



RCE CAPITAL BERHAD

195301000151 (2444-M)

ADMINISTRATIVE GUIDE FOR THE SIXTY-SIXTH ANNUAL GENERAL MEETING (66th AGM)

In light of the COVID-19 pandemic and as part of the safety measures, RCE Capital Berhad will conduct its 66th AGM on a fully virtual basis via live streaming and online remote voting via Remote Participation and Voting (“RPV”) facilities which are available on Securities Services e-Portal, details as set out below:

Day and Date	: Tuesday, 22 September 2020
Time	: 10.30 a.m.
Broadcast Venue	: Main Hall, Level 1, PJ Tower, No. 18 Jalan Persiaran Barat 46050 Petaling Jaya, Selangor, Malaysia
Meeting Platform	: Securities Services e-Portal https://sshb.net.my/

In our efforts of going green and in preserving the environment, the following documents are available on our website at <https://ir2.chartnexus.com/rce/agm.php> or you may scan this QR Code to access online:

1. Annual Report 2020
2. Circular/Statement to Shareholders in relation to the:
 - (a) Proposed Renewal of Existing Shareholders’ Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature; and Proposed New Shareholders’ Mandate for Recurrent Related Party Transactions of a Revenue or Trading Nature
 - (b) Proposed Renewal of Share Buy-Back Authority
3. Circular to Shareholders in relation to the Proposed Establishment of a New Employees’ Share Scheme
4. Corporate Governance Report 2020
5. Notice of 66th AGM
6. Proxy Form
7. Request Form
8. Administrative Guide for the 66th AGM



Scan here

You may request for printed copy of the Annual Report 2020 by completing the Request Form or by accessing our Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd’s website at <https://tjih.online>. Kindly click on “Investor Services” and select “Request for Annual Report/Circular”. A copy will be sent by ordinary post upon receipt of your request.

Should you require any assistance on request for printed copy, please contact our Share Registrar at +603-2783 9299 or email to is.enquiry@my.tricorglobal.com.

Remote Participation and Voting

1. Only members whose names appear on the General Meeting Record of Depositors as at 14 September 2020 shall be eligible to participate and vote in the 66th AGM or appoint proxy(ies) to participate and/or vote on his/her behalf.
2. As the 66th AGM will be conducted virtually, members/proxies will not be allowed to be physically present at the broadcast venue.
3. Members who wish to participate at the 66th AGM are required to register as a user of the Securities Services e-Portal as well as register for the remote participation via <https://sshb.net.my/> latest by Thursday, 17 September 2020. *Please refer to the Securities Services e-Portal User Guide in Appendix I.*
4. Securities Services e-Portal allowed individual and body corporate shareholders, through their appointed representatives to:
 - (a) Submit proxy forms electronically
 - (b) Register for RPV at meeting
 - (c) Attend and participate in meeting via live streaming
 - (d) Vote online on resolutions tabled at meeting

Appointment of Proxy

1. If a member is unable to participate at the 66th AGM via the RPV facilities, he/she may appoint not more than two (2) proxies to participate and vote on his/her behalf. He/she may also appoint the Chairman of the Meeting as his/her proxy and indicate the voting instructions in the proxy form.
2. If you wish to participate the 66th AGM yourself, please do not submit any proxy form. A member will not be allowed to participate at the 66th AGM if his/her proxy/proxies has/have been registered to participate at the 66th AGM.
3. The appointment of proxy may be made in hardcopy form or by electronic means as follows:

In Hardcopy Form

The proxy form must be deposited at SS E Solutions Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Malaysia, no later than **10.30 a.m. on Sunday, 20 September 2020.**

By Electronic Means

The proxy form shall be electronically lodged via Securities Services e-Portal at <https://sshbsb.net.my/> no later than **10.30 a.m. on Sunday, 20 September 2020.** Please refer to the Securities Services e-Portal User Guide in Appendix I.

