



SMTRACK BERHAD

Registration No.: 200401000918 (639421-X)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE

**IN RESPECT OF THE SEVENTEENTH ANNUAL GENERAL MEETING (“17TH AGM”)
TO BE HELD VIA AN ONLINE PLATFORM**

DATE: Wednesday, 27 December 2023	TIME: 11.00 a.m.	BROADCAST VENUE: Fully virtual via an Online Meeting Platform at http://bit.ly/45SURQb provided by Acclime Corporate Services Sdn. Bhd. in Malaysia
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GENERAL MEETING RECORD OF DEPOSITORS

1. In respect of deposited securities, only members whose names appear on the Record of Depositors on 19 December 2023 (General Meeting Record of Depositors) shall be eligible to attend, speak and vote at the 17th AGM or appoint proxy(ies) to attend and/or vote on his(her) behalf.

PROXY

2. A member entitled to participate and vote remotely at the 17th AGM using the Virtual Meeting Facilities is entitled to appoint proxy/proxies, to participate and vote instead of him. If you are unable to attend the meeting and wish to appoint a proxy to vote on your behalf, please submit your Form of Proxy in accordance with the notes and instructions set out hereunder.
3. Alternatively, if a shareholder is unable to attend the Annual General Meeting via Virtual Meeting Facilities on 27 December 2023, he/she can appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Form of Proxy.
4. The instrument appointing a proxy must be deposited at the Registered Office of the Company at Level 5, Tower 8, Avenue 5, Horizon 2, Bangsar South City, 59200 Kuala Lumpur, not less than twenty-four (24) hours before the time appointed for the taking of poll at the meeting or adjourned meeting, not later than **Tuesday, 26 December 2023 at 11.00 a.m.**

POLL VOTING

5. The voting at the 17th AGM will be conducted by poll in accordance with Clause 75 of the Company's Constitution. The Company has appointed ACCLIME CORPORATE SERVICES SDN BHD as Poll Administrator to conduct the poll by way of online voting.
6. Shareholders can proceed to vote on the resolutions and submit your votes at any time from the commencement of the 17th AGM at 11.00 a.m. and before the end of the voting session which will be announced by the Chairman of the meeting. The Online Voting link will be displayed in the Chat Box upon the commencement of the meeting. The QR Code for the Online Voting will also display on the screen upon the commencement of the voting session. Upon completion of the voting session for the 17th AGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are duly passed.



VIRTUAL MEETING FACILITIES

7. We would like to invite the Shareholders to participate and vote remotely at the 17th AGM using the Virtual Meeting Facilities. Please refer to item 10 on the registration link.
8. For Corporate Shareholders, please register yourself via the Registration Link provided below to provide the following documents to Acclime Corporate Services Sdn Bhd not later than **Tuesday, 26 December 2023 at 11.00 a.m.**

- (a) Original certificate of appointment of its Corporate Representative under the seal of the corporation; and
- (b) Corporate Representative's e-mail address and hand-phone number.

Upon receipt of such documents, Acclime Corporate Services Sdn Bhd will liaise with yourselves on the participation link.

9. For the beneficiary of the shares under a Nominee Company's CDS account who wishes to use the Virtual Meeting Facility at the 17th AGM may request its Nominee Company to appoint him/her as proxy to participate and vote remotely at the 17th AGM via the Virtual Meeting Facilities, please submit the duly executed Form of Proxy to Acclime Corporate Services Sdn Bhd not later than **Tuesday, 26 December 2023 at 11.00 a.m.** and register yourself via the Registration Link below.
10. Please follow the following steps to be taken for participating and voting via the Virtual Meeting Facilities:

	BEFORE THE AGM	
(a)	REGISTRATION	<ul style="list-style-type: none"> You may register yourself as Shareholder / Proxy / Corporate Representative / Beneficiary Owner of an Exempt Nominee by scanning the QR Code below or via http://bit.ly/45SURQb for verification of attendance purpose. 
(b)	CONFIRMATION OF ATTENDANCE	<ul style="list-style-type: none"> Upon verification, the participation link will be sent to you via email.
(c)	SUBMISSION OF QUESTIONS	<ul style="list-style-type: none"> You may submit any questions online by scanning the QR Code below or via https://forms.office.com/r/2KQjkbvaaX and to submit your questions accordingly: 

	ON THE AGM DAY	
(d)	PARTICIPATION	<ul style="list-style-type: none"> To participate in the meeting, click on the participation link which was provided to you via email, at least 15 minutes before the commencement of meeting at 11.00 a.m. on 27 December 2023. If you have any questions to be raised during the meeting, you may submit it by using the Q&A box. The Chairman/Board of Directors will address the questions submitted prior or during the meeting accordingly.
(e)	ONLINE VOTING	<ul style="list-style-type: none"> Upon the commencement of the meeting, the link to the online voting will be displayed in the Chat Box of the Virtual Meeting Room. Members or proxies may commence voting from 11.00 a.m. on 27 December 2023 until such time when the Chairman announces the closing of the voting session. After the counting of votes, the Chairman will announce the poll results.
(f)	CLOSURE	The 17 th AGM will be closed upon the announcement by the Chairman.

NO DOOR GIFT

There will be no distribution of door gifts for the participation of the AGM.

NO RECORDING OR PHOTOGRAPHY

Unauthorised recording and photography are strictly prohibited at the AGM.

ENQUIRY

If you have any enquiry or require any assistance before or during the AGM, please contact the following during office hours from 9.00 a.m. to 5.00 p.m. (Mondays to Fridays).

ACCLIME CORPORATE SERVICES SDN BHD

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Fax : 603-2280 6399

Email : virtualsupport@acclime.com

Contact Person: Acclime Virtual Meeting Administrator

Kindly check the Company's announcement to Bursa Malaysia Securities Berhad for the latest updates on the arrangement of the 17th AGM.