

ADMINISTRATIVE GUIDE FOR THE TWENTY-EIGHTH ANNUAL GENERAL MEETING

Date and Time : Tuesday, 30 June 2020 at 10.00 a.m.
Broadcast Venue : Penthouse Suite 1, Wisma Mah Sing, No. 163, Jalan Sungai Besi, 57100 Kuala Lumpur

MODE OF MEETING

1. In light of the Coronavirus Disease 2019 (COVID-19) outbreak and as part of the safety measures, the Twenty-Eighth Annual General Meeting of Mah Sing Group Berhad (“**28th AGM**”) will be conducted electronically in its entirety through live streaming from the Broadcast Venue and online remote participation via Remote Participation and Voting facilities (“**RPV**”) provided by Tricor Investor & Issuing House Services Sdn Bhd (“**Tricor**”) via its TIIH Online website at <https://tiih.online>. This is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by Securities Commission Malaysia on 18 April 2020, including any amendment that may be made from time to time.
2. The Broadcast Venue is strictly a main venue of the 28th AGM where the Chairperson will be present in compliance with Section 327 (2) of the Companies Act, 2016. Thus, **NO MEMBERS/PROXIES** from the public will be physically present at the Broadcast Venue on the day of the 28th AGM.

COMMUNICATION WITH THE BOARD OF DIRECTORS OF THE COMPANY

3. In order to enhance the efficiency of the proceedings of the 28th AGM, members may in advance, before the 28th AGM, submit questions to the Board of Directors via Tricor’s TIIH Online website at <https://tiih.online>, by selecting “e-Services” to login, pose questions and submit electronically **no later than 22 June 2020** or to use the query box to transmit questions to the Board of Directors via RPV during live streaming. The Board of Directors will endeavor to respond to the relevant questions received at the 28th AGM.

REMOTE PARTICIPATION AND VOTING

4. Members are to attend, speak (including posing questions to the Board of Directors via real time submission of typed text) and vote (collectively, “**participate**”) remotely at the 28th AGM using the RPV which are available on Tricor’s TIIH Online website at <https://tiih.online>.
5. Members who appoint proxies to participate via RPV in the 28th AGM must ensure that the duly executed proxy forms are deposited in a hard copy form or by electronic means to Tricor no later than **28 June 2020 at 10.00 a.m.**
6. Corporate Representatives of corporate members must deposit their original certificate of appointment of corporate representative to Tricor no later than **28 June 2020 at 10.00 a.m.** to participate via RPV in the 28th AGM.
7. Attorneys appointed by power of attorney are to deposit their power of attorney to Tricor no later than **28 June 2020 at 10.00 a.m.** to participate via RPV in the 28th AGM.
8. **A member who has appointed a proxy or power of attorney or authorised representative to attend, participate, speak and vote at this 28th AGM must request his/her proxy to register himself/herself for RPV at TIIH Online website at <https://tiih.online>.**
9. As the 28th AGM is a fully virtual AGM, members who are unable to participate in the 28th AGM may appoint the Chairperson of the Meeting as his/her proxy and indicate the voting instructions in the proxy form.

ADMINISTRATIVE GUIDE FOR THE TWENTY-EIGHTH ANNUAL GENERAL MEETING (CONT'D)

PROCEDURES FOR RPV

10. Members/Proxies/Corporate Representatives/Attorneys who wish to participate the 28th AGM remotely using the RPV are advised to read and follow the requirements and procedures as summarised below:

