

ADMINISTRATIVE GUIDE FOR 19TH ANNUAL GENERAL MEETING (“AGM”)

Meeting Day and Date : Friday, 29 November 2024
Time : 10:00 a.m. or at any adjournment thereof
Online Meeting Platform : will be conducted on a virtual basis through live streaming and online remote voting via the remote participation and voting (RPV) facilities at <http://rebrand.ly/zentech-agm> provided by InsHub Sdn. Bhd.

1. Virtual Meeting

- 1.1 The 19th AGM of the Company will be conducted entirely virtual through live streaming and online remote voting via Remote Participation and Voting (“RPV”) facilities.
- 1.2 Kindly ensure that you are connected to the internet at all times in order to participate and/or vote at our virtual Meeting. 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. The Company, the Board and its management, registrar and other professional advisers (if any) shall not be held responsible or be liable for any disruption in internet line resulting in the participants being unable to participate and/or vote at the Meeting.

2. Entitlement to Participate and Vote

- 2.1 Only depositors whose names appear on the Record of Depositors as at 20 November 2024 shall be entitled to participate and/or vote at the meeting or appoint proxy(ies) / corporate representative(s) to participate and/or vote on his/her behalf by returning the duly executed Form(s) of Proxy.

3. Appointment of Proxy

- 3.1 If you are unable to attend and participate at the meeting via RPV facilities, you may appoint a proxy or the Chairman of the Meeting as your proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.
- 3.2 The instrument appointing a proxy and the power of attorney or other authority i.e. the corporate representatives / authorised nominees or exempt authorised nominees who wishes to attend and participate at the meeting via RPV facilities, please ensure the duly executed original Form(s) of Proxy or the original / duly certified Certificate(s) of Appointment of its corporate / authorised representative / power of attorney / letter of authority or other documents proving authority must be deposited to Aldpro Corporate Services Sdn Bhd at B-21-1, Level 21, Tower B, Northpoint Mid Valley City, No. 1, Medan Syed Putra Utara, 59200 Kuala Lumpur, Wilayah Persekutuan at least 48 hours before the time appointed for holding the meeting i.e. not later than Wednesday, 27 November 2024 at 10:00 a.m.

4. Submission of Questions

- 4.1 Members and proxies may submit their questions via the real time submission of typed texts through a Q&A panel during the live streaming of the 19th AGM. The questions and/or remarks submitted by the shareholders and/or proxies will be broadcasted and responded by the Chairman/Board/ relevant adviser during the meeting.

5. Voting Procedure

- 5.1 Pursuant to Rule 8.31A(1) of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the Meeting will be conducted by poll.
- 5.2 For the purpose of the Meeting, e-Voting can be carried out using personal smart mobile phones, tablets, personal computers or laptops.
- 5.3 The polling will commence from the scheduled starting time of the Meeting and close upon the Chairman announces the closing of voting period towards the end of the Meeting after the question-and-answer session.
- 5.4 The Independent Scrutineer will verify the poll results 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 not.

6. Remote Participation and Voting (“RPV”)

- 6.1 Please note that all shareholders including (i) individual shareholders; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees, and proxies shall use the RPV facilities to participate and/or vote remotely at the meeting [(ii) to (iv) through their authorised representatives].
- 6.2 If you wish to participate in the Meeting, you will be able to view a live webcast of the Meeting, pose questions and/or submit your votes in real time whilst the Meeting is in progress.
- 6.3 Kindly follow the procedures to register for RPV.

Procedures To Remote Participation And Voting Facilities (RPV)

Members / proxies / corporate representatives / attorneys who wish to participate the 19th AGM remotely using RPV must follow the following procedures:-

Step	Action	Procedure
(a)	<ul style="list-style-type: none"> • To register as a user using the website: http://rebrand.ly/zentech-agm 	<ul style="list-style-type: none"> • Using your computer, access the registration website at http://rebrand.ly/zentech-agm • If you are using mobile devices, you can also scan the QR provided on the left to access the registration page. • Click Register and enter your email followed by Next to fill in your details to register for the AGM session. • Upon submission of your registration, you will receive an email notifying you that your registration has been received and is pending verification. • The event is powered by Cisco Webex. You are recommended to download and install Cisco Webex Meetings (available for PC, Mac, Android and iOS). Refer to the tutorial guide posted on the same page for assistance.

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(b)	Submit your online registration	<ul style="list-style-type: none"> • Members, who wish to participate and vote remotely at the AGM via RPV Facilities, are required to register prior to the Meeting. The registration is open from 10:00 a.m. on 1 November 2024 and will close at 10:00 a.m. on 27 November 2024. • Clicking on the link mentioned in item (a) will redirect you to the AGM event page. Click on the Register link for the online registration form. • Complete your particulars in the registration page. Your name MUST match your CDS account name (not applicable for proxy). • Insert your CDS account number(s) and indicate the number of shares you hold. • Read and agree to the Terms & Conditions and confirm the Declaration. • Please ensure all information given is accurate before you click Submit to register your remote participation. Failure to do so will result in your registration being rejected. • System will send an email to notify that your registration for remote participation is received and will be verified. • After verification of your registration with the General Meeting Record of Depositors of the Company as at 20 November 2024, the system will send you an email to notify you if your registration is approved or rejected after 20 November 2024. • If your registration is rejected, you can contact the Company’s Poll Administrator for clarifications or to appeal.
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Procedure		Action
ON THE DAY OF THE AGM		
(a)	Attending AGM	<ul style="list-style-type: none"> • Two reminder emails will be sent to your inbox. First email will be sent one day before the date of the AGM, while the second email will be sent 1 hour before the commencement of the AGM session. • Click Join Webinar in the reminder email to participate the RPV.
(b)	Participate with live video	<ul style="list-style-type: none"> • You will be given a short brief about the system. • Your microphone is muted throughout the whole session. • If you have any questions for the Chairman/Board, you may use the Q&A panel to send in your questions. The Chairman/Board will try to respond to the relevant questions if time permits. All relevant questions will be collected throughout the session and replied later through your registered email. • The whole session will be recorded. • Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location.

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(c)	Online Remote Voting	<ul style="list-style-type: none">• The Chairman will announce the commencement of the voting session and the duration allowed at the AGM.• The list of resolutions for voting will appear at the right-hand side of your computer screen under the “Slido” panel. You are required to indicate your votes for the resolutions within the given stipulated time frame.• Click on the Submit button when you have completed.• Votes cannot be changed once it is submitted.
(d)	End of RPV Facility	<ul style="list-style-type: none">• Upon the announcement by the Chairman on the closure of the AGM, the live session will end.

RPV for Authorised Nominee and Exempt Authorised Nominee

Write in to admin@aldpro.com.my by providing the name of Member, CDS Account Number accompanied with the Proxy Form to submit the request.

Enquiry

If you have any enquiries prior to the 19th AGM, please contact the following during office hours from Mondays to Fridays from 9:00 a.m. to 5:30 p.m. (except public holiday): -

The Share Registrar

Aldpro Corporate Services Sdn. Bhd.

Address : B-21-1, Level 21, Tower B,
Northpoint Mid Valley City,
No. 1, Medan Syed Putra Utara,
59200 Kuala Lumpur, Wilayah Persekutuan

Email Address : admin@aldpro.com.my

Contact Persons : Pn. Martini

Telephone No. : +603 9770 2200

OR

RPV Technical Support

If you have any enquiry in relation to registration, logging in and system related, please contact the Technical Support:

Technical Support : Mr Calvin / Ms Eris

Tel No. : 03-7688 1013

Email : vgm@mlabs.com