



Registration No. 200201007880 (575543-X)  
(Incorporated in Malaysia)

## **ADMINISTRATIVE GUIDE FOR THE TWENTY-FIRST ANNUAL GENERAL MEETING (“21<sup>ST</sup> AGM”)**

Day, Date and Time : Monday, 28 August 2023 at 10.00 a.m.

Meeting Venue : Online Meeting Platform provided by Tricor Investor & Issuing House Services Sdn Bhd (“**Tricor**”) in Malaysia

Meeting Platform : TIIH Online website at <https://tiih.online> or <https://tiih.com.my>

Domain registration : D1A282781  
number with MYNIC

### **MODE OF MEETING**

The 21<sup>st</sup> AGM of the Company will be conducted fully virtual through live streaming and online voting via Remote Participation and Voting (“**RPV**”) facilities via TIIH Online website at <https://tiih.online>. An online meeting platform used to conduct the meeting can be recognised as the meeting venue as required under Section 327(2) of the Companies Act 2016, provided that the online platform located in Malaysia and all meeting participants including the Chairman of the Meeting, board members, senior management and shareholders are to participate in the meeting online.

### **RPV FACILITIES**

Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “**participate**”) remotely at the 21<sup>st</sup> AGM using RPV facilities at <https://tiih.online>.

A shareholder who has appointed a proxy(ies) or attorney(s) or authorised representative(s) to participate at this 21<sup>st</sup> AGM via RPV must request his/her proxy(ies) or attorney(s) or authorised representative(s) to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.

Kindly refer to Procedures for RPV as set out below for the requirements and procedures.

### **PROCEDURES TO REMOTE PARTICIPATION AND VOTING VIA RPV FACILITIES**

Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 21<sup>st</sup> AGM using the RPV facilities:

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**BEFORE THE 21<sup>ST</sup> AGM**

	Procedure	Action
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services” by selecting the “Sign Up” button and followed by <b>“Create Account by Individual Holder”</b>. Refer to the tutorial guide posted on the homepage for assistance.</li> <li>Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li> <li>If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.</li> </ul>
(b)	Submit your request to attend 21 <sup>st</sup> AGM remotely	<ul style="list-style-type: none"> <li>Registration is open from Friday, 28 July 2023 until the day of 21<sup>st</sup> AGM on Monday, 28 August 2023.</li> <li>Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 21<sup>st</sup> AGM to ascertain their eligibility to participate in the 21<sup>st</sup> AGM using the RPV facilities.</li> <li>Login with your user ID (i.e. email address) and password and select the corporate event: <b>“(REGISTRATION) MINETECH RESOURCES BERHAD 21<sup>ST</sup> AGM”</b>.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select “Register for Remote Participation and Voting”</li> <li>Review your registration and proceed to register</li> <li>System will send an <b>e-mail to notify</b> that your registration for remote participation is received and will be verified.</li> <li>After verification of your registration against the General Meeting Record of Depositors as at 21 August 2023, the system will send you an <b>e-mail on 26 August 2023 to approve or reject</b> your registration for remote participation.</li> </ul> <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i></p>

**ON THE 21<sup>ST</sup> AGM DAY**

(a)	Login to TIIH Online	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the 21<sup>st</sup> AGM at any time from <b>9.00 a.m.</b> i.e. 1 hour before the commencement of the 21<sup>st</sup> AGM on <b>Monday, 28 August 2023 at 10.00 a.m.</b></li> </ul>
(b)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: <b>“(LIVE STREAM MEETING) MINETECH RESOURCES BERHAD 21<sup>ST</sup> AGM”</b> to engage in the proceedings of the 21<sup>st</sup> AGM remotely.</li> <li>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 participants during the AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</li> </ul>

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**ON THE 21<sup>ST</sup> AGM DAY (cont'd)**

(c)	Online Remote Voting	<ul style="list-style-type: none"><li>• Voting session commences from 10.00 a.m. on Monday, 28 August 2023 until a time when the Chairman announces the end of the session.</li><li>• Select the corporate event: <b>"(REMOTE VOTING) MINETECH RESOURCES BERHAD 21<sup>ST</sup> AGM"</b> or if you are on the live stream meeting page, you can select <b>"GO TO REMOTE VOTING PAGE"</b> button below the Query Box.</li><li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li><li>• Select the CDS account that represents your shareholdings.</li><li>• Indicate your votes for the resolutions that are tabled for voting.</li><li>• Confirm and submit your votes.</li></ul>
(d)	End of remote participation	<ul style="list-style-type: none"><li>• Upon the announcement by the Chairman on the closure of the 21<sup>st</sup> AGM, the Live Streaming will end.</li></ul>

**Note to users of the RPV facilities:**

1. Should your registration for the RPV facilities be approved, we will make available to you the right to join the live stream meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
2. 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 you use.
3. In the event you encounter any issues with logging-in, connection to the live stream meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

**Entitlement to Participate and Appointment of Proxy**

- Only members whose names appear on the Record of Depositors as at 21 August 2023 shall be eligible to participate, speak and vote at the 21<sup>st</sup> AGM or appoint a proxy(ies) and/or the Chairman of the Meeting to attend and vote on his/her behalf.
- If you are not able to participate in the 21<sup>st</sup> AGM remotely, you are encouraged to appoint the Chairman of the Meeting as your proxy and indicate the voting instruction in the Proxy Form.
- If you wish to participate in the AGM yourself, please do not submit any Proxy Form for the AGM. You will not be allowed to participate in the AGM together with a proxy appointed by you. If you have submitted your Proxy Form prior to the 21<sup>st</sup> AGM and subsequently decide to personally participate in the AGM, please write in to [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com) to revoke the earlier appointment of your proxy(ies) at least 48 hours before the commencement of the AGM. Upon revocation, your proxy(ies) will not be allowed to participate in the AGM. In such event, kindly advise your proxy(ies) accordingly.

