

# Administrative Notes

## FOR THE 35<sup>TH</sup> ANNUAL GENERAL MEETING

### MODE OF MEETING

The Company will continue to leverage on technology to facilitate communication and engagement with shareholders by conducting the 35<sup>th</sup> Annual General Meeting (35<sup>th</sup> AGM) on a virtual basis and entirely via Remote Participation and Electronic Voting (RPEV) facilities on the date, time and from the Broadcast Venue, as follows:

Date	:	Thursday, 18 April 2024
Time	:	11.00 a.m.
Broadcast Venue	:	Conference Room 2 Level 17, Menara Dayabumi Jalan Sultan Hishamuddin 50050 Kuala Lumpur Malaysia
Meeting Platform	:	<a href="https://meeting.boardroomlimited.my">https://meeting.boardroomlimited.my</a>
Mode of Communication	:	1) The Messaging window facility will be opened concurrently with the Virtual Meeting Portal, i.e. one (1) hour before the AGM, which is from 10.00 a.m. on Thursday, 18 April 2024.
	:	2) AGM related questions can be submitted in advance to MHB Investor Relations at <a href="https://mhb.com.my/contact-us/">https://mhb.com.my/contact-us/</a> in relation to the agenda items for the 35 <sup>th</sup> AGM, commencing from 15 March 2024 and in any event no later than Friday, 12 April 2024 at 11.00 a.m.

Please note that the Broadcast Venue is strictly for the purpose of compliance with Section 327(2) of the Companies Act 2016 which stipulates that the Chairman shall be at the main venue of the AGM and in accordance with 18.14 of the Company's Constitution which allows a general meeting to be held at more than one venue, using any technology or method that enables the members of the Company to participate and to exercise the members' right to speak and vote at the general meeting. As shareholders/proxies/corporate representatives **WILL NOT BE ALLOWED** to be physically present at or admitted to the Broadcast Venue on the day of the AGM, all members are urged to attend the 35<sup>th</sup> AGM virtually.

### VOTING PROCEDURE

1. Voting at the 35<sup>th</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A of the Bursa Malaysia Securities Berhad Main Market Listing Requirements.
2. For the purposes of this AGM, electronic voting (e-Voting) will be carried out via personal smart mobile phones, tablets, personal computers or laptops.
3. The Company has appointed Boardroom Share Registrars Sdn Bhd (Boardroom) as Poll Administrator to conduct the poll by way of e-Voting and SKY Corporate Services Sdn Bhd as Scrutineers to verify the poll results.

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4. Members and proxies are required to use one (1) of the following methods to vote remotely:
  - (i) Use the QR Scanner Code given in the email notification received after successful registration ; or
  - (ii) Navigate to the website URL <https://meeting.boardroomlimited.my>
5. Please note that polling will only commence after announcement of poll open by the Chairman and until such time when the Chairman announces the closure of poll.
6. Upon closure of the poll session by the Chairman, the Scrutineers will verify the poll reports and thereafter announce the results, followed by the Chairman's declaration whether the resolutions put to vote are duly passed.
7. You must ensure that you are connected to the internet at all times in order to participate and vote remotely when the 35<sup>th</sup> AGM has commenced. It is your responsibility to ensure that connectivity for the duration of the 35<sup>th</sup> AGM is maintained. Kindly note that the quality of the connectivity to Virtual Meeting Portal for live webcast as well as for remote online voting is dependent on the bandwidth and stability of the internet connection at the location of the remote participants.

### REMOTE PARTICIPATION AND ELECTRONIC VOTING (RPEV)

8. Please note that the RPEV facilities is available to (i) **individual members**; (ii) **corporate shareholders**; (iii) **authorised nominees**; and (iv) **exempt authorised nominees**.
9. If you wish to participate in the meeting, you will be able to view a live webcast of the meeting, ask questions and submit your votes in real time whilst the meeting is in progress.
10. Kindly follow the steps below on how to request for login ID and Password.

