



## 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** : Seventeenth Annual General Meeting (“17th AGM”)  
**Day, Date and Time** : Thursday, 25 May 2023 at 11.30am 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

The 17th AGM of Muar Ban Lee Group Berhad (“MBL” or the “Company”) 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 be advised that the Broadcast Venue, which is the main venue of the 17th AGM, is strictly for the purpose of complying with Section 327(2) of the Companies Act 2016 which require the Chairman to be present at the main venue of the 17th AGM. No shareholders, proxies and/or corporate representatives from the public should be physically present or admitted at the Broadcast Venue on the day of the 17th AGM.

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 17th 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 17th AGM.

#### ENTITLEMENT TO PARTICIPATE AND VOTE REMOTELY

Shareholders whose names appear on the Record of Depositors (“**ROD**”) as at 18 May 2023 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 17th 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](mailto:tcms@tcms.com.my) or fax to +604 263 8500 not less than 48 hours before the date and time fixed for the 17th AGM or at any adjournment thereof.

#### REVOCAION OF PROXY

The lodging of the Form of Proxy shall not preclude you from participating in the 17th 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 17th AGM, please write in to [tcms@tcms.com.my](mailto:tcms@tcms.com.my) to revoke the earlier appointed proxy 48 hours before the date and time fixed for the 17th AGM or any adjournment thereof

## VOTING PROCEDURE

The voting at the 17th 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”).

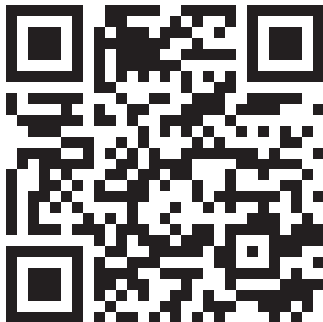
Kindly refer to below of the Procedures for RPV Facilities for guidance on how to vote remotely.

## PROCEDURES FOR RPV

Members/proxies/corporate representatives who wish to participate the 17th AGM remotely using RPV must follow the following procedures: -

### REMOTE PARTICIPATION AND E-VOTING (RPV)

Members who wish to participate the 17th AGM remotely using RPV, must follow the following procedures:

Step	Action	Procedure
A	To register as a user at website: <a href="https://agm.digerati.com.my/pasb-online">https://agm.digerati.com.my/pasb-online</a> 	<ul style="list-style-type: none"><li>• Click 'Register' to sign up as new user.</li><li>• Upload your identity documents.</li><li>• Complete &amp; submit your registration.</li><li>• Verify your email at your mailbox to complete the registration.</li><li>• You will be notified upon successful or rejected registration.</li><li>• You may pose your question, if any, to the Chairman/Board using the website.</li><li>• Within 3 days before the AGM, you will be notified with login credentials to join the meeting upon approval.</li></ul> <p>*Note: - Please check your spam mailbox if you do not receive emails from us - Registered user and proxy may skip this step. - Identity documents will be deleted after registration.</p>
B	To appoint proxy or corporate representative at website (optional)	<ul style="list-style-type: none"><li>• Login your registered account at website.</li><li>• Select “MBL 17th AGM”.</li><li>• Fill up the information to appoint proxy(s).</li><li>• Within 3 days before the AGM, you and your proxy(s) will be notified upon approval or rejection of RPV.</li></ul>
C	On the day of AGM	<ul style="list-style-type: none"><li>• Access to Broadcast and E-Poll Form using the website or through email links</li><li>• If you have any question for the Chairman/Board, you may use the Q&amp;A section to text your question.</li><li>• Submit your voting within a specific period once the Chairman announces that the voting is open.</li><li>• Voting will be closed upon the expiry of the voting period.</li><li>• Broadcast will be terminated upon the announcement of the poll result by the Chairman.</li></ul>

## **DIGITAL COPIES OF 17TH 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](http://www.mbl.com) and on Bursa Malaysia Securities Berhad's website at <https://www.bursamalaysia.com/>:

- (a) Notice of 17th AGM and Form of Proxy
- (b) Administrative Guide of the 17th AGM

## **NO DOOR GIFTS OR FOOD VOUCHERS**

There will be no distribution of food vouchers or door gifts during the 17th AGM as the meeting is conducted on a fully virtual basis.

## **NO RECORDING OR PHOTOGRAPHY**

Strictly no recording or photography of the 17th 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)  
3<sup>rd</sup> Floor, No 2 Lebuhr Pantai  
10300 Georgetown  
Penang  
Telephone : 604 2625333  
Fax : 604 2622018  
Email : [pasb\\_helpdesk@digerati.com.my](mailto: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 17th 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 17th AGM using the RPV Facility, the shareholder(s)/proxy(ies)/corporate representative(s)/attorney(s) accepts and agrees to the personal data privacy terms.