



ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

MEETING : 52nd ANNUAL GENERAL MEETING
DATE : Tuesday, 11 May 2021
TIME : 10.00 am (Malaysia time)
BROADCAST VENUE : Selangor 1 Room, B2 Level, Shangri-La Hotel Kuala Lumpur, 11, Jalan Sultan Ismail, 50250 Kuala Lumpur, Malaysia

Meeting platform : <https://web.lumiagm.com> ("Virtual Meeting Portal")

Mode of communication : 1) You may type your question(s) in the meeting platform. The Messaging window facility will open concurrently with the Virtual Meeting Portal one (1) hour before the scheduled commencement of the AGM, ie from **9.00 am on Tuesday, 11 May 2021**.

2) You may submit questions relating to the agenda items of the 52nd Annual General Meeting ("AGM") in advance via Boardroom's website at <https://boardroomlimited.my>, commencing from 13 April 2021 and in any event no later than **Sunday, 9 May 2021 at 10.00 a.m.**

For further details on the mode of communication, please refer to note 5 of this Administrative Guide.

1. Fully Virtual Annual General Meeting

The Company ("PPB") will conduct its 52nd AGM entirely via live streaming and online remote voting using remote participation and electronic voting ("RPEV") facilities. This is in line with the updated "Guidance and FAQs on the Conduct of General Meetings for Listed Issuers" issued by the Securities Commission Malaysia for listed issuers to conduct fully virtual or hybrid general meetings where safe distancing requirements remain.

The Broadcast Venue is limited to essential individuals required to be physically present at the venue to organise and conduct the virtual AGM of the Company.

Shareholders are invited to participate and vote at the forthcoming AGM via Boardroom Share Registrars Sdn Bhd's meeting platform at <https://web.lumiagm.com>. **NO SHAREHOLDERS/PROXIES/CORPORATE REPRESENTATIVES** should be physically present at or admitted to the Broadcast Venue on the day of the AGM.

2. Entitlement to participate and vote at the AGM

Only a depositor whose name appears on the Record of Depositors of the Company as at Monday, 3 May 2021 shall be eligible to participate in the AGM or appoint proxy(ies) or corporate representative(s) to participate and vote on his/her behalf.

As the AGM is a fully virtual meeting, a shareholder entitled to attend and vote at the Meeting may appoint the Chairman of the Meeting as his/her proxy to attend and vote in his/her stead, and indicate his/her voting instructions in the Proxy Form.

3. Voting Procedure – Poll Voting

- i. Voting at the 52nd AGM will be conducted by poll in accordance with Paragraph 8.29A of the Bursa Malaysia Securities Berhad Main Market Listing Requirements.
- ii. The Company has appointed Boardroom Share Registrars Sdn Bhd ("Boardroom") as poll administrator to conduct the poll by way of electronic voting ("e-Voting"), and independent scrutineers ("Scrutineers") will be appointed to verify the results of the poll.
- iii. For the purposes of this AGM, e-Voting may be carried out via personal smart mobile phones, tablets, personal computers or laptops.
- iv. Members and proxies are required to use one (1) of the following methods to vote remotely:
 - (a) launch **Lumi AGM** by scanning the QR code given to you in the email along with your remote participation User ID and Password; or
 - (b) access to **Lumi AGM** via the website URL: <https://web.lumiagm.com>
- v. Please note that polling will only commence after announcement by the Chairman of poll opening and until such time the Chairman announces closure of the poll. The poll result report will be verified by the Scrutineers, and the results announced thereafter. The Chairman will declare whether the resolutions put to vote are duly passed.
- vi. You must ensure that you are connected to the internet at all times in order to participate and vote remotely when the 52nd AGM has commenced. It is therefore your responsibility to ensure that connectivity for the duration of the AGM is maintained. Kindly note that the quality of the connectivity to the Virtual Meeting Portal for the live webcast and remote online voting is dependent on the bandwidth and stability of the internet connection at remote participants' locations.

ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

4. RPEV facilities

- i. The RPEV facilities are available to **(i) individual shareholders; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees.**
- ii. 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.
- iii. Kindly follow the steps below on how to request for your login ID and password.

