

# ADMINISTRATIVE GUIDE

## FORTY-SECOND ANNUAL GENERAL MEETING ("42<sup>ND</sup> AGM") OF C.I. HOLDINGS BERHAD

Meeting Platform : <https://web.lumiagm.com/>  
Day and Date : Wednesday, 28 October 2020  
Time : 9:30 a.m.  
Broadcast Venue : Boardroom, Suite A-11-1, Level 11, Hampshire Place Office, 157 Hampshire, No. 1, Jalan Mayang Sari, 50450 Kuala Lumpur  
Mode of Communication : 1) Typed text in the Meeting Platform  
2) Alternatively, you may submit your questions to [cihagm@cih.com.my](mailto:cihagm@cih.com.my) by Monday, 26 October 2020 at 9:30 a.m. (48 hours before the commencement of the 42<sup>nd</sup> AGM) and the Board will endeavour to respond to the questions submitted during the AGM.

Dear Shareholders,

As a precautionary measure amid COVID-19 outbreak, the Company's forthcoming Annual General Meeting ("AGM") will be conducted **fully virtually** on our Meeting Platform, as the safety of our members, Directors, staff and other stakeholders who will attend the AGM is of paramount importance to us. Hence, **NO SHAREHOLDERS will be allowed to physically be present at the Broadcast venue on the day of the 42<sup>nd</sup> AGM.**

In line with the Malaysian Code on Corporate Governance Practice 12.3, by conducting a virtual AGM, this would facilitate greater shareholder participation as it facilitates electronic voting and remote shareholders' participation. With the Virtual Meeting Facilities, you may exercise your right as a member of the Company to participate (including to pose questions to the Board of Directors and/or Management of the Company) and vote at the AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the AGM.

As part of our commitment to reduce paper usage, the following documents are available on our website at [www.cih.com.my](http://www.cih.com.my):

- (1) Annual Report 2020;
- (2) Corporate Governance Report 2020;
- (3) Notice of the 42<sup>nd</sup> AGM;
- (4) Form of Proxy; and Administrative Guide.

Should you require a printed copy of the above documents, you may submit your request by through our Smart Investor Portal at <https://boardroomlimited.my> via the following steps:

- Step 1 : Visit Boardroom Smart Investor portal at <https://boardroomlimited.my>
- Step 2 : Register an account [your registration will be verified and approved within one (1) business day and an email notification will be provided]
- Step 3 : Login with your User ID and Password given above
- Step 4 : Select "INVESTOR SERVICES" from the menu followed by "REQUEST FOR ANNUAL REPORT/ CIRCULAR"

Alternatively, you may also make your request through telephone/email to our service provider at the number/email address provided in the enquiry section of this document. Any request for the printed documents would be forwarded to the requestor within four (4) market days from the date of receipt of the verbal or written request, whichever is later.

### 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 AGM shall be in Malaysia and the chairperson must be present at the main venue of the AGM. The electronic means of conducting the AGM 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 COVID-19 and best health practices.

### Entitlement to Participate the AGM

In respect of deposited securities, only members whose names appear on the Record of Depositors on **21 October 2020** (General Meeting Record of Depositors) shall be eligible to participate the meeting or appoint proxy(ies) to participate on his/her behalf.

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## Form(s) of Proxy

If you are unable to attend the AGM, you are encouraged to appoint a proxy or the Chairman of the Meeting as your 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 our Share Registrar's office not less than forty-eight (48) hours before the time appointed for holding the meeting i.e. latest by **Monday, 26 October 2020 at 9:30 a.m.** Details of our Share Registrar's office 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 42<sup>nd</sup> AGM, i.e. latest by **Monday, 26 October 2020 at 9:30 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.]

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

### Step 2 eProxy Lodgement

- Access website <https://boardroomlimited.my>
- Login with your User ID and Password given above.
- Go to "E-PROXY LODGEMENT" and browse the Meeting List for "C.I. HOLDINGS BERHAD 42<sup>ND</sup> VIRTUAL AGM" and click "APPLY".
- Read the terms & conditions and confirm the Declaration.
- Enter your CDS Account Number and indicate the number of securities.
- Appoint your proxy(ies) or the Chairman of the Meeting and enter the required particulars for your proxy(ies).
- Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your votes.
- Review and confirm your proxy(ies) appointment.
- 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 AGM 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 AGM. 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) and Boardroom Corporate Services Sdn Bhd as Scrutineer to verify the poll results.

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

- Download lumi AGM App (free of charge) onto your personal voting device prior to the Meeting from Apple App Store or Google Play Store; or
- Launch Lumi AGM by scanning the QR code given to you in the email along with your remote participation User ID and Password; or
- Access to Lumi AGM via website URL <https://web.lumiagm.com>

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

For the purpose of this AGM, 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.

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## 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 AGM.




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	
Before the day of the AGM	Action
1. Register Online with Boardroom Smart Investor Portal <b>(for first time registration only)</b>	<p>[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.]</p> <ol style="list-style-type: none"> <li>Access website <a href="https://boardroomlimited.my">https://boardroomlimited.my</a></li> <li>Click &lt;&lt;Login&gt;&gt; and click &lt;&lt;Register&gt;&gt; to sign up as a user.</li> <li>Complete registration and upload softcopy of your MyKAD/Identification Card (front and back) or Passport.</li> <li>Please enter a valid email address and wait for BoardRoom's email verification.</li> <li>Your registration will be verified and approved within one (1) business day and an email notification will be provided.</li> </ol>
2. Submit request for remote participation (User ID and Password)	<p>Registration for remote access will be opened on <b>Tuesday, 29 September 2020</b>. Please note that the closing time to submit your request is at <b>Monday, 26 October 2020 at 9:30 a.m.</b> (48 hours before the commencement of the AGM).</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 <b>"VIRTUAL MEETING"</b> from main menu and select the correct Corporate Event <b>"C.I. HOLDINGS BERHAD 42<sup>ND</sup> VIRTUAL AGM"</b>.</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>21 October 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>Monday, 26 October 2020 at 9:30 a.m.</b></li> </ol>

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Procedure	
On the day of the AGM	Action
4. Login to Virtual Meeting Platform	a. The Meeting Platform will be open for login one (1) hour before the commencement of the AGM at 8:00 a.m. on 28 October 2020. b. The Meeting Platform can be accessed via one of the following methods: <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> 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.
5. Participate	[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition.]  a. If you would like to view the live webcast, select the broadcast icon.  b. If you would like to ask a question during the AGM, select the messaging icon.  c. Type your message within the chat box, once completed click the send button.
6. Voting	a. Once voting has been opened, the polling icon  will appear with the resolutions and your voting choices. b. To vote simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received. c. To change your vote, simply select another voting direction. d. If you wish to cancel your vote, please press "Cancel".
7. End of Participation	a. Upon the announcement by the Chairman on the closure of the AGM, the live webcast will end and the Messaging window will be disabled. b. You can now logout from the Meeting Platform.

## 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 AGM proceedings is allowed without the prior written permission of the Company.

## Enquiry

If you have any enquiries prior to the AGM 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 Prof. 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.