

# ADMINISTRATIVE DETAILS FOR THE 47<sup>TH</sup> ANNUAL GENERAL MEETING



**MNRB HOLDINGS BERHAD**  
197201001795 (13487-A)  
Incorporated in Malaysia

## NO VOUCHERS/SOUVENIRS

**There will be no vouchers nor souvenirs for shareholders/proxies who participate in the 47<sup>th</sup> AGM.**

### 1. Date, Time and Venue of the 47<sup>th</sup> Annual General Meeting (“AGM”)

Meeting day and date : Thursday, 24 September 2020  
Meeting platform : <https://web.lumiagm.com/>  
Registration : Virtual Meeting via Remote Participation and Electronic Voting (“RPEV”) facilities  
Commencement of meeting : 11.00 a.m.  
Broadcast venue : Function Room, 3<sup>rd</sup> Floor, Bangunan Malaysian Re, No. 17, Lorong Dungun, Damansara Heights, 50490 Kuala Lumpur

### 2. Virtual

- 2.1 In view of the Coronavirus (“COVID-19”) pandemic and with the safety of the Company’s shareholders, employees and directors being of primary concern, the Board of Directors (Board) and management have considered all available options and decided that the 47<sup>th</sup> AGM shall be conducted fully virtual and entirely via Remote Participation and Electronic Voting (“RPEV”) facilities.
- 2.2 The main and only venue for the 47<sup>th</sup> AGM is the broadcast venue which is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 that require 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 47<sup>th</sup> AGM.
- 2.3 Shareholders can participate in our full virtual AGM by registering online via the Boardroom Smart Investor Portal at [www.boardroomlimited.my](http://www.boardroomlimited.my).
- 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 47<sup>th</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 fully virtual AGM, the Company is guided by the Securities Commission’s Guidance Note on the Conduct of General Meetings for Listed Issuers issued on 18 April 2020 and revised on 14 May 2020 (including any amendments that may be made 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 17 September 2020 shall be entitled to attend the 47<sup>th</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 <https://www.mnr.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 11.00 a.m. on 22 September 2020. Any alteration to the Form of Proxy must be initialed.

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

- 4.2 Alternatively, the proxy appointment may also be lodged electronically via the Boardroom Smart Investor Portal at [www.boardroomlimited.my](http://www.boardroomlimited.my), 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 11.00 a.m. on 22 September 2020 in accordance with the steps below:

#### **Step 1 – Register Online with Boardroom Smart Investor Portal (for first time registration only)**

[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register again. You may proceed to Step 2 on eProxy Lodgement.]

- a. Access website [www.boardroomlimited.my](http://www.boardroomlimited.my).
- b. Click <<Login>> and click <<Register>> to sign up as a user.
- c. Complete registration and upload a softcopy of your MyKad/Identification Card (front and back) or Passport.
- d. Please enter a valid email address and wait for Boardroom's email verification.
- e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.

#### **Step 2 – eProxy Lodgement**

- a. Login to [www.boardroomlimited.my](http://www.boardroomlimited.my) using your user ID and password above.
  - b. Go to "eProxy Lodgement" and browse the Meeting List for "MNRB Holdings Berhad 47<sup>th</sup> Virtual AGM". Click "Apply".
  - c. Read the Terms & Conditions and confirm Declaration.
  - d. Enter the CDS account number and the total number of securities held.
  - e. Select your proxy – either the Chairman of the meeting or individual named proxy(ies) and enter the required particulars of your proxy(ies).
  - f. Indicate your voting instructions – For or Against, otherwise your proxy will decide your vote.
  - g. Review and confirm your proxy appointment.
  - h. Click submit.
  - i. Download or print the eProxy form acknowledgement.
- 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 you have submitted your proxy form prior to the meeting and subsequently decide to participate in the meeting yourself, please write in to [bsr.helpdesk@boardroomlimited.com](mailto:bsr.helpdesk@boardroomlimited.com) to revoke the appointment of your proxy(ies) at least forty-eight (48) hours before the AGM. On revocation, your proxy(ies) would not be allowed to participate in the meeting. In such event, you should advise your proxy(ies) accordingly.

### 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 11.00 a.m. on 22 September 2020.

### 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 Commercial Quest Sdn. Bhd. as Scrutineers to verify 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. Voting Procedures (cont'd)**

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.