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 – Submit Request for Remote Participation User ID and Password.]

- a. Access the website: <https://boardroomlimited.my>
- b. Click <<Login>> and click <<Register>> to sign up as a user.
- c. Complete registration and upload a softcopy of your MyKad (front and back), or passport in JPEG, PNG or PDF format.
- d. Please enter a valid email address and wait for email verification from Boardroom.
- e. Your registration will be verified and approved within one (1) business day and an email notification will be sent to you.

Step 2 – Submit Request for Remote Participation User ID and Password

[Note: Registration for remote access will open on 13 April 2021.]

Individual Members

- Login to <https://boardroomlimited.my> using your User ID and Password given above.
- Select “**VIRTUAL MEETING**” from the main menu and select the correct Corporate Event “**PPB GROUP BERHAD 52nd ANNUAL GENERAL MEETING**”.
- Read and agree to the terms and conditions.
- Enter your CDS Account Number and thereafter submit your request.

Corporate Shareholders, Authorised Nominees and Exempt Authorised Nominees

- Write to bsr.helpdesk@boardroomlimited.com by providing the name of Member and CDS Account Number, accompanied with the Certificate of Appointment of Corporate Representative or Proxy Form, to submit the request.
- Please provide a copy of the Corporate Representative’s or Proxy Holder’s MyKad (front and back) or passport in JPEG, PNG or PDF format as well as his/her email address.
 - a. You will receive a notification from Boardroom that your request has been received and is being verified.
 - b. Upon system verification of your registration against the **AGM Record of Depositors as at 3 May 2021**, you will receive an email from Boardroom either approving or rejecting your registration for remote participation.
 - c. You will also receive your remote access User ID and Password along with the email from Boardroom if your registration is approved.
 - d. Please note that the closing date and time to submit your request is by **Sunday, 9 May 2021 at 10.00 am.**

Step 3 – Login to Virtual Meeting Portal

[Note: Please note that the quality of the connectivity to the Virtual Meeting Portal for the live webcast and remote online voting is highly dependent on the bandwidth and stability of the internet connectivity available at remote users’ locations.]

- a. The Virtual Meeting Portal will open for login one (1) hour before the scheduled commencement of the AGM, ie from **9.00 am on Tuesday, 11 May 2021.**
- b. Please follow the steps given to you in the email along with your remote access User ID and Password to login to the Virtual Meeting Portal (Refer to Step 2(c) above).
- c. The steps given will also guide you on how to view the live webcast, submit questions and vote.
- d. The live webcast will end and the Messaging window (for submission of questions) will be disabled once the Chairman announces the closure of the AGM.
- e. You can then logout from the Virtual Meeting Portal.

Note to users of the RPEV facilities:

1. Should your application to join the meeting be approved, Boardroom will facilitate your participation in the live stream meeting and remote voting. Your login to the Virtual Meeting Portal on the day of meeting will indicate your presence at the virtual meeting.
2. If you encounter any issues with login, connecting to the live stream meeting or online voting, please call Boardroom at +603 7890 4700 or send an email to bsr.helpdesk@boardroomlimited.com for assistance.

ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

5. Mode of Communication

Shareholders may submit questions relating to the agenda items of the 52nd AGM and/or the annual report in advance commencing from 13 April 2021 and in any event no later than 10.00 am, Sunday, 9 May 2021 via Boardroom's website at <https://boardroomlimited.my> using the same user ID and password provided in Step 2 above, and select "SUBMIT QUESTION" to pose questions ("Pre-AGM Meeting Questions").

Alternatively, you may submit any questions for the Chairman/Board during the AGM using the Messaging window facility which will open concurrently with the Virtual Meeting Portal one (1) hour before the scheduled commencement of the AGM, ie from **9.00 am on Tuesday, 11 May 2021**.

The Chairman and management will respond to their best endeavours, questions submitted by shareholders which relate to the matters in the agenda of the AGM.

Please note that no recording or photography of the AGM proceedings is allowed without the prior written permission of the Company.

