



KAREX BERHAD

(Registration No. 201201034091 (1018579-U))
(Incorporated in Malaysia)

Administrative Guide for the Extraordinary General Meeting (“EGM”)

Date	8 June 2023 (Thursday)
Time	10.00 am
Meeting Platform	https://meeting.boardroomlimited.my
Broadcast Venue	12 th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

VIRTUAL MEETING

The Company will continue to leverage on technology to facilitate communication with its shareholders by conducting the EGM on a virtual basis through live streaming and online Remote Participation and Electronic Voting (“RPEV”) facilities.

The conduct of a virtual EGM is in line with the revised Guidance Note and Frequently Asked Questions (“**the Revised Guidance Note and FAQ**”) by the Securities Commission Malaysia on 7 April 2022. The Revised Guidance Note and FAQ states that in a virtual general meeting where only essential individuals are physically present to conduct the virtual general meeting. All shareholders in a virtual general meeting participate in the meeting online.

The Broadcast Venue 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 present at the main venue of the meeting. **NO SHAREHOLDERS/PROXIES/CORPORATE REPRESENTATIVES** shall be physically present at the Broadcast Venue on the day of the EGM.

We strongly encourage you to participate in the virtual EGM via the RPEV 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 EGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the EGM.

Kindly ensure that you are connected to the internet at all times to participate and vote when our virtual EGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the EGM 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

Only a depositor whose name appears on our Record of Depositors as at **1 June 2023** shall be entitled to attend, participate and vote at the EGM or appoint a proxy(ies) to participate and vote on his/her behalf by returning the proxy form.

LODGEMENT OF PROXY FORM

If you are unable to attend the EGM via the online meeting platform and wish to appoint proxy to vote on your behalf, please deposit your proxy form at the registered office of the Company at **10th Floor, Menara Hap Seng, No. 1 & 3 Jalan P. Ramlee, 50250 Kuala Lumpur** via post/courier/by hand not less than forty-eight (48) hours before the time set for holding the meeting or any adjournment thereof.

Alternatively, the proxy appointment may also be lodged electronically at <https://investor.boardroomlimited.com>, which is free and available to all individual shareholders, not less than forty-eight (48) hours before the time set for holding the meeting or any adjournment thereof, and in default the instrument of proxy shall not be treated as valid. For further information, kindly refer to Steps 1 & 2 **"ONLINE REGISTRATION PROCEDURE"** below.

If you wish to participate in the EGM personally, please do not submit any proxy form. You will not be allowed to participate in the EGM together with a proxy appointed by you.

REVOCATION OF PROXY

If you have submitted your Proxy Form prior to the EGM and subsequently decide to appoint another person or wish to participate in the EGM yourself, please write in to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the EGM. On revocation, your proxy(ies) will not be allowed to participate in the EGM. In such event, you should advise your proxy(ies) accordingly.

VOTING PROCEDURES

The voting will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Boardroom Share Registrars Sdn. Bhd. ("**Boardroom**") as the Poll Administrator to conduct the poll by way of electronic voting (e-Voting) and SKY Corporate Services Sdn. Bhd. as Independent Scrutineer to verify the poll results.

During the EGM, the Chairman will invite the Poll Administrator to provide a brief on the e-Voting housekeeping rules.

For the purpose of the EGM, e-Voting can be carried out by using either personal smart mobile phones, tablets, personal computers or laptops.

The polling will only commence after the announcement of the poll being opened is made by the Chairman and will remain active until such time when the Chairman announces the closure of poll.

The Independent Scrutineer will verify the poll result reports upon closing of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether the resolutions put to vote were successfully carried or otherwise.

