

ADMINISTRATIVE GUIDE

FOR THE THIRTIETH ANNUAL GENERAL MEETING OF MAH SING GROUP BERHAD

- Date and Time : Thursday, 30 June 2022 at 10.00 a.m.
- Meeting Venue : Online Meeting Platform provided by Tricor Investor & Issuing House Services Sdn Bhd in Malaysia
- Meeting Platform : TIIH Online website at <https://tiih.online> or <https://tiih.com.my>
(Domain registration number with MYNIC: D1A282781)

MODE OF MEETING

1. The Thirtieth Annual General Meeting (“**30th AGM**”) of Mah Sing Group Berhad (“**Company**”) will be conducted fully virtually through live streaming and online remote participation using Remote Participation and Voting (“**RPV**”) facilities. The conduct of the fully virtual 30th AGM is in line with the revised Guidance Note and Frequently Asked Questions on the conduct of General Meetings for Listed Issuers issued by Securities Commission Malaysia on 7 April 2022, to align with the “Transition to Endemic” phase which was announced by the Prime Minister of Malaysia on 8 March 2022 and issuance of the revised Standard Operation Procedure by the Malaysian National Security Council and the Ministry of Health.
2. An online meeting platform used to conduct the meeting can be recognized as the meeting venue or place as required under Section 327(2) of the Companies Act, 2016 provided that the online meeting platform is located in Malaysia and all meeting participants including the Chairperson of the meeting, board members, senior management and shareholders are to participate in the meeting online. Members who are eligible can attend, participate, speak (in the form of real time submission of typed texts) and vote (collectively, “**Participate**”) remotely at the 30th AGM by using 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, the Company may be required to change the arrangements of the 30th AGM at short notice. Kindly check the Company’s website or announcements for the latest updates on the status of the 30th AGM. The Company will continue to observe the guidelines issued by the Malaysian National Security Council and 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 30th AGM, Members may in advance, before the 30th 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 28 June 2022** 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 30th AGM.

REMOTE PARTICIPATION AND VOTING

5. Members are to Participate remotely at the 30th AGM using RPV provided by Tricor via its TIIH Online website at <https://tiih.online>. Please refer to the Procedures for RPV.
6. **A member who has appointed a proxy or authorised representative or attorney to Participate at this 30th AGM 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 Procedures for RPV.**
7. As the 30th AGM is a fully virtual AGM, members who are unable to Participate in the 30th AGM may appoint the Chairperson of the meeting as his/her proxy and indicate the voting instructions in the proxy form.

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PROCEDURES FOR RPV

8. Members, proxies, corporate representatives or attorneys who wish to Participate the 30th 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 30TH 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 new user under “e-Services”, select “Sign Up” button followed by “Create Account by Individual Holder”. Please refer to the tutorial guide posted on the homepage for assistance. Registration as a new user will be approved within one working day and you will be notified via email. If you are already a TIIH Online user, 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 request to attend 30th AGM remotely	<ul style="list-style-type: none"> Registration is open from 10.00 a.m. on Friday, 29 April 2022 until the day of 30th AGM on Thursday, 30 June 2022. Members, proxies, corporate representatives or attorneys are required to pre-register their attendance for the 30th AGM to ascertain their eligibility to participate at the 30th AGM using the RPV. To register for RPV, visit the TIIH Online website and login in with your user ID (i.e. email address) and password and select the corporate event: “(REGISTRATION) MAH SING GROUP BERHAD 30TH 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. The system will send an e-mail to notify that your registration for the remote participation has been received and will be verified. After verification of your registration against the General Meeting Record of Depositors dated 23 June 2022, the system will send you an e-mail after 28 June 2022 to approve or reject your registration for remote participation. <p>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for RPV)</p>
ON THE DAY OF THE 30TH AGM (30 JUNE 2022)	
(c) Login to TIIH Online	<ul style="list-style-type: none"> Visit the TIIH Online website, log in with your user ID name and password for remote participation in the 30th AGM at any time from 9.00 a.m. (i.e. one hour) before the commencement of the meeting on Thursday, 30 June 2022 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 30TH AGM” to engage in the proceedings of the 30th 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 30th AGM.

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PROCEDURES	ACTIONS
ON THE DAY OF THE 30TH AGM (30 JUNE 2022) (cont'd)	
(e) Online remote voting	<ul style="list-style-type: none"> Voting session commences from 10.00 a.m. on Thursday, 30 June 2022 until a time when the Chairperson announces the completion of the voting session at the 30th AGM venue. Select the corporate event: “(REMOTE VOTING) MAH SING GROUP BERHAD 30TH AGM” 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 conclusion of the 30th AGM, the live streaming will end.

