



MESINIAGA BERHAD
[198101013112 (79244-v)]
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE FORTY-SECOND ANNUAL GENERAL MEETING (“42nd AGM”) OF MESINIAGA BERHAD (“COMPANY”)

Date : 4 June 2024 (Tuesday)
Time : 2.30 p.m.
Venue : 1st Floor, Auditorium Ismail Sulaiman, Menara Mesiniaga, 1A Jalan SS16/1
47500 Subang Jaya, Selangor Darul Ehsan

(I) PUBLIC HEALTH PRECAUTIONS AND PREVENTIVE MEASURES

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 42nd AGM in order to minimise the risk of community spread of COVID-19.

If you 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 encouraged to appoint a proxy or the Chairman of the meeting to attend and vote at the 42nd AGM on your behalf.

All attendees are advised to keep abreast with the latest news and safety precautions directed by the authorities from time to time. The Company encourages all attendees to wear a mask throughout the 42nd AGM.

Due to the constantly evolving COVID-19 situation in Malaysia, we may have to change the arrangement of our 42nd AGM at short notice. Kindly check the Company’s website or announcements released to Bursa Malaysia from time to time for the latest updates on the status of the 42nd AGM.

The Company will continue to observe the directives and guidelines issued by the Malaysian Government, Ministry of Health, Malaysian National Security Council, Securities Commission Malaysia and/or other relevant authorities and will take all relevant precautionary measures as advised.

(II) REGISTRATION

The registration counter will be opened at 12.30 p.m. on Tuesday, 4 June 2024, at 1st Floor, Auditorium Ismail Sulaiman, Menara Mesiniaga, 1A, Jalan SS16/1, 47500 Subang Jaya, Selangor Darul Ehsan.

Attendees are requested to produce/display their original National Registration Identity Card (NRIC) or Passport (for non-Malaysian) to the registration staff for verification purposes. Kindly ensure that your original NRIC 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 NRIC or Passport of that person.

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

Attendees will also be given an identification wristband with a personalised passcode for voting purposes. No person will be allowed to enter the meeting hall without the identification wristband. A replacement for the identification wristband will not be issued should you lose or misplace it.

(III) ELIGIBILITY TO ATTEND BASED ON THE RECORD OF DEPOSITORS

Only shareholders whose name appears on the Record of Depositor as of 28 May 2024 shall be entitled to attend or appoint proxy(ies) to attend and/or vote on his/her behalf.

(IV) APPOINTMENT OF PROXY(IES)

A shareholder who is unable to attend the 42nd AGM on Tuesday, 4 June 2024 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 Darul Ehsan. Alternatively, you have the option of submitting the proxy form electronically via e-mail at bsr.helpdesk@boardroomlimited.com.

The last date and time for lodging the proxy form is on Sunday, 2 June 2024 at 2.30 p.m.

(V) 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 42nd 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.

(VI) ENQUIRY

If you have any enquiries prior to the 42nd AGM, please contact our Share Registrar during office hours on Monday to Friday, from 9.00 a.m. to 5.00 p.m. (except on public holidays):-

Boardroom Share Registrars Sdn. Bhd.

[Registration No. 199601006647 (378993-D)]

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

General Line : +603-7890 4700

E-mail : bsr.helpdesk@boardroomlimited.com