

ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

FORTY-NINTH ANNUAL GENERAL MEETING ("49TH AGM")

Meeting : 49th AGM
Day and Date : Wednesday, 12 August 2020
Time (Malaysia) : 11.00 a.m.
Broadcast Venue : Ground Floor, Lot 7, Jalan 51A/241,
46100 Petaling Jaya,
Selangor Darul Ehsan, Malaysia

A. Conduct of 49th AGM Via Remote Participation and Electronic Voting

1. Due to the unprecedented circumstances arising from the measures that have been implemented nationally to limit the spread of Coronavirus Disease ("COVID-19") and in particular the Government of Malaysia's official guidance on practicing of social distancing and avoidance of large gathering and having regard for the wellbeing of the public and safety of our shareholders, the Company will conduct the 49th AGM entirely via remote participation and electronic voting (collectively referred to as "online AGM"). The online AGM will be streamed from the venue stated above.
2. The Company invites shareholders to participate in the 49th AGM from their home or office and follow the entire proceedings as the AGM will be conducted electronically or remotely using the Remote Participation and Voting ("RPV") Facilities described in the Administrative Guide for Shareholders which is published on our website at <http://www.muda.com.my> and will be sent to shareholders. With the RPV Facilities, you may exercise your right as a shareholder of the Company to participate, including posing questions to the Board/Management of the Company and vote at the AGM from the comfort of your home or office.

B. Entitlement to Participate and Vote

In respect of deposited securities, only members whose names appear on the Record of Depositors on 4 August 2020 ("General Meeting Record of Depositors") shall be eligible to participate in the AGM or appoint proxy(ies) to participate and/or vote on his/her behalf.

C. Proxy Form

Shareholders are encouraged to go online to participate, and vote at the 49th AGM using remote participation and electronic voting facilities. If you are not able to participate in the online AGM, you can appoint the Chairman of the Meeting as your proxy and indicate the voting instructions in the Proxy Form.

Please ensure that the original Proxy Form is deposited at the Company's Share Registrar's office not less than 48 hours before the time appointed for holding the meeting. We do not acknowledge receipt of the Proxy Form.

MUDA HOLDINGS BERHAD

(Registration No. 197101000036/10427-A)
c/o Muda Management Services Sdn Bhd
Lot 7, Jalan 51A/241
46100 Petaling Jaya
Selangor Darul Ehsan, Malaysia
Office : +(603) 7875 9549
Fax : +(603) 7873 8435

D. Voting Procedure

1. 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 Boardroom Share Registrars Sdn Bhd ("Boardroom") as Poll Administrator to conduct the poll by way of electronic voting ("e-voting"). The Company will be appointing scrutineers to verify the poll results.
2. During the online AGM, the Chairman of the Meeting will invite the Poll Administrator to brief on the e-voting housekeeping rules. The voting session will commence as soon as the Chairman of the Meeting calls for the poll to be opened and until such time when the Chairman of the Meeting announces the closure of the poll.
3. For the purposes of this online AGM, e-voting will be carried out via personal smart mobile phones, tablets and personal computer/laptops where the Remote Participants are requested to select one of the following modes to vote:
 - a. Download the free **Lumi AGM** from Apple App Store or Google Play Store prior to the AGM;
OR
 - b. Scan the **QR Scanner Code** given to you via email; **OR**
 - c. **Login** to the website with URL <https://web.lumiagm.com/>.
4. The Scrutineers will verify the poll result reports upon the closing of the poll session by the Chairman of the Meeting. Scrutineers will announce the results thereafter and the Chairman of the Meeting will declare whether the resolutions put to the vote were successfully carried out or not.

5. In accordance with the Company's Constitution, shareholders are entitled to vote at the online AGM either personally or by proxy, based on the General Meeting Record of Depositors. Any eligible Voting Members who is unable to participate electronically is entitled to appoint a proxy to participate in the online AGM instead.

E. Steps for Registration for Remote Participation and Electronic Voting

1. Please note that the remote participation and electronic voting is available to:
 - (i) Individual members;
 - (ii) Corporate shareholders;
 - (iii) Authorised Nominee; and
 - (iv) Exempt Authorised Nominee.
2. You will be able to view a live webcast of the AGM proceedings, pose questions to the Board and submit your votes in real-time whilst the meeting is in progress.
3. Kindly follow the steps below on how to request for a login ID and password.

Step 1 – Register Online with Boardroom Smart Investor Portal
(for first time registration only)

[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 – Submit Request for Remote Participation User ID and Password]

- a. Access website <https://boardroomlimited.my>
- b. Click <<Login>> and click <<Register>> to sign up as a user.
- c. Complete registration and upload softcopy of MyKad (front and back) or Passport.
- d. Please enter a valid email address and wait for Boardroom's email verification.
- e. Your registration will be verified and approved within one business day and an email notification will be provided.

