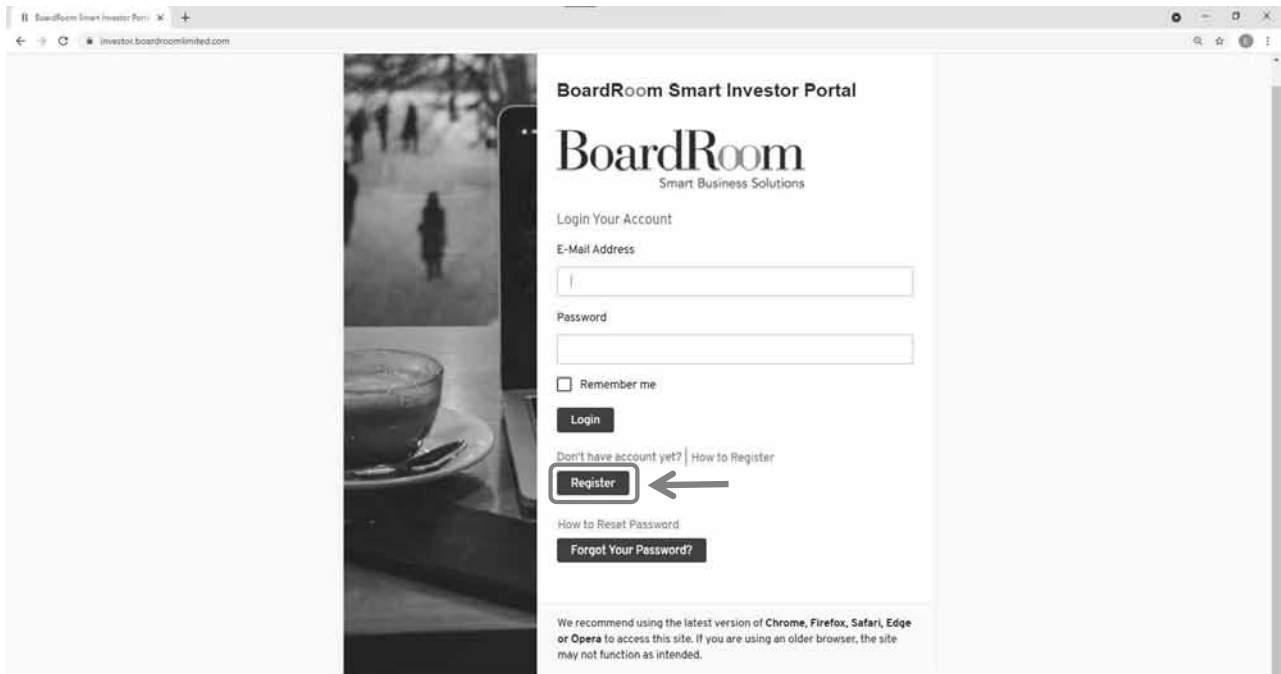
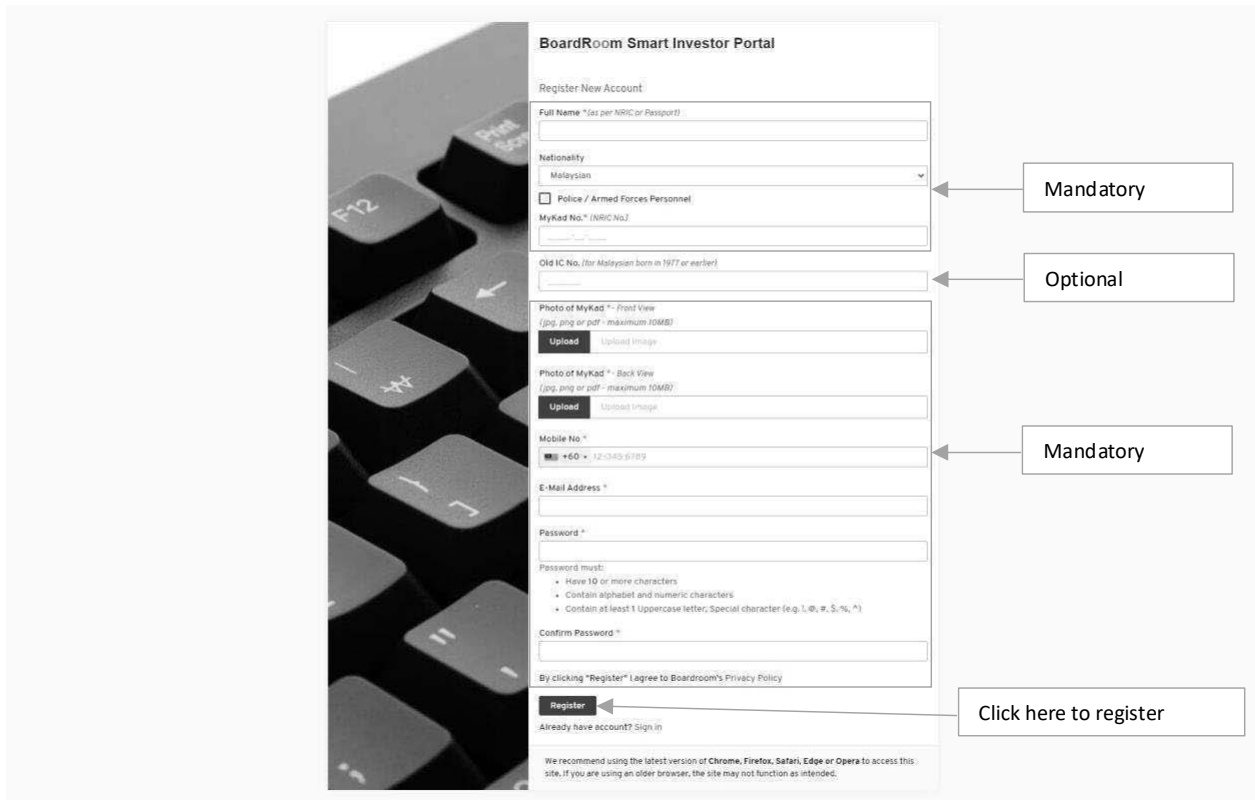


