

ADMINISTRATIVE NOTES

FOR THE 33RD ANNUAL GENERAL MEETING

MODE OF MEETING

1. As a precautionary measure to contain the spread of the COVID-19 pandemic and ensuring the health and safety of shareholders and all participants, the Board of MHB has decided that the 33rd AGM will be held virtually with proceedings of the AGM being streamed live from the broadcast venue on the date and time as set out below:-

Date : Thursday, 21 April 2022
Time : 11.00 a.m.
Broadcast Venue : Conference Room 2,
Level 17, Menara Dayabumi,
Jalan Sultan Hishamuddin,
50050 Kuala Lumpur, Malaysia.

2. Shareholders will be able to access and participate at the 33rd AGM through Remote Participation and Electronic Voting facilities (“**RPEV facilities**”), which will be made available on the online portal of Boardroom Share Registrars Sdn Bhd at <https://meeting.boardroomlimited.my> (**Domain Registration No. with MYNIC - D6A357657**)
3. The broadcast venue is only meant to facilitate the conduct of the virtual AGM. **No shareholder or proxy shall be physically admitted to the broadcast venue on the day of the AGM.**

ENTITLEMENT TO PARTICIPATE AND VOTE REMOTELY

1. A shareholder whose name appears on the Record of Depositors as at Thursday, 14 April 2022 shall be eligible to participate at the 33rd AGM or appoint proxy(ies) to participate on his or her behalf.
2. If a shareholder is unable to participate at the 33rd AGM, he or she may also appoint the Chairman of the meeting as his or her proxy and indicate the voting instructions in the Form of Proxy.

VOTING PROCEDURE

1. Voting will be conducted by poll in accordance with Paragraph 8.29A of the MMLR Bursa Securities. The Company has appointed Boardroom Share Registrars Sdn Bhd (**Boardroom**) as the Poll Administrator to conduct the poll by way of electronic voting (e-Voting) and Boardroom Corporate Services Sdn Bhd as Independent Scrutineer to verify the poll results.
2. e-Voting for all the resolutions set out in the Notice of 33rd AGM will take place concurrently after the relevant questions in respect of these resolutions have been addressed.
3. Members and proxies are required to use one (1) of the following methods to vote remotely:
 - a. Launch Lumi Online Platform by scanning the QR code given to you in the email along with your remote participation User ID and Password; or
 - b. Access to Lumi Online Platform via website URL <https://meeting.boardroomlimited.my>

For the purpose of this 33rd AGM, e-Voting can be carried out by using either personal smart mobile phones, tablets, personal computers or laptops.

4. During the 33rd AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules. The voting session will commence as soon as the Chairman calls for the poll to be opened and until such time when the Chairman announces the closure of poll.
5. The Scrutineer will verify the report of poll results upon closure of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether the resolutions put to vote were successfully carried or otherwise.

Administrative Notes for the 33rd Annual General Meeting

LODGEMENT OF FORM OF PROXY

1. If you are unable to attend the 33rd AGM via RPEV facilities and wish to appoint the Chairman of the 33rd AGM as your proxy to vote on your behalf, please deposit your proxy form at the office of the Poll Administrator, Boardroom at Ground Floor or **11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan** not less than forty-eight (48) hours before the time of holding the 33rd AGM, i.e. latest by Tuesday, 19 April 2022 at 11.00 a.m. Any alteration to the Form of Proxy must be initialled.
2. Alternatively, the Form of Proxy may also be lodged electronically at <https://investor.boardroomlimited.com>, which is free and available to all individual shareholders, not less than forty-eight (48) hours before the time of holding the 33rd AGM, i.e. latest by Tuesday, 19 April 2022 at 11.00 a.m. For further information, kindly refer to the "Online Registration Procedure" below.
3. **If you wish to participate at the 33rd AGM yourself, please do not submit any Form of Proxy for the 33rd AGM. You will not be allowed to participate at the 33rd AGM together with a proxy appointed by you.**

REVOCAION OF PROXY

1. If you have submitted your Form of Proxy prior to the 33rd AGM and subsequently decide to appoint another person or wish to participate at the 33rd AGM yourself, please email to bsr.helpdesk@boardroomlimited.com to revoke the earlier appointed proxy(ies) at least forty-eight (48) hours before the 33rd AGM. On revocation, your proxy(ies) will not be allowed to participate in the AGM. In such event, you should advise your proxy(ies) accordingly.

