

# Administrative Details

## TENTH ANNUAL GENERAL MEETING (“10<sup>th</sup> AGM”) OF MR D.I.Y. GROUP (M) BERHAD (“MDGM”)

<b>Date</b> Tuesday, 15 June 2021	<b>Time</b> 2.00 p.m.	<b>Online Meeting Platform</b> TIIH Online website at <a href="https://tiih.online">https://tiih.online</a> with Remote Participation and Voting facilities
<b>Broadcast Venue</b> Lot 1907, Jalan KPB 11, Kawasan Perindustrian Balakong, 43300 Seri Kembangan, Selangor Darul Ehsan, Malaysia		

### MODE OF MEETING

As a continuing effort to contain the spread of COVID-19 and as part of the safety measures to safeguard the wellbeing of our shareholders, the 10<sup>th</sup> Annual General Meeting of MDGM will be conducted fully virtual through live streaming from the Broadcast Venue. This is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020 and subsequently revised on 5 March 2021 (including any amendment that may be made from time to time).

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act, 2016 which requires the Chairperson of the meeting to be present at the main venue of the 10<sup>th</sup> AGM. Shareholders/proxies/corporate representatives are only allowed to participate and vote in the 10<sup>th</sup> AGM remotely via live streaming and online voting using RPV facilities via **TIIH Online website at <https://tiih.online>**.

*Due to the constant evolving COVID-19 situation in Malaysia, we may be required to change the arrangement of our 10<sup>th</sup> AGM at short notice. Kindly check announcement on MDGM's website or Bursa Malaysia Securities Berhad's website from time to time for any updates on the 10<sup>th</sup> AGM. MDGM will continue to observe the guidelines issued by the Ministry of Health and will take all relevant precautionary measures as advised.*

### GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)

Only shareholders whose names appear on the ROD as at 8 June 2021 shall be entitled to attend, speak and vote at the 10<sup>th</sup> AGM or appoint proxies to attend and/or vote on his/her behalf.

### REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)

Shareholders are to attend, speak (including posing questions to the Board via real time submission of typed texts or prior to the AGM) and vote (collectively, “participate”) remotely at the AGM using RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”) via its **TIIH Online** website at <https://tiih.online>.

### PROCEDURES FOR RPV

Shareholders/proxies/corporate representatives/attorneys are to follow the requirements and procedures to participate in the 10<sup>th</sup> AGM remotely using RPV as set out below:-

Procedures	Action
<b>BEFORE THE DAY OF AGM</b>	
(a) Register as a user with TIIH Online	<ul style="list-style-type: none"><li>Using your computer, access the 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”. 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 <b>e-mail to notify</b> you that the remote participation is available for registration at TIIH Online.</li></ul>

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<b>BEFORE THE DAY OF AGM</b>	
(b) Register to participate remotely	<ul style="list-style-type: none"><li>• <b>Registration is open from 10.00 a.m. Wednesday, 28 April 2021 until such time before the voting session ends of the 10<sup>th</sup> AGM on Tuesday, 15 June 2021.</b></li><li>• Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 10<sup>th</sup> AGM to ascertain their eligibility to participate in the 10<sup>th</sup> AGM using the RPV based on the General Meeting ROD as at 8 June 2021.</li><li>• Login with your user ID (i.e. e-mail address) and password and select the corporate event: “<b>(REGISTRATION) MDGM 10<sup>th</sup> AGM</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>• TIIH system will send an e-mail to notify that your registration for remote participation is received and will be verified.</li><li>• After verification of your registration against the General Meeting RODs as at 8 June 2021, the system will send you an <b>e-mail by 14 June 2021 to approve or reject your registration for remote participation.</b></li></ul> <p><i>(Note: Please allow sufficient time for the approval of new user of TIIH Online as well as the registration for RPV in order that you can login to TIIH Online and participate in the 10<sup>th</sup> AGM remotely).</i></p>
<b>ON THE DAY OF THE AGM (15 June 2021)</b>	
(c) Login to TIIH Online	<ul style="list-style-type: none"><li>• Login with your user ID and password for remote participation at the 10<sup>th</sup> AGM at any time from <b>1.30 p.m.</b> i.e. 30 minutes before the commencement of the 10<sup>th</sup> AGM on <b>Tuesday, 15 June 2021 at 2.00 p.m.</b></li></ul>
(d) Participate through Live Streaming	<ul style="list-style-type: none"><li>• Select the corporate event: “<b>(LIVE STREAM MEETING) MDGM 10<sup>th</sup> AGM</b>” to engage in the proceedings of the 10<sup>th</sup> AGM remotely.</li></ul> <p>If you have any question for the Chairperson/Board, you may use the query box to transmit your question. The Chairperson/Board will endeavor to respond to questions submitted by remote participants during the AGM.</p>
(e) Online Remote Voting	<ul style="list-style-type: none"><li>• Voting session commences <b>from 2.00 p.m. on Tuesday, 15 June 2021</b> until a time when the Chairperson announces the end of the voting session of the 10<sup>th</sup> AGM.</li><li>• Select the corporate event: “<b>(REMOTE VOTING) MDGM 10<sup>th</sup> AGM</b>” or <b>if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box.</b></li><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>
(f) End of remote participation	<ul style="list-style-type: none"><li>• Upon the announcement by the Chairman on the closure of the 10<sup>th</sup> AGM, the Live Streaming will end.</li></ul>

### Note to users of the RPV:

1. Should your application to join the 10<sup>th</sup> AGM be approved, we will make available to you the rights to join the live streamed 10<sup>th</sup> AGM and to vote remotely. Your login to **TIIH Online** on the day of the 10<sup>th</sup> AGM will indicate your attendance/presence at the virtual of 10<sup>th</sup> AGM.
2. 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.
3. In the event you encounter any issues with logging-in, connection to the live streamed of the 10<sup>th</sup> AGM or online voting, 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.

