



**MY E.G. SERVICES BERHAD**  
 [Registration No. 200001003034 (505639-K)]  
 (Incorporated in Malaysia)

**ADMINISTRATIVE GUIDE FOR SHAREHOLDERS**

- General Meeting** : Extraordinary General Meeting
- Day, Date, and Time of Meeting** : Thursday, 1 July 2021 at 11:00 a.m. (or immediately following the conclusion or adjournment of the Twentieth Annual General Meeting of the Company scheduled to held on the same day at 10:00 a.m., whichever is later.)
- Remote Participation and Voting (“RPV”) Facilities / Online Meeting Platform** : <https://web.vote2u.my>
- Domain Registration No. of Online Meeting Platform registered with MYNIC** : D6A471702
- Broadcast Venue** : Level 43A, MYEG Tower, Empire City, No. 8, Jalan Damansara, PJU 8, 47820 Petaling Jaya, Selangor Darul Ehsan, Malaysia

We continue to exercise prudence in this situation where COVID-19 outbreak is still ongoing. In the best interest of public health and the health and safety of our shareholders, Board of Directors and employees whilst adhering to the Guidance and Frequently Asked Questions of the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia (“SC”) (“**Guidance Note**”), MY E.G. Services Berhad’s (“**MYEG**” or the “**Company**”) meeting will be held as a virtual meeting through live streaming and online remote voting using RPV facilities provided via Vote2U at <https://web.vote2u.my>.

Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of shareholders and proxies. Hence, you are to ensure that internet connectivity throughout the duration of the meeting is maintained.

**Entitlement to Participate and Vote Remotely**

Shareholders whose names appear on the Record of Depositors (“**ROD**”) as at 21 June 2021 shall be eligible to attend, participate and vote remotely in the meeting, or appoint proxy(ies)/ the Chairman of the general meeting to attend, participate and/or vote on his/her behalf.

**PROCEDURES TO PARTICIPATE IN RPV FACILITIES**

Please follow the procedures to participate in RPV facilities as summarised below:

**★ BEFORE MEETING DAY ★**

<b>A:</b>	<b>REGISTRATION AS USER</b>	
	<b>Description</b>	<b>Procedure</b>
i.	Shareholders to Register with Vote2U  Applicable to:- ➤ Individual Shareholders	a. Access website at <a href="https://web.vote2u.my">https://web.vote2u.my</a> b. Select “ <b>Sign Up</b> ” to sign up as user. c. Read and indicate your acceptance of the ‘Privacy Policy’ and ‘Terms & Conditions’ by clicking on a small box <input type="checkbox"/> . Then select “ <b>Next</b> ”. d. Fill-in your details:- (i) ensure your email address is valid; and (ii) create your own password. Then select “ <b>Continue</b> ”. e. Upload a clear copy of your MyKAD for Malaysian (front only) or passport for non-Malaysian (page with photo). f. Registration as user completed.

	<p>g. An email notification will be sent to you.</p> <p><u>Note:</u>  (a) If you have already signed up/registered as a user with Vote2U previously, you are not required to register again.</p> <p>(b) Your eligibility to attend the general meetings of MYEG will be verified against the ROD.</p>
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<b>B: REGISTRATION OF PROXY</b>		
	<b>Description</b>	<b>Procedure</b>
i.	<p>Submission of Electronic Proxy Form (e-Proxy Form)</p> <p>Applicable to:-</p> <ul style="list-style-type: none"> <li>➤ Individual Shareholders</li> </ul>	<p>a. Individual shareholders to log in to Vote2U with your email address and password that you have registered with Vote2U.</p> <p>b. Select the general meeting event that you wish to attend.</p> <p>c. Scroll down and select “<b>Register a Proxy</b>”.</p> <p>d. Read and indicate your acceptance of the ‘Declarations’ by clicking on a small box <input type="checkbox"/>. Then select “<b>Next</b>”.</p> <p>e. Select/ add your Central Depository System (“<b>CDS</b>”) account number and number of shares.</p> <p>f. Select “<b>Appoint Proxy</b>”.</p> <p>g. Fill-in the details of your proxy(ies):-  (i) ensure proxy(ies) email address(es) is/are valid.</p> <p>h. Indicate your voting instruction should you prefer to do so.</p> <p>i. Thereafter, select “<b>Submit</b>”.</p> <p>j. Your submission will be verified.</p> <p>k. After verification, proxy(ies) will receive email notification with temporary credentials, i.e. email address &amp; password, to log in to Vote2U.</p> <p><u>Note:</u>  You need to register as a user before you can register a proxy and submit the e-Proxy form. Please refer above ‘A: Registration as User’.</p>
ii.	<p>Submission of Proxy Form (hard copy)</p> <p>Applicable to:-</p> <ul style="list-style-type: none"> <li>➤ Individual Shareholders</li> <li>➤ Corporate Shareholders</li> <li>➤ Authorised Nominee</li> <li>➤ Exempt Authorised Nominee</li> </ul>	<p>a. Fill-in the details on the hard copy of Proxy Form by providing the following information:</p> <ul style="list-style-type: none"> <li>○ Proxy(ies) &amp; Corporate Representative <ul style="list-style-type: none"> <li>• Name</li> <li>• Number of MyKAD for Malaysian or passport for non-Malaysian</li> <li>• Address and email address – ensure email address is valid</li> <li>• Telephone number</li> </ul> </li> </ul> <p>b. Corporate Representative only – deposit the hard copy of Proxy Form together with a copy of Certificate of Appointment as Corporate Representative to the address as stated on the Proxy Form.</p> <p>c. Individual shareholders, authorised nominee and exempt authorised nominee - deposit the hard copy of Proxy Form to the address as stated on the Proxy Form.</p> <p>d. Submitted hard copy of Proxy Form will be verified.</p> <p>e. After verification, proxy(ies) and corporate representative(s) will receive email notification with temporary credentials, i.e. email address &amp; password, to log in to Vote2U.</p>

