

ADMINISTRATIVE GUIDE

ADMINISTRATIVE GUIDE FOR THE FORTY-FIFTH ANNUAL GENERAL MEETING ("45TH AGM" OR THE "MEETING")

The 45th AGM of the Company will be conducted on a virtual basis through live streaming from the broadcast venue, as below:

Virtual meeting platform	: https://meeting.boardroomlimited.my
Broadcast venue	: Boardroom, Suite A-11-1, Level 11, Hampshire Place Office, 157 Hampshire, No. 1, Jalan Mayang Sari, 50450 Kuala Lumpur
Day, Date and Time	: Friday, 27 October 2023 at 9:30 a.m.

1. Virtual Meeting

The Company will continue to leverage on technology to facilitate communication and engagement with shareholders by conducting the 45th AGM on virtual basis through live streaming and online voting via the Remote Participation and Electronic Voting ("RPEV") facilities 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. This is also in line with Practice 13.3 of the Malaysian Code on Corporate Governance 2021 which recommends that listed companies leverage on technology to facilitate remote shareholders' participation at general meetings.

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. Therefore, **NO SHAREHOLDERS/ PROXIES/ CORPORATE REPRESENTATIVES/ ATTORNEYS** shall be physically present nor admitted at the broadcast venue on the day of the Meeting.

Kindly ensure that you are connected to the internet at all times in order to participate in and/or vote at the Meeting. Therefore, it is your responsibility to ensure that connectivity for the duration of the Meeting is maintained. The quality of the live webcast as well as for electronic voting ("e-Voting") is dependent on the bandwidth and stability of the internet connection of the remote participants.

2. Entitlement to Participate and Vote

Only shareholders whose names appear in the Record of Depositors as at 19 October 2023 ("General Meeting Record of Depositors") shall be entitled to participate in and/or vote at the 45th AGM via RPEV facilities or appoint proxy(ies) or in case of a corporation to appoint corporate representative(s) to participate and/or vote on his/her/their behalf by returning the duly executed Form(s) of Proxy.

3. Form(s) of Proxy

If you are unable to attend and participate in the 45th AGM, you are encouraged to appoint a proxy or the Chairman of the 45th AGM as your proxy and indicate the voting instructions in the Form(s) of Proxy in accordance with the notes and instructions printed therein.

Please ensure that the ORIGINAL Form(s) of Proxy is/are deposited at the Company's registered office.

Alternatively, you may lodge your Form(s) of Proxy electronically through the Boardroom Smart Investor Portal ("BSIP") at <https://investor.boardroomlimited.com> (Kindly refer to item 7 below).

The Form(s) of Proxy must be received not less than forty-eight (48) hours before the time appointed for holding the 45th AGM i.e. latest by **Wednesday, 25 October 2023 at 9:30 a.m.**

4. Corporate Representative

For corporate shareholder who has appointed a representative(s) or attorney(s) to participate in the 45th AGM, please deposit the ORIGINAL Form(s) of Proxy, Certificate of Appointment or Power of Attorney, as the case may be, by hand or post to our registered office not later than **Wednesday, 25 October 2023 at 9:30 a.m.**

Upon verification against the General Meeting Record of Depositors, an email containing the username and password will be sent to the corporate representative(s) or attorney(s) by our Share Registrar. Please note that only one (1) user name will be provided to each corporate representative(s) or attorney(s).

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5. Revocation of Proxy

If you have submitted your Form(s) of Proxy prior to the 45th AGM and subsequently decide to appoint another person as your proxy(ies) or wish to participate in the 45th AGM yourself, please write in to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy(ies) not less than forty-eight (48) hours before the 45th AGM. Upon revocation, the proxy(ies) appointed by you previously will not be allowed to participate in the 45th AGM. In such event, you should notify your previous proxy(ies) accordingly.

6. Voting Procedure

Pursuant to Clause 82 of the Constitution of the Company and Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the 45th AGM will be conducted by poll. The Company has appointed our Share Registrar as the Poll Administrator to conduct the poll by way of e-Voting and Sky Corporate Services Sdn Bhd as the Independent Scrutineer to verify the results of the poll.

The e-Voting session will commence from the start of the 45th AGM at 9:30 a.m. on Friday, 27 October 2023 or such other time as announced by the Chairman and will continue until the time declared by the Chairman as the end of the e-Voting session.

7. Registration and procedure for Remote Participation and submission of eProxy Form

The RPEV facilities are available to (i) individual shareholders; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees. You shall use the RPEV facilities to participate and vote remotely at the 45th AGM. You will be able to view a live webcast of the Meeting, pose questions and submit your votes in real time whilst the Meeting is in progress.

Kindly follow the steps below to register your participation as a shareholder or appointed proxy(ies) for the 45th AGM:

PROCEDURE	
Before the day of the 45 th AGM	Steps
1. Register/Sign-up as Online User with BSIP (For first-time registration only)	<p>[Note: If you have previously registered/signed-up with BSIP, you are not required to register again. You may proceed to Step (2).]</p> <ol style="list-style-type: none">Access the website https://investor.boardroomlimited.com.Click <<Register>> to sign up as an online user.Please select the account type i.e. sign up as 'Individual Shareholder' or 'Corporate Holder'.Complete registration and upload softcopy of MyKad (front and back) or passport in JPEG, PNG or PDF format. For Corporate Holder, please upload the authorisation letter (template available) for Corporate Holder.Enter a valid mobile number and email address.You will receive an e-mail from our Share Registrar for e-mail address verification. Click 'Verify E-mail Address' from the e-mail received 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.Your registration will be verified and approved within one (1) business day and an email notification will be provided. You can login to BSIP with the email address and password provided during the registration to proceed with the next step.