7.3 Kindly follow the steps below on how to request for login ID and password and usage of the RPEV facilities:

<b>BEFORE AGM DAY</b>	
<b>PROCEDURES</b>	<b>ACTIONS</b>
<p>1. Register Online with Boardroom Smart Investor Portal <b>(for first time registration only)</b></p>	<p><i>[Note: If you have already signed up with Boardroom Smart Investor Portal, 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="http://www.boardroomlimited.my">www.boardroomlimited.my</a>.</li> <li>b. Click &lt;&lt;Login&gt;&gt; and click &lt;&lt;Register&gt;&gt; to sign up as a user.</li> <li>c. Complete registration and upload a softcopy of your MyKad/Identification Card (front and back) or Passport.</li> <li>d. Please enter a valid email address and wait for Boardroom’s email verification.</li> <li>e. Your registration will be verified and approved within one (1) business day and an email notification will be provided.</li> </ol>
<p>2. Submit Request for Remote Participation User ID and Password</p>	<p><i>[Note: Registration for remote access will be open on 26 August 2020. Please note that the closing time to submit your request is not less than forty-eighth (48) hours before the time of holding the AGM or no later than 11.00 a.m. on 22 September 2020].</i></p> <p><b>Individual Members</b></p> <ul style="list-style-type: none"> <li>• Login to <a href="http://www.boardroomlimited.my">www.boardroomlimited.my</a> using your user ID and password.</li> <li>• Select “Virtual Meeting” from main menu and select the correct Corporate Event “MNRB Holdings Berhad 47<sup>th</sup> Virtual AGM”.</li> <li>• Enter your CDS Account.</li> <li>• Read and agree to the Terms &amp; Conditions and thereafter submit your request.</li> </ul> <p><b>Corporate Shareholders</b></p> <ul style="list-style-type: none"> <li>• Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request.</li> <li>• Please provide a copy of Corporate Representative’s MyKad/Identification Card (front and back) or Passport as well as his/her email address.</li> </ul> <p><b>Authorised Nominee and Exempt Authorised Nominee</b></p> <ul style="list-style-type: none"> <li>• Write in to <a href="mailto:bsr.helpdesk@boardroomlimited.com">bsr.helpdesk@boardroomlimited.com</a> by providing the name of Member, CDS Account Number accompanied with the Form of Proxy to submit the request.</li> <li>• Please provide a copy of proxy holder’s MyKad/Identification Card (front and back) or Passport as well as his/her email address.</li> </ul>
<p>3. Email Notification</p>	<ol style="list-style-type: none"> <li>a. You will receive a notification from Boardroom that your request has been received and is being verified.</li> <li>b. Upon system verification against the General Meeting ROD as at 17 September 2020, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.</li> <li>c. If your registration is approved, you will also receive your remote access user ID and password in the same email from Boardroom.</li> </ol>

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**7. Remote Participation and Electronic Voting (“RPEV”) (cont’d)**

7.3 Kindly follow the steps below on how to request for login ID and password and usage of the RPEV facilities: (cont’d)

<b>ON THE DAY OF THE AGM</b>	
<b>PROCEDURES</b>	<b>ACTIONS</b>
1. Login to Virtual Meeting Platform	a. The Virtual Meeting portal will be open for login an hour (1 hour) before the commencement of AGM at 10.00 a.m. on 24 September 2020. b. The Meeting Platform can be accessed via one of the following:- <ul style="list-style-type: none"> <li>• Free Lumi AGM application which is downloadable from Apple App Store or Google Play Store;</li> <li>• Launch Lumi AGM by scanning the QR Code provided in the email notification received after successful registration; or</li> <li>• Access to Lumi AGM web portal via website url <a href="https://web.lumiagm.com/">https://web.lumiagm.com/</a>.</li> </ul> c. Enter the Meeting ID No. and sign in with the user ID and password provided in the confirmation email from Boardroom.
2. Participate	<i>[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition.]</i>  a. If you would like to view live webcast, select the broadcast icon. b. If you would like to ask a question during the AGM, select the messaging icon. c. Type your message within the chat box, click the send button once completed.
3. Voting	a. Once the meeting is open for voting, the polling icon will appear with the resolutions and your voting choices. b. To vote, simply select your voting direction from the options provided. c. A confirmation message will appear to show your vote has been received. d. To change your vote, simply select another voting direction. e. If you wish to cancel your vote, please press “Cancel”.
4. End of Participation	Upon the announcement by the Chairman on the closure of AGM, the live webcast will end and the messaging window will be disabled.

**8. Enquiries**

- 8.1 The Company welcomes questions and views from shareholders on the AGM resolutions and Annual Report 2020 to be raised at the 47<sup>th</sup> AGM.
- 8.2 Please email your question(s) to [ir@mnrb.com.my](mailto:ir@mnrb.com.my) no later than 11.00 a.m. on Tuesday, 22 September 2020. 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. (Mondays to Fridays):

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)