

Administrative Guide

PLENITUDE BERHAD

Registration No. 200001028479 (531086-T)

(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR SHAREHOLDERS ATTENDING THE 23rd ANNUAL GENERAL MEETING (“23rd AGM”) OF PLENITUDE BERHAD (THE “COMPANY”)

Date	Time	Online Meeting Platform	Broadcast Venue
Thursday, 9 November 2023	10.00 a.m.	www.swsb.com.my	Boardroom, No. 2 nd Floor, No. 2, Jalan Sri Hartamas 8, Sri Hartamas, 50480 Kuala Lumpur, Wilayah Persekutuan (KL)

MODE OF MEETING

Shareholders of the Company (“**Shareholders**” or “**Members**”) are **NOT REQUIRED** to be physically present **NOR ADMITTED** at the Broadcast Venue on the day of the 23rd AGM.

Members whose names appear on the General Meeting Record of Depositors on 2 November 2023 shall be eligible to participate in the 23rd AGM remotely by using the Remote Participation and Voting (“**RPV**”) Facilities as per the details set out below.

RPV

The 23rd AGM will be conducted entirely through live streaming and online remote voting. Members are encouraged to participate in the 23rd AGM by using the RPV Facilities. With the RPV Facilities, Member may exercise their rights to participate (including to pose any questions to the Board of Directors (“**Board**”) and the Management of the Company and vote at the 23rd AGM.

Individual Members are strongly encouraged to take advantage of RPV Facilities to participate and vote remotely at the 23rd AGM.

If an Individual Member is unable to participate the 23rd AGM, he/she is encouraged to appoint proxy(ies) or the Chairman of the Meeting to participate on his/her behalf and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

Corporate Members (through Corporate Representatives or appointed proxy(ies)) are also strongly advised to participate and vote remotely at the 23rd AGM using the RPV Facilities. Corporate Members who wish to participate and vote remotely at the 23rd AGM, shall contact the Poll Administrator, ShareWorks Sdn. Bhd. according to the details set out below and you are required to provide the following documents to the Company no later than **10.00 a.m., Tuesday, 7 November 2023**:

- Certificate of Appointment of Corporate Representative or Form of Proxy under the Seal of the Corporation;
- Copy of the Corporate Representative's or Proxy(ies) MyKad (front and back) / Passport; and
- Corporate Representative's or Proxy(ies) email address and mobile phone number.

If a Corporate Member (through Corporate Representative(s) or appointed Proxy(ies)) is unable to participate in the 23rd AGM, the Corporate Member is encouraged to appoint the Chairman of the Meeting as its proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

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In respect of **Members who** is an **Authorised Nominee and Exempt Authorised Nominee (“Nominee Company”)**, the beneficial owners of the shares under a Nominee Company’s CDS account are also strongly advised to participate and vote remotely at the 23rd AGM using RPV Facilities. Beneficial owners who wish to participate and vote remotely at the 23rd AGM can request its Nominee Company to appoint him/her as a proxy to participate and vote remotely at the 23rd AGM. A Nominee Company shall contact the Poll Administrator, ShareWorks Sdn. Bhd., according to the details set out below and are required to provide the following documents to the Company no later than **10.00 a.m., Tuesday, 7 November 2023**:

- i. Form of Proxy under the Seal of the Nominee Company;
- ii. Copy of the Proxy’s MyKad (front and back) / Passport; and
- iii. Proxy’s email address and mobile phone number.

If a beneficial owner is unable to participate in the 23rd AGM, it is encouraged to request its Nominee Company to appoint the Chairman of the Meeting as its proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

The procedures for the RPV Facilities in respect of the live streaming and remote voting at the 23rd AGM are as follows:

Procedures		Action
Before the AGM		
(i)	Register as a user	<ul style="list-style-type: none"> • If you have already registered an account at the website, you are not required to register again. • Access website www.swsb.com.my • Click “Login” and click “Register” to sign up as a user. The registration will open from 10.00 a.m. on 10 October 2023 and close at 10.00 a.m. on 8 November 2023. • Complete the registration process and upload softcopy of MyKAD (front and back) or Passport for foreign shareholders. • Read and agree to the terms & conditions and thereafter submit your request. • Upon submission, kindly login to the valid email address and verify your user ID within one (1) hour. • Upon verification of the user ID, ShareWorks Sdn. Bhd. will send an email notification to approve you as a user. • After verification of your registration against the General Meeting Record of Depositors of the Company as at 2 November 2023, the system will send you an email to notify you if your registration is approved or rejected after 3 November 2023. • If your registration is rejected, you can contact ShareWorks Sdn. Bhd. or the Company for clarification or to appeal.