ONLINE REGISTRATION PROCEDURE

<p>Step 1</p> <p>Register online with Boardroom Smart Investor Portal ("BSIP") for Individual and Corporate Shareholder (for first time registration only)</p>	<p>(Note: If you have already signed up with BSIP, you are not required to register again. You may proceed to Step 2 to submit your request for Remote Participation user ID and Password.)</p> <ul style="list-style-type: none"> • Access the website https://investor.boardroomlimited.com. • Click <<Register>> to sign up as a user. • Select "Account Type" to "Sign Up As Shareholder" or "Sign Up As Corporate Holder". • Complete registration and upload required documents such as softcopy of MyKad (front and back) or Passport and authorisation letter (template available) for Corporate Holder. • Enter a valid mobile number, email address and password. Click "Sign Up". • You will receive an email from BSIP for email address verification. Click "Verify E-mail Address" to continue with the registration. • Once your email address is verified, you will be re-directed to BSIP for verification of mobile number. Click "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. <p>An email will be sent to you within one (1) business day informing you on the approval of your BSIP account. You can login to BSIP at https://investor.boardroomlimited.com with email address and password that you have provided during the registration to proceed with the next step.</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>Step 2</p> <p>Submit Request for Remote Participation</p> <p><i>Note: You must be a registered BSIP user. If not, return to Step 1</i></p>	<p>(Note: The registration for RPEV facilities will open on 5 May 2023. Please note that the closing time to submit your request is not less than forty-eight (48) hours before the time of holding the EGM)</p> <p>For Individual/ Corporate Members</p> <ol style="list-style-type: none"> Login to https://investor.boardroomlimited.com. Select "KAREX BERHAD EXTRAORDINARY GENERAL MEETING" from the list of Meeting Event and click "Enter" To attend the virtual EGM remotely <ul style="list-style-type: none"> Click on "Register for RPEV". Read and accept and General Terms and Conditions and enter your CDS account no to submit your request. To appoint proxy <ul style="list-style-type: none"> Click "Submit eProxy Form". Select the company you would like to be represented (if more than one), for Corporate Shareholders. Read and accept the General Terms and Conditions and enter your CDS account no. Then insert your proxy details and voting instructions. If you wish your proxy(ies) to act upon his/her discretion, please indicate "Discretionary". <p>For Authorised Nominees and Exempt Authorised Nominees</p> <ol style="list-style-type: none"> Login to https://investor.boardroomlimited.com Select "KAREX BERHAD EXTRAORDINARY GENERAL MEETING" from the list of Meeting Event and click "Enter". Click "Submit eProxy Form". Select the company you would like to be represented (if more than one). Proceed to download the file format for "Submission of Proxy Form". Prepare the file for the appointment of proxy/proxies by inserting the required data. Proceed to upload the duly completed Proxy Appointment file. Review and confirm your proxy/proxies appointment and click "Submit". Download or print the eProxy form as acknowledgement. <p>For Corporate Shareholders/Authorised Nominees/ Exempt Authorised Nominees/Attorneys, you may also write to bsr.helpdesk@boardroomlimited.com and provide the name of the shareholder, CDS account no. and the Certificate of Appointment of Corporate Representative or Proxy Form (as the case may be). A copy of MyKad or passport and a valid email address are required.</p>
<p>Step 3</p> <p>Email Notification</p>	<ul style="list-style-type: none"> You will receive notification from Boardroom that your request(s) has been received and is being verified. Upon system verification against the Record of Depositors of the EGM as at 1 June 2023, you will receive an email from Boardroom either approving or rejecting your registration for remote participation. If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom. Please note that the closing date and time to submit your request is by Tuesday, 6 June 2023 at 10.00 am.

ON THE DAY OF THE EGM

Step 4 Login to Virtual Meeting Platform	(Note: The quality of the connectivity to Virtual Meeting Portal for live web cast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users) <ul style="list-style-type: none">• The Virtual Meeting Platform will be opened for login one (1) hour before the commencement of the EGM.• The Meeting Platform can be accessed via one of the following methods:<ul style="list-style-type: none">√ Scan the QR Code provided in the email notification; or√ Navigate to the website at https://meeting.boardroomlimited.my.• Insert the Meeting ID No. and sign in with the user ID and password provided to you via the email notification in Step 3.
Step 5 Participate	(Note: Please follow the User Guides provided in the confirmation email above to view the live webcast, submit questions and vote) <ul style="list-style-type: none">• If you would like to view the live webcast, select the broadcast icon.• If you would like to ask a question during the EGM, select the messaging icon.• Type your message within the chat box, once completed click the send button.
Step 6 Voting	<ul style="list-style-type: none">• Once the EGM is opened for voting, the polling icon will appear with the resolutions and your voting choices until the Chairman declares the end of the voting session.• To vote, select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.• To change your vote, re-select another voting direction.• If you wish to cancel your vote, please press "Cancel".
Step 7 End of Participation	<ul style="list-style-type: none">• Upon the announcement by the Chairman on the closure of the EGM, the live webcast will end and the messaging window will be disabled.• You can now logout from the Meeting Platform.

GIFT POLICY

There will be no distribution of door gifts or vouchers for shareholders/proxies who participate at the EGM.

RECORDING/PHOTOGRAPHY

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

ENQUIRY

If you have any enquiries prior to the EGM or if you wish to request for technical assistance to participate in the virtual meeting, please contact Boardroom during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m.), details as follows:

Boardroom Share Registrars Sdn. Bhd.

Address : 11th Floor, Menara Symphony
No. 5 Jalan Professor Khoo Kay Kim Seksyen 13
46200 Petaling Jaya
Selangor Darul Ehsan
Malaysia

General Line : 603-7890 4700 (Helpdesk)

Fax Number : 603-7890 4670

Email : bsr.helpdesk@boardroomlimited.com