#### Step 1 – Register Online with Boardroom Smart Investor Portal (for first time registration only)

*Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 – Submit Request for Remote Participation User ID and Password.*

- (i) Access website <https://investor.boardroomlimited.com>
- (ii) Click <<**Register**>> to sign up as a user and select to correct account type i.e. sign up as **Shareholder** or **Corporate Holder**.
- (iii) Complete registration with all required information. Upload and attach softcopy of your MyKad (front and back) or Passport in JPEG, PNG or PDF format. Click **Sign Up**.
- (iv) Please enter a valid email address and wait for email verification from Boardroom. You will receive an email from Boardroom for email address verification. Click **Verify Email Address** from the email received to continue with the registration.
- (v) Once your email address is verified, you will be re-directed to Boardroom Smart Investor Portal for verification of mobile number. Click **Request OTP Code** and an OTP code will be sent to the registered mobile number. Please enter the OTP Code to complete the process.
- (vi) Your registration will be verified and approved within one (1) business day and email notification will be provided to you.

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### Step 2 – Submit Request for Remote Participation User ID and Password

Note: The registration for remote access will be opened on 15 March 2024.

- **For Individual and Corporate Members**

- (i) Login to <https://investor.boardroomlimited.com> using your User ID and Password from Step 1 above.
- (ii) Select “**MHB 35<sup>TH</sup> ANNUAL GENERAL MEETING**” from the list of Meeting Events and click “**Enter**”.
- (iii) Click on “**Register for RPEV**”.
- (iv) Enter your CDS Account Number.
- (v) Read and accept the Terms & Conditions.
- (vi) Click “**Register**” to submit your request.

- **eProxy Lodgement**

**For Individual and Corporate Members**

- (i) Login to <https://investor.boardroomlimited.com> using your User ID and PASSWORD from Step 1 above.
- (ii) Select “**MHB 35<sup>TH</sup> ANNUAL GENERAL MEETING**” from the list of Meeting Events and click “**Enter**”.
- (iii) Click on “**Submit eProxy form**”.
- (iv) Select the company you would like to be represented (if more than one), for Corporate Shareholder.
- (v) Enter your CDS Account Number and indicate the number of securities held.
- (vi) Select your proxy/proxies – either the Chairman of the meeting or an individual named proxy/ proxies.
- (vii) Read and accept the Terms and Conditions and click “**Next**”.
- (viii) Enter the required particulars of your proxy/ proxies.
- (ix) 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**.
- (x) Review and confirm your proxy(ies) appointment.
- (xi) Click “**Apply**”.
- (xii) Download or print the eProxy Form acknowledgement.

- **For Authorised Nominee and Exempt Authorised Nominee**

- (i) Login to <https://investor.boardroomlimited.com> using your User ID and PASSWORD from Step 1 above.
- (ii) Select “**MHB 35<sup>TH</sup> ANNUAL GENERAL MEETING**” from the list of Meeting Events and click “**Enter**”.
- (iii) Click on “**Submit eProxy form**”.
- (iv) Select the company you would like to be represented (if more than one).
- (v) Proceed to download the file format for “**Submission of Proxy Form**”.
- (vi) Prepare the file for the appointment of proxy/proxies by inserting the required data.
- (vii) Proceed to upload the duly completed Proxy Appointment file.
- (viii) Review and confirm your proxy/proxies appointment and click “**Submit**”.
- (ix) Download or print the eProxy form as acknowledgement.

*Note: If you are the authorised representative for more than one (1) authorised nominee/exempt authorised nominee/corporate shareholder, kindly click the home button and select “Edit Profile” in order to add the company name.*

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#### Step 2 – Submit Request for Remote Participation User ID and Password

• **Corporate Shareholders, Authorised Nominees and Exempt Authorised Nominees (via email)**

- (i) Write to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) by providing the name of the Member and CDS Account Number, accompanied by the Certificate of Appointment of Corporate Representative or Proxy Form (as the case may be), to submit the request.
- (ii) Please provide a copy of the Corporate Representative's or Proxy Holder's MyKad (front and back) or passport in JPEG, PNG or PDF format as well as his/her email address.

- You will receive a notification from Boardroom that your request has been received and is being verified.
- Upon system verification of your registration against the **AGM's Record of Depositors as at 8 April 2024**, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
- You will also receive your remote access User ID and Password along with the email from Boardroom if your registration is approved.
- You are encouraged to submit your request **at least 24 hours before the commencement of the 35<sup>th</sup> AGM, i.e. by Wednesday, 17 April 2024 at 11.00 a.m.**, to avoid any delay in the registration process.

