



## ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

Meeting	:	<b>Twelfth Annual General Meeting ("AGM")</b>
Day / Date	:	<b>Thursday, 22 June 2023</b>
Time	:	<b>2:30 p.m.</b>
Conduct	:	<b>Virtually via Remote Participation and Voting ("RPV")</b>
Broadcast Venue	:	Tricor Business Centre, Gemilang Room Unit 29-01, Level 29, Tower A Vertical Business Suite, Avenue 3, Bangsar South No. 8 Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia

1. Following previous years' AGM which was conducted on a virtual basis, Tune Protect Group Berhad ("**Tune Protect**" or "**the Company**") will continue to leverage technology to conduct the Twelfth AGM of the Company on a **VIRTUAL** basis through live streaming and online remote voting using the RPV facilities of **TIIH Online** at <https://tiih.online>.
2. The only venue involved will be the broadcast venue where essential individuals will be physically present to organise and facilitate the conduct of the virtual AGM. The number of essential individuals will be in accordance with any prevailing order and/or guidance applicable then. The broadcast venue also serves the purpose of complying with Section 327(2) of the Companies Act 2016, which requires the Chairman of the meeting to be at the main venue of the AGM. No shareholders/proxies/corporate representatives from the public will be allowed to be physically present at the broadcast venue.

### **RPV**

3. **Shareholders/Proxies/Corporate Representatives** who wish to attend, participate/speak (including pose questions to the Board of Directors/Management of the Company through real time submission of typed texts) and vote remotely at the virtual Twelfth AGM of the Company will be required to perform online registration using the RPV facilities provided by Tricor Investor & Issuing House Services Sdn Bhd ("**Tricor**") via its **TIIH Online** website at <https://tiih.online>.

A shareholder who has appointed a proxy, attorney or corporate representative to participate and vote at the Twelfth AGM via RPV facilities must request his/her proxy, attorney or corporate representative to register himself/herself for the RPV facilities at **TIIH Online** website at <https://tiih.online>.

Registration is open from **Friday, 28 April 2023 at 10:00 a.m.** until **the day of the Twelfth AGM on Thursday, 22 June 2023**. For guidance on registration of the RPV facilities, please refer to item 7 below.

In respect of deposited securities, only a depositor whose name appears on the **Record of Depositors as at Monday, 12 June 2023** shall be eligible to participate at the Twelfth AGM or appoint proxy(ies) or corporate representative(s) to participate and vote in his/her stead.





4. **For shareholders (whether individual or corporate shareholders) who appoint proxies**

In addition to the online registration as described under items 3 and 7 herein, the original duly completed and executed proxy form must be deposited at the Registered Office of the Company at Level 9, Wisma Tune, No. 19 Lorong Dungun, Damansara Heights, 50490 Kuala Lumpur, Malaysia not less than forty-eight (48) hours before the time set for holding the AGM, i.e. no later than **Tuesday, 20 June 2023 at 2:30 p.m.**; or in the case of the appointment of a proxy via electronic means, the instrument of proxy can also be submitted electronically through Tricor's TIIH Online website at <https://tiih.online>. Please refer to the Administrative Guide for Shareholders for the Twelfth AGM for further information on proxy form submission.

If you are unable to participate and vote at the Twelfth AGM via RPV facilities, you may appoint the Chairman of the meeting as your proxy and indicate your voting instructions in the Proxy Form.

5. **For corporate shareholders who appoint corporate representatives**

In addition to the online registration as described under items 3 and 7 herein, we also urge you to deposit the original or duly certified certificate of appointment of corporate representative to be executed under seal or the hand of its attorney at the Registered Office of the Company at Level 9, Wisma Tune, No. 19 Lorong Dungun, Damansara Heights, 50490 Kuala Lumpur, Malaysia no later than **Tuesday, 20 June 2023 at 2:30 p.m.**

Please furnish the contact details such as email address, mobile number and/or telephone number of the corporate shareholder and/or the corporate representative for ease of communication, as and when necessary.

6. **Submission of questions before the AGM**

You may submit your questions before the AGM via the RPV facilities by proceeding to **TIIH Online** website at <https://tiih.online> and selecting "e-Services" to login the corporate event of the Company. Questions may be submitted from **Friday, 28 April 2023 at 10:00 a.m. to Tuesday, 20 June 2023 at 2:30 p.m.** Thereafter, any further questions may be posed during the AGM.

The Board or Management of the Company shall respond to your questions to their best endeavour during the Twelfth AGM. Questions that are unaddressed due to time constraint, would be posted on the corporate website as soon as practicable.