Note to users of the RPV:

- (i) Should your registration for the RPV be approved, Tricor will make available to you the rights to join the live stream 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 are using.
- (iii) In the event you encounter any issues with logging-in, connection to the live stream meeting or voting online on the day of meeting, kindly call Tricor Help Line at 011-4080 5616 / 011-4080 3168 / 011-4080 3169 / 011-4080 3170 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 Depositors as at **5.00 p.m. on 23 June 2022** shall be entitled to attend, speak (in the form of real time submission of typed texts) and vote or appoint proxies or corporate representatives or attorneys to attend and/or vote on his/her behalf in the 30th AGM via RPV at TIIH Online website at <https://tiih.online>.
10. If you wish to personally Participate in the 30th AGM, please do not submit any Form of Proxy. You will not be allowed to Participate in the 30th AGM together with a proxy appointed by you.
11. If you have submitted your Form of Proxy prior to the 30th AGM and subsequently decide to personally Participate in the 30th AGM, please write in to is.enquiry@my.tricorglobal.com to revoke the earlier appointment of proxy at least forty-eight (48) hours before the time appointed for holding the 30th AGM and proceed to register yourself for RPV at TIIH Online website at <https://tiih.online>.

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APPOINTMENT OF PROXY, CORPORATE REPRESENTATIVE OR ATTORNEY

12. As the 30th AGM is a fully virtual AGM, members who are unable to Participate in the 30th AGM 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 30th AGM 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 30th AGM i.e. Tuesday, 28 June 2022 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**, the 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>. Kindly refer to the Procedures 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**, the 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 Tuesday, 28 June 2022 at 10.00 a.m. to Participate via RPV in the 30th AGM.

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 Company's Share Registrar stated in item 14 above not later than Tuesday, 28 June 2022 at 10.00 a.m. to Participate via RPV in the 30th AGM. 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.

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PROCEDURES FOR ELECTRONIC LODGEMENT OF FORM OF PROXY

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

PROCEDURES	ACTIONS
(i) BEFORE THE DAY OF THE 30TH AGM APPOINTMENT OF PROXY BY INDIVIDUAL SHAREHOLDERS	
(a) Register as a user with TIIH Online	<ul style="list-style-type: none"> Access the TIIH Online website at https://tiih.online. Register as a new user under "e-Services". You may refer to the tutorial guide posted on the homepage for assistance. If you are already a TIIH Online user, 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 30th AGM by the Company, login with your user ID name (i.e. email address) and password. Select the corporate event: "Mah Sing Group Berhad 30th AGM: 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 votes. Review and confirm your proxy(ies) appointment. Print the Form of Proxy for your record.
ii. BEFORE THE DAY OF THE 30TH AGM APPOINTMENT OF PROXY BY CORPORATION OR INSTITUTIONAL SHAREHOLDERS	
(a) Register as a User with TIIH Online	<ul style="list-style-type: none"> Access TIIH Online at https://tiih.online The authorised or nominated representative of the corporation or institutional shareholders shall register as a new user under "e-Services" by selecting "Create Account by Representative of Corporate Holder". Complete the registration form and upload the required documents. Registration will be verified, and you will be notified by email within one (1) to two (2) working days. Proceed to activate your account with the temporary password given in the email and re-set your password. <p><i>(Note: The representative of a corporation or institutional shareholder must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.)</i></p>
(b) Proceed with the submission of form of proxy	<ul style="list-style-type: none"> Login to TIIH Online at https://tiih.online Select the corporate event: "Mah Sing Group Berhad 30th AGM: Submission of Proxy Form". Read and agree to the "Terms & Conditions" and confirm the "Declaration". Proceed to download the file format for the "Submission of Proxy Form" in accordance with the Guidance Note set therein. Prepare the file for the appointment of proxies by inserting the required data. Proceed to upload the duly completed proxy appointment file. Select "Submit" to complete your submission. Print the confirmation report of your submission for your record.

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VOTING AT THE 30TH AGM

17. The voting at the 30th 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.
18. Members, proxies, corporate representatives or attorneys can proceed to vote on the resolutions at any time from Thursday, 30 June 2022 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 TIH 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 30th AGM, the Independent Scrutineers will verify and announce the poll results. The resolutions proposed at the 30th AGM and the results of the voting will be announced at the 30th AGM 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.

INTEGRATED ANNUAL REPORT 2021 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) Integrated Annual Report 2021
 - (b) Circular to Shareholders in relation to the Proposed Renewal of Recurrent Related Party Transactions and Share Buy-Back Statement
 - (c) Sustainability Report 2021
21. If you wish to obtain a printed copy of the Integrated Annual Report 2021, Circular to Shareholders and Share Buy-Back Statement, you may submit an online request to the Share Registrar, Tricor's website at <https://tiih.online> by selecting "Request for Annual Report/Circular" under "Investor Services". However, please consider the environment before you decide to request for the printed copy. The environmental concerns like global warming, deforestation and climate change affect human, animal and nation.

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 AGM.

RECORDING OR PHOTOGRAPHY

23. Strictly **NO** unauthorised recording or photography of the proceedings of the 30th AGM is allowed.

ENQUIRY

24. If you have any general queries prior to the 30th 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

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)