



MCT BERHAD

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

ADMINISTRATIVE GUIDE

**IN RESPECT OF THE THIRTEENTH ANNUAL GENERAL MEETING (“13TH AGM”)
TO BE HELD VIA AN ONLINE PLATFORM**

DATE: 24 June 2022	TIME: 3:00 p.m.	BROADCAST VENUE: The Board Room of the Company, Lot C-02, Level 2, SkyPark @ One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor Darul Ehsan, Malaysia
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The 13th AGM of the Company 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 13th AGM.

The Broadcast Venue of the 13th 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 or proxies from the public shall be physically present at the Broadcast Venue on the meeting day.

General Meeting Record of Depositors

1. Only a depositor whose name appears in MCT Berhad’s (“**Company**”) Record of Depositors as at 15 June 2022 shall be regarded as a member and is eligible to participate, speak and vote at our 13th AGM or appoint a proxy(ies) to participate and vote on his/her behalf.

Proxy

2. A member entitled to participate and vote remotely at our 13th 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 attend in the 13th 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 13th AGM via the Virtual Meeting Facilities (as defined herein) on 24 June 2022, you can appoint the Chairman of our 13th 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 23 June 2022 at 3:00 p.m..**

Poll Voting

5. The voting at our 13th 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 13th AGM at 3:00 p.m. on 24 June 2022 but before the end of the voting session that will be announced by our Chairman at the 13th AGM. The QR Code for poll voting will be displayed upon the commencement of the 13th AGM. Upon completion of the voting session and counting of votes, 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 13th 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 **23 June 2022 at 3:00 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 handphone 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 13th AGM using the Virtual Meeting Facilities, may request its nominee company to appoint him/her as a proxy. Please submit the duly executed proxy form to HMC no later than **23 June 2022 at 3:00 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 register yourself as a Shareholder / Proxy / Corporate Representative/ Nominee Account Member by scanning the QR Code below or via https://shorturl.at/kST16 for verification of attendance purposes. You may register any time not later than 23 June 2022 at 3:00 p.m. <div style="text-align: center;">  </div>
(b)	CONFIRMATION OF ATTENDANCE	<ul style="list-style-type: none"> • Upon verification, the participation link will be sent to your e-mail address.
(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://shorturl.at/blHJ1 <div style="text-align: center;">  </div>

ON THE AGM DAY		
(d)	PARTICIPATION	<ul style="list-style-type: none"> To participate in the meeting, click on the participation link which was provided to you via e-mail at least 15 minutes before the commencement of the meeting at 3:00 p.m. on 24 June 2022. Should you have any questions to be raised during the 13th AGM, please submit them by using the Questions and Answers box ("Q&A Box"). The Chairman of the 13th AGM or our Company's representatives will address your questions accordingly.
(e)	ONLINE VOTING	<ul style="list-style-type: none"> The link for Online Voting will be displayed in the messaging window ("Chat Box") of the virtual meeting room upon the commencement of the 13th AGM. Voting shall commence from 3:00 p.m., 24 June 2022 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 13th AGM, the live webcast will end and the Chat Box will be disabled.

No Recording or Photography

Unauthorised recording and photography are strictly prohibited at our 13th AGM.

ENQUIRY

11. If you have any enquiry or require any assistance before or during the 13th 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