



COMFORT GLOVES BERHAD
(Registration No.: 193701000006 (852-D))
(Incorporated in Malaysia)

Administrative Guide

for Comfort Gloves Berhad's 82nd Annual General Meeting ("AGM")

DETAILS OF 82ND AGM

Day and Date	: Monday, 22 May 2023
Time	: 10.00 a.m.
Online Meeting Platform	: https://meeting.boardroomlimited.my
Broadcast Venue	: Summit 1, 3 rd Floor, Wisma Westcourt, No.126, Jalan Klang Lama, 58000 Kuala Lumpur, Malaysia.

The Company will be using Boardroom Share Registrars Sdn. Bhd.'s ("**Boardroom**") Lumi AGM solution which is available on the designated link at <https://meeting.boardroomlimited.my>. Shareholders are reminded to kindly check announcements for the latest announcements or updates, if any, regarding the status of the AGM.

MODE OF MEETING

With reference to the revised '*Guidance and FAQs on the Conduct of General Meetings for Listed Issuers*' issued by the Securities Commission Malaysia ("SC's Guidance") on 16 July 2021, listed issuers are encouraged to continue leveraging technology in conducting general meetings beyond Movement Control Order.

In addition, in line with the Malaysian Code on Corporate Governance Practice 12.3, by conducting a virtual AGM, this would promote greater shareholder participation as it facilitates electronic voting and remote shareholders' participation. With the virtual meeting facilities, you may exercise your right as a member of the Company to participate (including to pose questions to the Board of Directors and/or Management of the Company) and vote at the AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the AGM.

Please note that it is your responsibility to ensure the stability of your internet connectivity throughout the Meeting as the quality of the live webcast and online remote voting is dependent on your internet bandwidth and stability of your internet connection.

ENTITLEMENT TO PARTICIPATE AND VOTE

Only a depositor whose name appears on the Record of Depositors of Comfort Gloves Berhad as at 11 May 2023 shall be entitled to attend the AGM via Remote Participation and Electronic Voting ("RPEV") facilities or appoint a proxy(ies) to participate and vote on his/her behalf by returning the proxy form. A proxy must be 18 years and above and need not be a member of the Company.



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BROADCAST VENUE

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires that the Chairman of the meeting to be present at the main venue.

Shareholders/proxies/corporate representatives **WILL NOT BE ALLOWED to be physically present** nor will they be admitted at the broadcast venue on the day of the AGM. Shareholders/proxies/corporate representatives who turn up at the Broadcast Venue would be requested to leave the venue politely.

LODGEMENT OF PROXY FORM

If you are unable to attend the AGM and wish to appoint the Chairman of the AGM as your proxy to vote on your behalf, please deposit your proxy form at the office of the Company's Share Registrar, **Boardroom Share Registrars Sdn Bhd ("Boardroom") at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia** not less than forty-eight (48) hours before the time of holding the AGM, i.e. latest by **Saturday, 20 May 2023 at 10.00 a.m.** Any alteration to the Form of Proxy must be initialled.

Alternatively, the proxy appointment may also be lodged electronically at <https://investor.boardroomlimited.com>, which is free and available to all individual shareholders, not less than forty-eight (48) hours before the time of holding the AGM, i.e. latest by **Saturday, 20 May 2023 at 10.00 a.m.** For further information, kindly refer to the "Electronic Lodgement of Form of Proxy" below.

Step 1 Register Online with Boardroom Smart Investor Portal (for first time registration only)

(Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 on eProxy Lodgement.)

- a. Open an internet browser. Latest version of **Chrome, Firefox, Safari, Edge or Opera** is recommended.
- b. Go to Boardroom Smart Investor Portal ("BSIP") website at <https://investor.boardroomlimited.com>.
- c. Click **<<Register>>** to sign up as user.
- d. Please select the correct account type i.e. sign up as "Shareholder" or "Corporate Holder".
- e. Complete registration with all required information. Upload and attached your MyKAD front and back image. Click **<<Register>>**.
- f. For Corporate Holder, kindly upload the authorization letter as well. Click **<<Sign Up as Corporate Holder>>**.
- g. You will receive an e-mail from Boardroom for e-mail address verification. Click on **<<Verify E-mail Address>>** from the e-mail received to proceed with the registration.
- h. Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click on **<<Request OTP Code>>** and an OTP code will be sent to the registered



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mobile number. You will need to enter the OTP Code and click <<Enter>> to complete the process.

- i. Your registration will be verified and approved within one (1) business day and email notification will be provided to you.

