

# ADMINISTRATIVE GUIDE

## for 21<sup>st</sup> Annual General Meeting (“AGM”)

Meeting Day and Date	:	Tuesday, 25 June 2024
Time	:	10.00 a.m. or at any adjournment thereof
Broadcast Venue	:	will be conducted on a virtual basis through live streaming and online remote voting via the remote participation and voting (RPV) facilities at B-21-1, Level 21, Tower B, Northpoint Mid Valley City, No 1, Medan Syed Putra Utara, 59200 Kuala Lumpur, W.P. Kuala Lumpur.
Meeting Platform	:	<a href="https://aldrich-agm.digerati.com.my">https://aldrich-agm.digerati.com.my</a> (Domain registration number D1A119533)

### 1. Virtual Meeting

- 1.1 The Board of Directors (“the Board”) and Management have decided that the meeting will be conducted entirely virtual through live streaming and online remote voting via Remote Participation and Voting (“RPV”) facilities.
- 1.2 Kindly ensure that you are connected to the internet at all times in order to participate and/or vote at our virtual Meeting. Therefore, it is your responsibility to ensure that connectivity for the duration of the Meeting is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants. The Company, the Board and its management, registrar and other professional advisers (if any) shall not be held responsible or be liable for any disruption in internet line resulting in the participants being unable to participate and/or vote at the Meeting.

### 2. Entitlement to Participate and Vote

- 2.1 Only depositors whose names appear on the Record of Depositors as at **14 June 2024** shall be entitled to participate and/or vote at the meeting or appoint proxy(ies) / corporate representative(s) to participate and/or vote on his/her behalf by returning the duly executed Form(s) of Proxy.

### 3. Appointment of Proxy

- 3.1 If you are unable to attend and participate at the meeting via RPV facilities, you may appoint a proxy or the Chairman of the Meeting as your proxy and indicate the voting instructions in the Form of Proxy in accordance with the notes and instructions printed therein.
- 3.2 The instrument appointing a proxy and the power of attorney or other authority i.e. the corporate representatives/ authorised nominees or exempt authorised nominees who wishes to attend and participate at the meeting via RPV facilities, please ensure the duly executed original Form(s) of Proxy or the original / duly certified Certificate(s) of Appointment of its corporate / authorised representative / power of attorney / letter of authority or other documents proving authority must be deposited to Aldpro Corporate Services Sdn. Bhd. at B-21-1, Level 21, Tower B, Northpoint Mid Valley City, No. 1, Medan Syed Putra Utara, 59200 Kuala Lumpur, Wilayah Persekutuan or email to [admin@aldpro.com.my](mailto:admin@aldpro.com.my) at least 48 hours before the time appointed for holding the meeting i.e. not later than **Sunday, 23 June 2024 at 10.00 a.m.**

### 4. Submission of Questions

- 4.1 Members and proxies may submit their questions via the real time submission of typed texts through a text box at <https://aldrich-agm.digerati.com.my> during the live streaming of the AGM. The questions and/or remarks submitted by the shareholders and/or proxies will be broadcasted and responded by the Chairman/Board/ relevant adviser during the meeting.

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**5. Voting Procedure**

- 5.1 Pursuant to Rule 8.31A(1) of the ACE Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the Meeting will be conducted by poll.
- 5.2 For the purpose of the Meeting, e-Voting can be carried out using personal smart mobile phones, tablets, personal computers or laptops.
- 5.3 The polling will commence from the scheduled starting time of the Meeting and close upon the Chairman announces the closing of voting period towards the end of the Meeting after the question-and-answer session.
- 5.4 The Independent Scrutineer will verify the poll results 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.

**6. Remote Participation and Voting (“RPV”)**

- 6.1 Please note that all shareholders including (i) individual shareholders; (ii) corporate shareholders; (iii) authorised nominees; and (iv) exempt authorised nominees, and proxies shall use the RPV facilities to participate and/or vote remotely at the meeting [(ii) to (iv) through their authorised representatives].
- 6.2 If you wish to participate in the Meeting, you will be able to view a live webcast of the Meeting, pose questions and/ or submit your votes in real time whilst the Meeting is in progress.
- 6.3 Kindly follow the procedures to register for RPV.

**Procedures To Remote Participation And Voting Facilities (RPV)**

Members/proxies/corporate representatives/attorneys who wish to participate the 21<sup>st</sup> AGM remotely using RPV must follow the following procedures:-

Step	Action	Procedure
A	To register as a user at website: <a href="https://aldrich-agm.digerati.com.my">https://aldrich-agm.digerati.com.my</a> 	<ul style="list-style-type: none"> <li>• Click 'Register' to sign up as new user.</li> <li>• Upload your identity documents.</li> <li>• Complete &amp; submit your registration.</li> <li>• Verify your email at your mailbox to complete the registration.</li> <li>• You will be notified upon successful or rejected registration.</li> <li>• You may pose your question, if any, to the Chairman/Board using the website.</li> <li>• Within three (3) days before the AGM, you will be notified with login credentials to join the meeting upon approval.</li> <li>• Please check your spam mailbox if you do not receive emails from us.</li> <li>• Registered user and proxy may skip this step.</li> <li>• Identity documents will be deleted after registration.</li> </ul>

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Step	Action	Procedure
B	To appoint proxy or corporate representative at website (optional)	<ul style="list-style-type: none"> <li>• Login your registered account at the website.</li> <li>• Select "<b>ALDRICH 21<sup>st</sup> AGM</b>".</li> <li>• Fill up the information to appoint proxy(s).</li> <li>• Closing time for appointment is 48 hours prior to the meeting. No request will be entertained after closing time.</li> <li>• Within 3 days before the AGM, you and your proxy(s) will be notified upon approval or rejection of RPV.</li> </ul>
C	On the day of AGM	<ul style="list-style-type: none"> <li>• Access the meeting through the link on the website or received in the email.</li> <li>• If you have any questions for the Chairman/Board, utilize the Q&amp;A section to submit your questions.</li> <li>• Submit your vote within a specified period once the Chairman announces that the voting is open.</li> <li>• Voting will close upon the expiry of the voting period.</li> <li>• The broadcast will terminate upon the Chairman's announcement of the poll results.</li> </ul>

**Enquiry**

If you have any enquiries prior to the AGM, please contact the following during office hours from Mondays to Fridays from 9.00a.m. to 5.30p.m. (except public holiday): -

**The Share Registrar****Aldpro Corporate Services Sdn. Bhd.**

Address : B-21-1, Level 21, Tower B,  
Northpoint Mid Valley City,  
No. 1, Medan Syed Putra Utara,  
59200 Kuala Lumpur, Wilayah Persekutuan

Email Address : [admin@aldpro.com.my](mailto:admin@aldpro.com.my)

Contact Persons : Ms. Rachel Chua / Ms. Martini / Mr. Simon Teo

Telephone No. : +603 9770 2200

**OR****RPV Technical Support**

If you have any enquiry in relation to registration, logging in and system related, please contact the Technical Support:

Technical Support : Digerati Technologies Sdn. Bhd.  
Tel No. : +6011-6338 8316  
Email : [support@digerati.com.my](mailto:support@digerati.com.my)