

**ADMINISTRATIVE GUIDE FOR SHAREHOLDERS/PROXIES OF VSTECs BERHAD  
ON THE CONDUCT OF FULLY VIRTUAL TWENTY-FOURTH ANNUAL GENERAL MEETING (“AGM”)**

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**1. Date, Time and Venue of AGM**

Date : Tuesday, 16 June 2020  
Time : 10:30 a.m.  
Meeting : Twenty-Fourth (Virtual) Annual General Meeting  
Broadcast Venue : Training Room, VSTECs Berhad  
Lot 3, Jalan Teknologi 3/5  
Taman Sains Selangor  
Kota Damansara, 47810 Petaling Jaya  
Selangor Darul Ehsan

**2. MODE OF MEETING**

As a precautionary measure amid the outbreak of Coronavirus Disease (“**Covid-19**”) pandemic, the Twenty-Fourth (“**24th**”) Annual General Meeting (“**AGM**”) shall be conducted entirely through live streaming from the Broadcast Venue. This is in line with Guidance Note by Securities Commission Malaysia on the Conduct of General Meetings for Listed Issuers dated 18 April 2020, which was subsequently revised on 14 May 2020.

The Broadcast Venue is strictly for the purpose of complying with Clause 18.4 of the Company’s Constitution and Section 327(2) of the Companies Act 2016 which requires the Chairman of the meeting to be present at the main venue of the meeting. Shareholders **WILL NOT BE ALLOWED** to attend the 24th AGM in person at the Broadcast Venue on the day of the meeting.

**3. REMOTE PARTICIPATION AND VOTING FACILITIES (“RPV”)**

Shareholders are to attend, speak (in the form of real time submission of typed texts) and vote (collectively, “participate”) remotely at the 24th AGM using RPV provided by Tricor Investor & Issuing House Services Sdn. Bhd. (“**Tricor**”) via its **TIIH Online** website at <https://tiih.online>.

Shareholders who appoint proxies to participate via RPV in the 24th AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor no later than **Sunday, 14 June 2020 at 10.30 a.m.**

Corporate representatives of corporate members must deposit their original certificate of appointment of corporate representative to Tricor not later than **Sunday, 14 June 2020 at 10.30 a.m.** to participate via RPV in the 24th AGM.

Attorneys appointed by power of attorney are to deposit their power of attorney with Tricor not later than **Sunday, 14 June 2020 at 10.30 a.m.** to participate via RPV in the AGM.

**A shareholder who has appointed a proxy or attorney or authorised representative to attend, participate, speak and vote at this AGM via RPV must request his/her proxy or attorney or authorised representative to register himself/herself for RPV at TIIH Online website at <https://tiih.online>**

As the 24th AGM is a fully virtual AGM, members who are unable to participate in this AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the proxy form.
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#### 4. PROCEDURES FOR RPV

Shareholders/proxies/corporate representatives/attorneys who wish to participate the 24th AGM remotely using the RPV are to follow the requirements and procedures as summarized below:

	Procedure	Action
<b>BEFORE THE AGM DAY</b>		
(a)	Register as a user with <b>TIIH Online</b>	<ul style="list-style-type: none"> <li>Using your computer, access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Refer to the tutorial guide posted on the homepage for assistance.</li> <li>If you are already a user with <b>TIIH Online</b>, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at <b>TIIH Online</b>.</li> </ul>
(b)	Submit your registration for RPV	<ul style="list-style-type: none"> <li><b>Registration is open from 10.30 a.m. 22 May 2020 (Friday) up to 10.30 a.m. 14 June 2020 (Sunday).</b></li> <li>Login with your user ID and password and select the corporate event: “<b>(REGISTRATION) VSTECS 24th AGM</b>”.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select “Register for Remote Participation and Voting”.</li> <li>Review your registration and proceed to register.</li> <li>System will send an e-mail to notify that your registration for remote participation is received and will be verified.</li> <li>After verification of your registration against the General Meeting Record of Depositors as at 9 June 2020*, the system will send you an e-mail to approve or reject your registration for remote participation.</li> </ul> <p>*In the respect of deposited securities, only members whose names appear in the Record of Depositors on 9 June 2020 (General Meeting Record of Depositors) shall be eligible to participate and/or vote at the 24th AGM.</p>
<b>ON THE DAY OF THE AGM</b>		
(c)	Login to <b>TIIH Online</b>	<ul style="list-style-type: none"> <li>Login with your user ID and password for remote participation at the 24th AGM at any time from <b>10.10 a.m.</b> i.e. 20 minutes before the commencement of the AGM on <b>Tuesday, 16 June 2020 at 10.30 a.m.</b></li> </ul>
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>Select the corporate event: “<b>(LIVE STREAM MEETING) VSTECS 24TH AGM</b>” to engage in the proceedings of the 24th AGM remotely.</li> <li>If you have any question for the Chairman/ Board, you may use the query box to transmit your question. The Chairman/ Board will endeavor to respond to questions submitted by remote participants during the 24th AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</li> </ul>
(e)	Online Remote Voting	<ul style="list-style-type: none"> <li>Voting session commences <b>from 10.30 a.m. on Tuesday, 16 June 2020</b> until a time when the Chairman announces the completion of the voting session of the 24th AGM.</li> <li>Select the corporate event: “<b>(REMOTE VOTING) VSTECS 24th AGM</b>”.</li> <li>Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>Select the CDS account that represents your shareholdings.</li> <li>Indicate your votes for the resolutions that are tabled for voting.</li> <li>Confirm and submit your votes.</li> </ul>
(f)	End of remote participation	<ul style="list-style-type: none"> <li>Upon the announcement by the Chairman on the closure of the 24th AGM, the live streaming will end.</li> </ul>

