



GREATECH TECHNOLOGY BERHAD

Registration No.: 201801008633 (1270647-H)
(Incorporated in Malaysia)

**NOTIFICATION TO SHAREHOLDERS OF A FULLY VIRTUAL
SECOND ANNUAL GENERAL MEETING**

Dear Shareholders of Greatech Technology Berhad,

We would like to invite you to the Second Annual General Meeting ("**2nd AGM**") of Greatech Technology Berhad ("**GTB**" or "**Company**"), which will be held as a **FULLY VIRTUAL** meeting through live streaming and online remote voting using the Remote Participation and Voting Facilities ("**RPV**").

Details of our 2nd AGM are set out below: -

Date : 29 June 2020, Monday
Time : 11.30 am
Broadcast : The Auditorium, Plot 287A, Lengkok Kampung Jawa Satu, Bayan
Venue Lepas Free Industrial Zone Phase 3, 11900 Bayan Lepas, Pulau
Pinang

Please note that NO SHAREHOLDERS from the public should be physically present nor admitted at the broadcast venue on the day of the 2nd AGM.

Shareholders and proxies will have to register to attend the 2nd AGM remotely by using the RPV according to the procedures as set out in the Administrative Guide enclosed with this Notification.

Shareholders and proxies may raise questions before the 2nd AGM to the Chairman or Board of Directors and submit the questions electronically to email address: enquiry@greatech-group.com no later than 25 June 2020, 5.00 pm. The Chairman or Board of Directors will endeavour to address the questions received at the 2nd AGM.

We wish to inform all the documents related to 2nd AGM are available on the Company's [website](#).

In view of the current unprecedented situation, the Company may be required to make changes to the administration and arrangement of the 2nd AGM on short notice as it deems necessary. Hence, kindly check the Company's [website](#) or announcements for the latest updates on the status of the 2nd AGM.

We look forward to connecting with you via the RPV on the day of the 2nd AGM.

Thank you for your continued support to the Company.

By order of the Board,

Thum Sook Fun (SSM PC No. 201908000139, MIA 24701)
Low Seow Wei (SSM PC No. 202008000437, MAICSA 7053500)
Company Secretaries

Penang
Date: 29 May 2020



GREATECH TECHNOLOGY BERHAD

Registration No.: 201801008633 (1270647-H)
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ADMINISTRATIVE GUIDE FOR THE SECOND ANNUAL GENERAL MEETING

Date : 29 June 2020, Monday
Time : 11.30 am
Broadcast : The Auditorium,
Venue : Plot 287A,
Lengkok Kampung Jawa Satu,
Bayan Lepas Free Industrial Zone Phase 3,
11900 Bayan Lepas, Pulau Pinang

1. INTRODUCTION

- 1.1 As a precautionary measure amid Coronavirus Disease (“**COVID-19**”) and having regard to the well-being of the safety of our shareholders, the Second Annual General Meeting (“**2nd AGM**”) will be conducted and held as a **FULLY VIRTUAL** meeting through live streaming and online remote participation using Remote Participation and Voting Facilities (“**RPV**”).
- 1.2 With the RPV, you may exercise your right as a shareholder of the Company to participate and vote at the 2nd AGM, at the comfort of your home. You may also consider to appointing up to two (2) proxies or the Chairman of the Meeting as your proxy(ies) by indicating your voting instruction to the Form of Proxy. Details of the procedures for RPV are set out in item 4 below.
- 1.3 Please note that **NO** shareholders from the public should be physically present nor admitted at the broadcast venue on the date of the 2nd AGM.
- 1.4 The broadcast venue is strictly for the purpose of compliance with Section 327(2) of the Companies Act 2016 which stipulates that the Chairman of the meeting shall be present at the main venue of the 2nd AGM and in accordance with Clause 96 of the Company’s Constitution which allows a meeting of members to be held at more than one venue, using any technology or method that enables the members of the Company to participate and to exercise the members’ right to speak and vote at the general meeting.
- 1.5 Printed copies of this Annual Report together with the Notice of 2nd AGM will be sent to Shareholders and made available via publication on the following: -
 - (i) Bursa Malaysia Securities Berhad (“**Bursa Securities**”)’s website; and
 - (ii) the Company’s website.

