

Administrative Details

ADMINISTRATIVE DETAILS FOR THE 16TH ANNUAL GENERAL MEETING (“AGM”) OF MALAKOFF CORPORATION BERHAD (“COMPANY”) TO BE HELD AS A VIRTUAL MEETING FROM THE BROADCAST VENUE AT THE BOARDROOM, LEVEL 7, BLOCK 4, PLAZA SENTRAL, JALAN STESEN SENTRAL 5, 50470 KUALA LUMPUR ON THURSDAY, 28 APRIL 2022 AT 10.00 A.M.

1. Remote Participation and Voting at A Virtual 16th AGM

Having regard to the well-being and safety of the Company’s shareholders, employees and advisers who will attend the 16th AGM and as a precautionary measure amid the surge in COVID-19 infections, the Company will conduct its 16th AGM virtually via Remote Participation and Voting (“RPV”) Facilities, without a physical meeting venue, on 28 April 2022.

The shareholders are strongly encouraged to participate using the RPV webcast which is available at <https://investor.boardroomlimited.com> to login, register and sign up as a user. **No shareholder/proxy/corporate representative from the public should be physically present nor admitted at the broadcast venue on the date of the 16th AGM of the Company.** The broadcast venue is meant for the compliance with Section 372(2) of the Companies Act 2016 (“Act”) that requires for the Chairman to be present at the main venue of the AGM.

With the use of RPV Facilities, the shareholders may exercise your rights to participate, speak (in the form of real time submission of typed texts) and vote at the general meeting from different location without physically present at the meeting venue, including to pose questions to the Board or Management of the Company.

The closing time to submit your request to access the RPV webcast is at 10.00 a.m. on 26 April 2022 (48 hours before the 16th AGM).

Barring any unforeseen circumstances under the current situation, the Company will require to change the arrangements of its 16th AGM with short notice to cope with the situation. Kindly be informed of the latest updates on the 16th AGM (if any) at the Company’s website or announcement by the Company. The Company will continue to observe the guidelines or new procedures as may be issued by the Government from time to time.

2. General Meeting Record of Depositors (“ROD”)

Only depositors whose names appear on the ROD as at **21 April 2022** shall be entitled to participate in the 16th AGM or appoint proxies to register and vote on their behalf.

3. Proxy

If an individual shareholder is unable to attend the 16th AGM, he/she is encouraged to appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the proxy form (“Proxy Form”) in accordance with the notes and instructions stated therein.

For the shareholders who have submitted Proxy Forms appointing their proxies, you may register your intention to participate via <https://investor.boardroomlimited.com>. The proxy appointment will be deemed revoked upon your registration to personally participate remotely in the 16th AGM.

Corporate shareholders that wish to appoint a representative to participate and vote remotely at the 16th AGM may refer to details set out under item 6 or contact the share registrars, Boardroom Share Registrars Sdn Bhd (“Boardroom”), with the details set out under item 9 below for assistance and will be required to provide the following documents to Boardroom not later than **Tuesday, 26 April 2022 at 10.00 a.m.:**

- (i) original certificate of appointment of its corporate representative or Proxy Form under the seal of the corporation or under the hand of a duly authorised officer/attorney;
- (ii) copy of the corporate representative’s or proxy’s MyKad (front and reverse) or passport; and
- (iii) corporate representative’s or proxy’s email address and mobile phone number.

Boardroom shall respond to you on your request for remote participation.

The corporate shareholder (through corporate representative(s) or appointed proxy(ies) who is unable to attend the 16th AGM) is encouraged to appoint the Chairman of the meeting as its proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions stated therein.

In respect of the beneficiaries of the shares under a nominee company’s CDS account (“NC members”) who wish to participate and vote remotely at the 16th AGM, the NC member(s) can request its nominee company to appoint him/her as a proxy to participate and vote remotely at the 16th AGM. The nominee company may refer to details set out under item 6 or contact Boardroom’s officer with the details set out under item 9 below for assistance and will be required to provide the following documents to Boardroom not later than **Tuesday, 26 April 2022 at 10.00 a.m.:**

- (i) original Proxy Form under the seal of the nominee company;
- (ii) copy of the proxy’s MyKad (front and reverse) or passport; and
- (iii) proxy’s email address and mobile phone number.

Boardroom shall respond to you on your request for remote participation.

4. Shareholders' Right to Speak

The shareholders may use the query box facility on the RPV webcast to transmit your question to the Chairman/Board. The Chairman/Board will try to address and answer the relevant questions during the Questions and Answers session.

5. Poll Voting

The voting at the 16th AGM will be conducted by way of poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad.

The Company's share registrars/poll administrator, Boardroom, will assist to conduct the poll by way of electronic voting and the independent scrutineers will verify and validate the poll results. Upon the completion of the voting session for the 16th AGM, the scrutineers will verify the poll results followed by the Chairman's announcement whether the resolutions are duly passed.

