she can subscribe to this corporate member electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.)</i></p>
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> <li>• Login to Tricor's TIIH Online website at <a href="https://tiih.online">https://tiih.online</a></li> <li>• Select the corporate event: "<b>KP PROPERTY 29TH AGM – Submission of Proxy Form</b>".</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Proceed to download the file format for "<b>Submission of Proxy Form</b>" in accordance with the Guidance Note set therein.</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>• Select "<b>Submit</b>" to complete your submission.</li> <li>• Print the confirmation report of your submission for your record.</li> </ul>

### Poll Voting at Meeting

The voting at the 29th AGM will be conducted on a poll pursuant to Paragraph 8.29A of the Listing Requirements. The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd as Poll Administrator to conduct the poll voting electronically ("**e-voting**") and Asia Securities Sdn Bhd as Independent Scrutineers to verify the poll results.

Members/proxy(ies)/corporate representative(s)/attorney(s) can proceed to vote on the resolutions before the end of the voting session which will be announced by the Chairman of the Meeting and submit your votes at any time from the commencement of the 29th AGM at 11.00a.m. Kindly refer to "**Procedures to Remote Participation and Voting via RPV Facilities**" provided above for guidance on how to vote remotely via TIIH Online.

### Results of the voting

The resolutions proposed at the 29th AGM and the results of the voting will be announced at the 29th AGM and subsequently via an announcement made by the Company through Bursa Securities website at [www.bursamalaysia.com](http://www.bursamalaysia.com).

## ADMINISTRATIVE GUIDE (CONT'D)

### **No Breakfast / Lunch Pack, Door Gift or Food Voucher**

There will be no distribution of breakfast/lunch packs, door gifts or food vouchers during the 29th AGM.

### **Annual Report**

The Annual Report is available on the Company's website at [www.kpproperty.com.my](http://www.kpproperty.com.my) and Bursa Malaysia's website at [www.bursamalaysia.com](http://www.bursamalaysia.com) under Company's announcements.

You may request for a printed copy of the Annual Report at <https://tiih.online> by selecting "Request for Annual Report" under the "Investor Services".

Kindly consider the environment before you decide to request for the printed copy of the Annual Report. The environmental concerns like global warming, deforestation, climate change and many more affect every human, animal and nation on this planet.

### **Recording Or Photography**

Strictly NO unauthorised recording or photography of the proceedings of the 29th AGM is allowed.

### **Enquiry**

If you have any enquiry prior to the meeting, please call our Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd at +603-2783 9299 during office hours on Monday to Friday from 8:30 a.m. to 5:30 p.m. (except on public holiday).

Share Registrar – Tricor Investor & Issuing House Services Sdn Bhd

General Line : +603 – 2783 9299

Fax Number : +603 – 2783 9222

Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)

Contact persons

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- Mr. Jake Too : +603-2783 9285 / Email : [Chee.Onn.Too@my.tricorglobal.com](mailto:Chee.Onn.Too@my.tricorglobal.com)