Alternative arrangements relating to, among others, attendance, submission of questions in advance and/or voting by proxy at the 2nd AGM are set out in the Company’s announcement dated 29 May 2020 which has been uploaded together with the Notice of 2nd AGM on Bursa Securities’

website and the Company's website on the same day. The announcements and this Administrative Guide of 2nd AGM may also be accessed at the Company's website.

- 1.6 In view of the current unprecedented situation, the Company may be required to make changes to the administration and arrangement of the 2nd AGM on short notice as it deems necessary. Hence, kindly check the Company's website or announcements for the latest updates on the status of the 2nd AGM.

2. GENERAL MEETING RECORD OF DEPOSITORS ("ROD")

- 2.1 The Company has requested Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting ROD as at 22 June 2020 ("**General Meeting ROD**") in accordance with Clause 134 of the Company's Constitution and Section 34(1) of the Securities Industry (Central Depositories) Act 1991.
- 2.2 Only members whose names appeared on the ROD on 22 June 2020 shall be eligible to participate, speak and vote at the meeting or appoint proxy(ies) to attend, speak and vote on his/her behalf.

3. CONDUCT OF 2nd AGM via REMOTE PARTICIPATION AND VOTING

- 3.1 Please note that since the 2nd AGM will be held as a fully virtual meeting, shareholder(s)/corporate representative(s)/proxy(ies) from the public will **NOT** able to attend the AGM in person and no members can be physically admitted to the broadcast venue.
- 3.2 Members are to attend, speak (including posing questions to the Board of Directors ("**Board**") and/or Management of the Company via real time submission of typed texts) and vote (collectively, "**participate**") remotely at the 2nd AGM using RPV provided by SS E Solutions Sdn. Bhd. ("**SSES**") via its SSES Online website.

Shareholders may participate in the 2nd AGM by:

- a) observing and/or listening to the AGM proceedings via RPV;
 - b) appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the AGM; and
 - c) submitting questions prior to the 2nd AGM and email to enquiry@greotech-group.com on or before 25 June 2020, 5.00 pm.
- 3.3 The voting at the 2nd AGM will be conducted by way of poll in accordance with Rule 8.31A of the ACE Market Listing Requirements of Bursa Securities. The Company has appointed SSES as the Poll Administrator to conduct the poll voting via its SSES Online website and Commercial Quest Sdn. Bhd. as the Scrutineers to verify the poll results. Upon completion of the voting session for the 2nd AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.
- 3.4 Strictly **NO** recording or photography of the proceedings of the 2nd AGM is allowed.
- 3.5 There will be **NO** DISTRIBUTION of food packs or door gifts during the 2nd AGM as the meeting will be conducted on fully virtual basis.

4. PROCEDURES FOR RPV

- 4.1 Members/proxies/corporate representatives/attorneys who wish to participate remotely at the 2nd AGM using the RPV via **Securities Services e-Portal** shall follow the requirements and procedures as summarised below:-

Procedures		Summary actions
Before the day of the 2nd AGM		
1.	Register as a user with SSES	<ul style="list-style-type: none"> Using your computer, access the website at https://www.sshsb.net.my/login.aspx. Register as a user under the “e-Services”. Please refer to the below tutorial guide for reference. If you are already a user with SSES Online, you are not required to register again.
2.	Submit your request for Registration to attend the meeting remotely	<ul style="list-style-type: none"> Registration is open now up to 5.00 pm on Wednesday, 24 June 2020. Please login with your user ID and password and submit to register your remote participation. You may refer to the step by step guidance note to complete the registration. System will send an email to notify that your registration for remote participation is received and will be verified. After verification of your registration against the General Meeting ROD, the system will send you an email to approve or reject your registration for remote participation.
3.	Submit your e-Proxy Form <i>(if you wish to appoint proxy(ies) to attend the meeting remotely on your behalf)</i>	<ul style="list-style-type: none"> Registration is open now up to 11.30 am on Saturday, 27 June 2020. Please login in with your user ID and password and select the corporate event in order to complete the e-Proxy submission based on the detailed tutorial guidance as set out below.
On the day of the 2nd AGM		
1.	Login to SSES Online	Login with your user ID and password for remote participation at the 2 nd AGM at any time from 11.15 am i.e. 15 minutes before the commencement of meeting at 11.30 am on Monday, 29 June 2020.