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- Accordingly, Proxy Forms and/or documents relating to the appointment of proxy/corporate representative/attorney for the 21<sup>st</sup> AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Saturday, 26 August 2023 at 10.00 a.m.:-**

(i) In Hardcopy form:

By hand or post to 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, Wilayah Persekutuan Kuala Lumpur or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur.

(ii) By Electronic means:

The Proxy Form can also be electronically lodged via TIIH Online at <https://tiih.online>. The procedure to submit Proxy Form electronically are summarised below:-

Procedure	Action
<b>i. Steps for Individual Shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"><li>• Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Please refer to the tutorial guide posted on the homepage for assistance.</li><li>• If you are already a user with TIIH Online, you are not required to register again.</li></ul>
Proceed with submission of Proxy Form	<ul style="list-style-type: none"><li>• Login with your username (i.e. email address) and password.</li><li>• Select the corporate event: <b>“MINETECH RESOURCES BERHAD 21<sup>ST</sup> AGM - SUBMISSION OF PROXY FORM”</b>.</li><li>• Read and agree to the Terms and Conditions and confirm the Declaration.</li><li>• Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li><li>• Appoint your proxy/proxies and insert the required details of your proxy/proxies or appoint the Chairman as your proxy.</li><li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.</li><li>• Review and confirm your proxy(s) appointment.</li><li>• Print the Proxy Form for your record.</li></ul>

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Procedure	Action
<b>ii. Steps for corporate or institutional shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>▪ Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>▪ Under e-Services, the authorised or nominated representative of the corporate or institutional shareholder selects <b>“CREATE ACCOUNT BY REPRESENTATIVE OF CORPORATE HOLDER”</b>.</li> <li>▪ Complete the registration form and upload the required documents.</li> <li>▪ Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>▪ Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p>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 the persons stated under “ENQUIRY” section below if you need clarifications on the user registration.</p>
Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>▪ Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>▪ Select the corporate event: <b>“MINETECH RESOURCES BERHAD 21<sup>ST</sup> AGM - SUBMISSION OF PROXY FORM”</b></li> <li>▪ Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>▪ Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li> <li>▪ Prepare the file for the appointment of proxies by inserting the required data.</li> <li>▪ Login to TIIH Online, select corporate event: <b>“MINETECH RESOURCES BERHAD 21<sup>ST</sup> AGM - SUBMISSION OF PROXY FORM”</b>.</li> <li>▪ Proceed to upload the duly completed proxy appointment file.</li> <li>▪ Select “Submit” to complete your submission.</li> <li>• Print the confirmation report of your submission for your record.</li> </ul>

**PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS**

Shareholders may submit questions for the Board in advance of the 21<sup>st</sup> AGM via Tricor’s TIIH Online website at <https://tiih.online> by selecting “e-Services” to login, pose questions and submit electronically no later than **Saturday, 26 August 2023 at 10.00 a.m.** The Board will endeavor to answer the questions received at the 21<sup>st</sup> AGM.

**NO RECORDING OR PHOTOGRAPHY**

Strictly no recording or photography of the 21<sup>st</sup> AGM proceedings is allowed.

**MINETECH RESOURCES BERHAD**

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**NO DOOR GIFT/ VOUCHER**

There will be no distribution of door gift or voucher for the 21<sup>st</sup> AGM.

We thank you for your continuous support to the Company.

**ENQUIRY**

If you have any enquiry prior to the meeting, you may contact the following persons during office hours on Mondays to Fridays from 9:00 a.m. to 5:30 p.m. (except on public holidays):

<b>Tricor Investor &amp; Issuing House Services Sdn Bhd</b> <i>Registration No. 197101000970 (11324-H)</i> Unit 32-01, Level 32, Tower A Vertical Business Suite, Avenue 3, Bangsar South No. 8, Jalan Kerinchi 59200 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur.		<b>Telephone Number</b>
	General Line	603-2783 9299
	Ms Nur Qaisara Naaila	603-2783 9272 Nur.Qaisara.Naaila@my.tricorglobal.com
	Pn Nor Faeayzah	603-2783 9274 Nor.Faeayzah@my.tricorglobal.com
	Ms Nur Shafikah	603-2783 9293 nur.shafikah@my.tricorglobal.com
	Mr Ashvinder Singh	603-2783 7962 Ashvinder.singh@my.tricorglobal.com
	Fax Number	603-2783 9222
	General Email	is.enquiry@my.tricorglobal.com