

# ADMINISTRATIVE NOTES FOR THE 51<sup>ST</sup> ANNUAL GENERAL MEETING



## 1. Date, Time and Broadcast Venue

Meeting day and date	: Friday, 27 September 2024
Time	: 10.00 a.m.
Meeting platform	: <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a>
Broadcast venue	: Function Room, 3 <sup>rd</sup> Floor, Bangunan Malaysian Re, No. 17, Lorong Dungun, Damansara Heights, 50490 Kuala Lumpur

## 2. Virtual Meeting

- 2.1 The 51<sup>st</sup> AGM will be held entirely via Remote Participation and Electronic Voting (“RPEV”) facilities.
- 2.2 The broadcast venue is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 that requires the Chairman of the meeting to be present at the main venue of the meeting. **No shareholders/proxies/corporate representatives should be physically present nor admitted at the broadcast venue on the day of the 51<sup>st</sup> AGM.**
- 2.3 Shareholders can participate in virtual AGM by registering online via the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com>
- 2.4 With the RPEV facilities, you may exercise your right as a shareholder of the Company to participate (and pose questions to the Board and management of the Company) and vote at the 51<sup>st</sup> AGM, safely from your home.
- 2.5 Kindly ensure the stability of the internet connectivity throughout the AGM is maintained as the quality of the live webcast and online remote voting are dependent on the bandwidth and stability of the internet connection of the participants.
- 2.6 No recording or photography of the meeting proceedings is allowed without the prior written permission of the Company.
- 2.7 For the 51<sup>st</sup> AGM, the Company is guided by the Securities Commission’s Guidance Note on the Conduct of General Meetings for Listed Issuers issued on 7 April 2022 including any further revision thereto issued from time to time.

## 3. Entitlement to participate and vote

- 3.1 Only members whose name appears in the Record of Depositors (“ROD”) as at **20 September 2024** shall be entitled to attend the 51<sup>st</sup> AGM or appoint a proxy(ies) to participate and vote on his/her behalf by returning the proxy form which can be downloaded from [www.mnrb.com.my](http://www.mnrb.com.my).

## 4. Lodgement of Proxy Form

- 4.1 If you are unable to attend the AGM via RPEV facilities and wish to appoint the Chairman of the meeting as your proxy to vote on your behalf, please deposit your proxy form at the Share Registrar’s office, Boardroom Share Registrars Sdn. Bhd., 11<sup>th</sup> Floor, Menara Symphony, No. 5 Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan not less than forty-eight (48) hours before the time of holding the AGM or no later than 10.00 a.m. on 25 September 2024. Any alteration to the Form of Proxy must be initialed.
- 4.2 Alternatively, the proxy appointment may also be lodged electronically via the Boardroom Smart Investor Portal at <https://investor.boardroomlimited.com>, which is free and available to all individual shareholders, not less than forty-eight (48) hours before the time of holding the AGM or no later than 10.00 a.m. on 25 September 2024 in accordance with the steps below:




