

## **Administrative Guide**

### **FOR THE FULLY VIRTUAL EXTRAORDINARY GENERAL MEETING OF ENRA GROUP BERHAD**

#### **Broadcast Venue**

The venue of the virtual Meeting as indicated above is strictly to serve as the broadcast venue where the chairperson of the Meeting is physically present, and **no shareholders/proxies shall be physically present at the broadcast venue.**

The Meeting will be in compliance with Section 327(2) of the Companies Act 2016 which provides that the main venue of the EGM shall be in Malaysia and the chairperson must be present at the main venue of the EGM. The electronic means of conducting the EGM on a fully virtual basis will facilitate and enable all shareholders to participate fully in the proceedings by audio and/or video capabilities without the need to be physically present at the Meeting venue, which is advantageous given the current circumstances relating to the Covid-19 pandemic and best health practices.

#### **Entitlement to Participate the EGM**

In respect of deposited securities, only members whose names appear on the Record of Depositors on **18 September 2020** (General Meeting Record of Depositors) shall be eligible to participate in the Meeting or appoint proxy(ies) to participate on his/her behalf.

#### **Form(s) of Proxy**

If you are unable to attend the EGM, you are encouraged to appoint a proxy or the Chairman of the Meeting as your proxy and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein. Please ensure that the original form is deposited at the office of Boardroom Share Registrar Sdn. Bhd. not less than forty-eight (48) hours before the time appointed for holding the Meeting i.e. latest by **Wednesday, 23 September 2020 at 11.30 a.m.** Details of the office of Boardroom Share Registrar Sdn. Bhd. can be found in the enquiry section of this document.

Alternatively, the proxy appointment may also be lodged electronically at <https://boardroomlimited.my> which is free and available to all individual shareholders, not less than forty-eight (48) hours before the time of holding the EGM, i.e. latest by **Wednesday, 23 September 2020 at 11.30 a.m.** For further information, kindly refer to the "Electronic Lodgement of Form of Proxy" below.

**Step 1 Register Online with BoardRoom Smart Investor Portal (for first time registration only)**

*[Note: If you have already signed up with BoardRoom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 on eProxy Lodgement.]*

- a. Access website <https://boardroomlimited.my>
- b. Click <<Login>> and click <<Register>> to sign up as a user.
- c. Complete the registration and upload a softcopy of your MyKAD/Identification Card (front and back) or Passport.
- d. Please enter a valid email address and wait for BoardRoom's email verification.
- e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

**Step 2 eProxy Lodgement**

- a. Access website <https://boardroomlimited.my>
- b. Login with your User ID and Password given above.
- c. Go to "E-PROXY LODGEMENT" and browse the Meeting List for "ENRA GROUP BERHAD VIRTUAL EGM" and click "APPLY".
- d. Read the terms & conditions and confirm the Declaration.
- e. Enter your CDS Account Number and indicate the number of securities.
- f. Appoint your proxy(ies) or the Chairman of the Meeting and enter the required particulars for your proxy(ies).
- g. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your votes.
- h. Review and confirm your proxy(ies) appointment.
- i. Click submit.

**If you wish to participate in the Meeting yourself, please do not submit any proxy form for the Meeting. You will not be allowed to participate in the Meeting together with a proxy appointed by you.**

**Revocation of Proxy**

If you have submitted your Proxy Form prior to the EGM and subsequently decide to appoint another person or wish to participate in the Meeting yourself, please write in to [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the EGM. On revocation, your proxy(ies) will not be allowed to participate in the Meeting. In such event, you should advise your proxy(ies) accordingly.

**Voting Procedure**

The voting will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad's Main Market Listing Requirements. The Company has appointed BoardRoom Share Registrar Sdn. Bhd. as the Poll Administrator to conduct the poll by way of electronic voting (e-Voting).

Members and proxies are required to use one (1) of the following methods to vote remotely:

- (i) Download Lumi AGM App (free of charge) onto your personal voting device prior to the Meeting from the Apple App Store or Google Play Store; or
- (ii) Launch Lumi AGM by scanning the QR code given to you in the email along with your remote participation User ID and Password; or

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(iii) Access to Lumi AGM via website URL <https://web.lumiagm.com>.

During the EGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules.

For the purpose of this EGM, e-Voting can be carried out by using either personal smart mobile phones, tablets, personal computers or laptops. The polling will only commence after announcement of poll being opened by the Chairman and until such time when the Chairman announces the closure of poll.

The Scrutineer will verify the poll result 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.

### **Remote Participation and Electronic Voting (RPEV)**

Please note that all members including (i) individual members; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees shall use the RPEV facilities to participate and vote remotely at the EGM.

If you wish to participate in the Meeting, you will be able to view a live webcast of the Meeting, ask questions and submit your votes in real time whilst the Meeting is in progress.

