



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

## ADMINISTRATIVE GUIDE FOR THE 7<sup>TH</sup> ANNUAL GENERAL MEETING

<b>Date</b>	: 24 November 2021, Wednesday
<b>Time</b>	: 10.00 a.m.
<b>Broadcast Venue</b>	: 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**

As part of the safety measures to reduce the risk of the spread of COVID-19, the 7th Annual General Meeting (“**AGM**”) of Matang Berhad (“**Matang**” or “**the Company**”) will be conducted **VIRTUALLY** 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 (revised on 16 July 2021, 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/attorneys **WILL NOT BE ALLOWED** to attend the 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 AGM using RPV provided by Tricor Investor & Issuing House Services Sdn Bhd (“**Tricor**” or “**Share Registrar**”) via its **TIIH Online** website at <https://tiih.online>.

1. Members who appoint proxies to participate via RPV in the AGM must ensure that the duly executed Proxy Forms are deposited in a hard copy form to the Company’s Share Registrar or by electronic means to Tricor **not later than Monday, 22 November 2021 at 10.00 a.m.**
2. 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, 22 November 2021 at 10.00 a.m.** to participate the AGM via RPV.
3. Attorneys appointed by power of attorney are to deposit their power of attorney with the Company’s Share Registrar, Tricor **not later than Monday, 22 November 2021 at 10.00 a.m.** to participate the AGM via RPV.

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

**As the AGM of Matang is a 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.**

### **PROCEDURES FOR RPV**

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

	<b>PROCEDURES</b>	<b>ACTIONS</b>
<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” select “<b>Create Account by Individual Holder</b>”. Refer to the tutorial guide posted on the homepage for assistance.</li><li>• Registration as a user will be approved within one (1) 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, 26 October 2021</b> until the day of AGM, <b>Wednesday, 24 November 2021</b>. Member(s) or proxy(ies) or corporate representative(s) or attorney(s) are required to pre-register their attendance for the 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 7TH 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 General Meeting Record of Depositors as at <b>16 November 2021</b>, the system will send you an <b>e-mail after 22 November 2021 to approve or reject</b> your registration for remote participation.</li></ul>

(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV)

	PROCEDURES	ACTIONS
<b>ON THE AGM DAY (24 November 2021)</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 AGM at any time from <b>9.00 a.m.</b> i.e., 1 hour before the commencement of the AGM on <b>Wednesday, 24 November 2021 at 10.00 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) MATANG 7TH AGM</b>” to engage in the proceedings of the 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 AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the AGM.</li> </ul>
(e)	Online Remote Voting	<ul style="list-style-type: none"> <li>Voting session commences <b>from 10.00 a.m. on Wednesday, 24 November 2021</b> until a time when the Chairman announces the end of the AGM.</li> <li>Select the corporate event: “<b>(REMOTE VOTING) MATANG 7TH AGM</b>” or if you are on the live stream meeting page, you can select “<b>GO TO REMOTE VOTING PAGE</b>” 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 AGM, the live streaming will end.</li> </ul>

#### Note to users of the RPV:

- Should your application to join the AGM be approved, we 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 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

There will be **no distribution** of door gifts for the AGM since the meeting is being conducted on a 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 **16 November 2021** shall be entitled to attend, speak and vote at the AGM or appoint proxies to attend and/or vote on his/her behalf.

#### PROXY

- The AGM will be conducted via virtual meeting, if you are unable to attend the meeting via RPV on 24 November 2021, 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, Malaysia 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, Malaysia **not less than forty-eight (48) hours before the time appointed for holding the AGM** or any adjournment thereof, 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> **not later than Monday, 22 November 2021 at 10.00 a.m.** Please do read and follow the procedures to submit Proxy Form electronically below.

#### ELECTRONIC LODGEMENT OF PROXY FORM

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

	Procedure	Action
<b>i. Steps for Individual Members</b>		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>Access TIIH online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>Under “e-Services”, the individual member select “<b>Create Account by Individual Holder</b>”.</li> <li>Complete the registration form and upload the required documents.</li> <li>Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li> <li>If you are already a user with TIIH Online, you are not required to register again.</li> </ul> <p><i>(Note: Please do refer to the tutorial guide posted on the homepage for assistance)</i></p>
(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 7TH 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>

	Procedure	Action
<b>ii. Steps for Corporation or Institutional Members</b>		
(a)	Register as a user with TIIH Online	<ul style="list-style-type: none"> <li>● Access TIIH online at <a href="https://tiih.online">https://tiih.online</a></li> <li>● Under “e-Services”, the authorised or nominated representative of the corporation or institutional member selects “<b>Create Account by Representative of Corporate Holder</b>”.</li> <li>● Complete the registration form and upload the required documents.</li> <li>● Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>● Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> <li>● If the authorised or nominated representative of the corporation or institutional member is already a user with TIIH Online, he or she is not required to register again.</li> </ul> <p><i>(Note: The representative of a corporation or institutional member must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration)</i></p>
(b)	Proceed with submission of Proxy Form	<ul style="list-style-type: none"> <li>● Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a></li> <li>● Select the corporate event: “<b>MATANG 7TH AGM – Submission of Proxy Form</b>”.</li> <li>● Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>● Proceed to download the file format for “Submission of Proxy Form” in accordance with the Guidance Note set therein.</li> <li>● Prepare the file for the appointment of proxies by inserting the required data.</li> <li>● Proceed to upload the duly completed proxy appointment file.</li> <li>● Select “Submit” to complete your submission.</li> <li>● Print the confirmation report of your submission for your record.</li> </ul>

#### **POLL VOTING**

- The Voting at the 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 AGM at 10.00 a.m. on 24 November 2021 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 **TIIH Online** website at <https://tiih.online>.
- Upon completion of the voting session for the AGM, the Scrutineers will verify the poll results followed by the Chairman’s declaration whether the resolutions are duly passed.

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

Members may submit questions for the Board prior to the 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 Monday, 22 November 2021 at 10.00 a.m. The Board will endeavor to answer the questions received at the AGM.

#### **RECORDING OR PHOTOGRAPHY**

Strictly NO unauthorised recording or photography of the proceedings of the AGM is allowed.

#### **ANNUAL REPORT 2021**

- The Company’s Annual Report 2021 is available at the Company’s website at <https://www.matangbhd.com/annual-report/>.
- You may request for an additional printed copy of the Annual Report 2021 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 additional 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)  
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