APPENDIX 1: USER GUIDE FOR REGISTRATION AS A BOARDROOM SMART INVESTOR PORTAL USER

1. Navigate to <https://investor.boardroomlimited.com/> and click “Register”.



2. Enter your information and upload your identification document then click “Register”.

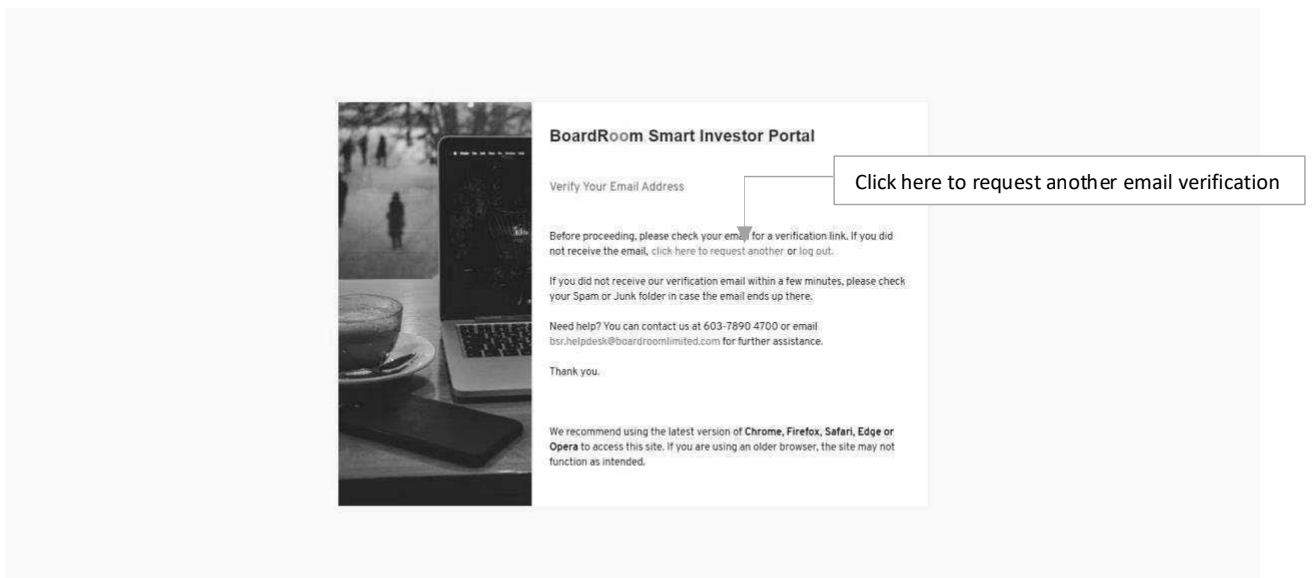


The screenshot shows the 'BoardRoom Smart Investor Portal' registration page. The form is titled 'Register New Account' and includes the following fields and sections:

- Full Name *** (as per NRIC or Passport): A text input field.
- Nationality**: A dropdown menu with 'Malaysian' selected.
- Police / Armed Forces Personnel**: A checkbox.
- MyKad No. *** (NRIC No.): A text input field.
- Old IC No.** (for Malaysian born in 1977 or earlier): A text input field.
- Photo of MyKad *** (Front View): A section with a file upload button and a note '(jpg, png or pdf - maximum 10MB)'.
- Photo of MyKad *** (Back View): A section with a file upload button and a note '(jpg, png or pdf - maximum 10MB)'.
- Mobile No. ***: A text input field with a country code dropdown set to '+60' and a phone number input.
- E-Mail Address ***: A text input field.
- Password ***: A text input field.
- Password must:** A list of requirements: 'Have 10 or more characters', 'Contain alphabet and numeric characters', and 'Contain at least 1 Uppercase letter, Special character (e.g. !, @, #, \$, %, ^)'.
- Confirm Password ***: A text input field.
- By clicking "Register" I agree to Boardroom's Privacy Policy**: A checkbox.
- Register**: A button.
- Already have account? Sign in**: A link.
- Click here to register**: An annotation pointing to the Register button.
- Mandatory**: An annotation pointing to the Full Name, Nationality, MyKad No., Mobile No., E-Mail Address, Password, and Confirm Password fields.
- Optional**: An annotation pointing to the Old IC No. field.

At the bottom, there is a note: 'We recommend using the latest version of Chrome, Firefox, Safari, Edge or Opera to access this site. If you are using an older browser, the site may not function as intended.'

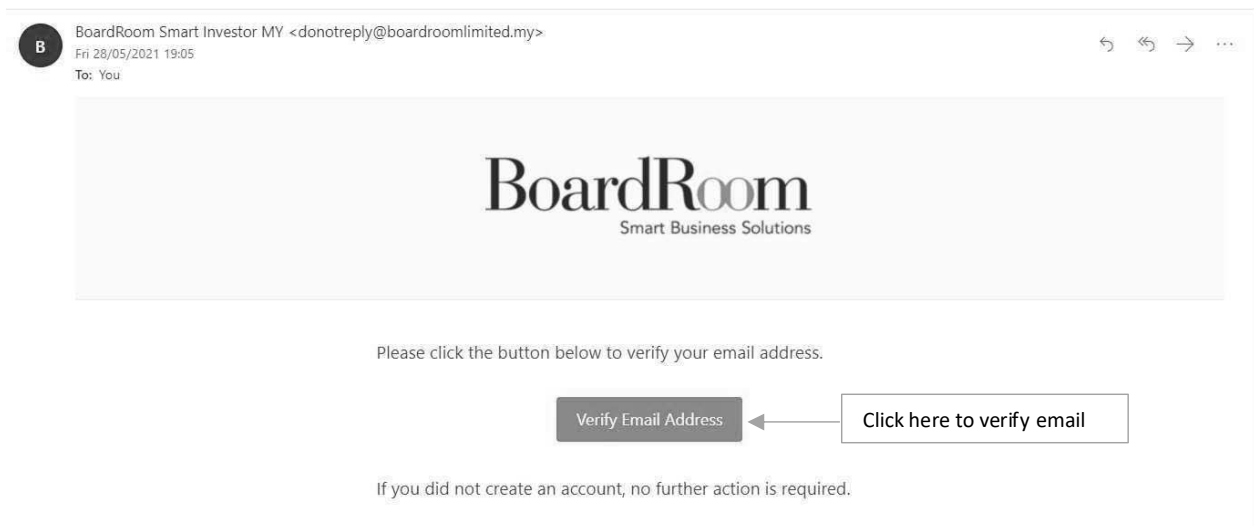
3. Upon register, you will receive an email for verification and redirected to this page. If email is not received, click request another. Do check both your inbox and spam.



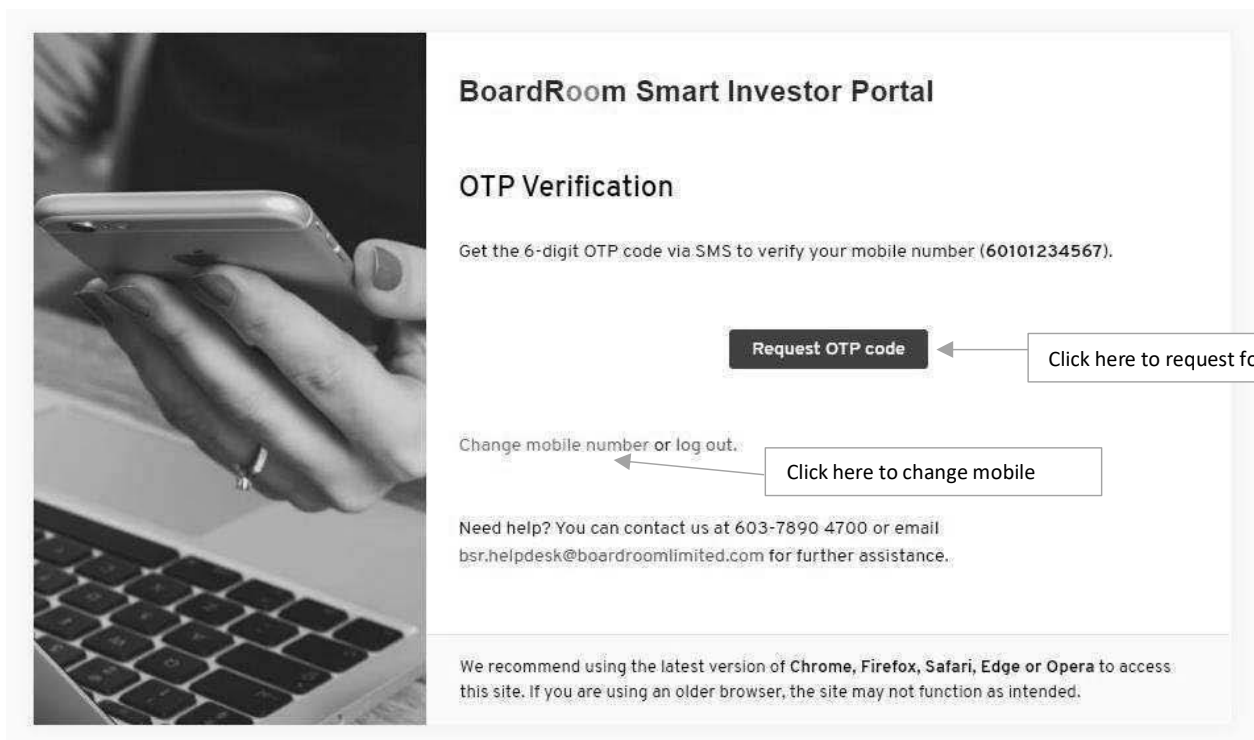
The screenshot shows the 'BoardRoom Smart Investor Portal' email verification page. The page includes the following content:

