



G CAPITAL BERHAD

(Formerly known as Gunung Capital Berhad)
(Registration No. 199501000977 (330171-P))
(Incorporated in Malaysia)

Date : 15 June 2021

ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

General Meeting	: Extraordinary General Meeting (“EGM”)
Day, Date, and Time of Meeting	: Wednesday, 30 June 2021 at 10.30 a.m.
Remote Participation and Voting Facilities	: https://web.vote2u.my
Meeting Venue	: Online Meeting Platform of Vote2U at https://web.vote2u.my
Domain Registration Numbers with MYNIC	: D6A471702

We continue to exercise prudence in this situation where COVID-19 outbreak is still ongoing and strictly complying to the decree of the Government of Malaysia (“**Government**”) and the Guidance and Frequently Asked Questions of the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia (“**SC**”) (“**Guidance Note and FAQs**”).

Pursuant to the implementation of total lockdown announced by the Government and in accordance with the revised SC Guidance Note and FAQs, during the total lockdown period beginning 1 June 2021 (“**FMCO**”), all general meetings shall be conducted online and all meeting participants including the Chairperson of the meeting, board members, senior management and shareholders shall participate in the meeting via the online platform. Hence, **G Capital Berhad** (formerly known as Gunung Capital Berhad) (“**G Capital**” or the “**Company**”) meeting will be held as fully virtual meeting via live streaming and online remote voting using Remote Participation and Voting (“**RPV**”) facilities provided by 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 17 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 EGM DAY ⌘

A:	REGISTRATION	
	Description	Procedure
i.	Shareholders to Register with Vote2U ➤ Individual Shareholders	a. Access website at https://web.vote2u.my b. Select “ Sign Up ” to sign up as user. c. Read and indicate your acceptance of the ‘Privacy Policy’ and ‘Terms & Conditions’ by clicking on a small box . Then select “ Next ”. d. Fill-in your details – (i) ensure your email address is valid & (ii) create your own password. Then select “ Continue ”.

		<p>e. Upload a clear copy of your MyKAD for Malaysian (front only) or passport for non-Malaysian (page with photo).</p> <p>f. Registration as user completed.</p> <p>g. An email notification will be sent to you.</p> <p><u>Note:</u> If you have already signed up/registered as a user with Vote2U previously, you are not required to register again.</p>
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B: REGISTRATION OF PROXY		
	Description	Procedure
i.	<p>Submit Form of Proxy (hard copy)</p> <ul style="list-style-type: none"> ➤ Individual Shareholders ➤ Corporate Shareholders ➤ Authorised Nominee ➤ Exempt Authorised Nominee 	<p>The closing time to submit your hard copy Form of Proxy is at 10.30 a.m., Monday, 28 June 2021.</p> <p>a. Fill-in the details on the hard copy Form of Proxy by providing the following information:</p> <ul style="list-style-type: none"> ○ Proxy(ies) & Corporate Representative <ul style="list-style-type: none"> ● Name ● Number of MyKAD for Malaysian or passport for non-Malaysian ● Address and email address – ensure email address is valid <p>b. Corporate Representative only – deposit the hard copy of Form of Proxy together with the following document to the address as stated on the Form of Proxy:</p> <ul style="list-style-type: none"> ● A copy of Certificate of Appointment as corporate representative <p>c. Individual shareholders, authorised nominee and exempt authorised nominee - deposit the hard copy Form of Proxy to the address as stated on the Form of Proxy.</p> <p>d. Submitted Form of Proxy will be verified.</p> <p>e. After verification, proxy(ies) and corporate representative will receive email notification with temporary credentials, i.e. email address & password, to log in to Vote2U.</p>

⌘ REVOCATION OF PROXY ⌘

	Description	Procedure
i.	<p>Revoke a Proxy</p> <ul style="list-style-type: none"> ➤ Individual Shareholders ➤ Corporate Shareholders ➤ Authorised Nominee ➤ Exempt Authorised Nominee 	<p>To contact our Company's Share Registrar, Boardroom.com Sdn Bhd at +603-7890 0638 or email to admin.registrar@boardroom.com.my to revoke the appointment of your proxy(ies) no later than 10.30 a.m. on 28 June 2021.</p> <p><u>Note:</u> Applicable to individual shareholders/ corporate shareholders/ authorised nominee/ exempt authorised nominee who have appointed proxy(ies)/ corporate representative using hard copy Form of Proxy.</p>

⌘ ON EGM DAY ⌘

1.	Log in to https://web.vote2u.my with your registered email address and password.
	For proxy(ies) and corporate representative, 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 “ Watch Live ” button to view the live streaming.
ii.	Ask Question (real-time)	a. Select “ Ask Question ” button to pose a question. b. Type in your question and select “ Submit ”. <u>Note:</u> <i>The Chairman of the general meeting/ Board of Directors will endeavour to respond to questions submitted by remote shareholders and proxies and corporate representatives during the meeting.</i>
iii.	Remote Voting	a. On the main page, scroll down and select “ Confirm Details & Start Voting ”. b. To vote, select your voting choice from the options provided. A confirmation screen will appear to show your selected vote. Select “ Next ” to continue voting for all resolutions. c. After you have completed voting, a Voting Summary page appears to show all the resolutions with you voting choices. Select “ Confirm ” to submit your vote. <u>Note:</u> <i>Once you have confirmed and submitted your votes, you are <u>not able</u> to change your voting choices.</i>
iv.	View Voting Results	a. On the main page, scroll down and select “ View Voting Results ”.
v.	End of RPV	a. Upon the announcement by the Chairman of the general meeting on the closure of the said meeting, the live streaming will end. b. You may log out from Vote2U.

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 Aegis Communication Sdn Bhd as the independent scrutineers to verify the results of the poll.

Meeting Venue

As a result of the implementation of the FMCO by the Government on 28 May 2021 as well as the revised SC Guidance Note and FAQs, when a listed issuer conducts its general meeting during FMCO, the listed issuer is only allowed to conduct a fully virtual general meeting where all meeting participants including the Chairperson of the meeting, board members, senior management and shareholders are required to participate in the meeting online. Physical gatherings no matter how small are prohibited. Therefore, there shall be no broadcast venue to air the general meeting.

According to the revised SC Guidance Note and FAQs, an online meeting platform can be recognised as the meeting venue or place under Section 327(2) of Companies Act 2016 provided that the online platform is located in Malaysia.

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 (9:00 a.m. to 5:00 p.m.) on Mondays to Fridays (except public holidays) as follows:

Telephone No. : 03-7890 0638
Email : admin.registrar@boardroom.com.my

- 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 (9:00 a.m. to 5:00 p.m.) on Mondays to Fridays (except public holidays) as follows:

Telephone No. : 03-7664 8520 / 03-7664 8521
Email : jason@aegiscomm.com.my