PROCEDURES	ACTIONS
BEFORE THE DAY OF THE 28TH AGM	
(a) Register as a user with TIIH Online	<ul style="list-style-type: none"> • Using your computer, access the website at https://tiih.online. Register as a user under “e-Services”. Please refer to the tutorial guide posted on the homepage for assistance. • If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.
(b) Register as remote participant to attend the 28 th AGM	<ul style="list-style-type: none"> • Registration is open from 10.00 a.m. on 29 May 2020 up to 10.00 a.m. on 28 June 2020. • Login in with your user ID and password and select the corporate event: “(REGISTRATION) MAHSING 28TH AGM”. • Read and agree to the Terms & Conditions and confirm the Declaration. • Select “Register for Remote Participation and Voting”. • Review your registration and proceed to register. • System will send an e-mail to notify that your registration for the remote participation is received and will be verified. • After verification of your registration against the Record of Depositors as at 22 June 2020, the system will send you an e-mail to approve or reject your registration for remote participation.
ON THE DAY OF THE 28TH AGM (30 JUNE 2020)	
(c) Login to TIIH Online	<ul style="list-style-type: none"> • Login with your user ID and password for remote participation at the 28th AGM at any time from 9.40 a.m. i.e. 20 minutes before the commencement of the AGM on Tuesday, 30 June 2020 at 10.00 a.m.
(d) Participate through live streaming	<ul style="list-style-type: none"> • Select the corporate event: “(LIVE STREAM MEETING) MAHSING 28TH AGM” to engage in the proceedings of the 28th AGM remotely. • If you have any question for the Board of Directors, you may use the query box to transmit your question. The Board will endeavor to respond to the questions submitted by the remote participants during the 28th AGM. If there is time constraint, the responses will be e-mailed to you at the earliest possible, after the meeting.

ADMINISTRATIVE GUIDE FOR THE TWENTY-EIGHTH ANNUAL GENERAL MEETING (CONT'D)

PROCEDURES	ACTIONS
ON THE DAY OF THE 28 TH AGM	
(e) Online remote voting	<ul style="list-style-type: none"> • Voting session commences from 10.00 a.m. on Tuesday, 30 June 2020 until a time when the Chairperson announces the completion of the voting session at the 28th AGM venue. • Select the corporate event: “(REMOTE VOTING) MAHSING 28th AGM”. • Read and agree to the Terms & Conditions and confirm the Declaration. • Select the CDS account that represents your shareholdings. • Indicate your votes for the resolutions that are tabled for voting. • Confirm and submit your votes.
(f) End of remote participation	<ul style="list-style-type: none"> • Upon the announcement by the Chairperson on the closure of the 28th AGM, the live streaming will end.

Note to users of the RPV:

- (i) Should your application to join the meeting 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.
- (ii) 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.
- (iii) In the event you encounter any issues with logging-in, connection to the live streaming meeting or online voting, kindly call Tricor Help Line at 011-4080 5616 / 011-4080 3168 / 011-40803169 / 011-40803170 for assistance or e-mail to tiih.online@my.tricorglobal.com for assistance.

ENTITLEMENT TO ATTEND AND VOTE

11. Only a member whose name appears on the Record of Depositor as at **22 June 2020** shall be entitled to attend and vote or appoint proxies to attend and/or vote on his/her behalf in the 28th AGM via RPV.
12. In view that the 28th AGM will be conducted on a virtual basis, if you are unable to attend the meeting via RPV on 30 June 2020, you may appoint the Chairperson of the 28th AGM as proxy and indicate the voting instructions in the Form of Proxy.
13. If you wish to personally participate in the 28th AGM, please do not submit any Form of Proxy. You will not be allowed to participate in the 28th AGM together with a proxy appointed by you.
14. If you have submitted your Form of Proxy prior to the 28th AGM and subsequently decide to personally participate in the 28th AGM, please proceed to register yourself for RPV at TIIH Online website at <https://tiih.online>.
15. The **original Form of Proxy** must be deposited at the office of the Company's Share Registrar, Tricor at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Wilayah Persekutuan or at its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Vertical Business Suite, Avenue 3, Bangsar South, No. 8 Jalan Kerinchi, 59200 Kuala Lumpur, not less than forty-eight (48) hours before the time appointed for holding the 28th AGM or any adjournment thereof, otherwise the Form of Proxy shall not be treated as valid.

Alternatively, you may also submit the Form of Proxy electronically, via TIIH Online website at <https://tiih.online>, **no later than 28th June 2020 at 10.00 a.m.** Please follow the procedures stated below to submit the Form of Proxy electronically.

