

GADANG HOLDINGS BERHAD

Registration No. 199301023376 (278114-K)

ADMINISTRATIVE GUIDE FOR THE 30TH ANNUAL GENERAL MEETING (“30TH AGM”)

Day & Date	: Wednesday, 8 November 2023
Time	: 10.00 a.m.
Online Meeting Platform	: TIIH Online website at https://tiih.online provided by Tricor Investor & Issuing House Services Sdn Bhd (“ Tricor ”)

FULLY VIRTUAL MEETING

1. Gadang Holdings Berhad (“Gadang” or “Company”) continues to leverage technology to facilitate communications with its shareholders by allowing easier and more efficient access for them to attend the 30th AGM virtually through live streaming and Remote Participation and Electronic Voting (“RPV”) facilities. The conduct of the virtual 30th AGM is in line with the Guidance Note and FAQs on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 7 April 2022.
2. In addition, in line with Guidance Note 13.3 of the Malaysian Code on Corporate Governance, by conducting a virtual general meeting, this would promote greater shareholder participation as it facilitates electronic voting and shareholders to exercise their voting rights without being physically present at the general meeting.
3. You may exercise your right as a shareholder of the Company to attend, participate (including pose questions to the Board/Management of the Company) and vote at the 30th AGM remotely by using the RPV facilities. Alternatively, you may also appoint the Chairman of the meeting as your proxy to attend and vote on your behalf at the 30th AGM.
4. The meeting platform is strictly for the purpose of complying with Section 327(2) of the Companies Act, 2016. Shareholders WILL NOT BE ALLOWED to attend the 30th AGM in person on the day of the 30th AGM.

REMOTE PARTICIPATION AND VOTING (“RPV”) FACILITIES

- The RPV facilities are available on Tricor’s **TIIH Online** website at <https://tiih.online>.
- Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “**participate**”) remotely at the 30th AGM using RPV facilities provided by Tricor.
- Kindly refer to Procedures for RPV as set out below for the requirements and procedures.

PROCEDURES FOR RPV

- Please read and follow the procedures below to engage in remote participation through live streaming and online remote voting at the 30th AGM using the RPV facilities:

	Procedure	Action
BEFORE THE 30TH AGM DAY		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> Using your computer, access the website at https://tiih.online. Register as a user under the “e-Services” and select “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance. Registration as a user will be approved within one (1) working day and you will be notified via email. If you are already a user of 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.
(b)	Submit your request to attend the 30 th AGM remotely	<ul style="list-style-type: none"> Registration is open from 10.00 a.m. on Tuesday, 26 September 2023 until the date of the 30TH AGM on Wednesday, 8 November 2023. Shareholders or proxies or corporate representatives or attorneys are required to pre-register their attendance for the 30th AGM to ascertain their eligibility to participate in the 30th AGM using the RPV. Login with your user ID and password and select the corporate event: “(Registration) GADANG HOLDINGS BERHAD 30TH AGM”. Read and agree to the Terms & Conditions and confirm the Declaration. Select “Register for Remote Participation and Voting”. Review your registration and proceed to register. System will send an e-mail to notify that your registration for remote participation is received and will be verified. After verification of your registration against the Record of Depositors as at 1 November 2023, the system will send you an e-mail after 6 November 2023 to approve or reject your registration for remote participation. <p><i>(Note: Please ensure to allow sufficient time required for the approval as a new user of TIIH Online as well as the registration for RPV in order for you to login to TIIH Online and to participate in the AGM remotely).</i></p>
ON THE DAY OF THE 30TH AGM (WEDNESDAY, 8 NOVEMBER 2023)		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> Login with your user ID and password for remote participation at the 30th AGM at any time from 9.00 a.m. i.e. one (1) hour before the commencement of the 30th AGM at 10.00 a.m. on Wednesday, 8 November 2023.
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) GADANG HOLDINGS BERHAD 30TH AGM” to engage in the proceedings of the 30th AGM remotely. <p>If you have any questions for the Chairman and/or the Board, you may use the query box to transmit your question. The Chairman and/or the Board will try to respond to questions submitted by remote participants during the 30th AGM. If there is a time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</p>

	Procedure	Action
(e)	Online Remote Voting	<ul style="list-style-type: none"> Voting session commences from 10.00 a.m. on Wednesday, 8 November 2023 until a time when the Chairman announces the end of the session. Select the corporate event: “(REMOTE VOTING) GADANG HOLDINGS BERHAD 30TH AGM” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box. Read and agree to the Terms & Conditions and confirm the Declaration. Select the CDS account that represents your shareholdings. Indicate your votes for the resolutions that are tabled for voting. Confirm and submit your votes.
(f)	End of remote participation	<ul style="list-style-type: none"> Upon the announcement by the Chairman on the conclusion of the 30th AGM, the live streaming will end.