4. Appointed proxies need not register for remote participation but are required to register as users of the Securities Services e-Portal latest by **Thursday, 17 September 2020.**
5. If you have submitted your proxy form and subsequently decide to appoint another person or wish to participate personally in the 66th AGM, please write in to eservices@sshbsb.com.my no later than **10.30 a.m. on Sunday, 20 September 2020** to revoke the earlier appointed proxy.

Submission of Questions

1. Members and proxies may submit questions before the 66th AGM via email to agm@rce.com.my no later than **10.30 a.m. on Thursday, 17 September 2020.** Kindly state your full name and MyKad/passport number for verification purposes.
2. Members and proxies may also submit their questions via the real time submission of typed texts through a text box within Securities Services e-Portal before the start or during the live streaming of the 66th AGM.
3. The Board/Management will endeavour to respond to relevant questions during the Meeting or by email after the Meeting.

Poll Voting

1. The voting at the 66th AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The poll will be conducted by way of electronic voting. Poll Administrator and Independent Scrutineer will be appointed to conduct the polling process and verify the results of the poll, respectively.
2. Access to eVoting will be opened from the commencement of the 66th AGM until the end of the voting session which will be announced by the Chairman of the 66th AGM. Please refer to the Securities Services e-Portal User Guide in Appendix I.

No Gift/Voucher

There will be NO distribution of gift/voucher to members/proxies who participate in the 66th AGM.

Enquiries for 66th AGM

If you have any enquiry relating to the Securities Services e-Portal or proxy appointment prior to the 66th AGM, please contact Mr. Wong Piang Yoong at +603-2084 9168 or Puan Nurhayati Ang at +603-2084 9162 from Mondays to Fridays during office hours (8.30 a.m. to 5.30 p.m.).

Securities Services e-Portal User Guide

BEFORE THE 66TH AGM	
(A) Register as a user of Securities Services e-Portal	
<p>Step 1: Visit https://sshsb.net.my/ to register as a user (registration is free). Please click on 'REGISTER NOW' to begin. You will be prompted to fill in and submit your details and also to upload a copy of your MyKad (front and back separately) or passport.</p> <p>Step 2: A notification email will be sent to you within one (1) working day. Please verify your user account within seven (7) days of the notification email and login. (Note: Your email address is your User ID)</p>	<p>Notes:</p> <ol style="list-style-type: none"> 1. This is a ONE-TIME Registration. If you already a registered user of Securities Services e-Portal, you need not register again. 2. Please register latest by Thursday, 17 September 2020.
(B) Registration for Remote Participation	
<p>Step 1: Log on to https://sshsb.net.my/ with your registered User ID (email address) and password.</p> <p>Step 2: Select "RCE Capital Berhad 66th AGM on 22 September 2020 at 10.30 a.m. - Registration for Remote Participation" under the Corporate Exercise/Event tab and Click ">".</p> <p>Step 3: Select whether you are participating as (1) Individual Shareholder; or (2) Corporate or Authorised Representative of a body corporate¹, then enter the CDS account number and Click "Submit".</p>	<p>Notes :</p> <ol style="list-style-type: none"> 1. If you wish to participate remotely at the 66th AGM, please register for remote participation latest by Sunday, 20 September 2020, 10.30 a.m. 2. A copy of your eRegistration for remote participation can be accessed via My Records. 3. You need to register for remote participation for every CDS account(s) you have or represent as an individual shareholder or Corporate or Authorised Representative.
(C) Submission of eProxy Form	
<p>Step 1: Log on to https://sshsb.net.my/ with your registered User ID (email address) and password.</p> <p>Step 2: Select "RCE Capital Berhad 66th AGM on 22 September 2020 at 10.30 a.m. - Submission of Proxy Form" under the Corporate Exercise/Event tab and Click ">".</p> <p>Step 3: Select whether you are submitting the proxy form as (1) Individual Shareholder; or (2) Corporate or Authorised Representative of a body corporate¹</p>	<p>Notes :</p> <ol style="list-style-type: none"> 1. Please submit your proxy form latest by Sunday, 20 September 2020, 10.30 a.m. if you wish to appoint proxy(ies) to participate on behalf. 2. You are strongly encouraged to appoint the Chairman as your proxy if you are not able to participate remotely. 3. A copy of your submitted eProxy Form can be accessed via My Records. 4. You need to submit your eProxy Form for every CDS account(s) you have or represent. 5. Appointed proxies need not register for remote participation under (B) above but are required to be registered users of the Securities Services e-Portal by Thursday, 17 September 2020.

