

# ADMINISTRATIVE NOTES



## WARISAN TC HOLDINGS BERHAD

[Registration No. 199701009338 (424834-W)]  
(Incorporated in Malaysia)

### ADMINISTRATIVE NOTES FOR TWENTY-FOURTH ANNUAL GENERAL MEETING

Date : Friday, 4 June 2021

Time : 10:30 a.m.

Broadcast Venue : Tricor Business Centre, Manuka 2 & 3, Unit 29-01, Level 29, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia

#### MODE OF MEETING

1. As part of the safety measures and initiatives to curb the spread of Coronavirus Disease 2019 (COVID-19), the Twenty-Fourth Annual General Meeting ("24<sup>th</sup> AGM") of the Company will be conducted fully virtual through live streaming from the Broadcast Venue. This is in line with the Guidance Note on the Conduct of General Meetings for Listed Issuers issued by the Securities Commission Malaysia on 18 April 2020 and including any amendment that may be made from time to time.
2. The Broadcast Venue 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 present at the main venue of the meeting. Shareholders **WILL NOT BE ALLOWED** to attend the 24<sup>th</sup> AGM in person at the Broadcast Venue on the day of the meeting.

#### ANNUAL REPORT 2020 AND CIRCULAR TO SHAREHOLDERS

1. The following documents are available on the Company's website at <https://www.warisantc.com.my> and Bursa Malaysia Securities Berhad's website at <https://www.bursamalaysia.com>:
  - (a) Annual Report 2020 ("AR 2020")
  - (b) Circular to Shareholders ("Circular")
2. If you need a copy of the printed AR 2020 and/or Circular, please fax or email your request to our Share Registrar, Tricor Investor & Issuing House Services Sdn Bhd ("Tricor") at fax number and email address stated below. Alternatively, you may request online via Tricor's TIIH Online website at <https://tiih.online> by selecting "**Request for Annual Report**" under the "**Investor Services**".

#### DOOR GIFT/FOOD VOUCHER

There will be NO distribution of door gifts or food vouchers to shareholders/proxies who participate in the 24<sup>th</sup> AGM.

# ADMINISTRATIVE NOTES

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## REMOTE PARTICIPATION AND VOTING ("RPV") FACILITIES

1. Shareholders are advised to attend, participate, speak (in the form of real time submission of typed texts) and vote (collectively, "participate") remotely at the 24<sup>th</sup> AGM using RPV facilities provided by Tricor via its TIIH Online website at <https://tiih.online>.
2. Shareholders who appoint proxies to participate via RPV facilities in the 24<sup>th</sup> AGM must ensure that the duly executed Forms of Proxy are deposited either in hard copy form or by electronic means via TIIH Online website at <https://tiih.online> to Tricor not later than **Wednesday, 2 June 2021 at 10:30 a.m.**
3. Corporate representatives of corporate members must deposit their original certificate of appointment of corporate representative to Tricor not later than **Wednesday, 2 June 2021 at 10:30 a.m.** to participate via RPV facilities in the 24<sup>th</sup> AGM.
4. Attorneys appointed by power of attorney are to deposit their power of attorney with Tricor not later than **Wednesday, 2 June 2021 at 10:30 a.m.** to participate via RPV facilities in the 24<sup>th</sup> AGM. If the power of attorney is submitted by electronic mail (email) to Tricor's email address at [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com), it must be followed by the depositing of a hard copy of the power of attorney at Tricor's office.
5. **A shareholder who has appointed a proxy or attorney or authorised representative to participate and vote at the 24<sup>th</sup> AGM via RPV facilities must request his/her proxy or attorney or authorised representative to register himself/herself for RPV facilities at TIIH Online website at <https://tiih.online>.**

## PRE-MEETING SUBMISSION OF QUESTION TO THE BOARD OF DIRECTORS

Shareholders may submit questions to the Board in advance of the 24<sup>th</sup> AGM via Tricor's TIIH Online website at <https://tiih.online> by selecting "e-Services" to login, pose questions and submit electronically not later than **Wednesday, 2 June 2021 at 10:30 a.m.** The Board will endeavour to answer the questions received at the 24<sup>th</sup> AGM.

