

# Mesiniaga

**MESINIAGA BERHAD**

[198101013112 (79244-v)]

(Incorporated in Malaysia)

## **ADMINISTRATIVE GUIDE FOR THE THIRTY-NINTH ANNUAL GENERAL MEETING ("39<sup>TH</sup> AGM") OF MESINIAGA BERHAD ("COMPANY")**

**Date** : 3 June 2021 (Thursday)  
**Time** : 2.30pm  
**Venue** : Auditorium Ismail Sulaiman, Menara Mesiniaga, 1A Jalan SS16/1  
47500 Subang Jaya, Selangor

### **(I) SAFETY MEASURES IN LIGHT OF CORONAVIRUS DISEASE 2019 (COVID-19) OUTBREAK**

The Company takes the well-being of all stakeholders, including employees, shareholders, proxies, customers, suppliers and service providers seriously and precautionary measures will be taken at the 39<sup>th</sup> AGM in order to minimise the risk of community spread of COVID-19.

If you have travelled overseas in the past fourteen (14) days prior to the date of the 39<sup>th</sup> AGM or have been in contact with a COVID-19 affected person or if you are unwell with sore throat, flu, fever, cough, shortness of breath or any symptoms of the COVID-19, please quarantine yourself at home. You are strongly encouraged to appoint a proxy or the Chairman of the meeting to attend and vote at the 39<sup>th</sup> AGM on your behalf.

In addition, we will be carrying out temperature checks on all attendees upon arrival at the 39<sup>th</sup> AGM venue. Any person with a body temperature of above 37.5 degrees celsius or showing symptoms of respiratory illness such as coughing and sneezing, will be denied entry into the meeting venue.

All attendees are advised to keep abreast with the latest news and safety precautions directed by the authorities from time to time. The Company requires all attendees to sanitise their hands before the meeting and to wear a mask in advance as well as adhere to social distancing rules of at least one (1) meter between each attendee throughout the 39<sup>th</sup> AGM.

### **(II) PRE-REGISTRATION TO ATTEND THE 39<sup>TH</sup> AGM**

Shareholders are required to register ahead of the 39<sup>th</sup> AGM to allow the Company to make the necessary arrangements in relation to the meeting i.e. infrastructures, logistics and meeting venue(s) to accommodate the meeting participants by 1 June 2021, 2.30pm.

Walk-ins will not be guaranteed a seat. Priority will be given to shareholders, proxies and invitees who have pre-registered. Please follow the following steps to pre-register: -

#### STEP 1 (Registration as user)

- Access Boardroom Smart Investor Portal at <https://boardroomlimited.my>
- Click <<Login>> and click <<Register>> to sign up as a user. **This is a ONE-TIME free registration.** If you are already a registered user of Boardroom Smart Investor Portal, you need not register again.

- Complete registration with a VALID email address and upload a copy of your MyKAD (front and back in JPG/PNG format only) or Passport (in JPG/PNG format only).
- An email will be sent to you to verify your email address
- Once your email address is verified, your registration will be approved within one (1) business day and you will receive an email notification

#### STEP 2 (Pre-registration of attendance)

- Log in to <https://boardroomlimited.my>
- At left-menu, click on <<PRE-REGISTRATION>>
- Look for “MESINIAGA BHD 39<sup>th</sup> AGM”, click <<Register>>
- Read and agree to the terms and conditions, click <<Next>>
- Key in your CDS Account Number, click <<submit>>
- You will receive email notification from Boardroom that your request(s) has been received

#### STEP 3 (Verification)

- Upon system verification against the General Meeting Record of Depositors as at 9 November 2020, you will receive an email either approving or rejecting your pre-registration.
- On the day of the 39<sup>th</sup> AGM, please present your original MyKAD or Passport to the registration staff for verification against the pre-registration attendance list.

Shareholders may submit questions in advance on the AGM resolutions and Annual Report 2020 commencing from **30 April 2021** and in any event no later than **2.30pm, Tuesday, 1 June 2021** via Boardroom’s website at <https://boardroomlimited.my> using the same user ID and password provided in Step 2 as above, and select “SUBMIT QUESTION” to pose questions (“Pre-AGM Meeting Questions”).

### **(III) REGISTRATION**

Registration counter will be opened at 12.30pm on Thursday, 3 June 2021 at Auditorium Ismail Sulaiman, Menara Mesiniaga, 1A Jalan SS16/1, 47500 Subang Jaya, Selangor Darul Ehsan.

Attendees are requested to produce/show their original Identity Card or Passport (for non-Malaysian) to the registration staff for verification purposes. Kindly make sure the original Identity Card or Passport is returned to you thereafter. Please take note that no person will be allowed to register on behalf of another person, even with the original Identity Card or Passport of that person.

Upon verification, attendees are required to write their name and sign on the Attendance List placed on the registration table.

Attendees will also be given an identification wristband with personalised passcode for the voting purposes. No person will be allowed to enter the meeting hall without the identification wristband. There will be no replacement for the identification wristband in the event that you lost or misplaced it.

### **(IV) ELIGIBILITY TO ATTEND BASED ON THE RECORD OF DEPOSITORS**

Only shareholder whose name appears on the Record of Depositor as at 27 May 2021 shall be entitled to attend or appoint proxy(ies) to attend and/or vote on his/her behalf.

## **(V) APPOINTMENT OF PROXY(IES)**

A shareholder who is unable to attend the 39<sup>th</sup> AGM on 27 May 2021 may appoint proxy and indicate the voting instructions in the proxy form. Please deposit the proxy form with the Share Registrar of the Company, Boardroom Share Registrars Sdn. Bhd. at 11th Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor. Alternatively, you have the option of submitting the proxy form electronically via facsimile at 03-7890 4670.

The last date and time for lodging the proxy form is on Tuesday, **1 June 2021 at 2.30pm.**

## **(VI) VOTING PROCEDURES**

The voting will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad Main Market Listing Requirements. All resolutions set out in the Notice of 39<sup>th</sup> AGM will be put to vote by way of poll. Boardroom Share Registrars Sdn. Bhd. has been appointed as the Poll Administrator to conduct the polling process. The Independent Scrutineers will verify the results of the poll thereafter.

## **(VII) NO REFRESHMENT, DOOR GIFT(S) OR FOOD VOUCHERS**

To ensure social and physical distancing, there will be no refreshment, door gift(s) or food vouchers provided to shareholders, proxies or invited guests who attend the 39<sup>th</sup> AGM.

## **(VIII) ENQUIRY**

If you have any enquiry prior to the 39<sup>th</sup> AGM, please contact our Share Registrar during office hours on Mondays to Fridays, from 9.00am to 5.00pm (except on public holidays):-

### **Boardroom Share Registrars Sdn. Bhd.**

[Registration No. 199601006647 (378993-D)]

**Address** : 11<sup>th</sup> Floor, Menara Symphony, No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan.  
**General Line** : +603-7890 4700  
**Fax Number** : +603-7890 4670  
**Email** : [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)