### PROXY

- If you are unable to attend the 10<sup>th</sup> AGM via RPV on 15 June 2021, you may appoint not more than two (2) proxies to attend and vote at the 10<sup>th</sup> AGM via RPV. There is no limit to the number of proxies which an Exempt Authorised Nominee may appoint for each Omnibus Account.

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- Kindly submit the duly executed proxy forms in a hard copy form or by electronic means in the following manner and must be received by the Company **not later than Monday, 14 June 2021 at 2.00 p.m.:-**
  - i) The hard copy proxy form must be deposited with the Share Registrar of the Company at Tricor Investor & Issuing House Services Sdn. Bhd. (“Tricor”), Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.
  - ii) The proxy form be electronically lodged with Tricor via TIIH Online at <https://tiih.online>. Kindly refer to the procedure for Electronic Lodgement of Proxy Form, item (i) & (ii) below.
- Representatives of corporate shareholders (corporate representatives) or Attorneys appointed by power of attorney must deposit their original certificate of appointment of corporate representative/power of attorney to Tricor **not later than Sunday, 13 June 2021 at 2.00 p.m.** to participate via RPV in the 10<sup>th</sup> AGM.

**Shareholders who have appointed a proxy or attorney or corporate representative to participate at the 10<sup>th</sup> AGM via RPV must request his/her proxy to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.**

### ELECTRONIC LODGEMENT OF PROXY FORM

The procedures to lodge proxy form electronically via Tricor’s **TIIH Online** website are summarised below:

Procedures	Action
<b>i. Steps for Individual Shareholders</b>	
(a) Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>• You should have registered as user with TIIH Online under Procedures for RPV, item (a) above.</li> </ul>
(b) Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>• Go to <a href="https://tiih.online">https://tiih.online</a> and login with your user name (i.e. email address) and password.</li> <li>• Select the corporate event: <b>“MDGM 10<sup>th</sup> AGM - Submission of Proxy Form”</b>.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>• Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.</li> <li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li> <li>• Review and confirm your proxy(s) appointment.</li> <li>• Print proxy form for your record.</li> </ul>
<b>ii. Steps for Corporation or Institutional Shareholders</b>	
(c) Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects <b>“Create Account by Representative of Corporate Holder”</b>.</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 Share Registrar if you need clarifications on the user registration.)</i></p>
(d) Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>• Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Select the corporate exercise name: <b>“MDGM 10<sup>th</sup> AGM: 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, select corporate exercise name: <b>“MDGM 10<sup>th</sup> AGM: 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>

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### POLL VOTING

- The voting at the 10<sup>th</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad.
- Shareholders can proceed to vote on the resolutions at any time from the commencement of the 10<sup>th</sup> AGM at 2.00 p.m. but before the end of the voting session, which will be announced by the Chairman of the 10<sup>th</sup> AGM. Kindly refer to item (e) of the above Procedures for RPV for guidance on how to vote remotely from **TIIH Online** website at <https://tiih.online>.
- Upon completion of the voting session for the 10<sup>th</sup> AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

### SUBMISSION OF QUESTIONS FOR THE 10<sup>TH</sup> AGM

#### (i) Prior to 10<sup>th</sup> AGM

Shareholders may submit questions in relation to the agenda items of the 10<sup>th</sup> AGM prior to the meeting via Tricor's TIIH Online website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically not later than **Monday, 14 June 2021 at 2.00 p.m.** The responses to the relevant questions will be shared at the 10<sup>th</sup> AGM.

#### (ii) During the 10<sup>th</sup> AGM

Shareholders may use the **Query Box** facility to submit questions real time (in the form of typed text) during the 10<sup>th</sup> AGM. The Board will endeavor to answer the relevant questions at the 10<sup>th</sup> AGM or by email after the meeting.

### RECORDING OR PHOTOGRAPHY

Strictly **no unauthorised recording or photography** of the proceedings of the 10<sup>th</sup> AGM are allowed.

### ANNUAL REPORT AND CIRCULAR TO SHAREHOLDERS

The following documents are available for downloading from our corporate website at [www.mrdiy.com](http://www.mrdiy.com) or by scanning the QR code:

1. Annual Report 2020
2. Circular to Shareholders
3. Corporate Governance Report 2020
4. Notice of the 10<sup>th</sup> AGM
5. Proxy Form
6. Administrative Details



SCAN HERE

In an effort to support green environment, we encourage shareholders to refer to the electronic copy of the abovementioned documents. You may request for a printed copy of the abovementioned documents at <https://tiih.online> by selecting "Request for Annual Report/Circular" under the "Investor Services" or through telephone/e-mail to our Share Registrar, Tricor Investor & Issuing House Services Sdn. Bhd. as given below.

### ENQUIRY

If you have any enquiries on the above, please 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 : Ms. Christine Cheng; +603-2783 9265/Email: [Christine.Cheng@my.tricorglobal.com](mailto:Christine.Cheng@my.tricorglobal.com)

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