6. RPV Facilities

Please note that this option is available to **(i) individual shareholders; (ii) corporate shareholders; (iii) Authorised Nominee; and (iv) Exempt Authorised Nominee.**

If you choose to participate in the meeting online, you will be able to view live webcast of the meeting, submit questions to the Chairman and submit your votes in real time whilst the meeting is in progress.

Kindly follow the steps below on how to request for login ID and password.

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. Submit request for Remote Participation user ID and password]

- a. Access website <https://investor.boardroomlimited.com>
- b. Click <<**Register**>> to sign up as a user.
- c. Complete registration and upload softcopy of MyKad (front and back) or Passport in JPEG/PNG/PDF format
- d. Please enter a valid email address and wait for Boardroom's email verification.
- e. Click on **Verify E-mail Address** from the email received to proceed with the registration.
- f. Your registration will be verified and approved within one business day and an email notification will be provided.

Step 2 – Submit Request for Remote Participation User ID and Password

[Note: The registration for remote access will be opened on 29 March 2022]

Individual Shareholders

- Login to <https://investor.boardroomlimited.com> using your login credentials created with Boardroom Smart Investor Portal from Step 1.
- Select "**MALAKOFF CORPORATION BERHAD 16TH ANNUAL GENERAL MEETING**" from the list of Corporate Meetings and click "**Enter**".
- Click on "**Register for RPEV**"
- Read and agree to the Terms & Conditions and confirm the Declaration.
- Enter your CDS account number and number of securities held.

Appointment of Proxy – Individual Shareholders

- Log in to <https://investor.boardroomlimited.com> using your login credentials created with Boardroom Smart Investor Portal from Step 1.
- Select "**MALAKOFF CORPORATION BERHAD 16TH ANNUAL GENERAL MEETING**" from the list of Corporate Meetings and click "**Enter**".
- Click on "**Submit eProxy Form**".
- Read and accept the General Terms and Conditions by clicking "**Next**".
- Enter your CDS Account Number and number of securities held. Select your proxy – either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies).
- Indicate your voting instructions – **FOR** or **AGAINST** or **ABSTAIN**. If you wish to have your proxy(ies) to act upon his/her discretion, please indicate **DISCRETIONARY**.
- Review and confirm your proxy appointment.
- Click "**Apply**".
- Download or print the eProxy form as acknowledgement.

Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee

- Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Proxy Form (as the case may be) to submit the request.
 - Please provide a copy of corporate representative's MyKad/ Identification Card (front and back) or Passport in JPEG/PNG/PDF format as well as his/her email address.
- a. You will receive a notification from Boardroom that your request has been received and is being verified.
 - b. Upon system verification against the AGM's Record of Depositories, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
 - c. You will also receive your remote access user ID and password along with the email from Boardroom if your registration is approved.
 - d. Please note that the closing time to submit your request is at **10.00 am on 26 April 2022** (48 hours before the 16th AGM).

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Step 3 – Login to Virtual Meeting Portal

[Please note that the quality of the connectivity to Virtual Meeting Portal for live web cast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users]

- a. The Virtual Meeting portal will be open for login **at 9.00 am on 28 April 2022**, starting **one hour (1 hour) before the commencement of the 16th AGM**.
- b. Follow the steps given to you in the email along with your remote access user ID and password to login to the Virtual Meeting portal. (Refer to Step 2 above).
- c. The steps will also guide you how to view live web cast, ask questions and vote.
- d. The live web cast will end and the Messaging window will be disabled the moment the Chairman announces the closure of the AGM.
- e. You can now logout from the Virtual Meeting Portal

7. F&B & Door Gift

There will be **NO distribution of food voucher or door gift** to shareholders.

8. Integrated Annual Report 2021 and Other Documents for AGM

The Notice of 16th AGM, Proxy Form, administrative details and request form for hard copy of the following documents (“**Request Form**”) can be downloaded by scanning the QR code printed on the notification card which will be sent by ordinary post to the shareholders. The same are also available on the Company’s website at www.malakoff.com.my together with the following documents:

- (i) The Company’s Integrated Annual Report 2021 (incorporated with Notice of 16th AGM, Proxy Form and administrative details);
- (ii) Circular to Shareholders in relation to Proposed Shareholders’ Mandate for Recurrent Related Party Transactions of A Revenue or Trading Nature (“**Circular**”); and
- (iii) Share Buy-Back Statement to Shareholders in relation to the Proposed Renewal of Authority for the Company to Purchase Its Own Shares (“**Statement**”).

Should you require a printed copy of item (i), (ii) or (iii) stated above, please send the completed Request Form to Boardroom or contact the personnel as stated in item 9 for assistance/clarification.

9. Enquiry

If you have any enquiry prior to the 16th AGM, please contact the following officers during office hours from 8.30 a.m. to 5.30 p.m. (Mondays to Fridays):

Boardroom Share Registrars Sdn Bhd

(Registration No. 199601006647/378993-D)

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

Fax No. : +603-7890 4670

Officers : Encik Zulkernaen Abd Samad
+603-7890 4741

(Zulkernaen.Samad@boardroomlimited.com)

Puan Rozleen Monzali

+603-7890 4739

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