- Verify Your Email Address**: A heading.
- Before proceeding, please check your email for a verification link. If you did not receive the email, click here to request another or log out.**: A text block with a link to 'request another'.
- If you did not receive our verification email within a few minutes, please check your Spam or Junk folder in case the email ends up there.**: A text block.
- Need help? You can contact us at 603-7890 4700 or email bsr.helpdesk@boardroomlimited.com for further assistance.**: A text block.
- Thank you.**: A text block.
- Click here to request another email verification**: An annotation pointing to the 'request another' link.
- We recommend using the latest version of Chrome, Firefox, Safari, Edge or Opera to access this site. If you are using an older browser, the site may not function as intended.**: A note at the bottom.

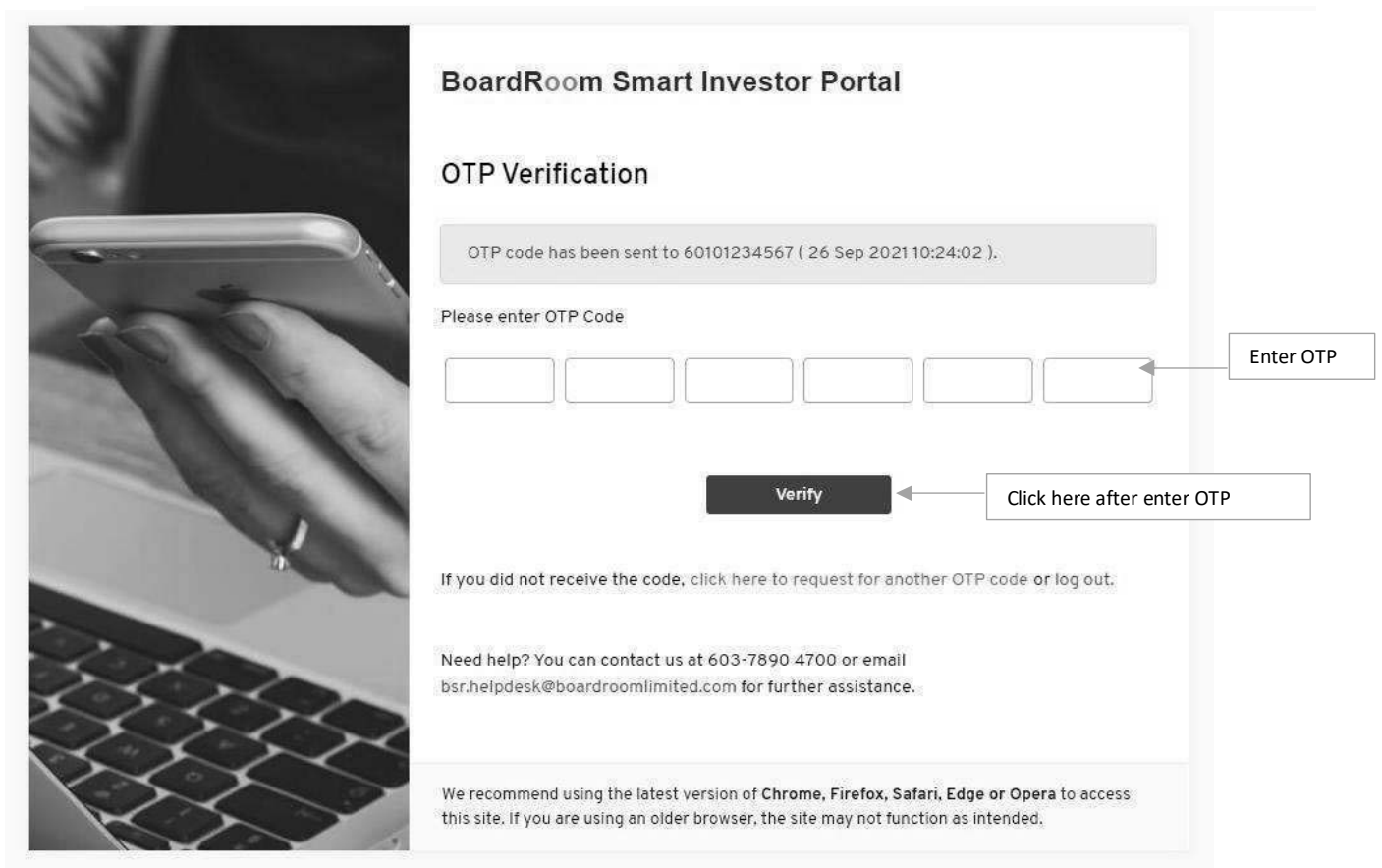
4. Check your email for the below notification. Click “Verify email address”.



5. You will be redirected to verify your mobile no. Check if you have the correct mobile number, then request OTP code to proceed.



5. Enter you OTP number and click “Enter”.



BoardRoom Smart Investor Portal

OTP Verification

OTP code has been sent to 60101234567 (26 Sep 2021 10:24:02).

Please enter OTP Code

Enter OTP

Verify

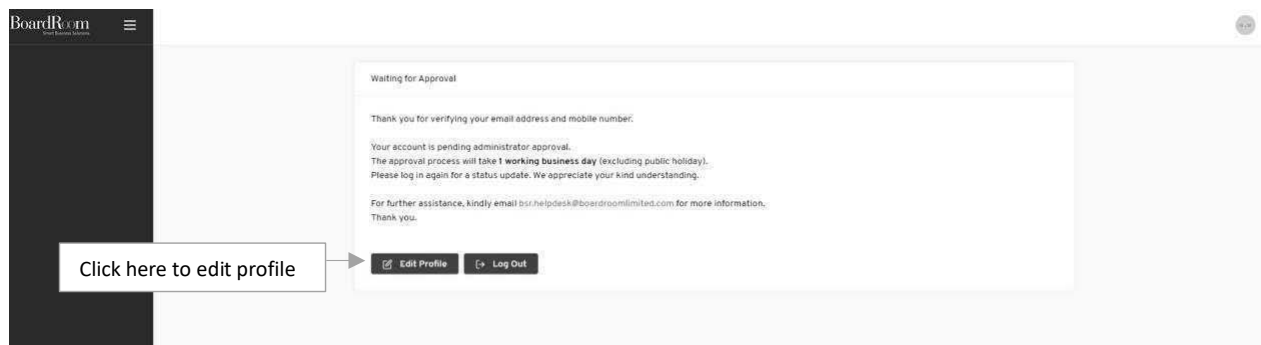
Click here after enter OTP

If you did not receive the code, [click here](#) to request for another OTP code or log out.

