



**HEXTAR GLOBAL BERHAD**  
Registration No. 199001014551 (206220-U)  
(Incorporated in Malaysia)

## **ADMINISTRATIVE DETAILS**

### **EXTRAORDINARY GENERAL MEETING OF HEXTAR GLOBAL BERHAD**

**Date** : **Friday, 31 March 2023**  
**Time** : **10:30 am**  
**Meeting Venue** : **Hextar Global Berhad's Corporate Office, Level 3, No. 64, Jalan Bayu Laut 4/KS09, Kota Bayuemas, 41200 Klang, Selangor Darul Ehsan, Malaysia.**

#### **1. PRECAUTIONARY MEASURES**

In transitioning to the endemic phase of COVID-19, the following steps will be taken for shareholders, proxies and others who will be attending the EGM in order to minimize the risks of spreading the COVID-19 virus:

- (i) If you are unwell with sore throat/fever/flu/cough/shortness of breath or any symptoms of the Covid-19, you will not be allowed to attend the EGM. You are strongly advised to appoint a proxy or the Chairman of the meeting to attend and vote at the EGM on your behalf.
- (ii) All persons must practice proper hygiene including the use of hand sanitizer and must advised to wear a face mask before entering the meeting venue.
- (iii) Shareholders are advised to check the Company's website at <http://hextarglobal.com> and Bursa's website at [www.bursamalaysia.com](http://www.bursamalaysia.com) from time to time for any changes to the administration of the EGM that may be necessitated by changes to the directives, safety and precautionary requirements and guidelines prescribed by the Government of Malaysia, the Ministry of Health, the Malaysian National Security Council, Securities Commission Malaysia and/or other relevant authorities.

For safety purposes, the Company requires all shareholders/proxies and the attendees to sanitize their hands and wear a face mask before the meeting and throughout the EGM as well as maintain social distancing throughout the meeting.

#### **2. INDIVIDUAL MEMBERS**

- (i) All Members who intend to attend the EGM in person **ARE REQUIRED TO PRE-REGISTER ("RSVP")** with Tricor via **TIIH Online** website (<https://tiih.online>) latest by Wednesday, 29 March 2023 at 10.30 a.m. Kindly refer to the RSVP procedures below.
- (ii) Members who are unable to attend the EGM and who wished to exercise their votes are encouraged to appoint the Chairman of the Meeting to vote on your behalf by indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

### 3. CORPORATE MEMBERS

- (i) Corporate members who wish to appoint corporate representatives instead of a proxy to attend and vote at the EGM, must deposit their original or duly certified certificate of appointment of corporate representative to Tricor not later than **Wednesday, 29 March 2023 at 10.30 a.m.**
- (ii) Attorneys appointed by power of attorney are required to deposit their power of attorney with Tricor not later than **Wednesday, 29 March 2023 at 10.30 a.m.** to attend and vote at the EGM.
- (iii) **A member who has appointed a proxy/attorney/corporate representative to attend and vote at the EGM must request his/her proxy/attorney/corporate representative to submit their RSVP at TIIH Online website at <https://tiih.online>.**
- (iv) If a corporate member (through its corporate representative(s) or appointed proxy(ies)) is unable to attend the EGM you may appoint the Chairman of the meeting as your proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

### 4. PRE-REGISTER RSVP PROCEDURES

Members/proxies/corporate representatives/attorneys who wish to attend and vote at the EGM **ARE REQUIRED TO PRE-REGISTER** via TIIH Online website by Wednesday, 29 March 2023 at 10.30 a.m. Kindly refer to the requirements and procedures as summarised below:

	<b>Procedure</b>	<b>Action</b>
(a)	Register as a user with TIIH Online	<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”. 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. You will receive an <b>e-mail to notify</b> you that the remote participation is available for registration at TIIH Online.</li></ul>
(b)	Submit your RSVP to attend EGM	<ul style="list-style-type: none"><li>• <b>Registration is open from 10.00 a.m. Wednesday, 15 March 2023 up to 10.30 a.m. Wednesday, 29 March 2023.</b></li><li>• Login with your user ID and password and select the corporate event: <b>“(REGISTRATION) HEXSTAR EGM 2023”</b>.</li><li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li><li>• Insert the CDS account number and indicate the number of shares.</li><li>• Submit to register your physical attendance.</li><li>• System will send an <b>e-mail to notify</b> that your registration to attend the EGM physically is received and will be verified.</li><li>• After verification of your registration against the General Meeting Record of Depositors as at <b>23 March 2023</b>, the system will send you an <b>e-mail to notify</b> if your registration is approved or rejected.</li><li>• For members who have registered to attend the EGM physically, the system will email an e-passcode slip. Print the passcode slip and bring it along with you to the EGM.</li></ul>

### 5. NO DOOR GIFT/FOOD VOUCHER/REFRESHMENT

There will be **no distribution/provision of door gifts or food vouchers or refreshment** for the EGM.

