



MUHIBBAH ENGINEERING (M) BHD

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

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registration



ADMINISTRATIVE NOTES FOR THE FULLY VIRTUAL FORTY-SEVENTH ANNUAL GENERAL MEETING:-

Date	: Thursday, 10 September 2020
Time	: 1.30 p.m.
Broadcast Venue	: Muhibbah Engineering (M) Bhd Lekas Meeting Room, Lot 579 & Lot 586, 2nd Mile, Jalan Batu Tiga Lama, 41300 Klang, Selangor Darul Ehsan
Meeting platform	: Fully virtual AGM via remote participation and voting

Dear Shareholders,

Please note that no members should be physically present at the Broadcast Venue. Members who wish to participate at the fully virtual 47th AGM will have to register online and attend remotely.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when our virtual AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants.

DIGITAL BALLOT FORM (“DBF”) VOTING PROCEDURES AT THE FULLY VIRTUAL FORTY-SEVENTH ANNUAL GENERAL MEETING (“47th AGM”) OF MUHIBBAH ENGINEERING (M) BHD (“MUHIBBAH” OR “THE COMPANY”)

As a member/proxy, you can register online to participate in the 47th AGM. Kindly follow the steps below to ensure that you are able to obtain your DBF and details to log in to the Webinar session to participate at the 47th AGM online:

1. Open this link <https://vps.megacorp.com.my/fydi7i> or scan the QR code above and submit all the details requested at least forty-eight hours (48) hours before the time of the 47th AGM.
2. Only members are allowed to register their details online. Members can also appoint proxy/Chairman via online, as in Step 1 above. Please ensure that your details are accurate as any non-compliance may result in you not being able to receive your DBF.
3. Alternatively, you may deposit your duly completed Proxy Form in hardcopy at the office of the Poll Administrator, **Mega Corporate Services Sdn. Bhd.** situated at Level 15-2, Bangunan Faber Imperial Court, Jalan Sultan Ismail, 50250 Kuala Lumpur, Wilayah Persekutuan or submit via email at AGM-support.MEB@megacorp.com.my not less than 48 hours before the time of holding the 47th AGM.
4. For corporate shareholders or Nominee Accounts, please send Proxy Form by email to AGM-support.MEB@megacorp.com.my.
5. The Poll Administrator, Mega Corporate Services Sdn Bhd, will email a copy of your DBF to you once they have verified your details.

6. Registered shareholders OR proxies would receive 2 emails:
 - a. Webinar session link (to join the virtual meeting)
 - i. Email from *Webinar Master*
 - b. DBF – for remote voting purposes.
 - i. Email from AGM-support.MEB@megacorp.com.my

POLL VOTING

The voting will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Mega Corporate Services Sdn Bhd as Poll Administrator to conduct the poll by way of electronic voting and Cygnus IT Solutions PLT as Scrutineers to verify the poll results.

For the purpose of this AGM, e-voting will be carried out via your digital devices (e.g. Computer /Mobile Phone / Tablets). The DBF itself is self-explanatory. Please read the instructions carefully on the email from Webinar Master and AGM-support.MEB@megacorp.com.my to familiarize yourself with the steps needed to exercise your rights at the AGM.

Shareholders or Proxies can proceed to vote on the resolutions and submit your votes during the voting period as stipulated on the DBF. Upon completion of the voting session at the 47th AGM, the Scrutineers will verify the poll results after which the Chairman will announce the results of the resolutions.

RECORD OF DEPOSITORS FOR THE AGM

The date of Record of Depositors for the AGM is 2 September 2020. As such, only members whose name appears in the Record of Depositors of Muhibbah as at 2 September 2020 shall be entitled to attend, participate, speak and vote at the 47th AGM.

NO REFRESHMENTS AND NO DOOR GIFTS

There will be no distribution of refreshments and door gifts for the 47th AGM of the Company.

ENQUIRY

If you have any general queries prior to the AGM, please contact the Poll Administrator during office hours (Monday to Friday):

Mega Corporate Services Sdn Bhd

Level 15-2, Bangunan Faber Imperial Court
Jalan Sultan Ismail
50250 Kuala Lumpur
Tel No : +60 (3) 2692 4271
Email : AGM-support.MEB@megacorp.com.my

Persons in Charge:

- Mr. Alfred John
- Ms. Vinoo