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MY E.G. SERVICES BERHAD

[Registration No. 200001003034 (505639-K)]

ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

- Day and Date of Meeting** : Thursday, 6 August 2020
- Remote Participation and Voting Facilities** : <https://web.vote2u.app>
- Broadcast Venue** : Level 43A, MYEG Tower, Empire City, No. 8, Jalan Damansara, PJU 8, 47820 Petaling Jaya, Selangor Darul Ehsan, Malaysia

In light of the ongoing COVID-19 outbreak situation and adhering to the Securities Commission Malaysia's ("SC") Guidance Note to exercise prudence, as well as in the best interest of public health and the health and safety of our Board of Directors, employees and shareholders, MY E.G. Services Berhad's ("MYEG" or the "Company") meeting will be held as a virtual meeting through live streaming and online remote voting using the Remote Participation and Voting ("RPV") facilities provided via Vote2U at <https://web.vote2u.app>

Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of shareholders and proxies. Hence, you are to ensure that internet connectivity throughout the duration of the meeting is maintained.

Entitlement to Participate and Vote Remotely

Shareholders whose names appear on the Record of Depositors as at 29 July 2020 shall be eligible to attend, participate and vote remotely in the meeting, or appoint proxy(ies)/the Chairman of the general meeting to attend, participate and/or vote on his/her behalf.

PROCEDURES TO PARTICIPATE IN RPV FACILITIES

Please follow the procedures to participate in RPV facilities as summarised below:

BEFORE MEETING DAY

A:	REGISTRATION	
	Description	Procedure
i.	Shareholders to Register with Vote2U ► Individual Shareholders	<p>a. Access website at https://web.vote2u.app</p> <p>b. Click “Sign Up” to sign up as a user.</p> <p>c. Read and indicate your acceptance of the ‘Privacy Policy’ and ‘Terms & Conditions’ by clicking on a small box <input type="checkbox"/>. Then click “Next”.</p> <p>d. Fill-in your details [(i) ensure your email address is valid, & (ii) create your own password]. Then click “Continue”.</p> <p>e. Upload a clear copy of your MyKAD for Malaysian (front only) or Passport for non-Malaysian.</p> <p>f. Registration as user completed.</p> <p>g. Your registration will be verified and an email notification will be sent to you.</p> <p><u>Note:</u> <i>If you have already signed up/registered as a user with Vote2U previously, you are not required to register again.</i></p>

B: REGISTRATION OF PROXY		
	Description	Procedure
i.	Electronic Lodgement of Proxy Form (e-Proxy) ► Individual Shareholders	a. Individual shareholders to log in to Vote2U with your email address and password that you have registered with Vote2U. b. Select the general meeting event that you wish to attend. c. Scroll down and click “ Register a Proxy ”. d. Read and indicate your acceptance of the ‘Declarations’ by clicking on a small box <input type="checkbox"/> . Then click “ Next ”. e. Select/ add your Central Depository System (“ CDS ”) account number and number of shares. f. Click “ Appoint Proxy ”. g. Fill-in the details of your proxy(ies) [ensure email address is valid]. h. Indicate your voting instruction should you prefer to do so. i. Thereafter, click “ Submit ”. j. After verification, proxy(ies) will receive an email notification with temporary credentials, i.e. email address and password to log in to Vote2U. <u>Note:</u> <i>You need to register as a shareholder before you can register a proxy and submit the e-Proxy form. Please refer above ‘A: Registration’ to register as shareholder.</i>
ii.	Submit Proxy Form (hardcopy) ► Individual Shareholders ► Corporate Shareholders ► Authorised Nominee ► Exempt Authorised Nominee	a. Fill-in the details on the hardcopy Proxy Form and provide the following information: <ul style="list-style-type: none"> • Name of the proxy(ies)/corporate representative. • MyKAD (for Malaysian)/Passport number (for non-Malaysian) of the proxy(ies). • Address and email address of the proxy(ies)/corporate representative [ensure email address is valid]. b. Enclosed the following documents with the hardcopy Proxy Form: <ul style="list-style-type: none"> • A copy of the proxy(ies)/corporate representative MyKAD (for Malaysian)/Passport (for non-Malaysian). • A copy of Certificate of Appointment of corporate representative [applicable to corporate shareholder only]. c. Deposit the hardcopy Proxy Form with the copy of the said documents to the address as stated on the Proxy Form. d. After verification, proxy(ies)/corporate representative will receive an email notification with temporary credentials, i.e. email address and password to log in to Vote2U.