2.	Participate through Live Streaming	<ul style="list-style-type: none"> Look for <u>Greatech Technology Berhad</u> under Company Name and <u>2nd AGM on 29 June 2020 at 11.30 am – Live Stream Meeting</u> under Corporate Exercise/Event to engage in the proceedings of the 2nd AGM remotely. If you have any questions for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will try to respond to relevant questions submitted by remote participants during the 2nd AGM
3.	Online Remote Voting	<ul style="list-style-type: none"> Look for <u>Greatech Technology Berhad</u> under Company Name and <u>2nd AGM on 29 June 2020 at 11.30 am – Remote Voting</u> under Corporate Exercise/Event to cast and submit votes for the resolutions tabled at 2nd AGM remotely. <p>Voting session commences from 11.30 am on Monday, 29 June 2020 until a time when the Chairman announces the completion of the voting session of the 2nd AGM.</p>
4.	End of remote participation	Upon the announcement by the Chairman on the closure of the 2 nd AGM, the Live Streaming will end.

- 4.2 For the detailed procedure for RPV, you may refer to the below step by step guidance note if you wish to participate remotely at the 2nd AGM using RPV via **Securities Services e-Portal**.



SECURITIES SERVICES E-PORTAL

WHAT IS Securities Services e-Portal?

Securities Services e-Portal is an online platform that will allow shareholders/members, both individuals and body corporates through their appointed representatives, to -

- Submit proxy form electronically – paperless submission
- Register for remote participation and voting at meetings
- Attend and participate at meetings remotely via live streaming
- Vote in absentia on tabled resolutions at meetings remotely (referred to as “**e-Services**”)

The usage of the e-Portal is dependent on the engagement of the relevant e-Services by Greotech Technology Berhad and is by no means a guarantee of availability of use, unless we are so engaged to provide. **All users are to read, agree and abide to all the Terms and Conditions of Use and Privacy Policy as required throughout the e-Portal.**

ENQUIRY

If you have any enquiries prior to the 2nd AGM, please contact us at +604 263 1966 during office hours (from 9.00 am to 5.00 pm from Monday to Friday) and request for e-Services Assistance or email us at eservices@sshb.com.my.

SS E Solutions Sdn. Bhd.
c/o Suite 18.05, MWE Plaza,
No. 8 Lebuhr Farquhar,
10200 George Town,
Pulau Pinang

Ms. Felicia Low (ext: 187) or Ms. Stephanie Tan (ext: 186)

Pre-registration prior to 2nd AGM

SUBMISSION OF e-PROXY FORM

Meeting	Proxy Form Submission Closing Date and Time
2 nd AGM on Monday, 29 June 2020 at 11.30 am	Saturday, 27 June 2020 at 11.30 am

Shareholder can **either** choose to submit the completed and signed proxy form by the following manners by not less than 48 hours before the time appointed for the 2nd AGM:-

- (i) If submitted by post, be deposited at the Company's Share Registrar, Securities Services (Holdings) Sdn. Bhd. at Suite 18.05, MWE Plaza, No. 8 Lebuhr Farquhar, 10200 George Town, Pulau Pinang; or
- (ii) If submitted electronically, via **Securities Services e-Portal** and follow the following steps for the submission of e-Proxy Form.

In view of the current COVID-19 situation and the related safe distancing measures which may make it difficult for members to submit completed proxy forms by post, members are **STRONGLY** encouraged to submit completed proxy forms electronically via **Securities Services e-Portal**.

FIRST, please register as a user of Securities Services e-Portal.

ALL USERS MUST REGISTER AT LEAST TWO (2) WORKING DAYS BEFORE THE CLOSING OF PROXY FORM SUBMISSION ONLINE AS WE NEED ONE (1) WORKING DAY TO PROCESS ALL USER REGISTRATIONS.

