

## *Administrative Details*

### Administrative Guide for the Fifty-Second Annual General Meeting (“52<sup>nd</sup> AGM”)

Day and Date	: Tuesday, 30 May 2023
Time	: 2.30 p.m.
Venue	: Zenith 6, Level 3, SAS International Convention Centre & The Zenith Hotel, Jalan Putra Square 6, Putra Square, 25200 Kuantan, Pahang.

### REGISTRATION ON THE DAY OF 52<sup>nd</sup> AGM

1. Registration will commence at 1.30 p.m. and will close by 2.45 p.m.
2. Please present your original National Registration Identity Card (NRIC) or Passport to the registration staff for verification.
3. A wrist band will be given to you thereafter. No one will be allowed to enter the meeting room without the wrist band.
4. Registration must be done in person. No person is allowed to register on behalf of another.
5. The registration counter will handle verification of identity, registration and revocation of proxy/proxies.

### PROXY

6. A member entitled to attend and vote in the meeting is allowed to appoint proxy. Please submit your Proxy Form in accordance with the notes and instructions printed therein.
7. The Proxy Form is not required if you are attending as shareholder.
8. If you have submitted your Proxy Form prior to the meeting and subsequently decided to attend the meeting in person, please proceed to the registration counter to revoke the appointment of your proxy.
9. Please ensure that the original Proxy Form is deposited at the Company’s Registered Office at Level 15-2, Bangunan Faber Imperial Court, Jalan Sultan Ismail, 50250 Kuala Lumpur or email to mega-sharereg@megacorp.com.my not less than forty-eight (48) hours before the meeting time. No proof of sending of Form of Proxy will be entertained.

### GENERAL MEETING RECORD OF DEPOSITORS

10. For the purpose of determining who shall be entitled to attend the 52<sup>nd</sup> AGM, the Company will be requesting Bursa Malaysia Depository Sdn. Bhd. to issue a General Meeting Record of Depositors as at **23 May 2023** and only a depositor whose name appears on such Record of Depositors shall be entitled to attend the said meeting.

### NO RECORDING OR PHOTOGRAPHY

11. No recording or photography of the 52<sup>nd</sup> AGM proceedings is allowed without the prior written permission of the Company.

### MOBILE DEVICES

12. Please ensure all mobile devices i.e. phones/other sound emitting devices are put on silence mode during the 52<sup>nd</sup> AGM to ensure smooth and uninterrupted proceedings.

### ENQUIRY

13. For any enquiry prior to the 52<sup>nd</sup> AGM, please contact the following during office hours: -

#### **Mega Corporate Services Sdn. Bhd. (Share Registrar)**

Helpdesk : +603 - 2692 4271

Facsimile : +603 - 2732 5388

Email : mega-sharereg@megacorp.com.my