



## ASIAN PAC HOLDINGS BERHAD

Company No. 191301000011 (129-T)  
(Incorporated in Malaysia)

### ADMINISTRATIVE GUIDE FOR THE 105<sup>TH</sup> ANNUAL GENERAL MEETING

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Day and Date	: Wednesday, 13 September 2023
Time	: 11.00 a.m.
Broadcast Venue	: 12 <sup>th</sup> Floor, Menara SMI, No. 6, Lorong P. Ramlee, 50250 Kuala Lumpur
Online Meeting Platform	: <a href="https://www.binamanagement.com.my">https://www.binamanagement.com.my</a> provided by Bina Management (M) Sdn Bhd in Malaysia (Domain registration number D1A401787) ("BINA Portal")

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#### A. Virtual 105<sup>th</sup> Annual General Meeting ("AGM" or "the Meeting")

1. The AGM of Asian Pac Holdings Berhad ("**the Company**") will be held FULLY VIRTUAL through live streaming and online remote voting using Remote Participation and Electronic Voting ("**RPEV**") facilities from the Broadcast Venue in accordance with the Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers and all its subsequent revisions issued by the Securities Commission Malaysia. In line with the Malaysian Code on Corporate Governance, the Company will continue leveraging on technology in conducting general meetings to ensure effective, transparent and regular communication with its shareholders.
2. The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairperson 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 Meeting.
3. Please note that it is your responsibility to ensure the stability of your internet connectivity throughout the Meeting as the quality of the live webcast and online remote voting are dependent on your internet bandwidth and stability of your internet connection.

#### B. Voting via RPEV facilities at the AGM

1. Shareholders/Proxies/Corporate Representatives are invited to participate in the AGM to exercise their right to attend, participate, speak (in the form of real-time submission of typed texts) and vote remotely at the AGM using the RPEV facilities which can be accessed via BINA Portal at <https://www.binamanagement.com.my>.
2. The RPEV facilities, using the Zoom Cloud Meetings App, will enable you to exercise your rights as a Shareholder of the Company to participate in (including pose questions to the Board) and vote at the AGM.
3. Proxies and Corporate Representatives who wish to use the RPEV facilities must ensure that the duly executed proxy forms or Certificates of Appointment (for Corporate Representatives) are submitted to the Company **not later than 11 September 2023 at 11.00 a.m.**

#### C. Entitlement to participate and vote

1. Only shareholder whose name appears on the General Meeting Record of Depositors on **5 September 2023** shall be entitled to attend, participate, pose questions via text and vote at the AGM or appoint a proxy(ies) to attend and/or vote on his/her behalf.

**D. Submission of Questions**

1. Shareholders may submit questions in advance relating to the agenda items of the AGM commencing from 6 September 2023 and in any event, no later than 10.30 a.m. on 13 September 2023 via the Q&A platform on the BINA Portal. Please log in with your user ID and password at BINA Portal and click “Q&A” button under “My Virtual Meeting”.
2. Shareholders may pose questions via real time submission of typed texts during the live streaming of the AGM using the Q&A platform in the RPEV facilities. If time is insufficient, their responses will be responded to the respective shareholders via email accordingly.

**E. Appointment of Proxy / Corporate Representative**

1. Shareholders who are unable to participate in the AGM, may appoint the Chairperson of the Meeting as your proxy, to attend and vote on your behalf at the AGM. Shareholders may submit their proxy forms with predetermined voting instructions for the Chairman to vote on their behalf.
2. Shareholders who appoint proxies to participate via RPEV facilities in the AGM, must ensure that the duly executed proxy forms or the Certificate of Appointment of Corporate Representative are deposited with the Poll Administrator via hardcopy or by electronic means in the following manner **not later than 11 September 2023 at 11.00 a.m.** (48 hours prior to the AGM): -

*(i) In Hardcopy Form*

*The Proxy Form shall be deposited at the Poll Administrator's office at **Bina Management (M) Sdn Bhd of Lot 10, The Highway Centre, Jalan 51/205, 46050 Petaling Jaya, Selangor**; OR*

*(ii) By Electronic Means*

- *The Proxy Form shall be electronically submitted **via email** at the Poll Administrator's email address at **binawin@binamg168.com**; OR*
  - ***via submission of E-Proxy Form** in BINA Portal at **https://www.binamanagement.com.my**. Please follow the steps as set out in the Administrative Guide under item 2 in Note H – “Submit E-Proxy Form”.*
3. For option (ii) above, the Company may request any member to deposit his/her original executed proxy form to its Poll Administrator's office at Bina Management (M) Sdn Bhd of Lot 10, The Highway Centre, Jalan 51/205, 46050 Petaling Jaya, Selangor before or on the day of AGM for verification purpose.