Step 1 Visit <https://www.sshsb.net.my/login.aspx>

Step 2 Register as a user - registration is free!

Step 3 Wait for our notification email that will be sent within one (1) working day

Step 4 Verify your email and log in

- **This is a ONE-TIME registration.** If you are already a registered user of **Securities Services e-Portal**, you need not register again.
- Your email address is your User ID.

SECONDLY, once you have successfully registered as a user of Securities Services e-Portal, submit your e-Proxy Form online!

Log in to <https://www.sshsb.net.my/login.aspx> with your registered email and password.

Look for **Greotech Technology Berhad** under Company Name and **2nd AGM on 29 June 2020 at 11.30 am – Submission of Proxy Form** under Corporate Exercise/Event and click ➤ to submit your proxy forms online for the respective meetings.

Step 1 Check if you are submitting the proxy form as –

- Individual shareholder
- Corporate or authorised representative of a body corporate

For body corporates, the appointed corporate/authorised representative is to 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 have to be accompanied by a certified translation in English in 1 file. The original evidence of authority and translation thereof, if required, have to be submitted to the Share Registrar, Securities Services (Holdings) Sdn. Bhd. at Suite 18.05, MWE Plaza, No. 8 Lebuhr Farquhar, 10200 George Town, Pulau Pinang for verification before the abovementioned proxy form submission closing date and time.

Step 2 Enter your CDS account number or the body corporate's CDS account number and corresponding number of securities.

You are strongly encouraged to appoint the Chairman of the meetings as your proxy.

Step 3 Proceed to indicate how your votes are to be casted.

Step 4 Review and confirm your proxy form details before submission.

- A copy of your submitted e-Proxy Form can be accessed via **My Records** (refer to the left navigation panel).
- You need to submit your e-Proxy Form for **every CDS account(s)** you have or represent.

PROXIES

All appointed proxies need not register for remote participation via live stream meeting (eLive) and online voting (eVoting) at meeting but will **need to register as Users** of the e-Portal at least two (2) working days before the submission closing date and time for proxy forms i.e., **by 24 June 2020**. Upon processing the proxy forms, we will grant the proxy access to remote participation at the meeting to which he/she is appointed for instead of the shareholder, provided the proxy must be a registered user of the e-Portal, failing which, the proxy will not be able to participate at the meeting as the meeting will be conducted on a fully virtual basis.

NOTE : The Company shall be entitled to reject the instrument appointing a proxy or proxies if it is incomplete, improperly completed, illegible or where the true intentions of the appointor are not ascertainable from the instructions of the appointor specified in the instrument appointing a proxy or proxies. In addition, in the case of a member whose shares are entered against his/her name in the General Meeting ROD, the Company may reject any instrument of proxy lodged if such member, being the appointor, is not shown to have shares entered against his/her name in the General Meeting ROD.

REGISTRATION FOR REMOTE PARTICIPATION VIA LIVE STREAM MEETING (eLive) AND ONLINE VOTING (eVoting) AT MEETING

Meeting	Registration for eLive and eVoting Closing Date and Time
2 nd AGM on Monday, 29 June 2020 at 11.30 am	Wednesday, 24 June 2020 at 5.00 pm

FIRST, please register as a user of Securities Services e-Portal.

ALL USERS MUST REGISTER AT LEAST TWO (2) WORKING DAYS BEFORE THE CLOSING OF REGISTRATION ONLINE AS WE NEED ONE (1) WORKING DAY TO PROCESS ALL USER REGISTRATIONS.

Step 1 Visit <https://www.sshsb.net.my/login.aspx>

Step 2 Register as a user - registration is free!

Step 3 Wait for our notification email that will be sent within one (1) working day

Step 4 Verify your email and log in

- **This is a ONE-TIME registration.** If you are already a registered user of **Securities Services e-Portal**, you need not register again.
- Your email address is your User ID.

SECONDLY, once you have successfully registered as a user of Securities Services e-Portal, register for remote participation via eLive and eVoting online!

