



BUILDING SUSTAINABLE COMMUNITIES

MCT BERHAD

Company Registration No.: 200901038653 (881786-X)
(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE

**IN RESPECT OF THE TWELFTH ANNUAL GENERAL MEETING (“12TH AGM”)
TO BE HELD VIA AN ONLINE PLATFORM**

DATE: 1 September 2021	TIME: 2:00 p.m.	VENUE: Online meeting platform via https://bit.ly/2VaNzb6
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In accordance with the Securities Commission Malaysia Guidance Note and FAQs dated 16 July 2021 in relation to the Conduct of General Meetings for Listed Issuers, listed issuers are only allowed to conduct fully virtual general meetings during the period.

In a fully virtual general meeting, all meeting participants including the Chairperson of the meeting, board members, senior management and shareholders participate in the meeting online. Physical meetings or gatherings, irrespective of the number of participants involved are prohibited.

In light of the above, MCT Berhad (“**Company**”) wishes to inform that our 12th AGM will be conducted on a fully virtual basis through an online platform. Members are advised to refer to this Administrative Guide in relation to remote participation access and electronic voting at our 12th AGM.

General Meeting Record of Depositors

1. Only a depositor whose name appears in our Company’s Record of Depositors as at 24 August 2021 shall be regarded as a member and is eligible to participate, speak and vote at our 12th AGM or appoint proxy(ies) to participate and vote on his/her behalf.

Proxy

2. A member entitled to participate and vote remotely at our 12th AGM using the Virtual Meeting Facilities (as defined herein) is entitled to appoint proxy/proxies, to participate and vote instead of him/her. If you are unable to participate in the 12th AGM and wish to appoint a proxy to vote on your behalf, please submit your proxy form in accordance with the notes and instructions set out hereunder.
3. Alternatively, if you are unable to participate in the 12th AGM via the Virtual Meeting Facilities (as defined herein) on 1 September 2021, you can appoint the Chairman of our 12th AGM as your proxy and indicate the voting instructions in the proxy form.
4. The proxy form must be deposited at the Registered Office of our Company at Level 2, Tower 1, Avenue 5, Bangsar South City, 59200 Kuala Lumpur, Wilayah Persekutuan no later than **31 August 2021 at 2:00 p.m.**

Poll Voting

5. The voting at our 12th AGM will be conducted by poll in accordance with Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad. Our Company has appointed HMC Corporate Services Sdn Bhd ("**HMC**") as the poll administrator to conduct the poll by way of online voting and Niche & Milestones International Sdn. Bhd. as the Independent Scrutineers ("**Scrutineers**") to verify the poll results.
6. You can proceed to vote on the resolutions and submit your votes at any time from the commencement of our 12th AGM at 2:00 p.m. on 1 September 2021 but before the end of the voting session that will be announced by our Chairman at our 12th AGM. The QR Code for poll voting be displayed upon the commencement of our 12th AGM. Upon completion of the voting session, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration on whether the resolutions are duly passed.

VIRTUAL MEETING FACILITIES

7. We would like to invite you to participate and vote remotely at our 12th AGM using the Virtual Meeting Facilities. Please refer to item 10 on the registration link.
8. For corporate shareholders, please register yourself via the registration link provided below and provide the following documents to HMC no later than **31 August 2021 at 2:00 p.m.:**
 - (a) Original certificate of appointment of your Corporate Representative(s) under the seal of the corporation; and
 - (b) Corporate Representative's e-mail address and hand-phone number.Upon the receipt of such documents, HMC will respond to your remote participation request.
9. The beneficiaries of the shares under a nominee company's Central Depository System Account ("**Nominee Company Members**") who wish to participate and vote remotely at our 12th AGM using the Virtual Meeting Facilities, may request its nominee company to appoint him/her as proxy. Please submit the duly executed proxy form to HMC no later than **31 August 2021 at 2:00 p.m.** and register yourself via the registration link below.
10. Please refer to the following steps to be taken for participating and voting via the Virtual Meeting Facilities:

BEFORE THE AGM		
(a)	REGISTRATION	<ul style="list-style-type: none">• Please click on the following link to register yourself as a Shareholder/Corporate Representative/Nominee Account Member for verification of attendance purpose.• Registration Link: https://bit.ly/2VaNzb6
(b)	CONFIRMATION OF ATTENDANCE	<ul style="list-style-type: none">• Upon verification, the participation link will be sent to your e-mail address before the commencement of the 12th AGM.
(c)	SUBMISSION OF QUESTIONS	<ul style="list-style-type: none">• You may submit any questions online by scanning the QR Code below or via https://bit.ly/3iDBDXk 

ON THE AGM DAY		
(d)	PARTICIPATION	<ul style="list-style-type: none"> Click on the participation link which was provided to you via e-mail. Should you have any enquiries during the 12th AGM, please submit them by using the Questions and Answers box ("Q&A Box"). The Chairman of the 12th AGM or our Company's representatives will address your questions accordingly.
(e)	ONLINE VOTING	<ul style="list-style-type: none"> The QR Code for Online Voting will be displayed in the messaging window ("Chat Box") of the virtual meeting room upon the commencement of the 12th AGM. Voting shall commence from 2:00 p.m., 1 September 2021 until such time when our Chairman announces the closing of the voting session.
(f)	CLOSURE	<ul style="list-style-type: none"> Upon the announcement by our Chairman on the closure of the 12th AGM, the live webcast will end and the Chat Box will be disabled.

ENQUIRY

11. If you have any enquiry or require any assistance before or during the 12th AGM, please contact the following Company's representative during office hours from 9:00 a.m. to 5:00 p.m. (Monday to Friday):

HMC CORPORATE SERVICES SDN BHD

Company Registration No.: 198201003810 (83556-P)

Level 2, Tower 1, Avenue 5,

Bangsar South City,

59200 Kuala Lumpur,

Wilayah Persekutuan.

Tel No.: +603-2241 5800

Mobile No.: +6017-388 3989

Fax No.: +603-2282 5022

Email: office365support@hmc.my

Contact Person: HMC Virtual Meeting Administrator