

# MITRAJAYA HOLDINGS BERHAD

Registration No. 199301013519 (268257-T)  
(Incorporated in Malaysia)

## ADMINISTRATIVE DETAILS FOR TWENTY EIGHTH ANNUAL GENERAL MEETING (“28<sup>th</sup> AGM”)

Date : Wednesday, 23 June 2021

Time : 5.00 p.m.

Place : Tricor Leadership Room, Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur (the “Broadcast Venue”)

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

- ❖ In view of the COVID-19 outbreak and in line with the Government’s initiatives, the Company will conduct its 28th AGM on a virtual basis through live streaming and online remote voting via Remote Participation and Voting facilities (“RPV”) which are available on Tricor Investor & Issuing House Services Sdn Bhd’s (“Tricor”) TIIH Online website at <https://tiih.online>.
- ❖ The venue of the 28th AGM 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. No members/proxy(ies) will be allowed to be physically present at the Broadcast Venue.
- ❖ Members/proxy(ies) are to attend the 28th AGM via the RPV facilities. You may also consider appointing the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 28th AGM.
- ❖ Due to the evolving COVID-19 situation in Malaysia, the Company may be required to alter the arrangements of its 28th AGM at short notice. Kindly check the Company’s website or announcements for updates, if any, on the status of the 28th AGM.
- ❖ The Company will observe the relevant guidelines issued by the Ministry of Health and will take appropriate measures as advised.

### 2. Entitlement to Attend and Vote

- ❖ Only Members whose names appear in the Record of Depositors as at 5.00 p.m. on 15 June 2021 (“General Meeting Record of Depositors”) shall be entitled to attend and vote at the 28th AGM in respect of the number of shares registered in their name at that time.
- ❖ If a Member wish to participate at the 28th AGM via the RPV facilities, kindly register via Tricor’s TIIH Online website at <https://tiih.online>. Please do not submit any Proxy Form.

As the 28th AGM is fully virtual AGM, Members who are unable to participate the 28th AGM may appoint the Chairman of the Meeting as his or her proxy and indicate the voting instructions in the Proxy Form.
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### 3. No Breakfast Voucher or Door Gift

- ❖ In accordance to the direction as issued by the Ministry of Health in relation to the COVID-19 outbreak, there will be no distribution of Breakfast Voucher or Door Gift for Members/Proxies who participate in the 28th AGM.

### 4. Proxy

- ❖ If a Member is unable to attend the 28th AGM via RPV facilities, he/she can appoint the Chairman of the Meeting or another person as his or her proxy and indicate the voting instruction in the Proxy Form. The original Proxy Form must be duly executed and deposited at the Tricor Investor & Issuing House Services Sdn Bhd, Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8 Jalan Kerinchi, 59200 Kuala Lumpur not less than forty-eight (48) hours before the time appointed for the taking of poll. The proxy appointment may also be lodged electronically via Tricor’s TIIH Online website at <https://tiih.online> and the steps to submit are summarised below:

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Procedure	Action
<b><u>i. Steps for Individual Shareholders</u></b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>• If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
Proceed with submission of form of proxy	<ul style="list-style-type: none"> <li>• After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>• Select the corporate event: <b>“MITRA 28th AGM - 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(s) to vote on your behalf.</li> <li>• Appoint your proxy(s) and insert the required details of your proxy(s) or appoint the Chairman as your proxy.</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><u>ii. Steps for corporation or institutional shareholders</u></b>	
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 the “Sign Up” button and followed by <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>
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>“MITRA 28th 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>• Login to TIIH Online, select corporate exercise name: <b>“MITRA 28th 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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### 5. Voting Procedure

- ❖ Voting at the 28th AGM will be conducted on polling basis. The Company's Share Registrar, Tricor, is appointed as Poll Administrator to conduct the polling process. An Independent Scrutineer will be appointed to verify and validate the results of the poll.
- ❖ Members can proceed to vote on the resolutions at any time during the 28th AGM via RPV facilities and complete voting before the end of the voting session which will be announced by the Chairman of the Meeting.

### 6. Remote Participation and Voting facilities ("RPV")

- ❖ Member/Proxies/Corporate Representatives who wish to participate the 28th AGM remotely using the RPV facilities, please do read and follow the procedures below:

#### Before the AGM Day

Procedure	Action
i. Register as a user with TIIH Online	<ul style="list-style-type: none"><li>• Using your computer, access to website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services", select the "Sign Up" button and followed by "<b>Create Account by Individual Holder</b>". 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 AGM remotely	<ul style="list-style-type: none"><li>• Registration is open from Thursday, 27 May 2021 until the day of AGM on Wednesday, 23 June 2021. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the AGM to ascertain their eligibility to participate the AGM using the RPV.</li><li>• Login with your user ID (i.e. email address) and password and select the corporate event: "<b>(REGISTRATION) MITRA 28th 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>• System will send an <b>email 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 as at 15 June 2021, the system will send you an email on <b>21 June 2021 to approve or reject</b> your registration for remote participation.</li></ul> <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i></p>

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## On the AGM Day

Procedure	Action
i. Login to TIIH Online	<ul style="list-style-type: none"><li>• Login with your user ID and password for remote participation at the AGM at any time from 4.00 p.m. i.e. 1 hour before the commencement of meeting at 5.00 p.m. on Wednesday, 23 June 2021.</li></ul>
ii. Participate through Live Streaming	<ul style="list-style-type: none"><li>• Select the corporate event: “<b>(LIVE STREAM MEETING) MITRA 28th AGM</b>” to engage in the proceedings of the AGM remotely.</li><li>• If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will try to respond to questions submitted by remote participants during the AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</li></ul>
iii. Online remote voting	<ul style="list-style-type: none"><li>• Voting session commences from 5.00 p.m. on Wednesday, 23 June 2021 until a time when the Chairman announces the end of the session.</li><li>• Select the corporate event: “<b>(REMOTE VOTING) MITRA 28th AGM</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.</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>
iv. End of remote participation	<ul style="list-style-type: none"><li>• Upon the announcement by the Chairman on the conclusion of the AGM, the Live Streaming will end.</li></ul>

### Note to users of the RPV facilities

- ❖ Should your application for RPV be approved, we will make available to you the rights to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of the 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 your encounter any issues with the login, connection to the live stream meeting or online voting on the meeting day, kindly contact Tricor Help Line below or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance:
  - 011-40805616
  - 011-40803168
  - 011-40803169
  - 011-40803170

### 7. No Recording or Photography

- ❖ Strictly **NO recording or photography** of the proceedings of the 28th AGM is allowed.

### 8. Pre-Meeting Submission of Questions to the Board of Directors

- ❖ In order to enhance the efficiency of the proceedings of the 28th AGM, Members may in advance, before the 28th AGM, submit questions to the Board of Directors via Tricor’s TIIH Online website at <https://tiih.online>, by selecting “e-Services” to login, post your questions and submit it electronically not less than forty-eight (48) hours before the time appointed for the taking of poll. The Board of Directors will endeavour to address the questions received at the 28th AGM.

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### 9. Enquiry

- ❖ If you have general queries prior to the 28th AGM, please contact OUR Share Registrar during office hours i.e. from 8.30 a.m. to 5.30 p.m. (Monday to Friday):

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

Registration No. 197101000970 (11324-H)

Unit 32-01, Level 32, Tower A

Vertical Business Suite, Avenue 3, Bangsar South

No. 8, Jalan Kerinchi

59200 Kuala Lumpur, Malaysia

General No. : +60(3) 2783 9299

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