



MEGA FIRST CORPORATION BERHAD

Reg. No. 196601000210 (6682-V)

(Incorporated in Malaysia)

ADMINISTRATIVE GUIDE FOR THE 54TH ANNUAL GENERAL MEETING

Date : Thursday, 2 July 2020

Time : 10.00 a.m.

Broadcast Venue : Conference Room
A-12-01, Level 12, Block A, PJ8, 23 Jalan Barat, Seksyen 8,
46050 Petaling Jaya, Selangor Darul Ehsan

Dear Shareholders,

In light of the COVID-19 pandemic and Government of Malaysia's official guidance on social distancing, the 54th Annual General Meeting (AGM) of the Company will be conducted virtually through live streaming and online remote voting via the Remote Participation and Voting ("RPV") Facilities which are available at Boardroom Share Registrars Sdn Bhd's ("Boardroom") website at <http://boardroomlimited.my/>.

In line with the Malaysian Code on Corporate Governance Practice 12.3, by conducting a virtual AGM, this would facilitate greater shareholder participation as it facilitates electronic voting and remote shareholders' participation. With the Virtual Meeting Facilities, you may exercise your right as a member of the Company to participate (including to pose questions to the Board of Directors and/or Management of the Company) and vote at the AGM. Alternatively, you may also appoint the Chairman of the Meeting as your proxy to attend and vote on your behalf at the AGM.

Kindly ensure that you are connected to the internet at all times in order to participate and vote when our virtual AGM has commenced. Therefore, it is your responsibility to ensure that connectivity for the duration of the meeting is maintained. Kindly note that the quality of the live webcast is dependent on the bandwidth and stability of the internet connection of the participants.

Digital Copies of Annual General Meeting Documents

As part of our commitment towards green environment, the following documents are available at <http://www.mega-first.com/agm2019>

1. Notice of the 54th AGM, Proxy Form and Administrative Details
2. Annual Report 2019
3. Share Buy Back Statement
4. Annual Report 2019 Request Form

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Should you require a printed copy of the above documents, you may submit your request to our Share Registrar through telephone at 603-7890 4700 or email at bsr.helpdesk@boardroomlimited.com. Alternatively, you may submit the Request Form which is available on our website. Although the Movement Control Order has been eased, upon receipt of your request, please expect some delays in the delivery of the hardcopy of the documents which will be delivered to you once they are made available to the Company.

Broadcast Venue

Shareholders **ARE NOT ALLOWED** to participate the AGM via the Broadcast Venue as the venue is only meant to facilitate the conduct of the virtual AGM. Shareholders whom turn up at the Broadcast Venue would be requested to leave the venue politely.

Entitlement to Participate the AGM

In respect of deposited securities, only members whose names appear on the Record of Depositors on **25 June 2020** (General Meeting Record of Depositors) shall be eligible to participate in the AGM or appoint proxy(ies) to participate on his/her behalf.

Proxy Form(s)

If you are unable to attend the AGM, you are encouraged to appoint a proxy or the Chairman of the Meeting as your and indicate the voting instructions in the Proxy Form in accordance with the notes and instructions printed therein.

Please ensure that the original form is deposited at our Share Registrar's office by **10.00 a.m.** on **30 June 2020** (48 hours before the time appointed for holding the AGM). Details of our Share Registrar's office can be found in the enquiry section of this document.

Alternatively, you may deposit your proxy form(s) by electronic means through the smart investor portal at <https://boardroomlimited.my> by logging in and selecting "E-PROXY LODGEMENT".

Revocation of Proxy

If you have submitted your Form(s) of Proxy and subsequently decide to appoint another person or wish to participate in our electronic AGM by yourself, please write in to bsr.helpdesk@boardroomlimited.com by **10.00 a.m.** on **30 June 2020** (48 hours before the AGM) to revoke the earlier appointed proxy.

Voting Procedure



Pursuant to Paragraph 8.29A of the Main Market Listing Requirements of Bursa Malaysia Securities Berhad, voting at the AGM will be conducted by poll. Poll administrator and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll respectively.