7. **RPV facilities**

The procedures for registration of the RPV facilities and for joining the AGM using the RPV facilities are as summarised below:

**A. Signing-up for a user account with Tricor**

Individual Shareholder/ Proxy/Corporate Representative	<ul style="list-style-type: none"><li>• Access the website at <a href="https://tiih.online">https://tiih.online</a>.</li><li>• Sign-up as a user under "e-Services" by selecting "<b>Create Account by Individual Holder</b>". You may refer to the tutorial guide posted on the homepage for assistance.</li></ul>
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	<ul style="list-style-type: none"> <li>• Sign-up as a user will be approved within one (1) working day and you will be notified via e-mail.</li> <li>• If you are already a user with TIIH Online, you are not required to sign-up again. You will receive an <b>e-mail to notify</b> you that remote participation is available for registration at TIIH Online.</li> </ul>
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## B. Before the AGM

Submit your request to participate and vote at the AGM	<ul style="list-style-type: none"> <li>• <b>Registration is open from Friday, 28 April 2023 at 10:00 a.m. until the day of the Twelfth AGM on Thursday, 22 June 2023.</b></li> <li>• Login with your user ID and password and select the corporate event: <b>"(REGISTRATION) TUNE PROTECT 12TH AGM"</b>.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Select "Register for Remote Participation and Voting".</li> <li>• Review your registration and proceed to register.</li> <li>• System will send an <b>e-mail to notify</b> that your registration for remote participation is received and will be verified.</li> <li>• After verification of your registration against the Record of Depositors as at <b>12 June 2023</b>, the system will send you an <b>e-mail after 20 June 2023 to approve or reject your registration for the remote participation.</b></li> <li>• Should your application to join the Twelfth AGM be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.</li> </ul> <p>[Note: For new user of TIIH Online, please allow one (1) working day for approval of new user of TIIH Online before you can register and login to TIIH Online to participate in the AGM remotely. Please see item 7A above].</p>
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## C. On the AGM Day (22 June 2023)

(a) Login to TIIH Online	<ul style="list-style-type: none"> <li>• Login with your user ID and password for the RPV facilities for the Twelfth AGM at any time from <b>1:30 p.m.</b>, i.e. one (1) hour before the commencement of the Twelfth AGM on <b>Thursday, 22 June 2023 at 2:30 p.m.</b></li> </ul>
(b) Participate through live streaming	<ul style="list-style-type: none"> <li>• Select the corporate event: <b>"(LIVE STREAM MEETING) TUNE PROTECT 12TH AGM"</b> to engage in the proceedings of the meeting remotely.</li> <li>• If you have any questions for the Board of Directors/Management of the Company, you may type your questions in the "Query Box" (<i>on the right-hand side of your screen</i>) and click "Submit". The</li> </ul>





	<p>Board/Management of the Company shall respond to your questions to their best endeavour during the Twelfth AGM.</p> <ul style="list-style-type: none"> <li>Take note that the quality of the live streaming is dependent on the bandwidth and stability of the internet connection at your location and the device you use.</li> </ul>
(c) Online remote voting	<ul style="list-style-type: none"> <li>You may vote at <b>any time from the start of the Twelfth AGM at 2:30 p.m.</b> until a time when the Chairman announces the closure of the voting session of the Twelfth AGM.</li> <li>Select the corporate event: <b>"(REMOTE VOTING) TUNE PROTECT 12TH AGM"</b> or if you are on the live stream meeting page, you can select <b>"GO TO REMOTE VOTING PAGE"</b> button below the Query Box.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select the CDS account number (tick the box) that represents your shareholdings.</li> <li>Indicate your votes (FOR or AGAINST or ABSTAIN) for the resolutions that are tabled for voting.</li> <li>Review your votes casted and click "Confirm" to submit your votes.</li> <li>You may choose to download document (of your votes) for record.</li> </ul>
(d) End of remote participation	<ul style="list-style-type: none"> <li>Upon announcement by the Chairman on the closure of the Twelfth AGM, the live streaming will end.</li> </ul>

## 8. APPOINTMENT OF PROXIES/CORPORATE REPRESENTATIVES/ATTORNEYS

- The AGM will be conducted as a virtual meeting via live streaming and online remote voting from the broadcast venue using the RPV. If you are unable to attend the AGM via RPV on Thursday, 22 June 2023, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Form of Proxy.
- Accordingly, the Form of Proxy and/or document relating to the appointment of proxy/corporate representative/attorney for the AGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner not later than **Tuesday, 20 June 2023 at 2:30 p.m.:**

### (i) In Hard Copy:

By hand or post to the Registered Office of the Company at Level 9, Wisma Tune, No. 19 Lorong Dungun, Damansara Heights, 50490 Kuala Lumpur, Malaysia not less than forty-eight (48) hours before the time appointed for holding the AGM or any adjournment thereof, otherwise the Form of Proxy shall not be treated as valid.