Log in to <https://www.sshsb.net.my/login.aspx> with your registered email and password.

Look for **Greotech Technology Berhad** under Company Name and **2nd AGM on 29 June 2020 at 11.30 am – Registration for Remote Participation** under Corporate Exercise/Event and click ➤ to register for remote participation at the respective meetings.

Step 1 Check if you are attending as –

- Individual shareholder
- Corporate or authorised representative of a body corporate

For body corporates, the appointed corporate/authorised representative is to 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 have to be accompanied by a certified translation in English in 1 file. The original evidence of authority and translation thereof, if required, have to be submitted to the Share Registrar, Securities Services (Holdings) Sdn. Bhd. at Suite 18.05, MWE Plaza, No. 8 Lebuhr Farquhar, 10200 George Town, Pulau Pinang for verification before the abovementioned proxy form submission closing date and time.

Step 2 Enter your CDS account number or the body corporate's CDS account number and corresponding number of securities.

- A copy of your e-Registration for remote participation can be accessed via **My Records** (refer to the left navigation panel).
- You need to register for remote participation for **every CDS account(s)** you have or represent.
- As the meeting will be conducted on a fully virtual basis and only the Chairman will be present at the broadcast venue, we highly encourage all shareholders to remotely participate and vote at the meeting, failing which, please appoint the Chairman of the meeting as proxy.
- Please **DO NOT** disclose details to who are not entitled to attend the AGM.
- Your presence via RPV Facilities shall be taken as attendance at the AGM and please do note that if there is no email confirmation received by the shareholders by **25 June 2020** for the above e-Registration, you may contact our share registrar or email to us at eservices@sshsb.com.my or alternatively at +604 263 1966 between 9.00 am and 5.00 pm by 26 June 2020.
- Further, if the shareholders' information is unable to be verified (e.g. typo error), you will be denied to access the 2nd AGM via RPV Facilities.
- Person who hold shares through authorised nominee or exempt authorised nominee as defined under the Securities Industry (Central Depository) Act, 1991, who wish to participate in the AGM via RPV Facilities should contact their relevant authorised nominee through which they hold shares as soon as possible in order for the necessary arrangements to be made for their participation in the 2nd AGM.

On the day of the 2nd AGM

JOINING THE LIVE STREAM MEETINGS (eLive)

Meeting	eLive Access Date and Time
2 nd AGM on Monday, 29 June 2020 at 11.30 am	Monday, 29 June 2020 at 11.15 am

Step 1 Log in to <https://www.sshsb.net.my/login.aspx> with your registered email and password.

Step 2 Look for **Greatech Technology Berhad** under Company Name and **2nd AGM on 29 June 2020 at 11.30 am – Live Stream Meeting** under Corporate Exercise/Event and click ➤ to join the respective meetings.

- The access to the live stream meetings will be open at the abovementioned date and time.
- If you have any questions to raise, you may use the chat box to transmit your question. The Chairman/Board will try to respond to your questions during the meeting. Do take note that the quality of the live streaming is dependent on the stability of the internet connection at the location of the user.

REMOTE ONLINE VOTING DURING THE MEETINGS (eVoting)

Meeting	eVoting Access Date and Time
2 nd AGM on Monday, 29 June 2020 at 11.30 am	Monday, 29 June 2020 at 11.30 am

Step 1 Log in to <https://www.sshsb.net.my/login.aspx> with your registered email and password.

Step 2 Look for **Greatech Technology Berhad** under Company Name and **2nd AGM on 29 June 2020 at 11.30 am – Remote Voting** under Corporate Exercise/Event and click ➤ to remotely cast and submit your votes online.

Step 3 Cast your votes by clicking on the radio buttons in the respective eVoting event.

Step 4 Review your casted votes and confirm and submit the votes.

- The access to eVoting will be open at the abovementioned date and time.
 - Your votes casted will apply throughout all the CDS accounts you represent as an individual shareholder, corporate/authorised representative and proxy. 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.
 - The access to eVoting will close when the Chairman announces the closing of all voting.
 - A copy of your submitted eVoting can be accessed via **My Records** (refer to the left navigation panel).
-