ONLINE REGISTRATION PROCEDURE

1. All shareholders including (i) individual shareholders; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees shall use the RPEV facilities to participate and vote remotely at the AGM. Shareholders are able to view a live webcast of the meeting, ask questions and submit your votes in real time whilst the meeting is in progress.
2. Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of the participants. Therefore, kindly ensure that connectivity for the duration of the meeting is maintained.
3. Kindly follow the steps below to request for your login ID and password and usage of the RPEV facilities:

Before the day of the AGM	
Procedure	Action
i. Register Online with Boardroom Smart Investor Portal (for first time registration only)	<p><i>(Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step (ii) – Submit request for remote participation.)</i></p> <ol style="list-style-type: none"> a. Access website https://investor.boardroomlimited.com b. Click <<Register>> to sign up as a user. c. Complete the registration and upload a softcopy of your MyKAD/Identification Card (front and back) or Passport in JPEG, PNG or PDF format. d. Please enter a valid email address and wait for Boardroom's email verification. e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

Administrative Notes for the 33rd Annual General Meeting

Before the day of the AGM

Procedure

Action

- ii. Submit Request for Remote Participation (User ID and Password) *(Note: Registration for remote access will be opened on Thursday, 17 March 2022. Please note that the closing time to submit your request is not less than forty-eight (48) hours before the time of holding the AGM, i.e. latest by Tuesday, 19 April 2022 at 11.00 a.m.)*

Individual Members

- Login to <https://investor.boardroomlimited.com> using your user ID and password from Step (i) above.
- Select "**MALAYSIA MARINE AND HEAVY ENGINEERING HOLDINGS BERHAD 33RD ANNUAL GENERAL MEETING**" from the list of Corporate Meetings and click "**Enter**".
- Click on "**Register for RPEV**".
- Read and agree to the Terms & Conditions and click "**Next**".
- Enter your CDS Account and thereafter submit your request.

Appointment of Proxy – Individual members

- Log in to <https://investor.boardroomlimited.com> using your user ID and password from Step (i) above.
- Select **MALAYSIA MARINE AND HEAVY ENGINEERING HOLDINGS BERHAD 33RD ANNUAL GENERAL MEETING** from the list of Corporate Meetings and click "**Enter**".
- Click on "**Submit eProxy Form**".
- Read and accept the General Terms and Conditions by clicking "**Next**".
- Enter your CDS Account Number and number of securities held.
Select your proxy – either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies).
- Indicate your voting instructions – **FOR** or **AGAINST** or **ABSTAIN**. If you wish to have your proxy(ies) to act upon his/her discretion, please indicate **DISCRETIONARY**.
- Review and confirm your proxy appointment.
- Click "**Apply**".
- Download or print the e-Proxy form as acknowledgement.




Corporate Shareholders, Authorised Nominee and Exempt Authorised Nominee

- Please email your request to bsr.helpdesk@boardroomlimited.com by providing the name of shareholder, CDS account number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy (as the case may be) to submit the request.
- Please provide a copy of corporate representative's MyKad/Identification Card (front and back) or Passport in JPEG, PNG or PDF format as well as his/her email address.

iii. Email Notification

- You will receive notification from Boardroom that your request(s) has been received and is being verified.
- Upon system verification against the Record of Depositories of the 33rd AGM as at Thursday, 14 April 2022, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
- If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom after the closing date.
- Shareholders are encouraged to register at least forty-eight (48) hours before the commencement of the Meeting i.e., by Tuesday, 19 April 2022 at 10.00 a.m. to avoid any delay in the registration process.

