



BUILDING SUSTAINABLE COMMUNITIES

MCT BERHAD

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

ADMINISTRATIVE GUIDE

**IN RESPECT OF THE ELEVENTH ANNUAL GENERAL MEETING (“11TH AGM”)
TO BE HELD VIA AN ONLINE PLATFORM**

DATE: Wednesday, 23 September 2020	TIME: 2:30 p.m.	BROADCAST VENUE: Board Room, 15th Floor, MCT Tower, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor Darul Ehsan, Malaysia
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For preventing further propagation of Covid-19, the 11th AGM will be conducted on a full virtual basis through an online platform. Members are advised to refer to this Administrative Guide for the remote participation access and electronic voting at the 11th AGM.

The Broadcast Venue of the 11th AGM is strictly for the purpose of complying with Section 327(2) of the Companies Act, 2016 which requires the Chairman of the meeting to be physically present at the main meeting venue in Malaysia. No shareholders/proxies from the public shall be physically present at the broadcast venue on the meeting day.

To comply with the Government and/or relevant authorities' directives and guidelines on public gatherings or events, we would like to advise our shareholders that no gift vouchers or food and beverage will be provided at the 11th AGM.

General Meeting Record of Depositors

1. Only a depositor whose name appears in MCT Berhad's ("**Company**") Record of Depositors as at 15 September 2020 shall be regarded as a member and is eligible to participate, speak and vote at the 11th AGM or appoint proxy(ies) to participate and vote on his/her behalf.

Proxy

2. A member entitled to participate and vote remotely at the 11th AGM using the Virtual Meeting Facilities is entitled to appoint proxy/proxies, to participate and vote instead of him/her. If you are unable to attend the 11th 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 attend the 11th AGM via the Virtual Meeting Facilities on 23 September 2020, you can appoint the Chairman of the 11th 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 **Tuesday, 22 September 2020 at 2:30 p.m.**

Poll Voting


5. The voting at the 11th 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 the 11th AGM at 2:30 p.m. on 23 September 2020, but before the end of the voting session which will be announced by our Chairman during the 11th AGM. The QR Code will be displayed upon the commencement of the 11th AGM. Upon completion of the voting session, the Scrutineers will verify and announce the poll results followed by our Chairman’s declaration whether the resolutions are duly passed.

VIRTUAL MEETING FACILITIES

7. We would like to invite you to participate and vote remotely at the 11th 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 **Tuesday, 22 September 2020 at 2:30 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 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 the 11th 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 **Tuesday, 22 September 2020 at 2:30 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/3iOo8m5
(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 Meeting.
(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/31Xj2Nz: 

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 11th AGM, please submit them by using the Questions and Answers box ("Q&A Box"). The Chairman of the Meeting or Board members will address your questions accordingly.
(e)	ONLINE VOTING	<ul style="list-style-type: none"> • The QR Code for the Online Voting will be displayed in the messaging window ("Chat Box") and in the Q&A Box of the Virtual Meeting Room upon the commencement of the 11th AGM. Voting shall commence from 2:30 p.m., Wednesday, 23 September 2020 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 11th 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 11th AGM, please do not hesitate to 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