★ REVOCATION OF PROXY ★

	Description	Procedure
i.	<p>Revoke a Proxy Electronically</p> <p>Applicable to:-</p> <ul style="list-style-type: none"> <li>➤ Individual Shareholders</li> </ul>	<p>a. Log in to Vote2U using your registered email address and password.</p> <p>b. Select general meeting event that you wish to attend.</p> <p>c. Scroll down and select “<b>Revoke a Proxy</b>”.</p> <p><u>Note:</u> Only applicable to individual shareholders who have appointed proxy(ies) through e-Proxy Form.</p>
ii.	<p>Revoke a Proxy</p> <p>Applicable to:-</p> <ul style="list-style-type: none"> <li>➤ Individual Shareholders</li> <li>➤ Corporate Shareholders</li> <li>➤ Authorised Nominee</li> <li>➤ Exempt Authorised Nominee</li> </ul>	<p>a. Email to Boardroom Share Registrars Sdn. Bhd. (“<b>Share Registrar</b>”) at <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> to revoke the appointment of your proxy(ies).</p> <p><u>Note:</u> Applicable to individual shareholders/ corporate shareholders/ authorised nominee/ exempt authorised nominee who have appointed proxy(ies)/ corporate representative(s) using hard copy of Proxy Form.</p>

★ ON GENERAL MEETING DAY ★

1. Log in to <https://web.vote2u.my> with your registered email address and password.  
  
For proxy(ies) and corporate representative(s), log in with the temporary credentials in the email which you have received from Vote2U.
2. Vote2U will be opened for log in **one (1) hour** before the commencement of the general meeting you are attending.
3. When you are logged in, select the general meeting event you are attending. On the main page, you are able to access the following:

	Description	Procedures
i.	Live Streaming	a. Select “ <b>Watch Live</b> ” button to view the live streaming.
ii.	Ask Question (real-time)	<p>a. Select “<b>Ask Question</b>” button to pose a question.</p> <p>b. Type in your question and select “<b>Submit</b>”.</p> <p><u>Note:</u> The Chairman of the general meeting/ Board of Directors will endeavour to respond to questions submitted by remote shareholders, proxies and corporate representatives during the general meeting.</p>
iii.	Remote Voting	<p>a. On the main page, scroll down and select “<b>Confirm Details &amp; Start Voting</b>”.</p> <p>b. To vote, select your voting choice from the options provided. A confirmation screen will appear to show your selected vote. Select “<b>Next</b>” to continue voting for all resolutions.</p> <p>c. After you have completed voting, a Voting Summary page appears to show all the resolutions with you voting choices. Select “<b>Confirm</b>” to submit your vote.</p> <p><u>Note:</u> Once you have confirmed and submitted your votes, you are <u>not able</u> to change your voting choices.</p>
iv.	View Voting Results	a. On the main page, scroll down and select “ <b>View Voting Results</b> ”.

v.	End of RPV	<ul style="list-style-type: none"> <li>a. Upon the announcement by the Chairman of the general meeting on the closure of the said meeting, the live streaming will end.</li> <li>b. You may log out from Vote2U.</li> </ul>
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## **ADDITIONAL INFORMATION**

### **Voting Procedure**

Pursuant to paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at a general meeting will be conducted by poll. The Company has appointed Agmo Digital Solutions Sdn. Bhd. as the poll administrator to conduct the polling process and GovernAce Advisory & Solutions Sdn. Bhd. as the independent scrutineers to verify the results of the poll.

### **Broadcast Venue**

Broadcast venue is a place where the broadcasting is taking place to transmit or air the meeting online.

Only essential individuals are permitted to be physically present at the broadcast venue, namely the Chairman of the general meeting, Directors, Group Managing Director, Chief Financial Officer, Auditors, Company Secretary, Management, and those involved in organising and conducting the virtual meeting, in accordance with the SC's Guidance Note. In this regard, shareholders, proxy(ies), and corporate representatives will not be allowed to be physically present nor enter the broadcast venue.

### **No e-Voucher, Gift, and Food Voucher**

There will be no e-Voucher, gift, and food voucher for shareholders, proxies and corporate representatives who participate in the meeting.

### **Enquiry**

- a. For enquiries relating to the general meeting, please contact our Share Registrar during office hours (8:30 a.m. to 5:30 p.m.) on Mondays to Fridays (except public holidays) as follows:

Telephone No. : 03-7890 4700  
 Email : *bsr.helpdesk@boardroomlimited.com*

- b. For enquiries relating to RPV facilities or issues encountered during registration, log in, connecting to the live streaming and online voting facilities, please contact Vote2U helpdesk during office hours (8:30 a.m. to 5:30 p.m.) on Mondays to Fridays (except public holidays) as follows:

Telephone No. : 03-7664 8521/03-7664 8520  
 Email : *vote2u@agmostudio.com*