



Muda Holdings Berhad
(197101000036 [10427-A])

ADMINISTRATIVE GUIDE FOR FIFTY-FIRST ANNUAL GENERAL MEETING ("51st AGM")

A. MODE OF MEETING

In the light of the emergence of the highly infectious Omicron Covid-19 variant and as a precautionary measure and with the safety of the Company's shareholders, employees and Directors of primary concern, Muda Holdings Berhad ("Muda") will conduct its 51st AGM of Muda Holdings Berhad on a fully virtual basis through live streaming and online remote voting via online meeting platform at <https://agm.digerati.com.my/muda-online> on the date and time as set out below.

Day, Date and Time of Meeting : **Tuesday, 28 June 2022 at 11.00 a.m. or at any adjournment thereof**

Online Meeting Platform : <https://agm.digerati.com.my/muda-online>

1. Shareholders will be able to access and participate in the proceedings through Remote Participation and Voting ("RPV") Facilities which will be available online at <https://agm.digerati.com.my/muda-online>.
2. The Securities Commission Malaysia had on 16 July 2021 revised the Guidance Note and Frequently Asked Questions ("FAQ") on the conduct of General Meetings for Listed Issuers which was originally issued on 18 April 2020 ("the Revised Guidance Note and FAQ") to require all meeting participants of a fully virtual general meeting including the Chairperson of the meeting, board members, senior management and shareholders to participate in the meeting online. According to the Revised Guidance Note and FAQ, an online platform can be recognized as the meeting venue or place under Section 327(2) of the Companies Act, 2016 provided that the online platform is located in Malaysia.

B. ENTITLEMENT TO PARTICIPATE AND VOTE REMOTELY

1. A shareholder whose name appears on the **Record of Depositors** as at **Wednesday, 22nd June 2022** shall be eligible to participate in the meeting or appoint proxy(ies) to participate on his/her behalf.

C. VOTING PROCEDURE

1. Voting will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Digerati Technologies Sdn Bhd as the Poll Administrator to conduct the poll by way of electronic voting (e-Voting) and Quantegic Services Sdn Bhd as Independent Scrutineer to verify the poll results.
2. E-Voting for all resolutions set out in the Notice of the 51st AGM will take place concurrently after the relevant questions in respect of all these resolutions have been addressed.
3. Members and proxies are required to login online at <https://agm.digerati.com.my/muda-online>. For the purpose of this AGM, e-Voting can be carried out by personal smart mobile phones, tablets, personal computers or laptops.
4. During the AGM, the Chairman will invite the Poll Administrator to brief on the e-Voting housekeeping rules. The voting session will commence as soon as the Chairman calls for the poll to be opened and until such time as the Chairman announce the closure of the poll.
5. The Scrutineer will verify the poll results reports upon closing the session by the Chairman. Thereafter, the Chairman will declare whether the resolutions put to vote were successful or otherwise.

E. LODGEMENT OF PROXY FORM AND e-PROXY FORM

1. If you are unable to attend the AGM via the RPV facilities and wish to appoint a proxy to vote on your behalf, please deposit your Proxy Form at the Registered Office at Lot 7, Jalan 51A/241, 46100 Petaling Jaya, Selangor Darul Ehsan not less than forty-eight hours before the time of holding the 51st AGM i.e. the latest by Sunday, 26 June 2022 at 11.00 a.m. Any alterations to the Proxy Form must be initialed.
2. Alternatively, the proxy appointment may also be lodged at <https://agm.digerati.com.my/muda-online> which is free and available to all individual shareholders, not less than forty-eight hours before the time of holding the 51st AGM, i.e. the latest by Sunday, 26 June 2022 at 11.00 a.m.
3. If a shareholder is unable to participate at the 51st AGM, he/she may also appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions on the Proxy Form.
4. If you wish to participate in the 51st AGM yourself, please do not submit any proxy form for the 51st AGM. You will not be allowed to participate in the 51st AGM together with a proxy appointed by you.

F. REMOTE PARTICPATION AND ELECTRONIC VOTING (RPV)

1. All shareholders including (i) Individual members (ii) Corporate shareholders; (iii) Authorised Nominee and (iv) Exempt Authorised Nominee shall use the RPV facilities to participate and vote remotely at the AGM. You will be able to view a live webcast of the meeting, ask questions and submit your votes in real time while the meeting is in progress.
2. Please note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of the participants. Therefore, kindly ensure that connectivity for the duration of the meeting is maintained.