Need help? You can contact us at 603-7890 4700 or email bsr.helpdesk@boardroomlimited.com for further assistance.

We recommend using the latest version of **Chrome, Firefox, Safari, Edge or Opera** to access this site. If you are using an older browser, the site may not function as intended.

6. You had successfully verified your account. Wait for approval from administration. In the meantime, you may edit your profile to update your information.



BoardRoom

Waiting for Approval

Thank you for verifying your email address and mobile number.

Your account is pending administrator approval.

The approval process will take 1 working business day (excluding public holiday).

Please log in again for a status update. We appreciate your kind understanding.

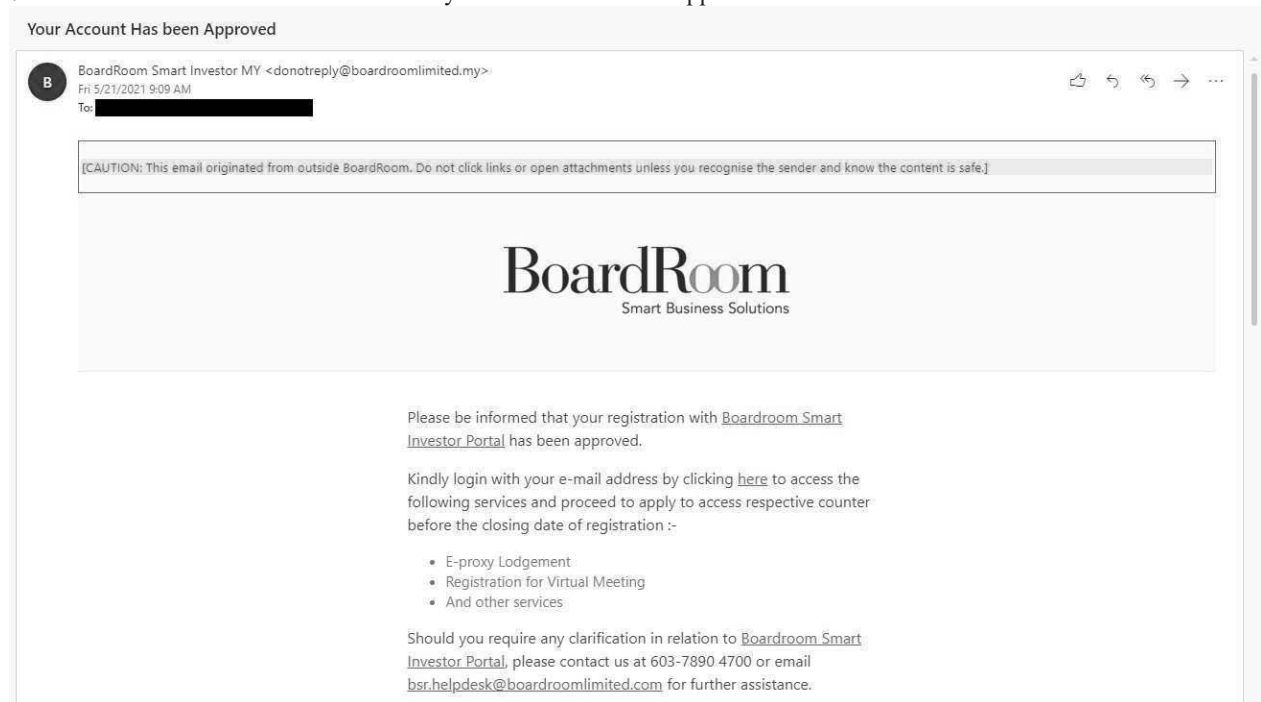
For further assistance, kindly email bsr.helpdesk@boardroomlimited.com for more information.

Thank you.

Edit Profile **Log Out**

Click here to edit profile

7. You will receive an email as below after your account had been approved.

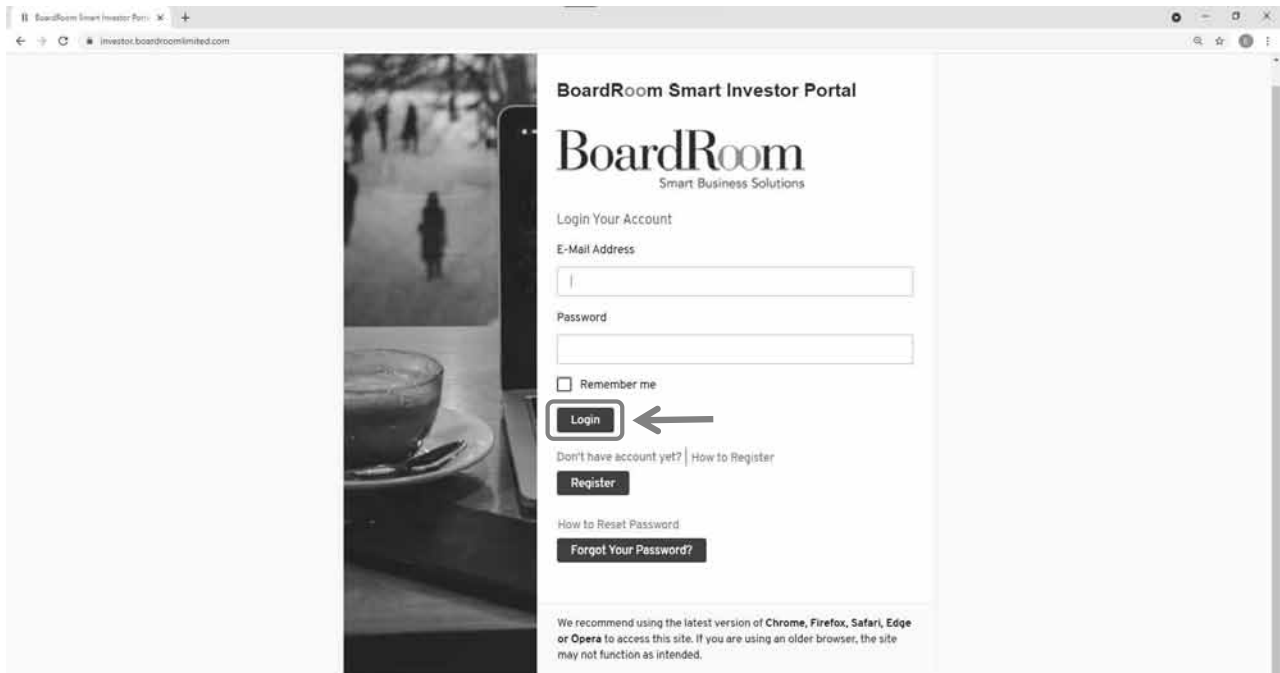


Should you require further inquiry or guidance on how to register account, you may contact +603-7890 4700.