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Procedures		Action
On the day of AGM		
(ii)	Login to www.swsb.com.my	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the AGM at any time from 9.30 a.m. (30 minutes before the commencement of the AGM on Thursday, 9 November 2023 at 10.00 a.m.)
(iii)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the “Virtual Meeting” from main menu. Click the “Join Meeting” located next to the event. You are required to provide your full name as per CDS records and your user registered email address. Kindly click the video link and insert the password provided to you in your email notification in order to join the live video streaming. If you have question(s) for the Chairman/Board, you may use the Q&A platform to transmit your question(s). The Chairman/Board will try to respond to all questions submitted by remote participants during the AGM. If time is a constraint, the responses will be emailed to you at the earliest possible time after the meeting has ended. Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at the location of the remote participants.
(iv)	Online remote voting	<ul style="list-style-type: none"> Select “Voting” located next to the “Join Meeting” and indicate your votes for the resolutions that are tabled for voting. Voting session will commence once the Chairman of the Meeting declare that the voting platform is activated and will announce the completion of the voting session of the AGM. Cast your vote on all resolutions as they appear on the screen and submit your votes. Once submitted, your votes will be final and cannot be changed.
(v)	End of RPV Facility	<ul style="list-style-type: none"> The RPV Facility will end and the Messaging window will be disabled the moment the Chairman of the Meeting announces the closure of the AGM.

APPOINTMENT OF PROXY

Members, who appoint proxy(ies) to participate via RPV Facilities in the 23rd AGM, shall deposit the completed duly executed Forms of Proxy at Registered Office of Company at 2nd Floor, No. 2, Jalan Sri Hartamas 8, Sri Hartamas, 50480 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia or email to ir@shareworks.com.my, no later than **10.00 a.m., Tuesday, 7 November 2023**.

Please note that if an Individual Member who has submitted his/her Form of Proxy prior to the 23rd AGM and subsequently decides to personally participate in the Meeting via RPV Facilities, the Individual Member shall inform ShareWorks Sdn. Bhd. using the contact details set out below to revoke the appointment of his/her proxy(ies) no later than **10.00 a.m., Tuesday, 7 November 2023**.

POLL VOTING

The voting at the 23rd AGM will be conducted entirely by poll in accordance with Paragraph 8.29A(1) of the MAIN Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed ShareWorks Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic means and SharePolls Sdn. Bhd. as Scrutineers to verify the poll results.

The Scrutineers will verify the poll results and the Chairman will declare whether the resolution is duly passed or otherwise.

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NO RECORDING OR PHOTOGRAPHY

Strictly **NO recording or photography** of the proceedings of the 23rd AGM is allowed.

NO BREAKFAST/LUNCH PACKS, DOOR GIFTS OR FOOD VOUCHERS

There will be **NO** distribution of breakfast / lunch packs, door gifts or food vouchers to the Members or Proxy(ies) who participate in the 23rd AGM.

Enquiry

If you have any enquiry prior to the virtual meeting, please contact Ms. Maria/ Mr. Kou during office hours from 9.00 a.m. to 5.00 p.m. on Mondays to Fridays (except public holidays) at:

ShareWorks Sdn. Bhd.

No. 2-1, Jalan Sri Hartamas 8
Sri Hartamas
50480 Kuala Lumpur
Wilayah Persekutuan (KL)

Telephone Number : 03-6201 1120

Fax Number : 03-6201 3121

Email : ir@shareworks.com.my

Pre-Meeting submission of questions to the Board

To administer the proceedings of the AGM in an orderly manner, the shareholders may before the AGM, submit questions to the Board to adm@plenitude.com.my **no later than 10.00 a.m., Tuesday, 7 November 2023**. The Board will endeavour to address the questions received at the AGM.