

MALAKOFF CORPORATION BERHAD

Registration No. 200601011818 (731568-V)
(Incorporated in Malaysia)

REVISED ADMINISTRATIVE DETAILS

The Postponed 14th Annual General Meeting (“AGM”) of Malakoff Corporation Berhad (“the Company”) to be held as a fully virtual meeting at broadcast venue at Boardroom, Level 7, Block 4, Plaza Sentral, Jalan Stesen Sentral 5, 50470 Kuala Lumpur on **Tuesday, 9 June 2020 at 10.00 a.m.**

1. Remote Participation and Voting at A Fully Virtual Postponed 14th AGM

As a precautionary measure amid COVID-19, the Company will conduct its Postponed 14th AGM as a fully virtual meeting via Remote Participation and Voting (“RPV”) Facilities on 9 June 2020.

The shareholders are strongly encouraged to participate using the RPV webcast which is available at <https://boardroomlimited.my>, to login, register and sign up as a user. No shareholder should be physically present nor admitted at the broadcast venue at the date of the Postponed 14th AGM of the Company.

With the use of RPV Facilities, the shareholders may exercise your rights to participate, speak and vote at the general meeting from different location without physically present at the meeting venue, including to pose questions to the Board or Management of the Company.

The closing time to submit your request to access the RPV webcast is at 10 a.m. on 7 June 2020 (48 hours before the Postponed 14th AGM).

2. General Meeting Record of Depositors (“ROD”)

Only depositors whose names appear on the ROD as at **1 June 2020** shall be entitled to participate in the Postponed 14th AGM or appoint proxies to register and vote on their behalf.

3. Proxy

If an individual shareholder is unable to attend the Postponed 14th AGM, he/she is encouraged to appoint the Chairman of the meeting as his/her proxy and indicate the voting instructions in the Proxy Form (enclosed together with the Notice of Postponed 14th AGM dated 8 May 2020) (“**Revised Proxy Form**”) in accordance with the notes and instructions printed therein.

For the shareholders who have previously submitted Proxy Forms appointing their proxies, you may register your intention to participate via <https://boardroomlimited.my>. The proxy appointment will be deemed revoked upon your registration to personally participate remotely in the Postponed 14th AGM.

Corporate shareholders that wish to appoint a representative to participate and vote remotely at the Postponed 14th AGM may refer to details set out under item 6 or contact the share registrars, Boardroom Share Registrars Sdn Bhd (“**Boardroom**”), with the details set out under item 8 below for assistance and will be required to provide the following documents to Boardroom not later than **Sunday, 7 June 2020 at 10.00 a.m.:**

- (i) original certificate of appointment of its corporate representative or Revised Proxy Form under the seal of the corporation or under the hand of a duly authorised officer/attorney;
- (ii) copy of the corporate representative’s or proxy’s MyKad (front and reverse); and
- (iii) corporate representative’s or proxy’s email address and mobile phone number.

Boardroom shall respond to you on your request for remote participation.

The corporate shareholder (through corporate representative(s) or appointed proxy(ies) who is unable to attend the Postponed 14th AGM) is encouraged to appoint the Chairman of the meeting as its proxy and indicate the voting instruction in the Revised Proxy Form in accordance with the notes and instructions printed therein.

In respect of the beneficiaries of the shares under a nominee company's CDS account ("NC members") who wish to participate and vote remotely at the Postponed 14th AGM, the NC member(s) can request its nominee company to appoint him/her as a proxy to participate and vote remotely at the postponed 14th AGM. The nominee company may refer to details set out under item 6 or contact Boardroom's officer with the details set out under item 8 below for assistance and will be required to provide the following documents to Boardroom not later than **Sunday, 7 June 2020 at 10.00 a.m.:**

- (i) original Revised Proxy Form under the seal of the nominee company;
- (ii) copy of the proxy's MyKad (front and reverse); and
- (iii) proxy's email address and mobile phone number.