## (ii) By Electronic Form:

All members have the option to submit the Form of Proxy electronically via TIIH Online and the steps to submit are summarised below:

	Procedure	Action
<b>i. Steps for Individual Members</b>		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services" select "<b>Create Account by Individual Holder</b>". Please do refer to the tutorial guide posted on the homepage for assistance.</li> <li>Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li> <li>If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> <li>After the release of the Notice of AGM by the Company, login with your username (i.e. email address) and password.</li> <li>Select the corporate event: "<b>TUNE PROTECT 12TH AGM – Submission of Proxy Form</b>".</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Insert your CDS account number and indicate the number of shares for your proxy(ies) to vote on your behalf.</li> <li>Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairman of the meeting as your proxy.</li> <li>Indicate your voting instructions for the resolutions that are tabled for voting – FOR or AGAINST or ABSTAIN, otherwise your proxy(ies) will decide your vote.</li> <li>Review and confirm your proxy(ies) appointment.</li> <li>Print Form of Proxy for your record.</li> </ul>



<b>ii. Steps for Corporation or Institutional Members</b>		
(a)	Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Access TIIH online at <a href="https://tiih.online">https://tiih.online</a></li> <li>• Under e-Services, the authorised or nominated representative of the corporation or institutional member selects <b>"Create Account by Representative of Corporate Holder"</b>.</li> <li>• Complete the registration form and upload the required documents.</li> <li>• Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>• Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p><i>(Note: The representative of a corporation or institutional member 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 Tricor if you need clarifications on the user registration.)</i></p>
(b)	Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> <li>• Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>• Select the corporate event: <b>"TUNE PROTECT 12TH AGM – Submission of Proxy Form"</b>.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein.</li> <li>• Prepare the file for the appointment of proxy(ies) by inserting the required data.</li> <li>• Proceed to upload the duly completed proxy appointment file.</li> <li>• Select "Submit" to complete your submission.</li> <li>• Print the confirmation report of your submission for your record.</li> </ul>

### **DOOR GIFT**

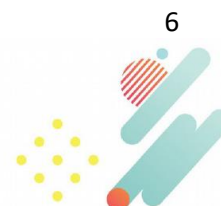
9. All shareholders/proxies/corporate representatives who attend the Twelfth AGM will be entitled to complimentary three (3) months Personal Accident ("PA") Easy coverage. You will be provided with a signup link via e-mail to you within three (3) business days after the AGM based on the attendance

### **TUNE PROTECT GROUP BERHAD**

Company No: 201101020320 (948454-K)

Level 9, Wisma Tune, No. 19, Lorong Dungun, Damansara Heights, 50490 Kuala Lumpur, Malaysia

T: +603 2056 6200 W: [tuneprotect.com](http://tuneprotect.com)





record of the virtual Twelfth AGM. Terms and conditions of the PA Easy product will be available on the same signup link as abovementioned.

10. Door gift will be provided in the following manner:

- (a) One (1) door gift for one (1) shareholder.
- (b) For a shareholder who has been appointed as a proxy by another shareholder, he/she is only entitled to one (1) door gift.
- (c) For a shareholder who appoints more than one (1) proxy, door gift will only be provided to the registered proxies stated in the Proxy Form who attended the Twelfth AGM.
- (d) If a proxy represents more than one (1) shareholder, he/she is entitled to one (1) door gift only.

### **RECORDING OR PHOTOGRAPHY**

11. Recording or photography of the proceedings of the Twelfth AGM is strictly **NOT** allowed.

### **COMMUNICATION GUIDE**

12. Shareholders are reminded to monitor the Company's website and announcements for any changes relating to the AGM arrangements.

### **ENQUIRIES**

13. Should you have any enquiries, please contact the following officers during office hours from 9:00 a.m. to 5:30 p.m. (Monday to Friday):

#### **Registration and RPV facilities matters before and during AGM: Tricor Investor & Issuing House Services Sdn Bhd**

Telephone/Fax/Email	:	+603 2783 9299 / +603 2783 9222 / <a href="mailto:is.enquiry@my.tricorglobal.com">is.enquiry@my.tricorglobal.com</a>
Mr. Jake Too	:	+603 2783 9285
Mr. Aiman Nuri	:	+603 2783 9262
Mr. David Look	:	+603 2783 9281

#### **Help Line during AGM only: Tricor Investor & Issuing House Services Sdn Bhd**

In the event you encounter any issues with login, connection to the live streamed meeting or online voting, please call Tricor Help Line at +6011 4080 5616 / +6011 4080 3168 / +6011 4080 3169 / +6011 4080 3170 or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

#### **Depository of documents at the Registered Office: Tune Protect Group Berhad**

Telephone : +603 2056 6200

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Company No: 201101020320 (948454-K)

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