



## SMTRACK BERHAD

Registration no. 200401000918 (639421-X)  
(Incorporated in Malaysia)

### ADMINISTRATIVE GUIDE FOR THE EXTRAORDINARY GENERAL MEETING

Online Meeting Platform : <https://meeting.boardroomlimited.my/>

Day, Date & Time : Friday, 3 February 2023 at 10.30 a.m.

Dear Shareholders,

In line with the Securities Commission Malaysia's Guidance, a virtual Extraordinary General Meeting ("EGM") of SMTrack Berhad ("SMTrack" or the "Company") will be conducted through live streaming and online remote voting via the online meeting platform as stated above. All meeting participants including the Chairman of the meeting, members of the Board of Directors of the Company, senior management, and shareholders are to participate in the meeting online.

We strongly encourage you to participate in the virtual EGM via the remote participation and electronic voting ("RPEV") facilities provided to exercise your right as a member of the Company to participate (including posing questions to the Company) and vote at the EGM. If you are unable to attend, participate, and vote, you are strongly encouraged to appoint the Chairman of the meeting as your proxy to attend, participate and vote on your behalf at the EGM.

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

### POLL VOTING

The voting at the EGM will be conducted by poll in accordance with Paragraph 8.31A of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad.



SMTrack has appointed Boardroom Share Registrars Sdn. Bhd. ("Boardroom") as Poll Administrator to conduct the poll by way of electronic voting and USearch Management Services as Scrutineer to verify the poll results.

### ONLINE REGISTRATION PROCEDURE

Procedure		Action
<b>Before the day of the EGM</b>		
Step 1	Register Online with Boardroom Smart Investor Portal  (For first time registration only)	<i>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register. You may proceed to Step 2.]</i>  a. Access website <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> b. Click << <b>Register</b> >> to sign up as a user. c. Complete registration with all required information. Upload and attach a softcopy of MyKad (front and back) or passport in JPEG, PNG or PDF format. d. Please enter a valid email address and wait for Boardroom's email verification to complete the registration. e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

Procedure		Action
<b>Before the day of the EGM</b>		
Step 2	Submit request for remote participation	<p>Registration for remote access will open on 18 January 2023. Please note that the closing time to submit your request is at 10.30 a.m. on 2 February 2023 (24 hours before the commencement of the EGM).</p> <p><b>Individual Members</b></p> <ol style="list-style-type: none"> <li>Log in to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password from Step 1 above.</li> <li>Select <b>"SMTRACK BERHAD EXTRAORDINARY GENERAL MEETING"</b> from the list of Corporate Meetings and click <b>"Enter"</b>.</li> <li>Click on <b>"Register for RPEV"</b>.</li> <li>Read and accept the General Terms &amp; Conditions and click <b>"Next"</b>.</li> <li>Enter your CDS account number and thereafter submit your request.</li> </ol> <p><b>Appointment of Proxy – Individual Members</b></p> <ol style="list-style-type: none"> <li>Log in to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password from Step 1 above.</li> <li>Select <b>"SMTRACK BERHAD EXTRAORDINARY GENERAL MEETING"</b> from the list of Corporate Meetings and click <b>"Enter"</b>.</li> <li>Click on <b>"Submit eProxy Form"</b>.</li> <li>Read and accept the General Terms and Conditions by clicking <b>"Next"</b>.</li> <li>Enter your CDS account number and number of securities held. Select your proxy – either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies).</li> <li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li> <li>Review and confirm your proxy appointment.</li> <li>Click <b>"Apply"</b>.</li> <li>Download or print the eProxy form as acknowledgement.</li> </ol> <p><b>Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee</b></p> <ol style="list-style-type: none"> <li>Write in to <a href="mailto:BSR.Helpdesk@boardroomlimited.com">BSR.Helpdesk@boardroomlimited.com</a> by providing the name of the member and CDS account number, accompanied by the Certificate of Appointment of Corporate Representative or Form of Proxy (as the case may be) and submit the request.</li> <li>Please provide a copy of the Corporate Representative's or Proxy's MyKad (front and back) or passport in JPEG, PNG or PDF format as well as his/her email address.</li> </ol>
Step 3	Email notification	<ol style="list-style-type: none"> <li>You will receive notification(s) from Boardroom that your request(s) has/have been received and is/are being verified.</li> <li>Upon system verification against the General Meeting Record of Depositories as at 27 January 2023, you will receive an email from Boardroom approving your registration for remote participation together with the Meeting ID and your remote access user ID and password. You will also be notified in the event your registration is rejected.</li> </ol>

