

# **ADMINISTRATIVE GUIDE FOR SHAREHOLDERS**

## **PERTAMA DIGITAL BERHAD** 198401002327 (114842-H) – THIRTY-SEVENTH ANNUAL GENERAL MEETING

<b>Date</b>	: 27 June 2022 (Monday)
<b>Time</b>	: 10.00 a.m.
<b>Physical Meeting Venue</b>	: Pentas 1, The Kuala Lumpur Performing Arts Centre, Sentul Park, Jalan Strachan, Off Jalan Sultan Azlan Shah, 51100 Kuala Lumpur
<b>Online Meeting Venue</b>	: <a href="https://web.vote2u.my">https://web.vote2u.my</a>
<b>Domain Registration</b>	: D6A471702
<b>Numbers with MYNIC</b>	

### **1. CORONAVIRUS DISEASE (COVID-19) PANDEMIC**

- In order for the Company to comply with the Government and/or relevant authorities' directives and guidelines on public gatherings or events which may be issued from time to time arising from the COVID-19 pandemic and/or enforcement of the MCO, the Company reserves the right to limit the number of physical attendees to be accommodated at the meeting venue. As such, we strongly encouraged you to make use of the remote participation and voting ("RPV") facilities to participate and vote remotely at the General Meeting.
- Due to the current COVID-19 pandemic, as a precautionary measure, you are strongly advised not to attend the Meeting if:
  - a. you are unwell with fever, cough, sore throat, flu and/or shortness of breath; or
  - b. you have travel history to high-risk countries affected by COVID-19 in the past 14 days; or
  - c. you have contact with a person who is confirmed with COVID-19 infection in the past 14 days.
- In such instance, you are advised to appoint proxy(ies) to attend in your stead. Your proxy(ies) must adhere to the same precautionary measure. Alternatively, you can attend the meeting via RPV.
- Upon your arrival at the meeting venue on 27 June 2022 (Monday), you may be subjected to temperature checks and a self-declaration form will be provided to you. Based on prevailing safety and health guidelines, the Company may reject your entry if:
  - a. you have a temperature reading above 37.5°C or show symptoms of respiratory illness such as cough, sore throat, flu, sneezing and/or shortness of breath; or
  - b. based on your self-declaration such as travel history, you are advised to self-isolate.

### **2. REGISTRATION**

- Registration will be at the Meeting Venue at **Pentas 1, The Kuala Lumpur Performing Arts Centre, Sentul Park, Jalan Strachan, Off Jalan Sultan Azlan Shah, 51100 Kuala Lumpur.**
- Registration will commence at 9.00 a.m. and will be closed once voting commences to facilitate the voting process.
- Please read the signage as to ascertain where you should register yourself for the meeting and join the queue accordingly.
- Please present your **original identity card ("IC") or passport** during registration for verification purposes.

- You are NOT allowed to register on behalf of another person even with the original IC or passport of the other person.
- After the registration and verification, you will be given a polling paper with QR code on it.
- If you lost the polling paper, please immediately contact the supporting personnel at the registration counter.
- Please note that you will not be allowed to enter the Meeting Room without presenting the polling paper.

### 3. MEETING

- The Meeting will be held at **Pentas 1, The Kuala Lumpur Performing Arts Centre, Sentul Park, Jalan Strachan, Off Jalan Sultan Azlan Shah, 51100 Kuala Lumpur.**
- The Meeting will start promptly at 10.00 a.m.

### 4. ENTITLEMENT TO ATTEND AND VOTE AT GENERAL MEETING

- Only members whose names appear on the Record of Depositors of the Company as at **20 June 2022** shall be eligible to attend the General Meeting or appoint proxies to attend and vote on their behalf.