APPENDIX 2: USER GUIDE FOR REGISTRATION FOR VIRTUAL ANNUAL GENERAL MEETING

Log in page

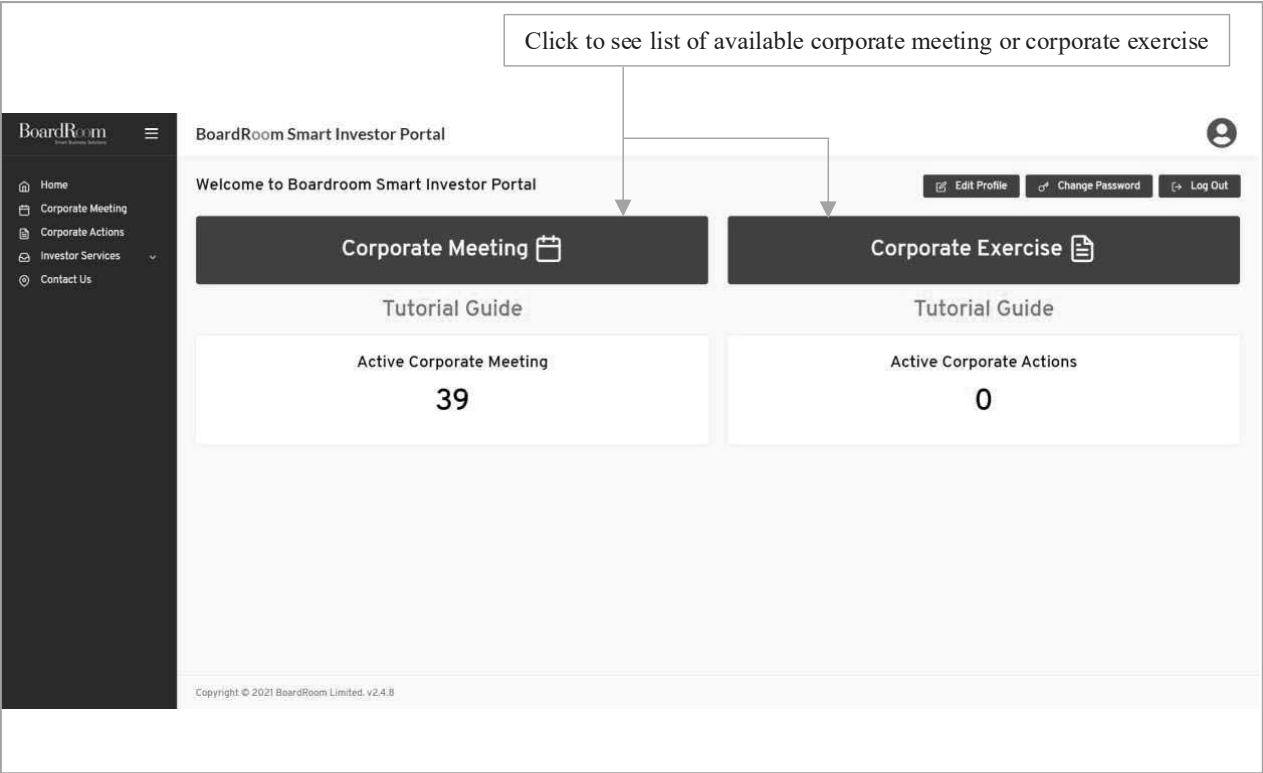
Navigate to boardroomlimited.my. Key in your email address and password to log in.



The screenshot shows the BoardRoom Smart Investor Portal login page. The page has a header with the text "BoardRoom Smart Investor Portal" and the BoardRoom logo with the tagline "Smart Business Solutions". Below the header, there is a section titled "Login Your Account". This section contains two input fields: "E-Mail Address" and "Password". Below these fields is a checkbox labeled "Remember me". A "Login" button is positioned below the checkbox, and a black arrow points to it from the right. Below the "Login" button, there is a link "Don't have account yet? | How to Register" and a "Register" button. Further down, there is a link "How to Reset Password" and a "Forgot Your Password?" button. At the bottom of the page, there is a disclaimer: "We recommend using the latest version of Chrome, Firefox, Safari, Edge or Opera to access this site. If you are using an older browser, the site may not function as intended." The page also features a vertical image on the left side showing a person walking in a park and a cup of coffee on a table.

Dashboard

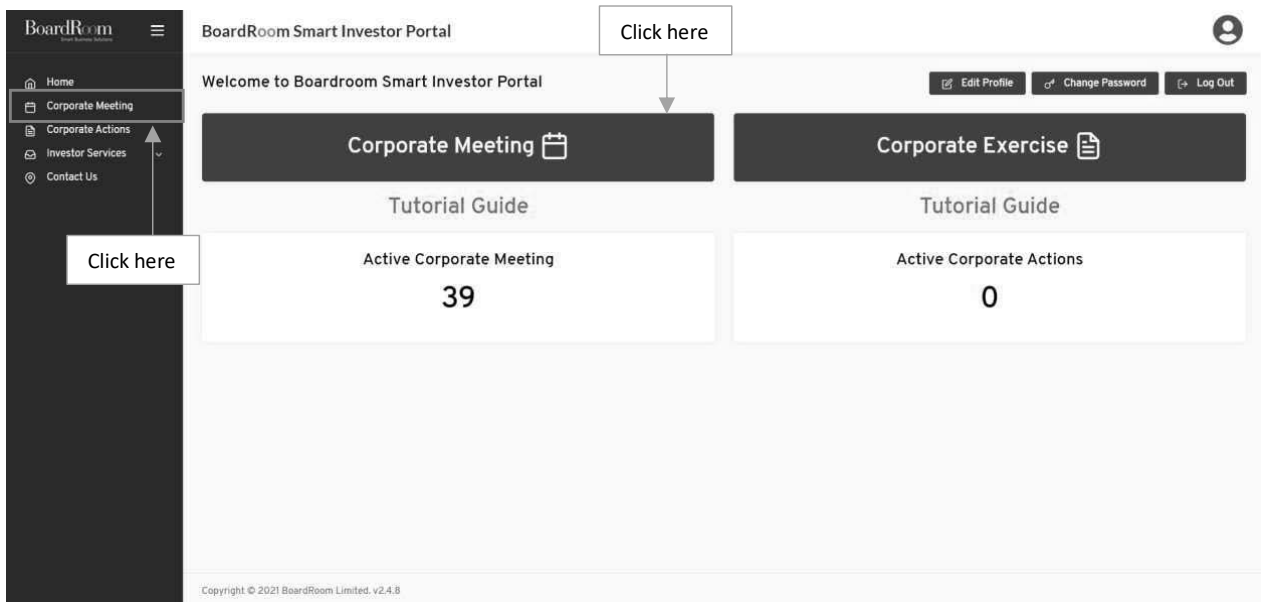
Upon login, you will be redirected to the dashboard



