



**NI HSIN GROUP BERHAD**  
**(Formerly known as Ni Hsin Resources Berhad)**  
(Registration No. 200401014850 (653353-W))  
(Incorporated in Malaysia)

**ADMINISTRATIVE GUIDE OF EIGHTEENTH ANNUAL GENERAL MEETING FOR THE SHAREHOLDERS**

Day, Date : Monday, 23 May 2022  
Time : 2.00 p.m.  
Meeting Venue : Online Meeting Platform of Vote2U at  
<https://web.vote2u.my>  
Domain Registration : D6A471702  
number with MYNIC

In light of the coronavirus (COVID-19) outbreak, governmental decrees, and the encouragement of the Securities Commission Malaysia, as well as in the best interest of public health and the health and safety of our Board of Directors, employees and shareholders, the Eighteenth Annual General Meeting (“**18th AGM**”) will be held virtually and online remote voting using the Remote Participation and Voting Facilities (“**RPV**”).

According to the Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers by Securities Commission Malaysia, an online meeting platform can be recognised as the meeting venue or place under Section 327(2) of the Companies Act 2016 provided that the online platform is located in Malaysia.

We strongly encourage you to participate in the fully virtual 18th AGM via the Virtual Meeting Facilities provided to exercise your right as a member of the Company to participate (including to pose questions to the Board of Directors and/or Management of the Company) and vote at the 18th AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the 18th AGM.

Kindly ensure that you are connected to the internet at all times to participate and vote when our virtual 18th AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants.

**ENTITLEMENT TO PARTICIPATE AND VOTE**

Shareholders whose names appear in the Record of Depositors as at **13 May 2022**, or their appointed proxy(ies), shall be entitled to participate and vote remotely at the 18th AGM.

## LODGEMENT OF FORM OF PROXY

If you are unable to attend the 18th AGM via RPV facilities on 23 May 2022 and wish to appoint a proxy(ies) or the Chairman of the meeting to vote on your behalf, please deposit the duly executed Form of Proxy at the office of Company's Share Registrar, Bina Management (M) Sdn. Bhd. at Lot 10, The Highway Centre, Jalan 51/205, 46050 Petaling Jaya, Selangor Darul Ehsan, Malaysia not less than forty-eight (48) hours before the time appointed for holding of the meeting or adjourned meeting.

If you have submitted your Form of Proxy prior to the 18th AGM and subsequently decide to appoint another person or wish to participate in the Meeting yourself, please write in to our Share Registrar to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the 18th AGM. On revocation, your proxy(ies) will not be allowed to participate in the Meeting. In such event, you should advise your proxy(ies) accordingly.

## REMOTE PARTICIPATION AND VOTING (RPV)

Please note that all members including (i) individual members; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees shall use the RPV facilities to participate and vote remotely at the 18th AGM.

If you wish to participate in the Meeting, you will be able to view a live webcast of the Meeting, ask questions and submit your votes in real time whilst the Meeting is in progress.

Kindly follow the steps below to participate in RPV:-

### BEFORE THE DAY OF 18TH AGM

#### A: REGISTRATION

##### Individual Shareholders

	Description	Procedure
i.	Shareholders to register with Vote2U online	<p>The registration will open from the day of notice</p> <ol style="list-style-type: none"><li>Access website at <a href="https://web.vote2u.my">https://web.vote2u.my</a></li><li>Click "<b>Sign Up</b>" to sign up as a user.</li><li>Read the 'Privacy Policy' and 'Terms &amp; Conditions' and indicate your acceptance of the 'Privacy Policy' and 'Terms &amp; Conditions' on a small box <input type="checkbox"/>. Then click "<b>Next</b>".</li><li>*Fill-in your details (note: create your own password). Then click "<b>Continue</b>".</li><li>Upload softcopy of your identification card (MYKAD) (front only) (for Malaysian) or Passport (for non-Malaysian).</li></ol>

		<p>f. Click <b>“Submit”</b> to complete the registration</p> <p>g. Your registration will be verified and an email notification will be sent to you. Please check your email.</p> <p><u>Note:</u></p> <p>If you have registered as a user with Vote2U Online previously, you are not required to register again.</p> <p>*Check your email address is keyed in correctly.</p> <p>*Remember the password you have keyed-in.</p>
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## B: REGISTER PROXY