### 5. PROXY

- A member entitled to attend, speak and vote at the General Meeting is entitled to appoint not more than 2 proxies to attend, speak and to vote in his/her stead. A proxy may but need not be a member of the Company.
- The Form of Proxy shall not be treated as valid unless the posted Form is received or the Form is deposited at the office of the Company's registered office at 802, 8th Floor, Block C, Kelana Square, 17 Jalan SS7/26, 47301 Petaling Jaya, Selangor Darul Ehsan not less than 48 hours before the time appointed for holding the Meeting or any adjournment thereof. Forms of Proxy transmitted by fax or email will not be accepted. The Company will not accept any photocopies of the form of proxy in place of the original signed copy.
- Alternatively, for individual members only, the Form of Proxy may be lodged electronically ("e-Proxy") via the RPV Online portal at <https://web.vote2u.my> (applicable to individual shareholders only). Please refer to Section B (ii) of this administrative guide for the procedures on electronic lodgement of Proxy Form.

### 6. VOTING PROCEDURE

- Please refer to Section C of this administrative guide for the voting procedures.

## 7. REMOTE PARTICIPATION AND VOTING (“RPV”)

### BEFORE GENERAL MEETING DAY

#### A: REGISTRATION

##### Individual Shareholders

	Description	Procedure
i.	Shareholders to register with Vote2U online	<p>The registration will open from the day of notice</p> <ol style="list-style-type: none"> <li>Access website at <a href="https://web.vote2u.my">https://web.vote2u.my</a></li> <li>Click “<b>Sign Up</b>” to sign up as a user.</li> <li>Read the ‘Privacy Policy’ and ‘Terms &amp; Conditions’ and indicate your acceptance of the ‘Privacy Policy’ and ‘Terms &amp; Conditions’ on a small box. Then click “<b>Next</b>”.</li> <li>*Fill-in your details (note: create your own password). Then click “<b>Continue</b>”.</li> <li>Upload softcopy of your identification card (MYKAD) (front only) (for Malaysian) or Passport (for non-Malaysian).</li> <li>Click “<b>Submit</b>” to complete the registration</li> <li>Your registration will be verified and an email notification will be sent to you. Please check your email.</li> </ol> <p><u>Note:</u></p> <p>If you have registered as a user with Vote2U Online previously, you are not required to register again.</p> <p>*Check your email address is keyed in correctly. *Remember the password you have keyed-in.</p>

#### B: REGISTER PROXY

##### Individual Shareholder / Corporate Shareholder / Nominees Company

	Description	Procedure
i.	Submit Form of Proxy (hardcopy)	<ol style="list-style-type: none"> <li>*Fill-in details on the hardcopy Form of Proxy and ensure to provide the following information: <ol style="list-style-type: none"> <li>MYKAD (for Malaysian) / Passport (for non-Malaysian) number of the Proxy</li> <li>*Email address of the Proxy</li> </ol> </li> <li>Submit/Deposit the hardcopy Form of Proxy to the Company’s registered office at <b>802, 8th Floor, Block C, Kelana Square, 17 Jalan SS7/26, 47301 Petaling Jaya, Selangor Darul Ehsan</b></li> </ol>

		<p><u>Note:</u> After verification, an email notification will be sent to the Proxy and will be given a temporary password. The Proxy could use the temporary password to log in to Vote2U.</p> <p>*Check the email address of Proxy is written down correctly.</p>
ii.	Electronic Lodgement of Proxy Form (e-Proxy Form) For individual shareholders only	<p>a. Individual shareholders to log in to Vote2U with your email address and password that you have registered with Vote2U.</p> <p>b. Click “<b>Register Proxy Now</b>” for e-Proxy registration.</p> <p>c. Select the general meeting event that you wish to attend.</p> <p>d. Select/ add your Central Depository System (“CDS”) account number and number of shares.</p> <p>e. Select “Appoint Proxy”.</p> <p>f. Fill-in the details of your proxy(ies) – ensure proxy(ies) email address(es) is/are valid.</p> <p>g. Indicate your voting instruction should you prefer to do so.</p> <p>h. Thereafter, select “Submit”.</p> <p>i. Your submission will be verified.</p> <p>j. After verification, proxy(ies) will receive email notification with temporary credentials, i.e. email address &amp; password, to log in to Vote2U.</p> <p><u>Note:</u> You need to register as a shareholder before you can register a proxy and submit the e-Proxy form. Please refer above ‘A: Registration’ to register as shareholder.</p>