## PROCEDURES FOR RPV FACILITIES

Please read and follow the procedures and actions below to participate and vote at the 24<sup>th</sup> AGM remotely using the RPV facilities:

	Procedure	Action
<b>BEFORE THE DAY OF THE 24<sup>TH</sup> AGM</b>		
(a)	<b>Register as a user with TIIH Online</b>	<ul style="list-style-type: none"><li>• Access the website at <a href="https://tiih.online">https://tiih.online</a>. Register as a user under the "e-Services" select "Create Account by Individual Holder". Refer to the tutorial guide posted on the homepage for assistance.</li><li>• Registration as a user will be approved within one (1) working day and you will be notified via e-mail.</li><li>• If you are already a user with TIIH Online, you are not required to register again. You will receive an e-mail to notify you that the remote participation is available for registration at TIIH Online.</li></ul>

# ADMINISTRATIVE NOTES

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	Procedure	Action
(b)	Submit your registration for RPV facilities	<ul style="list-style-type: none"> <li>• Registration is open from Friday, 30 April 2021 until such time before the voting session ends at the 24<sup>th</sup> AGM on <u>Friday, 4 June 2021</u>.</li> <li>• Login with your user ID (i.e. e-mail address) and password and select the corporate event: “(REGISTRATION) WARISAN TC 24<sup>TH</sup> AGM”.</li> <li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li> <li>• Select “Register for Remote Participation and Voting”.</li> <li>• Review your registration and proceed to register.</li> <li>• System will send an e-mail to notify that your registration for remote participation is received and will be verified.</li> <li>• After verification of your registration against the General Meeting Record of Depositors as at <b>28 May 2021</b>, the system will send you an e-mail after 2 June 2021 to approve or reject your registration for remote participation.</li> </ul> <p><i>(Note: Please allow sufficient time for approval of new user of TIIH Online and registration for the RPV.)</i></p>
<b>ON THE DAY OF THE 24<sup>TH</sup> AGM</b>		
(c)	Login to TIIH Online	<ul style="list-style-type: none"> <li>• Login with your user ID and password for remote participation at the 24<sup>th</sup> AGM at any time from <b>10:00 a.m.</b> i.e. 30 minutes before the commencement of the 24<sup>th</sup> AGM on <b>Friday, 4 June 2021 at 10:30 a.m.</b></li> </ul>
(d)	Participate through Live Streaming	<ul style="list-style-type: none"> <li>• Select the corporate event: “(LIVE STREAM MEETING) WARISAN TC 24<sup>TH</sup> AGM” to engage in the proceedings of the 24<sup>th</sup> AGM remotely.</li> <li>• If you have any question for the Chairman/ Board, you may use the query box to transmit your question. The Chairman/ Board will endeavour to respond to the questions submitted by remote participants during the 24<sup>th</sup> AGM.</li> <li>• The quality of your connection to the live streaming is dependent on the bandwidth and stability of the internet connection at your location and the device you are using.</li> <li>• In the event you encounter any issues with logging-in, connection to the live streamed meeting or online voting on the meeting day, please call Tricor Help Line at <u>011-40805616 / 011-40803168 / 011-40803169 / 011-40803170</u> for assistance or e-mail to <u><a href="mailto:tiih.online@my.tricorglobal.com">tiih.online@my.tricorglobal.com</a></u> for assistance.</li> </ul>

# ADMINISTRATIVE NOTES

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	Procedure	Action
(e)	<b>Online Remote Voting</b>	<ul style="list-style-type: none"><li>• Voting session commences <b>from 10:30 a.m. on Friday, 4 June 2021</b> until a time when the Chairman announces the completion of the voting session of the 24<sup>th</sup> AGM.</li><li>• Select the corporate event: <b>“(REMOTE VOTING) WARISAN TC 24<sup>TH</sup> AGM”</b> or if you are on the live stream meeting page, you can select <b>“GO TO REMOTE VOTING PAGE”</b> button below the Query Box.</li><li>• Read and agree to the Terms &amp; Conditions and confirm the Declaration.</li><li>• Select the CDS account that represents your shareholdings.</li><li>• Indicate your votes for the resolutions that are tabled for voting.</li><li>• Confirm and submit your votes.</li></ul>
(f)	<b>End of remote participation</b>	<ul style="list-style-type: none"><li>• Upon the announcement by the Chairman on the closure of the 24<sup>th</sup> AGM, the live streaming will end.</li></ul>

## APPOINTMENT OF PROXY

1. The 24<sup>th</sup> AGM will be conducted on a fully virtual basis, if you are unable to attend the meeting via RPV facilities on 4 June 2021, you may appoint the Chairman of the meeting as your proxy and indicate your voting instructions in the Form of Proxy.
2. The instrument appointing a proxy (the “Form of Proxy”) and the Power of Attorney or any other authority, if any, under which it is signed or a notarially certified copy of that power or authority (collectively, the “Proxy Authorisation Documents”) for the 24<sup>th</sup> AGM shall be deposited or submitted in the following manner not less than forty-eight hours before the time appointed for the 24<sup>th</sup> AGM or not later than **Wednesday, 2 June 2021 at 10:30 a.m.:**

(a) **In hard copy form**

Either by hand or post to the Company’s Share Registrar, Tricor at Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia (Tel. +603-2783 9299) or its Customer Service Centre at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia;