*Note: if you wish to appoint more than one (1) company, kindly click the home button and select Edit Profile in order to add Company name.*

#### Step 3 – Login to Virtual Meeting Portal

*Note: Please note that the quality of the connectivity to Virtual Meeting Portal for live webcast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.*

- (i) The Virtual Meeting Portal will be opened for login starting one (1) hour before the commencement of 35<sup>th</sup> AGM, which is from **10.00 a.m. on Thursday, 18 April 2024**.
- (ii) **The Meeting Platform can be accessed via one of following methods :-**
  - Use the QR Scanner Code given in the email notification received after successful registration; or
  - Navigate the website <https://meeting.boardroomlimited.my>
- (iii) Please follow the steps given to you in the email along with your remote access User ID and Password to login to the Virtual Meeting Portal (*Refer to Step 2 above*).
- (iv) The steps given will also guide you on how to view live webcast, ask questions and vote.
- (v) The live webcast will end and the Messaging window (for asking questions) will be disabled once the Chairman announces the closure of the 35<sup>th</sup> AGM.
- (vi) You can then logout from the Virtual Meeting Portal.

#### PROXY

- 11. Members who are unable to participate remotely in the 35<sup>th</sup> AGM are encouraged to appoint the Chairman of the Meeting or their proxy to vote on their behalf.

#### LODGEMENT OF FORM OF PROXY

- 12. Please deposit your completed Form of Proxy at the Company's Share Registrar, **Boardroom Share Registrars Sdn Bhd at 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia**, not less than forty-eight (48) hours before the time appointed for the holding of the **35<sup>th</sup> AGM, i.e. latest by Tuesday, 16 April 2024 at 11.00 a.m.**

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13. Alternatively, the Form of Proxy can also be lodged electronically via Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com> not less than forty-eight (48) hours before the time appointed for the holding of the 35<sup>th</sup> AGM, i.e. latest by Tuesday, 16 April 2024 at 11.00 a.m. For further information, kindly refer to note 10 – Steps 1 to 3 above.
15. The lodging of the Form of Proxy will not preclude you from personally participating remotely and voting at the 35<sup>th</sup> AGM should you subsequently wish to do so.

Should you wish to personally participate remotely in the 35<sup>th</sup> AGM, kindly register your intention to participate remotely via Boardroom's website at <https://investor.boardroomlimited.com> (Refer to note 10 - Steps 1 to 3 above). Please note that upon your registration to personally participate remotely in the 35<sup>th</sup> AGM, your earlier proxy appointment will be deemed revoked. Alternatively, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke your earlier proxy appointment no later than Tuesday, 16 April 2024 at 11.00 a.m.

## INTEGRATED ANNUAL REPORT 2023

15. The MHB Integrated Annual Report 2023 is available on Bursa Malaysia Berhad's website at [www.bursamalaysia.com](http://www.bursamalaysia.com) under Company Announcements of MHB and also at MHB's website at <https://mhb.com.my/investor-relations/>.
16. Printed copies of the MHB Integrated Annual Report 2023 can be requested via MHB Investor Relations Form at <https://mhb.com.my/contact-us/>.

## ENQUIRY

17. Should you require any technical assistance on how to participate in the 35<sup>th</sup> AGM remotely, please contact the Boardroom team during office hours (8.30 a.m. to 5.30 p.m.) details as follows:

### Boardroom Share Registrars Sdn Bhd

Address : 11<sup>th</sup> 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](mailto:bsr.helpdesk@boardroomlimited.com)

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### RECORDING OR PHOTOGRAPHY

19. No recording or photography of the 35<sup>th</sup> AGM proceedings is allowed without the prior written permission of the Company.

### PRIVACY POLICY

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the Annual General Meeting and/or any adjournment thereof, a member of the Company:

- (i) consents to the collection, use and disclosure of the member's personal data by the Company (or its agents) for the purpose of processing and administration by the Company (or its agents) of proxies and representatives appointed for the Annual General Meeting (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the Annual General Meeting (including any adjournment thereof), and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the Purposes);
- (ii) warrants that where the member discloses the personal data of the member's proxy(ies) and/or representative(s) to the Company (or its agents), the member has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, use and disclosure by the Company (or its agents) of the personal data of such proxy(ies) and/or representative(s) for the Purposes; and
- (iii) agrees that the member will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member's breach of warranty.