**F. Revocation of Proxy**

1. If you have submitted your proxy form and subsequently decide to appoint another person or wish to participate in the AGM by yourself, please write in to **binawin@binamg168.com** to revoke the earlier appointed proxy not later than **11 September 2023 at 11.00 a.m.**

**G. Poll Voting**

1. The voting at the AGM will be conducted by poll in accordance with Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Bina Management (M) Sdn Bhd as Poll Administrator to conduct the poll by way of online remote voting using the RPEV facilities, and Symphony Corporate Services Sdn Bhd as Scrutineers to verify the poll results.
2. You may proceed to cast your votes on each of the proposed resolutions to be tabled at the AGM as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of the poll. You are reminded to cast your votes before the poll is closed.

- For the AGM, e-Voting can be carried out using personal smart mobile phones, tablets, personal computers or laptops. The Scrutineers will verify the poll result reports upon closure of the poll session by the Chairperson. Thereafter, the Chairperson will announce and declare the results.

#### **H. Registration Procedure, Participation and E-Voting**

- Please note that the RPEV facilities are available to **(i) Individual Members; (ii) Corporate Shareholders; (iii) Authorised Nominees; and (iv) Exempt Authorised Nominees**. You can use the RPEV facilities to participate and vote remotely at the AGM. If you choose to participate in the AGM, 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.
- Please follow the steps below to register with BINA Portal and request for remote participation user ID and password.

<b>BEFORE THE AGM (from 31 July 2023 to 11 September 2023)</b>		
<b>Steps</b>	<b>Actions</b>	
1.	Register/Signup as Online User with BINA Portal  Note: <ul style="list-style-type: none"> <li>This is a ONE-TIME registration (for first-time registration only).</li> <li>If you have already signed up with BINA Portal, you are not required to register again.</li> <li>Proceed to Step 2 below once you are registered user.</li> <li>Should your registration to join the AGM be approved, we will make available to you the rights to join the livestreamed AGM and to vote remotely using the RPEV facilities. Your login to the BINA Portal on the day of the AGM will indicate your presence at the Meeting.</li> </ul>	<ul style="list-style-type: none"> <li>Access the BINA Portal at <a href="https://www.binamanagement.com.my">https://www.binamanagement.com.my</a></li> <li>Click &lt;&lt; <b>Register</b>&gt;&gt; followed by &lt;&lt;<b>Register New User</b>&gt;&gt; to register as a new user.</li> <li>Complete the registration with filling up all required information and upload a softcopy of your MyKad/Identification Card (front and back) or Passport in JPEG, PNG or PDF format. For Corporate Holder, please upload the authorisation letter (template available) for Corporate Holder.</li> <li>Please enter a valid mobile number, email address and password in order for you to receive the verification email from the BINA Portal.</li> <li>Read and agree to the terms and conditions, and thereafter Click &lt;&lt; <b>Submit</b>&gt;&gt; to submit your registration.</li> <li>Your registration will be verified and approved by the BINA Portal. Once approved, an email notification will be sent to you.</li> <li>IF YOU ARE ALREADY A USER OF THE BINA PORTAL, YOU ARE NOT REQUIRED TO REGISTER AGAIN. PLEASE USE THE SAME EMAIL AND PASSWORD TO LOG IN <a href="https://www.binamanagement.com.my">https://www.binamanagement.com.my</a></li> </ul>
2.	Submit E-Proxy Form  Note: <ul style="list-style-type: none"> <li>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 the proxy(ies) appointed by you</li> </ul>	<ul style="list-style-type: none"> <li>Login to BINA Portal at <a href="https://www.binamanagement.com.my">https://www.binamanagement.com.my</a> with your user ID (i.e. email address) and password.</li> <li>Click “<b>E-PROXY LODGEMENT</b>” and select “<b>ASIAN PAC HOLDINGS BERHAD</b>” for the submission of the E-Proxy Form.</li> <li>Appoint your proxy(ies) or the Chairman of the Meeting and complete the particulars of your proxy(ies) to vote on your behalf.</li> <li>Review and confirm your proxy(ies) appointment.</li> <li>Read and agree to the terms and conditions, and thereafter, submit your E-Proxy Form.</li> <li>An email notification will be sent to you to acknowledge your submission</li> </ul>
3.	Email Notification	<ul style="list-style-type: none"> <li>Upon system verification against the General Meeting Record of Depositors as at 5 September 2023, you will receive an email notification from BINA Portal. This email notification serves as a meeting invitation and entitles you to join and vote.</li> </ul>