### Individual Shareholder / Corporate Shareholder / Nominees Company

	Description	Procedure
i.	Submit Form of Proxy (hardcopy)	<p>The closing time to submit your hardcopy Form of Proxy is <b>2.00 p.m., Saturday, 21 May 2022.</b></p> <p>a. *Fill-in details on the hardcopy Form of Proxy and ensure to provide the following information:</p> <ul style="list-style-type: none"> <li>○ MYKAD (for Malaysian) / Passport (for non-Malaysian) number of the Proxy</li> <li>○ *Email address of the Proxy</li> </ul> <p>b. Submit/Deposit the hardcopy Form of Proxy to the office of Company's Share Registrar, <b>Bina Management (M) Sdn. Bhd. at Lot 10, The Highway Centre, Jalan 51/205, 46050 Petaling Jaya, Selangor Darul Ehsan, Malaysia.</b></p> <p><u>Note:</u></p> <p>After verification, an email notification will be sent to the Proxy and will be given a temporary password. The Proxy could use the temporary password to log in to Vote2U.</p> <p>*Check the email address of Proxy is written down correctly.</p>

## ON THE DAY OF 18TH AGM

### A: WATCH LIVE STREAMING

#### Individual Shareholders & Proxies

	Description	Procedures
i.	Login to virtual meeting portal - Vote2U online & watch Live Streaming.	<p>The Vote2U online portal will open for log in starting from <b>1.00 p.m., Monday, 23 May 2022</b>, one (1) hour before the commencement of the 18th AGM.</p> <ol style="list-style-type: none"> <li>Login with your email and password</li> <li>Select <b>Ni Hsin 18th AGM</b>.</li> <li>Check your details.</li> <li>Click “<b>Watch Live</b>” button to view the live streaming.</li> </ol>

### B: ASK QUESTION

#### Individual Shareholders & Proxies

	Description	Procedures
i.	Ask Question during AGM (real-time)	<p>Questions submitted online using <u>typed text</u> will be moderated before being forwarded to the Chairman to avoid repetition. Every question and message will be presented with the full name of the shareholder or proxy raising the question.</p> <ol style="list-style-type: none"> <li>Click “<b>Ask Question</b>” button to post question(s).</li> <li>Type in your question and click “<b>Submit</b>”.</li> </ol> <p>The Chairman / Board of Director will endeavor to respond to questions submitted by remote shareholders and proxies during the 18th AGM.</p>

## C: VOTING REMOTELY

### Individual Shareholders & Proxies

	Description	Procedures
i.	Online Remote Voting	<p>Once the Chairman announces the opening of remote voting:</p> <ol style="list-style-type: none"><li>Click “<b>Confirm Details &amp; Start Voting</b>”.</li><li>To vote, select your voting choice from the options provided. A confirmation screen will appear to show your selected vote. Click “<b>Next</b>” to continue voting for all resolutions.</li><li>To change your vote, click “<b>Back</b>” and select another voting choice.</li><li>After you have completed voting, a Voting Summary page appears to show all the resolutions with your voting choices. Click “<b>Confirm</b>” to submit your vote.</li></ol> <p>[Please note that you are <u>not able</u> to change your voting choices after you have confirmed and submitted your votes.]</p>

### NO RECORDING OR PHOTOGRAPHY

Photography and recording of the 18th AGM proceedings, vocal or audio-visual, are strictly prohibited.

Please ensure that you are connected to the internet at all times in order to participate and vote when the 18th AGM commences as the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants. It is your responsibility to ensure that the connectivity for the duration of the meeting is maintained.

### VOTING PROCEDURE

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the 18th AGM will be conducted by poll. Poll administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.

### NO DOOR GIFT OR E-VOUCHER OR FOOD VOUCHER

There will be no door gift or e-Voucher or food voucher given at this 18th AGM.

## ENQUIRY

- a. If you have enquiry relating to the Administrative Guide of 18th AGM for Shareholders, please contact our **Investor Relation** during office hours from Mondays to Fridays, 9.00 a.m. to 5.00 p.m. (except public holidays):-

Tel: 03-8961 6815

Email: [info@ni-hsin.com](mailto:info@ni-hsin.com)

- b. If you have enquiry relating to appointment of proxy, please contact our **Share Registrar** during office hours from Mondays to Fridays, 9.00 a.m. to 5.00 p.m. (except public holidays):-

Tel : 03-7784 3922

Email: [binawin@binamg168.com](mailto:binawin@binamg168.com)

- c. If you have enquiry relating to the 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 from Mondays to Fridays, 9.00 a.m. to 5.00 p.m. (except public holidays):-

Tel : 03-7664 8520 / 03-7664 8521

Email: [vote2u@agmostudio.com](mailto:vote2u@agmostudio.com)