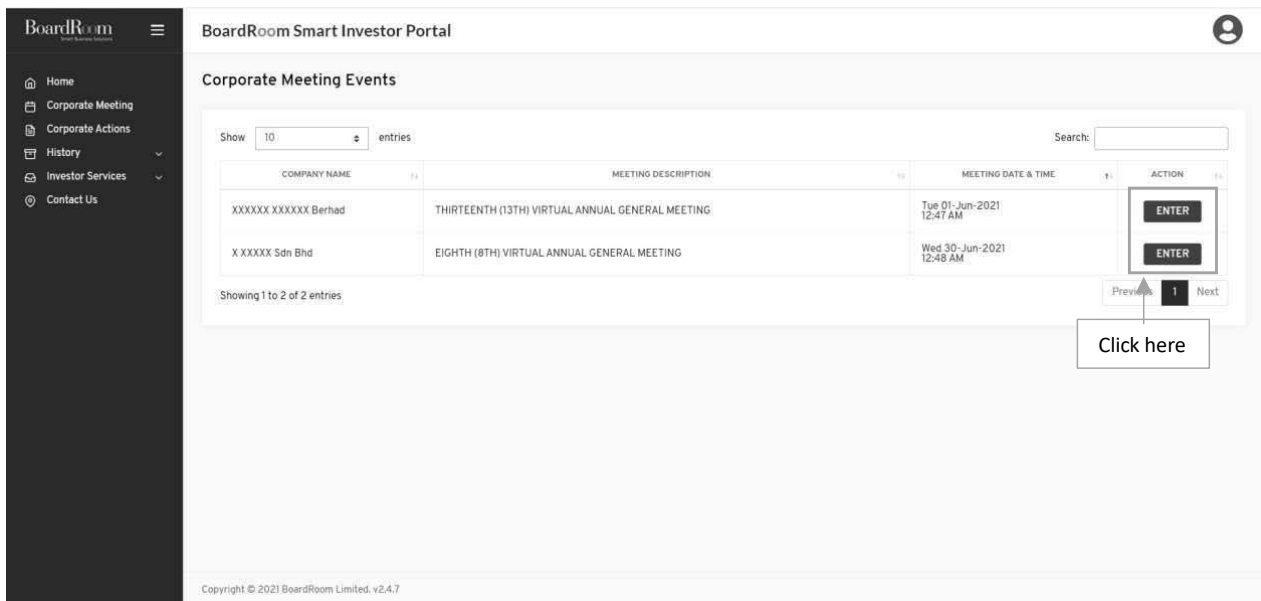
Meeting Details

Meeting list

1. At the dashboard, click Corporate Meeting button at the right panel or Corporate Meeting at the side bar to see the list of corporate meetings.

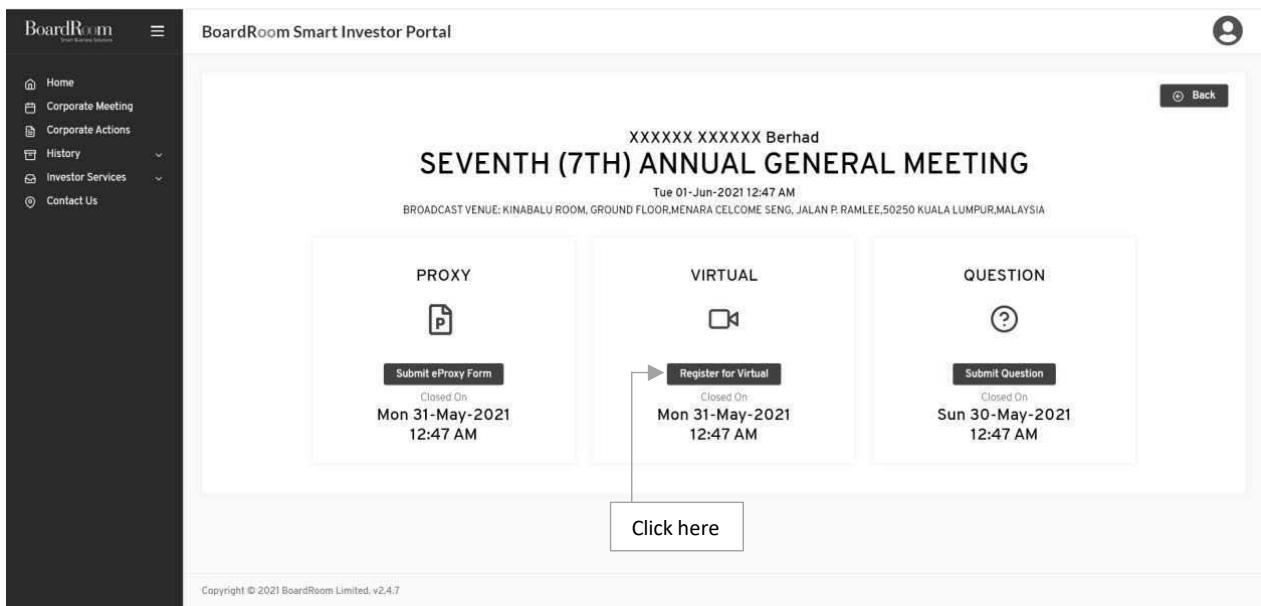


2. Click enter for the corporate meeting you wish to apply for.

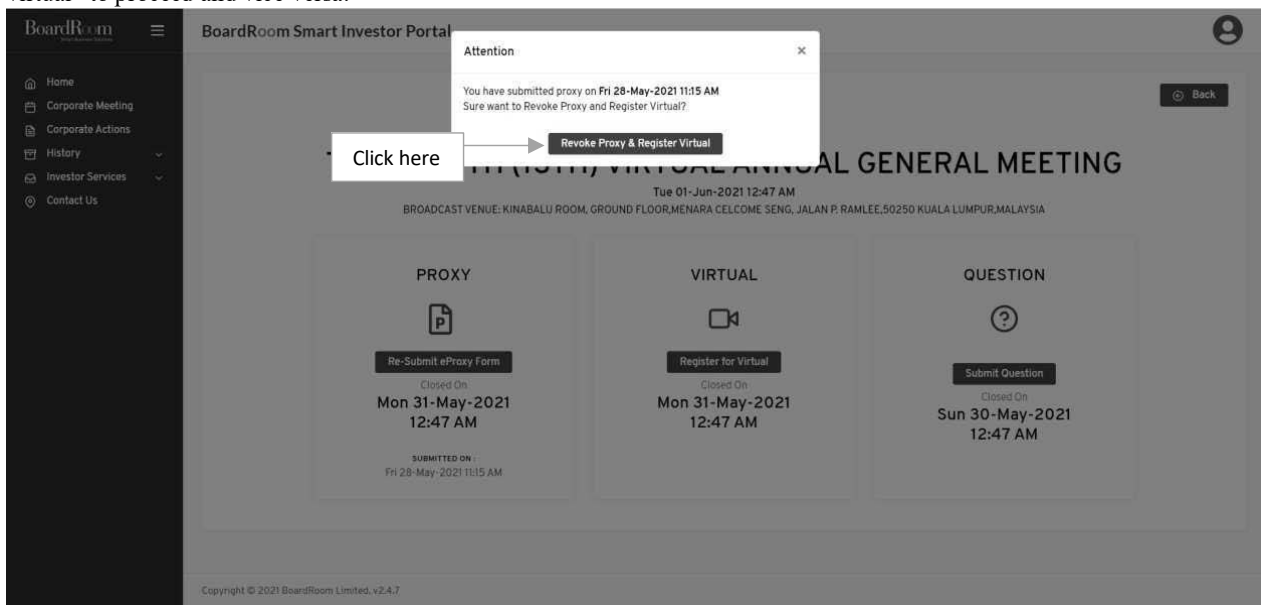


Registration

1. Click “Register for virtual” or “Register for physical” to enter registration form page. The steps for both are the same.



2. Note that if you had already submitted proxy form for this meeting, you will need to click “Revoke Proxy & register virtual” to proceed and vice versa.



3. Check declaration and click “Next” to go to virtual application form.

The screenshot shows the BoardRoom Smart Investor Portal interface. On the left is a dark sidebar with a menu containing: Home, Corporate Meeting, Corporate Actions, History, Investor Services, and Contact Us. The main content area is titled 'BoardRoom Smart Investor Portal' and features a dark header bar with 'Proxy Terms & Conditions'. Below this, there is a section for 'Attachment: Terms & Conditions'. The main section is titled 'Declaration' and contains a checkbox labeled 'I have read and agree to the terms and conditions.' which is checked. Below the checkbox is a paragraph of text regarding the Personal Data Protection Act 2010. At the bottom right of the declaration section are 'Back' and 'Next' buttons. A white box with the text 'Check declaration' is overlaid on the bottom left of the main content area. The footer of the page reads 'Copyright © 2021 BoardRoom Limited. v2.4.7'.