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Procedure	Action
<b>BEFORE THE AGM DAY</b>	
<p>Step 1 Register/Sign-up as Online User with Boardroom Smart Investor Portal (“BSIP”)</p> <p><i>(for first time registration only)</i></p>	<p><i>(Note: If you have already signed up with BSIP, you are not required to register again. You may proceed to Step 2 - Submit Request for Remote Participation User ID and Password.)</i></p> <ol style="list-style-type: none"> <li>a. Access website <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a>.</li> <li>b. Click “<b>Register</b>” to sign up as a user.</li> <li>c. Please select the correct account type i.e. sign up as “<b>Shareholder</b>” or “<b>Corporate Holder</b>”</li> <li>d. Complete the registration with all required information. Upload a softcopy of your or representative’s MyKAD/Identification Card (front and back) or Passport.</li> <li>e. For Corporate Holder, kindly upload the authorization letter as well. Click “<b>Sign Up</b>”.</li> <li>f. You will receive an email from Boardroom for email address verification. Click “<b>Verify Email Address</b>” from the email received to continue with the registration.</li> <li>g. Once your email address is verified, you will be re-directed to Boardroom Smart Investor Portal for verification of mobile number. Click “<b>Request OTP Code</b>” and an OTP code will be sent to the registered mobile number. You will need to enter the OTP Code and click “<b>Enter</b>” to complete the process.</li> <li>h. Your registration will be verified and approved within one (1) business day and an email notification will be provided to you.</li> </ol>
<p>Step 2 Submit request for remote participation (User ID and Password)</p>	<p><i>(Note: Registration for remote access will be opened on 31 July 2024 until such time before the voting session ends at the 51<sup>st</sup> AGM on Friday, 27 September 2024).</i></p> <p><i>The instrument appointing a proxy must be received latest by Wednesday, 25 September 2024 at 10.00 a.m.</i></p> <p><b>For Shareholders</b></p> <ol style="list-style-type: none"> <li>a. Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your registered email address and password from Step 1 above.</li> <li>b. Select “<b>MNRB HOLDINGS BERHAD 51<sup>st</sup> ANNUAL GENERAL MEETING</b>” from the list of Corporate Meetings and click “<b>Enter</b>”.</li> </ol> <p><b>To attend the virtual AGM remotely</b></p> <ol style="list-style-type: none"> <li>a. Click on “<b>Register for RPEV</b>”</li> <li>b. Read and agree to the Terms &amp; Conditions and click “<b>Next</b>”.</li> <li>c. Enter your CDS Account and thereafter submit your request.</li> </ol> <p><b>To appoint proxy</b></p> <ol style="list-style-type: none"> <li>a. Click on “<b>Submit eProxy Form</b>”.</li> <li>b. Select the company you would like to represent (if more than one, for Corporate Shareholder).</li> <li>c. Enter your CDS Account Number and number of securities held.</li> <li>d. Select your proxy - either the Chairman of the meeting or individual named proxy(ies).</li> <li>e. Read and accept the General Terms and Conditions by clicking “<b>Next</b>”.</li> <li>f. Enter the required particulars of your proxy(ies).</li> <li>g. Indicate your voting instructions - “<b>FOR</b>” or “<b>AGAINST</b>”, otherwise your proxy will decide your vote.</li> <li>h. Click “<b>Apply</b>”</li> <li>i. Download or print the eProxy form as acknowledgement</li> </ol> <p><i>Note for Corporate Shareholders: if you wish to appoint more than one (1) company, kindly click the home button and select “Edit Profile” in order to add Company name.</i></p> <p><b>For Authorised Nominee and Exempt Authorised Nominee</b></p> <ol style="list-style-type: none"> <li>a. Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> using your user ID and password from Step 1 above.</li> <li>b. Select “<b>MNRB HOLDINGS BERHAD 51<sup>st</sup> ANNUAL GENERAL MEETING</b>” from the list of Corporate Meetings and click “<b>Enter</b>”.</li> <li>c. Click on “<b>Submit eProxy Form</b>”.</li> <li>d. Select the company you would like to represent (if more than one).</li> <li>e. Proceed to download the file format for “Submission of Proxy Form” from BSIP.</li> <li>f. Prepare the file for the appointment of proxies by inserting the required data.</li> <li>g. Proceed to upload the duly completed proxy appointment file.</li> <li>h. Review and confirm your proxy appointment and click “<b>Submit</b>”.</li> <li>i. Download or print the eProxy form as acknowledgement.</li> </ol>

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## 4. Lodgement of Proxy Form (cont'd)

### 4.2 (cont'd)

Procedure	Action
<b>BEFORE THE AGM DAY</b>	
	<p><i>Note: if you wish to appoint more than one (1) company, kindly click the home button and select "Edit Profile" in order to add Company name.</i></p> <p>For Corporate Shareholders, Authorised Nominees/ Exempt Authorised Nominees and Attorneys, you may also write to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> and provide name of the shareholder, CDS account no. and the Certificate of Appointment of Corporate Representative or Proxy Form (as the case may be). A copy of MyKad or passport and a valid email address are required.</p>
Verification and email notification	<p>For Individual Shareholders, Corporate Shareholders, Authorised Nominees/Exempt Authorised Nominees and Attorneys</p> <ol style="list-style-type: none"> <li>You will receive notification from Boardroom that your request(s) has been received and is being verified.</li> <li>Upon system verification against the General Meeting Record of Depositors of the AGM as at 20 September 2024, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.</li> </ol>
<b>ON THE AGM DAY</b>	
Step 3 Login to Virtual Meeting Platform	<ol style="list-style-type: none"> <li>Login to <a href="https://investor.boardroomlimited.com">https://investor.boardroomlimited.com</a> with your registered email address and password from Step 1 above.</li> <li>Meeting platform will be made available at any time from 9.00 a.m., i.e. one hour before the commencement of the AGM at 10.00 a.m. on 27 September 2024.</li> <li>Click into 'Meeting Event(s)' and go to "<b>MNRB HOLDINGS BERHAD 51<sup>ST</sup> ANNUAL GENERAL MEETING</b>" and then click '<b>Join Live Meeting</b>' to join the proceedings of the AGM remotely.</li> </ol>
Participate	<p><i>(Note: Questions submitted online will be moderated before being sent to the Chair of meeting to avoid repetition).</i></p> <p>Please follow the user guides in Boardroom Smart Investor Portal to view the live webcast, submit questions and vote.</p> <ol style="list-style-type: none"> <li>If you would like to view the live webcast, select the broadcast icon. </li> <li>If you would like to ask a question during the AGM, select the messaging icon. </li> <li>Type your message within the chat box, once completed click the send button.</li> </ol>
Online Remote Voting	<ol style="list-style-type: none"> <li>Once the AGM is opened for voting, the polling icon  will appear with the resolutions and your voting choices.</li> <li>To vote, select your voting direction from the options provided. A confirmation message will appear to show your vote has been received.</li> <li>To change your vote, re- select another voting direction.</li> <li>If you wish to cancel your vote, please press "Cancel".</li> </ol>
End of remote participation	<ol style="list-style-type: none"> <li>Upon the announcement by the Chair of the meeting on the closure of the AGM, the live webcast will end and the messaging window will be disabled.</li> <li>You can now logout from the Meeting Platform.</li> </ol>