ADMINISTRATIVE GUIDE FOR THE TWENTY-EIGHTH ANNUAL GENERAL MEETING (CONT'D)

ELECTRONIC LODGEMENT OF FORM OF PROXY

16. Procedures to lodge your Form of Proxy electronically via Tricor's TIH Online website are summarised below:

PROCEDURES	ACTIONS
(a) Register as a user with TIH Online	<ul style="list-style-type: none">Using your computer, access the website at https://tih.online. Register as a user under "e-Services". You may refer to the tutorial guide posted on the homepage for assistance.If you are already a user with TIH Online, you are not required to register again.
(b) Proceed with submission of Form of Proxy	<ul style="list-style-type: none">After the release of the Notice of the 28th AGM by the Company, login with your user name (i.e. email address) and password.Select the corporate event: "Submission of Proxy Form".Read and agree to the Terms & Conditions and confirm the Declaration.Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.Appoint your proxy(s) and insert the required details of your proxy(s) or appoint Chairperson as your proxy.Indicate your voting instructions - FOR or AGAINST, otherwise your proxy will decide your vote.Review and confirm your proxy(s) appointment.Print e-proxy form for your record.

VOTING AT THE 28TH AGM

- The voting at the 28th AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor Investor & Issuing House Services Sdn Bhd as the Poll Administrator to conduct the poll voting electronically and Asia Securities Sdn Berhad as Independent Scrutineers to verify the poll results.
- Shareholders can proceed to vote on the resolutions before the end of the voting session which will be announced by the Chairperson of the Meeting and submit your votes at any time from the commencement of the 28th AGM at 10.00 a.m. Kindly refer to the guidance on how to vote remotely via TIH Online website at <https://tih.online> as provided in the above sub-section "Remote Participation and Voting".
- Upon completion of the voting session for the 28th AGM, the Scrutineers will verify and announce the poll results. The resolutions proposed at the 28th AGM and the results of the voting will be announced at the 28th AGM by the Chairperson and subsequently via an announcement made by the Company through Bursa Malaysia Securities Berhad at www.bursamalaysia.com.

ADMINISTRATIVE GUIDE FOR THE TWENTY-EIGHTH ANNUAL GENERAL MEETING (CONT'D)

ANNUAL REPORT 2019 AND OTHER DOCUMENTS

20. As part of our dedicated commitment to sustainable practices, the following documents can be downloaded from the Company's website <https://www.mahsing.com.my/investor-relations/general-meeting-documents>
- (a) Annual Report 2019
 - (b) Circular to Shareholders in relation to the Proposed Renewal of Recurrent Related Party Transactions and Share Buy-Back Statement
 - (c) Sustainability Report 2019
21. If you wish to obtain a printed copy of the Annual Report 2019, Circular to Shareholders and Share Buy-Back Statement, you may submit an online request to the Share Registrar, Tricor's website at <http://tjih.online> by selecting "Request for Annual Report" under the "Investor Services". However, please consider the environment before you decide to request for the printed copy.

NO BREAKFAST/LUNCH PACKS AND DOOR GIFT

22. There will be no distribution of breakfast/lunch packs and door gifts for members/proxies who attend or participate at the virtual AGM.

RECORDING OR PHOTOGRAPHY

23. Strictly **NO** unauthorised recording or photography of the proceedings of the 28th AGM is allowed.

ENQUIRY

24. If you have any general queries prior to the 28th AGM, please contact our Share Registrar at any numbers below 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.

Registration No. 197101000970 (11324-H)

Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia

Customer Service Centre

Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8 Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia

General Line : +603-2783 9299
Fax Number : +603-2783 9222
Email : is.enquiry@my.tricorglobal.com
Contact persons : Cik Nur Qaisara Naaila
+603-2783 9272 (Nur.Qaisara.Naaila@my.tricorglobal.com)
Puan Nor Faeayzah
+603-2783 9274 (Nor.Faeayzah@my.tricorglobal.com)