4. Virtual Application Form/ Physical Application Form

The screenshot shows the BoardRoom Smart Investor Portal interface. On the left is a dark sidebar with a menu containing: Home, Corporate Meeting, Corporate Actions, History, Investor Services, and Contact Us. The main content area is titled 'BoardRoom Smart Investor Portal' and features a dark header bar with 'Virtual Application Form'. Below this, there is a table with four columns: COMPANY NAME, TITLE, MEETING DATE, and VENUE. The table contains one row of data. Below the table is a section titled 'CDS Information' which contains a text input field with the value '000-000-000000000'. To the right of the input field is a 'Submit' button. The footer of the page reads 'Copyright © 2021 BoardRoom Limited. v2.4.7'.

COMPANY NAME	TITLE	MEETING DATE	VENUE
XXXXXX XXXXXX BERHAD	SEVENTH (7TH) ANNUAL GENERAL MEETING	01-Jun-2021 12:47 AM	BROADCAST VENUE: KINABALLU ROOM, GROUND FLOOR, MENARA CELCOM SENG, JALAN P. RAMLEE, 50250 KUALA LUMPUR, MALAYSIA

- Enter your cds account number.
- Click “Next” to submit your registration

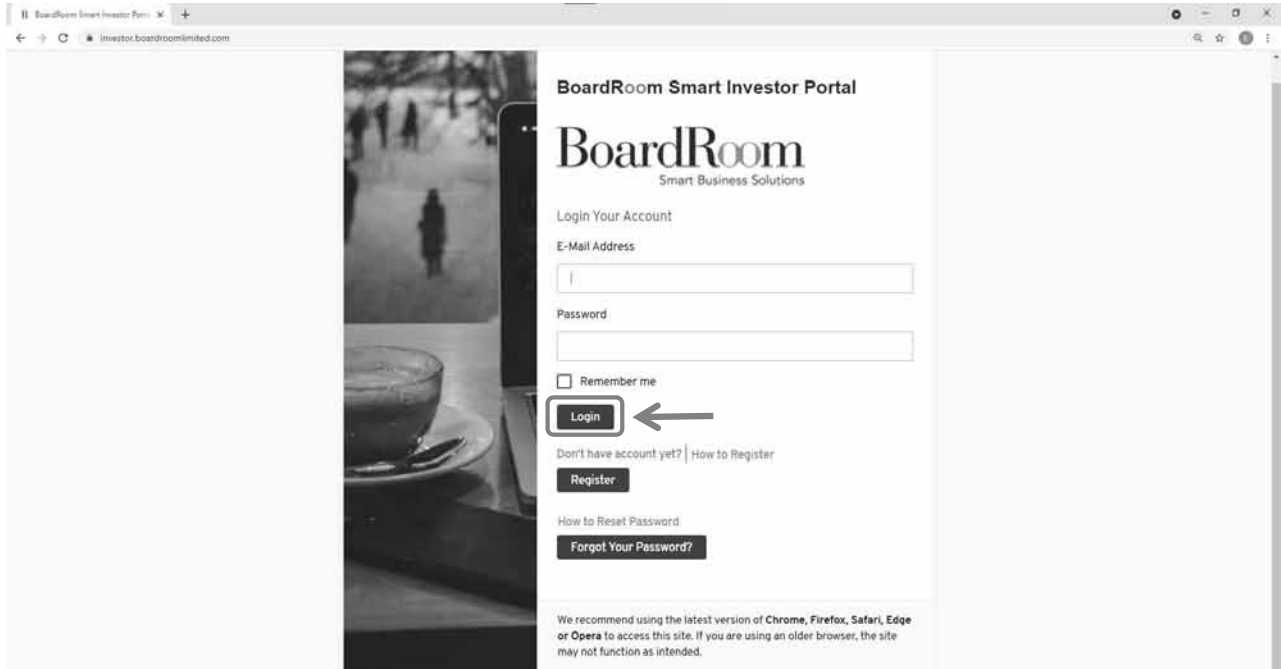
5. Registration for virtual meeting can only be submitted once. You may view the submitted registration under History> Submission History.

Should you require further inquiry or guidance on how to register for the virtual AGM, you may contact +603-7890 4700.

APPENDIX 3: USER GUIDE FOR E-PROXY REGISTRATION

Log in page

Navigate to boardroomlimited.my. Key in your email address and password to log in.



The screenshot shows the BoardRoom Smart Investor Portal login page. The page has a header with the BoardRoom logo and the tagline 'Smart Business Solutions'. Below the header, there is a 'Login Your Account' section. This section contains two input fields: 'E-Mail Address' and 'Password'. Below these fields is a checkbox labeled 'Remember me'. A 'Login' button is positioned below the checkbox, and a black arrow points to it from the right. Below the 'Login' button, there is a link 'Don't have account yet? | How to Register' and a 'Register' button. Further down, there is a link 'How to Reset Password' and a 'Forgot Your Password?' button. At the bottom of the page, there is a disclaimer: 'We recommend using the latest version of Chrome, Firefox, Safari, Edge or Opera to access this site. If you are using an older browser, the site may not function as intended.'