Step 2 eProxy Lodgement

- a. Open an internet browser. Latest version of **Chrome, Firefox, Safari, Edge or Opera** is recommended.
- b. Go to BSIP website at <https://investor.boardroomlimited.com>.
- c. Login with your registered email address and password.
[Note: If you do not have an account with BSIP, please sign-up/register with Boardroom Smart Investor Portal for free - refer to Item Step 1 for guide.]
- d. Select and click on <<Meeting Event(s)>>.
- e. Go to **Comfort Gloves Berhad's 82nd Annual General Meeting** and click <<Enter>>.
- f. Go to <<PROXY>> and click on <<Submit eProxy Form>>.
- g. Read and agree to the <<Terms & Conditions>>.
- h. Enter your CDS Account Number and insert the number of securities.
- i. Appoint the Chairman of the meeting or your proxy(ies) and enter the required particulars for your proxy(ies).
- j. Indicate your voting instructions – **FOR or AGAINST**, otherwise your proxy(ies) will decide your votes during the meeting.
- k. Review and confirm your proxy(ies) appointment.
- l. Click <<Submit>>; and
- m. Download or print the e-proxy Form as acknowledgment.

Note: Closing for proxy form submission is at **10.00 a.m. of 20 May 2023** (48 hours before the AGM)

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

REVOCAION OF PROXY

If you have submitted your Proxy Form prior to the AGM and subsequently decide to appoint another person or wish to participate in the AGM yourself, please write in to BSR.Helpdesk@boardroomlimited.com to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the AGM. On revocation, your proxy(ies) will not be allowed to participate in the AGM. In such event, you should advise your proxy(ies) accordingly.



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VOTING PROCEDURE

The voting will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad's Main Market Listing Requirements. The Company has appointed Boardroom as the Poll Administrator to conduct the poll by way of electronic voting (e-Voting) and Boardroom Corporate Services Sdn. Bhd. as Independent Scrutineer to verify the poll results.

Members and proxies are required to use one (1) of the following methods to vote remotely:

- (i) Launch Lumi AGM by scanning the QR code given to you in the email along with your remote participation User ID and Password; or
- (ii) Access to Lumi AGM via website URL <https://meeting.boardroomlimited.my>.

During the 82nd AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules. The voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll. Kindly refer to voting procedures under RPEV for guidance on how to vote remotely at <https://investor.boardroomlimited.com>.

For the purpose of this 82nd AGM, e-Voting can be carried out by using either personal smart mobile phones, tablets, personal computers or laptops.

The polling will only commence after announcement of poll being opened by the Chairman and until such time when the Chairman announces the closure of poll.

The Independent Scrutineer will verify the poll result reports upon closing of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether the resolutions put to vote were successfully carried or otherwise.

REMOTE PARTICIPATION AND ELECTRONIC VOTING ("RPEV") FACILITIES

You will be able to view a live webcast of the Meeting proceedings, ask questions and submit your votes in real-time whilst the Meeting is in progress.

Please note that all members including (i) individual members; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees shall use the RPEV facility to participate and vote remotely at the 82nd AGM. You will be able to view a live webcast of the meeting, ask questions and submit your votes in real time whilst the meeting is in progress.



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Kindly follow the steps below to request for your login ID and password and usage of the RPEV facility:-

Procedure	Action
Before the day of the AGM	
1.	<p>Register Online with Boardroom Smart Investor Portal (for first time registration only)</p> <p>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register. You may proceed to Step 2.]</p> <p>(a) Open an internet browser. Latest version of Chrome, Firefox, Safari, Edge or Opera is recommended.</p> <p>(b) Go to Boardroom Smart Investor Portal website at https://investor.boardroomlimited.com.</p> <p>(c) Click <<Register>> to sign up as a user.</p> <p>(d) Please select the correct account type i.e. sign up as “Shareholder” or “Corporate Holder”.</p> <p>(e) Complete registration with all required information. Upload and attached your MyKad front and back image. Click <<Register>>.</p> <p>(f) For Corporate Holder, kindly upload the authorization letter as well. Click <<Sign Up as Corporate Holder>>.</p> <p>(g) You will receive an e-mail from Boardroom for e-mail address verification. Click on <<Verify E-mail Address>> from the e-mail received to proceed with the registration.</p> <p>(h) Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click on <<Request OTP Code>> and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click <<Enter>> to complete the process.</p> <p>(i) Your registration will be verified and approved within one (1) business day and email notification will be provided to you.</p>
2.	<p>Submit request for remote participation User ID and Password</p> <p>Registration for remote access will be opened on - 21 April 2023. Please note that the closing time to submit your request is at 10.00 a.m. on Saturday, 20 May 2023 (48 hours before the commencement of the AGM).</p> <p>Individual Shareholders</p> <p>a. Login to https://investor.boardroomlimited.com using you user ID and password from Step 1 above.</p> <p>b. Select and click on <<Meeting Event(s)>>.</p> <p>c. Select Comfort Gloves Berhad’s 82nd Annual General Meeting and click <<Enter>>.</p> <p>d. Go to <<VIRTUAL>> AND click on <<Register>> for RPEV.</p> <p>e. Read and accept to the <<Terms & Conditions>>.</p> <p>f. Enter your CDS Account Number and click <<Submit>> to complete your request.</p> <p>Note: Closing for proxy form submission is at 10.00 a.m. of 20 May 2023 (48 hours before the AGM)</p>






