

ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

EXCEL FORCE MSC BERHAD – 18th Annual General Meeting

Date : 24 June 2020 (Wednesday)
Time : 2:30 p.m.
Broadcast Venue : Level 43A, MYEG Tower, Empire City , No. 8, Jalan Damansara, PJU 8, 47820 Petaling Jaya, Selangor Darul Ehsan
Virtual Meeting accessible at : <https://web.vote2u.app>

In light of the coronavirus (COVID-19) outbreak, governmental decrees, and the encouragement of the Securities Commission Malaysia, as well as in the best interest of public health and the health and safety of our Board of Directors, employees and shareholders, the Annual General Meeting ("**AGM**") will be held virtually and online remote voting using the Remote Participation and Voting Facilities ("**RPV**").

For the purpose of determining a member who shall be entitled to attend the 18th AGM, the Company shall request Bursa Malaysia Depository Sdn Bhd to issue a Record of Depositors as at 17 June 2020. Only a depositor whose name appears on the Record of Depositors as at 17 June 2020 shall be entitled to attend the said meeting or appoint proxies to attend and/or vote on his/her behalf. We strongly encourage our shareholders and holders of proxy for those shareholders to participate in the virtual AGM and vote remotely at this AGM. In line with the Malaysian Code on Corporate Governance Practice 12.3, this virtual AGM will facilitate greater shareholder's participation (including posing questions to the Board of Directors and/or Management of the Company) and vote at the AGM without being physically present at the venue. For shareholders who are unable to participate in this virtual AGM, you may appoint proxy(ies) or the Chairman of the Meeting as your proxy to attend and vote on your behalf at the AGM.

Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of the participants (shareholders and proxies). Hence, you are to ensure that internet connectivity throughout the duration of the meeting is maintained while using RPV provided by Agmo Studio Sdn. Bhd. ("**AGMO**") via its **Vote2U Online** website at <https://web.vote2u.app>

PROCEDURES TO PARTICIPATE IN RPV

Please follow the Procedure to Participate in RPV as summarized below:

BEFORE AGM DAY

A: REGISTRATION

Individual Shareholders

	Description	Procedure
i.	Shareholders to register with Vote2U online	[The registration will open from 9:00 a.m., Thursday, 28 May 2020 up to Wednesday, 24 June 2020 (before the conclusion of AGM).] a. Access website at https://web.vote2u.app b. Click " Sign Up " to sign up as a user.

		<p>c. Read the 'Privacy Policy' and 'Terms & Conditions' and indicate your acceptance of the 'Privacy Policy' and 'Terms & Conditions' on a small box <input type="checkbox"/>. Then click "Next".</p> <p>d. *Fill-in your details (note: create your own password). Then click "Continue".</p> <p>e. Upload softcopy of your identification card (MYKAD) (front only) (for Malaysian) or Passport (for non-Malaysian).</p> <p>f. Log in as user completed.</p> <p>g. Your registration will be verified and an email notification will be sent to you. Please check your email.</p> <p><u>Note:</u> If you have registered as a user with Vote2U Online previously, you are not required to register again.</p> <p>*Check your email address is keyed in correctly. *Remember the password you have keyed-in.</p>
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B: HAVE QUESTIONS FOR CHAIRMAN AND BOARD OF DIRECTORS

Individual Shareholders & Proxies

	Description	Procedure
i.	Email Question	<p>[Submission of email will open from 9:00 a.m., Thursday, 28 May 2020 up to 2:30 p.m., Monday, 22 June 2020.]</p> <p>a. Email your question(s) to info@excelforce.com.my</p> <p>b. Shareholders – to provide full name and CDS account or MYKAD (for Malaysian) / Passport (for non-Malaysian) number.</p> <p>c. Proxies – to provide full name and MYKAD (for Malaysian) / Passport (for non-Malaysian) number.</p> <p><u>Note:</u> The above b. and c. are for verification purposes only.</p>

C: REGISTER PROXY

Individual Shareholder

	Description	Procedure
i.	Electronic lodgment of Form of Proxy (e-Proxy)	<p>[Registration of Proxy will open from 9:00 a.m., Thursday, 28 May 2020 up to 2:30 p.m., Monday, 22 June 2020.]</p> <p>a. Individual shareholder to log in with your email and password.</p> <p>b. Select the General Meeting event to participate (for example, "Excel Force MSC 18th AGM").</p> <p>c. Scroll down and click "Register a Proxy".</p>