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Virtual Meeting Facilities

Procedure	Action
Before the day of the AGM	
1. Register Online with Boardroom Smart Investor Portal	<p><i>[Note: If you have already signed up with Boardroom Smart Investor Portal, you are not required to register. You may proceed to Step 2.]</i></p> <ol style="list-style-type: none"> Access website https://boardroomlimited.my Click <<Login>> and click <<Register>> to sign up as a user. Complete registration and upload softcopy of MyKAD (front and back) or Passport. Please enter a valid email address. Your registration will be verified and approved within one business day and an email notification will be provided.
Before the day of the AGM	
2. Submit request for remote participation	<p>Registration for remote access will be opened on 3 June 2020. Please note that the closing time to submit your request is at 10.00 a.m. on 30 June 2020 (48 hours before the commencement of the AGM).</p> <p>Individual Members</p> <ol style="list-style-type: none"> Log in to https://boardroomlimited.my Select “Hybrid/Virtual Meeting” from main menu and select the correct Corporate Event “MFCB 54th Virtual AGM”. Enter your CDS Account. Read and agree to the terms & condition and thereafter submit your request. <p>Corporate Shareholders</p> <ol style="list-style-type: none"> Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Certificate of Appointment of Corporate Representative or Form of Proxy to submit the request. Please provide a copy of Corporate Representative’s MyKad (Front and Back) or Passport as well as his/her email address. <p>Authorised Nominee and Exempt Authorised Nominee</p> <ol style="list-style-type: none"> Write in to bsr.helpdesk@boardroomlimited.com by providing the name of Member, CDS Account Number accompanied with the Form of Proxy to submit the request. Please provide a copy of Corporate Representative’s MyKad (Front and Back) or Passport as well as his/her email address.
3. Email notification	<ol style="list-style-type: none"> You will receive notification(s) from Boardroom that your request(s) has been received and is/are being verified. Upon system verification against the General Meeting Record of Depositories as at 25 June 2020, you will receive an email from Boardroom either approving or rejecting your registration for remote participation together with your remote access user ID and password.

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Procedure	Action
On the day of the AGM	
4. Login to Meeting Platform	<ol style="list-style-type: none"> The Meeting Platform will be open for login one (1) hour before the commencement of the AGM. The Meeting Platform can be accessed via one of the following:- <ul style="list-style-type: none"> ➤ Download the free Lumi AGM application from Apple App Store or Google Play Store; ➤ Scan the QR Code provided in the email notification; ➤ Navigate to the website at https://web.lumiagm.com/ Insert the Meeting ID No. and sign in with the user ID and password provided to you via the email notification in Step 3.
5. Participate	<p><i>[Note: Questions submitted online will be moderated before being sent to the Chairman to avoid repetition. All question and messages will be presented with the full name and identity of the participant raising the question.]</i></p> <ol style="list-style-type: none"> If you would like to view the live webcast, select the  broadcast icon. If you would like to ask a question during the AGM, select the  messaging icon. Type your message within the chat box, once completed click the send button.
On the day of the AGM	
6. Voting	<ol style="list-style-type: none"> Once voting has been opened, the polling icon will appear with the resolutions and your voting choices. To vote simply select your voting direction from the options provided. A confirmation message will appear to show your vote has been received. To change your vote, simply select another voting direction. If you wish to cancel your vote, please press "Cancel".
7. End of Participation	Upon the announcement by the Chairman on the closure of the AGM, the live webcast will end and the Messaging window will be disabled.

No Door Gifts/Vouchers/Food & Beverages

There will be no door gifts or door gifts or food & beverages for shareholders/proxies who participate in the AGM.

Shareholders/proxies whom turn up at the Broadcast Venue would not be distributed with door gifts, food and beverage.

No Recording or Photography

No recording or photography of the AGM proceedings is allowed without the prior written permission of the Company.

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Enquiry

If you have any enquiries prior to the AGM, please contact the following during office hours from Monday to Friday (8.30 a.m. to 5.30. p.m.):-

Boardroom Share Registrars Sdn. Bhd.

Address : 11th Floor, Menara Symphony
No. 5 Jalan Prof. Khoo Kay Kim
Seksyen 13,
46200 Petaling Jaya
Selangor Darul Ehsan
Malaysia

General Line : 603-7890 4700
Fax Number : 603-7890 4670
Email : bsr.helpdesk@boardroomlimited.com

Personal Data Policy

By registering for the remote participation and electronic voting meeting and/or submitting the instrument appointing a proxy(ies) and/or representative(s), the member of the Company has consented to the use of such data for purposes of processing and administration by the Company (or its agents); and to comply with any laws, listing rules, regulations and/or guidelines. The member agrees that he/she will indemnify the Company in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the shareholder's breach of warranty.