4.3 If you wish to participate in the meeting yourself, please do not submit any proxy form for the meeting. You will not be allowed to participate in the meeting together with a proxy appointed by you.

4.4 If a shareholder has submitted his/her Proxy Form prior to the AGM and subsequently decides to appoint another person or wishes to participate in the virtual AGM by himself/herself, please revoke the appointment of proxy/proxies at least forty-eight (48) hours before the AGM. Please find the below step for revocation on eProxy form or physical Proxy Form:

#### eProxy Form

- Click 'Meeting Event(s)' and select the list of companies – "**MNRB HOLDINGS BERHAD 51<sup>ST</sup> ANNUAL GENERAL MEETING**" from the list of companies and click 'Enter'.
- Go to '**PROXY**' and click on '**Submit Another eProxy Form**'.
- Go to '**Submitted eProxy Form List**' and click '**View**' for the eProxy form.
- Click '**Cancel/Revoke**' at the bottom of the eProxy form.
- Click '**Proceed**' to confirm.

#### Physical Proxy Form

Please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the appointment of proxy/proxies.

Upon revocation, proxy/proxies appointed earlier will not be allowed to participate at the AGM. In such event, shareholders should advise their proxy/proxies accordingly.

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## 5. Corporate Shareholder

- 5.1 Corporate shareholders who require their corporate representative to participate and vote at the AGM must deposit their original certificate of appointment of corporate representative to the Share Registrar no later than 10.00 a.m. on 25 September 2024.

## 6. Voting Procedures

- 6.1 The voting will be conducted by poll in accordance with Paragraph 8.29A of Bursa Malaysia Securities Berhad's Main Market Listing Requirements.
- 6.2 The Company has appointed Boardroom as the Poll Administrator to conduct the poll by way of electronic voting (e-Voting) and an independent scrutineer will verify and validate the poll results.
- 6.3 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 when the Chairman announces the closure of the poll.
- 6.4 For the purpose of this AGM, e-Voting will be carried out using personal smart mobile phones, tablets, personal computers or laptops.
- 6.5 The polling will only commence after announcement of poll being opened by the Chairman and until such time when the Chairman announces the closure of poll.
- 6.6 The Scrutineers will verify the poll result reports upon closing of the poll session by the Chairman. Thereafter, the Chairman will announce and declare whether the resolutions put to vote were successfully carried or not.

## 7. Remote Participation and Electronic Voting ("RPEV")

- 7.1 Please note that all members including **(i) individual members; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees** shall use the RPEV facilities to participate and vote remotely at the AGM.
- 7.2 If you wish to participate in the meeting, you will be able to view a live webcast of the meeting, ask questions and submit your votes in real time whilst the meeting is in progress.

## 8. Enquiries

- 8.1 The Company welcomes questions and views from shareholders on the AGM resolutions and Annual Report 2024 to be raised at the 51<sup>st</sup> AGM.
- 8.2 Please email your question(s) to [ir@mnr.com.my](mailto:ir@mnr.com.my) no later than 10.00 a.m. on Wednesday, 25 September 2024. We will endeavour to provide responses to the queries during the virtual AGM session.
- 8.3 If you have any enquiry prior to the AGM or if you wish to request for technical assistance to participate in the fully virtual meeting, please contact Boardroom during office hours i.e. from 8.30 a.m. to 5.30 p.m. (Monday to Friday):
- Boardroom Share Registrars Sdn. Bhd.  
Tel: +603 7890 4700 (Helpdesk)  
+603 7890 4727 (Khairul Iqram Zainal Abidin)
  - Fax: +603 7890 4670
  - Email: [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com)

**NO VOUCHERS/SOUVENIRS**

**There will be no vouchers nor souvenirs for shareholders/proxies who participate in the 51<sup>st</sup> AGM.**