REVOCATION OF PROXY

	Description	Procedure
i.	Revoke a Proxy Electronically ► Individual Shareholders	a. Log in to Vote2U using your registered email address and password. b. Select the general meeting event that you wish to attend. c. Scroll down and click “ Revoke a Proxy ”. <u>Note:</u> <i>Individual shareholders who have appointed proxy(ies) through e-Proxy.</i>
ii.	Revoke a Proxy ► Individual Shareholders ► Corporate Shareholders ► Authorised Nominee ► Exempt Authorised Nominee	a. Email to Boardroom Share Registrars Sdn Bhd at bsr.helpdesk@boardroomlimited.com to revoke the appointment of your proxy(ies). <u>Note:</u> <i>Individual shareholders/corporate shareholders/authorised nominee & exempt authorised nominee who have appointed proxy(ies) using hardcopy Proxy Form.</i>

ON GENERAL MEETING DAY

1. Log in to <https://web.vote2u.app> with your registered email address and password.

For proxy(ies), log in with the temporary credentials in the email which you have received from Vote2U.

2. Vote2U will be opened for log in **one (1) hour** before the commencement of the general meeting you are attending.
3. When you are logged in, click the general meeting event you are attending. On the main page, you are able to access the following:

	Description	Procedures
i.	Live Streaming	a. Click "Watch Live" button to view the live streaming.
ii.	Ask Question (real-time)	a. Click "Ask Question" button to pose a question. b. Type in your question and click "Submit" . <i>Note:</i> <i>The Chairman of the general meeting/Board of Director will endeavor to respond to questions submitted by remote shareholders and proxies/ corporate representative during the meeting. Should there be a time constraint, the responses will be made available on the company's website earliest possible.</i>
iii.	Remote Voting	a. On the main page, scroll down and click "Confirm Details & Start Voting" . b. 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. c. 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. <i>Note:</i> <i>Once you have confirmed and submitted your votes, you are <u>not able</u> to change your voting choices.</i>
iv.	View Voting Results	a. On the main page, scroll down and click "View Voting Results" .
v.	End of RPV	a. Upon the announcement by the Chairman of the general meeting on the closure of the said meeting, the live streaming will end. b. You may log out from Vote2U.

ADDITIONAL INFORMATION

Voting Procedure

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at a general meeting will be conducted by poll. The Company has appointed Agmo Studio Sdn Bhd as the Poll Administrator to conduct the polling process and GovernAce Advisory & Solutions Sdn. Bhd. as the Independent Scrutineers to verify the results of the poll.

Broadcast Venue

Broadcast Venue is a place where the broadcasting is taking place to transmit or air the meeting online.

Only essential individuals are permitted to be physically present at the Broadcast Venue, namely the Chairman of the general meeting, Directors, Managing Director/Chief Executive Officer, Auditors, Company Secretary, Management and those involved in organising and conducting the virtual meeting, in accordance with the SC's Guidance Note. In this regard, no shareholders and proxies will be physically present or allowed to enter the Broadcast Venue.

No e-Voucher, Gift and Food Voucher

There will be no e-Voucher, gift and food voucher for shareholders and proxies who participate in the meeting.

Enquiry

- a. For enquiries relating to the general meeting, please contact our Share Registrar during office hours (8:30 a.m. to 5:30 p.m.) on Mondays to Fridays as follows:

Telephone No. : 03-7890 4700

Email : *bsr.helpdesk@boardroomlimited.com*

- b. For enquiries relating to the RPV facilities or issues encountered during registration, or log in, or connecting to the live streaming and online voting facilities, please contact Vote2U helpdesk during office hours (8:30 a.m. to 5:30 p.m.) on Mondays to Fridays as follows:

Telephone No. : 03-7664 8521/03-7664 8520

Email : *vote2u@agmostudio.com*