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MAH SING GROUP BERHAD

[Registration No.: 199101019838 (230149-P)]
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE EXTRAORDINARY GENERAL MEETING OF MAH SING GROUP BERHAD

Date and Time : Monday, 21 December 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 Company's efforts to curb the spread of COVID-19 and safety measures, the Extraordinary General Meeting of Mah Sing Group Berhad ("**EGM**") will be conducted virtually through live streaming from the Broadcast Venue and online remote participation via Remote Participation and Voting facilities ("**RPV**"). 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 EGM where the Chairperson will be present in compliance with Section 327(2) of the Companies Act, 2016. Thus, members, proxies, authorised representatives and attorneys ("**Members**") **WILL NOT BE ALLOWED** to be physically present at the Broadcast Venue on the day of the EGM. Instead, Members who are eligible can attend, participate, speak (including posing questions to the Board of Directors via real time submission of typed texts) and vote (collectively, "**Participate**") remotely at the EGM via the RPV provided by Tricor Investor & Issuing House Services Sdn Bhd ("**Tricor**") via its **TIIH Online website at <https://tiih.online>**.
3. Due to the constant evolving COVID-19 situation in Malaysia, we may be required to change the arrangements of the EGM at short notice. Kindly check the Company's website or announcements for the latest updates on the status of the EGM. The Company will continue to observe the guidelines issued by the Ministry of Health and will take all relevant precautionary measures as advised.

COMMUNICATION WITH THE BOARD OF DIRECTORS OF THE COMPANY

4. In order to enhance the efficiency of the proceedings of the EGM, Members may in advance, before the EGM, 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 15 December 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 response to the relevant questions received at the EGM.

REMOTE PARTICIPATION AND VOTING

5. Members are to Participate remotely at the EGM using RPV provided by Tricor via its TIIH Online website at <https://tiih.online>. Please refer to the Procedure for RPV.
6. **A member who has appointed a proxy or authorised representative or attorney to Participate at this EGM via RPV must request his/her proxy or authorised representative or attorney to register himself/herself for the RPV at TIIH Online website at <https://tiih.online>. Please refer to the Procedure for RPV.**

7. As the EGM is a fully virtual EGM, members who are unable to Participate in the EGM may appoint the Chairperson of the Meeting as his/her proxy and indicate the voting instructions in the proxy form.

PROCEDURES FOR RPV

8. Members, proxies, corporate representatives or attorneys who wish to Participate the EGM remotely using the RPV are advised to read and follow the requirements and procedures as summarised below:

PROCEDURES	ACTIONS
BEFORE THE DAY OF THE EGM	
(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. • Registration as a user will be approved within one working day and you will be notified via email. • 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) Submit your registration for RPV	<ul style="list-style-type: none"> • Pre-registration is open from Friday, 4 December 2020 until the day of EGM on Monday, 21 December 2020. Members, proxies, corporate representatives or attorneys are required to pre-register their attendance for the EGM to ascertain their eligibility to participate at the EGM using the RPV. • To register for RPV, visit the TIIH Online website and login in with your user ID and password and select the corporate event: “(REGISTRATION) MAH SING GROUP BERHAD EGM”. • 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. • The 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 General Meeting Record of Depositors dated Tuesday, 15 December 2020, the system will send you an e-mail to approve your registration for remote participation and the procedures to use the RPV are detailed therein. In the event your registration is not approved, you will also be notified via email.

Note: Please allow sufficient time for approval as a new user of TIIH Online as well as the registration for RPV in order for you to log in to TIIH Online and participate in the EGM remotely.

PROCEDURES	ACTIONS
ON THE DAY OF THE EGM (21 DECEMBER 2020)	
(c) Login to TIIH Online	<ul style="list-style-type: none"> To participate in the EGM, visit the TIIH Online website and log in with your user ID and password at any time from 9.30 a.m. i.e. 30 minutes before the commencement of the EGM on Monday, 21 December 2020 at 10.00 a.m.
(d) Participate through live streaming	<ul style="list-style-type: none"> Select the corporate event: “(LIVE STREAM MEETING) MAH SING GROUP BERHAD EGM” to engage in the proceedings of the EGM 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 EGM.
(e) Online remote voting	<ul style="list-style-type: none"> Voting session commences from Monday, 21 December 2020 at 10.00 a.m. until a time when the Chairperson announces the completion of the voting session at the EGM venue. Select the corporate event: “(REMOTE VOTING) MAH SING GROUP BERHAD EGM” or if you are on the live stream meeting page, you can select “GO TO REMOTE VOTING PAGE” button below the Query Box. 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 EGM, the live streaming will end.

Note to users of the RPV:

- (i) Should your registration for the RPV 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 streamed meeting or voting online on the day of meeting, 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

9. Only a member whose name appears on the Record of Depositor as at **15 December 2020** shall be entitled to attend and vote or appoint proxies or corporate representatives or attorneys to attend and/or vote on his/her behalf in the EGM via RPV at TIIH Online website at <https://tiih.online>.
10. If you wish to personally Participate in the EGM, please do not submit any Form of Proxy. You will not be allowed to Participate in the EGM together with a proxy appointed by you.

