



MUAR BAN LEE GROUP BERHAD

(Registration No. 200601033829 (753588-P))

(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR SHAREHOLDERS OF MUAR BAN LEE GROUP BERHAD

- Type of General Meeting** : Sixteenth Annual General Meeting (“16th AGM”)
- Day, Date and Time** : Thursday, 26 May 2022 at 12.00noon or at any adjournment thereof
- Online Meeting Platform** : <https://agm.digerati.com.my/pasb-online> provided by Digerati Technologies Sdn Bhd in Malaysia (Domain registration number: D1A119533)

MODE OF MEETING

In light of the COVID-19 outbreak and in the best interest of public health and the health and safety of our shareholders, Board of Directors and employees whilst adhering to the Guidance and Frequently Asked Questions of the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia (“SC”) (“**Guidance Note**”), Muar Ban Lee Group Berhad’s (“**MBL**” or the “**Company**”) 16th AGM will be held virtually through live streaming and online remote voting using Remote Participation and Voting (“**RPV**”) facilities at <https://agm.digerati.com.my/pasb-online>.

Kindly note that the quality of the live streaming is highly dependent on the bandwidth and stability of the internet connection of the participants (shareholders and proxies). Hence, you are to ensure that internet connectivity throughout the duration of the meeting is maintained.

In line with the Malaysian Code on Corporate Governance Practice 12.3, conducting a Virtual 16th AGM, would facilitate greater shareholder participation as it facilitates electronic voting and remote shareholders’ participation. With the RPV Facilities, you may exercise your right as a member of the Company to participate (including the right to pose questions to the Board of Directors and/or Management of the Company) and vote at the 16th AGM.

ENTITLEMENT TO PARTICIPATE AND VOTE REMOTELY

Shareholders whose names appear on the Record of Depositors (“**ROD**”) as at 19 May 2022 shall be eligible to attend, participate and vote remotely in the meeting, or appoint proxy(ies)/ the Chairman of the general meeting to attend, participate and/or vote on his/her behalf.

FORM(S) OF PROXY

If you are unable to participate in the 16th AGM, you may appoint a proxy or proxies to attend and vote on your behalf. In such event, you should complete and deposit the Form of Proxy at the Company’s registered office located at No. 85, Muntri Street, 10200 Georgetown, Pulau Pinang, submit via email to tcms@tcms.com.my or fax to +604 263 8500 not less than 48 hours before the date and time fixed for the 16th AGM or at any adjournment thereof.

REVOCAION OF PROXY

The lodging of the Form of Proxy shall not preclude you from participating in the 16th AGM should you subsequently wish to do so. If you have submitted your Form of Proxy and subsequently decide to appoint another proxy(ies) or you wish to participate in the 16th AGM, please write in to tcms@tcms.com.my to revoke the earlier appointed proxy 48 hours before the date and time fixed for the 16th AGM or any adjournment thereof

VOTING PROCEDURE

The voting at the 16th AGM will be conducted by poll in accordance with Paragraph 8.29A of Main Market Listing Requirements of Bursa Malaysia Securities Berhad.

The online remote voting session will commence once the Chairman declares that the voting platform is activated. The voting session will end upon declaration by the Chairman.

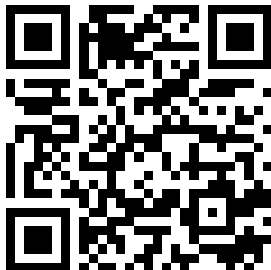
Upon completion of the voting session, the Independent Scrutineers will verify the poll results followed by the declaration of results by the Chairman.

The Company has appointed Plantation Agencies Sdn. Bhd. as Poll Administrator to conduct the poll by way of electronic voting or online remote voting ("**e-voting**").

Kindly refer to below of the Procedures for RPV Facilities for guidance on how to vote remotely.

