



Muda Holdings Berhad
(197101000036 [10427-A])

ADMINISTRATIVE GUIDE FOR 53RD ANNUAL GENERAL MEETING (“53RD AGM”)

A. MODE OF MEETING

1. The 53rd 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://muda-agm.digerati.com.my> on the date and time as set out below:

Day, Date and Time of Meeting : **Thursday, 27 June 2024 at 11.00 a.m. or at any adjournment thereof**

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

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://muda-agm.digerati.com.my>.

B. ENTITLEMENT TO PARTICIPATE AND VOTE REMOTELY

1. A shareholder whose name appears on the **Record of Depositors** as at **19 June 2024** 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 53rd 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://muda-agm.digerati.com.my>. 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 53rd AGM i.e. no later than Tuesday, 25 June 2024 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://muda-agm.digerati.com.my> which is free and available to all individual shareholders, no later than 48 hours before the time appointed for holding the 53rd AGM, i.e. no later than Tuesday, 25 June 2024 at 11.00 a.m.
3. If a shareholder is unable to participate at the 53rd 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 53rd AGM yourself, please do not submit any Form of Proxy for the 53rd AGM. You will not be allowed to participate in the 53rd 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) Authorized Nominee and (iv) Exempt Authorized 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>	
Procedure	Action
i	<p>Register online with Registrar <i>(for first time registration only)</i></p> <p style="text-align: center;"><u>INDIVIDUAL MEMBER</u></p> <ol style="list-style-type: none"> a. Access website @ https://muda-agm.digerati.com.my. 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>Appoint proxy(ies) or corporate representative(s)</p> <p style="text-align: center;"><u>INDIVIDUAL MEMBER</u></p> <ol style="list-style-type: none"> a. Login to https://muda-agm.digerati.com.my using the User ID and Password given. b. Select “MUDA 53rd AGM” c. Complete and submit the e-Proxy Form if you wish to appoint proxy(ies) to vote on your behalf. d. You will receive an email to acknowledge receipt of your e-Proxy Form. <p style="text-align: center;"><u>CORPORATE SHAREHOLDER</u></p> <ol style="list-style-type: none"> a. Write to support@digerati.com.my 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. OR Complete the registration form with Company Registration Number as ID Number and email address. Upload softcopy of company logo or company name. b. You will receive an email to acknowledge receipt of your request form. <p style="text-align: center;"><u>AUTHORISED NOMINEE AND EXEMPT AUTHORISED NOMINEE</u></p> <ol style="list-style-type: none"> a. Write to support@digerati.com.my 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.
iii	<ol style="list-style-type: none"> 1. Upon system verification against the General Meeting Record of Depositors as at 19 June 2024, 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 the meeting link_with User ID. 3. Please note that the closing time to submit your request is 11.00 a.m. on Tuesday, 25 June 2024 (48 hours before the commencement of the virtual AGM).

<i>On day of AGM (THURSDAY, 27 JUNE 2024)</i>		
	<i>Procedure</i>	<i>Action</i>
iv	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 Thursday, 27 June 2024, which can be accessed via https://muda-agm.digerati.com.my . b. Alternatively, access the meeting via the link received in the email.
v	Participate	a. Webcast will be available once the meeting commences. 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.
vi	Voting	a. Once the meeting is opened for voting, access e-Poll Form below the webcast 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 instruction from the options provided and submit. A confirmation message will appear to show your vote has been received. d. To change your vote, simply select another voting instruction and submit again. e. The latest e-Poll Form will be accepted as valid in the event if a member submits more than one e-Poll Form.
vii	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

1. Shareholders may submit questions in advance on the 53rd AGM resolutions and Annual Report 2023 commencing Tuesday, 4 June 2024 using the Request Form available at <https://muda-agm.digerati.com.my> and select ‘SUBMIT QUESTIONS’ to pose questions.
2. Thereafter, on the morning of the 53rd AGM, shareholders may also submit questions via the Q&A Chat Box at <https://muda-agm.digerati.com.my> starting at 10.00 a.m. This web portal will remain open throughout the virtual 53rd AGM session.

G. RECORDING OR PHOTOGRAPHY

No recording or photography of the 53rd 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/agm2024>
 - i. Notice of 53rd AGM
 - ii. Annual Report and Corporate Governance Report 2023
 - iii. Form of Proxy for 53rd AGM
 - iv. Administrative Guide for 53rd AGM
2. You may request for a printed copy of Annual Report 2023 at <https://muda.com.my/agm2024>. Kindly consider the environment before you decide to request for the printed copy of Annual Report 2023.

I. DOOR GIFT/FOOD VOUCHER

As the 53rd AGM will be conducted on a fully virtual basis, there will be no door gifts and food vouchers for participating in the 53rd AGM.

J. ENQUIRY

If you have any enquiries prior to the 53rd 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.

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 : support@digerati.com.my