Step 2 – Submit Request for Remote Participation User ID and Password

[Note: The registration for remote access will be opened on 25 June 2020 for submission of request for Remote Participation User ID and Password]

Individual Members

- Login to <https://boardroomlimited.my> using your user ID and password above.
- Select “Hybrid/Virtual Meeting” from the main menu and select the correct Corporate Event “MUDA 49th Virtual AGM”.
- Enter your CDS Account.
- Read and agree to the terms and conditions and thereafter SUBMIT your request.

Corporate Shareholders

- Write to BSR.Helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to SUBMIT the request.
- Corporate Shareholder must provide a copy of Corporate Representative’s MyKad (Front and Back) or Passport as well as his/her email address.

Authorised Nominee and Exempt Authorised Nominee

- Write to BSR.Helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Form of Proxy to submit the request.
- Authorised Nominee and Exempt Authorised Nominee must also provide a copy of Proxy Holders’ MyKad (Front and Back) or Passport as well as his/her email address.
 - a. You will receive notification(s) from Boardroom that your request(s) has/have been received and is/are being verified.
 - b. Upon system verification against the General Meeting Record of Depositors as at 4 August 2020, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
 - c. You will also receive your remote access user ID and password along with the email from Boardroom if your registration is approved.
 - d. Please note that the closing time to submit your request is 11.00 a.m. on 10 August 2020 (48 hours before the commencement of the online AGM).

Step 3 – Login to Virtual Meeting Portal

[Please note that the quality of the connectivity to Virtual Meeting Portal for the live web cast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]

- a. The Virtual Meeting Portal will be open for login starting an hour (1 hour) before the commencement of the online AGM at 10.00 a.m. on 12 August 2020.
- b. Follow the steps given to you in the email along with your remote access user ID and password to login to the Virtual Meeting Portal. (Please refer to Step 2 above).
- c. The steps will also guide you to how to view live web cast, ask questions and vote.
- d. The live webcast will end and the Messaging Window will be disabled the moment the Chairman of the Meeting announces the closure of the online AGM.
- e. You can now logout from Virtual Meeting Portal.

4. Shareholders who are unable to participate in our online AGM are encouraged to appoint the Chairman of the Meeting to vote on their behalf. Please refer to Paragraph C above to submit your Proxy Form.

F. Participation Through Live Webcast, Question and Voting at the Online AGM

The Chairman and the Board of Directors will endeavor their best to respond to the questions submitted by shareholders which are related to the resolutions to be tabled at the 49th AGM as well as financial performance and prospects of the Company.

Shareholders may proceed to cast votes on each of the proposed resolutions, to be tabled at the 49th AGM, after the Chairman of the Meeting has opened the poll on the resolutions. Shareholders are reminded to cast their votes before the poll is closed.

G. Procedure of the Online AGM

The Login User Guide for participation, posing questions and voting at the 49th AGM, will be emailed to you together with your Remote Access User ID and Password once your registration has been approved.

No recording or photography of the AGM proceedings is allowed without the prior written permission of the Company.

You must ensure that you are connected to the internet at all times in order to participate and vote when the 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 streaming is dependent on the band width and stability of the internet connection at the location of the remote participants.

H. Annual Report 2019 and Other Documents

The Annual Report 2019, Notice of 49th AGM and this Administration Guide can be downloaded from the Company's website at <http://www.muda.com.my>.

Shareholders who wish for a printed copy of Annual Report 2019 should submit their request by completing the Requisition Form for Printed Copy of Annual Report 2019 provided in the Abridged Annual Report 2019 with all the required information accurately. The printed copy of the Annual Report 2019 will be forwarded to you by ordinary post as soon as practicable from the date of receipt of your request.

Since the 49th AGM will be conducted virtually, there will be NO DISTRIBUTION of the Annual Report 2019 during the AGM.

I. Gifts and Meal Packs

As the 49th AGM will be conducted virtually, there will be no distribution of gifts and meal packs.

J. Enquiries

1. If you have any enquiry relating to the 49th AGM and RPV Facilities, please forward your enquiries to:

a. Muda Management Services Sdn Bhd
for **AGM matters**:

Telephone : +(603) 7875 9549
Fax: +(603) 7873 8435
email: helpdesk@muda.com.my

b. Boardroom Share Registrars Sdn Bhd
for **RPV Facilities**:

Telephone : +(603) 7890 4700
Fax: +(603) 7890 4670
email: BSR.Helpdesk@boardroomlimited.com

2. Due to the constant evolving COVID-19 situation in Malaysia, we advise you to constantly check the Company's website or announcements for the latest updates on the 49th AGM.