		<p>d. Read the 'Declarations' and indicate your acceptance of the 'Declarations' on a small box <input type="checkbox"/>. Then click "Next".</p> <p>e. Select your Central Depository System ("CDS") account number.</p> <p>f. Click "Appoint Proxy".</p> <p>g. *Fill-in the details of your Proxy(ies).</p> <p>h. Indicate your voting instruction should you prefer to do so.</p> <p>i. After you have completed the above procedures, the system will send an email to the registered Proxy(ies) and will be given a temporary password. The Proxy could use the temporary password to log in to Vote2U.</p> <p><u>Note:</u> You need to register as a shareholder before you can register a Proxy and submit the e-Proxy form. Refers 'A: Registration' to register as shareholder.</p> <p>*Check your Proxy's email address is keyed in correctly.</p>
ii.	Submit Form of Proxy (hardcopy)	<p>[The closing time to submit your hardcopy Form of Proxy is at 2:30 p.m., Monday, 22 June 2020.]</p> <p>a. *Fill-in details on the hardcopy Form of Proxy and ensure to provide the following information:</p> <ul style="list-style-type: none"> ○ MYKAD (for Malaysian) / Passport (for non-Malaysian) number of the Proxy ○ *Email address of the Proxy <p>b. Submit/Deposit the hardcopy Form of Proxy to Boardroom Share Registrars Sdn Bhd at 11th Floor, Menara Symphony, No. 5, Jalan Prof Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor.</p> <p><u>Note:</u> After verification, an email notification will be sent to the Proxy and will be given a temporary password. The Proxy could use the temporary password to log in to Vote2U.</p> <p>*Check the email address of Proxy is written down correctly.</p>

Corporate Shareholder

	Description	Procedure
i.	Corporate Shareholder to submit Form of Proxy (hardcopy)	<p>[The closing time to submit your hardcopy Form of Proxy is at 2:30 p.m., Monday, 22 June 2020.]</p> <p>a. Fill-in details on the hardcopy Form of Proxy and ensure to provide the following information:</p> <ul style="list-style-type: none"> ○ MYKAD (for Malaysian) / Passport (for non-Malaysian) number of the Corporate Representative ○ *Email address of the Corporate Representative <p>b. Submit/Deposit the hardcopy Form of Proxy to Boardroom Share Registrars Sdn Bhd at 11th Floor, Menara Symphony, No. 5, Jalan Prof Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor with the following documents:</p>

		<ul style="list-style-type: none"> ○ A copy of the Certificate of Appointment of Corporate Representative. <p><u>Note:</u> After verification, an email notification will be sent to the Proxy (Corporate Representative) and will be given a temporary password. The Proxy could use the temporary password to log in to Vote2U.</p> <p>*Check the email address of Proxy (Corporate Representative) is written down correctly.</p>
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Nominees Company

	Description	Procedure
i.	Nominees Company to submit Form of Proxy (hardcopy)	<p>[The closing time to submit your hardcopy Form of Proxy is at 2:30 p.m., Monday, 22 June 2020.]</p> <p>a. Fill-in details on the hardcopy Form of Proxy and provide the following information:</p> <ul style="list-style-type: none"> ○ MYKAD (for Malaysian) / Passport (for non-Malaysian) number of the Beneficial Owner ○ *Email address of the Beneficial Owner <p>b. Submit/Deposit the hardcopy Form of Proxy to Boardroom Share Registrars Sdn Bhd at 11th Floor, Menara Symphony, No. 5, Jalan Prof Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor</p> <p><u>Note:</u> After verification, an email notification will be sent to the Proxy (Beneficial Owner) with a temporary password. The Proxy could use the temporary password to log in to Vote2U.</p> <p>*Check the email address of the Beneficial Owner is written down correctly.</p>

Shareholders who appoint Proxy(ies) via e-Proxy form and/or hardcopy Form of Proxy to participate the virtual AGM must ensure that the e-Proxy form and/or hardcopy Form of Proxy is submitted not less than 48 hours before the time for holding the meeting or any adjourned meeting at which the person named in the instrument proposes to vote and in default, the instrument of proxy shall not be treated as valid. The e-Proxy form and hardcopy Form of Proxy must reach no later than **Monday, 22 June 2020 at 2:30 p.m.**

REVOCATION OF PROXY

A: REVOKE PROXY

Individual Shareholder

	Description	Procedure
i.	Revoke a Proxy	[Shareholder who has appointed a Proxy and wish to revoke Proxy may do so.]

