

# ADMINISTRATIVE GUIDE

FOR THE SIXTH ANNUAL GENERAL MEETING (“6<sup>TH</sup> AGM”)  
OF MTAG GROUP BERHAD



**Date** : Friday, 24 November 2023  
**Time** : 10.00 a.m.  
**Meeting Platform** : TIIH Online provided by Tricor Investor & Issuing House Services Sdn. Bhd. in Malaysia via its website at <https://tiih.online>

## MODE OF MEETING

The 6<sup>th</sup> AGM of the Company will be conducted on a fully virtual basis through live streaming and online remote voting via Remote Participation and Voting (“RPV”) facilities via TIIH Online website at <https://tiih.online>.

An online meeting platform used to conduct the meeting can be recognised as the meeting venue as required under Section 327(2) of the Companies Act 2016, provided that the online platform located in Malaysia and all meeting participants including the Chairman of the Meeting, Board members, senior management and shareholders are to participate in the meeting online.

## REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 6<sup>th</sup> AGM using RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via its **TIIH Online** website at <https://tiih.online>. Please refer to Procedure for RPV.

A shareholder who has appointed a proxy(ies) or attorney(s) or authorised representative(s) to participate at this 6<sup>th</sup> AGM via RPV must request his/her proxy(ies) or attorney or authorised representative to register himself/herself for RPV at TIIH Online website at <https://tiih.online>. Please refer to Procedure for RPV.

As the 6<sup>th</sup> AGM is a fully virtual 6<sup>th</sup> AGM, shareholders who are unable to participate in this 6<sup>th</sup> AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

## PROCEDURES FOR RPV

Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) who wish to participate in the 6<sup>th</sup> AGM remotely using the RPV are to follow the requirements and procedures as summarised below:

Procedure	Action
<b>BEFORE THE 6<sup>TH</sup> AGM DAY</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”, select the “Sign Up” button and followed by “<b>Create Account by Individual Holder</b>”. Refer to the tutorial guide posted on the homepage for assistance.</li><li>Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li><li>If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.</li></ul>
(b) Submit your request to attend AGM remotely	<ul style="list-style-type: none"><li>Registration is open from Thursday, 26<sup>th</sup> October 2023 until the day of 6<sup>th</sup> AGM on Friday, 24<sup>th</sup> November 2023. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 6<sup>th</sup> AGM to ascertain their eligibility to participate in the 6<sup>th</sup> AGM using the RPV.</li><li>Login with your user ID (i.e. e-mail address) and password and select the corporate event: “<b>(REGISTRATION) MTAG GROUP BERHAD 6<sup>TH</sup> AGM</b>”</li><li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li><li>Select “Register for Remote Participation and Voting”.</li><li>Review your registration and proceed to register.</li><li>System will send an e-mail to notify that your registration for remote participation is received and will be verified.</li><li>After verification of your registration against the General Meeting Record of Depositors dated 17<sup>th</sup> November 2023, the system will send you an e-mail on 22<sup>nd</sup> November 2023 to approve or reject your registration for remote participation.</li></ul> <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV)</i></p>

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Procedure	Action
<b>ON THE DAY OF THE 6<sup>TH</sup> AGM</b>	
(c) Login to TIIH Online	<ul style="list-style-type: none"><li>• Login with your user ID and password for remote participation at the 6<sup>th</sup> AGM at any time from 9.00 a.m. i.e. 1 hour before the commencement of the 6<sup>th</sup> AGM on Friday, 24<sup>th</sup> November 2023 at 10.00 a.m.</li></ul>
(d) Participate through Live Streaming	<ul style="list-style-type: none"><li>• Select the corporate event: “<b>(LIVE STREAM MEETING) MTAG GROUP BERHAD 6<sup>TH</sup> AGM</b>” to engage in the proceedings of the 6<sup>th</sup> AGM remotely.</li><li>• If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will endeavor to respond to questions submitted by you during the 6<sup>th</sup> AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</li></ul>
(e) Online Remote Voting	<ul style="list-style-type: none"><li>• Voting session commences from 10.00 a.m. on Friday, 24<sup>th</sup> November 2023 until a time when the Chairman announces the end of the session.</li><li>• Select the corporate event: “<b>(REMOTE VOTING) MTAG GROUP BERHAD 6<sup>TH</sup> AGM</b>” or if you are on the live stream meeting page, you can select “<b>GO TO REMOTE VOTING PAGE</b>” button below the Query Box.</li><li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration</li><li>• Select the CDS account that represents your shareholdings.</li><li>• Indicate your votes for the resolutions that are tabled for voting.</li><li>• Confirm and submit your votes.</li></ul>
(f) End of remote participation	<ul style="list-style-type: none"><li>• Upon the announcement by the Chairman on the closure of the 6<sup>th</sup> AGM, the live streaming will end.</li></ul>

## Note to users of the RPV facilities:

1. Should your application to join the meeting be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
3. In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

## ENTITLEMENT TO PARTICIPATE AND APPOINTMENT OF PROXY

Only members whose name appear on the Record of Depositors as at 17<sup>th</sup> November 2023 shall be eligible to attend, speak and vote at the 6<sup>th</sup> AGM or appoint proxy(ies) and/or the Chairman of the Meeting to attend and vote on his/her behalf.