### 6. GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)

Only a depositor whose name appears on the ROD as at **23 March 2023** shall be entitled to attend, speak and vote at the EGM or appoint proxies to attend and/or vote on his/her behalf.

## 7. PROXY

- (i) If you are unable to attend the meeting on 31 March 2023, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Proxy Form.
- (ii) You may also submit the Proxy Form electronically via **TIIH Online** website at <https://tiih.online> no later than **Wednesday, 29 March 2023 at 10.30 a.m.** Please do read and follow the procedures to submit Proxy Form electronically below.
- (iii) You may submit your Proxy Form to Tricor by fax at 03-2783 9222 or e-mail to [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com). However, please ensure that the **Original Proxy Form** is deposited at Tricor's office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or, alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, not less than forty-eight (48) hours before the time appointed for holding the EGM or any adjournment thereof, otherwise the Proxy Form shall not be treated as valid.

## 8. ELECTRONIC LODGEMENT OF PROXY FORM

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

	<b>Procedure</b>	<b>Action</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 do 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>
(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 user name (i.e. email address) and password.</li><li>• Select the corporate event: "<b>HEXTAR EGM 2023 -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 your vote.</li><li>• Review and confirm your proxy(s) appointment.</li><li>• Print proxy form for your record.</li></ul>

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

Members may submit questions for the Board prior to the EGM via Tricor's **TIIH Online** website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically no later than **Wednesday, 29 March 2023 at 10.30 a.m.** The Board will endeavor to answer the questions received at the EGM.

## 10. POLL VOTING

- (i) The Voting at the EGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. The Company has appointed Tricor Investor & Issuing House Services Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic voting and Asia Securities Sdn. Bhd. as Scrutineers to verify the poll results.

- (ii) E-voting for each of the resolution as set out in the Notice of EGM will take place only upon the conclusion of the deliberations of all the businesses to be transacted at the EGM. The registration for attendance will be closed, to facilitate commencement of the poll.
- (iii) Each shareholder/proxy will be directed to the e-voting kiosk for voting using tablet where he/she must produce the identification wristband issued to him/her during registration for the EGM.
- (iv) Upon completion of the voting session for the EGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

## **11. CIRCULAR**

- (i) The Circular is available at the Company's website at <http://hextarglobal.com>
- (ii) You may request for a printed copy of the Circular at <https://tjih.online> by selecting "Request for Annual Report / Circular" under the "Investor Services". Nevertheless, we hope that you would consider the environment before you decide to request for the printed copy.

## **12. REGISTRATION**

- (i) Registration will start at 9.30 a.m. in Hextar Global Berhad's Corporate Office, Level 3, No. 64, Jalan Bayu Laut 4/KS09, Kota Bayuemas, 41200 Klang, Selangor Darul Ehsan, Malaysia.
- (ii) Please present your original National Reigstration Identity Card (NRIC) or Passport to the registration staff for verification.
- (iii) You will be given an indentication wristband with a personalised passcode upon registration and only be allowed to enter the meeting hall if you are wearing the identification wristband. Please retain the identification wristband for voting. There will be no replacement in the event you lose or misplace the identification wristband.
- (iv) If you are attending the meeting as a member as well as a proxy, you will be registered once and will be given only one identification wristband to enter the meeting hall.
- (v) No person will be allowed to register on behalf of another person even with the original NRIC or Passport of the other person.

## **13. HELP DESK**

- (i) Please proceed to the Help Desk for any clarification or queries apart from registration details.
- (ii) The Help Desk will also handle revocation of proxy's appointment.

## **14. RECORDING OR PHOTOGRAPHY**

Strictly **NO** unauthorised recording or photography of the proceedings of the EGM is allowed.

## **15. ENQUIRY**

If you have any enquiries on the above, please contact the following persons 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)  
Contact Persons : Mr. Jake Too : +603-2783 9285  
: En. Aiman Nuri : +603-2783 9262  
: Mr. David Look : +603-2783 9281