# ADMINISTRATIVE GUIDE OF 103<sup>RD</sup> ANNUAL GENERAL MEETING (AGM)

Date and Time	:	Wednesday, 29 September 2021 at 2.00 p.m.
Broadcast Venue	:	Tricor Business Centre, Manuka 2 & 3 Meeting Room, Unit 29-01, Level 29, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia

# 1. CONDUCT OF MEETING

The 103<sup>rd</sup> AGM will be conducted as a fully virtual AGM through live streaming and online remote voting via Remote Participation and Voting ("**RPV**") facilities which are available on Tricor Investor & Issuing House Services Sdn Bhd's ("**Tricor**") TIIH Online website at <u>http://tiih.online</u>.

The venue of the 103<sup>rd</sup> 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 of the meeting. **No Members/proxies are from the public are allowed to physically present at the meeting venue**.

Due to the constant evolving Covid-19 situation in Malaysia, we may be required to change the arrangements of our 103<sup>rd</sup> AGM at short notice. Kindly check the Company's website or announcements for the latest updates on the status of the 103<sup>rd</sup> AGM.

# 2. ENTITLEMENT TO PARTICIPATE AND VOTE

In respect of deposited securities, only Members whose names appear in the Record of Depositors on 21 September 2021 (General Meeting Record of Depositors) shall be entitled to participate and vote at the 103<sup>rd</sup> AGM.

# 3. MODE OF COMMUNICATION

Members may submit questions to the Board of Directors prior to the 103<sup>rd</sup> AGM through online platform provided by Tricor via its TIIH Online website at <u>https://tiih.online</u> by selecting "e-services" to login, pose questions and submit electronically no later than 2.00 p.m. on Monday, 27 September 2021, or may use the query box to transmit questions to the Board of Directors via RPV facilities during live streaming of the 103<sup>rd</sup> AGM.

# 4. NO E-VOUCHERS/DOOR GIFT

There will be **NO** distribution of e-vouchers/door gift to Members/Proxies who participate in the 103<sup>rd</sup> AGM.

# 5. PROCEDURES FOR RPV

Please read and follow the procedures and actions reflected below to engage in remote participation through live streaming and online remote voting at the 103<sup>rd</sup> AGM using the RPV facilities:

## Before the 103rd AGM

Procedures	Actions	
(a) Register as a user with TIIH Online	<ul> <li>Access the TIIH Online website at <u>https://tiih.online</u>. Register as a user under the "<b>e-Services</b>", select the "Sign Up" button followed by "Create Account by Individual Holder". Please refer to the tutorial guide posted on the homepage for assistance.</li> </ul>	
	<ul> <li>Registration as a user will be approved within one (1) working day and you will be notified via email.</li> </ul>	
	• If you are already a user with TIIH Online, you are not required to register again. You will receive an email to notify you that the remote participation is available for registration at TIIH Online.	
(b) Submit your RPV registration	• Registration is open from Monday, 30 August 2021 until such time before the voting session ends at the 103 <sup>rd</sup> AGM on Wednesday, 29 September 2021. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 103 <sup>rd</sup> AGM to ascertain their eligibility to participate at the AGM using the RPV.	
	<ul> <li>Login with your user ID (i.e. email address) and password and select the corporate event: "(REGISTRATION") ASIAN PAC HOLDINGS BERHAD 103<sup>RD</sup> AGM".</li> </ul>	
	• Read and agree to the Terms & Conditions and confirm the Declaration.	
	• Select "Register for Remote Participation and Voting".	
	• Review your registration and proceed to register.	
	• System will send an email to notify that your registration for remote participation is received and will be verified.	
	• After verification of your registration against the General Meeting Record of Depositors as at 21 September 2021, the system will send you an email on or after 27 September 2021 to inform whether your registration for remote participation has been approved or rejected.	
	(Note: Please allow sufficient time for the approval of new user of TIIH Online and registration for RPV.)	

# 5. PROCEDURES FOR RPV (CONT'D)

### On the day of 103rd AGM

Procedures		Actions	
(a)	Login to TIIH Online	•	Login with your user ID (i.e. email address) and password for remote participation at the 103 <sup>rd</sup> AGM at any time from 1.00 p.m. i.e. 60 minutes before the commencement of the 103 <sup>rd</sup> AGM at 2.00 p.m. on Wednesday, 29 September 2021.
(b)	Participate through Live Streaming	•	Select the corporate event: <b>(LIVE STREAM</b> <b>MEETING) ASIAN PAC HOLDINGS BERHAD</b> <b>103<sup>RD</sup> AGM</b> to engage in the proceedings of the 103 <sup>rd</sup> AGM remotely.
		•	If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will endeavor to respond to questions submitted by remote participations during the 103 <sup>rd</sup> AGM.
(C)	Online Remote Voting	•	Voting session commences from 2.00 p.m. on Wednesday, 29 September 2021 until a time when the Chairman announces the completion of the voting session of the 103 <sup>rd</sup> AGM.
		•	Select the corporate event: "( <b>REMOTE VOTING</b> ) <b>ASIAN PAC HOLDINGS BERHAD 103<sup>RD</sup> AGM</b> " or if you are on the live stream meeting page, you can select " <b>GO TO REMOTE VOTNG PAGE</b> " button below the Query Box.
		•	Read and agree to the Terms & Conditions and confirm the Declaration.
		•	Select the CDS account that represents your shareholdings.
		•	Indicate your votes for the resolutions that are tabled for voting.
		•	Confirm and submit your votes.
(d)	End of remote participation	•	Upon the announcement by the Chairman of the conclusion of the 103 <sup>rd</sup> AGM, the Live Streaming will end.