In view that the 6<sup>th</sup> AGM will be conducted on a virtual basis, a member can appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the Proxy Form.

If you wish to participate in the 6<sup>th</sup> AGM yourself, please do not submit any Proxy Form for the 6<sup>th</sup> AGM. You will not be allowed to participate in the 6<sup>th</sup> AGM together with a proxy appointed by you.

Accordingly, proxy forms and/or documents relating to the appointment of proxy/corporate representative attorney for the 6<sup>th</sup> AGM whether in a hard copy form or by electronic means shall be deposited or submitted in the following manner not later than Wednesday, 22<sup>nd</sup> November 2023 at 10.00 a.m.:

### (i) In hard copy form

By hand or post to the Share Registrar of the Company, Tricor Investor & Issuing House Services Sdn. Bhd., at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan or its the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan

### (ii) By electronic form

All shareholders can have the option to submit proxy forms electronically via TIIH Online and the steps to submit are summarised below:

# ADMINISTRATIVE GUIDE

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## PROCEDURES FOR ELECTRONIC SUBMISSION OF PROXY FORM

The procedures to submit your proxy form electronically via Tricor’s TIIH Online website are summarised below:-

Procedure	Action
<b>i. Steps for Individual Shareholders</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” by selecting “<b>Create Account by Individual Holder</b>”. 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 username (i.e. e-mail address) and password.</li><li>Select the corporate event: “<b>MTAG GROUP BERHAD 6<sup>TH</sup> AGM-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(ies) to vote on your behalf.</li><li>Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint Chairman as your proxy.</li><li>Indicate your voting instructions - FOR or AGAINST, otherwise your proxy(ies) will decide your vote.</li><li>Review and confirm your proxy(ies) appointment.</li><li>Print proxy form for your record.</li></ul>
<b>ii. Steps for Corporate or Institutional Shareholders</b>	
(a) Register as a User with TIIH Online	<ul style="list-style-type: none"><li>Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li><li>Under e-Services, the authorised or nominated representative of the corporate or institutional shareholder selects “<b>Create Account by Representative of Corporate Holder</b>”.</li><li>Complete the registration form and upload the required documents.</li><li>Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li><li>Proceed to activate your account with the temporary password given in the email and re-set your own password.</li></ul> <p>Note: The representative of a corporate or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.</p>
(b) Proceed with submission of Proxy Form	<ul style="list-style-type: none"><li>Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li><li>Select the corporate event: “<b>MTAG GROUP BERHAD 6<sup>TH</sup> AGM - SUBMISSION OF PROXY FORM</b>”</li><li>Agree to the Terms &amp; Conditions and confirm the Declaration.</li><li>Proceed to download the file format for “<b>SUBMISSION OF PROXY FORM</b>” in accordance with the Guidance Note set therein.</li><li>Prepare the file for the appointment of proxy(ies) by inserting the required data.</li><li>Submit the proxy appointment file.</li><li>Login to TIIH Online, select corporate event: “<b>MTAG GROUP BERHAD 6<sup>TH</sup> AGM - SUBMISSION OF PROXY FORM</b>”.</li><li>Proceed to upload the duly completed proxy appointment file.</li><li>Select “<b>Submit</b>” to complete your submission.</li><li>Print the confirmation report of your submission for your record.</li></ul>

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## POLL VOTING

The voting at the 6<sup>th</sup> AGM will be conducted by poll in accordance with Rule 8.31A of Ace Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting).

Shareholders or proxy(es) or corporate representative(s) or attorney(s) can proceed to vote on the resolutions at any time from Friday, 24 November 2023 at 10.00 a.m. but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to item (e) of the above Procedures for RPV for guidance on how to vote remotely from TIIH Online website at <https://tiih.online>.

Upon completion of the voting session for the 6<sup>th</sup> AGM, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

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

Shareholders may submit questions for the Board in advance of the 6<sup>th</sup> AGM 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, 22<sup>nd</sup> November 2023 at 10.00 a.m. The Board will endeavor to answer the questions received at the 6<sup>th</sup> AGM.

## DOOR GIFT/VOUCHER

There will be no door gifts or vouchers for attending the 6<sup>th</sup> AGM.

## NO RECORDING OR PHOTOGRAPHY

Unauthorized recording and photography are strictly prohibited at the 6<sup>th</sup> AGM.

## 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

Telephone Number	General Line	603-2783 9299
Contact Person	Ms Nur Qaisara Naaila	603-2783 9272 Nur.Qaisara.Naaila@my.tricorglobal.com
	Ms Nor Faeayzah	603-2783 9274 Nor.Faeayzah@my.tricorglobal.com
	Ms Nur Shafikah	603-2783 9293 Nur.Shafikah@my.tricorglobal.com
Fax Number	603-2783 9222	
E-mail	is.enquiry@my.tricorglobal.com	