11. If you have submitted your Form of Proxy prior to the EGM and subsequently decide to personally Participate in the EGM, please proceed to register yourself for RPV at TIIH Online website at <https://tiih.online>.

APPOINTMENT OF PROXY, CORPORATE REPRESENTATIVE OR ATTORNEY

12. As the EGM is a fully virtual EGM, members who are unable to Participate in the EGM may appoint the Chairperson of the Meeting as his/her proxy and indicate the voting instructions in the proxy form.
13. Members who appoint proxy(ies) to Participate via RPV at the EGM must ensure that the duly executed Forms of Proxy are deposited in its hard copy form or by electronic means to Tricor not less than forty-eight (48) hours before the time appointed for holding the EGM i.e. Saturday, 19 December 2020 at 10.00 a.m. or any adjournment thereof, otherwise the Form of Proxy shall not be treated as valid.

The appointment of a proxy may be made in a hard copy form or by electronic means in the following manner:

(a) In hard copy form

In the case of an appointment made in hard copy form, the **original Form of Proxy** must be deposited at the office of the Share Registrar of the Company, Tricor Investor & Issuing House Services Sdn. Bhd. at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia, or its Customer Service Centre, Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.

(b) By electronic form

The Form of Proxy can be electronically submitted to the Share Registrar of the Company via TIIH Online website at <https://tiih.online> (**applicable to individual members only**). Kindly refer to the Procedure for Electronic Lodgement of Form of Proxy.

Please ensure **ALL** the particulars as required in the Form of Proxy are completed, signed and dated accordingly.

14. For a **corporate member** who has appointed a corporate representative, must deposit the **original** certificate of appointment of corporate representative at the office of the Share Registrar of the Company, Tricor Investor & Issuing House Services Sdn. Bhd. at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia, or its Customer Service Centre, Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not later than Saturday, 19 December 2020 at 10.00 a.m. to Participate via RPV in the EGM.

The certificate of appointment of corporate representative should be executed in the following manner:

- (a) If the corporate member has a common seal, the certificate of appointment should be executed under seal in accordance with the constitution of the corporate member.
- (b) If the corporate member does not have a common seal, the certificate of appointment should be affixed with the rubber stamp of the corporate member (if any) and executed by:
- (i) at least two (2) authorised officers, of whom one shall be a director; or

- (ii) any director and/or authorised officers in accordance with the laws of the country under which the corporate member is incorporated.
15. Any authority pursuant to which such an appointment is made by a **power of attorney** must be deposited at the office of the Share Registrar of the Company, Tricor Investor & Issuing House Services Sdn. Bhd. at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia, or its Customer Service Centre, Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia not later than Saturday, 19 December 2020 at 10.00 a.m. to Participate via RPV in the EGM. A copy of the power of attorney may be accepted provided that it is certified notarially and/or in accordance with the applicable legal requirements in the relevant jurisdiction in which it is executed.

PROCEDURE FOR ELECTRONIC LODGEMENT OF FORM OF PROXY

16. Procedures to lodge your Form of Proxy electronically (applicable to individual members only) via Tricor's TIIH Online website at <https://tiih.online> are summarised below:

PROCEDURES	ACTIONS
(a) Register as a user with TIIH Online	<ul style="list-style-type: none"> Using your computer, please access the TIIH Online website at https://tiih.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 TIIH 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 EGM 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(ies) to vote on your behalf. Appoint your proxy(ies) and insert the required details of your proxy(ies) or appoint the Chairperson as your proxy. Indicate your voting instructions – FOR or AGAINST, otherwise your proxy(ies) will decide your vote. Review and confirm your proxy(ies) appointment. Print the Form of Proxy for your record.

VOTING AT THE EGM

17. The voting at the EGM 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.
18. Members, proxies, corporate representatives or attorneys can proceed to vote on the resolutions at any time from Monday, 21 December 2020 at 10.00 a.m. but before end of the voting session which will be announced by the Chairperson of the Meeting. Kindly refer to the guidance on how to vote remotely via TIIH Online website at <https://tiih.online> as provided in item (e) of the above sub-section "Procedures for RPV".

19. Upon completion of the voting session for the EGM, the Independent Scrutineers will verify and announce the poll results. The resolution proposed at the EGM and the results of the voting will be announced at the EGM by the Chairperson and/or the Secretary and subsequently via an announcement made by the Company through Bursa Malaysia Securities Berhad at www.bursamalaysia.com.

CIRCULAR TO SHAREHOLDERS

20. As part of our dedicated commitment to sustainable practices, the Circular to Shareholders in relation to the Proposed Diversification can be downloaded from the Company's website <https://www.mahsing.com.my/investor-relations/general-meeting-documents>.
21. If you wish to obtain a printed copy of the Circular to Shareholders, you may submit an online request to the Share Registrar, Tricor's website at <http://tjih.online> by selecting "Request for Circular" 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 or lunch packs and door gifts for members, proxies, corporate representatives or attorneys who attend or participate at the virtual EGM.

RECORDING OR PHOTOGRAPHY

23. Strictly **NO** unauthorised recording or photography of the proceedings of the EGM is allowed.

ENQUIRY

24. If you have any general queries prior to the EGM, 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
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