



Muda Holdings Berhad  
(197101000036 [10427-A])

## ADMINISTRATIVE GUIDE FOR 52<sup>ND</sup> ANNUAL GENERAL MEETING (“52<sup>ND</sup> AGM”)

### A. MODE OF MEETING

1. The 52<sup>nd</sup> AGM of Muda Holdings Berhad (“the Company”) will be held 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 :** **Wednesday, 28 June 2023 at 11.00 a.m. or at any adjournment thereof**

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

2. 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>.

### B. ENTITLEMENT TO PARTICIPATE AND VOTE REMOTELY

1. A shareholder whose name appears on the **Record of Depositors** as at **Thursday, 22 June 2023** 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 52<sup>nd</sup> 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.

#### **D. LODGEMENT OF FORM OF PROXY**

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 Form of Proxy at the Registered Office at Lot 7, Jalan 51A/241, 46100 Petaling Jaya, Selangor Darul Ehsan no later than 48 hours before the time of holding the 52<sup>nd</sup> AGM i.e. no later than Monday, 26 June 2023 at 11.00 a.m. Any alterations to the Form of Proxy must be initialed.
2. Alternatively, the proxy appointment may also be lodged electronically via <https://agm.digerati.com.my/muda-online> which is free and available to all individual shareholders, no later than 48 hours before the time appointed for holding the 52<sup>nd</sup> AGM, i.e. no later than Monday, 26 June 2023 at 11.00 a.m.
3. If a shareholder is unable to participate at the 52<sup>nd</sup> AGM, he/she may also appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions on the Form of Proxy.
4. If you wish to participate in the 52<sup>nd</sup> AGM yourself, please do not submit any Form of Proxy for the 52<sup>nd</sup> AGM. You will not be allowed to participate in the 52<sup>nd</sup> AGM together with a proxy appointed by you.

#### **E. REMOTE PARTICIPATION AND 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><b><u>INDIVIDUAL MEMBER</u></b></p> <ol style="list-style-type: none"> <li>a. Access website @ <a href="https://agm.digerati.com.my/muda-online">https://agm.digerati.com.my/muda-online</a>.</li> <li>b. Complete the registration form and upload softcopy of MyKad (front and back) or passport.</li> <li>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.</li> <li>d. You will receive another email within 3 days after the above verification to notify whether you have been successfully registered or rejected.</li> </ol>
ii	<p>Submit request for remote participation, User ID and Password</p>	<ol style="list-style-type: none"> <li>a. Login to <a href="https://agm.digerati.com.my/muda-online">https://agm.digerati.com.my/muda-online</a> using the User ID and Password given.</li> <li>b. Select “MUDA 52<sup>nd</sup> AGM”</li> <li>c. Read and agree to Terms and Conditions and then confirm the Declaration.</li> <li>d. Complete and submit the e-Proxy Form if you wish to appoint a proxy to vote on your behalf.</li> <li>e. You will receive an email to acknowledge receipt of your e-Proxy Form.</li> </ol> <p><b><u>CORPORATE SHAREHOLDER</u></b></p> <ol style="list-style-type: none"> <li>a. Write to <a href="mailto:muda.helpdesk@digerati.com.my">muda.helpdesk@digerati.com.my</a> by providing name of shareholder, CDS Account Number, Certificate of Appointment of Corporate Representative or Form of Proxy, MyKad (front and back) or passport of Corporate Representative as well as his/her email address to submit the request.</li> </ol> <p><b>OR</b></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"> <li>b. You will receive an email to acknowledge receipt of your request form.</li> </ol> <p><b><u>AUTHORISED NOMINEE AND EXEMPT AUTHORISED NOMINEE</u></b></p> <ol style="list-style-type: none"> <li>a. Write to <a href="mailto:muda.helpdesk@digerati.com.my">muda.helpdesk@digerati.com.my</a> by providing name of shareholder, CDS Account Number accompanied by a Form of Proxy and MyKad (front and back) of proxy holder or passport as well as his/her email address to submit the request.</li> </ol> <ol style="list-style-type: none"> <li>1. Upon system verification against the General Meeting Record of Depositors as at 22 June 2023, you and your proxy(ies) will receive an email either approving or rejecting your registration for remote participation.</li> <li>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.</li> <li>3. Please note that the closing time to submit your request is 11.00 a.m. on Monday, 26 June 2023 (48 hours before the commencement of the virtual AGM).</li> </ol>

<b><i>On day of AGM (WEDNESDAY, 28 JUNE 2023)</i></b>		
	<b><i>Procedure</i></b>	<b><i>Action</i></b>
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 Wednesday, 28 June 2023, which can be accessed via <a href="https://agm.digerati.com.my/muda-online">https://agm.digerati.com.my/muda-online</a> . 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 <b>broadcast icon</b> . b. If you would like to ask a question during the AGM, select the <b>messaging icon</b> . 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 vote 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 Form.
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.

## **F. SUBMISSION OF QUESTIONS**

- Shareholders may submit questions in advance on the 52<sup>nd</sup> AGM resolutions and Annual Report 2022 commencing Thursday, 1 June 2023 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 52<sup>nd</sup> 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 52<sup>nd</sup> AGM session.

## **G. RECORDING OR PHOTOGRAPHY**

No recording or photography of the 52<sup>nd</sup> AGM proceedings is allowed without the prior written permission of the Company.

## **H. DIGITAL COPIES OF AGM DOCUMENTS**

1. The following documents are available on the Company's website at <https://muda.com.my/agm2023>
  - i. Notice of 52<sup>nd</sup> AGM
  - ii. Annual Report and Corporate Governance Report 2022
  - iii. Form of Proxy for 52<sup>nd</sup> AGM
  - iv. Administrative Guide for 52<sup>nd</sup> AGM
2. You may request for a printed copy of Annual Report 2022 at <https://muda.com.my/agm2023>. Kindly consider the environment before you decide to request for the printed copy of Annual Report 2022.

## **I. DOOR GIFT/FOOD VOUCHER**

As the 52<sup>nd</sup> AGM will be conducted on a fully virtual basis, there will be no door gifts and food vouchers for participating in the 52<sup>nd</sup> AGM.

## **J. ENQUIRY**

If you have any enquiries prior to the 52<sup>nd</sup> AGM, please contact the following during office hours i.e 9.00 a.m. to 5.00 p.m. (Monday to Friday):

### **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](mailto: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](mailto:muda.helpdesk@digerati.com.my)

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