



Ranhill

RANHILL UTILITIES BERHAD
Registration No. 201401014973 (1091059-K)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE SHAREHOLDERS NINTH ANNUAL GENERAL MEETING (“9TH AGM”)



Date and Day:

17 May 2023
(Wednesday)



Time:

2.30 p.m.



Venue:

Taming Sari 1 & 2, Ground Floor
Royale Chulan Kuala Lumpur
No. 5 Jalan Conlay, 50450 Kuala Lumpur

PUBLIC HEALTH PROTOCOLS

1. For safety purposes, attendees are highly encouraged to perform self-test for Covid-19 a day before the 9th AGM.
2. Attendee who is unwell or shows any symptoms of Covid-19 is advised not to attend the 9th AGM.
3. Attendees are to abide with the prevailing and applicable safety and precautionary requirements and guidelines as prescribed by the Government of Malaysia, Ministry of Health, National Security Council (*Majlis Keselamatan Negara*) and other relevant authorities.
4. The Company reserves the right to carry out acts as may be deemed necessary for the safety of all attendees including but not limited to, refusing entry of any attendee if any of the health protocols is not adhered to or if the attendee display any symptoms of being unwell or the Company may impose any additional measures to minimise any risks to the 9th AGM.
5. Attendees are strongly advised not to bring non-attendees to the meeting venue.
6. Attendees are advised to check the Company’s website at www.ranhill.com.my and Bursa’s website at www.bursamalaysia.com from time to time for any changes to the administration of the 9th AGM arrangement.

GENERAL MEETING RECORD OF DEPOSITORS

Only a Depositor whose name appears on the Record of Depositors as at **10 May 2023, Wednesday** shall be entitled to attend the 9th AGM of the Company or appoint proxy(ies) to attend and/or vote on his/her behalf.

REGISTRATION ON THE DAY OF THE 9TH AGM

1. Registration for the 9th AGM will start at **1.00 p.m.** at the venue stated above, and will end at a time as directed by the Chairman of the meeting.
2. Please produce your original IC or Passport (for Non-Malaysian shareholders) at the registration counters for verification. Please make sure you collect your IC or Passport thereafter. For Corporate Holder, kindly bring along the original Corporate Representative Certificate together with the original IC or Passport of the corporate representative.
3. Attendees will also be given an identification wristband with personalized passcode for voting purposes. No person will be allowed to enter the meeting hall without the identification wristband. There will be no replacement for the identification wristband if it is lost or misplaced.

PROXY

1. A member of the Company entitled to attend and vote at the 9th AGM is entitled to appoint not more than two (2) proxies to exercise all or any of his/her rights to attend and vote at the 9th AGM on his/her behalf. If you are unable to attend the 9th AGM, you may appoint your proxy(ies) or the **Chairman** as your proxy. Please indicate the voting instructions in the proxy form.
2. You may submit the duly completed Proxy Form and/or any documents relating to the appointment of a proxy/corporate representative/ attorney to the Company's Share Registrar, Boardroom Share Registrars Sdn. Bhd. ("**Boardroom**") in the following manner not later than twenty-four (24) hours before the time for holding the 9th AGM i.e. by **16 May 2023, Tuesday at 2.30 p.m.**:-

(i) In Hard copy:

By hand or post to the office of Boardroom Share Registrars Sdn. Bhd. at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan. You may download the Proxy Form of the 9th AGM at <https://www.ranhill.com.my/investor-relations/reports-presentations/>

(ii) By Electronic means:

- Via email at bsr.helpdesk@boardroomlimited.com; or
- Via Boardroom Smart Investor Portal ("**BSIP**") at <https://investor.boardroomlimited.com>. Please refer to the registration procedures below for proxy appointment via BSIP:-

Lodgement of Proxy form via BSIP	
<p>STEP 1 Register Online with Boardroom Smart Investor Portal (for first-time registration only)</p> <p><i>(Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 on e-Proxy Lodgement)</i></p>	<ol style="list-style-type: none"> (a) Access Boardroom's website at https://investor.boardroomlimited.com. (b) Click <<Login>> and click <<Register>> to sign up as a user. Registration is free. (c) Please select the correct account type i.e. sign up as "Shareholder/ Unitholder" or "Corporate Holder". (d) Complete registration and upload a softcopy of your MyKad/Identification Card (front and back) or your Passport. For Corporate Holder, kindly upload the authorisation letter as well. Click "Sign Up". (e) Please enter a valid email address and wait for Boardroom's email verification. Once your email address is verified, you will be re-directed to BSIP Online for verification of mobile number. Click on "Request OTP Code" and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click "Enter" to complete the process. (f) Your registration will be verified and approved within one (1) business day and an email notification will be provided. If you are unable to register before Tuesday, 16 May 2023, please contact Boardroom for assistance.
<p>STEP 2 e-Proxy Lodgement</p>	<ol style="list-style-type: none"> (a) Login to https://investor.boardroomlimited.com using your user ID (i.e. email address) and password. (b) Go to "CORPORATE MEETING" and browse the Meeting List for "RANHILL UTILITIES BERHAD 9TH ANNUAL GENERAL MEETING" and click "APPLY". (c) Read the terms & conditions and confirm Declaration. (d) Enter the CDS account number and the total number of securities held. (e) Select your proxy – either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies).
<p>Lodgement of Proxy form via BSIP</p>	<ol style="list-style-type: none"> (f) Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your vote. (g) Review and confirm your proxy(ies) appointment. (h) Click submit. (i) Download or print the e-Proxy form acknowledgment

3. If you wish to participate in the meeting, please do not submit any proxy form. You will not be allowed to participate in the meeting together with a proxy appointed by you.
4. Please ensure ALL the particulars as required in the proxy form are completed, signed, and dated accordingly.

5. If you have submitted your proxy form prior to the meeting and subsequently decide to participate in the meeting yourself, please write to bsr.helpdesk@boardroomlimited.com to revoke the appointment of your proxy(ies) at least twenty-four (24) hours before the 9th AGM. On revocation, your proxy(ies) would not be allowed to participate in the meeting. In such an event, you should advise your proxy(ies) accordingly.
6. If there is no indication of the voting direction in your proxy form where the Chairman of the meeting is appointed as your proxy, the Company shall deem that you have no objection to how the Chairman decides and casts your votes on your behalf.
7. If the appointment of a representative is made by way of power of attorney, a copy of the power of attorney must be certified notarially according to the applicable legal requirements in the relevant jurisdiction and to be submitted to Boardroom in the manner as set out in item 2 above.

VOTING PROCEDURE

The voting at the 9th AGM will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad of Main Market Listing Requirements. The Poll Administrator will conduct the poll by way of electronically and the Independent Scrutineers will verify the poll results.

RECORDING OR PHOTOGRAPHY




Unauthorized recording or photography is strictly prohibited at the 9th AGM except with prior written permission of the Company

PARKING

The hotel venue will have limited parking spaces available during the 9th AGM. The Company encourages you to use public transportation to the venue.

ENQUIRY

If you have any enquiry prior to the 9th AGM, please contact the following numbers, during office hours, except on public holidays:-

Boardroom Share Registrars Sdn. Bhd.	
 GENERAL LINE	: +603-7890 4700 (Helpdesk)
 EMAIL	: bsr.helpdesk@boardroomlimited.com
 WORKING DAYS AND OFFICE HOURS	: Monday to Friday from 8.30 a.m. to 5.30 p.m.