**Note to users of the RPV facilities:**

1. Should your registration for RPV be approved, Tricor will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to **TIIH Online** on the day of meeting will indicate your presence at the virtual AGM.
2. The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location as well as the device you use.
3. In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting on the meeting day, kindly call Tricor Help Line at 011-40805616 / 011-40803168 / 011-40803169 / 011-40803170 for assistance or e-mail to [tiih.online@my.tricorglobal.com](mailto:tiih.online@my.tricorglobal.com) for assistance.

**5. PROXY**

If you are unable to attend the AGM virtually using the RPV on 16 June 2020, you may appoint the Chairman of the meeting as proxy and indicate the voting instructions in the Proxy Form.

You may submit your proxy form to Tricor at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or its Customer Service Counter at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, not less than forty-eight (48) hours before the time appointed for holding the AGM or any adjournment thereof (i.e. on or before Sunday, 14 June 2020 at 10:30 a.m.), otherwise the proxy form shall not be treated as valid.

You may also submit the proxy form electronically via **TIIH Online** website at <https://tiih.online> no later than Sunday, 14 June 2020 at 10.30 a.m. Please do read and follow the procedures stated in Item 6 below to submit proxy form electronically.

**6. ELECTRONIC SUBMISSION OF PROXY FORM**

The procedures to submit your proxy form electronically via Tricor's **TIIH Online** website are summarised below:

	<b>Procedure</b>	<b>Action</b>
a	Register as a User with <b>TIIH Online</b>	<ul style="list-style-type: none"><li>• Using your computer, please access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the “e-Services”. Please do refer to the tutorial guide posted on the homepage for assistance.</li><li>• If you are already a user with <b>TIIH Online</b>, you are not required to register again.</li><li>•</li></ul>
b	Proceed with submission of Proxy Form	<ul style="list-style-type: none"><li>• After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li><li>• Select the corporate event: “Submission of Proxy Form”.</li><li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration</li><li>• Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li><li>• Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairman as your proxy.</li><li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide your vote.</li><li>• Review and confirm your proxy(s) appointment.</li><li>• Print proxy form for your record.</li></ul>

## 7. POLL VOTING

The voting at the 24th AGM 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 Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting).

Shareholders/proxies/corporate representatives/attorneys can proceed to vote on the resolutions at any time from the commencement of the 24th AGM at 10.30 a.m. on 16 June 2020 but before the end of the voting session which will be announced by the Chairman of the meeting. Kindly refer to Item 4(e) of the above Procedures for RPV for guidance on how to vote remotely from **TIIH Online** website at <https://tiih.online>.

Upon completion of the voting session for the 24th AGM, the Scrutineers will verify the poll results followed by the Chairman's declaration whether the resolutions are duly passed.

## 8. PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Shareholders may submit questions for the Board in advance of the 24th AGM via Tricor's **TIIH Online** website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically no later than **Sunday, 14 June 2020 at 10.30 a.m.**. The Board will endeavor to answer the questions received at/during the AGM.

## 8. DOOR GIFT

**NO** door gift will be provided to the participants of 24th AGM.

## 9. ENQUIRY

If you have any enquiries prior to the AGM, please contact the following persons during office hours:-

### **Share Registrar/ TIIH Online assistance**

Tricor Investor & Issuing House Services Sdn. Bhd.

Mr. Eric Low / Mr. Cheng Kang Shaun

Tel no. : (603) 2783 9267 / 2783 9241

Fax no. : (603) 2783 9222

Email : [Eric.Low@my.tricorglobal.com](mailto:Eric.Low@my.tricorglobal.com) / [Kang.Shaun.Cheng@my.tricorglobal.com](mailto:Kang.Shaun.Cheng@my.tricorglobal.com)

### **VSTECS Berhad**

Ms. Eva Loh / Ms. Alice Lim

Tel no. : (603) 6286 8201 / 6286 8247

Fax no. : Not Applicable

Email : [syloh@vsteecs.com.my](mailto:syloh@vsteecs.com.my) / [alicelim@vsteecs.com.my](mailto:alicelim@vsteecs.com.my)