

# KUMPULAN PERANGSANG SELANGOR BERHAD (“COMPANY”)

## ADMINISTRATIVE DETAILS FOR EXTRAORDINARY GENERAL MEETING (“EGM”)

Date and Time : Tuesday, 25 May 2021 at 12.00 p.m. or following the conclusion of the 44<sup>th</sup> Annual General Meeting scheduled to be held at the same broadcast venue on the same date at 10.00 a.m., whichever is later or any adjournment thereof

Broadcast Venue : KPS Corporate Office  
17th Floor, Plaza Perangsang, Persiaran Perbandaran  
40000 Shah Alam, Selangor Darul Ehsan  
Malaysia

To: Shareholders

## Precautionary Measures Against the Coronavirus Disease 2019 (“COVID-19”)

- The Securities Commission Malaysia (“SC”) had on 13 January 2021 announced that capital market entities supervised, licensed or registered by the SC shall operate in accordance with the applicable Standard Operating Procedures (“SOPs”) issued by the authorities during the Emergency Ordinance and various forms of Movement Control Order (“MCO”). The SC had on 19 February 2021 issued a revised Guidance Note on the Conduct of General Meetings for Listed Issuers (“SC Guidance Note”) which states that only fully virtual meetings will be allowed during MCO and Conditional MCO, subject to the requirements under the prevailing and applicable SOPs.
- In line with the Government of Malaysia’s directive and SC Guidance Note above, to curb the spread of COVID-19, the Company will conduct the EGM on a **fully virtual basis through live streaming and online remote voting** via the Remote Participation and Voting (“RPV”) facilities which are available on Tricor Investor & Issuing House Services Sdn Bhd’s (“Tricor”) **TIIH Online** website at <https://tiih.online>.
- The broadcast venue of the EGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the meeting to be at the main venue of the meeting. No shareholder(s)/proxy(ies) from the public will be physically present at the broadcast venue of the EGM.
- We **strongly encourage** you to attend the EGM via the RPV facilities. You may also consider appointing the Chairman of the EGM as your proxy to attend and vote on your behalf at the EGM.
- Due to the constant evolving COVID-19 situation in Malaysia, the Company may be required to change the arrangements of the EGM on short notice. Kindly check the Company’s website at <https://kps.com.my> or announcements on Bursa Malaysia Securities Berhad (“Bursa Securities”) for the latest updates on the status of the EGM at <https://www.bursamalaysia.com>.
- The Company will continue to observe the guidelines issued by the Ministry of Health and will take all relevant precautionary measures as advised.

## Remote Participation and Voting

- The RPV facilities are available on Tricor’s **TIIH Online** website at <https://tiih.online>.
- You are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the EGM using RPV facilities from Tricor.
- Kindly refer to the Procedures for RPV as set out below.

## Procedures to Remote Participation and Voting via RPV Facilities

- Please read and follow the procedures below to participate in the EGM using the RPV facilities:

### Before the EGM Day

Procedure	Action
i. Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, access to Tricor's <b>TIIH Online</b> website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services" select "Create Account by Individual Holder" under "Sign Up". Refer to the tutorial guide posted on the homepage for assistance.</li> <li>Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li> <li>If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.</li> </ul>
ii. Submit your request to attend EGM remotely	<ul style="list-style-type: none"> <li>Registration is open from 10.00 a.m. on Monday, 26 April 2021 until the day of EGM on Tuesday, 25 May 2021. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the EGM to ascertain their eligibility to participate in the EGM using the RPV facilities.</li> <li>Login with your user ID (i.e. e-mail address) and password and select the corporate event: <b>"(Registration) Kumpulan Perangsang Selangor Berhad EGM"</b></li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select "Register for Remote Participation and Voting".</li> <li>Review your registration and proceed to register.</li> <li>System will send an <b>e-mail to notify</b> that your registration for remote participation is received and will be verified.</li> <li>After verification of your registration against the Record of Depositors of the Company as at 18 May 2021, the system will send you an <b>e-mail after 23 May 2021 to approve or reject</b> your registration for remote participation. <i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV) .</i></li> </ul>

### On the EGM Day

Procedure	Action
i. Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID (i.e. e-mail address) and password for remote participation at the EGM at any time from 11.30 a.m. i.e. 30 minutes before the commencement of the EGM at 12.00 p.m. on Tuesday, 25 May 2021.</li> </ul>
ii. Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: <b>"(Live Stream Meeting) Kumpulan Perangsang Selangor Berhad EGM"</b> to engage in the proceedings of the EGM remotely.</li> <li>If you have any question for the Chairman of the EGM or the Board of Directors of the Company ("<b>Board</b>"), you may use the query box to transmit your question. The Chairman of the EGM or the Board will try to respond to questions submitted by remote participants during the EGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible after the EGM.</li> </ul>
iii. Online remote voting	<ul style="list-style-type: none"> <li>Voting session commences from 12:00 p.m. on Tuesday, 25 May 2021 until a time when the Chairman of the EGM announces the end of the session.</li> <li>Select the corporate event:</li> </ul>

	<p><b>“(Remote Voting) Kumpulan Perangsang Selangor Berhad EGM”</b> or if you are on the live stream meeting page, you can select <b>“GO TO REMOTE VOTING PAGE”</b> button below the Query Box.</p> <ul style="list-style-type: none"> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Select the CDS account that represents your shareholdings.</li> <li>• Indicate your votes for the resolutions that are tabled for voting.</li> <li>• Confirm and submit your votes.</li> </ul>
iv. End of remote participation	<ul style="list-style-type: none"> <li>• Upon the announcement by the Chairman of the EGM on the conclusion of the EGM, the Live Streaming will end.</li> </ul>