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	<p>Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee</p> <p>Via Email</p> <p>(a) Write in to BSR.Helpdesk@boardroomlimited.com by providing the name of the Member and CDS Account Number, accompanied by the Certificate of Appointment of Corporate Representative or Form of Proxy (as the case may be) to submit the request.</p> <p>(b) Please provide a copy of the Corporate Representative's or proxy holder's MyKad/Identification Card (front and back) or Passport as well as his/her email address.</p> <p>Via BSIP</p> <p>(a) Login to https://investor.boardroomlimited.com using your user ID and password from Step 1 above.</p> <p>(b) Select Comfort Gloves Berhad's 82nd Annual General Meeting and click <<Enter>></p> <p>(c) Click on "Submit eProxy Form".</p> <p>(d) Proceed to download the file format for <<Submission of Proxy Form>> from BSIP.</p> <p>(e) Prepare the file for the appointment of proxies by inserting the required data.</p> <p>(f) Proceed to upload the duly completed proxy appointment file.</p> <p>(g) Review and confirm your proxy appointment and click <<Submit>>.</p> <p>(h) Download or print the eProxy form as acknowledgement.</p> <p>Email Notification</p> <p>a. You will receive notification from Boardroom that your request(s) has been received and is being verified.</p> <p>b. Upon system verification against the General Meeting Record of Depositors as at 11 May 2023, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.</p> <p>c. If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom after the closing date.</p> <p>d. Please note that the closing date and time to submit your request is by Saturday, 20 May 2023 at 10.00 a.m.</p>
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On the day of the AGM		
3.	Login to Meeting Platform	<p>(a) The Meeting Platform will be opened for login one (1) hour before the commencement of the AGM.</p> <p>(b) The Meeting Platform can be accessed via one of the following:-</p> <ul style="list-style-type: none"> ➤ Scan the QR Code provided in the user login guide. ➤ Navigate to the website at https://meeting.boardroomlimited.my. <p>Enter the Meeting ID No. and sign in with the user ID and password provided to you via the email notification in Step 2.</p>
4.	Participate	<p><i>(Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition)</i></p> <p>(a) If you would like to view the live webcast, select the .</p> <p>(b) If you would like to ask a question during the AGM, select the messaging icon. .</p> <p>(c) Type your message within the chat box and click the send button once completed.</p> <p>Please note that the quality of the connectivity to the Meeting Platform for live webcast, as well as for remote voting is highly dependent on the bandwidth and stability of the internet connection available at the location of the remote users. Kindly ensure that you are connected to the internet at all times in order to participate and vote when the virtual 82nd AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained.</p>
5.	Voting	<p>(a) Once the meeting is open for voting, the polling icon  will appear with the resolutions and your voting choices.</p> <p>(b) To vote, simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</p> <p>(c) To change your vote, simply select another voting direction.</p> <p>(d) If you wish to cancel your vote, please press <<Cancel>>.</p>
6.	End of Participation	<p>(a) Upon the announcement by the Chairman on the closure of the 82nd AGM, the live webcast will end.</p> <p>(b) You can now logout from the Meeting Platform.</p>

INTERNET CONNECTION

Kindly ensure that you are connected to the internet at all times in order to participate and vote when our virtual AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants.



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NO BREAKFAST/LUNCH PACKS, DOOR GIFT/FOOD VOUCHER

There will be **NO distribution** of breakfast/lunch packs, food vouchers or door gifts for the AGM since the meeting is being conducted on a virtual basis.

RECORDING OR PHOTOGRAPHY

No recording or photography of the AGM proceedings is allowed without the prior written permission of the Company.

ENQUIRIES

If you have any enquiries prior to the 82nd AGM or if you wish to request for technical assistance to participate in the virtual meeting, please contact Boardroom during office hours from Monday to Friday (8.30 a.m. to 5.30. p.m.), details as follows:-

Boardroom Share Registrars Sdn. Bhd.

Address : 11th Floor, Menara Symphony,
No. 5, Jalan Prof. Khoo Kay Kim,
Seksyen 13,
46200 Petaling Jaya,
Selangor Darul Ehsan,
Malaysia.
General Line : 603-7890 4700 (Helpdesk)
Fax Number : 603-7890 4670
Email : BSR.Helpdesk@boardroomlimited.com