Administrative Notes for the 33rd Annual General Meeting

On the day of the AGM	
Procedure	Action
iv. Login to Virtual Meeting Platform	<p>a. The Virtual Meeting portal will be opened for login two (2) hours before the commencement of the 33rd AGM at 9.00 a.m. on Thursday, 21 April 2022, which can be accessed via one of the following methods:</p> <ul style="list-style-type: none"> • Launch Lumi Online Platform by scanning the QR Code provided in the email notification; • Access to Lumi Online Platform via website at https://meeting.boardroomlimited.my <p>b. Insert the Meeting ID No. and sign in with the user ID and password provided to you via the email notification in Step (iii) above.</p>
v. Participate	<p><i>(Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition.)</i></p> <p>a. If you would like to view the live webcast, select the broadcast icon .</p> <p>b. If you would like to ask a question during the AGM, select the messaging icon .</p> <p>c. Type your message within the chat box, once completed click the send button.</p>
vi. Voting	<p>a. Once the Meeting is opened for voting, the polling icon  will appear with the resolutions and your voting choices.</p> <p>b. To vote, select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</p> <p>c. To change your vote, re-select another voting direction.</p> <p>d. If you wish to cancel your vote, please press "Cancel".</p>
vii. End of Participation	<p>a. Upon the announcement by the Chairman on the closure of the 33rd AGM, the live webcast will end.</p> <p>b. You can now logout from the virtual meeting platform.</p>

SUBMISSION OF QUESTIONS

- Shareholders may submit questions in advance on the 33rd AGM resolutions and Integrated Annual Report 2021 commencing from Thursday, 17 March 2022 and in any event no later than 11.00 a.m., Monday, 11 April 2022 via Boardroom's website at <https://investor.boardroomlimited.com> using the same user ID and password provided in Step (i) above and select "SUBMIT QUESTION" to pose questions ("Pre-AGM Meeting Questions").

Alternatively, shareholders may submit questions relating to the 33rd AGM to the following email address: inv.rel@mmhe.com.my

- Thereafter, on the morning of the 33rd AGM, shareholders may also submit questions via the messaging box on Lumi AGM webportal at <https://meeting.boardroomlimited.my> starting at 9.00 a.m. This webportal will remain open throughout the virtual AGM session.
- The Board will endeavour to respond to Pre-AGM Meeting Questions and questions submitted from 9.00 a.m. on the day of the 33rd AGM and throughout the meeting. However, in the interest of time, if there are questions not answered during the meeting, the responses will be posted on the Company's website as soon as practicable.

E-VOUCHER

Shareholders and proxy holders who participate at the 33rd AGM will receive an e-Voucher. The communication regarding the e-Voucher will be sent to the eligible shareholders'/proxy holders' via email within five (5) working days after the 33rd AGM.

Administrative Notes for the 33rd Annual General Meeting

RECORDING OR PHOTOGRAPHY

No recording or photography of the 33rd AGM proceedings is allowed without the prior written permission of the Company.

ENQUIRY

If you have any enquiries prior to the 33rd AGM or if you wish to request for technical assistance to participate in the fully virtual meeting, please contact Boardroom during office hours from Monday to Friday (8.30 a.m. to 5.30 p.m.), details as follows:

Boardroom Share Registrars Sdn Bhd

Address : 11th Floor, Menara Symphony
No. 5 Jalan Professor Khoo Kay Kim
Seksyen 13
46200 Petaling Jaya
Selangor Darul Ehsan
Malaysia

General Line : 603-7890 4700 (Helpdesk)

Fax Number : 603-7890 4670

Email : bsr.helpdesk@boardroomlimited.com

PRIVACY POLICY

By registering for the RPEV meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data by MHB (or its agents) for the following purposes:

1. registration and processing of the RPEV facilities;
2. communicate with the shareholders and proxy holders who participate at the 33rd AGM for redemption of e-Voucher;
3. respond to shareholders' and proxy holders' enquiries;
4. internal record keeping;
5. send promotional materials, advertisement for marketing purposes;
6. publication of your personal information in any minutes, websites, newsletter, brochures, or any other materials which may be published internally or externally;
7. processing and administration of shareholders information by the Company (or its agents); and
8. comply with any laws, listing rules, regulations and/or guidelines.

The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.