

# ADMINISTRATIVE GUIDE

## AGM2023

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**MALTON BERHAD**  
 [Registration No: 199401035205 (320888-T)]  
 (Incorporated in Malaysia)

### ADMINISTRATIVE GUIDE FOR 28<sup>TH</sup> ANNUAL GENERAL MEETING ("28<sup>TH</sup> AGM") OF MALTON BERHAD ("MALTON" OR "COMPANY")

Date	: 22 November 2023 (Wednesday)
Time	: 10.00 a.m.
Meeting Platform	: <a href="http://www.swsb.com.my">www.swsb.com.my</a>
Broadcast Venue	: Level 19, Pavilion Tower, 75, Jalan Raja Chulan, 50200 Kuala Lumpur Wilayah Persekutuan Kuala Lumpur, Malaysia

#### MODE OF MEETING

- The 28<sup>th</sup> AGM of the Company ("28<sup>th</sup> AGM") will be held and conducted on a virtual basis through live streaming and online remote participation and voting ("RPV").
- Please note that it is your responsibility to ensure the stability of your internet connectivity throughout the 28<sup>th</sup> AGM as the quality of the live webcast and online remote voting are dependent on your internet bandwidth and stability of your internet connection.
- The Broadcast Venue of the 28<sup>th</sup> AGM is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which requires the Chairman of the 28<sup>th</sup> AGM to be present at the main venue of the 28<sup>th</sup> AGM.
- NO Members or Proxy(ies)/Corporate Representative(ies)/Attorney(s) from the public shall be physically present at the Broadcast Venue on the day of the 28<sup>th</sup> AGM.
- All Members of the Company, whether Individual Members, Corporate Members, Proxy Holders, Authorised Nominees or Exempt Authorised Nominees who wish to attend the 28<sup>th</sup> AGM will have to register to attend, participate and vote remotely by using the RPV Facility, the details of which are set out below.
- Kindly check the latest updates via announcements on Bursa Malaysia Berhad's website at [www.bursamalaysia.com](http://www.bursamalaysia.com).

#### **RPV FACILITY**

1. Should you wish to attend the 28<sup>th</sup> AGM, you are required to register yourself by using the RPV Facility in accordance with the instructions as set out under paragraph 5 below.

With the RPV Facility, you may exercise your rights as a Member to attend, participate (including to pose questions in the form of real-time submission of typed texts) to the Board of the Company) and vote remotely at the 28<sup>th</sup> AGM.

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### **RPV FACILITY**

2. **Individual Members** are strongly encouraged to take advantage of the RPV Facility to attend, participate and vote remotely at the 28<sup>th</sup> AGM. Please refer to the details as set out under RPV Facility for information. If an Individual Member is unable to participate in the online 28<sup>th</sup> AGM, he/she is encouraged to appoint the Chairperson of the 28<sup>th</sup> AGM as his/her proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.
3. **Corporate Members** (through Corporate Representative(s) or appointed proxy(ies)) who wish to participate and vote remotely at the 28<sup>th</sup> AGM must contact the poll administrator, **ShareWorks Sdn Bhd** ("**ShareWorks**") with the details set out below for assistance and will be required to provide the following documents to the Company **no later than 20 November 2023 at 10.00 a.m.:**
  - a. Certificate of Appointment of its Corporate Representative or Form of Proxy under the seal of the corporation or signed by its attorneys or in accordance with the provision of its constitution or by an authorised officer duly authorised on behalf of the corporation. If the Form of Proxy is not executed under the seal of the corporation, please attach a copy of that corporation's constitution for verification;
  - b. Copy of the Corporate Representative's or proxy's identity card (MyKad) (front and back)/ Passport; and
  - c. Corporate Representative's or proxy's email address and mobile phone number.

The Corporate Members are encouraged to appoint the Chairman of the 28<sup>th</sup> AGM as their proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.

4. **Nominee Company Members** who wish to attend, participate and vote remotely at the 28<sup>th</sup> AGM can request their Nominee Companies to appoint their proxy(ies) to attend, participate and vote remotely at the 28<sup>th</sup> AGM. Please contact the poll administrator, **ShareWorks** with the details set out below for assistance and will be required to provide the following documents to the Company **no later than 20 November 2023 at 10.00 a.m.:**
  - a. Form of Proxy under the seal of the Nominee Company or signed by its attorneys or in accordance with the provision of its constitution or by an authorised officer duly authorised on behalf of the corporation. If the Form of Proxy is not executed under the seal of the corporation, please attach a copy of that corporation's constitution for verification;
  - b. Copy of the proxy's identity card (MyKad) (front and back)/ Passport; and
  - c. Proxy's email address and mobile phone number.

The Nominee Company Members are encouraged to request their Nominee Companies to appoint the Chairman of the 28<sup>th</sup> AGM 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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## RPV FACILITY (cont'd)

5. The procedures for the RPV in respect of the live streaming and remote voting at the 28<sup>th</sup> AGM are as follows:

Procedures		Action
<b>Before the 28<sup>th</sup> AGM</b>		
(i)	Register as a user	<ul style="list-style-type: none"> <li>• If you have already registered an account on the website, you are not required to register again.</li> <li>• Access website <a href="http://www.swsb.com.my">www.swsb.com.my</a></li> <li>• Click “<b>Login</b>” and click “<b>Register</b>” to sign up as a user. The registration will be opened from <b>10.00 a.m. on 1 November 2023</b> and close at <b>10.00 a.m. on 21 November 2023</b>.</li> <li>• Complete the registration process and upload a softcopy of MyKAD (front and back) (for Malaysian members) or Passport (for non-Malaysian members).</li> <li>• Read and agree to the terms &amp; conditions and thereafter submit your request.</li> <li>• Upon submission, kindly login to the valid email address and verify your user ID within one (1) hour.</li> <li>• Upon verification of the user ID, <b>ShareWorks</b> will send an email notification to approve you as a user.</li> <li>• After verification of your registration against the General Meeting Record of Depositors of the Company as of <b>15 November 2023</b>, the system will send you an email to notify you if your registration is approved or rejected after <b>16 November 2023</b>.</li> <li>• If your registration is rejected, you can contact <b>ShareWorks</b> for clarifications or to appeal.</li> </ul>
<b>On the day of the 28<sup>th</sup> AGM</b>		
(ii)	Login to <a href="http://www.swsb.com.my">www.swsb.com.my</a>	<ul style="list-style-type: none"> <li>• Login with your user ID and password for remote participation at the 28<sup>th</sup> AGM at any time from <b>9.30 a.m. (30 minutes before the commencement of the 28<sup>th</sup> AGM on 22 November 2023 at 10.00 a.m.)</b></li> </ul>
(iii)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>• Select “<b>Virtual Meeting</b>” from the main menu.</li> <li>• Click the “<b>Join Meeting</b>” located next to the event. You are required to provide your full name as per CDS records and your user registered email address.</li> <li>• Kindly click the video link and insert the password given to you in your email notification to join the live video streaming.</li> <li>• If you have any questions for the Board, you may use the Q&amp;A platform to transmit your question. The Board will try to respond to all questions submitted by remote participants during the 28<sup>th</sup> AGM. If time is a constraint, the responses will be emailed to you at the earliest possible time after the 28<sup>th</sup> AGM ended.</li> <li>• Please 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.</li> </ul>
(iv)	Online remote voting	<ul style="list-style-type: none"> <li>• Select “<b>Voting</b>” located next to the “<b>Join Meeting</b>” and indicate your votes for the resolutions that are tabled for voting.</li> <li>• Voting session will commence once the Chairman of the 28<sup>th</sup> AGM declare that the voting platform is activated and will end once the Chairman announces the completion of the voting session.</li> <li>• Please cast your vote on all resolutions as appeared on the screen and submit your votes. Once submitted, your votes will be final and cannot be changed.</li> </ul>
(v)	End of RPV Facilities	<ul style="list-style-type: none"> <li>• The RPV facilities will end and the Messaging window will be disabled the moment the Chairman of the 28<sup>th</sup> AGM announces the closure of the 28<sup>th</sup> AGM.</li> </ul>

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### **APPOINTMENT OF PROXY**

Only Member whose name appears on the General Meeting Record of Depositors on **15 November 2023** shall be eligible to attend, participate and vote at the 28<sup>th</sup> AGM or appoint Proxy(ies)/Corporate Representative(s)/Attorney(s) to attend, participate and vote on his/her/its behalf.

If a Member appoints his/her/its Proxy(ies)/Corporate Representative(s)/Attorney(s) to attend, participate and vote at the 28<sup>th</sup> AGM, please ensure the duly executed Form of Proxy or the Certificate of Appointment of its Corporate Representative are submitted to the Share Registrar, ShareWorks Sdn Bhd at No. 2-1, Jalan Sri Hartamas 8, Sri Hartamas, 50480 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur, Malaysia **not later than 20 November 2023 at 10.00 a.m.**

Please note that if an Individual Member has submitted his/her Form of Proxy prior to the 28<sup>th</sup> AGM and subsequently decides to personally attend and participate in the 28<sup>th</sup> AGM via RPV Facilities, the Individual Member shall proceed to contact **ShareWorks** to revoke the appointment of his/her/its proxy **no later than 20 November 2023 at 10.00 a.m.**

### **POLL VOTING**

Pursuant to Paragraph 8.29A(1) of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, all resolutions set out in the Notice of the 28<sup>th</sup> AGM shall be put to vote by way of a poll. The Company has appointed **ShareWorks** as Poll Administrator to conduct the poll by way of electronic means and **SharePolls Sdn Bhd** as Independent Scrutineers to verify the poll results.

The Independent Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolution is duly passed.

### **NO RECORDING OR PHOTOGRAPHY**

Strictly NO recording or photography of the proceedings of the 28<sup>th</sup> AGM is allowed.

### **NO DOOR GIFTS OR E-VOUCHERS**

There will be NO distribution of door gifts or e-vouchers.

### **DIGITAL COPIES OF DOCUMENTS FOR THE 28<sup>TH</sup> AGM**

The following items are now available at the corporate website at [www.malton.com.my](http://www.malton.com.my) or Bursa Malaysia Berhad's website at [www.bursamalaysia.com](http://www.bursamalaysia.com):

- i. Notice of the 28<sup>th</sup> AGM and Proxy Form
- ii. Administrative Guide on the 28<sup>th</sup> AGM
- iii. Annual Report 2023
- iv. CG Report 2023
- v. Circular to Shareholders dated 31 October 2023

### **ENQUIRY**

If you have any enquiry prior to the virtual meeting, please contact Mr. Kou / Mr. Chan during office hours from 8.30 a.m. to 5.30 p.m. on Mondays to Fridays:

#### **ShareWorks Sdn Bhd**

No. 2-1, Jalan Sri Hartamas 8  
Sri Hartamas  
50480 Kuala Lumpur  
Wilayah Persekutuan Kuala Lumpur  
Malaysia

Telephone Number : 03-6201 1120

Email : [ir@shareworks.com.my](mailto:ir@shareworks.com.my)