**Note to users of the RPV facilities:**

- Should your registration for the RPV facilities be approved, you will be made available the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
- The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
- In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

**Entitlement to Participate and Appointment of Proxy**

- Only members whose names appear on the Record of Depositors of the Company as at 18 May 2021 shall be eligible to participate at the EGM or appoint a proxy(ies) and/or the Chairman of the EGM to attend and vote on your behalf.
- In view that the EGM will be conducted on a fully virtual basis, a member can appoint the Chairman of the EGM as his/her proxy and indicate the voting instruction in the Proxy Form.
- If you wish to participate in the EGM yourself, please do not submit any Proxy Form for the EGM. You will not be allowed to participate in the EGM together with a proxy appointed by you.
- Accordingly, Proxy Forms and/or documents relating to the appointment of proxy(ies)/corporate representative(s)/attorney(ies) for the EGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Sunday, 23 May 2021 at 12.00 p.m:**
  - By hand or post to the office of the Poll Administrator, Tricor Investor & Issuing House Services Sdn Bhd at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia;
  - By fax at 03-2783 9222 or e-mail to [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)
  - By Electronic form:

All shareholders can have the option to submit proxy forms electronically via TIIH Online and the steps to submit are summarised below:

Procedure	Action
<b>i. Steps for Individual Shareholders</b>	
Register as a User with TIIH	<ul style="list-style-type: none"> <li>• Using your computer, please access the TIIH Online website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services” select</li> </ul>

Online website	<p>“Create Account by Individual Holder” under “Sign Up”. Please refer to the tutorial guide posted on the homepage for assistance.</p> <ul style="list-style-type: none"> <li>If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>After the release of the Notice of EGM by the Company, login with your username (i.e. email address) and password.</li> <li>Select the corporate event: <b>“Kumpulan Perangsang Selangor Berhad EGM - Submission of Proxy Form”</b>.</li> <li>Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.</li> <li>Indicate your voting instructions – “FOR” or “AGAINST”, otherwise your proxy will decide on your votes.</li> <li>Review and confirm your proxy(s) appointment.</li> <li>Print the proxy form for your record.</li> </ul>
<b>ii. Steps for corporation or institutional shareholders</b>	
Register as a User with TIIH Online website	<ul style="list-style-type: none"> <li>Access TIIH Online website at <a href="https://tiih.online">https://tiih.online</a></li> <li>Under e-Services, select “Create Account by Representative of Corporate Holder”.</li> <li>Complete the registration form and upload the required documents.</li> <li>Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p><i>(Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Poll Administrator if you need clarifications on the user registration.)</i></p>
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>Login to TIIH Online website at <a href="https://tiih.online">https://tiih.online</a></li> <li>Select the corporate exercise name: <b>“Kumpulan Perangsang Selangor Berhad: Submission of Proxy Form”</b></li> <li>Agree to the Terms &amp; Conditions and Declaration.</li> <li>Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li> <li>Prepare the file for the appointment of proxies by inserting the required data.</li> <li>Submit the proxy appointment file.</li> <li>Login to TIIH Online website, select corporate exercise name: <b>“Kumpulan Perangsang Selangor Berhad: Submission of Proxy Form”</b>.</li> <li>Proceed to upload the duly completed proxy appointment file.</li> <li>Select “Submit” to complete your submission.</li> <li>Print the confirmation report of your submission for your record.</li> </ul>

### Voting at Meeting

- The voting at the EGM will be conducted on a poll pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Securities. The Company has appointed Tricor to conduct the poll voting electronically via Tricor e-Vote application and Asia Securities Sdn Bhd as Independent Scrutineers to verify the poll results.
- You can proceed to vote on the resolutions before the end of the voting session which will be announced by the Chairman of the EGM and submit your votes at any time from the commencement of the EGM at 12.00 p.m. Kindly refer to “Procedures to Remote Participation

and Voting via RPV Facilities” provided above for guidance on how to vote remotely via TIIH Online.

### **Results of the voting**

- The resolutions proposed at the EGM and the results of the voting will be announced at the EGM and subsequently via an announcement made by the Company through Bursa Securities at [www.bursamalaysia.com](http://www.bursamalaysia.com).

### **No Breakfast / Lunch Pack, Door Gift or Food Voucher**

- There will be no distribution of breakfast / lunch packs, door gifts or food vouchers during the EGM since the meeting is being conducted on a fully virtual basis.

### **Pre-Meeting Submission of Questions to the Board**

- The Board recognises that the EGM is a valuable opportunity for the Board to engage with its shareholders. In order to enhance the efficiency of the proceedings of the EGM, shareholders may in advance, before the EGM, submit questions to the Board via Tricor’s TIIH Online website at <https://tiih.online>, by selecting “e-Services” to login, post your questions and submit it electronically no later than Sunday, 23 May 2021. The Board will endeavour to address the questions received at the EGM.

### **Circular**

- The Circular is available on the Company’s website at <http://kps.com.my/index.php/investor-relations/reports> and Bursa Securities’ website at [www.bursamalaysia.com](http://www.bursamalaysia.com) under the Company’s announcements.
- You may request for a printed copy of the Circular at <https://tiih.online> by selecting “Request for Annual Report / Circular” under the “Investor Services”.
- Kindly consider the environment before you decide to request for the printed copy of the Circular. The environmental concerns like global warming, deforestation, climate change and many more affect every human, animal and nation on this planet.

### **Enquiry**

- If you need any assistance, kindly contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

#### **Tricor Investor & Issuing House Services Sdn. Bhd.**

General Line : +603-2783 9299

Fax Number : +603-2783 9222

Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)

Contact persons :

Ros Sakila Bahari : +603-2783 9277 / email : [Sakila@my.tricorglobal.com](mailto:Sakila@my.tricorglobal.com)

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