Shareholders who appoint Proxy(ies) to participate in the virtual General Meeting must ensure that the hardcopy Form of Proxy or e-proxy is submitted not less than 48 hours before the time for holding the meeting or any adjourned meeting at which the person named in the instrument proposes to vote and in default, the instrument of proxy shall not be treated as valid.

## ON GENERAL MEETING DAY

### A: WATCH LIVE STREAMING

#### Individual Shareholders & Proxies

	Description	Procedures
i.	Login to virtual meeting portal - Vote2U online & watch Live Streaming.	<p>The Vote2U online portal will open for log in starting from <b>9.00 a.m., 27 June 2022</b>, one (1) hour before the commencement of the General Meeting.</p> <p>a. Login with your email and password</p> <p>b. Select the General Meeting event (for example, “Thirty-Seventh Annual General Meeting”)</p> <p>c. Check your details.</p> <p>d. Click “<b>Watch Live</b>” button to view the live streaming.</p>

**B: ASK QUESTION****Individual Shareholders & Proxies**

	Description	Procedures
i.	Ask Question during General Meeting (real-time)	<p>Questions submitted online using <u>typed text</u> will be moderated before being forwarded to the Chairman to avoid repetition. Every question and message will be presented with the full name of the shareholder or proxy raising the question.</p> <p>a. Click “<b>Ask Question</b>” button to post question(s). b. Type in your question and click “<b>Submit</b>”.</p> <p>The Chairperson / Board of Director will endeavor to respond to questions submitted by remote shareholders and proxies during the General Meeting.</p>

**C: VOTING REMOTELY****Individual Shareholders & Proxies**

	Description	Procedures
i.	Online Remote Voting	<p>Once the Chairman announces the opening of remote voting:</p> <p>a. Click “<b>Confirm Details &amp; Start Voting</b>”.</p> <p>b. To vote, select your voting choice from the options provided. A confirmation screen will appear to show your selected vote. Click “<b>Next</b>” to continue voting for all resolutions.</p> <p>c. To change your vote, click “<b>Back</b>” and select another voting choice.</p> <p>d. After you have completed voting, a Voting Summary page appears to show all the resolutions with your voting choices. Click “<b>Confirm</b>” to submit your vote.</p> <p>[Please note that you are <u>not able</u> to change your voting choices after you have confirmed and submitted your votes.]</p>

**ADDITIONAL INFORMATION****Voting Procedure**

Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the General Meeting will be conducted by Agmo Digital Solutions Sdn Bhd and Aegis Communication Sdn Bhd will be appointed to conduct the polling process and verify the results of the poll respectively.

**No Door Gift or e-Voucher or Food Voucher**

There will be no door gift or e-Voucher or food voucher given at this General Meeting.

## **Enquiry**

- a. For enquiries relating to the general meeting, please contact our **Investor Relation** during office hours (9:00 a.m. to 5:00 p.m.) on Mondays to Fridays (except public holidays) as follows:

Email: [alwyn@pertamadigital.com](mailto:alwyn@pertamadigital.com) / [sakinah@pertamadigital.com](mailto:sakinah@pertamadigital.com)

- b. For enquiries relating to RPV facilities or issues encountered during registration, log in, connecting to the live streaming and online voting facilities, please contact Vote2U helpdesk during office hours (9:00 a.m. to 5:00 p.m.) on Mondays to Fridays (except public holidays) as follows:

Telephone Number: 03-7664 8520 / 03-7664 8521

Email: [vote2u@agmostudio.com](mailto:vote2u@agmostudio.com)