		<ul style="list-style-type: none"> a. Log in to Vote2U online using your email address and password. b. Select the General Meeting event. (for example, “Excel Force MSC 18th AGM”). c. Scroll down and click “Revoke a Proxy”.
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ON AGM DAY

A: WATCH LIVE STREAMING

Individual Shareholders & Proxies

	Description	Procedures
i.	Login to virtual meeting portal - Vote2U online & watch Live Streaming.	<p>[The Vote2U online portal will open for log in starting from 2:00 p.m., Wednesday, 24 June 2020, thirty (30) minutes before the commencement of the AGM.]</p> <ul style="list-style-type: none"> a. Login with your email and password b. Select the General Meeting event (for example, “Excel Force MSC 18th AGM”). c. Check your details. d. Click “Watch Live” button to view the live streaming.

B: ASK QUESTION

Individual Shareholders & Proxies

	Description	Procedures
i.	Ask Question during AGM (real-time)	<p>[Questions submitted online using <u>typed text</u> will be moderated before being forwarded to the Chairman to avoid repetition. Every question and message will be presented with the full name of the shareholder or proxy raising the question.]</p> <ul style="list-style-type: none"> a. Click “Ask Question” button to post question(s). b. Type in your question and click “Submit”. <p>The Chairperson / Board of Director will endeavor to respond to questions submitted by remote shareholders and proxies during the AGM. Should there be a time constraint, the responses will be made available on the company’s website within 7 days from the conclusion of the AGM.</p>

C: VOTING REMOTELY**Individual Shareholders & Proxies**

	Description	Procedures
i.	Online Remote Voting	<p>Once the Chairman announces the opening of remote voting:</p> <ol style="list-style-type: none"> Open a new tab. Log in with your email address and password. Select the General Meeting event (for example, “Excel Force MSC 18th AGM”). Scroll down and click “Confirm Details & Start Voting”. To vote, select your voting choice from the options provided. A confirmation screen will appear to show your selected vote. Click “Next” to continue voting for all resolutions. To change your vote, click “Back” and select another voting choice. After you have completed voting, a Voting Summary page appears to show all the resolutions with your voting choices. Click “Confirm” to submit your vote. <p>[Please note that you are <u>not able</u> to change your voting choices after you have confirmed and submitted your votes.]</p>

D: VIEW RESULTS**Individual Shareholders & Proxies**

	Description	Procedures
i.	View Results	<p>[After the closure of voting momentarily, the Chairman will announce the results.]</p> <ol style="list-style-type: none"> On the same tab after you have submitted your votes, scroll down and click “View Results”.

E: END OF MEETING**Individual Shareholders & Proxies**

	Description	Procedures
i.	End of RPV	<ol style="list-style-type: none"> Upon the announcement by the Chairperson on the closure of the AGM, the live streaming will end and the “Ask Question” function will be disabled.

ADDITIONAL INFORMATION

Voting Procedure

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the AGM will be conducted by poll. Poll administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.

Broadcast Venue

Broadcast Venue means the place where the broadcasting is taking place to transmit or air the meeting online. It could be a studio or a meeting room.

Shareholders and proxies are not advisable to go to the broadcast venue as it is only a place where the meeting is broadcast for transmission online in the present of Chairman, Directors, Chief Executive Officer, Auditors, Company Secretary and senior management. No seating and refreshment will be arranged for shareholders and proxies at the broadcast venue when it is a fully virtual meeting.

If shareholders and proxies arrive at the broadcast venue, the management has the right to ask you to leave the broadcast venue in order to comply with the government decrees and S.O.Ps.

No Door Gift or e-Voucher or Food Voucher

There will be no door gift or e-Voucher or food voucher given at this AGM.

Enquiry

- a. If you have enquiry relating to the AGM Administrative Guide for Shareholders, please contact us during office hours:

Email: info@excelforce.com.my

- b. If you have enquiry relating to the RPV or encounters issues with the log in, steps to connect to live streaming and online voting:

Email: vote2u@agmostudio.com