

# ADMINISTRATIVE DETAILS

## For the 16<sup>TH</sup> Annual General Meeting (“16<sup>th</sup> AGM”) of Benalec Holdings Berhad

<b>Date</b>	: <b>Wednesday, 25 May 2022</b>
<b>Time</b>	: <b>10.00 a.m.</b>
<b>Broadcast Venue</b>	: <b>BENALEC HOLDINGS BERHAD HEADQUARTERS (PACIFIC BOARD ROOM) NO. 23, JALAN PERINTIS U1/52, GLENMARIE TEMASYA SEKSYEN U1, 40150 SHAH ALAM, SELANGOR DARUL EHSAN</b>

### Precautionary Measures Against the Coronavirus Disease (“COVID-19”)

- In view of the Covid-19 pandemic uncertainty and as part of our safety measures, the Company will conduct its 16<sup>th</sup> AGM 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 venue of the 16<sup>th</sup> 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. No shareholders/proxy (ies) will be allowed to be physically present at the Broadcast Venue.
- We encourage you to attend the 16<sup>th</sup> 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 16<sup>th</sup> AGM.
- Due to the evolving COVID-19 situation in Malaysia, the Company may be required to alter the arrangements of its 16<sup>th</sup> AGM at short notice. Kindly check the Company’s website or announcements for updates, if any, on the status of its 16<sup>th</sup> AGM.
- The Company will observe the relevant guidelines issued by the Ministry of Health and will take appropriate measures as advised.

### Remote Participation and Voting (RPV) Facilities

- Shareholders may attend, speak (including posing questions to the Board via real time submission of typed texts) and vote (collectively, “participate”) remotely at the 16<sup>th</sup> AGM using RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via its **TIIH Online** website at <https://tiih.online>.
- Shareholders who appoint proxies to participate via RPV in the 16<sup>th</sup> AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor no later than **Monday, 23 May 2022 at 10.00 a.m.**
- Corporate representatives of corporate members must deposit their original certificate of appointment of corporate representative to Tricor not later than **Monday, 23 May 2022 at 10.00 a.m.** to participate via RPV in the 16<sup>th</sup> AGM.
- Attorneys appointed by power of attorney are to deposit their power of attorney with Tricor not later than **Monday, 23 May 2022 at 10.00 a.m.** to participate via RPV in the AGM.
- A shareholder who has appointed a proxy or attorney or authorised representative to participate at this Annual General Meeting via RPV must request his/her proxy or attorney or authorised representative to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.

As the 16<sup>th</sup> AGM is a fully virtual AGM, members who are unable to participate in this AGM may appoint the Chairperson of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

### No Door Gift or Food Voucher

- There will be no door gifts or food vouchers during the 16<sup>th</sup> AGM since the meeting is being conducted on a virtual basis.

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

- In order to enhance the efficiency of the proceedings of the 16<sup>th</sup> AGM, shareholder may in advance, before the 16<sup>th</sup> 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 **Monday, 23 May 2022 at 10.00 a.m.** The Board of Directors will endeavor to address the questions received at the 16<sup>th</sup> AGM.

### 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 16<sup>th</sup> AGM using the RPV facilities:

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### For the 16<sup>th</sup> Annual General Meeting ("16<sup>th</sup> AGM") of Benalec Holdings Berhad

#### Before the 16<sup>th</sup> AGM Day

Procedure	Action
i. Register as a user with TIIH Online (applicable for Individual Shareholders only)	<ul style="list-style-type: none"> <li>Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services", select the "Sign Up" button and followed by "Create Account by Individual Holder". 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 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.</li> </ul>
ii. Submit your request to attend 16 <sup>th</sup> AGM remotely	<ul style="list-style-type: none"> <li>Registration is open from <b>Tuesday, 26 April 2022 until the day of AGM on Wednesday, 25 May 2022</b>. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the AGM to ascertain their eligibility to participate the AGM using the RPV.</li> <li>Login with your user ID and password and select the corporate event: <b>(Registration) BENALEC HOLDINGS BERHAD 16<sup>th</sup> AGM</b></li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Review your registration and proceed to register</li> <li>System will send an <b>e-mail to notify</b> that your registration for remote participation is received and will be verified.</li> <li>After verification of your registration against the Record of Depositors as at 19 May 2022, the system will send you an <b>e-mail on or after 23 May 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 registration for the RPV)</i></p>

#### On the 16<sup>th</sup> AGM Day

Procedure	Action
i. Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the 16<sup>th</sup> AGM at any time from 9.00 a.m. i.e. 1 hour before the commencement of meeting at 10.00 a.m. on Wednesday, 25 May 2022.</li> </ul>
ii. Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: <b>(Live Streaming Meeting) BENALEC HOLDINGS BERHAD 16<sup>th</sup> AGM</b> to engage in the proceedings of the 16<sup>th</sup> 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 try to respond to questions submitted by remote participants during the 16<sup>th</sup> AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</li> </ul>
iii. Online remote voting	<ul style="list-style-type: none"> <li>Select the corporate event: <b>(Remote Voting) BENALEC HOLDINGS BERHAD 16<sup>th</sup> AGM</b></li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Voting session commences from 10.00 a.m., Wednesday, 25 May 2022 until a time when the Chairman announces the completion of the voting session at the 16<sup>th</sup> AGM.</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>
iv. End of remote participation	<ul style="list-style-type: none"> <li>Upon the announcement by the Chairman on the conclusion of the 16<sup>th</sup> AGM, the Live Streaming will end.</li> </ul>

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

- Should your application to join the meeting be approved, we will make available to you the rights to join the live streamed 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 streamed meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

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#### 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>i. Steps for Individual Shareholders</b>	
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 user with TIIH Online, you are not required to register again.</li> </ul>
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: “<b>BENALEC HOLDINGS BERHAD 16<sup>th</sup> AGM - Submission of Proxy Form</b>”.</li> <li>Read and agree to the Terms and 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 the 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 form of proxy for your record.</li> </ul>
<b>ii. Steps for corporation or institutional shareholders</b>	
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 the “Sign Up” button and followed by “<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 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 clarifications on the user registration.)</i></p>
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: “<b>BENALEC HOLDINGS BERHAD 16<sup>th</sup> AGM - Submission of Proxy Form</b>”.</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> <li>Login to TIIH Online, select corporate exercise name: “<b>BENALEC HOLDINGS BERHAD 16<sup>th</sup> AGM - Submission of Proxy Form</b>”.</li> <li>Proceed to upload the duly completed proxy appointment file.</li> <li>Select “Submit” to complete your submission.</li> <li>Print the confirmation report of your submission for your record.</li> </ul>

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