3. Kindly follow the steps below to register, to request for your Login ID and Password and usage of the RPV facilities:

<i>Before day of AGM</i>	
<i>Procedure</i>	<i>Action</i>
i	<p>Register online with Registrar <i>(for first time registration only)</i></p> <p><u>INDIVIDUAL MEMBER</u></p> <ol style="list-style-type: none"> a. Access website @ https://agm.digerati.com.my/muda-online b. Complete the registration form and upload softcopy of MyKad (front and back) or passport. c. Please enter a valid email address and you will receive an email for verification purpose. Please check your spam mailbox if you did not receive the email for verification. d. You will receive another email within 3 days after the above verification to notify whether you have been successfully registered or rejected.
ii	<p>Submit request for remote participation, User ID and Password</p> <ol style="list-style-type: none"> a. Login to https://agm.digerati.com.my/muda-online using the User ID and Password given. b. Select “MUDA 51st AGM” c. Read and agree to Terms and Conditions and then confirm the Declaration. d. Complete and submit the e-Proxy Form if you wish to appoint a proxy to vote on your behalf. e. You will receive an email to acknowledge receipt of your e-Proxy Form. <p><u>CORPORATE SHAREHOLDER</u></p> <ol style="list-style-type: none"> a. Write to muda.helpdesk@digerati.com.my by providing name of shareholder, CDS Account Number, Certificate of Appointment of Corporate Representative or Proxy Form, MyKad (Front and Back) or passport of Corporate Representative as well as his/her email address to submit the request. <p>OR</p> <p>Complete the registration form with Company Registration Number as ID Number and email address. Upload softcopy of company logo or company name.</p> <ol style="list-style-type: none"> b. You will receive an email to acknowledge receipt of your request form. <p><u>AUTHORISED NOMINEE AND EXEMPT AUTHORISED NOMINEE</u></p> <ol style="list-style-type: none"> a. Write to muda.helpdesk@digerati.com.my by providing name of shareholder, CDS Account Number accompanied by a Proxy Form and MyKad (Front and Back) of proxy holder or passport as well as his/her email address to submit the request. <ol style="list-style-type: none"> 1. Upon system verification against the General Meeting Record of Depositors as at 22nd June 2022, you and your proxy(ies) will receive an email either approving or rejecting your registration for remote participation. 2. If your registration is approved, you will receive an email notifying you of your Broadcast Link and e-Poll Form Link with User ID. 3. Please note that the closing time to submit your request is 11.00 a.m. on Sunday, 26 June 2022 (48 hours before the commencement of the virtual AGM).

<i>On day of AGM (TUESDAY, 28 JUNE 2022)</i>		
	<i>Procedure</i>	<i>Action</i>
iii.	Login to virtual meeting platform	a. The virtual meeting portal will be opened for login one (1) hour before the commencement of the AGM on Tuesday, 28 June 2022, which can be accessed via https://agm.digerati.com.my/muda-online . b. Sign into Zoom with the Broadcast Link using a valid Zoom account and e-Poll Form Link using User ID.
iv.	Participate	a. If you would like to view the webcast, select the broadcast icon . b. If you would like to ask a question during the AGM, select the messaging icon . c. Type your message within the Q&A chat box, once completed, click the send button.
v.	Voting	a. Once the meeting is opened for voting, open e-Poll Form using link provided to cast your vote. b. Submit your votes within the specified period of time determined and announced by the Chairman. c. To vote simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received. d. To change your vote, simply select another voting direction. e. If you wish to cancel your vote, please press “Cancel”. f. The latest e-Poll Form will be accepted as valid in the event if a member submits more than one e-Poll Forms.
vi.	End of Participation	a. Upon announcement by the Chairman on the closure of the AGM, the live webcast will end and the window will be disabled. b. You can now logout from the virtual meeting platform.

G. SUBMISSION OF QUESTIONS

- Shareholders may submit questions in advance on the 51st AGM resolutions and Annual Report 2021 commencing Wednesday, 1st June 2022 using the Request Form available at <https://agm.digerati.com.my/muda-online> and select ‘SUBMIT QUESTIONS’ to pose questions.
- Thereafter, on the morning of the 51st AGM, shareholders may also submit questions via the Q&A Chat Box at <https://agm.digerati.com.my/muda-online> starting at 10.00 a.m. This web portal will remain open throughout the virtual 51st AGM session.

H. RECORDING OR PHOTOGRAPHY

No recording or photography of the 51st AGM proceedings is allowed without the prior written permission of the Company.

I. DIGITAL COPIES OF AGM DOCUMENTS

1. The following documents can be accessed from our website at <http://www.muda.com.my/agm2022>:
 - i. Notice of 51st AGM
 - ii. Annual Report 2021
 - iii. Form of Proxy for 51st AGM
 - iv. Administrative Guide for 51st AGM
2. Shareholders who wish for a printed copy of Annual Report 2021 should submit their request by completing the Requisition Form for printed copy of Annual Report 2021 with all the required information accurately. Requisition Form for printed copy of Annual Report 2021 is available at our website at <http://www.muda.com.my>.
3. The printed copy of the Annual Report 2021 will be forwarded to you by ordinary post as soon as practicable from the date of receipt of your request.

I. DOOR GIFT/FOOD VOUCHER

As the 51st AGM will be conducted on a fully virtual basis, there will be no door gifts and food vouchers for participating in the 51st AGM.

J. ENQUIRY

If you have any enquiries prior to the 51st AGM, please contact the following during office hours from Monday to Friday (9.00 a.m. to 5.00 p.m.) (except public holiday):

Share Registrar

Muda Management Services Sdn Bhd
Lot 7, Jalan 51A/241, 46100 Petaling Jaya,
Selangor Darul Ehsan
Telephone No. : 603-78759549
Email : helpdesk@muda.com.my.

e-Services

Digerati Technologies Sdn Bhd
No. 1, Jalan Sri Kota 3, Taman Sri Kota,
43000 Kajang, Selangor Darul Ehsan
Telephone No. : 6011-6338 8316
Email : muda.helpdesk@digerati.com.my
