

# MUHIBBAH ENGINEERING (M) BHD

Registration No. 197201001137 (12737-K)  
(Incorporated in Malaysia)

## FIFTIETH ANNUAL GENERAL MEETING ADMINISTRATIVE NOTES FOR SHAREHOLDERS

<b>Date</b>	: Monday, 26 June 2023
<b>Time</b>	: 2.00 p.m.
<b>Online Meeting Platform</b>	: TIIH Online at <a href="https://tiih.online">https://tiih.online</a> as provided by Tricor Investor & Issuing House Services Sdn Bhd in Malaysia

### (A) MODE OF MEETING

The Fiftieth Annual General Meeting (“**50<sup>th</sup> AGM**”) of Muhibbah Engineering (M) Bhd (“**Muhibbah**” or “**the Company**”) will be conducted on a fully virtual basis through live streaming and online remote participation and voting via Remote Participation and Voting (“**RPV**”) facilities provided by Tricor Investor & Issuing House Services Sdn Bhd (“**Tricor**”) in accordance with Section 327 of the Companies Act 2016 and Clause 57 of the Constitution of the Company (“**Virtual AGM**”).

This is in line with Practice 13.3 of the Malaysian Code on Corporate Governance as a Virtual AGM facilitates electronic voting and remote shareholders’ participation ultimately promoting greater shareholder participation. With the virtual meeting facilities, you may exercise your right as a member of the Company to participate (including the right to pose questions to the Board of Directors and/or Management of the Company) and vote at the Virtual AGM. Alternatively, you may also appoint the Chairman of the meeting as your proxy to attend and vote on your behalf at the Virtual AGM.

### (B) REMOTE PARTICIPATION AND VOTING (“RPV”) FACILITIES

1. Shareholders who wish to participate in the 50<sup>th</sup> AGM may do so using the RPV facilities provided by Tricor. Shareholders are required to register via Tricor’s TIIH Online website at <https://tiih.online> prior to the meeting. For more details, please refer to the Procedures for RPV set out below.
2. Shareholders who appoint proxies to participate via RPV in the 50<sup>th</sup> AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor no later than **Saturday, 24 June 2023 at 2.00 p.m.**
3. Authorised representatives of corporate members must deposit their original certificate of appointment of authorised representative to Tricor no later than **Saturday, 24 June 2023 at 2.00 p.m.** to participate via RPV in the 50<sup>th</sup> AGM.
4. Attorneys appointed by power of attorney are to deposit their power of attorney with Tricor no later than **Saturday, 24 June 2023 at 2.00 p.m.** to participate via RPV in the 50<sup>th</sup> AGM.

### (C) PROCEDURES FOR RPV

Shareholders/proxies/authorised representatives/attorneys who wish to participate in the 50<sup>th</sup> AGM remotely using the RPV are to follow the requirements and procedures as summarised below:

Procedure	Action
<b>1. BEFORE THE AGM DAY</b>	
(a) Register as a user with TIIH Online	<ul style="list-style-type: none"><li>• Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services” select “Create Account by Individual Holder”. Refer to the tutorial guide posted on the homepage for assistance.</li><li>• Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li><li>• If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.</li></ul>

(C) PROCEDURES FOR RPV (cont'd)

Procedure	Action
<b>1. BEFORE THE AGM DAY (cont'd)</b>	
(b) Submit your request to attend 50 <sup>th</sup> AGM remotely	<ul style="list-style-type: none"> <li>• <b>Registration is open from Thursday, 27 April 2023 until the day of 50<sup>th</sup> AGM on Monday, 26 June 2023.</b> Shareholder(s) or prox(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 50<sup>th</sup> AGM to ascertain their eligibility to participate the 50<sup>th</sup> AGM using the RPV.</li> <li>• Login with your user ID and password and select the corporate event: <b>“(REGISTRATION) MUHIBBAH 50<sup>th</sup> AGM”</b>.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Select “Register for Remote Participation and Voting.</li> <li>• Review your registration and proceed to register.</li> <li>• The System will send an e-mail to notify that your registration for remote participation is received and will be verified.</li> <li>• After verification of your registration against the General Meeting Record of Depositors as at 16 June 2023, the system will send you an e-mail after 24 June 2023 to approve or reject your registration for remote participation.</li> <li>• <i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV).</i></li> </ul>
<b>2. ON THE DAY OF THE AGM</b>	
(a) Login to TIIH Online	<ul style="list-style-type: none"> <li>• Login with your user ID and password for remote participation at the 50<sup>th</sup> AGM at any time from <b>1.00 p.m.</b> i.e 1 hour before the commencement of the AGM on <b>Monday, 26 June 2023 at 2.00 p.m.</b></li> </ul>
(b) Participate through Live Streaming	<ul style="list-style-type: none"> <li>• Select the corporate event: <b>“(LIVE STREAMING MEETING) MUHIBBAH 50<sup>th</sup> AGM”</b> to engage in the proceedings of the 50<sup>th</sup> AGM remotely.</li> <li>• If you have any question for the Chairman/Board, you may use the query box to transmit your question. The Chairman/Board will endeavor to respond to questions submitted by remote participants during the 50<sup>th</sup> AGM. If there is any questions not answer due to time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</li> </ul>
(c) Online Remote Voting	<ul style="list-style-type: none"> <li>• Voting session commences <b>from 2.00 p.m. on Monday, 26 June 2023</b> until a time when the Chairman announces the completion of the voting session of the 50<sup>th</sup> AGM.</li> <li>• Select the corporate event: <b>“(REMOTE VOTING) MUHIBBAH 50<sup>th</sup> AGM Select”</b>.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Select the CDS account that represents your shareholdings.</li> <li>• Indicate your votes for the resolutions that are tabled for voting.</li> <li>• Confirm and submit your votes.</li> </ul>
(d) End of remote participation	<ul style="list-style-type: none"> <li>• Upon the announcement by the Chairman on the closure of the 50<sup>th</sup> AGM, the live streaming will end.</li> </ul>

**Note to users of the RPV:**

1. Should your application to join the meeting be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual meeting.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
3. In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

**(D) GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)**

Only members whose name appears in the ROD as at 16 June 2023 shall be entitled to attend, participate, speak and vote at the 50<sup>th</sup> AGM.