PROCEDURES FOR RPV

Members/proxies/corporate representatives who wish to participate the 16th AGM remotely using RPV must follow the following procedures: -

Step	Action	Procedure
A	To register as an user using the Registrar website: https://agm.digerati.com.my/pasb-online 	<ul style="list-style-type: none">• Click 'Register' to sign up as new user.• Upload your identity documents.• Complete & submit your registration.• You need to verify your email to complete the registration. (Please check your spam mailbox if you do not receive the email)• You will receive an email upon successful or rejected registration. <p>Note:</p> <ul style="list-style-type: none">- Registered user and proxy may skip this step.- Identity documents will be deleted after registration.
B	To request for RPV	<p><u>Individual Members</u></p> <ul style="list-style-type: none">• Login your registered account through the Registrar website.• Select "MBL 16th AGM".• You may fill up the information to appoint proxy(s).• Click 'Finish' to submit the request form.• You may pose your question, if any, to the Chairman/Board.

Step	Action	Procedure
		<p><u>Corporate Shareholders</u></p> <p>Write in to pasb_helpdesk@digerati.com.my by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate representative or Proxy Form to submit the request.</p> <p><u>Authorised Nominee and Exempted Authorised Nominee</u></p> <p>Write in to pasb_helpdesk@digerati.com.my by providing the name of Member, CDS Account Number accompanied with the Proxy Form to submit the request.</p> <ul style="list-style-type: none"> • Upon system verification against the General Meeting ROD, you will receive an e-mail either approving or rejecting your registration for remote participation. • In the case of approval, the following links would be provided in the email. <ol style="list-style-type: none"> 1. Broadcast link 2. Polling Form link
C	On the day of AGM	<ul style="list-style-type: none"> • Access to the Broadcast and Polling Form at website or using the link provided in the email. • If you have any question to the Board of Directors, you may use the Q&A section to pose your question. • Submit your vote within a specific period of time once the Chairman announces that the voting is open. • Voting will be closed upon the expiry of the voting period. • Broadcast will be terminated upon the announcement of the poll result by the Chairman.

DIGITAL COPIES OF 16th AGM DOCUMENTS

As part of the Company's dedicated commitment to sustainable practices, the following documents of the Company are available and can be downloaded from the Company's website at www.mbl.com and on Bursa Malaysia Securities Berhad's website at <https://www.bursamalaysia.com/>:

- (a) Notice of 16th AGM and Form of Proxy
- (b) Administrative Guide of the 16th AGM

NO DOOR GIFTS OR FOOD VOUCHERS

There will be no distribution of food vouchers or door gifts during the 16th AGM as the meeting is conducted on a fully virtual basis.

NO RECORDING OR PHOTOGRAPHY

Strictly no recording or photography of the 16th AGM proceedings is allowed.

ENQUIRY

If you have any enquiry or require any assistance, please contact the Share Registrar during office hours (Monday to Friday).

Plantation Agencies Sdn Berhad 195501000033 (2603-D)
3rd Floor, No 2 Lebuah Pantai
10300 Georgetown
Penang
Telephone : 604 2625333
Fax : 604 2622018
Email : pasb_helpdesk@digerati.com.my

If you face any problem joining the AGM, please contact the Technical Support.

Digerati Technologies Sdn. Bhd.
Telephone : +6011- 6338 8316

As the COVID-19 situation continues to evolve, the Company will closely monitor the situation and reserves the right to take further measures as appropriate and comply with any requirements or recommendation of any government agencies from time to time.

Kindly check the Company's website or announcements from time to time for the latest updates on the status or changes to the Virtual 16th AGM arrangements.

The Company seeks the understanding and cooperation of all shareholders to minimise the risk of community spread of COVID-19.

PERSONAL DATA PRIVACY

By lodging and subscribe for a user account with Digerati Technologies Sdn Bhd in Malaysia Portal to participate and vote remotely at the 16th AGM using the RPV Facility, the shareholder(s)/proxy(ies)/corporate representative(s)/attorney(s) accepts and agrees to the personal data privacy terms.