



**MATANG BERHAD**  
201501017043 (1142377-X)  
(Incorporated in Malaysia)

## ADMINISTRATIVE GUIDE FOR THE 6<sup>TH</sup> ANNUAL GENERAL MEETING

Date : 25 November 2020, Wednesday  
Time : 10.00 a.m.  
Broadcast Venue : Tricor Business Centre, Gemilang Room,  
Unit 29-01, Level 29, Tower A, Vertical Business Suite,  
Avenue 3, Bangsar South, No. 8, Jalan Kerinchi,  
59200 Kuala Lumpur, Malaysia

### MODE OF MEETING

In view of the COVID-19 outbreak and as part of the safety measures, the 6<sup>th</sup> Annual General Meeting (“6<sup>th</sup> AGM”) of Matang Berhad (“**Matang**” or “**the Company**”) will be conducted **FULLY VIRTUAL** at the Broadcast Venue. This is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020 (including all subsequent amendments thereto and any further amendment that may be made from time to time) (“Guidance Note”).

The Broadcast Venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 and Guidance Note which require the Chairman of the meeting to be present at the main venue of the meeting. Members/proxies/corporate representatives **WILL NOT BE ALLOWED** to attend the 6<sup>th</sup> AGM in person at the Broadcast Venue on the day of the meeting.

### REMOTE PARTICIPATION AND VOTING (“RPV”) FACILITIES

Members are to attend, speak (including posing questions to the Board of Directors of the Company (“Board”) via real time submission of typed texts) and vote (collectively, “participate”) remotely at the 6<sup>th</sup> AGM using RPV provided by Tricor Investor & Issuing House Services Sdn Bhd (“Tricor”) via its **TIIH Online** website at <https://tiih.online>.

- Members who appoint proxies to participate via RPV in the 6<sup>th</sup> AGM must ensure that the duly executed Proxy Forms are deposited in a hard copy form or by electronic means to the Company’s Share Registrar, Tricor **not later than Monday, 23 November 2020 at 10.00 a.m.**
- Corporate representatives of corporate members must deposit their original or duly certified certificate of appointment of corporate representative to Company’s Share Registrar, Tricor **not later than Monday, 23 November 2020 at 10.00 a.m.** to participate in the 6<sup>th</sup> AGM via RPV.
- Attorneys appointed by power of attorney are to deposit their power of attorney with Company’s Share Registrar, Tricor **not later than Monday, 23 November 2020 at 10.00 a.m.** to participate in the 6<sup>th</sup> AGM via RPV.

**A member who has appointed a proxy or attorney or authorised representative to participate at this 6<sup>th</sup> AGM via RPV must request his/her proxy to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.**

**As the 6<sup>th</sup> AGM of Matang is a fully virtual AGM, members who are unable to participate in this 6<sup>th</sup> AGM may appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form.**

### PROCEDURES FOR RPV

Members/proxies/corporate representatives/attorneys who wish to participate at the 6<sup>th</sup> AGM remotely using the RPV are to follow the requirements and procedures as summarised below:

	PROCEDURES	ACTIONS
<b>BEFORE THE AGM DAY</b>		
(a)	Register as a user with TIIH Online	<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>Registration as a user will be approved within one working day and you will be notified via email.</li><li>If you are already a user with TIIH Online, you are not required to register again. You will receive an <b>e-mail to notify</b> you that the remote participation is available for registration at TIIH Online.</li></ul>
(b)	Submit your request to participate in the AGM via RPV	<ul style="list-style-type: none"><li><b>Registration is open from Tuesday, 27 October 2020</b> until the day of 6<sup>th</sup> AGM, <b>Wednesday, 25 November 2020</b>. Member(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 6<sup>th</sup> AGM to ascertain their eligibility to participate in the AGM using the RPV.</li><li>Login with your user ID and password and select the corporate event: “<b>(REGISTRATION) MATANG 6<sup>TH</sup> 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 <b>e-mail to notify</b> that your registration for remote participation is received and will be verified.</li><li>After verification of your registration against the Record of Depositors as at <b>18 November 2020</b>, the system will send you an <b>e-mail to approve</b> or registration for remote participation and the procedures to use the RPV are detailed therein. In the event your registration is not approved, you will also be notified via email. <i>(Note: Please ensure to allow sufficient time required for the approval as a new user of TIIH Online as well as the registration for RPV in order that you can login to TIIH Online and participate the 6<sup>th</sup> AGM remotely).</i></li></ul>
<b>ON THE AGM DAY (25 NOVEMBER 2020)</b>		
(c)	Login to TIIH Online	<ul style="list-style-type: none"><li>Login with your user ID and password for remote participation at the 6<sup>th</sup> AGM at any time from <b>9.30 a.m.</b> i.e. 30 minutes before the commencement of the 6<sup>th</sup> AGM on Wednesday, 25 November 2020 at 10.00 a.m.</li></ul>
(d)	Participate through Live Streaming	<ul style="list-style-type: none"><li>Select the corporate event: “<b>(LIVE STREAM MEETING) MATANG 6<sup>TH</sup> AGM</b>” to engage in the proceedings of the 6<sup>th</sup> 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 6<sup>th</sup> AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.</li></ul>