Boardroom shall respond to you on your request for remote participation

4. Shareholders' Right to Speak

The shareholders may use the query box facility on the RPV webcast to transmit your question to the Chairman/Board. The Chairman/Board will try to address and answer the relevant questions during the Questions and Answers session.

5. Poll Voting

The voting at the Postponed 14th AGM will be conducted by way of poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad.

The Company's share registrars/poll administrator, Boardroom, will assist to conduct the poll by way of electronic voting and the independent scrutineers will verify and validate the poll results. Upon the completion of the voting session for the Postponed 14th AGM, the scrutineers will verify the poll results followed by the Chairman's announcement whether the resolutions are duly passed.

6. RPV Facilities

Please note that this option is available to **(i) individual members; (ii) corporate shareholder; (iii) Authorised Nominee; and (iv) Exempt Authorised Nominee.**

If you choose to participate in the meeting online, you will be able to view live webcast of the meeting, submit questions to the Chairman and submit your votes in real time whilst the meeting is in progress.

Kindly follow the steps below on how to request for 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 website <https://boardroomlimited.my>
- b. Click <<Login>> and click <<Register>> to sign up as a user.
- c. Complete registration and upload softcopy of MyKAD (front and back) or Passport.
- d. Please enter a valid email address and wait for Boardroom's email verification.
- e. Your registration will be verified and approved within one business day and an email notification will be provided.

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

[Note: The registration for remote access will be opened on 8 May 2020]

Individual Members

- Login to <https://boardroomlimited.my> using your user id and password above.
- Select “Hybrid/Virtual Meeting” from main menu and select the correct Corporate Event “Malakoff 14th AGM”.
- Enter your CDS Account.
- Read and agree to the terms & condition and thereafter submit your request.

Corporate Shareholders

- Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request.

Authorised Nominee and Exempt Authorised Nominee

- Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Form of Proxy to submit the request.
- a. You will receive a notification from Boardroom that your request has been received and is being verified.
- b. Upon system verification against the AGM’s Record of Depositories, 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 time to submit your request is at 10:00am on 7 June 2020 (48 hours before the postponed 14th AGM).

Step 3 – Login to Hybrid/ Virtual Meeting Portal

[Please note that the quality of the connectivity to Hybrid/Virtual Meeting Portal for live web cast as well as for remote online voting is highly dependent on the bandwidth and the stability of the internet connectivity available at the location of the remote users.]

- a. The Hybrid/Virtual Meeting portal will be open for login starting **two hours (2 hours) before the commencement of AGM at 10:00 am on 9 June 2020.**
- b. Follow the steps given to you in the email along with your remote access user ID and password to login to the Hybrid/Virtual Meeting portal. (Refer to Step 2 above).
- c. The steps will also guide you how to view live web cast, ask questions and vote.
- d. The live web cast will end and the Messaging window will be disabled the moment the Chairman announces the closure of the AGM.
- e. You can now logout from Hybrid/Virtual Meeting Portal.

7. F&B & Door Gift

There will be **NO distribution of food voucher or door gift** to shareholders.

8. Enquiry

If you have any enquiry prior to the Postponed 14th AGM, please contact the following officers during office hours from 9.00 a.m. to 5.00 p.m. (Mondays to Fridays):

Boardroom Share Registrars Sdn Bhd

(Registration No. 199601006647/378993-D)

11th Floor, Menara Symphony,

No. 5, Jalan Prof. Khoo Kay Kim, Seksyen 13,

46200 Petaling Jaya, Selangor Darul Ehsan,

Malaysia

General Line : +603-7890 4700

Fax No. : +603-7890 4670

Officers : Encik Zulkernaen Abd Samad

+603-7890 4741 (Zulkernaen.Samad@boardroomlimited.com)

Puan Rozleen Monzali

+603-7890 4739 (Rozleen.Monzali@boardroomlimited.com)

The administrative details for the 14th AGM of the Company issued on 24 March 2020 shall be superseded in its entirety by this Revised Administrative Details.