## Notes to users of the RPV facilities:

- (a) Should your registration for RPV be approved, we will make available to you the right to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
- (b) 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 that you use.
- (c) In the event you encounter any issue with logging-in, connection to the live streamed 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 email to <u>tiih.online@my.tricorglobal.com</u> for assistance.

#### 6. APPOINTMENT OF PROXY

- Since the 103<sup>rd</sup> AGM will be conducted as a fully virtual meeting, a Member entitled to participate and vote at the meeting may appoint the Chairman of the meeting as his / her proxy and indicate the voting instruction in the form of proxy.
- The appointment of a proxy/corporate representative/attorney for the 103<sup>rd</sup> AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not less than 48 hours before the time set for the 103<sup>rd</sup> AGM or not later than Monday, 27 September 2021 at 2.00 p.m.:

#### (a) In Hard Copy Form:

The form of proxy must be deposited at the office of the Share Registrar, 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 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.

#### (b) By Electronic Forms

### (i) Via Fax & Email

By fax at 03-27839222 or email to is.enquiry@my.tricorglobal.com

## (ii) Via Online

The proxy appointment can be made via Tricor's TIIH Online website at https://tiih.online.

The procedures and actions required are as follows:

Procedures	Actions
(i) <u>Steps for Individual Shareholders</u>	
Register as a User with TIIH Online	<ul> <li>Access the TIIH Online website at <u>https://tiih.online</u>. Register as a user under the "e-services", select the "Sign Up" button followed by "Create Account by Individual Holder". Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a user with TIIH Online,</li> </ul>
	you are not required to register again.
Proceed with Submission of Proxy Form	• After the release of the Notice of Meeting by the Company, login to TIIH Online website at <a href="https://tiih.online">https://tiih.online</a> with your user name (i.e. email address) and password.
	<ul> <li>Select the corporate event: "ASIAN PAC HOLDINGS BERHAD 103<sup>RD</sup> AGM – SUBMISSION OF PROXY FORM".</li> </ul>
	Read and agree to the Terms & Conditions     and confirm the Declaration.

# 6. APPOINTMENT OF PROXY (CONT'D)

Procedures	Actions			
(i) Steps for Individual Shareholders (cont	( <u>d)</u>			
Proceed with Submission of Proxy Form (cont'd)	Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.			
	• Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman as your proxy.			
	<ul> <li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your votes.</li> </ul>			
	<ul> <li>Review and confirm your proxy(ies) appointment.</li> </ul>			
	• Print proxy form for your record.			
(ii) Steps for Corporate or Institutional Shareholders				
Register as a User with TIIH Online	<ul> <li>Access the TIIH Online website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services", select the "Sign Up" button followed by "Create Account by Corporate Holder". Please refer to the tutorial guide posted on the homepage for assistance.</li> </ul>			
	• Complete the registration form and uploaded the required documents.			
	• Registration will be verified, and you will be notified by email within one (1) to two (2) working days.			
	• Proceed to activate your account with the temporary password given in the email and reset your own password.			
	(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, Tricor if you need clarifications on the user registration.)			

# 6. APPOINTMENT OF PROXY (CONT'D)

Procedures	Actions	
(ii) Steps for Corporate or Institutional Sha	reholders (cont'd)	
Proceed with Submission of Proxy Form	• After the release of the Notice of Meeting by the Company, login to TIIH Online website at <u>https://tiih.online</u> with your user name (i.e. email address) and password.	
	<ul> <li>Select the corporate event: ASIAN PAC HOLDINGS BERHAD 103<sup>RD</sup> AGM – SUBMISSION OF PROXY FORM".</li> </ul>	
	• Read and agree to the Terms & Conditions and confirm the Declaration.	
	• Proceed to download the file format for " <b>Submission of Proxy Form</b> " in accordance with the Guidance Note set therein.	
	• Prepare the file for the appointment of proxies by inserting the required data.	
	<ul> <li>Login to TIIH Online, select corporate event name: "ASIAN PAC HOLDINGS BERHAD 103<sup>RD</sup> AGM – SUBMISSION OF PROXY FORM".</li> </ul>	
	• Proceed to upload the duly completed proxy appointment file.	
	<ul> <li>Select "Submit" to complete your submission.</li> </ul>	
	<ul> <li>Print the confirmation report of your submission for your record.</li> </ul>	

# 7. POLL VOTING

- The voting at the 103<sup>rd</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting and Scrutineer Solutions Sdn Bhd as Scrutineers to verify the poll results.
- Shareholders can proceed to vote remotely on the resolutions at any time from the commencement of the 103<sup>rd</sup> AGM at 2.00 p.m. but before the end of the voting session which will be announced by the Chairman of the Meeting. Kindly refer to the "**Procedures for RPV**" above for guidance on how to vote remotely via TIIH Online website at <a href="https://tilh.online">https://tilh.online</a>.
- Upon completion of the voting session for the 103<sup>rd</sup> AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

## 8. ANNUAL REPORT 2021

- The Company's Annual Report 2021 is available on the Company's website at <u>https://www.asianpac.com.my/</u><u>Annual-Reports/</u>.
- You may request for a printed copy of the Annual Report 2021 at <u>aphb.ar@asianpac.com.my</u>. However, we hope you would consider the environmental and sustainability concerns, and refrain from requesting for the printed copy of the Annual Report 2021.

#### 9. ENQUIRY

If you have any enquiries, please contact the following persons 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