	PROCEDURES	ACTIONS
(e)	Online Remote Voting	<ul style="list-style-type: none"> <li>Voting session commences from 10.00 a.m. on Wednesday, 25 November 2020 until a time when the Chairman announces the end of the 6<sup>th</sup> AGM.</li> <li>Select the corporate event: “(REMOTE VOTING) MATANG 6<sup>TH</sup> AGM” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box.</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 6<sup>th</sup> AGM, the live streaming will end.</li> </ul>

#### Note to users of the RPV:

- Should your application to join the 6<sup>th</sup> AGM be approved, we will make available to you the rights to join the live streamed meeting and to vote remotely. Your login to TIH Online on the day of meeting will indicate your presence at the virtual meeting.
- The quality of your connection to the live broadcast is dependent on the bandwidth and stability of the internet at your location and the device you use.
- In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting, 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.

#### NO DOOR GIFT/FOOD VOUCHER

There will be **no distribution** of door gifts or food vouchers for the 6<sup>th</sup> AGM since the meeting is being conducted on a fully virtual basis. We would like to thank our members for your kind co-operation and understanding in these challenging times.

#### GENERAL MEETING RECORD OF DEPOSITORS (“ROD”)

Only a depositor whose name appears on the ROD as at **18 November 2020** shall be entitled to attend, speak and vote at the 6<sup>th</sup> AGM or appoint proxies to attend and/or vote on his/her behalf.

#### PROXY

- The 6<sup>th</sup> AGM will be conducted via virtual meeting, if you are unable to attend the meeting via RPV on 25 November 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’s office at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur or, alternatively, the Customer Service Centre 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 6<sup>th</sup> AGM** or any adjournment thereof, otherwise the Proxy Form shall not be treated as valid.
- You may also submit the Proxy Form electronically via **TIH Online** website at <https://tiih.online> **not later than Monday, 23 November 2020 at 10.00 a.m.** Please do read and follow the procedures to submit Proxy Form electronically below.

#### POLL VOTING

- The Voting at the 6<sup>th</sup> AGM will be conducted by poll in accordance with Rule 8.31A of Bursa Malaysia Securities Berhad ACE Market Listing Requirements.
- Members can proceed to vote on the resolutions at any time from the commencement of the 6<sup>th</sup> AGM at 10.00 a.m. but before the end of the voting session which will be announced by the Chairman of the Meeting. Kindly refer to item (e) (Online Remote Voting) of the above Procedures for RPV for guidance on how to vote remotely from **TIH Online** website at <https://tiih.online>.
- Upon completion of the voting session for the 6<sup>th</sup> AGM, the Scrutineers will verify the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

#### ELECTRONIC LODGEMENT OF PROXY FORM

The procedures to lodge your proxy form electronically via Tricor’s **TIH Online** website are summarised below:

	Procedure	Action
(a)	Register as a User with TIH Online	<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 TIH Online, you are not required to register again.</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: “<b>MATANG 6<sup>TH</sup> AGM - Submission of Proxy Form</b>”.</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>

#### PRE-MEETING SUBMISSION OF QUESTIONS TO THE BOARD OF DIRECTORS

Members may submit questions for the Board prior to the 6<sup>th</sup> AGM via Tricor’s **TIH Online** website at <https://tiih.online> by selecting “e-Services” to login, post questions and submit electronically **no later than Monday, 23 November 2020 at 10.00 a.m.** The Board will endeavor to answer the questions received at the 6<sup>th</sup> AGM.

#### RECORDING OR PHOTOGRAPHY

Strictly **NO** unauthorised recording or photography of the proceedings of the 6<sup>th</sup> AGM is allowed.

#### ANNUAL REPORT 2020

- The Company’s Annual Report 2020 is available at the Company’s website at <https://www.matangbhd.com/annual-report/>.
- You may request for a printed copy of the Annual Report 2020 at <https://tiih.online> by selecting “Request for Annual Report / Circular” under the “Investor Services”. Nevertheless, we hope that you would consider the environment before you decide to request for the printed copy.

#### ENQUIRY

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):

#### Tricor Investor & Issuing House Services Sdn. Bhd.

General Line : +603-2783 9299  
Fax Number : +603-2783 9222  
Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)  
Contact Persons : Mr. Jake Too: +603-2783 9285 / Email : [Chee.Onn.Too@my.tricorglobal.com](mailto:Chee.Onn.Too@my.tricorglobal.com)  
: Ms. Vivien Khoh: +603-2783 9091 / Email : [Vivien.Khoh@my.tricorglobal.com](mailto:Vivien.Khoh@my.tricorglobal.com)  
: Mr. Alven Lai: +603-2783 9283 / Email : [Siew.Wai.Lai@my.tricorglobal.com](mailto:Siew.Wai.Lai@my.tricorglobal.com)