BoardRoom Smart Investor Portal

BoardRoom
Smart Business Solutions

Login Your Account

E-Mail Address

Password

☐ Remember me

Login

Don't have account yet? | How to Register

Register

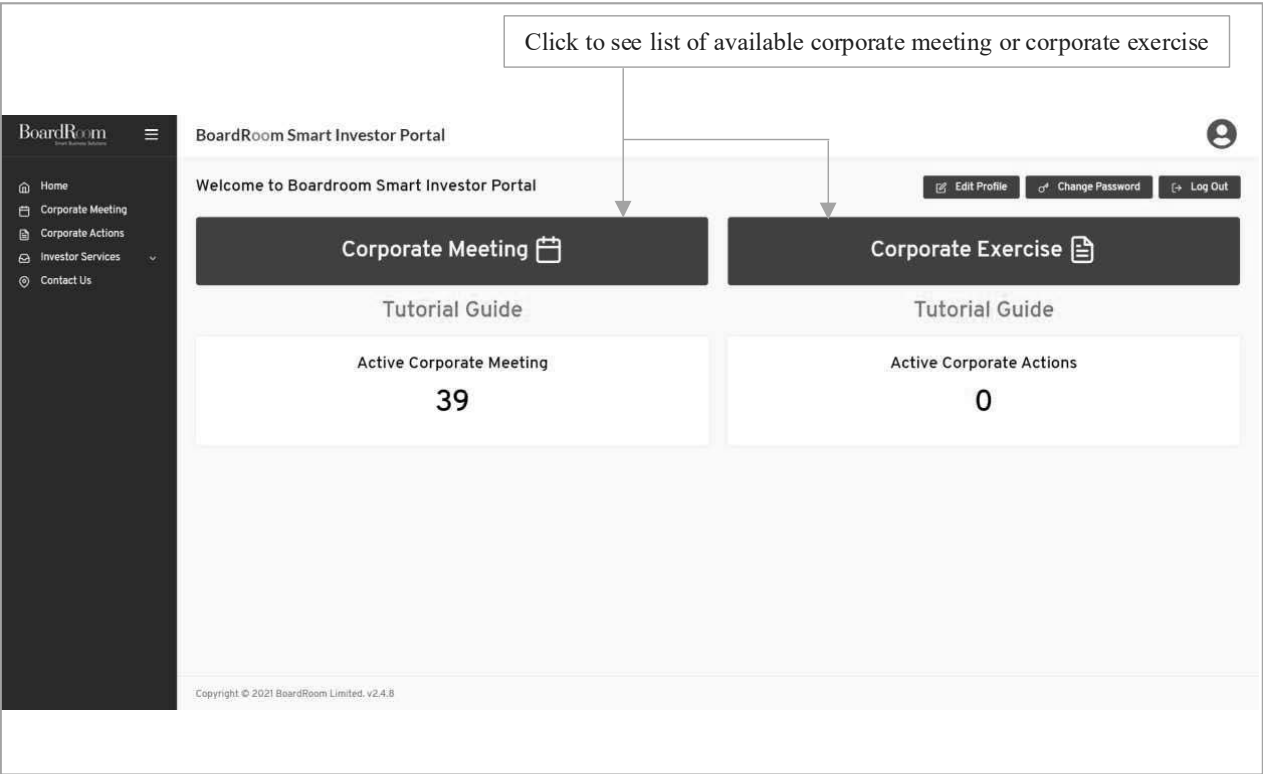
How to Reset Password

Forgot Your Password?

We recommend using the latest version of Chrome, Firefox, Safari, Edge or Opera to access this site. If you are using an older browser, the site may not function as intended.

Dashboard

Upon login, you will be redirected to the dashboard



Meeting Details

Meeting list

1. At the dashboard, click Corporate Meeting button at the right panel or Corporate Meeting at the side bar to see the list of corporate meetings.

BoardRoom Smart Investor Portal

Welcome to Boardroom Smart Investor Portal

Corporate Meeting

Corporate Exercise

Tutorial Guide

Active Corporate Meeting

39

Active Corporate Actions

0

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2. Click enter for the corporate meeting you wish to apply for.

BoardRoom Smart Investor Portal

Corporate Meeting Events

Show 10 entries

Search:

COMPANY NAME	MEETING DESCRIPTION	MEETING DATE & TIME	ACTION
XXXXXX XXXXXX Berhad	THIRTEENTH (13TH) VIRTUAL ANNUAL GENERAL MEETING	Tue 01-Jun-2021 12:47 AM	ENTER
X XXXXX Sdn Bhd	EIGHTH (8TH) VIRTUAL ANNUAL GENERAL MEETING	Wed 30-Jun-2021 12:48 AM	ENTER

Showing 1 to 2 of 2 entries

Previous 1 Next

Click here

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Submit Proxy

1. Upon clicking “Enter” button for a meeting, you will be redirected to this page. Click Submit proxy form.

BoardRoom Smart Investor Portal

XXXXXX XXXXXX Berhad

SEVENTH (7TH) ANNUAL GENERAL MEETING

Tue 01-Jun-2021 12:47 AM

BROADCAST VENUE: KINABALU ROOM, GROUND FLOOR, MENARA CELCOM SENG, JALAN P. RAMLEE, 50250 KUALA LUMPUR, MALAYSIA

PROXY	VIRTUAL	QUESTION
Submit eProxy Form	Register for Virtual	Submit Question
Closed On Mon 31-May-2021 12:47 AM	Closed On Mon 31-May-2021 12:47 AM	Closed On Sun 30-May-2021 12:47 AM

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2. Check declaration and click “Next” to go to proxy application form.

BoardRoom Smart Investor Portal

Proxy Terms & Conditions

Attachment: Terms & Conditions

Declaration

☒ I have read and agree to the terms and conditions.

Personal Data Protection Act 2010 ("PDPA"), BoardRoom shall comply with all its obligation under the Personal Data Protection Act 2010. By using our Services, you hereby agree to the use and processing of your personal data as detailed in our Privacy Policy which is available at: <https://www.boardroomlimited.com/my/privacy-policy>, and you give your consent to BoardRoom to store and process the personal data only to the extent required for BoardRoom to provide the services requested by you. You further agree that BoardRoom may disclose your Personal Data to relevant government/regulatory authorities or third parties (including but not limited to the companies where BoardRoom is the Registrar or the Poll Administrator) or where required by law or for legal purposes. In the event BoardRoom discloses and/or authorises the use of your data by a related party of BoardRoom, wherever situated (including in Australia, Hong Kong, Singapore, and China) to assist BoardRoom Malaysia in providing services to you, BoardRoom shall take all steps to safeguard your data and shall ensure that your data will not be used for any purpose other than to provide the services requested by BoardRoom.

[Back](#) [Next](#)

Check declaration

Copyright © 2021 BoardRoom Limited. v2.4.7

3. Proxy application form

BoardRoom Smart Investor Portal

Proxy Application Form

COMPANY NAME	TITLE	MEETING DATE	VENUE
XXXXXX XXXXXX BERHAD	SEVENTH (7TH) ANNUAL GENERAL MEETING	01-Jun-2021 12:47 AM	BROADCAST VENUE: KINABALU ROOM, GROUND FLOOR, MENARA CELCOM SENG, JALAN P. RAMLEE, 50250 KUALA LUMPUR, MALAYSIA

CDS Information

CDS account number: 000-000-0000000000

Share units hold: 10000

☐ The chairman of the meeting as my proxy
☒ Appoint Proxies
☒ Or failing him/her, the chairman of the meeting as proxy

Back Next

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- Enter your cds account number and share units hold.
- Choose to have chairman as appoint or appoint proxies.
- Click “Next”

4. Proxy Particulars. If you are appointing proxies, fill in the form as below

BoardRoom Smart Investor Portal

SEVENTH (7TH) ANNUAL GENERAL MEETING

Tue 01-Jun-2021 12:47 AM

BROADCAST VENUE: KINABALU ROOM, GROUND FLOOR, MENARA CELCOM SENG, JALAN P. RAMLEE, 50250 KUALA LUMPUR, MALAYSIA

Proxy Particular

Please fill in minimum 1 proxy, maximum 2 proxies

Proxy Name 1	Type	Proxy NRIC	Phone 1	Email 1	Shares
PERSON ONE	New IC	000000-00-0000	000-000000000000	email@email.com	2000
Proxy Name 2	Type	Proxy NRIC	Phone 2	Email 2	Shares
PERSON TWO	New IC	000000-00-0000	000-000000000000	email@email.com	8000

Total Shares: 10000

Enter proxy particulars here, with minimum of one proxy

Back Next

Click to proceed

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- Enter particulars of proxies and with the share distribution.
- Click “Next” to indicate vote for each resolution.

5. Proxy votes

The screenshot displays the BoardRoom Smart Investor Portal at the URL investor.boardroomlimited.com/proxy/vote. The page title is "BoardRoom Smart Investor Portal". A callout box with the text "Click button to apply same vote for all resolution" points to a button labeled "FOR ALL".

The main heading is "MY PROXY(S) IS/ARE TO VOTE AS INDICATED BELOW:". Below this is a table with the following structure:

AGENDA	FOR ALL	AGAINST ALL	ABSTAIN ALL	DISCRETIONARY ALL
Resolution 1 (Special)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Q1				
Resolution 2 (Special)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Q2				

At the bottom right of the table are two buttons: "Back" and "Apply".

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- Check you vote indication.
- Click "Apply" to complete proxy submission.
- An email with proxy form attached will be sent to registered email and you may view the submitted proxy under History> Submission History.

6. You can always resubmit your proxy form.

Should you require further inquiry or guidance on how to submit e-Proxy form, you may contact +603-7890 4700.