<b>On the day of the EGM</b>		
Step 4	Login to Online Meeting Platform	<ol style="list-style-type: none"> <li>The Online Meeting Platform will open for login one (1) hour before the commencement of the EGM.</li> <li>The Online Meeting Platform can be accessed via one of the following: <ul style="list-style-type: none"> <li>➤ Scan the QR Code provided in the email notification; or</li> </ul> </li> </ol>

		<p>➤ Navigate to the website at <a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a></p> <p>c. Insert the Meeting ID and sign in with the user ID and password provided to you via the email notification in Step 3.</p>
Step 5	Participate	<p><i>[Note: Please follow the User Guides provided in the confirmation email above to view the live webcast, submit questions and vote.]</i></p> <p>a. If you would like to view the live webcast, select the  broadcast icon.</p> <p>b. If you would like to submit question(s), select the  messaging icon.</p> <p>c. Type your message within the chat box and once completed, click the send button.</p>
Step 6	Voting	<p>a. Polling will commence after the announcement of the poll open by the Chairman of the meeting. The polling icon will appear with the resolution and your voting choices until the Chairman of the meeting declares the end of the voting session.</p> <p>b. To vote, select your voting direction from the options provided. A confirmation message will appear to indicate that your vote has been received.</p> <p>c. To change your vote, re-select your voting preference.</p> <p>d. If you wish to cancel your vote, please press “<b>Cancel</b>”.</p>
Step 7	End of Participation	Upon the announcement by the Chairman of the meeting on the closure of the EGM, the live webcast will end.

### **MODE OF COMMUNICATION**

If you have any questions for the Chairman/Board during the EGM, you may submit your question using the messaging window facility which will open concurrently with the Online Meeting Platform one (1) hour before the scheduled commencement of the EGM i.e from 9.30 a.m., 3 February 2023.

The Chairman/Board will endeavor to respond to relevant questions during the Questions and Answers Session at the EGM. If there is a time constraint, the responses to relevant questions will be emailed to you at the earliest possible, after the EGM.

### **LODGEMENT OF HARDCOPY PROXY FORM**

Please ensure that the hardcopy of the original proxy form is deposited with the Company’s Share Registrar, Boardroom at 11th Floor, Menara Symphony, No. 5 Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia not less than twenty-four (24) hours before the time appointed for holding the meeting, i.e. latest by 2 February 2023, 10.30 a.m.

### **REVOCATION OF PROXY**

If you have submitted your Proxy Form and subsequently decide to appoint another person or wish to participate in the fully virtual EGM by yourself, you may register your intention to participate remotely via <https://investor.boardroomlimited.com> (refer to *Online Registration Procedure Steps 2 and 3 above*). Alternatively, please write to [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com) to revoke your earlier proxy appointment no later than 2 February 2023, 10.30 a.m.

On revocation, your proxy(ies) will not be allowed to participate in the meeting. In such event, you should advise your proxy(ies) accordingly.

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

There will be no distribution of door gifts, e-vouchers or food vouchers to shareholders / proxies / corporate representatives who participate at the fully virtual EGM.

### **NO RECORDING OR PHOTOGRAPHY**

No recording or photography of the EGM proceedings is allowed without the prior written permission of the Company.

### **ENQUIRY**

If you have any enquiry prior to the EGM, please contact the following during office hours (8.30 a.m. to 5.30 p.m.) from Mondays to Fridays (except public holidays):

#### **Boardroom Share Registrars Sdn. Bhd.**

Tel : +603 7890 4700

Email : [BSR.Helpdesk@boardroomlimited.com](mailto:BSR.Helpdesk@boardroomlimited.com)

#### **Personal Data Privacy:**

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, participate and vote at the EGM, a member of the Company:

- (i) consents to the collection, use and disclosure of the member's personal data by the Company (or its agents) for the purpose of the processing and administration by the Company (or its agents) of proxies and representatives appointed for the EGM, and the preparation and compilation of the attendance lists, minutes and other documents relating to the EGM, and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "**Purposes**"),
- (ii) warrants that where the member discloses the personal data of the member's proxy(ies) and/or representative(s) to the Company (or its agents), the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company (or its agents) of the personal data of such proxy(ies) and/or representative(s) for the Purposes, and
- (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member's breach of warranty.