6. Lodgement of Proxy Form

Please deposit your completed Proxy Form at the office of Boardroom Share Registrars Sdn Bhd at **Ground Floor, Menara Symphony, No. 5 Jalan Professor Khoo Kay Kim, Seksyen 13, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia**, not less than forty-eight (48) hours before the time appointed for the holding of the 52nd AGM, ie not later than **Sunday, 9 May 2021 at 10.00 am**.

Alternatively, the proxy appointment can also be lodged electronically via the "Boardroom Smart Investor Portal" at <https://boardroomlimited.my> which is available to individual shareholders, not less than forty-eight (48) hours before the time appointed for the holding of the 52nd AGM, ie **Sunday, 9 May 2021 at 10.00 am**. For further information, kindly refer to note (7) – "Electronic Lodgement of Proxy Form" below.

The lodging of the Proxy Form will not preclude you from personally participating remotely and voting at the 52nd AGM should you subsequently wish to do so.

Should you wish to personally participate remotely in the AGM, kindly register your intention to do so via Boardroom's website at <https://boardroomlimited.my> (refer to note 4 - Steps 1 to 3 above). Please note that upon your registration to personally participate remotely in the AGM, any previous proxy appointment will be deemed revoked. Alternatively, please write in to bsr.helpdesk@boardroomlimited.com to revoke your earlier proxy appointment **no later than Sunday, 9 May 2021 at 10.00 am**.

ADMINISTRATIVE GUIDE FOR SHAREHOLDERS

7. Electronic Lodgement of Proxy Form

Kindly read and follow the guidance 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 – eProxy Lodgement.]

- a. Access the website: <https://boardroomlimited.my>
- b. Click <<Login>> and click <<Register>> to sign up as a user.
- c. Complete registration and upload a softcopy of your MyKad (front and back) or passport in JPEG, PNG or PDF format.
- d. Please enter a valid email address and wait for email verification from Boardroom.
- e. Your registration will be verified and approved within one (1) business day and an email notification will be sent to you.

Step 2 – eProxy Lodgement

- a. Access the website: <https://boardroomlimited.my>
- b. Login with your User ID and Password given above.
- c. Go to “**E-PROXY LODGEMENT**” and browse the Meeting List for “**PPB GROUP BERHAD 52nd ANNUAL GENERAL MEETING**” and click “**APPLY**”.
- d. Read the terms and conditions and confirm the Declaration.
- e. Enter your CDS Account Number and indicate the number of securities.
- f. Appoint your proxy(ies) or the Chairman of the Meeting and enter the required particulars for your proxy(ies).
- g. Indicate your voting instructions – FOR or AGAINST; otherwise your proxy(ies) will decide your votes.
- h. Review and confirm your proxy(ies) appointment.
- i. Click submit.
- j. Download or print the eProxy Form acknowledgement.

8. Communication guidance

Shareholders are also reminded to monitor the Company's website and announcements for any changes to the AGM arrangements.

9. No door gifts/vouchers

No door gifts or e-vouchers will be distributed to shareholders/proxies who participate in the AGM.

10. Enquiries

Should you have any enquiry prior to the AGM or if you wish to request technical assistance to participate the AGM, please contact Boardroom during office hours (8.30 am to 5.30 pm) as follows:

Boardroom Share Registrars Sdn Bhd

Help Desk

Tel : +603 7890 4700

Email : bsr.helpdesk@boardroomlimited.com

11. Personal data privacy

By submitting an instrument appointing a proxy(ies) and/or representative(s) to attend, speak and vote at the AGM and/or any adjournment thereof, a shareholder of the Company: (i) consents to the collection, recording, holding, storing, use and disclosure of the shareholder's personal data by the Company (or its agents) for the purpose of processing and administration by the Company (or its agents) of proxies and representatives appointed for the AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (including any adjournment thereof), and in order for the Company (or its agents) to comply with any applicable laws, listing rules, regulations and/or guidelines (collectively, the “Purposes”); (ii) warrants that where the shareholder discloses the personal data of the shareholder's proxy(ies) and/or representative(s) to the Company (or its agents), the shareholder has obtained the prior consent of such proxy(ies) and/or representative(s) for the collection, recording, holding, use and disclosure by the Company (or its agents) of the personal data of such proxy(ies) and/or representative(s) for the Purposes; and (iii) agrees that the shareholder will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.