Note to users of the RPV facilities:

- Should your registration for RPV be approved, we will make available to you the rights to join the live stream meeting and vote remotely. Your login to TIIH Online on the day of the meeting will indicate your presence at the virtual meeting.
- 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.
- In the event you encounter any issues with logging in, connecting to the live stream meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to 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 **1 November 2023** shall be eligible to attend, speak and vote at the 30th AGM or appoint proxy(ies) and/or the Chairman of the Meeting to attend and vote on their behalf.
- In view that the 30th AGM will be conducted on a fully virtual basis, a member can appoint the Chairman of the Meeting as his/her proxy and indicate the voting instruction in the Proxy Form.
- If you wish to participate in the 30th AGM yourself, please do not submit any Proxy Form for the 30th AGM. You will not be allowed to participate in the 30th AGM together with the proxy appointed by you.
- Accordingly, Proxy Forms and/or documents relating to the appointment of proxy/corporate representative/attorney for the 30th AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner before **Monday, 6 November 2023 at 10.00 a.m.**:
 - In Hardcopy form:
By hand or post to the office of the Share Registrar, Tricor at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 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 not less than forty-eight (48) hours before the time appointed for holding the 30th AGM or any adjournment thereof, otherwise the Proxy Form shall not be treated as valid.
 - By Electronic form:
All shareholders can have the option to submit Proxy Forms electronically via TIIH Online and the steps to submit are summarised below:

PROCEDURES FOR ELECTRONIC SUBMISSION OF FORM OF PROXY

	Procedure	Action
i. Steps for Individual Shareholders		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> Using your computer, please access the website at https://tiih.online. Register as a user under the “e-Services”. Please refer to the tutorial guide posted on the homepage for assistance. If you are already a user of TIIH Online, you are not required to register again.
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> After the release of the Notice of Meeting by the Company, login with your username (i.e. email address) and password. Select the corporate event: GADANG HOLDINGS BERHAD 30TH AGM - “Submission of Proxy Form”. Read and agree to the Terms & Conditions and confirm the Declaration. Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf. Appoint your proxy(s) and insert the required details of your proxy(s) or appoint the Chairman as your proxy. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes. Review and confirm your proxy(s) appointment. Print the Proxy Form for your record.
ii. Steps for corporation or institutional shareholders		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> Access TIIH Online at https://tiih.online. Under the “e-Services”, the authorised or nominated representative of the corporation or institutional shareholder selects “Create Account by Representative of Corporate Holder”. Complete the registration form and upload the required documents. Registration will be verified, and you will be notified by email within one (1) to two (2) working days. Proceed to activate your account with the temporary password given in the email and re-set your own password. <p><i>(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 our Share Registrar if you need clarifications on the user registration.)</i></p>
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> Login to TIIH Online at https://tiih.online. Select the corporate exercise name: “GADANG HOLDINGS BERHAD 30TH AGM - “Submission of Proxy Form”. Agree to the Terms & Conditions and Declaration. Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note as provided. Prepare the file for the appointment of proxies by inserting the required data. Proceed to upload the duly completed proxy appointment file. Select “Submit” to complete your submission. Print the confirmation report of your submission for your record.

POLL VOTING

- The voting at the 30th AGM will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting).
- Shareholders/proxies/corporate representatives/attorneys can proceed to vote on the resolutions at any time from **10.00 a.m. on Wednesday, 8 November 2023** but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to “Procedures to Remote Participation and Voting via RPV Facilities” provided above for guidance on how to vote remotely via TIIH Online.
- Upon completion of the voting session for the 30th AGM, the Scrutineers will verify the poll results followed by the Chairman’s declaration of whether the resolutions are duly passed.

PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS

The Board of Directors (“**Board**”) recognises that the 30th AGM is a valuable opportunity for the Board to engage with shareholders. In order to enhance the efficiency of the proceedings of the 30th AGM, shareholders may in advance, before the 30th AGM, submit questions to the Board via Tricor’s TIIH Online website at <https://tiih.online>, by selecting “e-Services” to login, pose your questions and submit it electronically no later than **Monday, 6 November 2023**. The Board will endeavor to address the questions received at the 30th AGM.

NO DOOR GIFTS/FOOD VOUCHERS

There will be no distribution of door gifts or food vouchers for members/proxies who participate in the 30th AGM.

NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are strictly prohibited at the 30th AGM.

ENQUIRY

If you have any enquiries on the above, please contact the Share Registrar of the Company during office hours from 9.00 a.m. to 5.30 p.m. (Monday to Friday, except public holidays):

Tricor Investor & Issuing House Services Sdn Bhd Unit 32-01, Level 32, Tower A Vertical Business Suite, Avenue 3, Bangsar South No. 8, Jalan Kerinchi 59200 Kuala Lumpur		General Line:	+603-2783 9299
		Fax Number:	+603-2783 9222
		Email :	is.enquiry@my.tricorglobal.com
Contact persons:			
Ms. Lim Lay Kiow	Tel: +603-2783 9232	Email:	lay.kiow.lim@my.tricorglobal.com
Pn. Zakiah Binti Wardi	Tel: +603-2783 9287	Email:	zakiah@my.tricorglobal.com
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