ON THE DAY OF AGM (13 SEPTEMBER 2023)		
	Steps	Actions
1.	Login to BINA Portal at <a href="https://www.binamanagement.com.my">https://www.binamanagement.com.my</a>	<ul style="list-style-type: none"> <li>Log in with your user ID (i.e. email address) and password at any time from 10.30 a.m., i.e. 30 minutes before the commencement of the AGM.</li> <li>If you have forgotten your password, you can reset it by clicking on &lt;&lt;<b>Forget Password</b>&gt;&gt;</li> </ul>
2.	Participate through Livestreaming  Note: <ul style="list-style-type: none"> <li>The Chairman of the AGM, Board members and the Management will respond to all relevant questions. If time is insufficient, their responses will be responded to the respective shareholders via email accordingly.</li> <li>The connectivity to the Online Meeting Portal for the live webcast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity at the users' location.</li> </ul>	<ul style="list-style-type: none"> <li>Select &lt;&lt;<b>Virtual Meeting</b>&gt;&gt; under Main Menu.</li> <li>Click &lt;&lt;<b>Join Meeting</b>&gt;&gt; to join the AGM livestream.</li> <li>If you would like to ask a question during the AGM, please submit them using the Q&amp;A platform.</li> <li>If you are using your smartphone to participate, please download the <b>Zoom Cloud Meetings app</b> from Google Play Store or Apple App Store before the AGM.</li> </ul>
3.	Online Remote Voting	<ul style="list-style-type: none"> <li>Please select the &lt;&lt;<b>Voting</b>&gt;&gt; option next to &lt;&lt;<b>Join Meeting</b>&gt;&gt; to indicate your votes for the resolutions that are tabled for voting.</li> <li>The voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman.</li> <li>Please cast and submit your votes on the resolutions as they appear on screen. Once submitted, votes are final and cannot be changed.</li> <li>You can download the acknowledgement of your voting after you have submitted the votes.</li> </ul>
4.	End of remote Participation	<ul style="list-style-type: none"> <li>Upon the Chairperson's announcement on the closure of the AGM, the RPEV facilities will end and the Q&amp;A platform will be disabled.</li> </ul>

**I. No Recording or Photography**

- Unauthorised audio and video recordings and photography of the proceedings of the AGM are strictly prohibited.

**J. Door Gifts / Vouchers**

- There will be **NO** door gifts / vouchers for Shareholders/Proxies/Corporate Representatives who participate in the AGM.

**K. Enquiry**

1. If you have any enquiries on online registration and/or proxy lodgement, or if you wish to request for technical assistance in the virtual AGM, please contact our Poll Administrator, during office hours on Mondays to Fridays from 9.00 a.m. to 5.00 p.m. (except on public holidays):

**Bina Management (M) Sdn. Bhd.**

Tel No. : +603-7784 3922 / +6010-5265490  
Fax No. : +603-7784 1988  
Email : binawin@binamg168.com  
Contact person : Cik Nor Syahirah Binti Kamal Ibrahim

2. If you have any general enquiries on the AGM, please email your queries to [siewsiew.beh@asianpac.com.my](mailto:siewsiew.beh@asianpac.com.my) / [meiying.ooi@asianpac.com.my](mailto:meiying.ooi@asianpac.com.my)

***Personal data privacy***

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

- (i) *consents to the collection, use and disclose of the member's personal data by the Company (or its agents) for the purpose of processing and the administration by the Company (or its agents) of proxies and representatives appointed for the AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (including any adjournment thereof), and in order for the Company (or its agent) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the "Purposes");*
- (ii) *warrants that the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclose of the proxy(ies) and/or representative(s) personal data by the Company 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.*