Kindly follow the steps below to request for your login ID and password and usage of the RPEV facilities:

Procedure		Action
<b>Before the day of the EGM</b>		
1.	Register Online with Boardroom Smart Investor Portal (for first time registration only)	<i>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 – Submit request for remote participation.]</i>  a. Access website <a href="https://boardroomlimited.my">https://boardroomlimited.my</a> b. Click <<Login>> and click <<Register>> to sign up as a user. c. Complete registration and upload softcopy of your MyKAD/Identification Card (front and back) or Passport. d. Please enter a valid email address and wait for BoardRoom's email verification e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.



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Procedure		Action
<b>Before the day of the EGM</b>		
2.	Submit request for remote participation (User ID and Password)	<p>Registration for remote access will be opened on <b>Friday, 11 September 2020</b>. Please note that the closing time to submit your request is at <b>Wednesday, 23 September 2020</b> at 11.30 a.m. (48 hours before the commencement of the EGM).</p> <p><b>Individual Members</b></p> <ol style="list-style-type: none"> <li>Log in to <a href="https://boardroomlimited.my">https://boardroomlimited.my</a> using your user ID and password/</li> <li>Select "VIRTUAL MEETING" from main menu and select the correct Corporate Event "ENRA GROUP BERHAD VIRTUAL EGM"</li> <li>Read and agree to the Terms &amp; Conditions.</li> <li>Enter your CDS Account and thereafter submit your request.</li> </ol> <p><b>Corporate Shareholders</b></p> <ol style="list-style-type: none"> <li>Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request.</li> <li>Please provide a copy of Corporate Representative's MyKad/Identification Card (Front and Back) or Passport as well as his/her email address.</li> </ol> <p><b>Authorised Nominee and Exempt Authorised Nominee</b></p> <ol style="list-style-type: none"> <li>Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of Member, CDS Account Number accompanied with the Form of Proxy to submit the request.</li> <li>Please provide a copy of Corporate Representative's MyKad/Identification Card (Front and Back) or Passport as well as his/her email address.</li> </ol>
3	Email notification	<ol style="list-style-type: none"> <li>You will receive notification from Boardroom that your request(s) has been received and is/are being verified.</li> <li>Upon system verification against the General Meeting Record of Depositories as at <b>18 September 2020</b>, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.</li> <li>If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom.</li> <li>Please note that the closing date and time to submit your request is by <b>Wednesday, 23 September 2020 at 11.30 a.m.</b></li> </ol>

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On the day of the EGM		
4.	Login to Virtual Meeting Platform	<p>a. The Meeting Platform will be opened for login one (1) hour before the commencement of the EGM at 10.30 a.m. on 25 September 2020.</p> <p>b. The Meeting Platform can be accessed via one of the following methods:-</p> <ul style="list-style-type: none"><li>➤ Download the free <b>Lumi AGM</b> application from Apple App Store or Google Play Store;</li><li>➤ Scan the QR Code provided in the email notification;</li><li>➤ Access to <b>Lumi AGM</b> webportal via website at <a href="https://web.lumiagm.com">https://web.lumiagm.com</a></li></ul> <p>c. Insert the Meeting ID No. and sign in with the user ID and password provided to you via the email notification in Step 3.</p>
5.	Participate	<p><i>[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition.]</i></p> <p>a. If you would like to view the live webcast, select the broadcast  icon.</p> <p>b. If you would like to ask a question during the EGM, select the messaging icon. </p> <p>c. Type your message within the chat box, once completed click the send button.</p>
6.	Voting	<p>a. Once voting has been opened, the polling icon will appear with the resolutions and your voting choices.</p> <p>b. To vote simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</p> <p>c. To change your vote, simply select another voting direction.</p> <p>d. If you wish to cancel your vote, please press "Cancel".</p>
7.	End of Participation	<p>a. Upon the announcement by the Chairman on the closure of the EGM, the live webcast will end and the Messaging window will be disabled.</p> <p>b. You can now logout from the Meeting Platform.</p>

Kindly ensure that you are connected to the internet at all times in order to participate and vote when our virtual EGM has commenced. 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.

#### **No Distribution Door Gifts, Food and Beverage**

There will be no door gifts, food and beverage provided.

#### **No Recording or Photography**

No recording or photography of the EGM proceedings is allowed without the prior written permission of the Company.

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#### **Enquiry**

If you have any enquiries prior to the EGM or if you wish to request for technical assistance to participate in the fully virtual Meeting, please contact BoardRoom during office hours from Monday to Friday (8.30 a.m. to 5.30. p.m.), details as follows:-

Boardroom Share Registrars Sdn. Bhd.

Address : 11th Floor, Menara Symphony  
No. 5, Jalan Professor Khoo Kay Kim  
Seksyen 13  
46200 Petaling Jaya  
Selangor Darul Ehsan  
Malaysia  
General Line : 603-7890 4700 (Helpdesk)  
Fax Number : 603-7890 4670  
Email : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

#### **Personal Data Policy**

By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.