¹ For body corporates, the appointed Corporate/Authorised Representative must upload the evidence of authority (e.g. Certificate of Appointment of Corporate Representative, Power of Attorney, letter of authority or other documents proving authority). All documents that are not in English or Bahasa Malaysia must be accompanied by a certified translation in English in one (1) file. The original evidence of authority and translation thereof, if required, have to be submitted to SS E Solutions Sdn. Bhd. at Level 7, Menara Milenium, Jalan Damanlela, Pusat Bandar Damansara, Damansara Heights, 50490 Kuala Lumpur, Malaysia for verification before the proxy form submission closing date and time.

<p>Step 4: Enter your CDS account number or the body corporate's CDS account number and corresponding number of securities.</p> <p>Step 5: Enter the information of your proxy(ies) and the securities to be represented by your proxy(ies).</p> <p>Step 6: Proceed to indicate how your votes are to be casted against each resolution.</p> <p>Step 7: Review and confirm your proxy form details before submission.</p>	<p>6. Upon processing the proxy forms, remote participation access will be granted to the proxy(ies) instead of the shareholder, provided the proxy(ies) must be a registered user of the e-Portal, failing which, the proxy will not be able to participate at the 66th AGM.</p> <p>7. Upon verification by SS E Solutions Sdn. Bhd. with the General Meeting Record of Depositors as at 14 September 2020, you will receive an email advising you if your remote participation/eProxy Form was approved or rejected.</p>
ON THE 66TH AGM DAY (TUESDAY, 22 SEPTEMBER 2020 @ 10.30 A.M.)	
(A) Joining the Live Stream Meeting	
<p>Step 1: Log on to https://sshsb.net.my/ with your registered User ID (email address) and password.</p> <p>Step 2: Select "RCE Capital Berhad 66th AGM on 22 September 2020 at 10.30 a.m. - Live Stream Meeting" under the Corporate Exercise/Event tab and Click ">" to join the 66th AGM.</p>	<p>Notes:</p> <ol style="list-style-type: none"> 1. You can start to login at any time from 10.00 a.m. i.e. 30 minutes before the commencement of the 66th AGM. 2. If you have any questions that you wish to raise, please use the text box to submit your question. The Board/Management will endeavour to respond to your question during the 66th AGM. 3. Quality of the live streaming is dependent on the stability of the internet connection at the location of the user.
(B) Remote Online Voting during the 66th AGM	
<p>Step 1: Log on to https://sshsb.net.my/ with your registered User ID (email address) and password.</p> <p>Step 2: Select "RCE Capital Berhad 66th AGM on 22 September 2020 at 10.30 a.m. - Remote Voting" under the Corporate Exercise/Event tab and Click ">" to remotely cast and submit votes online for the resolutions tabled at the 66th AGM.</p> <p>Step 3: Cast your votes by clicking on the radio buttons against each resolution and review your casted votes and submit the votes.</p> <p>Step 4: Upon casting your votes, you may rejoin the Live Stream Meeting for the poll result announcement, (Please refer to Step 2 under "(A) Joining the Live Stream Meeting" above).</p>	<p>Notes:</p> <ol style="list-style-type: none"> 1. Access to eVoting will open on the abovementioned date and time. 2. Your votes casted will apply throughout ALL the CDS accounts you represent as an individual shareholder, corporate/authorised representative and proxy. 3. Where you are attending as a proxy, and the shareholder who appointed you has indicated how the votes are to be casted, we will take the shareholder's indicated votes in the proxy form. 4. Access to eVoting will close when the Chairman announces the closing of all voting at the 66th AGM. 5. A copy of your submitted eVoting can be accessed via My Records.
(C) End of Remote Participation	
The live streaming will end upon the announcement by the Chairman on the closure of the 66th AGM.	