

# MUHIBBAH ENGINEERING (M) BHD

Registration No. 197201001137 (12737-K)

(Incorporated in Malaysia)

## EXTRAORDINARY GENERAL MEETING ADMINISTRATIVE NOTES FOR SHAREHOLDERS

<b>Date</b>	:	Monday, 7 March 2022
<b>Time</b>	:	11.00 a.m.
<b>Online Meeting Platform</b>	:	TIIH Online website at <a href="https://tiih.online">https://tiih.online</a> as provided by Tricor Investor & Issuing House Services Sdn. Bhd. ("Tricor")

### MODE OF MEETING

The Extraordinary General Meeting ("EGM") of Muhibbah Engineering (M) Bhd ("**MEB**" 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**").

### REMOTE PARTICIPATION AND VOTING FACILITIES ("**RPV**")

1. Shareholders who wish to participate, speak and vote remotely at the EGM 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 EGM. For more details, please refer to the Procedures for RPV set out below.
2. Shareholders who appoint a proxy or up to 2 proxies to participate, speak and vote remotely via RPV in the EGM 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, 5 March 2022 at 11.00 a.m.**
3. Authorised representatives of corporate members must deposit their original certificate of appointment of authorised representative to Tricor no later than **Saturday, 5 March 2022 at 11.00 a.m.** to participate, speak and vote remotely via RPV in the EGM.
4. Attorneys appointed by power of attorney are to deposit their power of attorney with Tricor no later than **Saturday, 5 March 2022 at 11.00 a.m.** to attend, participate, speak and vote remotely via RPV in the EGM.

### PROCEDURES FOR RPV

Shareholders/proxies/authorised representatives/attorneys who wish to participate, speak and vote remotely in the EGM remotely using the RPV are to follow the requirements and procedures as summarised below:

Procedure	Action
<b>BEFORE THE EGM 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>

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<b>Procedure</b>	<b>Action</b>
<b>BEFORE THE EGM DAY (cont'd)</b>	
(b) Submit your request to attend, participate, speak and vote remotely at the EGM	<ul style="list-style-type: none"> <li>• <b>Registration is open from Wednesday, 16 February 2022 until the day of EGM on Monday, 7 March 2022. Shareholder(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the EGM to ascertain their eligibility to attend, participate, speak and vote remotely at the EGM using the RPV.</b></li> <li>• Login with your user ID and password and select the corporate event: "<b>(REGISTRATION) MEB EGM</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 and voting is received and will be verified.</li> <li>• After verification of your registration against the General Meeting Record of Depositors as at 23 February 2022, the system will send you an e-mail to approve or reject your registration for remote participation and voting.</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>ON THE DAY OF THE EGM</b>	
(c) Login to TIIH Online	<ul style="list-style-type: none"> <li>• Login with your user ID and password for remote participation and voting at the EGM at any time from 10.00 a.m. i.e. 1 hour before the commencement of the EGM on <b>Monday, 7 March 2022 at 11.00 a.m.</b></li> </ul>
(d) Participate through Live Streaming	<ul style="list-style-type: none"> <li>• Select the corporate event: "<b>(LIVE STREAMING MEETING) MEB EGM</b>" to engage in the proceedings of the EGM 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 EGM.</li> </ul>
(e) Online Remote Voting	<ul style="list-style-type: none"> <li>• Select the corporate event: "<b>(REMOTE VOTING) MEB EGM</b>".</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Voting session commences <b>from 11.00 a.m. on Monday, 7 March 2022</b> until a time when the Chairman announces the completion of the remote voting session of the EGM.</li> <li>• Select the Central Depository System (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>
(f) End of remote participation and voting	<ul style="list-style-type: none"> <li>• Upon the announcement by the Chairman on the closure of the EGM, the live streaming will end.</li> </ul>

**Note to users of the RPV:**

1. Should your application to join the EGM be approved, we will make available to you the rights to join the live streamed EGM and to attend, participate, speak and vote remotely at the EGM. Your login to TIIH Online on the day of meeting will indicate your presence at the virtual EGM.
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 EGM or online participation and 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.

**GENERAL MEETING RECORD OF DEPOSITORS ("ROD")**

Only members whose name appears in the ROD as at 23 February 2022 shall be entitled to attend, participate, speak and vote remotely at the EGM.

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**POLL VOTING**

The voting at the EGM 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 resolution from the commencement of the EGM on Monday, 7 March 2022 at 11.00 a.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.

**PROXY**

The appointment of a proxy or up to 2 proxies may be made in a hardcopy form or by electronic means as specified below and must be received by the Company no later than **Saturday, 5 March 2022 at 11.00 a.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, 5 March 2022 at 11.00 a.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 the "Procedure for Electronic Submission of Proxy Form" for steps to submit your electronic proxy form.

**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>i 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>MEB EGM - 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>

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<b>Procedure</b>	<b>Action</b>
<b>ii 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>MEB EGM – SUBMISSION OF PROXY FORM</b>”.</li> <li>• Agree to the Terms &amp; Conditions and Declaration.</li> <li>• Proceed to download the file format for "Submission of Proxy Form" 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>MEB EGM – SUBMISSION OF PROXY FORM</b>”.</li> <li>• Proceed to upload the duly completed proxy appointment file.</li> <li>• Select "Submit" to complete your submission.</li> <li>• Print the confirmation report of your submission for your record.</li> </ul>

**PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS**

Shareholders may submit questions for the Board in advance of the EGM 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, 5 March 2022 at 11.00 a.m.** The Board will endeavour to answer the questions received at the EGM.

**RECORDING OR PHOTOGRAPHY**

Strictly **NO** unauthorised recording or photography of the proceedings of the EGM is allowed.

**REFRESHMENTS AND NO DOOR GIFTS**

There will be no distribution of refreshments and door gifts for the EGM of the Company.

**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. Lim Jia Jin +603-2783 9246 ([Jia.Jin.Lim@my.tricorglobal.com](mailto:Jia.Jin.Lim@my.tricorglobal.com))