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PROCEDURE	
Before the day of the 45 th AGM	Steps
<p>2. Submit request for remote participation</p> <p>Note: You must be a registered BSIP user. If not, return to Step (1)</p>	<p>The registration for RPEV facilities will be opened from Wednesday, 27 September 2023 until Wednesday, 25 October 2023, upon the commencement of the e-Voting session to be announced by the Chairman of the 45th AGM.</p> <p>The instrument appointing a proxy must be received latest by Wednesday, 25 October 2023 at 9:30 a.m.</p> <p>For Individual Shareholders</p> <ol style="list-style-type: none"> Log in to https://investor.boardroomlimited.com Click 'Meeting Event(s)' and select from the list of companies - 'C.I. HOLDINGS BERHAD 45th ANNUAL GENERAL MEETING' and click 'Enter' To attend the virtual 45th AGM remotely <ul style="list-style-type: none"> Click 'Register for RPEV' Read and accept the general terms and conditions and enter your CDS account no. to submit your request To appoint proxy(ies) <ul style="list-style-type: none"> Click 'Submit eProxy Form' For Corporate Shareholders, select the company you would like to represent (if represent more than one company) Read and accept the general terms and conditions and enter your CDS account no. Then, insert your proxy(ies) details and voting instructions. If you wish your proxy(ies) to act upon his/her discretion, please indicate "Discretionary" <p>For Corporate Shareholders, Authorised Nominees and Exempt Authorised Nominees</p> <ol style="list-style-type: none"> 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 Form(s) of Proxy or Power of Attorney (as the case may be). Provide a copy of Corporate Representative's MyKad (front and back) or passport in JPEG, PNG or PDF format and his/her valid mobile number and email address.
3. Verification and email notification	<p>For Individual Shareholders, Corporate Shareholders, Authorised Nominees/ Exempt Authorised Nominees and Attorneys</p> <ol style="list-style-type: none"> An email notification will be sent by our Share Registrar to notify that your request for remote participation has been received for system verification. Upon verification against the General Meeting Record of Depositors, you will receive an email from our Share Registrar on the day prior to the 45th AGM, i.e. Thursday, 26 October 2023 either approving or rejecting your request for remote participation. If your registration is approved, the said email will provide the Meeting ID, username and password for the 45th AGM.

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PROCEDURE	
On the day of the 45 th AGM	Steps
4. Log in	<ol style="list-style-type: none"> The RPEV facilities will be accessible for log in on Friday, 27 October 2023 at 8:30 a.m., i.e. one (1) hour before the commencement of the 45th AGM. Click the link provided in the email in Step (3)c to join the 45th AGM. Insert the Meeting ID and sign in with the username and password provided to you via the same email.
5. Participate	<ol style="list-style-type: none"> Please follow the user guides in the email to view the live webcast, submit question(s) and vote. To view the live webcast, select the broadcast  icon To ask a question during the 45th AGM, select the messaging  icon. Type your questions in the chat box and click the send button to submit. <p>Note:</p> <ol style="list-style-type: none"> Questions submitted online will be moderated before being sent to the Chairman of the 45th AGM to avoid repetition. All relevant questions and messages will be presented with the full name of the participant raising the question(s).
6. Vote	<ol style="list-style-type: none"> Once voting has commenced, the polling  icon will appear with the resolutions and voting choices until such time that the Chairman declares the end of the voting session. To vote, select your voting preference from the options provided. A confirmation message will appear to indicate that your vote has been received. To change your vote, re-select your voting preference. If you wish to cancel your vote, please press 'Cancel'.
7. End	<ol style="list-style-type: none"> After closing of the voting session, the Chairman will wait for polling results to be furnished by the Independent Scrutineers and thereafter inform the shareholders/participants whether the resolutions are carried. Upon the announcement by the Chairman on the closure of the 45th AGM, the live webcast will end.

8. Submission of question(s)

Prior to the 45th AGM

Submit question(s) in relation to the agenda items of the 45th AGM by logging in to the BSIP at <https://investor.boardroomlimited.com> using the same user ID and password provided in Step 1 latest by Wednesday, 25 October 2023 at 9:30 a.m. Click **'Submit Questions'** after selecting **"C.I. HOLDINGS BERHAD 45TH ANNUAL GENERAL MEETING"** from **'Event(s) Meeting'**;

During the 45th AGM

Shareholders may also submit question(s) via the chat box at any time during the live streaming of the 45th AGM at <https://meeting.boardroomlimited.my> until such time as the Chairman decides.

The Chairman/Board/Management will endeavor to provide responses to the questions submitted/posed prior to/during the 45th AGM session. However, if the responses could not be provided during the 45th AGM due to time constraints, they will be recorded in the minutes of the 45th AGM of the Company which will be published on the Company's website at www.cih.com.my.

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9. Gift Policy

There will be **NO DISTRIBUTION** of door gifts or e-vouchers for shareholders/proxies who participate in the Meeting.

10. No Recording or Photography

No recording or photography of the live streaming of the 45th AGM proceedings is allowed without the prior written permission of the Company.

11. Enquiries relating to the Meeting

If you have any enquiries prior to the 45th AGM, please contact our Share Registrar during office hours from Monday to Friday (8:30 a.m. to 5:30 p.m.) (except weekend and public holidays) as set out below:

Boardroom Share Registrars Sdn Bhd

Address	:	11 th Floor, Menara Symphony, No. 5, Jalan Prof. 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