**(E) POLL VOTING**

The voting at the 50<sup>th</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A(1) of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting and Cooper Professional Scrutineers Sdn Bhd as Scrutineers to verify the poll results.

Shareholders may proceed to vote on the resolutions from the commencement of the 50<sup>th</sup> AGM on **Monday, 26 June 2023 at 2.00 p.m.** until the end of the voting session which will be announced by the Chairman of the meeting.

Upon completion of the voting session, the Scrutineers will verify and announce the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

**(F) PROXY**

The appointment of a proxy may be made in a hardcopy form or by electronic means as specified below and must be received by Tricor no later than **Saturday, 24 June 2023 at 2.00 p.m.**

**1. In hardcopy form**

You may submit your Proxy Form to Tricor by fax at +603-2783 9222 or e-mail to [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com). However, please ensure that the **Original Proxy Form** is deposited at Tricor’s office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or, alternatively, the Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, no later than **Saturday, 24 June 2023 at 2.00 p.m.** otherwise the Proxy Form shall not be treated as valid.

**2. By electronic form**

The proxy form can be electronically lodged with Tricor via TIIH Online at <https://tiih.online>. Kindly refer to “Section G: ‘Procedure for Electronic Submission of Proxy Form’” for steps to submit your electronic proxy form.

**(G) PROCEDURES FOR ELECTRONIC LODGEMENT OF PROXY FORM**

The procedures to lodge your proxy form electronically via Tricor’s **TIIH Online** website are summarised below:

<b>Procedure</b>	<b>Action</b>
<b>1. Steps for Individual Shareholders</b>	
(a) Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Please do refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
(b) Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>Select the corporate event: <b>MUHIBBAH 50<sup>th</sup> AGM - SUBMISSION OF PROXY FORM</b>”.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.</li> <li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li> <li>Review and confirm your proxy(s) appointment.</li> <li>Print proxy form for your record.</li> </ul>

**(G) PROCEDURES FOR ELECTRONIC LODGEMENT OF PROXY FORM (cont'd)**

Procedure	Action
<b>2. Steps for corporation or institutional shareholders</b>	
(a) Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>• Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects <b>“Create Account by Representative of Corporate Holder”</b>.</li> <li>• Complete the registration form and upload the required documents.</li> <li>• Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>• Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p><i>Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact Tricor if you need assistance on the user registration.</i></p>
(b) Proceed with submission of form of proxy	<ul style="list-style-type: none"> <li>• Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>• Select the corporate exercise name: <b>“MUHIBBAH 50<sup>th</sup> AGM – SUBMISSION OF PROXY FORM”</b>.</li> <li>• Agree to the Terms &amp; Conditions and Declaration.</li> <li>• Proceed to download the file format for <b>“Submission of Proxy Form”</b> in accordance with the Guidance Note set therein.</li> <li>• Prepare the file for the appointment of proxies by inserting the required data.</li> <li>• Submit the proxy appointment file.</li> <li>• Login to TIIH Online, select corporate exercise name: <b>“MUHIBBAH 50<sup>th</sup> AGM – SUBMISSION OF PROXY FORM”</b>.</li> <li>• Proceed to upload the duly completed proxy appointment file.</li> <li>• Select <b>“Submit”</b> to complete your submission.</li> <li>• Print the confirmation report of your submission for your record.</li> </ul>

**(H) PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS**

Shareholders may submit questions for the Board in advance of the 50<sup>th</sup> AGM via Tricor’s TIIH Online website at <https://tiih.online> by selecting “e-Services” to login, pose questions and submit electronically no later than **Saturday, 24 June 2023 at 2.00 p.m.** The Board will endeavour to answer the questions received at the 50<sup>th</sup> AGM.

**(I) RECORDING OR PHOTOGRAPHY**

Strictly **NO** unauthorised recording or photography of the proceedings of the 50th AGM is allowed.

**(J) REFRESHMENTS AND NO DOOR GIFTS**

There will be no distribution of refreshments and door gifts for the 50<sup>th</sup> AGM of the Company.

**(K) ENQUIRY**

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

Tricor Investor & Issuing House Services Sdn. Bhd.

General Line: +603-2783 9299 | Fax: +603-2783 9222 | Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)

Contact persons: Ms. Lim Lay Kiow +603-2783 9232 ([Lay.Kiow.Lim@my.tricorglobal.com](mailto:Lay.Kiow.Lim@my.tricorglobal.com))

Ms. Siti Zalina Osmin +603-2783 9247 ([Siti.Zalina@my.tricorglobal.com](mailto:Siti.Zalina@my.tricorglobal.com))

Mr Hifzul Azad +603-2783 9284 ([Mohamad.Hifzul@my.tricorglobal.com](mailto:Mohamad.Hifzul@my.tricorglobal.com))