(b) **By electronic means via email**

By electronic mail (email) to Tricor’s email address at [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com) to be followed by the deposit of a hard copy of the Form of Proxy and the Proxy Authorisation Documents at Tricor’s office address stated above; and

# ADMINISTRATIVE NOTES

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(c) **By electronic means via TIIH Online**

By electronically via Tricor's TIIH Online website at <https://tiih.online>. The steps to submit the Form of Proxy are summarised below:

Procedure	Action
<b>i. Steps for Individual Shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Access the website at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Register as a user under the "e-Services". Please refer to the tutorial guide posted on the homepage for assistance.</li> <li>• If you are already a user with TIIH Online, you are not required to register again.</li> </ul>
Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> <li>• After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>• Select the corporate event: <b>WARISAN TC 24<sup>TH</sup> AGM - "SUBMISSION OF PROXY FORM"</b>.</li> <li>• Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>• Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>• Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.</li> <li>• Review and confirm your proxy(s) appointment.</li> <li>• Print the Form of Proxy for your record.</li> </ul>
<b>ii. Steps for corporation or institutional shareholders</b>	
Register as a User with TIIH Online	<ul style="list-style-type: none"> <li>• Access TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Under e-Services, the authorised or nominated representative of the corporation or institutional shareholder selects <b>"Create Account by Representative of Corporate Holder"</b>.</li> <li>• Complete the registration form and upload the required documents.</li> <li>• Registration will be verified, and you will be notified by email within one (1) to two (2) working days.</li> <li>• Proceed to activate your account with the temporary password given in the email and re-set your own password.</li> </ul> <p><i>Note: The representative of a corporation or institutional shareholder must register as a user first in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.</i></p>
Proceed with submission of Form of Proxy	<ul style="list-style-type: none"> <li>• Login to TIIH Online at <a href="https://tiih.online">https://tiih.online</a>.</li> <li>• Select the corporate exercise name: <b>"WARISAN TC 24<sup>TH</sup> AGM - SUBMISSION OF PROXY FORM"</b>.</li> <li>• Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>• Proceed to download the file format for "Submission of Proxy Form" in accordance with the Guidance Note set therein.</li> <li>• Prepare the file for the appointment of proxy(s) by inserting the required data.</li> <li>• Submit the proxy appointment file.</li> <li>• Login to TIIH Online, select corporate exercise name: <b>"WARISAN TC 24<sup>TH</sup> AGM - SUBMISSION OF PROXY FORM"</b>.</li> <li>• Proceed to upload the duly completed proxy appointment file.</li> <li>• Select "Submit" to complete your submission.</li> <li>• Print the confirmation report of your submission for your record.</li> </ul>

# ADMINISTRATIVE NOTES

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## POLL VOTING

1. The voting at the 24<sup>th</sup> AGM will be conducted by poll in accordance with Paragraph 8.29A(1) of Main Market Listing Requirements of Bursa Malaysia Securities Berhad. The Company has appointed Tricor as Poll Administrator to conduct the poll by way of electronic voting (e-voting) and Asia Securities Sdn Berhad as Scrutineers to verify the poll results.
2. Shareholders/proxies/corporate representatives can proceed to vote remotely on the resolutions at any time from the commencement of the 24<sup>th</sup> AGM at 10:30 a.m. on Friday, 4 June 2021 but before the end of the voting session which will be announced by the Chairman of the meeting. Please refer to the "**Procedures for RPV facilities**" above for guidance on how to vote remotely from TIIH Online website at <https://tiih.online>.
3. Upon completion of the voting session for the 24<sup>th</sup> AGM, the Scrutineers will verify the poll results and to be followed by the Chairman's declaration whether the resolutions are duly passed.

## ENQUIRY

If you have any enquiries on the above, please contact the following persons during office hours on Mondays to Fridays from 8:30 a.m. to 5:30 p.m. (except on public holidays):

### Tricor Investor & Issuing House Services Sdn Bhd

General Line : +603-2783 9299  
Fax No. : +603-2783 9222  
Email : [is.enquiry@my.tricorglobal.com](mailto:is.enquiry@my.tricorglobal.com)  
Contact Persons : Ms. Lim Lay Kiow ([Lay.Kiow.Lim@my.tricorglobal.com](mailto:Lay.Kiow.Lim@my.tricorglobal.com))  
Puan Siti Zalina Osmin ([Siti.Zalina@my.tricorglobal.com](mailto:Siti.Zalina@my.tricorglobal.com))  
Mr. Lim Jia Jin ([Jia.Jin.Lim@my.tricorglobal.com](mailto:Jia.Jin.Lim@my.tricorglobal.com))

## PERSONAL DATA PRIVACY

Please refer to the Company's compliance with the Personal Data Protection Act 2010 notice as found in the Company's Annual Report 2020.